



Committee on Disaster Response Disaster Preparedness Resources

FEMA, the American Red Cross, and other organizations commonly define “disaster” as *any event which overwhelms existing local capacity and requires outside assistance for recovery*. These events may cause great damage, destruction, and human suffering. Examples of disasters include: earthquakes, tornadoes, hurricanes, floods, droughts, wildfires, epidemics, mass migration, and traumatic community events.

The Disaster Preparedness and Response Committee works in collaboration with congregations and other groups before, during, and after a disaster.

Free digital copies of this resource guide are available for distribution to your congregation. To receive one or to request additional information, please contact the co-chairs of the DWTX disaster committee: Jennifer Wickham (jennifer.wickham@dwtx.org) or Jason Louis (jasonlouis@gmail.com).

Disaster Preparedness and Response

Episcopal Relief & Development suggests three basic things to help ensure safety in time of disaster: make a plan, be informed and prepare a kit.

1. **Make a plan:** Memorize the phone number of the person you would call in an emergency and keep copies of the number in your wallet. We often store important numbers in cell phones, which aren’t always functioning or available after a disaster. Have conversations about what to do after a sudden event – where would you meet? Who would you contact? Keep your plan fresh in your mind by regularly talking through it with family members. Practice drills are also helpful.
2. **Be informed:** What’s the best way to get accurate and timely information about what’s happening? Identify groups that send out local text alerts and sign up for the service. You may want to buy a radio to use during emergencies and/ or consider other ways of staying informed.
3. **Prepare a kit:** The three essentials to have on-hand are a three-day supply of water (one gallon per person, per day), non-perishable food items, and cash (including small denominations).

The Diocese and its Committee on Disaster Preparedness and Response recommend all churches and diocesan institutions implement one of three Preparedness Planning Guides provided by Episcopal Relief & Development as a first step towards disaster preparedness.

Episcopal Relief & Development Preparedness Planning Guides

Comprehensive Plan & Facilitator's Guide: The *Comprehensive Plan*, used with the Facilitator's Guide, will help a congregation plan for a disaster and includes guidance for many aspects of preparedness, from taking inventory of physical and human assets to determining its niche in assisting vulnerable people in the larger community. The *Comprehensive Plan* will take between ten to fifteen hours to complete. The accompanying *Facilitator's Guide* will help lead a team through the sections of the *Comprehensive Plan* and prepare the team to use its plan in an emergency. The *Facilitator's Guide* can be adapted for use with the other plans, as well. Both are available for download from the diocesan website, www.dwtx.org/disasterresponse.

Silver Level Plan (included in this packet): The *Silver Level Plan* requires less time to complete, while still collecting the basic information necessary to protect parishioners and church property in times of disaster. It also helps congregations begin considering how to meet the potential needs of their most vulnerable neighbors.

Bronze Level Plan (included in this packet): The *Bronze Level Plan* will help congregations gather the most basic information needed in times of disaster, recognizing that some congregations and institutions may not be in a position to complete the Comprehensive Plan or Silver Level Plan at this time. Creating even the most basic disaster plan *before a disaster hits* is critically important for our churches and schools.

After completing an initial disaster preparedness plan, the Committee recommends institutions make a physical copy of the plan available in an easy to access and well-marked location. Educate staff and lay leaders about the plan and its location. The Committee also recommends storing a digital copy online so that it can be accessed off-site if clergy or lay leaders are prevented from entering the facilities due to the disaster.

Additional Resources

[Episcopal Relief and Development](#) provides a variety of additional resources for congregations and families online.

[Do 1 Thing – Emergency Preparedness](#) is a twelve-month program that makes it easy for individuals and organizations to prepare for disasters, one step at a time.

[Texas Ready](#) provides free resources and educational materials, specifically for Texans by the Department of State Health Services. No matter where you live in Texas, it's important to learn about the man-made and natural disasters that may impact your community and get ahead of what may come.

Get Ahead of What's Ahead.

BUILD YOUR DISASTER SUPPLY KIT



**TEXAS
READY**

Build your kit all at once or step by step. Start with what you already have at home; then shop for the rest, as needed.

Pack these basic supplies for each person or pet in a portable container or backpack. A waterproof container is best. You'll need these supplies whether you stay in your home (shelter in place) or evacuate to another location.

You may have to leave in a hurry to get to a safe place. Keep these supplies near your car. When it's time, grab them and go.



