



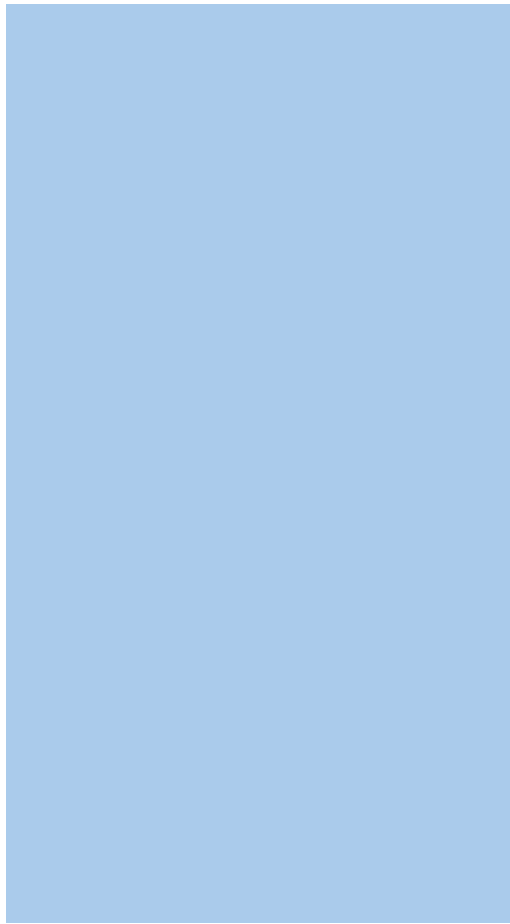
Episcopal
Relief & Development

U.S. Disaster Program

**Preparedness
Planning
Guide
For Congregations and
Parishes
In the Diocese of East
Tennessee**

(Remember to update yearly and store a copy off site)





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
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Table of Contents

Leadership	7
Who will take responsibility for preparedness activities?	
• Congregational Disaster Coordinator / Disaster Leadership Team	8
• Disaster Leadership Team – Contact Information	9
Goals	11
What does your congregation want to do in case of disaster?	
• Preparedness Goals / Forming Goals	12
• Congregational Goals	13
Risk Assessment	15
What emergencies have happened before and what should you prepare for?	
• Brainstorm Possible Emergencies	16
• Major Emergencies Most Likely to Occur	17
• Common Risks – Local Emergencies	18
• Parishioners with Special Needs	19
Property Assets	21
What do you have that you need to protect?	
• Inventories of Property-Related Assets	22
• Inventory Form	23
• Items to Protect	24
• Items to Bring in an Evacuation	25
• Church "Go Kit"	26
• Insurance Information	27
• Secure Storage of Archives and Records	28
Response & Recovery Capacity	29
What and who do you have that will help you respond after an emergency?	
• Congregational Resources	30
• Congregational Activities Resources	31
• Parishioners with Disaster-Related Skills/Certification/Resources	32
• Inventory of Disaster-Related Skills: QUESTIONNAIRE	33
• Goals and Response	35
Communications & Outreach	37
Who do you need to contact after an emergency, how and for what purpose?	
• Important Contacts	38
• Diocesan Contact Information	39
• Church Staff Contact Information	40
• People with Financial Authorization Approval	40
• Congregation's Emergency Contact	41
• Local Preparedness and Response Organizations	42
• Vendor Contact List	43
• Outside Users of the Building	44
• Local Media Information	45
Post-Disaster Guide: Something Just Happened	47
The first steps you should take in the immediate aftermath of a disaster	
• Introduction	48
• Example: Local Emergency	49
• Most Common Church Emergencies	51

Our Congregation's Disaster Plan

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



Leadership

Invite interested congregational leaders to take a leadership role so that you'll have the necessary direction to plan for and respond to all disasters. The responsibilities of this leadership include: develop the initial disaster response plan, make sure it's reviewed at least annually, and implement it when necessary.

As key decision makers, leaders must be familiar with the plan that has been developed and their role in coordinating the response to the disaster. You must ensure the plan is operational and is well communicated to the congregation and community.



Congregational Disaster Coordinator

The Congregational Disaster Coordinator provides leadership and guidance to the congregation in advance of, during, and following an emergency. This individual should ideally be a regular member of the congregation, familiar with its facilities and families. S/he should be available to enact the emergency plan and to oversee the collective activities of the Disaster Leadership Team members; therefore it is best if this role is not filled by a professional disaster responder who will be unavailable following an event. It is also best that clergy on staff not fill the role of Congregational Disaster Coordinator so that they can meet the spiritual and emotional needs of the congregation and community in times of disaster. However, it is likely the priest may be able to suggest candidates for this role.

Disaster Leadership Team

The Disaster Leadership Team should include the Congregational Disaster Coordinator, and a group of committed individuals willing to support the Coordinator and the congregation in preparedness and response efforts. This group can be small; in some congregations three might be appropriate, in others as many as eight to ten.

Possible members for a Disaster Leadership Team:

- Rector/vicar/priest-in-charge
- Assisting clergy
- Junior and senior wardens
- Parish administrator
- Altar Guild leader
- Other possibilities: sexton, church school director, parish nurse, parish historian, webmaster, etc.
- People with expertise and/or connections within the disaster/emergency response field
- People with experience in planning
- People willing and able to help in designated areas of responsibility

The responsibilities of the Disaster Leadership Team include:

- Develop, review and know the disaster plan
- Lead drills or trainings as needed
- Communicate the plan fully to the congregation and community (through trainings, preparedness Sundays, etc.)
- Ensure that preparedness activities continue and are current
- Help to resume congregational life as soon as possible
- Protect church assets
- Serve the congregation during acutely stressful time
- Mirroring Christ's commitment to truth, mercy, justice and love to the community

To do this the Disaster Leadership Team must:

- Know their own area of responsibility within the plan
- Review and update the plan regularly to make sure it is operational
- Activate the preparedness or post-disaster plan after a disaster
- Evaluate the plan when enacted; make changes as needed
- At regular intervals, invite new members to join the Team

