

Shenandoah Presbytery

A Community of Christ for Worship, Nurture, and Mission

Disaster Preparedness and Response Plans

February 5, 2007

Table of Contents

| | |
|---|-----|
| Overview | 1 |
| Appendix A Disaster Response Plan | A-1 |
| Appendix B Administrative Office Disaster Plan | B-1 |
| Appendix C Disaster Preparedness and Response Education Plan | C-1 |
| Appendix D Disaster Preparedness and Response Resources | D-1 |
| Appendix E Sample Planning Guide for Church Disaster Response | E-1 |

Disaster Preparedness and Response Plans - Overview

A. Background

This plan defines roles and responsibilities across the Presbytery for response to disasters. It recognizes our relationships with local and national disaster assistance organizations and develops an organization structure and communication paths within the Presbytery. These response protocols will facilitate the flow of information to bring appropriate resources to those most in need. This plan is tailored around several unique characteristics of our Presbytery, but also is based on training and materials provided by Presbyterian Disaster Assistance (PDA), a ministry of the PC(USA), supported primarily by One Great Hour of Sharing.

This plan serves as a beginning of an evolutionary and expanding system of connecting members of our Presbytery to resources and needs both inside and outside of our boundaries. It is hoped that future iterations of this plan can serve as a model for congregations to develop their own specific disaster plans.

There are many volunteers in the Presbytery who have experience with disaster response efforts in Florida, the Gulf Coast, and in more local emergencies. This plan is designed to focus this experience in an organized manner to prepare and respond to future disasters both within the Presbytery and reaching out to other parts of the nation and the world. It recognizes that all disasters are local. Therefore, pastors play a key leadership role in disaster situations and often require an extra measure of emotional and spiritual support.

B. Rationale

Shenandoah Presbytery, as a collection of church families, characterizes itself as a *community of Christ for worship, nurture, and mission*. As such, it is important to us to be a part of the healing love of Christ by caring for communities adversely affected by crises and catastrophic events – both natural and human-caused. From PDA's perspective presbyteries are gateways for an organized response to disaster. To be effective in this ministry, we recognize the need for careful preparation, communication, and mobilization plans that reach across our many churches and can be activated in a timely manner.

Presbyteries and congregations need to have good communication plans in place in the event of a disaster. Often without reporting from the local community, the Presbytery (and Synod) is dependent on news accounts rather than first-hand information, which could lead to an uneven or inadequate response.

C. Scope

Disaster response addressed by this plan moves in two directions. It reaches inward to churches and communities experiencing disaster events within the boundaries of Shenandoah Presbytery. It also includes reaching out to areas in need beyond our Presbytery. It encompasses not only a disaster response plan, but also addresses protection and recovery of the Presbytery office facility, a training plan and model disaster plan for congregations, and a list of disaster response resources.

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. However, because Shenandoah Presbytery is in the unique position of being west of Washington, D.C., it may assume a role of providing sheltering for National Capital Region evacuees that should be addressed in disaster planning.

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. Special attention must be paid to care of pastors who often bear a tremendous leadership role in local disasters. We will address these phases by:

- Identifying experienced individuals and congregational resources within the Presbytery that can respond to a disaster,
- Developing a response organization and communication protocols that can be activated as needed,
- Managing donated material and financial resources,
- Training teams and collecting resources for response, and
- Linking our resources among:
 - Presbytery churches
 - Community-based and ecumenical response organizations
 - National and international relief agencies.

We remain especially attentive to responding to those of our communities with limited personal options and resources to overcome the chaos often delivered by disasters.

Although this plan focuses primarily on responding to disasters within the Presbytery, guidelines for responding to national situations are included. We recommend using the resources and connections provided by PDA for response to national and international disasters.

D. Plan Contents

This disaster preparedness and response plan organizes its contents in appendices to facilitate future plan expansion and revision. It is the responsibility of the Shenandoah Presbytery Disaster Response Team to review and coordinate development of the entire Plan content and to report to Presbytery on an annual basis.

Here is a description of each appendix.

