

First Presbyterian Church
Winchester, Virginia
www.firstchurch-winchester.org

Disaster Preparedness & Response Plan

Shenandoah Presbytery
A Community of Christ for Worship, Nurture, and Mission



**PRESBYTERIAN
DISASTER ASSISTANCE**

OUT OF CHAOS, **HOPE**

September 1, 2010

NOTE: This version of the Disaster Plan was modified to share with other churches and presbyteries. For security reasons names and some information have been removed, as well as the content of some appendices. Questions can be directed to the Disaster Response Coordinator, Dave Thalman (dthalman@comcast.net).

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I. Introduction

This document contains information and protocols for disaster preparation and response at First Presbyterian Church, Winchester, Virginia.

A. Our Call

As a caring part of the community, we have the opportunity and responsibility to respond to disaster. The deep human needs and psychological scars left after a disaster require care beyond the restoration of physical needs. Putting lives back together after a disaster demonstrates Christ's love and provides hope.

We at First Presbyterian Church, as a collection of church families, characterize ourselves as a community of Christ for worship, nurture, and mission. As such, it is important for us to be a part of the healing love of Christ by caring for neighborhoods and families adversely affected by crises and catastrophic events – both natural and human-caused. From a community's perspective churches are often recognized as gateways for a caring and organized response to a crisis. From a global perspective we are called to equip and send servants out to where the need is great. To be effective in this ministry, we recognize the need for careful preparation and communication that reaches across our community, presbytery, nation, and the world. Helping others to move from chaos to hope is an integral part of our mission to *serve Christ and neighbor in the heart of Winchester and beyond*.

B. Scope of Planning and Response

Disaster planning encompasses two broad phases and happens in two distinct places. The phases are preparation and response. The places are near and far.

It is an important part of our responsibility for the leadership of God's people and stewardship of God's resources to be prepared for emergencies and disasters. Disasters take many forms. They can be natural or human-caused. A period of chaos always follows a disaster event. Being prepared helps mitigate a good portion of that chaos. Developing and revising this Plan is a basic step in that preparation. A disaster plan is a guide for our congregation to:

- Serve our community
- Protect property and vital records
- Continue services
- Care for members
- Recover or repair disaster-related damages
- Communicate information

Disaster response addressed by this plan moves in two directions – reaching two places. It moves inward to our neighborhoods and families experiencing disaster events within the boundaries of Winchester and Frederick County. It also travels outward, reaching areas in need beyond our community – to our presbytery, state, country, and even the world. We recommend using the resources and connections provided by Shenandoah Presbytery and Presbyterian Disaster Assistance (PDA) for response to regional, national, and international disasters.

The nature of disasters covered by this plan is purposely left unspecified. This plan is not tied to a specific class of disasters. Disasters are events that cause human suffering or create human needs that survivors cannot alleviate without spiritual, monetary, material, and/or physical assistance.

The Plan recognizes that no matter how widespread, all disasters have a local impact – right down to families and individuals. Therefore, pastors play a key leadership role in disaster situations and often require an extra measure of emotional and spiritual support. We also remain especially attentive to responding to those of our communities with limited personal options and resources to overcome the chaos often delivered by disasters.

C. Plan Contents and Organization

This plan defines roles and responsibilities of staff and Session for preparation and response to disasters. It is based on our existing organization structure and recognizes our relationships with local and national disaster assistance organizations. These response protocols will facilitate the flow of information to bring appropriate resources to those most in need.

Because the Shenandoah Valley is a relatively natural disaster-free environment, it is difficult to sustain energy around disaster preparation. Therefore, instead of maintaining a distinct disaster response team, we will charge current staff and Session members with management of preparation and response functions. In this way disaster tasks are not delegated to a separate group of people, but are a normal function of those active in all ministries of the church. The Disaster Preparation and Response Team includes:

- Disaster Preparedness and Response Coordinator (elected by Session, member of Ministry Council)
- Pastors and assigned staff
- Council moderators and vice-moderators (members of Session)

Disaster planning covers three distinct phases: preparation, immediate response, and recovery. Our response philosophy includes offering a ministry of presence, assessing need, and coordinating a response. An adequate response meets physical, emotional, and spiritual needs. We will address these phases by:

- Relying on the active Session members to prepare and respond within their areas of responsibility surrounding our council organization
- Developing a centralized list of emergency contacts that can be reached as needed
- Recruiting volunteers from the congregation to manage specific tasks as appropriate
- Providing care to pastors who often bear a tremendous leadership role in local disasters
- Linking our people and physical resources among:
 - Community churches and response organizations
 - Shenandoah Presbytery churches
 - National and international relief agencies.