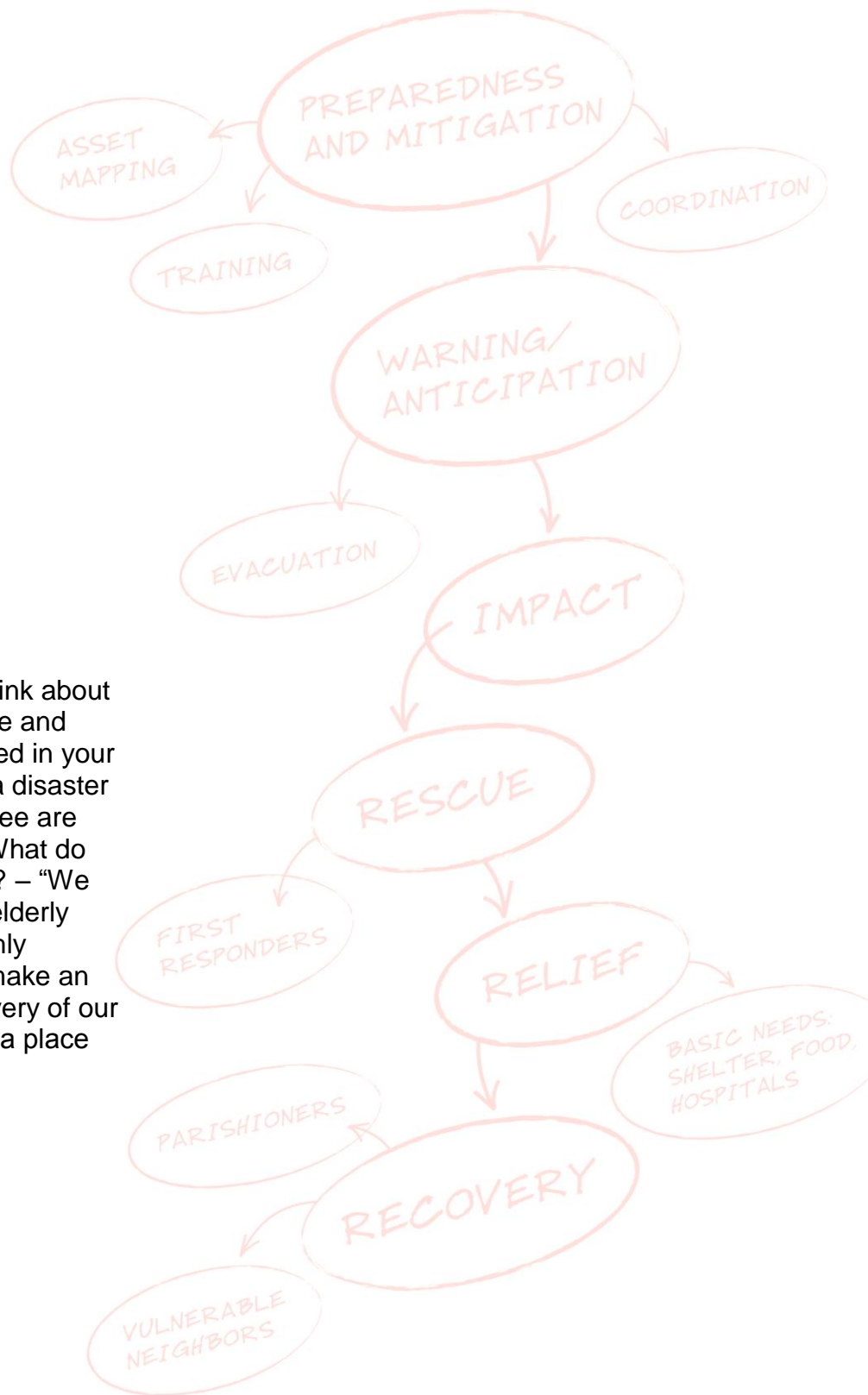
Disaster Leadership Team: Contact Information

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

Goals

Use this goal section to broadly think about who your congregation wants to be and how those values might be reflected in your disaster response work. Imagine a disaster has hit, and you and your committee are reflecting on what has occurred. What do you want to say about yourselves? – “We did a great job taking care of our elderly members; we were able to smoothly navigate insurance systems; we make an important contribution to the recovery of our poorer neighbors.” This section is a place for this type of broad thinking.



Preparedness Goals

In putting together this guide and talking with church leaders around the country, we have realized that all preparedness, response, recovery and hazard mitigation work can be categorized into four goals:

Resume congregational life as quickly and smoothly as possible

Protect the church's assets

Support impacted parishioners to recover

Reach out to vulnerable neighbors

If your congregation is prepared, it will be able to achieve these goals more quickly and efficiently after an emergency.

Forming Goals

Broadly think about who your congregation wants to be and how those values might be reflected in your disaster response work. The Disaster Leadership Team should identify the highest priorities specific to your congregation during and after a disaster. Goals should be simple and reflective of the needs and abilities of your congregation and the mission of your diocese, and agreed upon by each member of the team.

Mission Statements

Look at your church and diocesan mission statements, and think about how disaster response can align with this larger purpose. Include those statements to provide a framework for your goals.

Diocesan Mission Statement:	
Congregational Mission Statement:	

Congregational Goals

This is an exercise to think of who you are as a congregation and what you want to accomplish after a disaster. This is a definition of what you will strive to accomplish after a disaster, the specific steps to accomplish these goals will be defined later in the guide.

