**A Guide to Effective Emergency Planning**

In times of emergency, stress can undermine efforts to maintain the functioning of an organization. This simple exercise will help you and your staff focus on what can be achieved in face of the emergency and lift the overwhelming stress of trying to conduct business as usual.

Steps One and Two should be completed by the Executive Director and Direct Reports individually, and then as a team. It can also be used effectively with other staff, volunteers, and the Board of Directors.

1. Make a list of all tasks, concerns, questions, and pressures that are on your mind.

|  |  |  |
| --- | --- | --- |
| Tasks | Questions/Concerns | Pressures |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Make a second chart to separate those issues you have control or influence over and those you don’t. Work through the tasks list first, the questions/concerns list second, and the pressures third.

|  |  |
| --- | --- |
| I/we have control and Influence here | I/we don’t have control or influence here |
|  |  |
|  |  |
|  |  |
|  |  |

1. With your team, write an action plan for each of the items that you do have control and influence over, using the categories in the chart below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Task | Person Responsible | Goal | Progress and Obstacles | Help Needed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

And importantly, remind your team of the list of items on the list of items that they don’t have control over. As circumstances change, either add to this list – or move an item to the other column and plan accordingly.