



## Preparedness Partnership Program Checklist



To be a Preparedness Partner, your organization must create or update a facility emergency plan, and complete at least three of the actions below. Please provide details of your actions in the area below.

Facility Name	
Facility Address	
Point of Contact Name	
Point of Contact Phone Number	
Point of Contact Email	

<input type="checkbox"/>	Create or update a facility emergency plan (MANDATORY)
<input type="checkbox"/>	Create a communications plan to contact congregants in the event of an emergency.
<input type="checkbox"/>	Work with other local organizations to organize, sponsor or participate in an emergency preparedness fair.
<input type="checkbox"/>	Conduct at least one evacuation drill each year .
<input type="checkbox"/>	Participate in at least one statewide drill, such as the Tornado Drill conducted in March each year or the Great Shakeout earthquake drill conducted in October each year.
<input type="checkbox"/>	Promote individual emergency preparedness to members, through a newsletter or other means.
<input type="checkbox"/>	Host an informational session with staff, faculty, and student with speakers from Emergency Management, Fire, or Police covering disaster preparedness measures, such as severe weather preparedness (i.e. hurricane preparedness), kitchen fire safety, and fraud prevention. (Contact Henrico Emergency Management to help you find speakers!)

Once you have completed these actions, submit this checklist to the Henrico County Office of Emergency Management for approval.

### Contacts

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