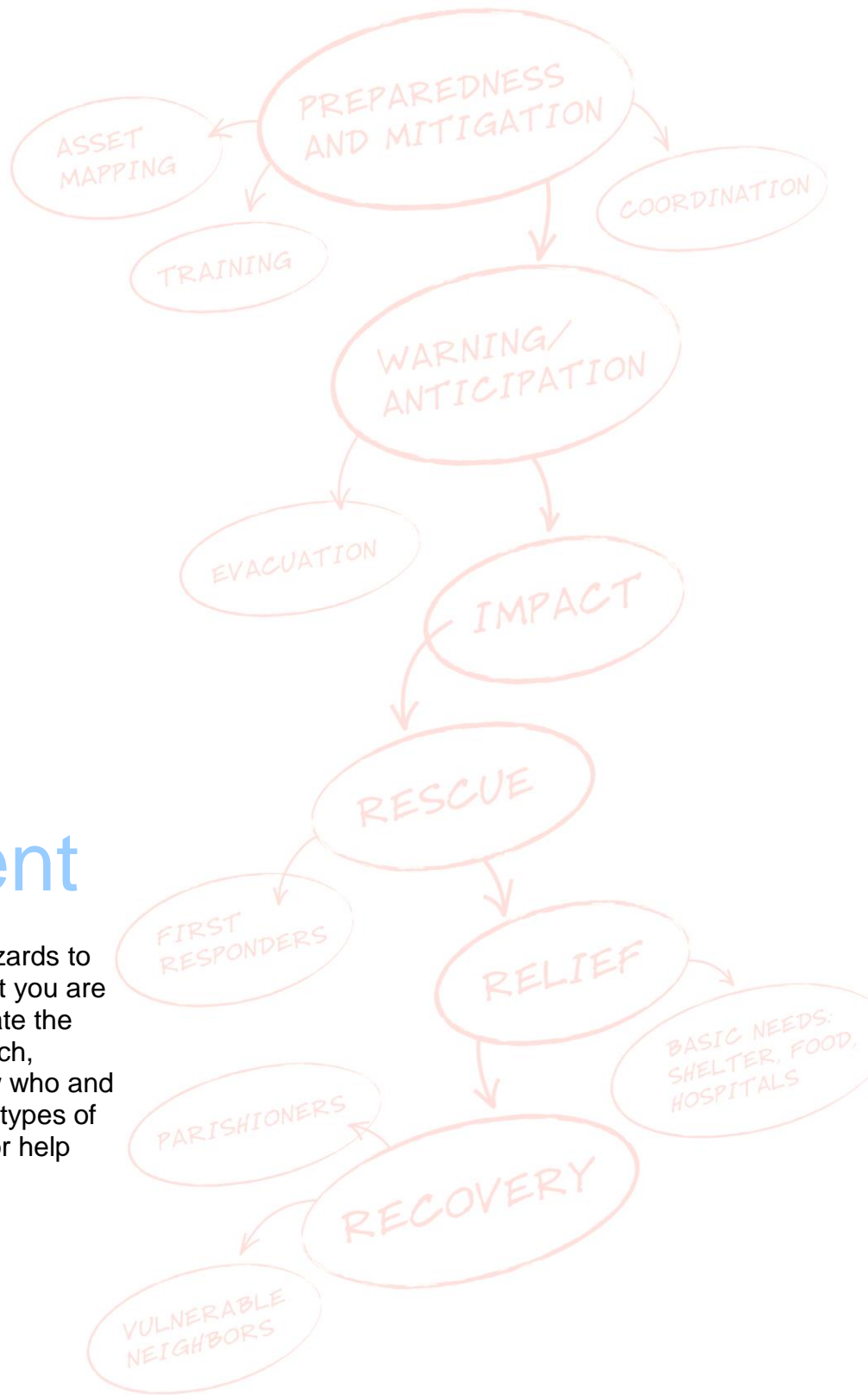
Examples of goals may include:

- Ensure the safety of older and disabled members of the congregation
- Provide an effective relief ministry to the local community after a disaster
- Protect valuable liturgical assets
- Reestablish Sunday services as soon as possible post-disaster

1)	<p><i>(Example) Reestablish Sunday services as soon as possible.</i></p> <p><i>You don't need to identify the specifics of how that will be done (i.e.- worship will be held at St. Luke's Lutheran Church)</i></p>
2)	
3)	
4)	
5)	

Risk Assessment

Identify any vulnerabilities and hazards to your community so you know what you are preparing for. Take steps to mitigate the impact of those risks on your church, parishioners and neighbors. Know who and what is most vulnerable during all types of emergencies and plan to protect or help them accordingly.



Brainstorm Possible Emergencies

Make a list of all potential disasters/emergencies. Examples of common emergencies may include: weather and fire-related events, vulnerable adults, lost and missing children, medical emergencies, intruders, etc. Also consider even the most extreme possibilities: chemical spill, fire, mass violence, etc.

• <i>Flood</i>	•
• <i>Apartment fire in the neighborhood</i>	•
• <i>Hurricane</i>	•
• <i>Local turkey plant closes</i>	•
• <i>Parishioner suffers heart attack during service</i>	•
•	•
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•	•

Major Disasters Most Likely To Occur

Review your lists of historic and possible crises, and identify the major emergencies *most likely* to affect your community or congregation. List them below, in order of likelihood, and imagine each emergency from start to finish. For each one, identify what preparation may be needed and who will be responsible for preparation activities. The “Guide: Something Just Happened” will help walk you through each of these in more detail to determine what your first steps should be if the emergency occurs.

Instructions: Fill out the form with possible major disasters to your area; describe how the emergency will impact the congregation and the community, what steps should be taken to prepare to mitigate those impacts and who is responsible for carrying out preparation activities.

Emergency	Possible Impact	Preparation	Person Responsible	Action Steps
<i>(Example) Hurricane</i>	<ul style="list-style-type: none"> ● <i>Church basement floods & windows break</i> ● <i>Most homes in the community uninhabitable</i> ● <i>Staff & parishioners evacuate</i> 	<ul style="list-style-type: none"> ● <i>Make a list of items to be evacuated</i> ● <i>Make list of contact information for all staff and parishioners</i> 	<i>Diocesan Disaster Coordinator & Priest</i>	<ul style="list-style-type: none"> ● <i>If possible, contact list should include contact information for evacuation destinations of each parishioner</i> ● <i>Inform parishioners how they will be contacted after a disaster</i>
	●	●		●
	●	●		●
	●	●		●
	●	●		●
	●	●		●

Common Risks – Local Emergencies

There are also small emergencies that are common to all congregations. It is a good idea to plan and prepare for these emergencies as well. These include local weather emergencies, the illness of a staff member or parishioner at the church, fires, etc. Make a list of possible local emergencies and how you can prepare for them.

Instructions: Fill out the form with possible local emergencies to your area; describe how the emergency will impact the congregation and the community, what steps should be taken to prepare to mitigate those impacts and who is responsible for carrying out preparation activities.