Appendix A - Disaster Response Plan: Describes the organization structure for disaster response for both disasters within the Presbytery and for responding to events in other parts of the country. Includes roles and responsibilities for the Presbytery Disaster Response Team (DRT) and Mission Community DRTs. Outlines a communication plan and protocols for disaster response actions.

Appendix B – Administration Office Disaster Plan: Covers two scenarios: 1) using the Presbytery Center as a shelter, work camp, or material distribution site; and 2) protecting Presbytery resources and developing contingency operating and staffing plans.

Appendix C – Disaster Preparedness and Response Education Plan: Develop and deliver training to mission communities and congregations about disaster preparedness and response.

Appendix D – Disaster Preparedness and Response Resources: Lists materials developed by PDA and other organizations regarding disaster planning, work team coordination, volunteer management, spiritual care, and long-term recovery.

Appendix E – Sample Planning Guide for Church Disaster Response: Provides a guide for a local disaster plan with checklists of items to consider for disaster preparation.

Appendix A

Disaster Response Plan

Appendix A

Disaster Response Plan

2/5/07

I. Introduction

This Disaster Response Plan is an appendix of a set of disaster preparedness and response plans developed within Shenandoah Presbytery. The Overview section discusses the background, rationale, and scope of preparedness and response plans being developed in the Presbytery. This plan defines roles and responsibilities across the Presbytery for response to disasters. It recognizes our relationships with local and national disaster assistance organizations and develops an organization structure and communication paths within the Presbytery. These response protocols will facilitate the flow of information to bring appropriate resources to those most in need. This plan is tailored around several unique characteristics of our Presbytery, but also is based on training and materials provided by Presbyterian Disaster Assistance (PDA).

Disaster response in Shenandoah Presbytery is organized around two key groups. First a Presbytery Disaster Response Team (DRT) will coordinate communication and response to both disasters within the Presbytery and our help with disasters nationally and internationally. Second, mission community DRTs will help train and deploy volunteers as needed.

This specific plan focuses on the Shenandoah Presbytery disaster response organization and communication protocols. It also addresses long-term recovery issues and response to national and international disasters.

II. Disaster Response Organization

A. Presbytery Disaster Response Team

A Disaster Response Team (DRT) will be formed at the Presbytery level. The functions of this team are to:

- Assist Mission Communities (MCs) with creating DRTs
- Coordinate a rapid response to local and national disasters
- Form and activate communication protocols as needed
- Ensure that pastors affected by disasters receive pastoral care
- Disseminate assessment and response information to affected churches and responding churches, PDA, and other organizations including local inter-faith networks and Volunteer Organizations Active in Disasters (VOAD)
- Provide information for the news media
- Develop and maintain comprehensive Disaster Preparedness and Response Plans with provision for the formation of an Administrative Commission
- Plan training for DRT members and field volunteers

- Plan training for the COM and a pastoral care plan for clergy serving in areas affected by a disaster
- Liaison with inter-faith and civic disaster response agencies, and provide representatives as requested
- Develop and maintain master phone lists of MC DRT members and field volunteers
- Recommend creation of financial accounts to receive and disburse relief funds
- Review and revise this plan as needed
- Provide an annual report to Presbytery.

The Disaster Response Team will be organized as a sub-committee of Presbytery Council, reporting directly to the Council. It will include the following members:

- Director
- Co-Director
- Mission Community (MC) representatives (minimum one from each MC)
- Disaster Response Plan Coordinator (Task 1)
- Presbytery Facility Disaster Coordinator (Task 2)
- Disaster Preparedness Education Coordinator (Task 3)
- General Presbyter
- Presbytery Communications Coordinator.

Non-staff DRT members will be selected by the Nominating Committee and will normally serve a three-year term that can be renewed. They will be organized into three classes designated by year so that one third of the members can be refreshed each year.