The items and tasks below are grouped according to our Session councils. Council moderators and vice-moderators will have responsibility for disaster preparation and response; however, specific tasks may be delegated to individuals or groups who should be identified in this Plan. This Plan is meant to

be evolutionary and expanding. It should be reviewed at least annually.

Our plan and response are based on training and materials provided by Shenandoah Presbytery and Presbyterian Disaster Assistance (PDA), a ministry of the PC(USA), supported primarily by One Great Hour of Sharing.

The plan is organized into two sections: Preparation and Response. Appendixes contain emergency contacts, church leader roster, facility information, Weekday School Disaster Plan, and resources including a sample family disaster plan.

II. Disaster Preparation

The preparedness tasks have been divided among Session councils and are the responsibility of each council moderator and vice-moderator. Specific areas of responsibility can be delegated to individuals or committees.

A. Session. The primary responsibility of Session is to designate and support a Disaster Preparedness and Response Coordinator. Individual council moderators and vice-moderators have responsibility for their respective council tasks identified below.

1. Overall Planning

Task	Responsibility
Assign a Disaster Preparedness and Response Coordinator	Session
Develop a Disaster Preparedness and Response Plan	Coordinator, Session
Brainstorm with full staff and Session any specific preparations and plans that may be needed to address unique situations to Winchester and Frederick County for the following disasters: <ul style="list-style-type: none"> • Church fire • House/building fire • Tornado • Tropical storm • Ice/snow storm • Flooding • Earthquake • Brush/forest fire • Chemical accident • Railroad accident • Pandemic flu • Violence • Terrorist activity • Impact of evacuation of nearby metro areas • Key Personnel major illness/death • Church van accident • Leadership crisis • Others? 	Coordinator, Session
Consider pre-arranging for a team to provide emotional and spiritual care for the pastors	Session
Review the Plan and revise information annually	Coordinator, Session

2. Identify Community Resources and Foster Relationships

Task	Responsibility
Establish link and share Disaster Plan with Presbytery Disaster Response Team	Coordinator
Ensure Presbytery Key Church Communicator has access to this Plan	Coordinator
Develop relationships and make links to other disaster response organizations (list in Appendix A)	Coordinator
Discuss rolls and response of church with local Emergency Management Services director including sheltering	Coordinator
Participate in regional Voluntary Organizations Active in Disaster (VOAD)	Coordinator
Coordinate church and Weekday School (WDS) disaster plans (Appendix E)	Coordinator, WDS Director
Discuss potential collaboration or mutual aid with other churches and non-profits	Coordinator
Provide resources and sample plans for families (Appendixes F & G)	Coordinator
Identify and communicate disaster response training opportunities	Coordinator

B. Administration Council

1. Emergency Contacts. Maintain lists of church and local emergency contacts.

Create and maintain contact list of local emergency civil and church agencies (Appendix A)
Create and maintain contact list of church staff and leaders (Appendix B)

2. Back-up Documents and Off-site Storage. Put the following documentation together, make copies and distribute to designated people. Irreplaceable documents must be protected from water damage, fire, theft, and computer failure. Consider that some back-ups may only provide full protection if housed off-site.

Documents that we must protect against loss	Primary Location	Back-up Location
Insurance policy, insurance binder, insurance company/agent name and contact information	Firebox	
Pastor, staff, session, trustee contact info	Appendix B	Disaster Coordinator
Presbytery, mission community contacts (Presbytery Directory)	Main office	Disaster Coordinator
Member directory	Firebox	
Electronic church financial transactions and official correspondence	Firebox	Business Manager (off site)
Financial account information (institutions & acct #s)	Firebox	Business Manager (off site)
Tax Exemption certificate with ID number	Firebox	
Personnel files		
Legal contracts and agreements	Finance office	
Historic documents	Library, Kent room	
Membership Rolls	Main office computer	Firebox
Session Minutes	Main office	Clerk of Session computer

Documents that we must protect against loss	Primary Location	Back-up Location
Inventory of computers, business equipment, manuals, warranties, and equip. maintenance contracts	(In progress)	
List of all places where copies of pertinent equipment information and manuals are housed	Main office, Maint. office/work room	

3. Communication. Alert building occupants about any emergencies. Provide accurate and timely information to staff, congregation, and public.

