Functional Annexes

Functional annexes focus on critical operational functions and the courses of action developed to carry them out. As the planning team assesses the church's needs, it may need to prepare additional or different annexes. Functions may occur consecutively or concurrently, depending on the incident. If functions overlap, it is not necessary to repeat a course of action in one functional annex if it appears in a second functional annex. For example, though an evacuation may lead to reunification, it is not necessary to list a course of action for reunification within the evacuation annex.

The **Evacuation Annex** focuses on the courses of action that the church will execute to evacuate buildings and grounds. The planning team should consider the following when developing their goals, objectives, and courses of action:

- How to safely move persons to designated assembly areas from buildings and outside areas.
- How to evacuate when the primary route evacuation route is unusable.
- How to evacuate children who are not with a parent or guardian.
- How to evacuate senior citizens and individuals with disabilities (along with service animals and assistive devices) and others with access and functional needs, including language, transportation, and medical needs.

The **Lockdown Annex** focuses on the courses of action the church will execute to secure buildings and grounds during incidents that pose an immediate threat of violence in or around the church. The primary objective of a lockdown is to ensure all persons are secured quickly in the rooms away from immediate danger. The planning team should consider the following when developing their goals, objectives, and courses of action:

- How to lock all exterior doors and when it may or may not be safe to do so.
- How building characteristics (e.g., windows, doors) affect possible lockdown courses of action.
- What to do when a threat materializes inside the church.
- When to use the different variations of a lockdown (e.g., when outside activities are curtailed, doors are locked, and visitors are closely monitored, but all other activities continue as normal).

The **Shelter-in-Place Annex** focuses on courses of action when persons are required to remain indoors, perhaps for an extended period, because it is safer inside the building or a room than outside. Depending on the threat or hazard, persons may be required to move to rooms that can be sealed (such as in the event of a chemical or biological hazard) or without windows, or to a weather shelter (such as in the event of a tornado). The planning team should consider the following when developing their goals, objectives, and courses of action:

- What supplies will be needed to seal the room and to provide for personal needs (e.g., water).
- How shelter-in-place can affect individuals with disabilities and others with access and functional needs, such as persons who require the regular administration of medication, durable medical equipment, and personal assistant services.
- How to move persons when the primary route is unusable.

- How to locate and move children who are not with a parent or guardian.
- Consider the need for and integration of “safe rooms” for protection against extreme wind hazards (such as a tornado or hurricane) to provide immediate life-safety protection when evacuation is not an option.

The **Recovery Annex** describes how the church will recover from an emergency. The four fundamental kinds of recovery are services recovery; physical recovery; fiscal recovery; and psychological and emotional recovery. The planning team should consider the following when developing their goals, objectives, and courses of action:

Services Recovery

- When and who has the authority to close and reopen the church.
- What temporary space(s) may be used if buildings cannot be immediately reopened.
- How alternate services will be provided if congregation members cannot physically reconvene.

Physical Recovery

- How assets are documented, including physically accessible facilities, in case of damage.
- Which personnel have expert knowledge of the assets and how and where they will access records to verify current assets after an emergency.
- How the church will work with utility and insurance companies before an emergency to support a quicker recovery.

Fiscal Recovery

- How will staff receive timely and information regarding returning to work.
- What sources the church may access for emergency relief funding.

Psychological and Emotional Recovery

- Who will serve as the leader.
- Where will counseling and psychological first aid be provided.
- How members will create a calm and supportive environment for the congregation, share basic information about the incident, provide psychological first aid (if trained), and identify members and staff who may need immediate crisis counseling.
- Who will provide trained counselors.
- How to address immediate-, short-, and long-term counseling needs of staff members and families.
- How to handle commemorations, memorial activities, or permanent markers and/or memorial structures (if any will be allowed); including concerns such as when a commemoration site will be closed, what will be done with notes/tributes, and how the congregation will be informed in advance.
- How memorial activities will strike a balance among honoring the loss, resuming routines and schedules, and maintaining hope for the future.