The responsibilities of the Director can often be shared or delegated. The Co-Director provides back-up availability and general assistance to the Director. Under the class rotation model, normally the Co-Director will move into the Director position during a three-year term. As a leadership team, their responsibilities include:

- Convene and chair quarterly meetings of the DRT
- Coordinate with the Presbytery Nominating Committee for the recruiting of members of the DRT
- Maintain routine contact with and support for MC DRTs
- Coordinate training of DRT members across the Presbytery
- During times of disaster, activate the DRT and coordinate information flow to/from the appropriate MC DRTs; communicate directly with the General Presbyter, Communications Coordinator, other members of the DRT, and members of MC DRTs
- Coordinate a Presbytery response to any disaster brought to the attention of the DRT including ministry of presence visits, assessments of need, delivering spiritual care, and coordinating volunteer response
- Coordinate communication with other inter-faith and civil disaster response agencies; develop recommendations for partnerships, certifications, and memorandums of understanding with other organizations; recommend response requests to PDA

- Report training accomplished, disaster response actions, and lessons learned to the Presbytery Council.

B. Mission Community Disaster Response Teams

The ministry of disaster response fits well within the vision and structure of our Mission Communities. Each Mission Community is encouraged to form at least one DRT. These teams are a critical part of disaster response because these are the people who can lead and coordinate a local response. Some MCs that include different geographic areas may want to form more than one DRT.

The functions of this team are to:

- Facilitate communication among churches and ensure information is passed to the Presbytery DRT
- Form response teams to help assess the need for an expanded response
- Coordinate response from incoming teams (outside the MC)
- Assign a Disaster Coordinator in the case of a local disaster
- Provide support for pastors of affected churches
- Coordinate disaster response with local agencies.

Each MC DRT will include the following members:

- Director
- Co-Director
- MC Convener
- Field workers.

MC DRT members will normally serve a three-year term that can be renewed.

The responsibilities of the Director can often be shared or delegated. The Co-Director provides back-up availability and general assistance to the Director. As a leadership team, their responsibilities include:

- Convene and chair quarterly meetings of the MC DRT
- Coordinate recruiting of members of the MC DRT
- Establish an emergency communication plan within the MC (e.g., calling tree)
- Assign a representative to the Presbytery DRT
- Coordinate training of volunteers across the MC
- During times of disaster, activate the MC DRT and coordinate information flow to/from the appropriate congregations; communicate directly with the Presbytery DRT
- Coordinate a MC response to any disaster brought to the attention of the MC DRT including ministry of presence visits, assessments of need, delivering spiritual care, and coordinating volunteer response
- Coordinate communication with other inter-faith and civil disaster response agencies; recommend requests for PDA assistance to the Presbytery DRT
- Report training accomplished, disaster response actions, and lessons learned to the Presbytery DRT.

C. Administrative Commission Activation

The formation of an Administrative Commission to act on behalf of the Presbytery in directing the Disaster Preparedness Team shall be made with the authorization of the Moderator of the Presbytery, Chair of Presbytery Council, Stated Clerk of the Presbytery and the General Presbyter, who will assign specific duties and responsibilities according to guidelines found at G-9.0550, Book of Order, Presbyterian Church (USA).

III. Response and Communication Protocols

The principle methods of communication during disaster situations will be direct phone/cell phone contact among Pastors and DRT Directors. Information can be passed throughout the Presbytery via the Key Church Communicators (KCC).

Guidelines for communication and response are provided by PDA. The following protocol is recommended for responding to disasters within Shenandoah Presbytery and is based on a PDA model.

A. Pastor

1. Remain sheltered until danger passes.
2. Assess your own damage and attend to loved ones and yourself first.
3. When it is safe, assess the general situation and physical needs of your neighbors, congregation, and community.
4. Respond to the immediate needs of survivors in cooperation with local emergency response agencies.
5. Report your status and immediate needs to the Presbytery DRT.
6. Undergird all efforts with spiritual support to the survivors in cooperation with other spiritual leaders of the community. (No secular agency is equipped to perform this unique and vital role.)
7. Coordinate efforts of the congregation, relying as much as possible on church members to lead work teams – focusing on those in the community with the most need.