Emergency	Possible impact	Preparation	Person Responsible	Action Steps
<i>(Example) Ice storm</i>	<ul style="list-style-type: none"> • Church without electricity • Rural homes without electricity for a week • Parish school closed 	<ul style="list-style-type: none"> • Buy generator • Make contact list of parishioners • Make contact list of parish school students 	<i>Diocesan Disaster Coordinator</i>	<ul style="list-style-type: none"> • Have gas for generator • Make sure contact lists are up to date
<i>(Example) Heart attack of parishioner during service</i>	<ul style="list-style-type: none"> • Children in the congregation are upset 	<ul style="list-style-type: none"> • Bi-annual medical emergency drill during service • The previous week, a bulletin insert will inform of upcoming drill 	<i>Elizabeth Johnson – parish nurse</i>	<ul style="list-style-type: none"> • Usher will call 911 • Parish Nurse will perform needed medical services (CPR) • Priest will shepherd other parishioners into the parish hall
	•	•		•
	•	•		•
	•	•		•
	•	•		•

Parishioners with Special Needs

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 can help with those problems as a congregation.

Note: If this is too complicated to complete, include the latest parish directory and/or email list.

Instructions: Reproduce the questionnaire on pg. 25, distribute it to the congregation and have them return filled out forms the Disaster Leadership Team. Use the returned forms to create a list of people within your parish with special needs. Then, use the survey/inventory of congregational resources on pgs. 36 - 38 to think of possible sources of help or support within your congregation for the identified special needs parishioners. Use that information to fill in the following form.

Person and Special Need	Asset/Person to Help
<ul style="list-style-type: none"> • <i>Mrs. Betsy Jones will need access to electricity to power her respirator</i> 	<p><i>Our church has a generator for power outages, she can be brought to the church by David Hamilton – owner of vans</i></p>
<ul style="list-style-type: none"> • <i>Mr. Donald Green is wheelchair-bound and has no means to evacuate for a hurricane/tsunami</i> 	<p><i>The Palmer family has a handicap-accessible van and is willing to help him evacuate if needed</i></p>
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	
<ul style="list-style-type: none"> • 	

Property Assets

It's essential to know what assets you have so that you can protect and care for your property in the event of a disaster. Decide how to protect these assets in times of emergency, whether that's boarding stained glass windows before a major storm or backing up important records at an off-site location.



Inventories of Property-Related Assets

The three first steps to protecting your property are:

1) Identify what you have

- Use the inventory form on pg. 29 to make a list of your major assets.

2) Record the details of this property

- Make a written inventory of any property, buildings and building contents (you can use the form on the next page). It should list what you have and provide appraisals when possible.
- Make a visual record with a camera and/or a handheld video camera: lay out your valuables – vestments, silver, artwork, historical items, etc. Take photos of each or, with a camcorder, pan slowly across each. Continue the visual record by walking through buildings/properties, stopping at specific points for more detail as needed.
- Keep one copy of the written and visual inventories in a protected place at the church, and keep a second copy of each in a remote location or provide them to the diocesan archives. You may have this already if you’ve completed one for insurance purposes; if so, make sure it’s up to date and that the diocesan archives has a copy.

3) Determine what needs to be removed or protected

- Identify what should be protected or removed. This may include protecting the organ, piano, windows, or archives; quake-proofing furniture, etc.
- Use the form on pg. 30 to record what will be protected, by whom, when, where, and how. Buy any supplies needed to protect those objects, and have them readily accessible.
- Draw a simple floor plan of your building/s, showing the location of the organ, piano, paper records, archives, etc. and file it with your local fire department.
- Make sure copies of your insurance information are kept in a safe on site and include a copy of in your “Go Kit” so that any necessary claims can be filed quickly.

General Inventory Information:

Annual Inventory Date:	
• List Only (m/d/y)	
• Photos (m/d/y)	
• Video (m/d/y)	
Person(s) Responsible for Conducting Annual Inventory:	
• Name:	
• Name:	
• Name:	
Locations of Inventory Records:	
• On-Site:	
• Off-Site:	

Items to Protect

Make a list of all the items you cannot remove from the building, and specify how you will protect them. Also include who is responsible for this task.

Item	Protection	Person Responsible
<i>(Example) Windows</i>	<i>Boarding</i>	<i>Sexton</i>
<i>(Example) Historical records</i>	<i>Store in a fire-proof / quake-proof / flood-proof safe</i>	<i>Parish Administrator</i>

Items to Bring in an Evacuation

Sometimes the only way to prevent damage and ensure the continuity of parish operations is to remove items from site. Valuable pieces that should be removed and preserved whenever possible include: computers, other portable electronics, and church heirlooms.

List of Items to Bring in an Evacuation & Person(s) Responsible:

• Item: <i>(Example) Communion Silver</i>	Person Responsible: <i>Priest</i>
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:
• Item:	Person Responsible:

Church “Go Kit”

Prepare and have ready a church “Go Kit,” containing items essential to holding worship: communion silver, a book of common prayer, and a hymnal. Even if the church building is damaged or inaccessible, services may continue with these items. In most cases, a member of the clergy should be responsible for this item, since they will lead services. This kit should also include important insurance information, back-up files and other documents essential to the continuation of church work.

Person Responsible:	
• Phone:	
• Email:	

Church “Go Kit” Contents	
1.	Software and electronic files (back-up)
2.	Communion silver
3.	Book of Common Prayer
4.	Hymnal
5.	Lists of passwords and usernames: computers, software and websites
6.	Insurance information
7.	Lists of important contacts
8.	A complete set of keys to the church
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

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 another copy in your “Go Kit,” if possible.

• 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:	

Secure Storage of Archives and Records (print and electronic)

Appropriate protection of records is essential. If your paper files are charred or water-damaged, or your computer files are lost, you may need to hire professional recovery companies in addition to rebuilding the data. Archival items by nature are irreplaceable.

