



Emergency Action Planning Workshop Series:

Checklist & Workbook

Daniel Kilburn teaches Basic Core Emergency Action Planning

Instructions:

Follow the instructions outlined in this workbook.

Place a check \checkmark mark in each box after you complete each task.

Fill in the blanks where needed.

This is a no brainer. You're going to learn things about yourself, and your community that will change the way you see the world forever.

This workshop has been prepared to insure that you learn the material, and integrate the processes into your daily life for maximum benefit.

Ready? Let's go

YOU HAVE PERMISSION TO PRINT AND SAVE THIS WORKBOOK FOR FUTURE REFERENCE.

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This document is part of the Emergency Action Planning Workshop
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EMERGENCY ACTION PLANNING

Introduction:

The purpose of this course is to supply you with the skills and resources necessary to plan, and prepare an Emergency Action Plan unique to you, your family, loved ones, or anyone that you are responsible for.

If you are asking yourself why, then pick up the newspaper. And read all about the disasters, and emergencies that are happening right now in someone's life. I am quite sure that most of those people never remotely thought about having to respond, or react to the situation that they are in right now. So the question is, not will something ever happen to my loved ones or me. But when will my loved ones and I have to respond to some form of emergency, or disaster.

This is a web based home study course. It includes a downloadable workbook in PDF format, downloadable audio and video training materials to support each learning objective. This workshop is scheduled for 12 weeks. Think of it as a short college semester night class. Four to Six hours a week will be sufficient time for you to review the material presented, develop your course of action based on that material and implement that course of action.

Upon completion of this course you will have a usable Emergency Action Plan suitable for yourself, and those that you prepared it for. You will have the resources to adjust your plan as needed. And you will have the skills to implement your plan anytime, anywhere.

Note: The materials used to compile this course of instruction were developed by the Federal Emergency Management Agency (FEMA), the American Red Cross (ARC), the Department of Defense (DoD) and materials by other subject matter experts in their fields. I am in no way challenging their rights to intellectual ownership. And I have interspersed some personnel observations based on my years of training select individuals on performing in high stress environments.

Disclaimer:

Neither I nor my company Emergency Action Planning will be held liable for the use, misuse, or failure to use any of the material contained within these training materials. We cannot be held responsible for failing to anticipate every possible emergency, disaster, or contingency that may happen during the course of your lifetime.

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I agree with the terms of the Emergency Action Planning workshop.

Daniel Kilburn

Printed Name _____

Signature _____

Terminal Learning Objective

- Watch** the Terminal Learning Objective Video #1
- Print** out the Workbook Checklist
(Yep, you're looking at it right now.)
- Place** your Workbook Checklist and Appendix's in a Binder
(Preferably a three ring binder with holes punched in the pages)
- Download** Are You Ready, An In-depth Guide to Citizens Preparedness
from the FEMA web site <http://www.fema.gov/areyouready/>
- Request** a hard copy of:

Are You Ready? An In-depth Guide to Citizens Preparedness IS-22

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When ordering include: The publication title, item number, quantity, along with your name, address, zip code & day time phone.

- Write** your answers to the Following Questions:

1. Why do you want to create an Emergency Action Plan now?

2. How would you feel if you had an Emergency Action Plan right now?

3. Why do think you haven't completed an Emergency Action Plan yet.

4. How would you feel if an emergency happened and you weren't prepared for it??

5. Write five beliefs that you have about Emergency Action Planning- anything that comes to mind.

5. Carefully study your answers above, is anything going to prevent you from completing your Emergency Action Plan? Carefully study each belief above. Are any of those beliefs preventing you from doing what you want? Think about what you want to accomplish and ask yourself: Is the belief helping me achieve it? Or is it hindering me from getting what I want? If you find that a belief you hold is a limiting one – get ready to change it!
Remember what you learned in today's lesson: very little is set in stone.

Go to Learning Objective #1 Comprehensive Emergency Management Planning

Learning Objective #1 Comprehensive Emergency Management Planning

Learning Objective #2 Preparedness & the Decision Making Process

- Watch** Learning Objective Video #2

- Read** page 13 of Are You Ready, An In-depth Guide to Citizens Preparedness book from FEMA

- Read** pages 13-16 of the Emergency Action Planning Workbook.

- Write** your answers to the Following Questions:

1. Who are the people you are preparing this plan for? (By Name)

2. What are the five steps to create an EAP?

2. What are the five steps in the Decision Making Process?

Preparedness, 5 W's and an H

What Is Preparedness

- Preparing or being prepared, to equip or furnish,
- To make oneself ready for an emergency
- 5 W's and an H
- Gather information
- Set goals
- Review alternatives
- Decide which actions to take
- Preparedness occurs before an emergency

Five Steps

- Identify the Risks
- Prepare your Emergency Action Plan
- Assemble your Emergency Kits
- Check your Emergency Action Plan
- Practice your Emergency Action Plan

The Decision Making Process

- Analyze the outcome
- Analyze situation and develop your Courses of Action (COA's)
- Analyze your Courses of Action
- Compare your Courses of Action
- Make a Decision

5 W's And an H of Each Decision

- Who
- What
- When
- Where
- Why
- How

Gather Information

- Local
- County
- Federal
- NPO's
- Private Sector
- Family & Friends

Buy In

- Involve as many people as possible in the planning process.
- Keep everyone informed and updated with the progress of your planning.
- Do not discourage input, you never know who will have the answer you are seeking

Small Steps to Big Success

- Gather ideas by consulting the resources that you have identified.
- Select small projects that can be accomplished easily and rapidly from a skills and resource standpoint.
- Identify which projects you will need help to accomplish from a skills and resource standpoint.
- Organize skill training with lasting benefits.
- Duplicate or build upon previous successes of yours or others.
- Contact others for advice on what worked, or what they should have done different.
- Recognize every project that is successful no matter how small.
- Celebrate every achievement.
- Take the appropriate steps to insure the safety of your group.
- Assign individuals to appropriate tasks based on their skills and training.
- Identify tasks that should be completed by professionals.
- Keep safety at the front of your mind.

Set Goals

- Immediate Needs
- Mitigation
- Preparation

Review Alternatives

- Multiple Courses Of Action
- Which One Will Work Best
- Brain Storm
- COA Matrix

Decide Which Actions to Take

- And Stick To Them

STOP

- If you have not already done so. Download and print a copy of the Emergency Action Plan (EAP) Workbook.
- Then re-start the program

Review

- Preparing or being prepared, to equip or furnish,
- To make oneself ready for an emergency
- 5 Steps
- Decision Making Process
- 5 W's and an H
- Gather information
- Set goals
- Review alternatives
- Decide which actions to take
- Preparedness occurs before an emergency
- Learning Objective 3: Types of Emergencies

Check on Learning

- Brainstorm with your family the 5 W's and an H of what you are doing
- Start gathering information