B. Presbytery DRT

1. Remain sheltered until danger passes.
2. Assess your own damage and attend to loved ones and yourself first.
3. Communicate with DRT members via phone and decide if/when to activate the DRT.
4. When it is safe, move to the Presbytery office if necessary to initiate and receive communications.
5. Activate a MC DRT if necessary. Contact pastors in affected areas to begin an assessment of the local situation.
6. Send a communication to all KCCs with initial information about the disaster and the areas affected.
7. Together make a “ministry of presence” visit to all affected areas. Report initial findings to PDA, Synod executive, and neighboring presbyteries.
8. Request PDA support as appropriate.

9. Assist MC DRTs in coordinating response from the MC and other incoming resources.
10. Where appropriate, arrange for long-term recovery partnerships among Presbytery churches and other inter-faith and civic long-term recovery organizations.
11. Create financial accounts and authority to receive and disperse relief donations.

C. Presbytery Disaster Response Team Director, Co-Director

1. In addition to the above DRT items, assemble information to send an update communication to all churches via the KCCs about the current status of areas affected and any expected needs.
2. Direct a complete assessment of damaged churches and community needs.
3. Communicate needs to MC DRTs and assist them with coordinating volunteer responses when it is safe to send in field workers.
4. Establish a regular meeting schedule for the Presbytery DRT as long as the situation warrants support from the Presbytery and national organizations including PDA.
5. If necessary, take the initiative to convene an Inter-faith Disaster Response Network. This may include representatives from VOAD, PDA, Red Cross, Salvation Army, FEMA, UMCOR, and other inter-faith response groups.
6. As FEMA and insurance companies respond, begin a list of “unmet needs” that can serve as an assignment guide for volunteer work teams. Enlist the aid of local church members in this survey, paying special attention to the poor, minorities, disabled, elderly, and uninsured. Coordinate this effort through the Inter-faith Disaster Response Network.
7. Assess and respond to spiritual care needs, especially for pastors of affected churches.
8. Seek profession advice as needed from a panel of advisors (see Long-Term Recovery section below).

D. Mission Community Disaster Response Director, Co-Director

1. Remain sheltered until danger passes.
2. Assess your own damage and attend to loved ones and yourself first.
3. Communicate via phone to Presbytery DRT if in an affected area, or remain accessible to receive phone calls from the DRT if unaffected.
4. Assist as needed with the Presbytery DRT functions above.
5. Assemble and deploy teams of field workers as requested by the Presbytery DRT.
6. Collect assessment information from work teams and report to the Presbytery DRT. Needs assessment may include contacting pastors and community leaders.
7. Coordinate requests for supplies with the Presbytery DRT and the Inter-faith Disaster Response Network, if applicable.
8. Maintain frequent communication with work team leaders to keep information current.
9. If necessary, appoint a MC Disaster Director to coordinate multiple work teams over an expected long period of disaster assistance.

IV. Long-Term Recovery

While immediate disaster response periods can be counted in terms of days and weeks, long-term recovery efforts may stretch into several months and even years. If these efforts continue for extended periods, it is very important to enlist help from long-term recovery organizations. In this situation the Presbytery DRT may recommend creation of an Administrative Commission. During this extended period, pastors and relief workers will need pastoral care for themselves and their families. Disasters always put great stress on persons and families involved in response and recovery, especially those in leadership positions. Shenandoah Presbytery will make a special effort to minister to the special needs of these persons during times of crisis.

Another valuable resource during a long-term recovery situation is an Advisory Panel. The Presbytery DRT will foster relationships with specialists who can provide professional advice to guide the Presbytery in decision-making and recovery planning. Generally such advice will pertain to:

- Protection and safety of survivors and workers
- Possibilities for advocacy, relationships, and creative responses
- Propriety issues around norms and issue ownership
- Community re-development issues

Advisors will be available in many areas including medicine, law, finance, banking, insurance, engineering, community organization, psychiatry, agriculture, human rights, religion, ecumenical and inter-faith relationships, governmental agencies, private enterprise, the environment, etc.

