

Sample Planning Guide for Church Disaster Response

This is a guide to help congregations prepare for disaster response in their church or local community. It consists of steps that can be accomplished in sequence or concurrently by a group involved in planning. The guide breaks the many important steps of disaster planning into smaller more manageable blocks. It covers many, but not all, of the topics that should be considered in making your church plan. Adapt this list to meet the unique needs of your congregation.

A church member emergency contact information form is included.

This checklist was adapted from:

AT THE HEART OF THE STORM

Lessons learned from the Bush Disaster Recovery Foundation

Sponsored by: Southern Minnesota Initiative Foundation and the Bush Foundation

<http://www.smifoundation.org/Disaster%20Recovery.pdf>

STEP ONE: INITIAL PLANNING

Task
Determine each staff member's personal scenario and discuss how they might be impacted in a disaster
Plan for varying effects of disaster depending on time of day it occurs.

Back up of Documents and Off-site Storage. Put the following documentation together, make copies and distribute to designated people in your organization. Have a copy in the office and several copies off-site. Create a **GO BOX**.

Documents	Backed up	In GO BOX
Insurance policy, insurance binder, insurance agent's name and contact numbers		
Insurance company's contact numbers		
Inventory of equipment, furniture, fixtures and manuals, warranties, supplies.		
Presbytery, Mission Community, congregation contacts and essential written and computer records		
Member directory		
Up to date copy of this worksheet.		
Historic documents		
Tax Exemption certificate with ID number		
Up-to-date brochures and literature		
List of all places where copies of all pertinent information is housed		
Where is the GO BOX		
Who is responsible for the GO BOX?		

Preparation for Disaster Kits:

Contents	Location
Personal Hygiene Kits	
Shelter Kits	
School Kits	
Flood Cleanup Kits	

Emergency Equipment List – In house (church) and membership

Equipment	Resource	Address	Phone

STEP TWO - CREATE AN ORGANIZATIONAL STRUCTURE

Position	Name	Contact Numbers	Responsibilities
Team Leader			
1 st Back up			
2 nd Back up			

Position	Name	Contact Numbers	Responsibilities
Operations			
1 st Back up			
2 nd Back up			

Position	Name	Contact Numbers	Responsibilities
Logistics			
1 st Back up			
2 nd Back up			

Position	Name	Contact Numbers	Responsibilities
Finance			
1 st Back up			
2 nd Back up			

Position	Name	Contact Numbers	Responsibilities
Communications			
1 st Back up			
2 nd Back up			

Related Tasks

Name a staff member to each position	
Meet to determine how team will operate	

Create an Emergency Portfolio with the following content. Keep a current copy in the GO BOX and in an off site location.

Chain of command worksheet	
Staff roster including home addresses, home phone numbers, cell phone numbers, pager numbers, email addresses and out of town contacts.	
Church Leadership contact information as above	
Church Membership contact information as above	
Emergency equipment resource list	
Non-profit status and Tax Identification Number	
Insurance documentation	

Emergency contact numbers roster:

	Contact	Phone
Ambulance		
Animal Control		
Attorney		
Electrician		
Fire department		
Glass company		
In-house security		
Insurance company		
Locksmith		
Maintenance company		
Plumber		
Police or sheriff		

Utility companies:

Electric	
Gas	
Telephone	
Water	
Computer technician	
Other	

Roster of area response agencies

911 NON-Emergency Number	
Emergency Management Office	
Red Cross	
Interpreter(s)	
Others	

STEP THREE: SECURING RESOURCES AND BUILDING

Consider who should have this information and train all appropriate people. Designate Primary and Back up responsibility.

Task	Whose Responsibility	Back Up
Learn how to shut off main electric power		
Learn how to shut of power to the sanctuary		
Learn how to shut of power to other buildings		
Learn how to shut of main water supply		
Learn how to shut of other buildings' water		

Consider	Whose Responsibility
Identify sources for emergency generators	
Identify location(s) of nearest pay phones:	
Place multiples of correct change and/or phone cards in emergency kits	
Secure emergency bottled or other viable drinking water	
Plan for how interruption of normal transportation will affect Church operations.	
Consider needs for additional resources of staff, materials and funding and sources.	
Identify a Reconstruction source	

STEP FOUR: IDENTIFYING COMMUNITY RESOURCES

Meet with Emergency Management Services director.	
Review Emergency Operations. Plan as it impacts agency.	
Make Emergency Management Service director aware of role Church resources can play in a disaster.	
Leave Church contact information with director.	
Locate potential sites for public care.	
Locate potential site(s) for Emergency Operations Center.	
Contact like agencies to determine their level of disaster preparedness.	
Discuss potential collaborating or mutual aid with other churches and non-profits.	
Visit appropriate businesses and organizations to make them aware of agency and determine possibilities for mutual aid and record findings.	
Consider potential need for interpreters and identify availability of such within community.	
Contact other response agencies as necessary, i.e. police, fire, public health, etc.	

STEP FIVE: DEVELOPING CONTINGENCY PLANS

Brainstorm with full staff and Session on all possible "what if" scenarios	
Discuss possible unique area problem	
Flood	
Hurricane remnant	
Church fire	
Chemical accident	
School violence	
Severe storm	
Key Personnel major illness/death	
Leadership Crisis	
Impact of evacuation of nearby metro areas	
Document and rehearse final plan.	
Determine ways to keep your information accurate and current	

STEP SIX: DEVELOP A CONGREGATIONAL COMMUNICATION PLAN

Survey the congregation for individual preparedness plans	
Gather contact information including out-of-area contacts from members	
Identify at-risk members of the congregation who may need assistance (elderly, disabled, single parents of small children)	
Assign someone responsibility to check on and/or assist at-risk individuals.	
Consider establishing neighborhood or community groupings of members for followup and spiritual care	

Name of your Church
Emergency Information Form

FOR THE FAMILY OF: _____

PRIMARY FAMILY ADDRESS: _____

INDIVIDUAL FAMILY MEMBERS NAMES AND NUMBERS

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

EVACUATION DESTINATION

EVACUATION/REGROUPING LOCATION: _____

ADDRESS: _____ CITY _____ STATE _____

PHONE NUMBER AT THAT LOCATION: (____) _____

ICE NUMBERS (In case of Emergency)

Program into your cell phone, as ICE -1 and ICE -2 so emergency personnel reading your phone know whom to contact

1 st Out-of-area contact #	2 nd Out-of-area contact #
Name:	Name:
Address:	Address:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
Email:	Email:

ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO SHARE WITH THE CHURCH STAFF

This form will be used by church staff only in the event of an emergency