FOOD AND WATER

- 3-day supply of non-perishable food, such as canned or pouched food
- 1 gallon of water per day for each person and pet
- Manual can opener
- Baby items (baby food, formula, bottles, diapers)
- Pet supplies (listed on next page)



FIRST AID, MEDICATION, HYGIENE SUPPLIES

- First-aid kit (listed on next page)
- Medications
- Hand sanitizer, wipes
- Bleach (To purify water, mix 1/8 teaspoon per gallon. Stir and let stand for 30 minutes.)
- Toilet paper, paper towels, garbage bags
- Dental care products (toothpaste, toothbrushes)
- Hearing and vision products (hearing aids and batteries, glasses, contact lenses, contact lens solution, sunglasses)
- Soap, shampoo, personal hygiene supplies
- Sunscreen, insect repellent
- Face masks to filter air



COMMUNICATION, LIGHTING, DOCUMENT BAG ITEMS

- Battery-powered radio with extra batteries or crank radio (emergency alert radio is best)
- Extra cell phone battery and car charger
- Flashlights and extra batteries
- Matches and lighter - keep in a waterproof container or sealable plastic bag
- Whistle
- Document bag items (listed on next page)



ADD THESE ITEMS FOR EVACUATING BY CAR

- Road maps
- Car repair items (tools, spare tire, tire patch kit, oil)
- Food and water
- Plastic plates, cups and utensils
- Tent, blankets, pillows
- Clothes and sturdy shoes
- Rain gear and towels
- Books, games, toys

Before you leave home

- Fill your gas tank, and check your spare tire
- Take cash, checkbook, and credit cards
- Call your family emergency contact
- Charge your mobile phone
- Get a map of your route

When staying home is your safest choice, add these items to your kit and stay tuned to the news.



ADD THESE ITEMS FOR SHELTERING IN PLACE

- Water
- Non-perishable food and manual can opener
- Pet food
- Baby food
- Fire extinguisher
- Plastic sheeting and duct tape (to seal doors, windows and air vents from contaminated air or to build an emergency shelter)



DOCUMENT BAG CONTENTS

Imagine how hard it would be after a disaster if you couldn't prove your identity or have access to your bank account. Avoid difficult situations by making copies of important documents and keeping them in a waterproof bag.

- Current photo IDs, driver licenses, birth records, Social Security cards, passports (always keep your Social Security number separate from other documents to decrease risk of identity theft)
- Current photos of family members in case you get separated
- Health insurance and prescription cards
- Medical records, medications and dosages
- Phone numbers (family, friends, doctors)
- Bank account information
- Wills
- Insurance documents (homeowner, renter, flood, life)
- Property deeds, leases, mortgages
- Vehicle titles, insurance, leases, loan documents
- Inventory of household possessions and their value (take photos of every room, every drawer, every closet)
- Backup computer files (on a USB drive)
- Copies of important keys
- Utility bills (to prove where you live)



PEOPLE WITH DISABILITIES AND THOSE WITH ACCESS AND FUNCTIONAL NEEDS

Think about your day-to-day needs for independence. Plan now for your health away from home. Label medical equipment with your contact information.

- Wheelchairs, walkers, and canes
- Cooler with cold packs for medications
- Extra medications and dosages
- Copies of prescriptions and medical alert tags
- Food for special diets
- Medical supplies (oxygen, glucose monitoring strips, syringes, etc.)
- Hearing aids with extra batteries
- Communication devices
- Supplies and documentation for service animals



FIRST-AID KIT CONTENTS

- 2 compress dressings (5 x 9 inches)
- 25 band-aids (different sizes)
- First-aid tape
- Antibiotic ointment
- Hydrocortisone ointment
- Pain reliever, such as aspirin, ibuprofen or acetaminophen
- Instant cold pack
- 2 pair of medical gloves (non-latex)
- Oral thermometer, scissors, tweezers
- 2 roller bandages (different widths)
- 2 elastic bandages
- 10 sterile gauze pads (different sizes)
- 2 triangular bandages (for making slings)
- First-aid instruction booklet



PET SUPPLIES

- 3-day supply of food, water, and bowls
- Pet medications and first-aid kit
- Vaccination records
- Crate or carrier (may be required in shelters or where you spend the night)
- Leash and toys
- Cat litter and box
- Photo, in case pet gets lost

do 1 thing

SMALL STEPS TOWARD BEING PREPARED FOR AN EMERGENCY

Do 1 Thing is a web-based, twelve-month preparedness program that focuses on a different area of emergency preparedness each month. Emergency preparedness doesn't have to be hard or expensive. Do one thing a month and in a year you will:



Understand what puts you at risk from disasters and take steps to lower your risk.



Find out how to have and store 72 hours (3 days) worth of water for your household.