V. Responding to National and International Disasters

Responding to persons in need is a very natural way of showing Christ's love and putting faith and concern into action. An increasing number of congregations seek to respond to those in need by:

- Organizing and sending volunteer work teams to disaster sites
- Collecting and donating money
- Building or donating various disaster recovery kits for survivors (e.g., shelter, hope-in-a-box, medical, school, HAZMAT).

Shenandoah Presbytery will use the resources of PDA to communicate need and coordinate management of work teams, monetary donations, and disaster kits. PDA maintains a list of disaster sites across the country in need of volunteer teams and can provide helpful information on forming teams and planning a mission trip. Information about current national and international disaster response needs are contained on the PDA web site and are communicated via e-mail on the PDA Rapid Information Network. Monetary donations for disaster response may be given through One Great Hour of Sharing. During the year when an appeal is made or if there are significant recovery needs, the PDA office will assign a designated account number for giving to a specific disaster response. Even if there is no specific appeal issued for a disaster, gifts may still be sent to Presbyterian Disaster Assistance for general disaster response.

Congregations are encouraged to coordinate relief efforts through their Mission Communities. Mission Communities are encouraged to maintain lists of parishioners who have disaster response work trip experience and who can be mobilized in case of a disaster within the Presbytery or an urgent national appeal for assistance.

Appendix B

Administrative Office Disaster Plan

Appendix B

Administrative Office Disaster Plan

2/5/07

I. Introduction

This plan is an appendix of a set of disaster preparedness and response plans developed within Shenandoah Presbytery. The Overview section discusses the background, rationale, and scope of preparedness and response plans being developed in the Presbytery. This appendix outlines the beginning disaster plans for the administrative functions and the Presbytery facility. The plan covers two scenarios:

- Using the Presbytery Center as a shelter, work camp, or material distribution site; and
- Protecting Presbytery resources and developing contingency operating and staffing plans.

II. Scenario A – Using the Presbytery Center as a facility for Outreach

A. Conduct a site review to determine changes needed to function as work camp.

- 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

III. Scenario B – Ensuring continuing function of Presbytery Office

A. Develop Memoranda of Understanding with several churches/entities for temporary housing of the Presbytery Office.

B. Develop contingency staffing plans.

C. Create a disaster “Go Box” containing:

- Current Directory
- Hard copy of Presbytery Manual
- Copy of Presbytery Disaster Response Plan
- Community emergency contacts
- Current Planning Calendar
- 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 (flash drives)
- Presbytery stationery/stamps
- Business cards for all Presbytery staff
- Memoranda of Understanding for temporary housing of Presbytery Office
- Contingency staffing plan
- Book of Order/Confessions
- Book of Common Worship
- Hymnal
- Bible.

D. Secure equipment:

- Four laptop computers (at least one capable of reading backup flash drives)
- Four cell phones
- One satellite phone?
- One fax machine?
- Copier?
- Surge protectors.

E. Other considerations:

- Records preservation
- Evacuation plan
- Severe storm shelter
- Plan for sheltering in place.

Appendix C

Disaster Preparedness and Response Education Plan

Appendix C

Disaster Preparedness and Response Education Plan

2/5/07

Objective:

This plan outlines educational processes that will encourage congregations to develop their own emergency or disaster response, whether local, national or international.

Goals - Local Disaster

- Provide list of resources for congregations to use in developing their congregational disaster plans
 - CD of resources provided to congregations
 - Print resources as needed
- Provide list of resources for families to use in developing their family disaster plans
 - CD of resources provided to congregations
 - Print resources as needed
- Provide sample plans

Goals - National Disaster

- Provide list of resources for congregations to use in developing their response to a national disaster
 - How to organize and plan for a work team
 - Prepare “kits” to be available as Presbyterian Disaster Assistance (PDA) determines the need

Goals - International Disaster

- Provide list of resources for congregations to use in developing their response to an international disaster
 - How to connect with Presbyterian Disaster Assistance to determine needed resources
 - How to publicize information about needed resources

Process

- Create list and CD of resources
- Develop a presentation for churches about disaster planning
- Schedule Presentations for Mission Community meetings
- Be prepared to make presentations to churches
- Post materials for developing plans on the Shenandoah Presbytery website

Appendix D

Disaster Preparedness and Response Resources

Appendix D

Disaster Preparedness and Response Resources

2/5/07

Listed below are sources for disaster planning materials developed by PDA and other organizations regarding disaster planning, work team coordination, volunteer management, spiritual care, and long-term recovery. Many items are annotated with a summary of the content.