Refer to the “Records Manual for Congregations” published by the Archives of the Episcopal Church for a list of records to retain and the time to retain them. You can also find this information at: http://www.episcopalarchives.org/Records_Manual_for_Congregations.pdf

- a) Every congregation needs a fireproof, waterproof, quake-proof lockable box or safe¹ (or safety deposit box). Seldom-used/historical items, valuables and the following should be kept in the safe:
 - Parish registers and service books – at all times when not in use
 - Confidential records: personnel files, documents displaying social security numbers, and confidential counseling records.
 - Contracts, mortgage or loan papers, titles and deeds, other legal documents, etc.
 - Routine back-ups for computer files on a CD, DVD or USB
- b) Paper records and files
 - These could include your administrative, financial, and ministry files, and copies of print newsletters or bulletins. Store them in metal file cabinets, preferably not on opposite walls from windows. Photocopy irreplaceable files to store offsite.
- c) Archives
 - These are best stored in temperatures between 65-68 degrees, with 45% humidity, in metal cabinetry or shelved in acid-free boxes, in a closed room with no windows. If the room is fireproofed, even better. After fire, water and mildew are the worst enemies.
 - Inventory your archives carefully and keep a copy offsite.
- d) Software and electronic files
 - Keep anti-virus and spyware protection up to date, establish protocols for office computer use including password protection, and use a surge protector
 - Back-up your office files regularly and keep back-ups in your safe or another secure location off-site. Place a copy in the “Go Kit.”
 - Keep your original software CDs in the safe.
 - Make backups of your website. Make sure your web-hosting provider regularly backs up their servers and protects the data. Consider a web-hosting service with multiple servers in various locations nationally.
 - Keep lists of passwords and usernames for all computers in the church safe/safety deposit box/off-site. Make sure passwords are kept in at least 2 places, and there is a copy in your “Go Kit.” This will help to ensure access to them after a disaster
- e) Diocesan archive storage
 - Provide copies of your architectural drawings and asset inventories to the diocesan archives.

¹ The safe should have a rating of 4 to 5. If the safe is on a basement floor, it's recommended that you keep it 6-8 inches above the floor on a concrete or durable slab.

Response & Recovery Capacity

Brainstorm *who* and *what* resources you can tap into to help both your parishioners and the members of your greater community recover and work toward creating a “new normal.” Make any necessary plans or preparations for responding to your parishioners – such as communication plans.



Congregational Resources

Identify what facilities or resources your congregation can offer fellow parishioners or to the broader community in the event of an emergency – do you have vehicles? Do you have a space that could be used as a shelter? Do you have a commercial kitchen?

Congregational Property Resources for Use Post-Disaster

Instructions: Make a list of property assets that can be used for response activities in case of an emergency.

List your buildings – include approximate capacity and accessibility

Building	Description
•	
•	
•	

Do you have:

Yes/No	Facility	Description/Quantity
	• Storage Capacity	
	• Kitchen Capacity	
	• Refrigerator/freezer	
	• Space to Shelter	
	• Exterior Grounds	
	• Other:	

Are you certified:

Yes/No	Certification
	• American Red Cross Disaster Feeding
	• American Red Cross Mass Care
	• American Red Cross Shelter Care
	• Other:

What equipment/resources do you have to offer the wider community?

Yes/No	Equipment/Resources	Description/Quantity
	• Vehicles	
	• Aircraft	
	• Boat	
	• Bus	
	• Generator	
	• Bed/Cot	
	• Tent	
	• Other:	

Congregational Activities Resources

Make a list of important activities and services already provided by the congregation. What do you know how to do? What outreach programs does your congregation already run? What vulnerable communities might be associated with those programs? Because you already have the experience and infrastructure in place, these programs may be a good starting point for providing services to the greater community after a disaster.

Activities:

• (Example) Food pantry - frequented by homeless	•
• (Example) Vacation Bible School for parish children and their friends	•
• (Example) Alcoholics Anonymous meetings	•
•	•
•	•

Congregational Human Resource Assets

Primary Languages:		
Groups that could be of service:	<i>(These are examples, feel free to change or add other groups or people)</i>	
• Brotherhood of St. Andrew	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
• ECW	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
• Youth Group	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
•	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	
•	Contact Person:	
	Email:	
	Phone:	
	Resources they can provide:	
	Skills they can provide:	

Parishioners with Disaster-Related Skills/Certifications/Resources

Determine what disaster response skills, certifications or resources parishioners have to offer the parish and wider community. Are there certified chaplains, doctors or nurses?

Encourage anyone interested in volunteering after a disaster to sign up for Ready to Serve on Episcopal Relief & Development’s U.S. Disaster Program website:
www.er-d.org/USDisasterProgram.

Instructions: A suggested questionnaire follows on pg. 33. Include it in your newsletter or Sunday bulletin, and ask that it be returned to the church office or Disaster Leadership Team. You can keep the information current by reprinting the questionnaire annually. Use the information from responses to complete the form on this page.

Parishioner Name	Skill(s)
• <i>(Example)Julius Holleran</i>	• <i>Emergency room surgeon / Spanish</i>
• <i>(Example)Linda Barbaro</i>	• <i>Caterer / pastoral care</i>
• <i>(Example)David Hamilton</i>	• <i>Owner of moving business and vans</i>
•	•
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Disaster-Related Skills

QUESTIONNAIRE

Instructions: Distribute this questionnaire to parishioners, then have them returned the filled out forms to the Disaster Leadership Team.

Basic Information

Date:		
Name:		
Address:		
Phones:	Home:	
	Office:	
	Cell:	
Email:		

Special skills I would volunteer (note: any volunteer contact with youth requires Safe Church training):

Yes/No	Skill	For Parish	For Wider Community
	• Language (which one):	Y / N	Y / N
	• Evacuation	Y / N	Y / N
	• Clean-up	Y / N	Y / N
	• Emergency babysitting at home (how many children):	Y / N	Y / N
	• Emergency babysitting at church/shelter (how many children):	Y / N	Y / N
	• Transportation to doctor of (how many people):	Y / N	Y / N
	• Provide vehicle for evacuation or clean-up	Y / N	Y / N
	• Provide boat for evacuation or clean-up	Y / N	Y / N
	• Provide aircraft for evacuation or clean-up	Y / N	Y / N
	• Provide portable generator	Y / N	Y / N
	• Temporary housing for (how many people):	Y / N	Y / N
	• Provide non-perishable food	Y / N	Y / N
	• Provide bottled water	Y / N	Y / N
	• Provide hot meals or a covered dish	Y / N	Y / N
	• Cook/serve meals	Y / N	Y / N
	• Will pray with / for victims	Y / N	Y / N
	• Have first aid / CPR certification	Y / N	Y / N
	• Blood donation	Y / N	Y / N
	• Other:	Y / N	Y / N