Know how to respond safely when instructions are given to evacuate or take shelter



Have a food supply that will meet the needs of your household for three days without outside assistance.



Make your community stronger by getting trained and getting involved.



Be prepared to handle emergencies without outside assistance for 72 hours.



Have the ability to locate and communicate with family members during a disaster.



Make sure everyone in your household can receive, understand, and act on information received in an emergency.



Make sure the people that depend on you are prepared for disaster.



Know what to do when the power goes out.



Remember important items that may be overlooked when leaving your home.



Be prepared to deal with medical emergencies while waiting for first responders.

what is do 1 thing?

DO 1 THING is a 12-month program that makes it easy for you to prepare yourself, your family, and your community for emergencies or disasters. Being prepared for disasters and emergencies can seem like a big job. Many people don't know where to start, so they never start at all. The Do 1 Thing program can help you take small steps each month to become better prepared.

being prepared is easy



do1thing.com

815 Marshall
Lansing, MI 48912

do1thing

SMALL STEPS TOWARD BECOMING
PREPARED FOR AN EMERGENCY

© Do1Thing



how to use the do 1 thing program:

It's as easy as this:

- 1 Go to do1thing.com and sign up!
- 2 Click on "12 things"
- 3 Do that one thing!

If you follow along for an entire year, you will be better prepared to handle most disasters and emergencies. You don't have to do things in any order. You can jump in anytime!

To keep you on track, we'll send you an email reminder of each month's topic. If you sign up, the website will help you keep track of your progress. It's free, completely optional and we promise to never share your information with anyone. Ever.

VISIT OUR WEBSITE AND SIGN UP TODAY!



do1thing.com

jan



GOAL: Understand what puts you at risk from disasters and take steps to lower your risk.

feb



GOAL: Have 72 hours (3 days) worth of water stored for your household.

mar



GOAL: Know how to respond safely when instructions are given to evacuate or take shelter.

apr



GOAL: Have an emergency food supply that will meet the needs of your household for three days without outside help.

may



GOAL: Make sure the people who count on you are prepared for a disaster.

jun



GOAL: Be aware of and prepare for your family's unique needs.

jul



GOAL: Have the ability to communicate with family members during a disaster.

aug



GOAL: Make your community stronger by getting trained and getting involved.

sept



GOAL: Make sure everyone in your household can receive, understand, and act on information received in an emergency.

oct



GOAL: Be able to safely meet your basic needs during an electrical outage.

nov



GOAL: Remember important items that may be overlooked when leaving your home in a disaster.

dec

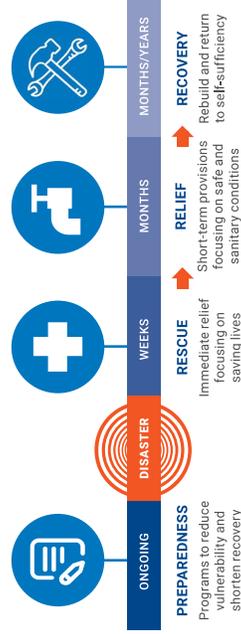


GOAL: Be prepared to give first aid while waiting for an ambulance.



What is the US Disaster Program?

Episcopal Relief & Development's US Disaster Program offers resources and training to help communities prepare for disasters, and provides emergency support to Episcopal congregations to help vulnerable people make a full and sustained recovery after an event. The organization helps communities build resilience by helping new and existing ministries to respond to a crisis through the relationships they already have within the community. Episcopal Relief & Development combines its resources with others as part of a collaborative effort on the long road to recovery.



Episcopal Relief & Development Disaster Preparedness and Response Tools

The Resource Library

The *Resource Library* is a place to learn from the experience of other diocesan leaders. These leaders from across The Episcopal Church share ways they have responded to needs in their communities after moderate storms and events as well as major disasters. Visit episcopalrelief.org/resource-library.

