



Episcopal
Relief & Development

U.S. Disaster Program

Preparedness Planning Guide

Letter from Katie

Dear Episcopal Church leaders,

Though we don't always want to think about it, one of our roles as church leaders in the community is to be prepared to be of assistance after a disaster. We plan for four basic reasons:

- to mitigate the damage to our buildings and belongings
- to be able to resume the business of the church post-disaster
- to support our parishioners in times of crisis
- to reach out to our neighbors after an emergency

This document comes from the collected wisdom of the Church. We gathered examples of parish disaster preparedness guides from 15 dioceses around the country as well as from other denominations to compile this guide. We brought the most important elements from each, while trying to stay as simple as possible.

We hope that this guide can be used by congregations around the country to help them plan. Please let us know if there's anything in this guide that you think should be changed, added or eliminated, and feel free to change it to meet your local context. We are including a complete planning guide that should take about 8 to 10 hours to complete, but we recognize some congregations might not yet be ready for the full process. It's important that even if you can't fill out the entire packet, try to fill out as much as you can.

Thanks for all you do in this important work,

Katie Mears

US Disaster Program

Episcopal Relief & Development

Thank-you

This guide is not the creation of Episcopal Relief & Development's U.S. Disaster Program; it is a compilation of the great work of:

The Episcopal Diocese of Arkansas
The Episcopal Diocese of Central Pennsylvania
The Episcopal Diocese of East Tennessee
The Episcopal Diocese of Florida
The Episcopal Diocese of Kansas
The Episcopal Diocese of Louisiana
The Episcopal Diocese of Rio Grande
The Episcopal Diocese of South Carolina
The Episcopal Diocese of Southeast Florida
The Episcopal Diocese of Southwestern Virginia
The Episcopal Diocese of West Tennessee
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This work owes special thanks to:
Karin Davis and her committee in the Diocese of Connecticut
and Carolyn Gibbs in the Diocese of Texas

Foreword

We know there is a lot going on in the life of a church, and it is easy for disaster preparedness to fall by the wayside. But when something does happen and no preparations have been made, it can be very difficult for that community. Here's one congregation's story to help illustrate the importance of this work.

St. John's Firestorm – May 9, 2004 **The Rev. Gail Keeney-Mulligan**

It was Sunday afternoon (Mother's Day) and we had just arrived at St. John's for a Women's Bible Study. I walked through the hall, down the stairs and unlocked the lower level office entrance doors for the women to enter. It was 5 p.m. and we sat down in a classroom below the hall to begin our study.

At 5:20, there was a huge "boom!" sound upstairs. I thought that someone had come in and slammed the doors. The next thing we knew there was the smell of smoke. I opened the stairwell door only to find it filled with smoke. There was no back door exit and no way to climb out through the windows. We could, thank God, go out the doors down the hall near the church.

When we got outside we found a large crowd screaming that there were people inside. Fire trucks were arriving. Within minutes the entire upstairs hall and everything in it was gone. We still don't know what caused the fire, as all the doors were locked and no one was inside except the study group. There were no accelerants found and there were no electrical causes.

It was sobering to realize, later, that the location of the fire and the speed with which it spread could have blocked our getting out of the building, as the stairwell was hot and smoky and was between our classroom and the exit we had to use.

The heat of the fire was so great that it affected the stained glass windows behind the altar and given another ten minutes, would have caused serious damage in the chancel area. The water damage from the fire fighters soaked computers and file cabinets, destroying many records and much of our important resources and materials. There were no fire alarms and no sprinkler systems in the old building.

Our ongoing ministries were saved by the awesome relationship we have with the interfaith community of New Milford. Even as the firefighters were still exploring the cause of the fire and explosion — and parish members, along with Jack Spaeth and Bishop Curry, sat outside the building in vigil — the priest of St. Francis Xavier Roman Catholic Church arrived and handed me keys to their building at the top of the New Milford Green to use as needed. A short time later, Rabbi Norm Koch gave us keys to his hall and the Congregational Church next door gave us space to save all the records we could salvage as well as rooms for our Sunday School classes and our after school program.

We were very fortunate to have a member of the Congregational Church rent to us a little house he had just bought and was upgrading for rental, which stood between our church and theirs.

When we consider who and what we could have lost, what we did lose, and how it took a village for us to carry on our ministry and mission, it's humbling. Since the fire, we have made significant changes in our building, our storage, and in safety procedures for the unexpected.

This Outline for Parishes has shown us even more things we can and should do to protect the people, property and records of our life together in Christ.

The Rev. Dr. Gail Keeney-Mulligan
Rector, St. John's Episcopal Church, New Milford
Member, Bishop and Diocesan Executive Council

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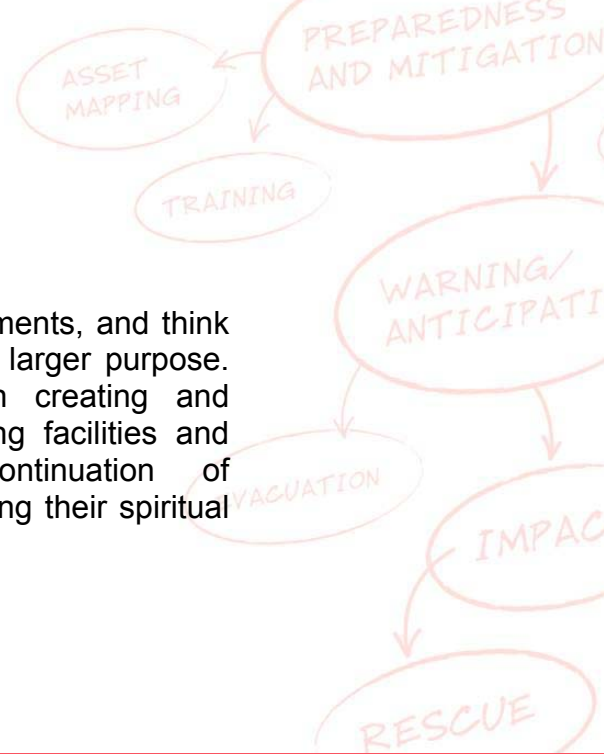
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Our Congregation's Disaster Plan

• Congregation/Church:	
• Phone:	
• Address:	
• Contact Person	
• Cell-phone:	
• Landline/Phone:	
• Disaster Coordinator:	
• Cell-phone:	
• Landline/Phone:	
• Date of Completion:	
• Scheduled Review:	

Goals

Look at your church and diocesan mission statements, and think about how disaster response can align with this larger purpose. Identify the most important considerations in creating and enacting a preparedness plan such as: securing facilities and congregational property, ensuring the continuation of congregational life, aiding parishioners in rebuilding their spiritual lives and serving the local community.



Preparedness Goals

In putting together this guide and talking with church leaders around the country, we have realized that all preparedness and response work can be categorized into four goals:

Protect the church's assets

Resume congregational life as quickly and smoothly as possible after an event

Support the congregation to recover

Reach out to the community

If your congregation is prepared, it will be able to achieve these goals more quickly and efficiently after an emergency

Forming Goals

The Disaster Leadership Team is encouraged to identify the highest priorities specific to your congregation during and after a disaster. To determine congregational goals look at the key services and activities your congregation provides that define “who” the congregation is and “what” they do. These activities and services may guide what activities your congregation will want to reestablish first after a disaster.

Congregational Activities and Services

Make a list of important activities and services provided by the congregation. This can include the food pantry and other outreach programs, youth camps, etc.

•	•
•	•
•	•
•	•
•	•

Goals should be simple and concrete, reflective of the needs and abilities of your congregation and the mission of your diocese, and agreed upon by each member of the team. Include your diocesan and congregational mission statements to provide a framework for your goals.

Mission Statements

Diocesan Mission Statement: Vision Path	ONE CHURCH IN MISSION: INVITING, TRANSFORMING AND RECONCILING RECONCILING 1. A commitment by every congregation to a ministry to children beyond the local church. 2. The development of an ecumenical network of advocacy - 3. A goal of a 50% increase by 2010 in persons served beyond the local congregation. 4. A commitment by Bishop Gray to the millennium goals of the United Nations
Congregational Mission Statement:	

Congregational Goals

Examples of goals may include:

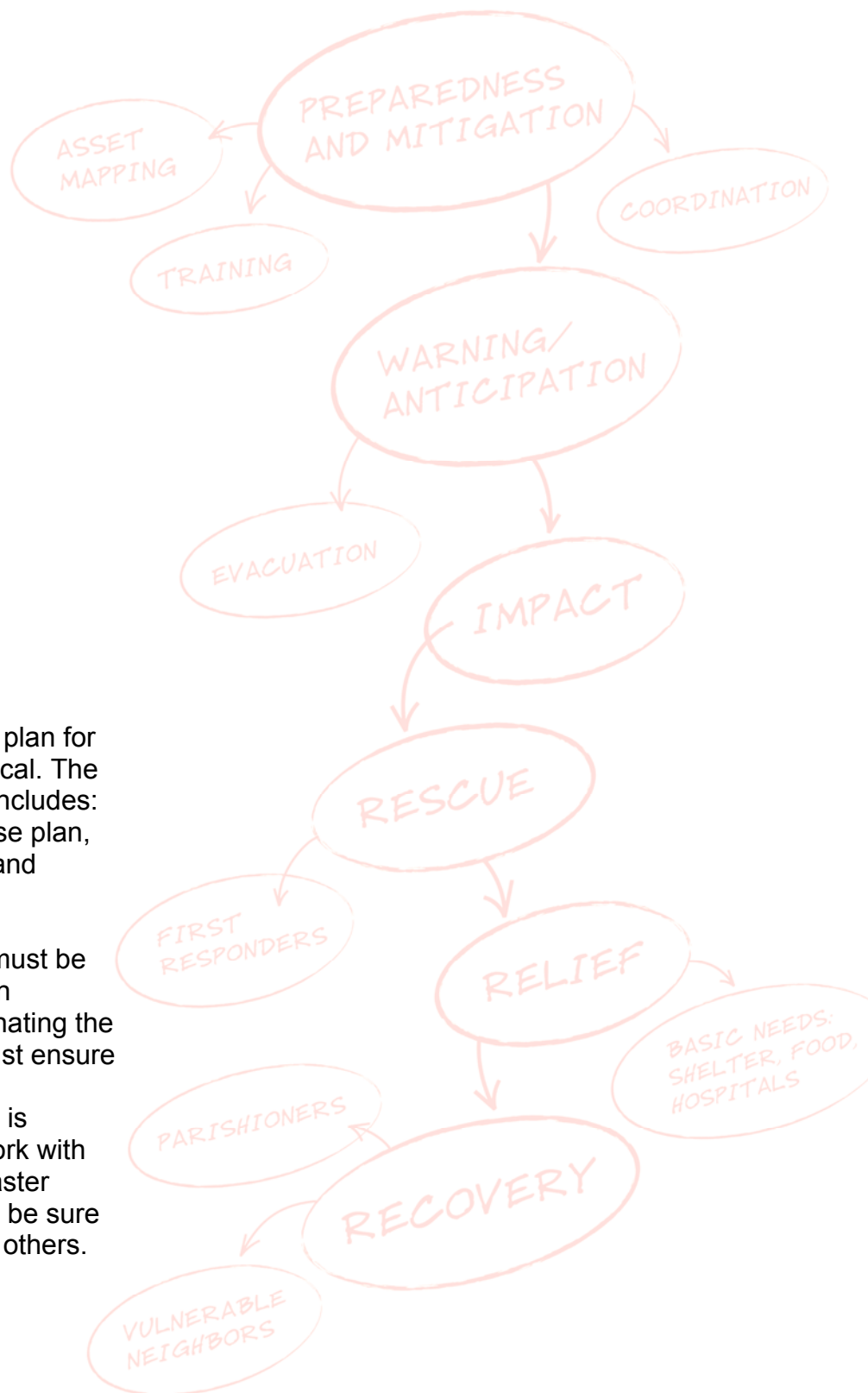
- Ensure the safety of older and disabled members of the congregation
- Provide an effective relief ministry to the local community after a disaster
- Protect valuable liturgical assets
- Reestablish Sunday services as soon as possible post-disaster

1)	
2)	
3)	
4)	
5)	

Leadership

Proper and involved leadership to plan for and respond to all disasters is critical. The responsibilities of this leadership includes: develop the initial disaster response plan, make sure it's reviewed annually and implement it when necessary.

As key decision makers, leaders must be familiar with the plan that has been developed and their role in coordinating the response to the disaster. They must ensure the plan is communicated to the congregation and community, and is operational. Leaders should network with local and regional emergency/disaster response agencies and officials to be sure their response is coordinated with others.



Congregational Disaster Coordinator

The Congregational Disaster Coordinator provides leadership and guidance to the congregation in advance of, during, and following an emergency. This individual should be a prominent member of the congregation, familiar with its facilities and families. S/he must be available to enact the emergency plan and to oversee the collective activities of the Disaster Leadership Team members. It is best that ordained clergy not fill the role of Congregational Disaster Coordinator so that they can meet the spiritual and emotional needs of the congregation and community in times of disaster.

Disaster Leadership Team

Recommendations for a Disaster Leadership Team:

- Rector/vicar/priest-in-charge
- Assisting clergy
- Junior and senior wardens
- Parish administrator
- Altar Guild leader
- Other possibilities: sexton, church school director, parish nurse, parish historian, webmaster, etc.
- People with expertise and/or connections within the disaster/emergency response field
- People with experience in planning
- People willing and able to help in designated areas of responsibility

The responsibilities of the Disaster Leadership Team include:

- Develop, review and know the disaster plan
- Help to resume congregational life as soon as possible
- Protect church assets
- Serve the congregation during acutely stressful time
- Mirroring Christ's commitment to truth, mercy, justice and love to the community

To do this the Disaster Leadership Team must:

- Know their own area of responsibility within the plan
- Review and update the plan regularly to make sure it is operational
- Communicate the plan fully to the congregation and community
- When disaster strikes, ensure the plan is immediately implemented
- Ensure the directives are followed accurately
- Evaluate the plan when enacted; make changes as needed

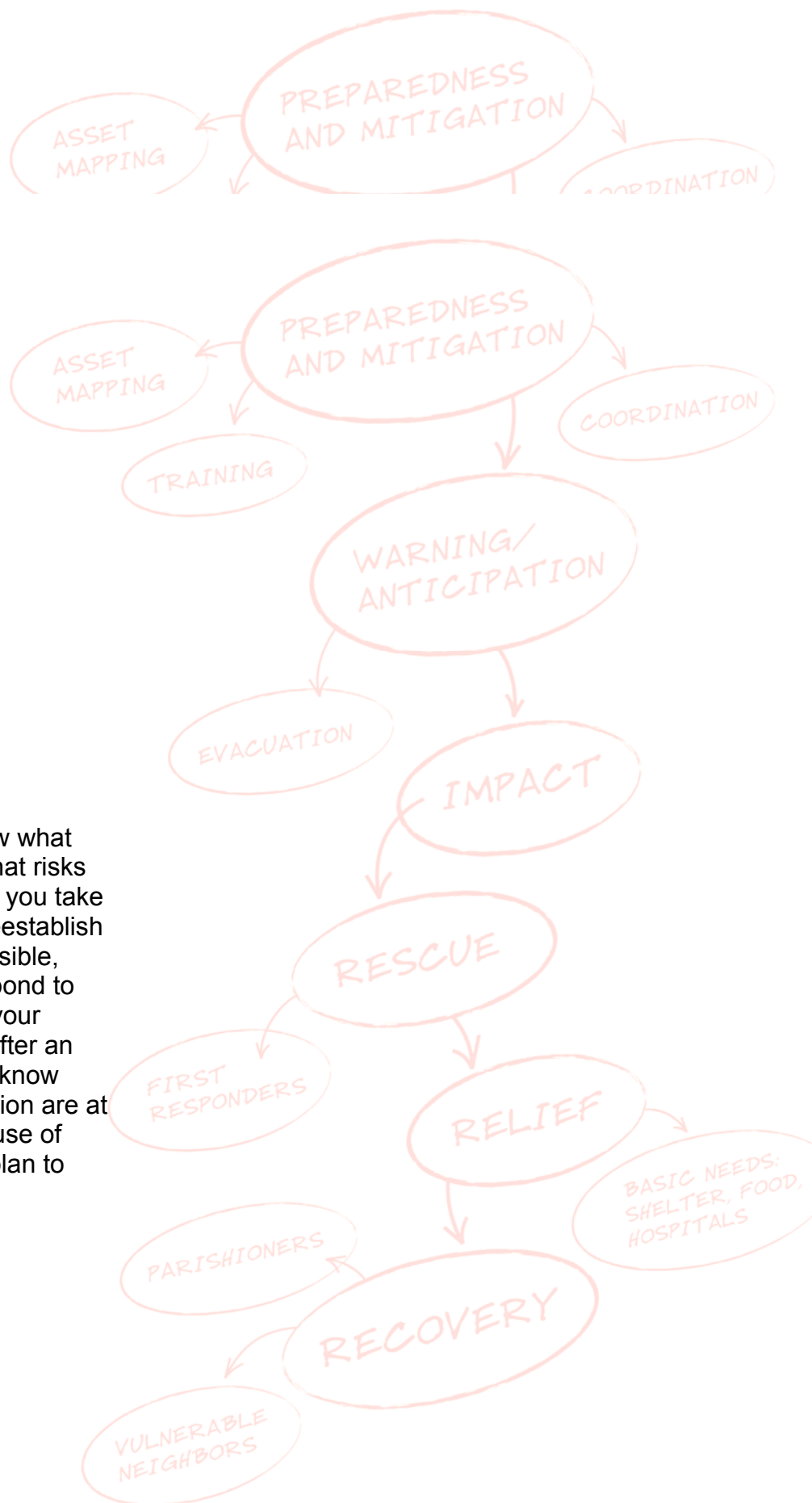
Disaster Leadership Team:

Contact Information

Congregational Disaster Coordinator:	• Landline/Phone:	
	• Cell Phone:	
	• Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	

Risks

A study of risk is important to know what you are preparing for. Knowing what risks are common to your area will help you take steps to: mitigate potential loss, reestablish church activities as quickly as possible, protect your parishioners and respond to the more vulnerable members of your community swiftly and efficiently after an emergency. It is also important to know which members of your congregation are at higher risk during a disaster because of medical or other disabilities, and plan to help them accordingly.



Local Crisis History

Past emergencies can help to predict the future. Create a list of all local disasters and emergencies occurring throughout the past 50 years. Measures taken to prepare for past emergencies aren't always successful in preventing a larger disaster if the same event happens again. Though structures may have been rebuilt and steps taken in order to prevent these emergencies from becoming disasters again, do not assume that they are infallible.

Also, be sure to include major economic crisis. In smaller communities in which there is a single large employer that closes, it can devastate a community as much as a physical disaster. Because the effects of an economic disaster can be vastly different, it is always a good idea to think about how one would affect your community and how you would respond.