Professional Services:

Yes/No	Professional Service	For Parish	For Wider Community
	• Medical assistance (nurse, M.D., EMT, etc.)	Y / N	Y / N
	• Legal assistance	Y / N	Y / N
	• Counseling assistance (LSW, LPC, etc.)	Y / N	Y / N
	• Certified Chaplain	Y / N	Y / N
	• Ham radio operator	Y / N	Y / N
	• Professional rebuilding assistance	Y / N	Y / N
	• Professional tree services and removal	Y / N	Y / N
	• Other:	Y / N	Y / N

Other Skills or Resources:

Yes/No	Skills/Resources	Description/Date	Willing to work outside parish?
	• Other disaster training (CERT, ARC, UMCARE)		Y / N
	• Case management		Y / N
	• Other: (project development, tools available – list, other services, etc.)		Y / N

Have you signed up for “Ready to Serve” with Episcopal Relief & Development’s U.S. Disaster Program? Y / N

Return this form to:

Goals and Response

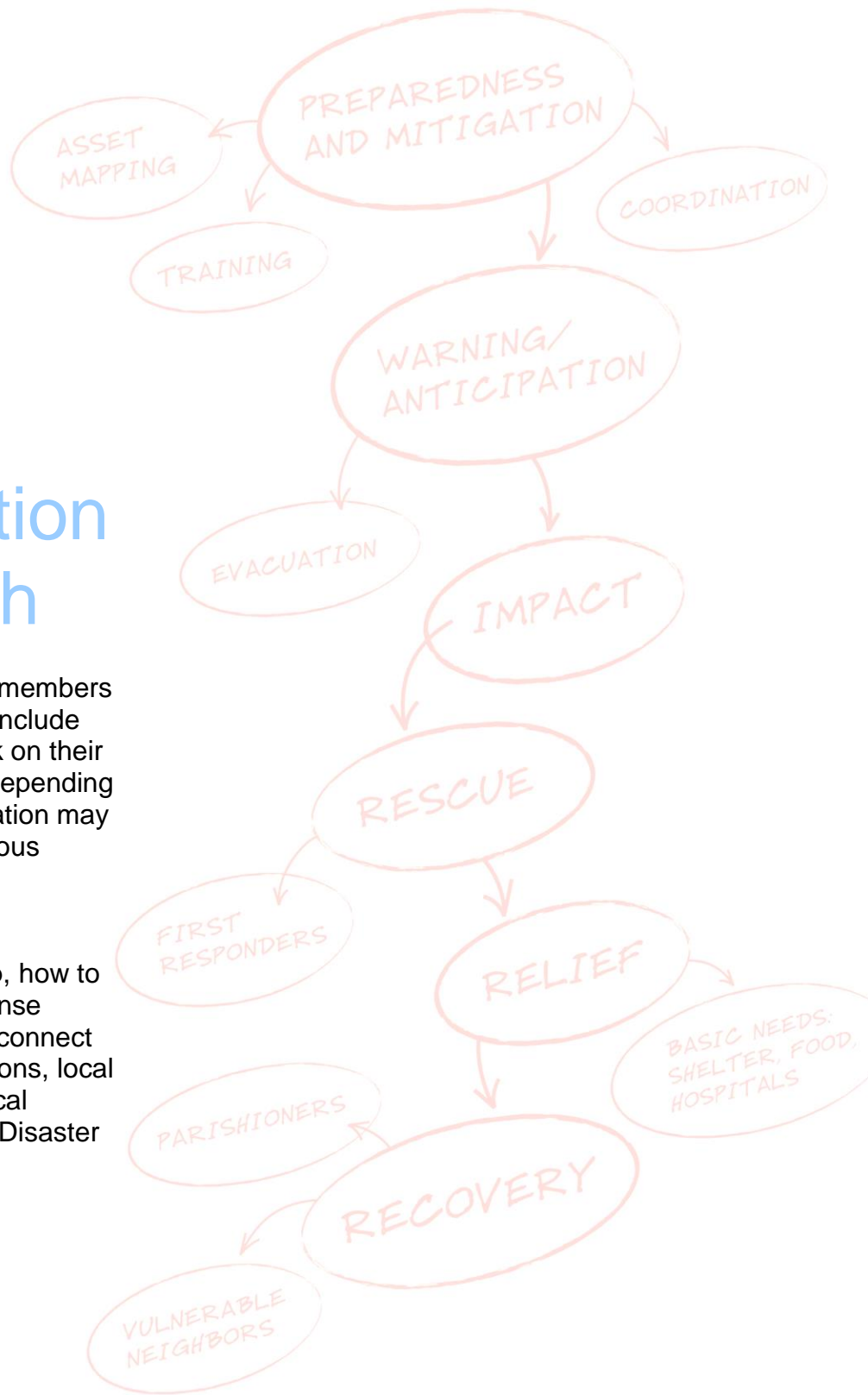
This is a good moment to revisit the goals defined on pg. 15 and identify the necessary steps and resources to ensure that those goals are met. This is the moment to decide what activities are needed to accomplish those goals, what preparation is needed before a disaster, who shall lead each activity and what is needed to do so.

Goal	Preparation	Person Responsible	Activities Post-Disaster
<i>(Example) Reestablish Sunday services as soon as possible after a disaster</i>	<ul style="list-style-type: none"> ● <i>Put together "Go Kit"</i> ● <i>Establish relationship with St. Luke's Lutheran Church – ask if they will offer space for alternate worship site</i> ● <i>Inform congregation: in case church is affected by emergency, services will be held at alternate site</i> 	<i>Paula Shriver (Senior Warden) and Rev. Smith</i>	<ul style="list-style-type: none"> ● <i>Communicate with St. Luke's</i> ● <i>Inform parishioners via email, phone and note at our parish that services will be held at alternate site</i> ● <i>Provide priest with the implements for service from the "Go Kit"</i>

Communication & Outreach

Have a current contact list for the members of your congregation, specifically include those who are vulnerable to check on their situation, etc. Keep in mind, that depending on the type of disaster communication may be difficult and you may need various means of communication to reach everyone.

Also, know who to contact for help, how to plug into a local emergency response network, and more. Make sure to connect with local disaster relief organizations, local government agencies and your local Voluntary Organizations Active in Disaster (VOAD) chapter before a disaster.