As this list evolves, it will be dumped to a CD for dissemination to Presbytery mission communities and congregations.

FEMA Are You Ready Guide

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

An 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).

Presbyterian Disaster Assistance

<http://www.pcusa.org/pda>

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

(<http://www.pcusa.org/pda/response/news/hopeheal.htm>). HOPE, HELP, HEAL is an ecumenical curriculum designed especially for church leaders that will begin the planning process by introducing the holy – yet practical – ministry of disaster response.

Peace River Presbytery (Southwest Florida)

<http://www.peacriverpresbytery.org/cre.revised.htm>

Peace River Presbytery has an excellent plan with attachments that are easily adapted to the needs of any church. Although the Peace River Plan is strongly oriented toward hurricanes, many of the checklists are general.

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.

Church World Service

Prepare to Care: Guide to Disaster Ministry In Your Congregation

<http://www.cwserp.org/training/ptc/carecon.php>

This online resource provides an overview of church response to disasters in their communities and in the world. It does not provide detailed help for planning for local disasters, but is an excellent general resource.

Appendix E

Sample Planning Guide for Church Disaster Response

Appendix E

Sample Planning Guide for Church Disaster Response

2/5/07

This is a guide to help congregations prepare for disaster response in their church or local community. It consists of steps that can be accomplished in sequence or concurrently by a group involved in planning. The guide breaks the many important steps of disaster planning into smaller more manageable blocks. It covers many, but not all, of the topics that should be considered in making your church plan. Adapt this list to meet the unique needs of your congregation.

A church member emergency contact information form is included.

This checklist was adapted from:

AT THE HEART OF THE STORM

Lessons learned from the Bush Disaster Recovery Foundation

Sponsored by: Southern Minnesota Initiative Foundation and the Bush Foundation

<http://www.smifoundation.org/Disaster%20Recovery.pdf>

STEP ONE: INITIAL PLANNING

| |
|--|
| Task |
| 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. |

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. Create a **GO BOX**.

| Documents | Backed up | In 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 | | |
| | | |
| Where is the GO BOX? | | |
| Who is responsible for the GO BOX? | | |
| | | |

Preparation for Disaster Kits:

| Contents | Location |
|-----------------------|-----------------|
| Personal Hygiene Kits | |
| Shelter Kits | |
| School Kits | |
| Flood Cleanup Kits | |

Emergency Equipment List – In house (church) and membership

| Equipment | Resource | Address | Phone |
|------------------|-----------------|----------------|--------------|
| | | | |
| | | | |
| | | | |
| | | | |

STEP TWO: CREATE AN ORGANIZATIONAL STRUCTURE

| Position | Name | Contact Numbers | Responsibilities |
|-------------------------|-------------|------------------------|-------------------------|
| Team Leader | | | |
| 1 st Back up | | | |
| 2 nd Back up | | | |

| Position | Name | Contact Numbers | Responsibilities |
|-------------------------|-------------|------------------------|-------------------------|
| Operations | | | |
| 1 st Back up | | | |
| 2 nd Back up | | | |

| Position | Name | Contact Numbers | Responsibilities |
|-------------------------|-------------|------------------------|-------------------------|
| Logistics | | | |
| 1 st Back up | | | |
| 2 nd Back up | | | |

| Position | Name | Contact Numbers | Responsibilities |
|-------------------------|-------------|------------------------|-------------------------|
| Finance | | | |
| 1 st Back up | | | |
| 2 nd Back up | | | |

| Position | Name | Contact Numbers | Responsibilities |
|-------------------------|-------------|------------------------|-------------------------|
| Communications | | | |
| 1 st Back up | | | |
| 2 nd Back up | | | |