Type of Emergency:	Description of effects:
•	
•	
•	
•	
•	
•	
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•	
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•	
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•	

Brainstorm Possible Emergencies

Make a list of all potential disasters/emergencies, regardless of their actual likelihood – consider even the most extreme possibilities (i.e. chemical spill, fire, mass violence, etc.).

[illegible]

Emergencies Most Likely To Occur

Review your lists of historic and possible crises, and identify the emergencies *most likely* to affect your community or congregation. List them below, in order of likelihood, and imagine each emergency from start to finish. For each one, identify the means through which your Disaster Leadership Team would receive warning, as well as a plan for evacuation or sheltering-in-place. Think of what assets your congregation has, and think of possible response programs to aid your congregation and community post-disaster.

• Event:	• Warning System:	
	• Evacuation/ Shelter-in-place:	
	• Possible support to congregation:	
	• Possible response(s) for the community:	
• Event:	• Warning System:	
	• Evacuation/ Shelter-in-place:	
	• Possible support to congregation:	
	• Possible response(s) for the community:	
• Event:	• Warning System:	
	• Evacuation/ Shelter-in-place:	
	• Possible support to congregation:	
	• Possible response(s) for the community:	
• Event:	• Warning System:	
	• Evacuation/ Shelter-in-place:	
	• Possible support to congregation:	
	• Possible response(s) for the community:	
• Event:	• Warning System:	
	• Evacuation/ Shelter-in-place:	
	• Possible support to congregation:	
	• Possible response(s) for the community:	

Parishioners with Special Needs

People within your community with special needs will be at higher risk during a disaster. Take the time to identify those people within your congregation and brainstorm what problems they may face and how you can help with those problems as a congregation. For example, you may have a wheelchair-bound parishioner who will need help during an evacuation. If you have another parishioner with a wheelchair-accessible vehicle, you could put them in contact if/when you are asked to evacuate.

You can use the form on the following page to create a list of people within your parish with special needs. Then, use the survey/inventory of congregational resources on pgs. 33 and 34 to think of possible sources of help or support within your congregation for those special needs individuals identified by the survey.

Person and Special Need	Asset/Person to Help
•	
•	
•	
•	
•	
•	
•	
•	
•	
•	

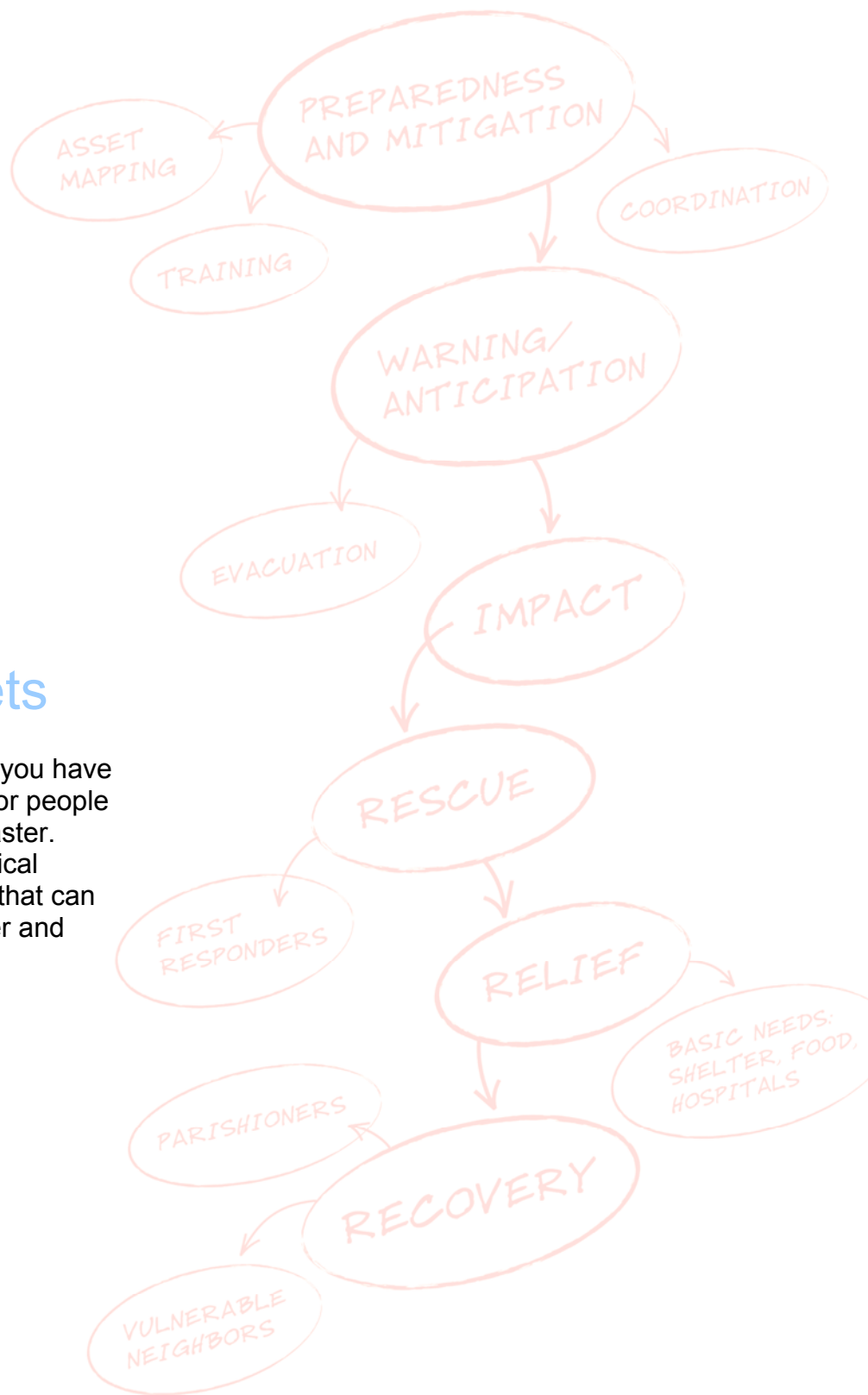
Special Needs Parishioner

QUESTIONNAIRE

Parish:	
City:	
Name:	
• Phone:	
• Address:	
Partner/Spouse/Care-giver:	
• Phone:	
Names and ages of additional household members:	
Emergency contact: (not living with you)	
• Phone:	
• Address:	
Do you only speak a language other than English?	Y / N
• Language:	
Residence Type: (i.e.—single family / mobile home / apartment)	
• Floor number:	
• Name of Residential Complex:	
Medical Disability: (Are you: legally blind / deaf / etc.)	
Special medical needs: (i.e.—severe cardiac, diabetic on insulin, etc.)	
Do you rely on electricity for home medical treatments?	Y / N
Are you Homebound?:	Y / N
Do you use a wheelchair?:	Always / Most of the time / Sometimes
Do you use a walker/cane?:	Always / Most of the time / Sometimes
Do you require a special diet?	Y / N
Type:	
Do you have pets?:	
• What kind?	
• How many?	
Do you have transportation in an emergency?	Y / N / Maybe
If yes, what type? (i.e.—standard vehicle / wheelchair access / ambulance)	

Property Assets

It's essential to know what assets you have so that you can protect and care for people and property in the event of a disaster. Make various inventory lists: physical assets to protect, physical assets that can be used to respond after a disaster and human resource assets.



Inventories of Property-Related Assets

The three first steps to protecting your property are:

1) Identify what you have

Use the inventory form on pg. 25 to make a list of your major assets.

2) Record the details of this property

- Make a written inventory of any property, buildings and building contents (you can use the form on the next page). It should list what you have and provide appraisals when possible.
- Make a visual record with a camera and/or a handheld video camera: lay out your valuables – vestments, silver, artwork, historical items, etc. Take photos of each or, with a camcorder, pan slowly across each. Continue the visual record by walking through buildings/properties, stopping at specific points for more detail as needed.
- Keep one copy of the written and visual inventories in a protected place at the church, and keep a second copy of each in a remote location or provide them to the diocesan archives. You may have this already if you've completed one for insurance purposes; if so, make sure it's up to date and that the diocesan archives has a copy.

3) Determine what needs to be evacuated or protected

- Identify what should be protected or removed. This may include protecting the organ, piano, windows, or archives.
- Determine who, what, when, where, and how. Buy any supplies needed to protect the objects you have identified, and have them readily accessible.
- Draw a simple floor plan of your building/s, showing the location of the organ, piano, paper records, archives, etc. and file it with your local fire department.
- Make sure copies of your insurance information are kept in a safe on site and include a copy of in your "Go Kit" so that any necessary claims can be filed quickly.

General Inventory Information:

Annual Inventory Date:	
• List Only (m/d/y)	
• Photos (m/d/y)	
• Video (m/d/y)	
Person(s) Responsible for Conducting Annual Inventory:	
• Name:	
• Name:	
• Name:	
Locations of Inventory Records:	
• On-Site:	
• Off-Site:	

Inventory Form

Items to Bring in an Evacuation

Sometimes the only way to prevent damage and ensure the continuity of parish operations is to remove items from site. Valuable pieces that should be removed and preserved whenever possible include: computers, other portable electronics, and church heirlooms.

List of Items to Bring in an Evacuation & Person(s) Responsible:

• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:

Church “Go Kit”

Prepare and have ready a church “Go Kit,” containing items essential to holding worship: communion silver, a book of common prayer, and a hymnal. Even if the church building is damaged or inaccessible, services may continue with these items. In most cases, a member of the clergy should be responsible for this item, since they will lead services. This kit should also include important insurance information, back-up files and other documents essential to the continuation of church work.

