

Develop an Emergency Response Plan for administrative office of the Presbytery

Two Scenarios:

1. Using the Presbytery Center as a center for outreach.
 - A. Determine changes needed to function as work camp
 - Site review: water, sewage, power
 - Well?
 - Outside water hookups
 - Generator/fuel?
 - Outside electrical hookups
 - B. Determine supplies needed to use facility as a temporary shelter
 - Cots/blankets
 - Non-perishable foods
 - Toiletries/hygiene
2. Ensuring continuing function of Presbytery office if Center is damaged/destroyed.
 - A. Develop Memoranda of Understanding with several churches/entities for temporary lodging of Presbytery Office
 - B. Develop contingency staffing plans
 - C. Creation of the "Go Box"
 - Current Directory
 - Hard copy of Presbytery Manual
 - Copy of Pby Disaster Plan
 - Community emergency contacts
 - Current Planning Calendar (Pby)
 - Official copy of the property Deed
 - List of Credit Card numbers and holders
 - Account numbers and contact information for all bank accounts
 - Copy of insurance policy
 - Copy of PDA Memorandum of Understanding
 - Complete computer record backup
 - 250 Sheets of Presbytery Stationery/stamps
 - Business cards for all Presbytery Staff
 - Memoranda of Understanding for temporary lodging of Presbytery Office
 - Contingency staffing plans
 - Book of Order/Confessions
 - Book of Common Worship
 - Bible

D. Secure equipment:

Four laptop computers; at least one capable of reading backup

Four cell phones

One satellite phone?

One fax machine? Copier?

What about?

-records preservation

-evacuation plan

List of what to go when have to leave in a hurry! Priority List.

“Shelter in place” preparations