Related Tasks

| | |
|---|--|
| Name a staff member to each position | |
| Meet to determine how team will operate | |

Create an Emergency Portfolio with the following content. Keep a current copy in the GO BOX and in an off-site location.

| | |
|---|--|
| Chain of command worksheet | |
| Staff roster including home addresses, home phone numbers, cell phone numbers, pager numbers, email addresses and out of town contacts. | |
| Church Leadership contact information as above | |
| Church Membership contact information as above | |
| Emergency equipment resource list | |
| Non-profit status and Tax Identification Number | |
| Insurance documentation | |

Emergency contact numbers roster:

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

Utility companies:

| | |
|---------------------|--|
| Electric | |
| Gas | |
| Telephone | |
| Water | |
| Computer technician | |
| Other | |

Roster of area response agencies

| | |
|-----------------------------------|--|
| 911 NON-Emergency Number | |
| Emergency Management Office | |
| Red Cross | |
| Presbytery Disaster Response Team | |
| Interpreter(s) | |
| Others | |

STEP THREE: SECURING RESOURCES AND BUILDING

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

| Task | Whose Responsibility | Back Up |
|--|-----------------------------|----------------|
| Learn how to shut off main electric power | | |
| Learn how to shut off power to the sanctuary | | |
| Learn how to shut off power to other buildings | | |
| Learn how to shut off main water supply | | |
| Learn how to shut off other buildings' water | | |

| Consider | Whose Responsibility |
|--|-----------------------------|
| Identify sources 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. | |

STEP FOUR: IDENTIFYING COMMUNITY RESOURCES

| | |
|---|--|
| Meet with Emergency Management Services director. | |
| Review Emergency Operations. Plan as it impacts agency. | |
| Make Emergency Management Service 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 (e.g. police, fire, public health, etc.) | |

STEP FIVE: DEVELOPING CONTINGENCY PLANS

| | |
|--|--|
| Brainstorm with full staff and Session on all possible "what if" scenarios | |
| Discuss possible unique area problems | |
| Flood | |
| Hurricane remnant | |
| Church fire | |
| Chemical accident | |
| School violence | |
| Severe storm | |
| Key Personnel major illness/death | |
| Leadership Crisis | |
| Impact of evacuation of nearby metro areas | |
| | |
| Document and rehearse final plan. | |
| Determine ways to keep your information accurate and current | |

STEP SIX: DEVELOP A CONGREGATIONAL COMMUNICATION PLAN

| | |
|--|--|
| Survey the congregation for individual preparedness plans | |
| Gather contact information including out-of-area contacts from members | |
| Identify at-risk members of the congregation who may need assistance (elderly, disabled, single parents of small children) | |
| Assign someone responsibility to check on and/or assist at-risk individuals. | |
| Consider establishing neighborhood or community groupings of members for follow-up and spiritual care | |

[Name of your Church]

Emergency Information Form

FOR THE FAMILY OF: _____

PRIMARY FAMILY ADDRESS: _____

INDIVIDUAL FAMILY MEMBERS NAMES AND NUMBERS:

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

NAME: _____ CELL #(____) _____ EMAIL _____

EVACUATION DESTINATION

EVACUATION/REGROUPING LOCATION: _____

ADDRESS: _____ CITY _____ STATE _____

PHONE NUMBER AT THAT LOCATION: (____) _____

ICE NUMBERS (In Case of Emergency)

Program into your cell phone, as ICE -1 and ICE -2 so emergency personnel reading your phone know whom to contact

| 1 st Out-of-area contact # | 2 nd Out-of-area contact # |
|---------------------------------------|---------------------------------------|
| Name: | Name: |
| Address: | Address: |
| | |
| Home Phone: | Home Phone: |
| Work Phone: | Work Phone: |
| Cell Phone: | Cell Phone: |
| Email: | Email: |

ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO SHARE WITH THE CHURCH STAFF

This form will be used by church staff only in the event of an emergency.