Person Responsible:	
• Phone:	
• Email:	

Church “Go Kit” Contents	
1.	Software and electronic files (back-up)
2.	Communion silver
3.	Book of Common Prayer
4.	Hymnal
5.	Lists of passwords and usernames: computers, software and websites
6.	Insurance information
7.	Lists of important contacts
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Insurance Information

• Insurance Provider: Phone: Address:	• Policy Number:
• Building Insurance Carrier: Phone: Address:	• Policy Number:
• Contents Insurance Carrier: Phone: Address:	• Policy Number:
• Insurance Broker: Phone: Address:	• Policy Description:
• Worker Compensation Insurance Carrier: Phone: Address:	• Policy Number:

Secure Storage of Archives and Records (print and electronic)

Appropriate protection is essential. If your paper files are charred or water-damaged, or your computer files are lost, you may need to hire professional recovery companies in addition to rebuilding the data. Archival items by nature are irreplaceable.

- a) Every congregation needs a fireproof, waterproof, lockable box or safe¹. Seldom-used or historical items could alternatively be stored in a local bank safe deposit box. In addition to other valuables, the following should be kept in the safe:
 - Parish registers and service books – at all times when not in use
 - Confidential records: personnel files, documents displaying social security numbers, and confidential counseling records.
 - Contracts, mortgage or loan papers, titles and deeds, other legal documents, etc.
 - Routine back-ups for computer files on a CD, DVD or USB
 - Software
- b) Paper records and files
 - These could include your administrative, financial, and ministry files, and copies of print newsletters or bulletins. Store them in metal file cabinets, preferably not on opposite walls from windows. Photocopy irreplaceable files to store offsite.
- c) Archives
 - These are best stored in temperatures between 65-68 degrees, with 45% humidity, in metal cabinetry or shelved in acid-free boxes, in a closed room with no windows. If the room is fireproofed, even better. After fire, water and mildew are the worst enemies.
 - Inventory your archives carefully and keep a copy offsite.
- d) Software and electronic files
 - Keep anti-virus and spyware protection up to date, establish protocols for office computer use including password protection, and use a surge protector
 - Back-up your office files regularly and keep back-ups in your safe or another secure location off-site. Place a copy in the “Go Kit.”
 - Keep your original software CDs in the safe.
 - Make backups of your website. Make sure your web-hosting provider regularly backs up their servers and protects the data. Consider a web-hosting service with multiple servers in various locations nationally.
- e) Diocesan archive storage
 - Provide copies of your architectural drawings, and asset inventories to the diocesan archives. Call to arrange a consultation or advice on preservation methods.

Keep lists of passwords and usernames for all computers, software, and websites used in the church safe. This will help to ensure access to them after a disaster.

¹ The safe should have a rating of 4 to 5. If the safe is on a basement floor, it's recommended that you keep it 6-8 inches above the floor on a concrete or durable slab.

Record Retention Table²

Type of Record	Length of Retention
• Audit Reports	Permanent
• Bank Statements, Cancelled checks	Current Fiscal Year & 5 Previous Years
• Collection Envelopes	Current Calendar Year & Previous 2 Years
• Construction Records (Contracts, Correspondence, Specifications, Drawings, etc.)	Permanent
• Contribution Records	Current Calendar Year & 5 Previous Years
• Correspondence Files (Letters & Memos to & from Pastor & Staff Members)	Permanent
• Deeds, Decree of Election, Blueprints	Permanent
• General Ledger	Permanent
• Marriage Packets	80 Years from the Date of Marriage
• Minutes of Councils, Organizations & Groups	Permanent
• Paid Bills & Receipts Current	Current Fiscal Year and 5 Previous Years ³
• Parish Bulletins	Current Calendar Year
• Parish Census	Permanent
• Personnel Files	10 Years After Termination of Employee
• Receptionist Logs/Visitor Sign-in Sheets	Current Calendar Year & Previous 3 Years
• Sacramental Registers (Baptism, First Communion, Confirmation, Marriage, Burials)	Permanent
• State & Federal Tax-Related Documents	Permanent
• Telephone Message Books/Pads	Current Calendar Year
• Time Cards/Sheets	Current Calendar Year & Previous 3 Years
• Banking Information (Account information, Usernames, Codes & Passwords)	Permanent

² Taken from the Archdiocese of Dubuque Disaster Preparedness and Response Planning Guide.
<http://www.arch.pvt.k12.ia.us/DisasterServices/documents/ParishPreparePlanForms69-117.pdf>

³ Bills and receipts for capital expenditures should be kept for the life of the equipment.

Support Materials : A



Disaster Preparedness Checklist for Congregations

DONE

ACTION

- ☐ **I. Executive Summary** – This is where the vestry/church council defines the role of the congregation in emergencies and disasters.
- ☐ **II. Policies-** Does the clergy or vestry/church council have policies for disaster operations? Who can make decisions when those with authority can not be reached? Is there a chain of command?
- ☐ **III. Hazard Analysis** - What hazards are prevalent in the community? What are the historical disasters in the community?
- ☐ **IV. Disaster Planning Committee** - Have you developed a Disaster Planning Committee? If so, has the chairperson contacted LESM for assistance and support in the developing the committee? Has the committee linked up with the county, local and other faith and voluntary resources within the community?
- ☐ **V. Disaster Response Team**-Has a Disaster Response Team been identified? What functions does each member have? Do they have the authority to perform the functions? Does everyone have a substitute? Has everyone been trained to their role? What additional training might they need?
- ☐ **VI. Alert and Notification** – How is the communication done with the staff and congregation? Is there a phone list and e-mail list? Is it updated and when was the last time it was tested? Does it include home, work, and cellular numbers and even out state contacts?
- ☐ **VII. Disaster Supplies** – Are all needed disaster supplies on hand? Is there an inventory? If so, when was it last checked? In an evacuation, do staff & congregation have supplies for 3 days?

- ☐ **VIII. Family and Individual Preparedness** – Has it been ensured that all families in the congregation are prepared? List the community that members could go.
- ☐ **IX. Time Phased Instructions** – Depending on the hazard, there may be time to act, i.e., hurricane. Does the team have specific tasks to complete to prepare for the impending incident? Are there reporting requirements to ensure the work was completed?

Continuity Questions:

- ☐ **I. Vital Records** – Are the vital records up to date? Are copies kept up to date? Are copies kept off site for protection and updated? Is help required in identifying your vital records?
- ☐ **II. Insurance** – Is the insurance up to date? Is the required or suggested insurance (flood insurance, earthquake insurance, and wind insurance, etc.) purchased? Is there an inventory with photos or video?
- ☐ **IV. Alternative Work Site** – Has an alternate work site been identified if the current work site has been compromised? Does everyone know how to get there? Do the computers work there? Can everyone access their data? Is there an agreement in advance, that if the church is compromised that worship can be held?
- ☐ **V. Computers** – Is there an off-site location that has back-up of the system? How would the organization run if the computer's network was not operating? Who has the nightly back-up tape and is there a computer that can read it?

-
- **Disaster Planning Committee** is a committee made up of church members to prepare the church and its grounds for disaster. This committee will be responsible for the development and maintenance of the church's disaster plan. This committee also identifies the ministry the church will be conducting when a disaster happens.
 - **Disaster Response Team** is a team that will support the church's response to an incident. This team should identify the immediate and future needs of the incident and account for the entire congregation to ensure their needs are addressed.

Basic Disaster Supplies Kit

The following items are recommended for inclusion in your basic disaster supplies kit:

- Three-day supply of non-perishable food.
- Three-day supply of water – one gallon of water per person, per day.
- Portable, battery-powered radio or television and extra batteries.
- Flashlight and extra batteries.
- First aid kit and manual.
- Sanitation and hygiene items (moist towelettes and toilet paper).
- Matches and waterproof container.
- Whistle.
- Extra clothing.
- Kitchen accessories and cooking utensils, including a can opener.
- Photocopies of credit and identification cards.
- Cash and coins.
- Special needs items, such as prescription medications, eye glasses, contact lens solutions, and hearing aid batteries.
- Items for infants, such as formula, diapers, bottles, and pacifiers.
- Other items to meet your unique family needs.