Ready to Serve

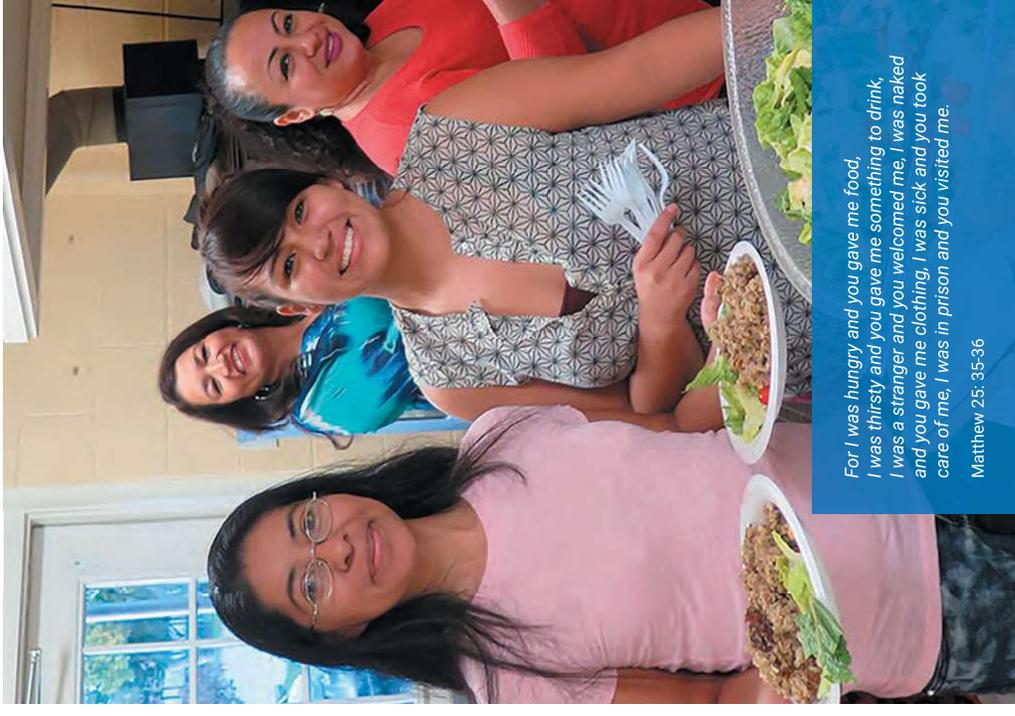
Through *Ready to Serve*, the US Disaster Program matches individuals and groups with our long-term recovery partners to support and enhance rebuilding, and other projects. Each long-term recovery program is unique, thus needs vary from place to place. The US Disaster Program also offers a *Ready to Serve with Compassion* curriculum for volunteer groups to explore prior to serving impacted communities. Contact volunteer@episcopalrelief.com.

Training and Preparedness Resources

The US Disaster Program offers periodic regional preparedness trainings for diocesan leaders. Speak with your Diocesan Disaster Coordinator to see if there are any locally-facilitated preparedness trainings scheduled. Contact usdisaster@episcopalrelief.org to be connected to your Diocesan Disaster Coordinator and visit episcopalrelief.org/preparedness for easy-to-print resources.

The Episcopal Asset Map

The *Episcopal Asset Map* is a grassroots-populated website developed by Episcopal Relief & Development and The Episcopal Church. The power of the map lies in the users that add content, telling the story of a Church in action. The *Episcopal Asset Map* is a great tool for disaster preparedness and response. Explore more at episcopalassetmap.org.



For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me.

Matthew 25: 35-36



Discover Your Assets

Disaster response work that is built on the foundation of existing ministries leads to more sustainable response and recovery. It is often said that all disasters begin and end locally. This means that local groups are crucial partners in post-disaster recovery efforts. Church leaders play a vital role in helping their congregations respond to the needs of their vulnerable neighbors by identifying resources that typically fit the following categories:

- 

PROPERTY
Church buildings and schools, Retreat centers
- 

PEOPLE
Neighbors, Church members
- 

PROGRAM
All the Ministries of the Church
- 

PURSE
Financial assets
- 

POSTURE
Outward or Inward Focus, Congregational Priorities

By preparing ahead of time, churches can better withstand the shock of a disaster. This positions church leaders to support vulnerable members of the wider community after a disaster. In fact, disasters can often help congregations discover new ways to be of service to their community.

Asset-Based Responses

Episcopal Relief & Development has supported many dioceses across the US in their responses to disasters. Here are real-life examples, funded by the organization, sharing how the gifts or assets of churches can be used to meet the needs of impacted communities. For more disaster response examples and for consultation, email usdisaster@episcopalrelief.org.