Item	Primary Responsibility	Back-up Responsibility
Develop procedures for alerting building occupants of internal emergencies (fire, intruders) and threats coming from outside (weather, disturbance)	Ground floor office staff calls 911 and alerts other staff (including WDS and custodians) by internal phone system.	Pastor (on ground floor), then pastors/staff on second floor. Custodians to be always vigilant.
Develop criteria for deciding on evacuation or sheltering in place	Pastor, WDS Coordinator	Disaster Coordinator
Provide current info on status of worship and church programs on phone answering machine.	Assoc. Pastor – instructions in Firebox	
Provide current info on status of worship and church programs on web site.	Assoc. Pastor – instructions in Firebox	
Provide information about church status to media	Assoc. Pastor	Pastor

4. Go-Box. Determine if a Go-Box is needed and assign responsibility. Assemble and maintain a Go-Box for evacuation.

Item	Primary Responsibility	Back-up Responsibility
Go-Box needed? Not initially	(Review need annually)	
If so: Contents?		
Responsibility?		
Location?		

C. Facilities Council

1. Inventories and Emergency Information. Create and maintain inventories of major equipment along with operation and maintenance information.

Item	Location
Develop and maintain list of emergency contacts for facility systems (Appendix C)	Appendix C
Identify a Facility Maintenance Cte., if needed to handle emergency facility issues and identify in Appendix C.	Appendix C
Develop and maintain diagrams of circuit breaker panel and utility shut-offs (Appendix D)	Appendix D
Compile an inventory of: - Equipment (see Admin section for computers, etc.) - Furniture - Appliances - Fixtures - Computers, copiers, printers, etc.	(video in progress)
Equipment & systems manuals	Mechanical Room
Equipment warranties	Office
Maintenance and cleaning supplies	Main floor closets (2), 12 E. Cork
Compile an inventory and location of emergency equipment:	
- Fire extinguishers (bldg map)	Appendix D
- Flashlights and/or rechargeable emergency lights	Main floor offices, Sanctuary, all areas of new building
- First aid kits	Office, WDS, Kitchen, 12 E. Cork
- Blankets	(none)
- Weather radio	(none)
- Bottles of water	Kitchen pantry, 12 E. Cork
Install and maintain emergency exit placards	Done – all exits

2. Securing Resources and Building. Consider who should have this information and train all appropriate people. Designate primary and back-up responsibility.

Task	Responsibility	Back Up
Procedure for protecting building and equipment against predicted heavy weather	Facilities Moderator	Facilities Vice-Moderator
List items that need special attention (e.g., organ, pianos, computers, audio/visual)	Pastors/staff	Facilities Moderator
List outdoor items that need to be secured (e.g., playground, signs, garbage cans)	Custodian	Staff on-site
Train custodians about emrg. procedures	Disaster Response Coord.	Facilities Moderator
Shut off main electric power, Sanctuary pwr	Custodian	Staff on-site
Shut off power to other buildings	Custodian	Staff on-site
Shut off main water supply, other bldgs	Custodian	Staff on-site
Assess condition of facilities following a weather event or fire	Fire Marshall	Facilities Moderator

D. Discipleship and Education

1. Emergency Procedures Training. Train teachers on emergency procedures and develop contingency plans for evacuation and shelter in place for the following:

Area	Location of Plan
Weekday School	Appendix E, WDS Office
Youth and children Christian education classes	Inside wall near classroom doors
Youth programs in 12 E. Cork	Evacuate to Rumpus Room, phone in elevator & adjacent main kitchen.