Important Contacts

Remember, it might be a good idea to have a “bouquet” of contact options available in times of emergency. Certain means of communication may be affected by the emergency, so it is always good to have multiple options.

1) Diocesan, church and Congregational emergency contacts

- Contact information for the Diocesan Disaster Coordinator, the Bishop and other important staff at the diocese; use the form on pg. 45.
- Contact information for the clergy and staff. – see the form on pg. 46.
- Contact information for partner congregations – see the form on pg. 47.

2) Parishioners

- Create and maintain a list of cell phone numbers and emails of all the members of the congregation if possible – a means to communicate, know the status of members and the status of their homes after a disaster. This can be done via mass emails, web pages, Facebook. You may also consider creating a phone tree (See Appendix A). Many times congregations already have that information; try to find out who has that information and where it is, so the disaster team can access it.
- Especially in hurricane-prone areas, have members file their evacuation plans with the church. This allows the congregation (as best it can) to know who left and who stayed, and to have the means to communicate with all members.

3) Parishioners who are infirm, elderly, disabled, or have special needs

- Create and maintain a list of people who need to be contacted in a disaster or emergency to see if they need help or special resources. A congregational list can be annotated to note: who is homebound, deaf, disabled, autistic, blind, oxygen-dependent, etc. Use the previous form on pgs. 24 & 25 to create this list.

4) Local emergency contacts

- 911 is still the first call to make. They will contact local emergency services, and (depending on the event) coordinate with emergency networks in cities, towns, regions, states and nation-wide.
- Have one local emergency contact and another emergency contact outside your region. Many times these contacts can be partner churches – you can use preexisting relationships you have built both within and without your diocese. Fill out the form on pg. 46 with their information.
- Have a list with contact information, and develop working relationships with, your local emergency services and disaster response networks (Red Cross, and your local VOAD group – Voluntary Organizations Active in Disasters – etc.). You can ask your Diocesan Disaster Coordinator to help you fill out the form on pg. 48.

5) Insurance company

- If your building is damaged, you will need your insurance agent’s information, as well as policy numbers. Refer to the information you included on pg. 40.

6) Contractors and vendors

- List the contractors you trust like electricians, plumbers, etc.; use the form on pg. 33.

7) Outside users of the building

- See the form on pg. 50.

8) Local print, radio, and broadcast media

- See the form on pg. 51.

Diocesan Contact Information

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

<ul style="list-style-type: none"> • Bishop Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Canon for Stewardship/Administration Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Assistant to the Bishop Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Assistant to the Canon Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Diocesan Disaster Coordinator Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Communications Director Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Other Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	

Church Staff Contact Information

Instructions: Make this contact information available to your parishioners.

<ul style="list-style-type: none"> • Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> • Relationship: • Phone: 	
<ul style="list-style-type: none"> • Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> • Relationship: • Phone: 	
<ul style="list-style-type: none"> • Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> • Relationship: • Phone: 	
<ul style="list-style-type: none"> • Role/Job Title: Name:	Address:	
	Home Phone:	
	Cell Phone:	
	Email:	
	Emergency Contact: <ul style="list-style-type: none"> • Relationship: • Phone: 	

People with Financial Authorization Approval

Instructions: Keep a copy of this information in your “Go Kit” (pg. 30).

<ul style="list-style-type: none"> • Name 	Phone:	
	Email:	
	Address:	
<ul style="list-style-type: none"> • Name 	Phone:	
	Email:	
	Address:	
<ul style="list-style-type: none"> • Name 	Phone:	
	Email:	
	Address:	

Congregation’s Emergency Contacts

Partner congregations can serve as a center for communications, an evacuation site, or a source of relief volunteers, among other things. Partnering with another congregation within the Diocese provides an opportunity to both serve others and receive services in an emergency. A relationship with a congregation located in a separate region not susceptible to the same emergencies at the same time as your congregation should also be established as a possible evacuation site.

It may also be a good idea to keep a complete set of keys to the church at one of these locations, or at your diocesan offices – in case yours are lost.

Partner Congregation – Local

Partner Congregation:	
Contact Person	
• Landline:	
• Cell Phone:	
Address:	

Partner Congregation – Outside the Diocese

Partner Congregation:	
Contact Person	
• Landline:	
• Cell Phone:	
Address:	

Local Preparedness and Response Organizations

It is best to develop relationships with other disaster response organizations in your area in advance of an emergency – such as your local Volunteer Organizations Active in Disaster (VOAD) or county emergency management office. They will be key partners in exchanging information and open lines of communication will be essential to make sure your congregation’s efforts are coordinated with the activities of other organizations. Make a list of these organizations and the people you have contacted within them, and make sure you maintain contact with them regularly.

Community Disaster Organizations & Key Information Sources		
<ul style="list-style-type: none"> • Organization: 	<ul style="list-style-type: none"> • Contact Name 	
	<ul style="list-style-type: none"> • Phone 	
	<ul style="list-style-type: none"> • Email 	
<ul style="list-style-type: none"> • Organization/Person: • Contact Information: 	<ul style="list-style-type: none"> • Contact Name 	
	<ul style="list-style-type: none"> • Phone 	
	<ul style="list-style-type: none"> • Email 	
<ul style="list-style-type: none"> • Organization/Person: • Contact Information: 	<ul style="list-style-type: none"> • Contact Name 	
	<ul style="list-style-type: none"> • Phone 	
	<ul style="list-style-type: none"> • Email 	
<ul style="list-style-type: none"> • Organization/Person: • Contact Information: 	<ul style="list-style-type: none"> • Contact Name 	
	<ul style="list-style-type: none"> • Phone 	
	<ul style="list-style-type: none"> • Email 	

Vendor Contact List for Goods and Services

Business	Service	Contact	Phone	Email	Address	City	State	Zip
	General Contractor							
	Phones							
	Computer Maintenance							
	Elevator Maintenance							
	Generator Rental							
	Electrical Contractor							
	Plumber							
	Glass/Window Repair							
	Snow/Ice Removal							
	Emergency Board-Up							
	Window Cleaning							
	Environmental Hauling							
	HVAC Contractor							

Outside Users of the Building

Group	Contact	Phone	Email	Building Use

Local Media Information

Type (Print/Radio/Broadcast)	Company	Contact	Phone	Email	Address	City	State	Zip



Episcopal
Relief & Development

U.S. Disaster Program

Post- Disaster Guide: Something Just Happened



Introduction

Once you have a preparedness plan for your congregation using the Preparedness Planning Guide, the next step is to lay out an action plan for who will do what following a disaster. Use the information you listed from the top five emergencies you identified on pgs. 20 and 21, and write plans for what should happen after those events.