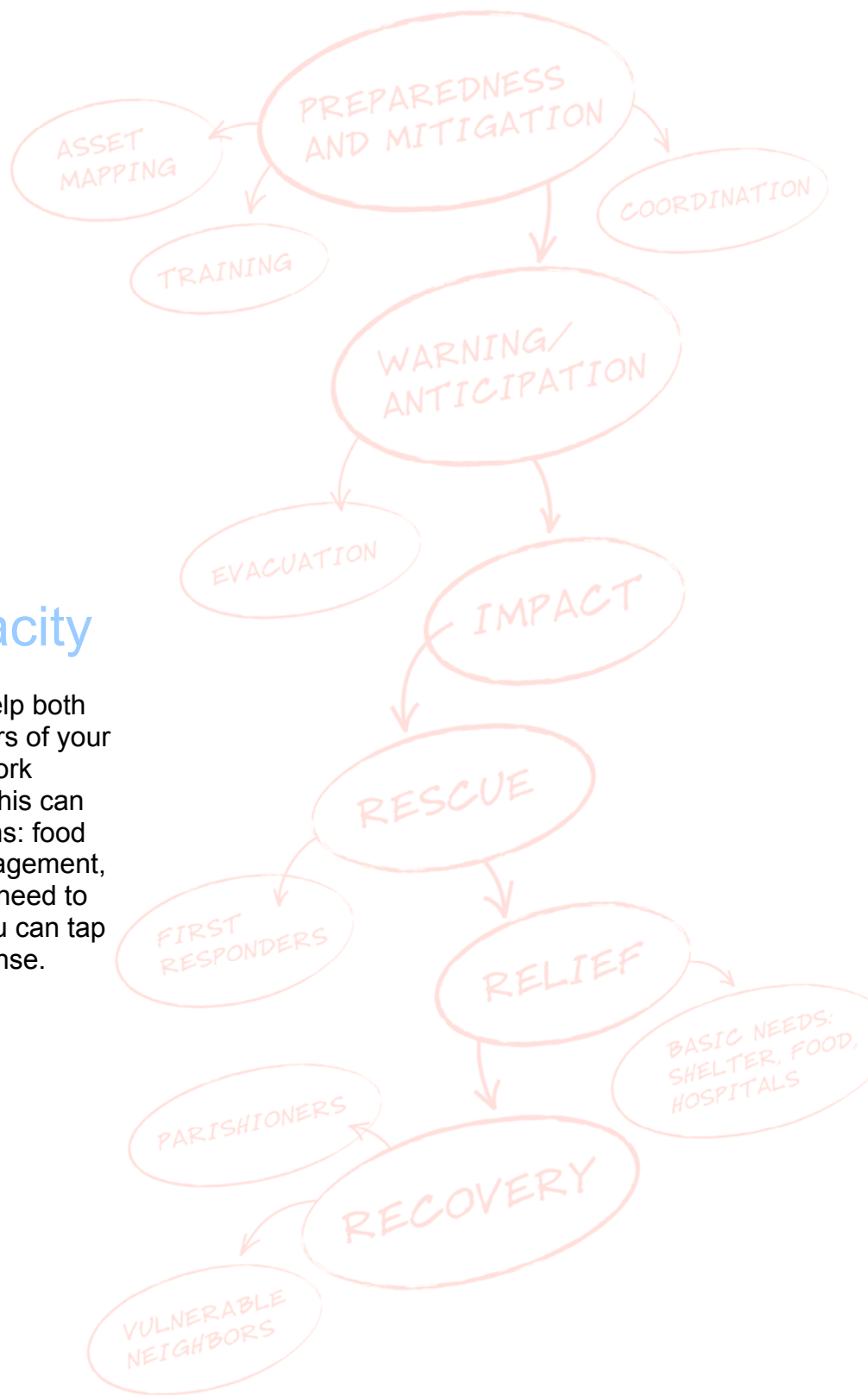
If you live in a cold climate, you must think about warmth. It is possible that you will not have heat. Think about your clothing and bedding supplies. Be sure to include one complete change of clothing and shoes per person, including:

- Jacket or coat.
- Long pants.
- Long sleeve shirt.
- Sturdy shoes.
- Hat, mittens, and scarf.
- Sleeping bag or warm blanket (per person).

Be sure to account for growing children and other family changes. See Appendix B for a detailed checklist of disaster supplies. You may want to add some of the items listed to your basic disaster supplies kit depending on the specific needs of your family.

Response Capacity

After a disaster you will want to help both your parishioners and the members of your greater community recover and work toward creating a “new normal.” This can be done through different programs: food distribution, case assistance/management, etc. But before you can help, you need to know *who* and *what* resources you can tap into to provide a successful response.



Congregational Resources For Use Post-Disaster

- Determine what facilities or resources your congregation can offer to the broader community in the event of an emergency – can you store cots? Provide a shelter? Offer a kitchen and feeding program? A suggested inventory follows.
- Provide this information to your Diocesan Disaster Coordinator.

Inventory of Congregational Resources for Use Post-Disaster

List your buildings – include approximate capacity and accessibility

Building	Description
•	
•	
•	

Do you have:

Yes/No	Facility	Description/Quantity
	• Storage Capacity	
	• Kitchen Capacity	
	• Space to Shelter	
	• Exterior Grounds	
	• Other:	

Are you certified:

Yes/No	Certification
	• American Red Cross Disaster Feeding
	• American Red Cross Mass Care
	• American Red Cross Shelter Care
	• Other:

What equipment/resources do you have to offer the wider community?

Yes/No	Equipment/Resources	Description/Quantity
	• Vehicles	
	• Aircraft	
	• Boat	
	• Bus	
	• Generator	
	• Bed/Cot	
	• Tent	
	• Other:	

Parishioners with Disaster-Related Skills/Certifications/Resources

- Determine what disaster response skills, certifications or resources parishioners have to offer the parish and wider community. Are there certified chaplains? Doctors or nurses?
 - A suggested questionnaire follows on pg. 24. Include it in your newsletter or Sunday bulletin, and ask that it be returned to the church or Disaster Leadership Team. You can keep the information current by reprinting the questionnaire annually.
- Share this information with your Diocesan Disaster Coordinator in advance of any emergency.

Inventory Congregational Human Resource Assets

Primary Languages:		
Groups that could be of service:	(These are examples, feel free to change or add other groups or people)	
• Brotherhood of St. Andrew	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
• ECW	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
• Youth Group	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
• Pastoral Care Team / Listening Ministry	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
•	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
•	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	

Inventory of Disaster-Related Skills

QUESTIONNAIRE

Basic Information

• Date:		
• Name:		
• Address:		
• Phones:	Home:	
	Office:	
	Cell:	
• Email:		

Special skills I would volunteer (note: any volunteer contact with youth requires Safe Church training):

Yes/No	Skill	For Parish	For Wider Community
	• Language (which one):	Y / N	Y / N
	• Labor of evacuation	Y / N	Y / N
	• Labor for clean-up	Y / N	Y / N
	• Emergency babysitting at home (how many children):	Y / N	Y / N
	• Emergency babysitting at church/shelter (how many children):	Y / N	Y / N
	• Transportation to doctor of (how many people):	Y / N	Y / N
	• Provide vehicle for evacuation or clean-up	Y / N	Y / N
	• Provide boat for evacuation or clean-up	Y / N	Y / N
	• Provide aircraft for evacuation or clean-up	Y / N	Y / N
	• Provide portable generator	Y / N	Y / N
	• Temporary housing for (how many people):	Y / N	Y / N
	• Provide non-perishable food	Y / N	Y / N
	• Provide bottled water	Y / N	Y / N
	• Provide hot meals or a covered dish	Y / N	Y / N
	• Cook/serve meals	Y / N	Y / N
	• Will pray with / for victims	Y / N	Y / N
	• Have first aid / CPR certification	Y / N	Y / N
	• Blood donation	Y / N	Y / N
	• Other:	Y / N	Y / N

Professional Services:

Yes/No	Professional Service	For Parish	For Wider Community
	• Medical assistance (nurse, M.D., EMT, etc.)	Y / N	Y / N
	• Legal assistance	Y / N	Y / N
	• Counseling assistance (LSW, LPC, etc.)	Y / N	Y / N
	• Certified Chaplain	Y / N	Y / N
	• Ham radio operator	Y / N	Y / N
	• Professional rebuilding assistance	Y / N	Y / N
	• Professional tree services and removal	Y / N	Y / N
	• Other:	Y / N	Y / N

Other Skills or Resources:

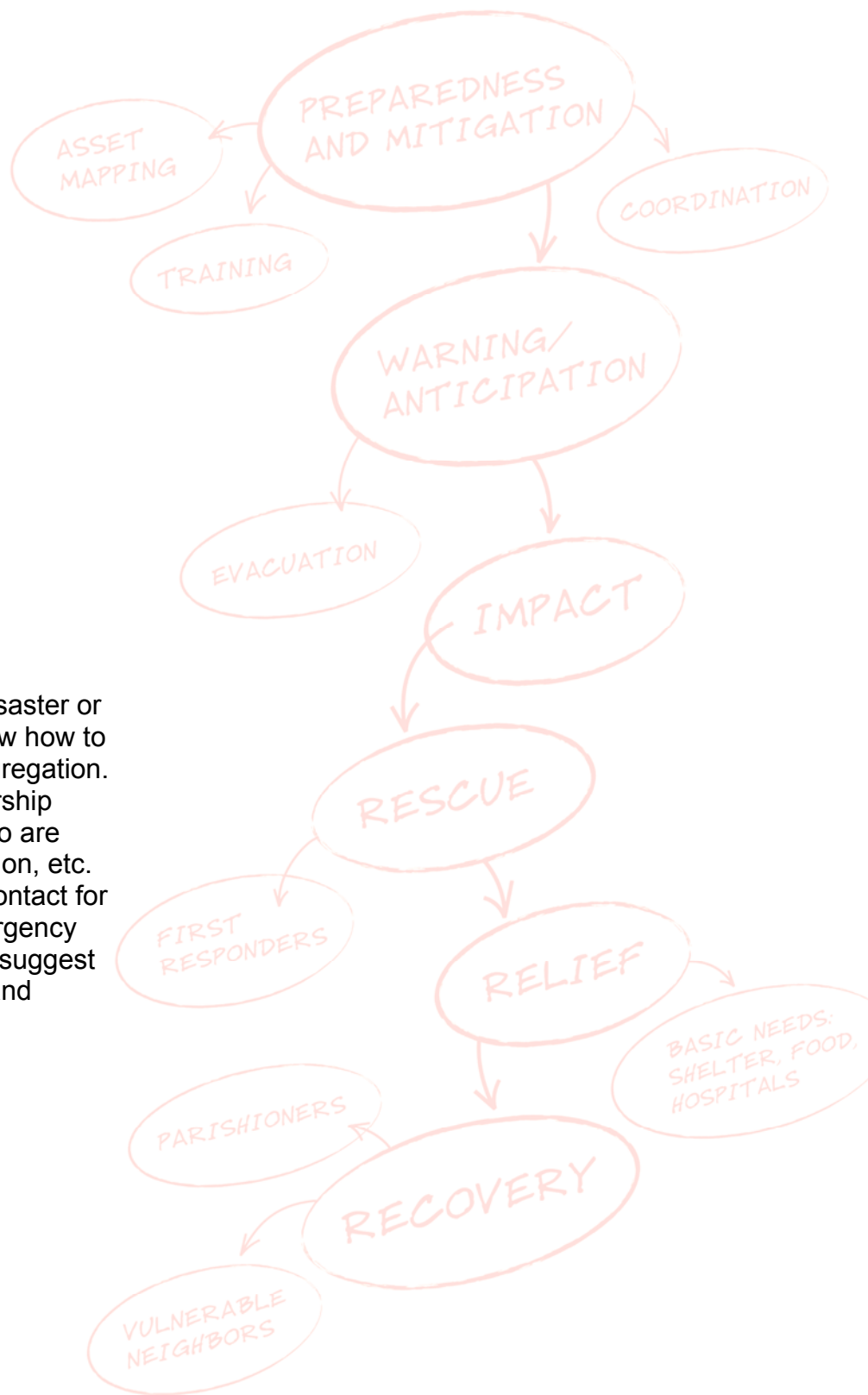
Yes/No	Skills/Resources	Description/Date	Willing to work outside parish?
	• Other disaster training (CERT, ARC, UMCARE)		Y / N
	• Case management		Y / N
	• Other: (project development, tools available – list, other services, etc.)		Y / N