E. Worship Council

Task	Responsibility
Investigate alternate site for worship in case facilities are unusable for worship (plan to use other churches or Millwood Fire Hall)	Moderator, Vice-Moderator
Include emergency procedures and evacuation procedures in the Ushers' Guide. Review annually.	Head Usher
Train ushers in emergency procedures including evacuation of Sanctuary	Head Usher

F. Ministry Council (working in partnership with Evangelism & Fellowship)

Task	Responsibility
Identify at-risk members of the congregation who may need assistance (elderly, disabled, single parents of small children)	Visitation Team
Assign someone responsibility to check on and/or assist at-risk individuals.	Visitation Team, Stephen Ministers
Consider establishing neighborhood or community groupings of members for follow-up and spiritual care	Visitation Team
Consider pre-identifying volunteer groups with specific skills for recovery and spiritual care	Visitation Team, Stephen Ministers
Investigate use of facilities for sheltering and/or food preparation	Disaster Response Coordinator
Collect and disseminate disaster preparation information for families	Disaster Response Coordinator
Consider forming groups to prepare disaster kits for use inside or outside the congregation: <ul style="list-style-type: none"> • Personal Hygiene Kits • Shelter Kits • School Kits • Flood Cleanup Buckets 	Disaster Response Coordinator
Respond to needs outside the local area as coordinated by Shenandoah Presbytery, Presbyterian Disaster Assistance, and others	Disaster Response Coordinator

II. Disaster Response

This section is divided into two sub-sections: local and distance responses.

A. Response to Local Disaster

Local response includes actions needed for events that directly impact our church members or facilities, as well as events within Winchester or Frederick County. It means we can respond without traveling away from our homes.

1. Disaster Warning or Event - Weather/Human-Caused Emergency at/near the Church Facility

a. Building Occupied

Action	Responsibility
1. Determine if occupants should evacuate or shelter-in-place	Pastors, staff
2. Warn Week Day School (Activate their Disaster Plan)	Staff, pastors, WDS Director
3. Warn other building occupants (Ushers evacuate Sanctuary if during worship – see Usher Guide Book)	Pastors, staff (including custodians)
4. Evacuate or go to shelter area (Rumpus Room – phone available)	Staff, pastors
5. Take Go-Box (if applicable)	Staff
6. Call 911, if needed	Staff, pastors
7. Administer first aid as needed and as trained	All
8. Call Disaster Coord, Facility Chair, pastors, parents (if sheltering-in-place)	Senior member present
9. If sufficient warning, turn off water, gas, power as necessary to prevent damage, secure building as much as possible	Custodians, staff, pastors

b. Building not Occupied

- Do not go to building until the next phase, the immediate needs of your family are met, and it is safe to travel.
- Call pastors, staff, and/or Disaster Coordinator to inform them of your personal status and to get information before venturing out. Use the communication plan in table below.

c. Communication Plan

The table below suggests communication groups and a sequence of contact (those in center column contact those in right column). Group members should touch base and assess their personal situations and wait until hearing from the group above before acting. This plan aims to disseminate the most accurate information to those who need it first. Flexibility is key for each specific situation.

Group	Members	Contact other Members/Group
A. Pastors, Disaster Coordinator	Pastor, Head of Staff	Assoc. pastors, admin staff, Session clerk & council moderators, trustee president
	Associate Pastor	Parish nurse, music staff, answering machine, web site, media
	Associate Pastor, Youth & Small Group Ministry	Youth & D&E program staff (including WDS)
	Disaster Response Coordinator	Local and church agencies
B. Administrative Staff	Administrative Secretary	
	Business Manager	
	Treasurer	
C. Session	Clerk	
	Facilities Council	Custodians, vice-moderator, council teams
	Administration Council	Vice-moderator, council teams
	Worship Council	Vice-moderator, council teams
	Ministry Council	Vice-moderator, council teams
	Discipleship & Education Council	Vice-moderator, council teams
	Fellowship Council	Vice-moderator, council teams
	Evangelism Council	Vice-moderator, council teams
D. Program Staff	Parish Nurse	
	Minister of Music	
	Organist	
	Children’s Ministry Administrator	
	Weekday School Director	
	Evangelism Coordinator	
E. Trustees	President and Board of Trustees	Trustees

