

PRESBYTERY OF SHENANDOAH

OUTLINING A DISASTER PLAN

CHURCH WORKSHEET

WEEK ONE: FUNCTIONING AFTER A DISASTER

Date of Completion	Task	Comments
_____	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.	_____ _____ _____

Best use of Volunteers:

Area	Task	Number needed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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. **MAKE A 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

Document	Date backed up	Location(s)	Comments
_____	_____	_____	_____
_____	_____	_____	_____

Preparation of disaster kits:

Contents and Locations

Personal Hygiene Kits _____

Shelter Kits _____

Flood Clean-up Kits _____

School Kits _____

Information essential for distribution to congregation/public following disaster:

Material	# Copies	Off site storage locations

Emergency equipment plan:

Equipment	Resource	Address	Phone

WEEK TWO: CREATING A CHAIN OF COMMAND

Chain of command:

Position	Name(s)	Contact Numbers <i>Home phone, cell phone pager, email</i>	Responsibilities
Team Leader	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
First Backup	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Second Backup	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Operations	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
First Backup	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Second Backup	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

WEEK TWO: CREATING A CHAIN OF COMMAND

Chain of command:

Position	Name(s)	Contact Numbers <i>Home phone, cell phone pager, email</i>	Responsibilities
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Logistics _____

First Backup _____

Second Backup _____

Finance _____

First Backup _____

Second Backup _____

WEEK TWO: CREATING A CHAIN OF COMMAND

Chain of command:

Position	Name(s)	Contact Numbers <i>Home phone, cell phone pager, email</i>	Responsibilities
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Communications _____

First Backup _____

Second Backup _____

Date of Completion	Task	Comments
_____	Name a staff member to each position.	_____ _____ _____
_____	Meet to determine how team will operate.	_____ _____ _____

Emergency portfolio checklist:

- Chain of command worksheet
- Staff roster including home addresses, home phone numbers, cell phone numbers, pager numbers and email addresses
- Insurance documentation
- Non-profit status and Tax Identification Number _____
- Emergency equipment resource list

Emergency contact numbers roster:

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

Utility companies:

Electric	_____	_____
Gas	_____	_____
Telephone	_____	_____
Water	_____	_____
Computer technician	_____	_____
Other	_____	_____

Roster of area response agencies

911 Non-Emergency Number	_____	_____
Emergency Management Office	_____	_____
First Call For Help	_____	_____
Red Cross	_____	_____
Interpreter(s)	_____	_____
Others	_____	_____
	_____	_____
	_____	_____

WEEK THREE: SECURING RESOURCES AND BUILDING CAPACITY

Date of Completion	Task	Comments
_____	Learn how to shut off main electric power	_____
_____	Learn how to shut off power to Sanctuary	_____
_____	Learn how to shut off power to other buildings.	_____
_____	Learn how to shut off main water supply	_____
_____	Learn how to shut off building's water supply	_____ _____
_____	Identify source(s) 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.	_____ _____

WEEK FOUR: IDENTIFYING COMMUNITY RESOURCES

Date of Completion	Task	Comments
_____	Meet with Emergency Management Services director.	_____
_____	Review Emergency Operations Plan as it impacts agency.	_____
_____	Make Emergency Management Services 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.	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WEEK FIVE: CONSIDERING IMPACT ON CONGREGATION

Date of

Completion	Task	Comments
_____	Consider ways to develop church office emergency contact records for church members.	_____
_____	Make provisions for members being in building during disaster.	_____
_____	Make provisions for visitors being in building during disaster.	_____
_____	Make provisions to serve as a community shelter during a disaster.	_____
_____	Consider ways to determine status of church members impacted by disaster.	_____
_____	Consider need to communicate with others about member needs and take necessary steps to do so.	_____
_____	Plan for potential needs of members and/or visitors evacuated to another shelter.	_____

WEEK SIX: DEVELOPING CONTINGENCY PLANS

Date of

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

