



**Episcopal
Relief & Development**

Healing a hurting world

Preparedness Planning Guide For Congregations and Parishes

(Bronze Level Version)



From the Director

Dear Episcopal Church Leaders,

Though we don't always want to think about it, one of our roles as a church 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 church community's buildings and belongings;
- To be able to resume the business of the church as soon as possible post-disaster;
- To support our parishioners in times of crisis;
- To assist to our vulnerable neighbors after an emergency.

The role of Episcopal Relief & Development's US Disaster Program is to inspire, connect and equip leaders of the US Episcopal Church to prepare for hazards that might affect their communities, as well as mitigate the impact of those disasters and help the vulnerable make a full and sustained recovery.

The Preparedness Planning Guide for Congregations and Parishes is designed to help a congregation plan for a disaster, from taking inventory of physical and human assets to determining its niche in assisting vulnerable people in the larger community. The “**Comprehensive Version**” of the guide takes about 10 to 15 hours to complete. But we recognize some congregations might not yet be ready for the full process. This “**Bronze Level**” version gathers the most basic information needed in times of disaster.

Additionally, a “**Silver Level**” version, which includes necessary basic information to protect parishioners and church property in times of disaster, and also lays the foundation for congregations interested in responding to their most vulnerable neighbors, is also available. All three versions of the planning guide can be downloaded from the Resource Library of our website, www.episcopalrelief.org/resourcelibrary. An index that cross-references the sections of all three guides can be found at the end of this resource.

Episcopal Relief & Development's US Disaster Program is working with dioceses around the country to help them be better prepared for emergencies. That includes training and supporting Diocesan Disaster Coordinators, who have been appointed by their bishops. A list of Diocesan Disaster Coordinators can be found on our website at www.episcopalrelief.org/usdisaster. They should be your first support and resource through this planning process.

The Preparedness Planning Guide for Congregations and Parishes comes from the collected wisdom of the Church. To compile this guide, we gathered examples of parish and diocesan disaster preparedness guides from around the country as well as from other denominations. We utilized the most important elements from each, while trying to stay as simple as possible. Please let us know if there's anything in this guide that you think should be changed, added or eliminated, and feel free to edit according to your local context.

Thanks for all you do in this important work,

Katie Mears
Director, 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:

Province IV Disaster Preparedness and Response Commission
The Episcopal Diocese of Arkansas
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The Episcopal Diocese of Connecticut
The Episcopal Diocese of East Tennessee
The Episcopal Diocese of Florida
The Episcopal Diocese of Kansas
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and

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Our Congregation's Disaster Plan

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



Bronze, 2013

Disaster Leadership Team:

Contact Information

Instructions: Fill out the following form with contact information for your Congregational Disaster Coordinator and the Disaster Leadership Team. Even if your team consists of two people, capture their contact information.

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

Identifying Groups that Include or Serve Vulnerable People

People 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 could help with those problems as a congregation.

Instructions: List the groups in the parish that are either comprised of or serve people who might be especially vulnerable after a disaster. These might include senior citizens' groups, groups for new mothers, and religious education programs that include children with special needs. List the contacts for each group, so that they can be contacted after a disaster to help assess needs and facilitate the response.

Group	Contact	Types of needs members might have.
<i>The Senior Citizens Club is comprised of parishioners aged 65 and older.</i>	Betty Jones	<i>Difficulty evacuating. Medical conditions.</i>
<i>The Lay Eucharistic Visitors have a current list of people who are home-bound or who are in the hospital.</i>	Deacon Williams	<i>Difficulty evacuating. Medical conditions.</i>

Insurance Information

Make a list of all your insurance information and contacts. Be sure to have a copy of this information in a **secure place off-site** and have another copy that someone can take with them if your community is evacuated.

• Policy Number:	
• Policy is with:	
Phone:	
Address:	
• Agent:	
Phone:	
Address:	
• Original Policy is kept:	
Address:	
• Copy of policy is kept offsite:	
Address:	
• Policy Type:	<i>(Example – Replacement value type)</i>
Total Value:	
• Policy covers:	<i>Earthquake, hurricane, robbery, fire, breakage, etc.</i>
• Other policies:	
• Policy review:	
When:	
By who:	

Be sure to note where off-site copies are kept and who can access them.

Off-site Copies	
• Where:	<i>(Ex: Diocese has a copy)</i>
• Who:	<i>Susan Wu</i>
Phone:	<i>xxx-xxx-xxxx</i>
Cell:	

Diocesan Contact Information

Instructions: Change, remove and add titles as relevant to your diocese.

• Bishop Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
• Canon for Stewardship/Administration Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
• Assistant to the Bishop Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
• Assistant to the Canon Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
• Diocesan Disaster Coordinator Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
• Communications Director Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
• Other Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	

Appendix: Table of Contents, All Versions

Table of Contents for Comprehensive, Silver and Bronze Planning Guides	Comp.	Silver	Bronze
Leadership	11		
Who will take responsibility for preparedness activities?			
• Congregational Disaster Coordinator / Disaster Leadership Team	12	7	7
• Disaster Leadership Team – Contact Information	13		
Goals	15		
What does your congregation want to do in case of disaster?			
• Preparedness Goals / Forming Goals	16	8	
• Congregational Goals	17	8	
Risk Assessment	19		
What emergencies have happened before and what should you prepare for?			
• Local Crisis History	20		
• Brainstorm Possible Disasters and Emergencies	21	9	
• Identify Groups that Include or Serve Vulnerable People	22	10	8
Property Assets	23		
What do you have that you need to protect?			
• Inventories of Property-Related Assets	24	11	
• Inventory Form	25		
• Items to Protect	26		
• Items to Bring in an Evacuation	27		
• Church "Go Kit"	28		
• Insurance Information	29	12	9
• Secure Storage of Archives and Records	30	13	
Response & Recovery Capacity	31		
What and whom do you have that will help you respond after an emergency?			
• Congregational Resources	32	14	
• Congregational Activities Resources	33	15	
• Members with Disaster-Related Skills/Certification/Resources	35		
• Member Questionnaire	36		
• Goals and Response	39	17	
Communication & Outreach	41		
Whom do you need to contact after an emergency, how and for what purpose?			
• Important Contacts	42		
• Diocesan Contact Information	43	18	10
• Church Staff Contact Information	44	19	
• People with Financial Authorization Approval	44	19	
• Congregation's Emergency Contacts	45	20	
• Local Preparedness and Response Organizations	46		
• Vendor Contact List	47		
• Outside Users of the Building	48	21	
• Local Media Information	49		
Developing Templates for Initial Response	51	22	
The first steps you should take in the immediate aftermath of a disaster			
• Example: Major Disasters with Warning	52	23	
• Example: Local Emergencies with No Warning	53	24	
• Template: Major Disasters with Warning	54	25	
• Template: Major Disasters with No Warning	55	26	
• Template: Local Emergencies with Warning	56	27	
• Template: Local Emergencies with No Warning	57	28	