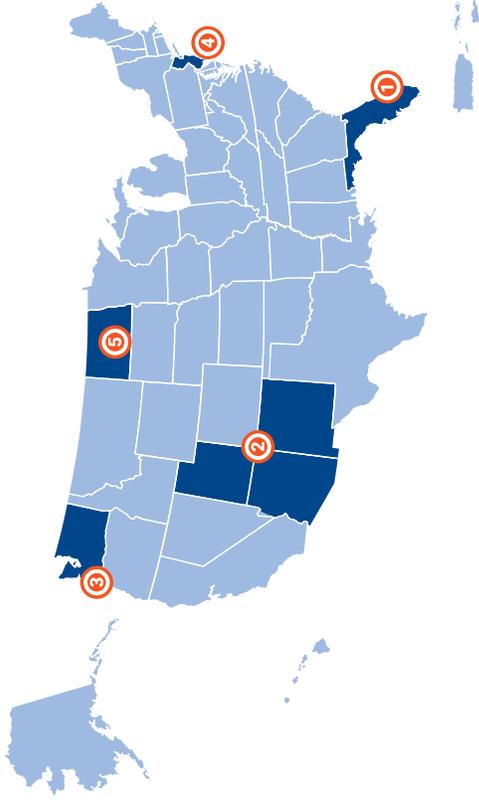


1 After Hurricane Maria, the Episcopal Diocese of Central Florida leveraged their large community of Spanish-speaking clergy and parishioners to assist displaced families from Puerto Rico in gaining access to services and adapt to the new culture in Orlando, Florida.

2 The Navajoland Area Mission was able to use its community farm as a central location for community members to get clean water, after a mismanaged mining project dumped toxic sludge into the San Juan River.



3 The homeless community in Washington's Grays Harbor lost all their possessions and camping equipment during a catastrophic flood. A community of churches in the Episcopal Diocese of Olympia were able to offer new tents, coats and sleeping bags and one church opened its parking lot, providing safe temporary housing.



4 Hurricane Sandy left many homeless families and individuals without food. A church within the Episcopal Diocese of New Jersey scaled up its existing soup kitchen to provide daily meals for several months.

5 When flooding destroyed thousands of homes in Minot, the Episcopal Diocese of North Dakota leveraged its relationships and willing parishioners to provide construction skills to repair homes in a mobile home community where they had previously held Vacation Bible School.

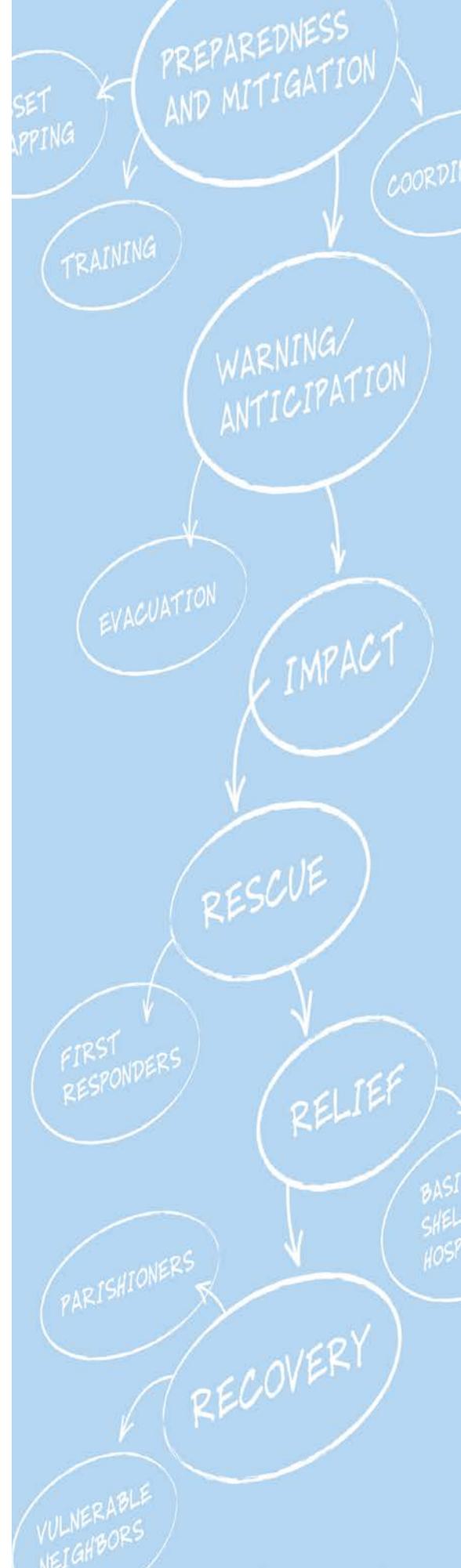


Episcopal
Relief & Development

U.S. Disaster Program

Preparedness Planning Guide For Congregations and Parishes

(Bronze Level Version)



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From the Director

Dear Episcopal Church Leaders,

Though we don't always want to think about it, one of our roles as a church in the community is to be prepared to be of assistance after a disaster. We plan for four basic reasons:

- To mitigate the damage to our church community's buildings and belongings;
- To be able to resume the business of the church as soon as possible post-disaster;
- To support our parishioners in times of crisis;
- To assist to our vulnerable neighbors after an emergency.