Have you signed up for “Ready to Serve” with Episcopal Relief & Development’s U.S. Disaster Program? Y / N

Return this form to:

Contacts

Depending on the nature of the disaster or the emergency, you'll need to know how to contact the members of your congregation. This includes: the Disaster Leadership Team to activate a plan, those who are vulnerable to check on their situation, etc. You'll also need to know who to contact for help, how to plug into a local emergency response network, and more. We suggest having the following contact lists and possibly including them in your congregation's "Go Kit."



Important Contacts

1) Church staff and Congregation's emergency contacts

- Emergency contact information for the clergy and staff (lay and ordained, paid and volunteer) in case their families need to be contacted. See the form on pg. 37.
- Know how to reach key individuals at the diocese; use the form on pg. 38.

2) Parishioners

- Create and maintain a list of cell phone numbers and emails of all the members of the congregation if possible – a means to communicate, know the status of members and the status of their homes after a disaster. This can be done via mass emails, web pages, Facebook or Twitter. You may also consider creating a phone tree (See Appendix A). Many times congregations already have that information; try to find out who has that information and where it is, so the disaster team can access it.
- Especially in hurricane-prone areas, have members file their evacuation plans with the church. This allows the congregation (as best it can) to know who left and who stayed, and to have the means to communicate with all members.

3) Parishioners who are infirm, elderly, disabled, or have special needs

- Create and maintain a list of people who need to be contacted in a disaster or emergency to see if they need help or special resources. A congregational list can be annotated to note: who is homebound, deaf, disabled, autistic, blind, oxygen-dependent, etc. Use the previous form on pgs. 20 & 21.

4) Local emergency contacts

- 911 is still the first call to make. They will contact local emergency services, and (depending on the event) coordinate with emergency networks in cities, towns, regions, states and nation-wide.
- Have one local emergency contact and another emergency contact outside your region. Many times these contacts can be partner churches – you can use preexisting relationships you have built both within and without your diocese. Fill out the form on pg. 39 with their information.
- Have a list with contact information, and develop working relationships with, your local emergency services and disaster response networks (Red Cross, and your local VOAD group – Voluntary Organizations Active in Disasters – etc.). You can ask your Diocesan Disaster Coordinator to help you fill out the form on pg. 39.

5) Insurance company

- If your building is damaged, you will need your insurance agent's information, as well as policy numbers. Refer to the information you included on pg. 40.

6) Contractors and vendors

- List the contractors you trust like electricians, plumbers, etc.; use the form on pg. 41.

7) Outside users of the building

- See the form on pg. 42.

8) Local print, radio, and broadcast media

- See the form on pg. 43.

Church Staff Contact Information

• Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: • Relationship: • Phone:	
• Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: • Relationship: • Phone:	
• Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: • Relationship: • Phone:	
• Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: • Relationship: • Phone:	

People with Financial Authorization Approval

• Name	Phone:	
	Email:	
	Address:	
• Name	Phone:	
	Email:	
	Address:	
• Name	Phone:	
	Email:	
	Address:	

Congregation's Emergency Contacts

Partner congregations can serve as a center for communications, an evacuation site, or a source of relief volunteers, among other things. Partnering with another congregation within the Diocese provides an opportunity to both serve others and receive services in an emergency. A relationship with a congregation located in a separate region not susceptible to the same emergencies at the same time as your congregation should also be established.

Partner Congregation – LOCAL

Partner Congregation:	
Contact Person	
• Landline:	
• Cell Phone:	
Address:	

Partner Congregation – Outside the Diocese

Partner Congregation:	
Contact Person	
• Landline:	
• Cell Phone:	
Address:	

Diocesan Contact Information

Bishop Name: The Rt. Rev. Duncan M. Gray, III Canon to the Ordinary: The Rev. David Johnson	Address:	
	Office Phone: 601-948-5954	
	Cell Phone:	
	Home Phone:	
	Email: pjones@dioms.org canonjohnson@gmail.com	
Canon for Stewardship/Administration Name: Canon Kathryn McCormick	Address:	
	Office Phone: 601-948-5954	
	Cell Phone:	
	Home Phone:	
	Email: kwmccormick@dioms.org	
Assistant to the Bishop Name: Peggy Jones	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email: pjones@dioms.org	
Assistant to the Canon Name: Eric Cohen	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email: ecohen@dioms.org	
Diocesan Disaster Coordinator Name: The Rev. Carol Borne Spencer Co-coordinator: The Rev. Scott Lenoir	Address:	
	Office Phone: 601-354-1535	
	Office Phone: 601-948-5954	
	Home Phone:	
	Email: cbstew@bellsouth.net Slenoir1@comcast.net	
Communications Director Name: Eric Cohen	Address:	
	Office Phone: 601-948-5954	
	Cell Phone:	
	Home Phone:	
	Email: ecohen@dioms.org	
Other members of the diocesan disaster response team - Butch Jones 662-809-1899 - Molly MacWade 601-540-8447 - Dennis Wilson 601-200-5863 - Cathy Halford 601-672-7037		

Local Preparedness and Response Organizations

It is best to develop relationships with other disaster response organizations in your area in advance of an emergency – such as your local Volunteer Organizations Active in Disaster (VOAD) or county emergency management office. They will be key partners in exchanging information and open lines of communication will be essential to make sure your congregation's efforts is coordinated with the activities of other organizations. Make a list of these organizations and the people you have contacted within them, and make sure you contact them regularly.

Community Disaster Organizations & Key Information Sources		
- Organization/Person: - Contact Information:		
	Phone	
	Email	
- Organization/Person: - Contact Information:		
	Phone	
	Email	
- Organization/Person: - Contact Information:		
	Phone	
	Email	
- Organization/Person: - Contact Information:		
	Phone	
	Email	
- Organization/Person: - Contact Information:		
	Phone	
	Email	

Vendor Contact List for Goods and Services

Business	Service	Contact	Phone	Email	Address	City	State	Zip
	General Contractor							
	Phones							
	Computer Maintenance							
	Elevator Maintenance							
	Generator Rental							
	Electrical Contractor							
	Plumber							
	Glass/Window Repair							
	Snow/Ice Removal							
	Emergency Board-Up							
	Window Cleaning							
	Environmental Hauling							
	HVAC Contractor							