The forms in this guide are designed to help you walk through different emergencies to determine the first activities that need to happen after a disaster, and who is in charge of doing what and what you need to do now for those plans to work. Examples of these activities include calling the rector, calling your Diocesan Disaster Coordinator or activating the congregation's communications plan.

The forms also ask planners to consider what preparation is needed for immediate activities to be carried out efficiently and quickly. Examples of preparation can include updating the parish directory, training ushers in first aid skills, posting fire evacuation plans or deciding on a place to meet in case of evacuation.

The emergencies identified earlier are classified into two types: larger disasters that will require broader support, and small local emergencies that do not usually require help from the diocese or the outside agencies. The first five forms refer to your list of major disasters (pg. 22 of the Preparedness Planning Guide) and the last five forms refer to your list of local disasters (pg. 23 of the Preparedness Planning Guide). Feel free to add additional forms for more emergencies if necessary, and consult with your Diocesan Disaster Coordinator to include diocese-specific actions.

Included are two examples: one major disaster and one local emergency. Two forms for each type of disaster are provided. Please reproduce and fill out more forms as you identify more disasters and emergencies.

For more information on disasters and disaster planning please refer to Episcopal Relief & Development's U.S. Disaster Program website at: <http://www.er-d.org/USDisasterProgram>, or the online resource library: <http://www.er-d.org/resourcelibrary> .

Example – Local Emergency

Emergency: Snow storm

Description: A snow storm has dumped 4 feet of snow on the town and surrounding areas. Cell towers and internet still work, but many people are having trouble with electricity. The church is also without electricity. Roads in and out of the town are blocked, and it will be a few days before they are cleared enough for trucks and supplies to come in.

First 10 Steps:

	Step	Time Frame	Person Responsible
1	Congregational Disaster Coordinator calls priest to find out how the storm has affected the church and any activities/ministries	Within first hours	Congregational Disaster Coordinator
2	Congregational Disaster Coordinator calls Disaster Leadership Team to tell them what is happening	Within first hours	Congregational Disaster Coordinator
3	Call students to inform them that parish school has been cancelled	Within first hours	Director of parish school
4	Disaster Leadership team activates Phone Tree to check up on at-risk parishioners–find out what they need	Within first 5 hours	Disaster Leadership Team
5	If there is a need: use generator to run basic heat and light in parish hall	Within 24 hours	Danielle Irons – sexton
6	Assess the needs of parishioners and the community		Congregational Disaster Coordinator & Disaster Leadership Team
7	Look at the assets your congregation can provide		Congregational Disaster Coordinator & Disaster Leadership Team
8	Plan a program		Congregational Disaster Coordinator & Disaster Leadership Team
9			
10			

Prior Preparation:

Activity	Person Responsible
Have at least 5 gallons of gasoline onsite at the church, locked in the shed	Danielle Irons – sexton
Bi-annual check of the generator	Danielle Irons – sexton
Discuss volunteer responsibilities with Youth Group and others in case parish hall is put to use as heating shelter	Barbara Garcia – Team member
Cultivate relationship with important local community contacts	Diocesan Disaster Coordinator

Local Emergency

Emergency:

Description: *What are the effects this emergency would have on your church, your parishioners and your larger community?*

First 10 steps: *What are the first things that need to happen? By when do they need to start? And who is in charge?*

	Step	Time Frame	Person Responsible
1	Call priest to find out how emergency has affected church and/or services/ministries		Congregational Disaster Coordinator
2	Call Disaster Leadership Team to inform them what is happening		Congregational Disaster Coordinator
3	Call Diocesan Disaster Coordinator to inform diocese of what is happening		Congregational Disaster Coordinator
4			
5			
6			
7			
8			
9			
10			

Prior Preparation: *What needs to happen or what things are needed before a disaster in order to ensure the safety of the church and its parishioners?*

Activity	Person Responsible

Most Common Church Emergencies:

1. Medical

Description: *Someone has an emergency medical need while at church.*

Prior Preparation: *What needs to happen or what things are needed before an emergency in order to ensure the safety of those in need?*

Activity	Person Responsible
Have first aid kits available	
Current list of medically trained parishioners who can respond	
Alert clergy, pastoral care givers, Stephen Ministers to needs	
List church address on phones for 911 calls	

2. Evacuations or weather related conditions.

Description: *Severe weather calls for evacuation or gathering in a secure place.*

Prior Preparation: *What needs to happen or what things are needed before an emergency in order to ensure the safety of those in need?*

Activity	Person Responsible
Make sure exits are properly marked	
Post evacuation routes	
Designate gathering place(s)	
Train ushers/teachers/parishioners in evacuation plans	
Identify and mark safe shelter within the building(s)	

3. Lost or missing child or senior adult.

Description: *It is discovered that a child or senior adult is missing or cannot be found.*

Prior Preparation: *What needs to happen or what things are needed before an emergency in order to ensure the safety of those in need?*

Activity	Person Responsible
Make sure doors are secured and monitored during services	
Have ushers stationed in the hall or narthex	
Make sure children are in classroom or with parents	
Identify gathering place where all can be accounted for	

4. Violent Confrontation.

Description: *Someone becomes violent or enters the building with intention to harm.*

Prior Preparation: *What needs to happen or what things are needed before an emergency in order to ensure the safety of those in need?*

Activity	Person Responsible
Identify those in parish with expertise in this area	
Have local law enforcement walkthrough and training	
Train ushers to monitor and know how to react	

5. Other resources:

- a) The Diocese of East Tennessee has a “Church in a Box” in each region of the diocese for emergency use (call Laura Nichols at 865-966-2110).
- b) See “Holy Women, Holy Men,” page 733 – On the Occasion of a Disaster and page 734 – On the Anniversary of a Disaster.
- c)
- d)