The role of Episcopal Relief & Development's US Disaster Program is to inspire, connect and equip leaders of the US Episcopal Church to prepare for hazards that might affect their communities, as well as mitigate the impact of those disasters and help the vulnerable make a full and sustained recovery.

The Preparedness Planning Guide for Congregations and Parishes is designed to help a congregation plan for a disaster, from taking inventory of physical and human assets to determining its niche in assisting vulnerable people in the larger community. The “**Comprehensive Version**” of the guide takes about 10 to 15 hours to complete. But we recognize some congregations might not yet be ready for the full process. This “**Bronze Level**” version gathers the most basic information needed in times of disaster.

Additionally, a “**Silver Level**” version, which includes necessary basic information to protect parishioners and church property in times of disaster, and also lays the foundation for congregations interested in responding to their most vulnerable neighbors, is also available. All three versions of the planning guide can be downloaded from the Resource Library of our website, www.episcopalrelief.org/resourcelibrary. An index that cross-references the sections of all three guides can be found at the end of this resource.

Episcopal Relief & Development's US Disaster Program is working with dioceses around the country to help them be better prepared for emergencies. That includes training and supporting Diocesan Disaster Coordinators, who have been appointed by their bishops. A list of Diocesan Disaster Coordinators can be found on our website at www.episcopalrelief.org/usdisaster. They should be your first support and resource through this planning process.

The Preparedness Planning Guide for Congregations and Parishes comes from the collected wisdom of the Church. To compile this guide, we gathered examples of parish and diocesan disaster preparedness guides from around the country as well as from other denominations. We utilized the most important elements from each, while trying to stay as simple as possible. Please let us know if there's anything in this guide that you think should be changed, added or eliminated, and feel free to edit according to your local context.

Thanks for all you do in this important work,

Katie Mears
Director, US Disaster Program
Episcopal Relief & Development

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
The Episcopal Diocese of Arkansas
The Episcopal Diocese of Central Florida
The Episcopal Diocese of Central Pennsylvania
The Episcopal Diocese of Connecticut
The Episcopal Diocese of East Tennessee
The Episcopal Diocese of Florida
The Episcopal Diocese of Kansas
The Episcopal Diocese of Louisiana
The Episcopal Diocese of Rio Grande
The Episcopal Diocese of South Carolina
The Episcopal Diocese of Southeast Florida
The Episcopal Diocese of Southwestern Virginia
The Episcopal Diocese of Texas
The Episcopal Diocese of West Tennessee
The Episcopal Diocese of West Texas
Lutheran Episcopal Services in Mississippi

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Sharon Jones
The Rev. Curtis Metzger
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Carol Stewart
Ryan Velasco
The Rev. Paul Wehner