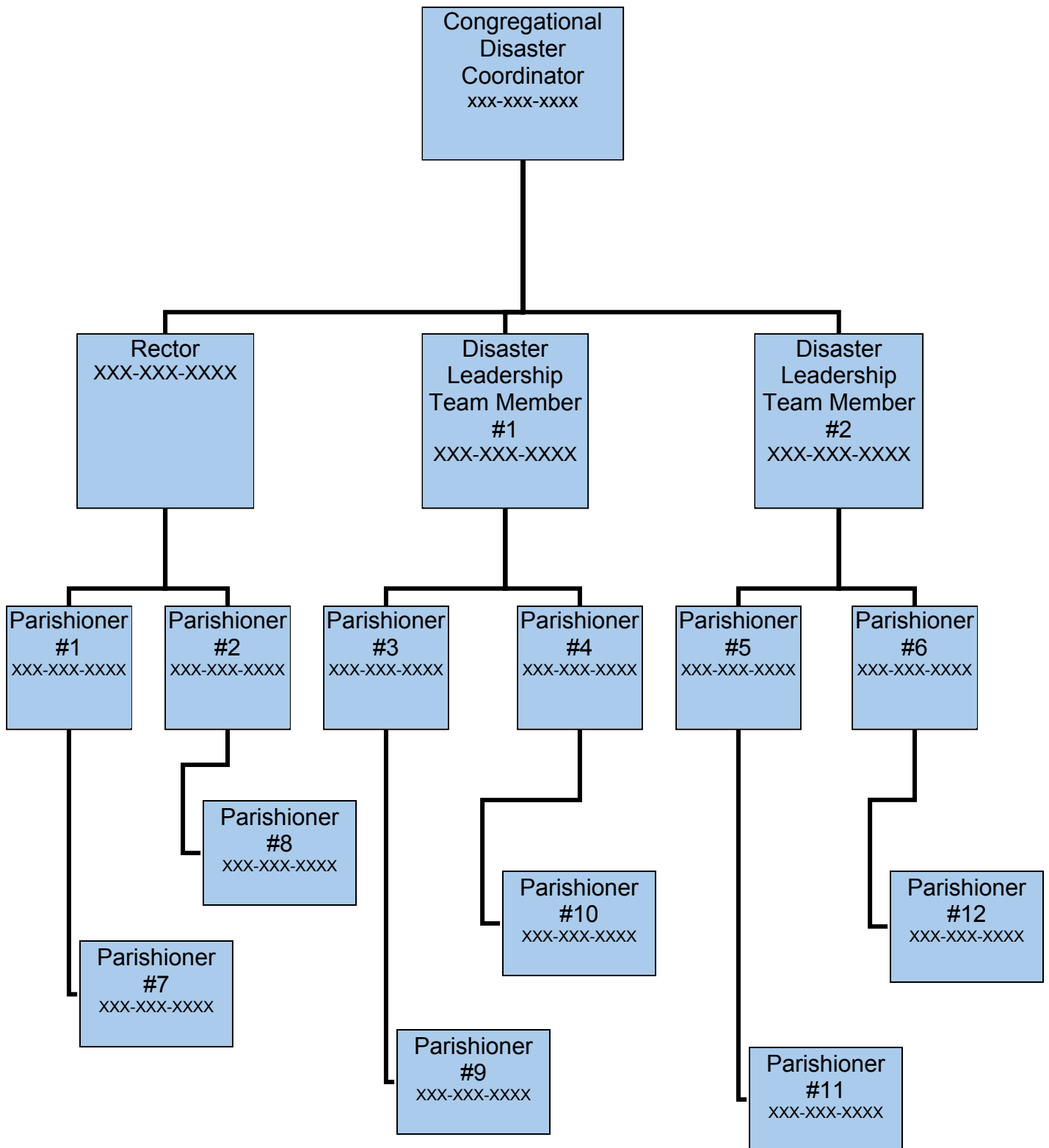
Outside Users of the Building

[illegible]

Local Media Information

[illegible]

Appendix A: Phone Tree



FLOOD

when water from heavy rainfall, melting ice and snow, tropical storms and hurricanes exceeds the carrying capacity of the river system, lake, or ocean into which it drains.



BEFORE:

- Listen to portable battery-powered AM/FM radio for emergency updates
- Secure items that may be carried away by flood waters
- Place all valuables in waterproof containers and move them to higher floors
- Fill bathtubs and water bottles with fresh water before a flood in case of water contamination. Do not drink water stored in a bathtub, use it for cleaning
- Install a sewer backflow valve
- Fill vehicle with fuel

BEFORE EVACUATING:

- Turn off all utilities and unplug appliances
- Leave natural gas on unless local officials advise you to turn it off
- Lock all windows and doors
- Bring your disaster supplies kit including extra blankets and sleeping bags

DURING:

- Listen to portable battery-powered AM/FM radio for emergency updates
- Keep family and pets away from storm drains, sewers and floodwaters
- Never drive your car through flooded areas
- If your vehicle becomes surrounded by rising water, abandon it and find higher ground

AFTER:

- Avoid contaminated floodwater since it can cause infections
- If necessary seek medical attention
- Stay out of buildings where floodwaters remain
- Do not enter any building before local officials have said it is safe
- Use extreme caution when reentering your home - animals may have been forced to find refuge there
- Gradually pump out flooded basement to avoid structural damage
- Watch for loose plaster



HURRICANE

intense weather systems born in warm tropical waters over the atlantic and eastern pacific oceans. capable of producing high winds in excess of 74 mph, heavy rains and flooding, all of which may result in property damage and loss of life in coastal populations.



BEFORE:

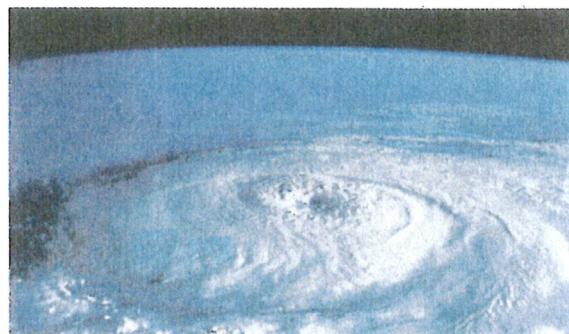
- Listen to portable battery-powered AM/FM radio for emergency updates
- Clear yard of potential flying debris and anchor large objects
- Prepare storm shutters or pre-cut plywood to cover windows and glass doors
- If you live in a mobile home, inspect and secure tie-downs
- Close and cover all windows with hurricane shutters or plywood
- Close all doors, brace double-entry and garage doors at the top and bottom
- Store fresh water in bathtubs, plastic jugs and bottles. Do not drink water stored in bathtub, use it for cleaning
- Turn refrigerator and freezer to coldest settings. Open only when necessary

IF EVACUATING:

- Listen to portable battery-powered AM/FM radio for emergency updates
- Turn off all utilities and unplug appliances before leaving
- Lock your home and leave immediately avoiding flooded roads and bridges
- Leave natural gas on unless local officials advise you to turn it off

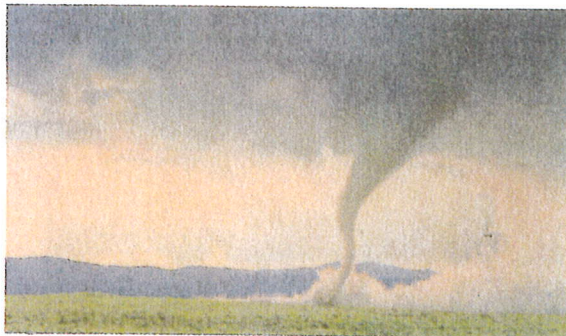
NOT EVACUATING: (Assumes local officials have not advised evacuation)

- Listen to portable battery-powered AM/FM radio for emergency updates
- Stay inside, away from windows, skylights and doors, even if they are covered
- Put a disaster supplies kit and water to a safe place in the middle of your home
- Have flashlights and extra batteries handy
- When power is out, turn off all major appliances at the circuit breaker
- Never use an open flame or candle when power is out



TORNADO

violently rotating column of air, in contact with the ground, whirling at destructively high speeds. developing from severe thunderstorms in warm, moist, unstable air along cold fronts.



WARNING SIGNS:

- Dark greenish-colored sky
- Large hail
- Strong winds (30 to 300 mph)
- Flying debris
- Wall cloud
- Funnel cloud
- Roaring noise, like a freight train

MOBILE HOMES:

- Never stay in a mobile home during a tornado; seek a sturdier nearby structure

FRAMED HOMES:

- Stay away from windows
- Go to the basement or lowest level of the house
- Choose a center room, an inner hallway or closet
- Cover your head and face with a blanket

OUTSIDE:

- Go to a protected space with no windows
- Avoid large-span roofing like those found in gyms, arenas or malls
- Don't try to outrun a tornado in a car
- Stop driving, get out and take shelter
- Don't hide under bridges and overpasses
- Crouch beside a strong structure or lie down in a ditch or ground depression



WINTER STORM



severe weather condition characterized by low temperatures and strong winds bearing a great amount of snow, either falling or blowing.

BEFORE:

- Listen to portable battery-powered AM/FM radio for emergency updates
- Insulate walls and attic to conserve utilities
- Caulk and weather strip doors and windowsills to prevent loss of heat
- Install storm windows or cover windows with plastic from the inside
- Wrap pipes in insulation or newspapers to keep them from freezing
- Cover with plastic to keep dry
- Let faucets drip to avoid freezing
- Understand your water shut-off system
- Stock a supply of firewood

DURING:

- Listen to portable battery-powered AM/FM radio for emergency updates
- Stay indoors unless you have an emergency
- Keep your disaster supplies kit accessible
- Use a professionally installed wood stove with proper ventilation or a portable heater, if necessary. Follow all safety precautions.
- If pipes freeze, remove any insulation and wrap pipes in rags to absorb moisture when defrosting.
- Open all faucets completely
- Pour hot water over pipes or use a hairdryer with caution
- DO NOT USE A BLOW TORCH TO THAW WATERLINES