2. Immediate Relief and Assessment

Action	Responsibility
1. Use local media to receive best information from local authorities – follow all official guidance	All
2. Facility chair, disaster coord, and pastor will communicate and arrange a time after all is safe to meet at the facility for an initial inspection and assessment.	Disaster Response Coordinator, Facility Council, Pastor
3. Inspect facility and secure as necessary, take pictures of any damage, use inspection forms or forms from insurance agent.	Disaster Response Coordinator, Facility Council, Pastor, Custodian
4. Contact insurance agent	Facility Council
5. Accompany insurance adjuster during visit	Facility Council
6. Call Session meeting to discuss next steps	Pastor
7. Communicate status of church programs, facility, and next steps to congregation	Associate Pastor, Program & Admin staffs
8. Call Presbytery to relay initial assessment of local conditions and request assistance if needed (Presbytery will contact PDA)	Pastor, Disaster Response Coordinator
9. Restore communications at facility	Facility Council, Custodian
10. Form visitation teams to check on vulnerable members	Associate Pastor; Ministry Council with Evangelism & Fellowship Councils
11. Form work groups as needed to manage immediate emergency repairs	Facility Council, Custodian, Ministry Council
12. Conduct worship service within one week after disaster	Pastors, Worship Council, Program staff
13. Arrange use of alternate worship/meeting site if building unusable	Worship Council
14. Contact EOC to offer resources or express needs	Disaster Response Coordinator
15. Decide about sheltering survivors. Be prepared to answer the following questions: <ul style="list-style-type: none"> • Capacity of space? • Location of space? • Kind of space? (singles, families,) • Accommodate disabilities? • How rapidly is space available? • Access to showers? • Access to food? • Access to public transportation? • Accommodate pets? • Any other restrictions to use of space? 	Disaster Response Coordinator, Session, Facility & Ministry Councils
16. Receive and manage requests for assistance received by church office and pastors	Disaster Response Coordinator, Ministry Council

3. Recovery/Reconstruction

Action	Responsibility
1. Recruit members to attend community disaster relief information and organizational meetings.	Disaster Response Coordinator
2. Continue to identify needs of community and if/how congregation can respond	Disaster Response Coordinator, Pastors, Session
3. Form committee to oversee church repairs and obtain contractors	Facility Council
4. Maintain contact with Presbytery	Pastor, Disaster Response Coordinator
5. Form groups of volunteers to meet community needs	Disaster Response Coordinator, Ministry Council with Evangelism & Fellowship Councils
6. Decide how to manage unsolicited volunteers and donations	Disaster Response Coordinator, Ministry Council
7. Decide about hosting outside volunteers	Disaster Response Coordinator, Facility Council, Session
8. Decide on involvement with community Long-Term Recovery Committee	Disaster Response Coordinator, Ministry Council

B. Response to Regional, National, and International Disasters

Action	Responsibility
1. Receive information about needs and response requests from Presbytery, VOAD, and PDA	Disaster Response Coordinator
2. Communicate needs to congregation and establish campaign for monetary donations, prayers, and Gift of Heart kits as needed	Disaster Response Coordinator, Ministry Council
3. Decide about hosting survivors (see Immediate Relief #15 above)	Disaster Response Coordinator, Session, Facility & Ministry Councils
4. Decide about hosting regional and/or transiting volunteers	Disaster Response Coordinator, Session, Facility & Ministry Councils
5. Form work groups to travel to disaster site	Disaster Response Coordinator, Ministry Council

Approved by Session: September 21, 2010

Revised: _____

Appendix A Local Emergency Contacts

	Contact	Phone
Fire/Rescue/Police	Emergency Communications Center	911
Fire/Rescue (non-911)		662-2298
Police (non-911)		662-4131
Animal Control		545-4700, ext. 1707, 1863
Insurance company		
Attorney		
Computer technician	Tech Team Solutions	667-2000
Glass company	Mack Kerns' Glass & Mirror	667-5155
Locksmith	Norvac Lock Technology	662-5641
Maintenance company	Earl's Cleaning	869-1386
Plumber	McDaniel Piping Service	667-7915

Utility Companies

	Contact	Phone
Electric	Shenandoah Valley Electric Cooperative	450-0111
Electric outage	SVEC	1-800-234-7832
Gas	Shenandoah Gas	1-800-566-7436
Telephone	Ntelos	1-877-468-3567
Water	Winchester Public Utilities	667-1815
Other	Comcast	1-800-266-2278