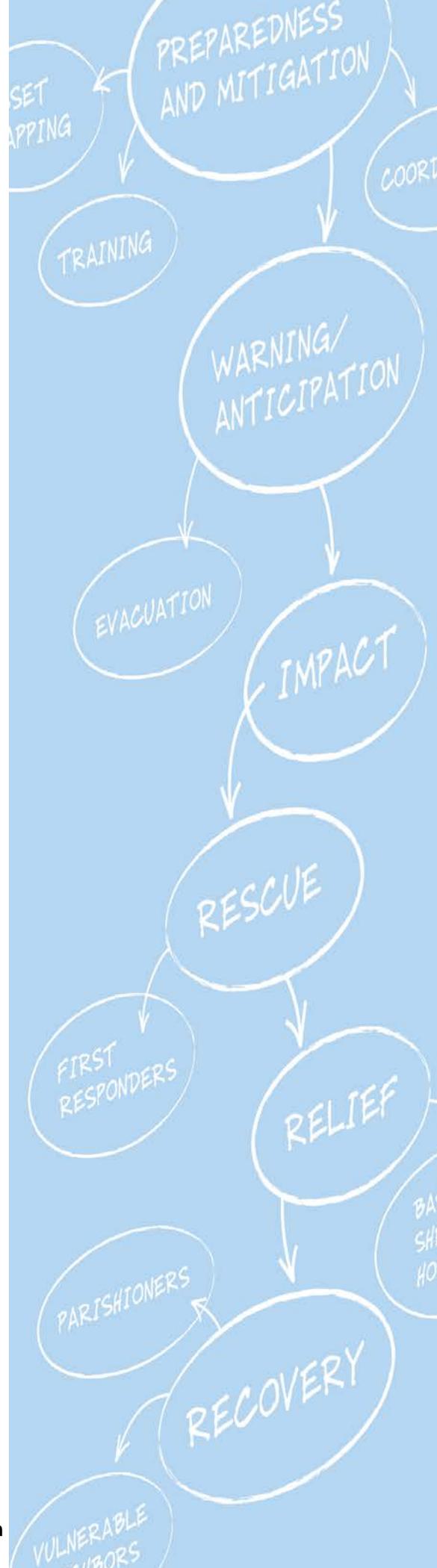
and

Participants of the Disaster 101 Training in the Diocese of Olympia

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Our Congregation's Disaster Plan

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



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

Identifying Groups that Include or Serve Vulnerable People

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 could help with those problems as a congregation.

Instructions: List the groups in the parish that are either comprised of or serve people who might be especially vulnerable after a disaster. These might include senior citizens' groups, groups for new mothers, and religious education programs that include children with special needs. List the contacts for each group, so that they can be contacted after a disaster to help assess needs and facilitate the response.

Group	Contact	Types of needs members might have.
<i>The Senior Citizens Club is comprised of parishioners aged 65 and older.</i>	Betty Jones	<i>Difficulty evacuating. Medical conditions.</i>
<i>The Lay Eucharistic Visitors have a current list of people who are home-bound or who are in the hospital.</i>	Deacon Williams	<i>Difficulty evacuating. Medical conditions.</i>

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 have another copy that someone can take with them if your community is evacuated.

• 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:	

Diocesan Contact Information
Diocese of West Texas

Bishop	
Name:	The Right Reverend David Reed
Address:	111 Torcido Dr. San Antonio, TX 78209
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Canon for Administration	
Name:	Caroline Mowen
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Office Phone:	(210) 824-5387
Cell Phone:	(210) 415-7372
Email:	caroline.mowen@dwtx.org
Exec Assist to Bishop	
Name:	Melissa Soderberg
Address:	111 Torcido Dr. San Antonio, TX 78209
Office Phone:	(210) 824-5387
Email:	melissa.soderberg@dwtx.org
Deputy for Disaster Recovery	
Name:	Jennifer Wickham
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Communications Director	
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Office Phone:	(210) 824-5387
Cell Phone:	(210) 620-5454
Email:	Emily.Kittrell@dwtx.org

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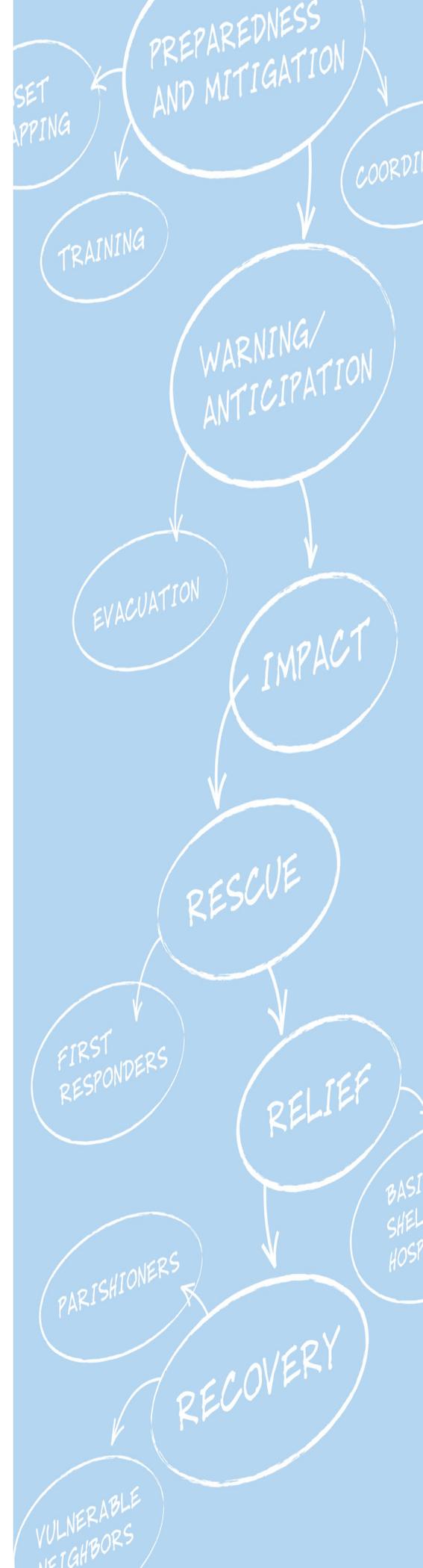


Episcopal
Relief & Development

Healing a hurting world

Preparedness Planning Guide For Congregations and Parishes

(Silver Level Version)



From the Director

Dear Episcopal Church Leaders,

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- To assist to our vulnerable neighbors after an emergency.