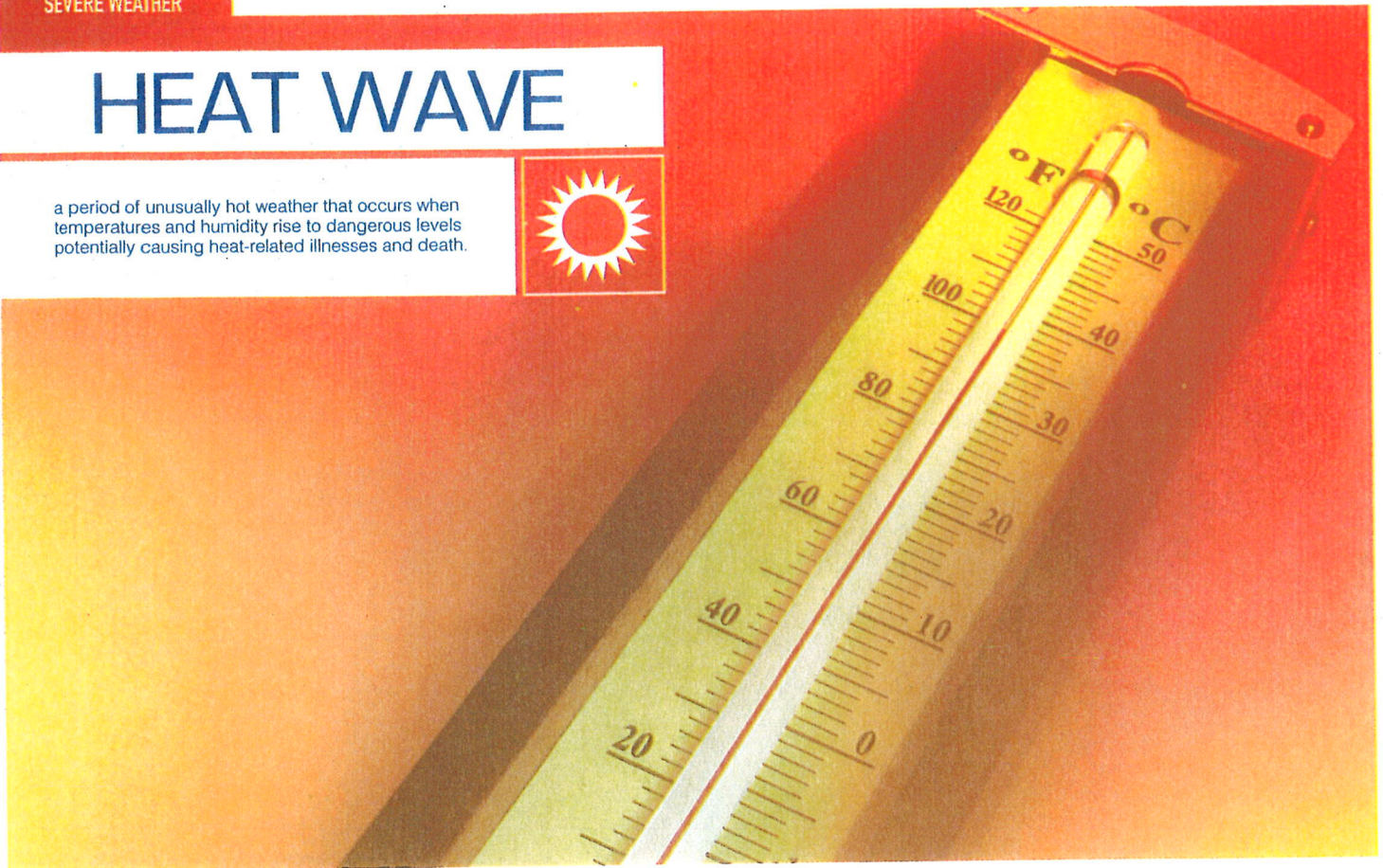
AFTER:

- Listen to portable battery-powered AM/FM radio for emergency updates
- Stay clear of downed power lines and notify officials of their location
- Use snow removal equipment properly to avoid injury
- Beware of flooding that may result from melted snow
- Beware of ice under snow, ice on roads and snow that may melt and refreeze



HEAT WAVE

a period of unusually hot weather that occurs when temperatures and humidity rise to dangerous levels potentially causing heat-related illnesses and death.



WARNING SIGNS:

- Temperature has been unusually high for several days
- Humidity reaches levels commonly associated with moist tropical regions
- Excessively dry conditions are present
- Strong winds
- Blowing dust

PREVENTATIVE MEASURES:

- Stay indoors and avoid extreme temperature changes
- Use air conditioning or move to the lowest floor of your home
- Make sure your home is properly insulated
- Cover windows with drapes, blinds or awnings for additional shade
- Keep electric and ceiling fans running
- Drink fluids such as water and juice often
- Avoid alcohol which dehydrates the body
- Eat small, frequent meals
- Avoid protein-rich foods which increase body heat

EMERGENCIES:

Heat Cramps - Muscle pains or spasms caused by heavy exertion. May trigger heavy perspiration. To relieve, hydrate and massage muscles

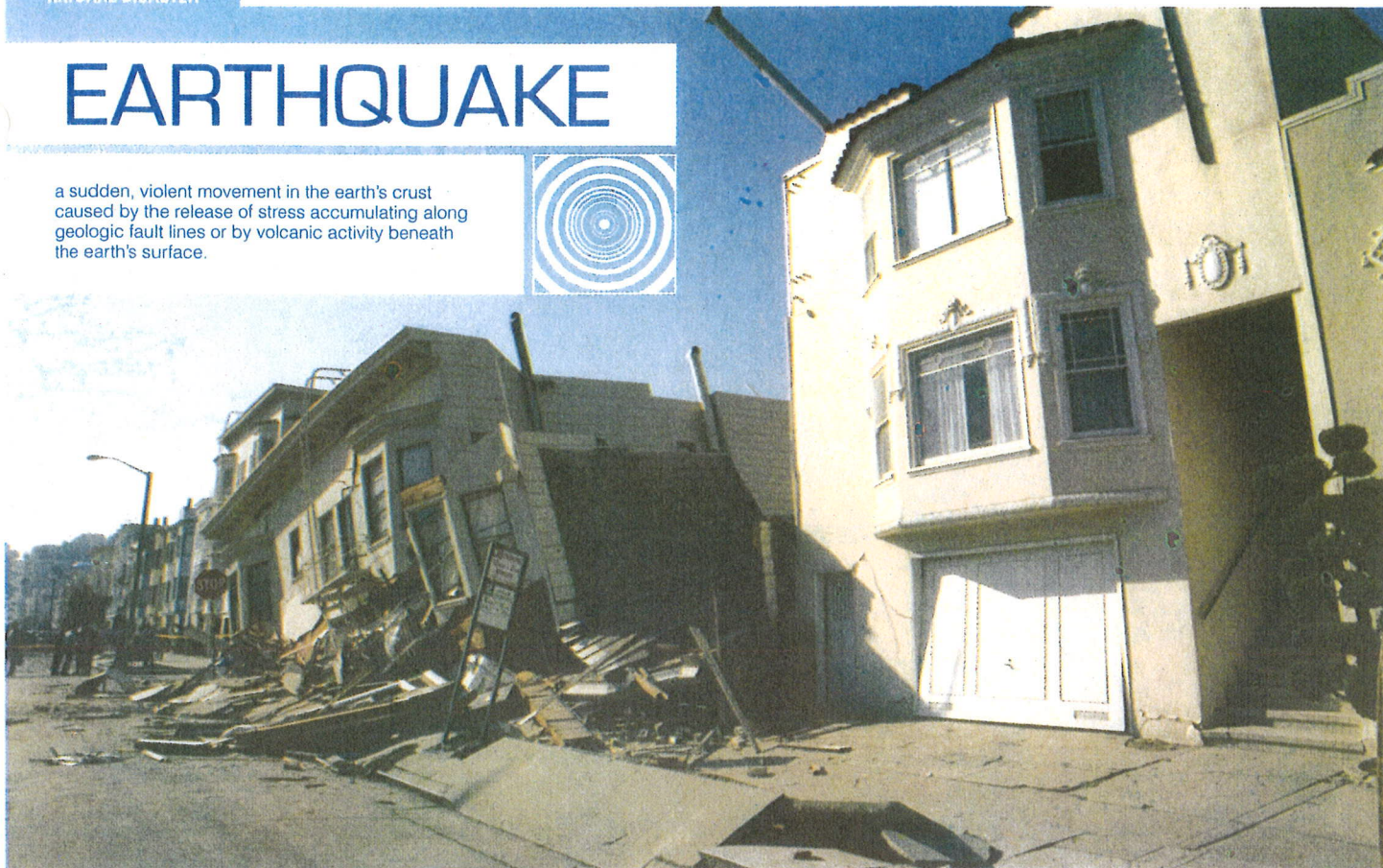
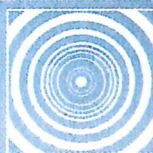
Heat Exhaustion - Mild form of shock marked by heavy sweating, fatigue, cold/clammy skin, headache, dizziness and nausea. To relieve, rest in a cool place; loosen clothing; apply cool, wet cloths; and slowly hydrate. If vomiting, seek medical attention

Heat Stroke - A life threatening condition. Brain damage and death can occur in less than ten minutes. Call 911 immediately. Warning signs include hot, red skin, altered states of consciousness; weak pulse and rapid, shallow breathing. Ability to sweat stops and body temperature soars. To relieve while waiting for medical attention, remove clothing, use cool water or fan to lower body temperature.



EARTHQUAKE

a sudden, violent movement in the earth's crust caused by the release of stress accumulating along geologic fault lines or by volcanic activity beneath the earth's surface.



BEFORE:

- Bolt large furniture to wall studs to prevent them from tipping over
- Secure or anchor high or top heavy objects
- Install strong latches on cabinet doors to prevent them from opening during an earthquake
- Store breakables in low, closed cabinets with latches
- Store weed killers, pesticides and flammables in closed cabinets
- Brace overhead light fixtures to ceiling joists
- Strap water heater to wall studs
- Have a professional install flexible pipe fittings and bolt down gas appliances

DURING:

- DROP, COVER AND HOLD ON
- Get under a desk, sturdy table or take cover against an inside wall
- Always cover your head
- Stay inside. Never leave a building during an earthquake
- If in bed, stay there and protect your head with a pillow

AFTER:

- Stay calm
- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves
- Check others for injuries. Provide first aid for injuries
- Look for and extinguish small fires. Eliminate fire hazards
- Turn off the gas if you smell gas or think its leaking (Remember, only a professional should turn it back on.)
- Be prepared for aftershocks
- Inspect your home for damage. Get everyone out if your home is unsafe
- Use the telephone only to report life-threatening emergencies
- Change your outgoing voicemail message to say "I'm OK."