Roster of area response agencies

	Phone
Winchester City Emergency Management Office	662-4131
Frederick County Emergency Management Office	504-6457
Red Cross	662-5412
Shenandoah Presbytery executive:	
Shenandoah Presbytery Communications Coordinator: Doug Sensabaugh	
Presbytery Disaster Response Team: Dave Thalman	
Others	

Appendix B Church Emergency Contacts

Position	Name	Primary Phone	Secondary Phone
Disaster Response Coordinator	Dave Thalman		
Presbytery Key Church Comm. Church Office			
Custodian			
Weekday School			
Pastor			
Assoc. Pastor			
Assoc. Pastor			
Clerk of Session			
Treasurer			
Admin Council - Moderator			
Vice-Moderator			
Facilities Council - Moderator			
Vice Moderator			
D&E Council - Moderator			
Vice-Moderator			
Worship Council - Moderator			
Vice-Moderator			
Ministry Council - Moderator			
Vice-Moderator			
Fellowship Council - Moderator			
Vice-Moderator			
Evangelism Council - Moderator			
Vice-Moderator			
Trustees			

Appendix C Facility Contractor Emergency Contacts

	Contact	Phone
New Building		
Shockey & Sons	Brad Moser	540-323-0623 (c)
	Thomas Keaton	540-323-3163 (c)
Elevator: Thyssen Krupp	Vicky Weaver	410-609-7634 (c)
	Kevin	443-306-7007 (c)
Winchester Sprinkler	Lew Dowdy	667-5078, 974-1212 (c)
	Josh	540-974-7890 (c)
Consolidated Electric	Larry Orrdorff	540-662-5994
Heat/Air: Hottle & Myers	Larry Hottle	540-247-3323 (c)
	Jeff	540-247-2620 (c)
McDaniel Piping & Plumbing	Roger McDaniel	667-7915, 323-0400 (c)
Glass: Mack Kerns' Glass		540-667-5155
Locks: Norvac Lock Technology		540-662-5641
Old Building		
Elevator: Eastern Elevator		540-722-9190
Electrician		
Plumber: McDaniel Piping Service		540-667-7915
Sewer: Roto Rooter		540-869-5309
Glass: Mack Kern's Glass		540-667-5155
Locks: Norvac Lock Technology		540-662-5641
Other Common Contacts		
Pests: Orkin Pest Control		540-667-1771
Computer: Tech Team Solutions		540-667-2000

Appendix D Facility Information

Location of fire extinguishers, fire alarms, circuit breaker panels, and water shut-offs by floor.

FLOOR PLANS REMOVED

Appendix E

FIRST PRESBYTERIAN WEEKDAY SCHOOL

DISASTER PREPAREDNESS PLAN

Address:

Phone:

Director:

January, 2009

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NOTE: Content removed.

Appendix F

Disaster Preparation and Response Resources

FEMA *Are You Ready* Guide

(<http://www.fema.gov/areyouready/index.shtm>)

Extensive guide on preparing for disasters. The entire document is available online, in pdf format and in bookform. Also available is the *Are You Ready? Facilitator Guide* (IS-22FG). The Facilitator Guide is a tool for those interested in delivering *Are You Ready?* content in a small group or classroom setting. The Facilitator Guide has instruction modules for adults, older children, and younger children. Copies of *Are You Ready?* and the Facilitator Guide are available through the FEMA publications warehouse (1.800.480.2520).

The American Red Cross http://www.redcross.org/services/prepare/0,1082,0_239_,00.html

The Red Cross provides a series of articles covering all aspects of Disaster Preparedness.

Presbyterian Disaster Assistance

<http://gamc.pcusa.org/ministries/pda/>

The PDA web site has a number of resources for training and response.

Shenandoah Presbytery

<http://www.shenpres.org/disasterprep.html>

Shenandoah Presbytery Disaster Response Team has listed a number of resources on its web page.

Appendix G

Sample Family Disaster Plan

How Prepared Is Your Family?

Instructions:

1. Working individually, take about 5 minutes to answer the questions below about you and your family’s disaster preparedness.
2. Be prepared to share examples of areas in which you and your family are and aren’t prepared.

Action	Suggestions	Completed?
Educate yourself and your family.	Talk to your local emergency management agencies and the American Red Cross chapter about: <ul style="list-style-type: none"> • Types of disasters likely to affect the community and how to prepare for them • Community warning systems and evacuation plans • Animal care during and after a disaster • Taking responsibility for elderly and disabled persons • Disaster plans at work places, schools, day care centers, or other places where your family spends time 	Yes No
	Be sure you have adequate insurance coverage	Yes No
	Conduct a home hazard hunt to identify anything that can move, fall, break, or cause a fire	Yes No
	Take a Red Cross first-aid and CPR class.	Yes No

Action	Suggestions	Completed?
Create a family plan and practice it	Identify “safe rooms” or shelter areas for earthquakes and violent weather	Yes No
	Determine the best escape routes out of the safe rooms/shelter areas	Yes No
	Pick two places to meet in case you cannot return to your home - one spot just outside your home and another outside the neighborhood.	Yes No
	Create a contact list	Yes No
	Identify an out-of-state relative or friend as a family contact in case family members are in separate locations at the time of disaster. Be sure work and school offices have this number on file	Yes No
	Discuss what to do in an evacuation and how to care for your pets.	Yes No
	Teach young children how and when to dial 911 and what to say	Yes No
	Post all emergency numbers by every phone.	Yes No
	Hold fire and emergency evacuation drills periodically (every six months) with all members of the family	Yes No
	Quiz family members periodically, (children every six months), on procedures and contact information.	Yes No
	Store originals of important family documents in a safe deposit box	Yes No

Action	Suggestions	Completed?
Be a good neighbor	Meet with your neighbors to plan how to work together in case of an emergency.	Yes No
	Know your neighbors' special needs or skills, such as medical, technical	Yes No
	Make plans for each other's children in case a parent is not able to get home	Yes No

Action	Suggestions	Completed?
Store adequate supplies	Store supplies in a sturdy, pest-free container and place in an accessible location:	Yes No
	Water for 3-5 days (one gallon per person per day, in a plastic container). Mark date of storage on container, and replace every three months.	Yes No
	Non-perishable foods for 3-5 days, including pet food if applicable. Replace every six months.	Yes No
	Flashlights with extra batteries	Yes No
	Manual can opener	Yes No
	Extra pair of prescription eyeglass, contact lenses (and cleaning solution)	Yes No
	Battery-operated radio or TV and extra batteries	Yes No
	Prescription drugs that are used regularly	Yes No
	First-aid kit	Yes No
	Extra set of car keys	Yes No
	One blankets or sleeping bag per person	Yes No
	Information (style, serial number, etc.) on critical medical devices (respirator, pacemaker, etc.)	Yes No
	Small amount of cash and a credit card	Yes No
	Children's toys, games, books, pictures, etc	Yes No
	Extra battery for cell phone	Yes No
	Sanitation supplies	Yes No
	Special items for infants/elderly/disabled	Yes No
	One change of clothing and footwear per person	Yes No

Action	Suggestions	Completed?
Take care of utilities	Locate and show all adults where and how to shut off main utility valves for water, gas, electricity.	Yes No
	Install smoke detectors on each floor, especially near bedrooms; test and replace batteries once a year	Yes No
	Teach family members how to use fire extinguishers and show them where they are kept. Test extinguishers once a year	Yes No

Action	Suggestions	Completed?
Create a home exit plan and evacuation box	Create basic floor plan of home and clearly mark exits to be used for emergencies. Post in each room	Yes No
	Create an evacuation box to “grab and go” in a waterproof container. Include	Yes No
	<ul style="list-style-type: none"> • Small amount of cash 	Yes No
	<ul style="list-style-type: none"> • Irreplaceable photos/negatives in plastic 	Yes No
	<ul style="list-style-type: none"> • Written inventory of valuable possessions (updated annually) 	Yes No
	<ul style="list-style-type: none"> • Insurance policy numbers and company phone numbers 	Yes No
	<ul style="list-style-type: none"> • Copies of other important family or home documents and contact list 	Yes No
	<ul style="list-style-type: none"> • Copies of prescriptions 	Yes No
	<ul style="list-style-type: none"> • Copies of important legal documents— deeds, wills, birth certificates, immunization records, first two pages of prior two years’ tax returns, etc. <i>Original documents should be kept in a safe deposit box.</i> 	Yes No