The role of Episcopal Relief & Development's US Disaster Program is to inspire, connect and equip leaders of the US Episcopal Church to prepare for hazards that might affect their communities, as well as mitigate the impact of those disasters and help the vulnerable make a full and sustained recovery.

The Preparedness Planning Guide for Congregations and Parishes is designed to help a congregation plan for a disaster, from taking inventory of physical and human assets to determining its niche in assisting vulnerable people in the larger community. The “**Comprehensive Version**” if the guide takes about 10 to 15 hours to complete. But we recognize some congregations might not yet be ready for the full process. So we have created this “**Silver Level**” version, which includes necessary basic information to protect parishioners and church property in times of disaster, and also lays the foundation for congregations interested in responding to their most vulnerable neighbors after a disaster.

A “**Bronze Level**” version that gathers the most basic information needed in times of disaster is also available. All three versions of the planning guide can be downloaded from the Resource Library of our website, www.episcopalrelief.org/resourcelibrary. An index that cross-references the sections of all three guides can be found at the end of this resource.

Episcopal Relief & Development's US Disaster Program is working with dioceses around the country to help them be better prepared for emergencies. That includes training and supporting Diocesan Disaster Coordinators, who have been appointed by their bishops. A list of Diocesan Disaster Coordinators can be found on our website at www.episcopalrelief.org/usdisasterprogram. These coordinators should be your first support and resource through this planning process.

The Preparedness Planning Guide for Congregations and Parishes comes from the collected wisdom of the Church. To compile this guide, we gathered examples of parish and diocesan disaster preparedness guides from around the country as well as from other denominations. We utilized the most important elements from each, while trying to stay as simple as possible. Please let us know if there's anything in this guide that you think should be changed, added or eliminated, and feel free to edit according to your local context.

Thanks for all you do in this important work,

Katie Mears
Director, US Disaster Program
Episcopal Relief & Development

Thank-you

This guide is not the creation of Episcopal Relief & Development's US Disaster Program; it is a compilation of the great work of:

Province IV Disaster Preparedness and Response Commission
The Episcopal Diocese of Arkansas
The Episcopal Diocese of Central Florida
The Episcopal Diocese of Central Pennsylvania
The Episcopal Diocese of Connecticut
The Episcopal Diocese of East Tennessee
The Episcopal Diocese of Florida
The Episcopal Diocese of Kansas
The Episcopal Diocese of Louisiana
The Episcopal Diocese of Rio Grande
The Episcopal Diocese of South Carolina
The Episcopal Diocese of Southeast Florida
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The Episcopal Diocese of Texas
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Participants of the Disaster 101 Training in the Diocese of Olympia

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Our Congregation's Disaster Plan

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



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

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.

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)	<i>(Example) Reestablish Sunday services as soon as possible. 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>
2)	
3)	
4)	
5)	

Brainstorm Likely Disasters and 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.

After you have created the lists, go through and rank the top 5 that you think are most likely. We will return to these in the final section of this guide, “Developing Templates for Initial Response.”

Major Disasters

Local Emergencies

• <i>Flood</i>	• <i>Ice Storm</i>
• <i>Hurricane</i>	• <i>Apartment fire in the neighborhood</i>
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•
•	•

Consider whether your top five events in both columns would be the type that occur with some warning, such as a hurricane or spring river flood, or would happen suddenly, such as a chemical spill. Place them in the appropriate box below.

Major Disaster with Warning	Major Disaster with No Warning	Local Emergency With Warning	Local Emergency with No Warning
•	•	•	•
•	•	•	•
•	•	•	•

Identifying Groups that Include or Serve Vulnerable People

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 could help with those problems as a congregation.

Instructions: List the groups in the parish that are either comprised of or serve people who might be especially vulnerable after a disaster. These might include senior citizens' groups, groups for new mothers, and religious education programs that include children with special needs. List the contacts for each group, so that they can be contacted after a disaster to help assess needs and facilitate the response.

Group	Contact	Types of needs members might have.
<i>The Senior Citizens Club is comprised of parishioners aged 65 and older.</i>	Betty Jones	<i>Difficulty evacuating. Medical conditions.</i>
<i>The Lay Eucharistic Visitors have a current list of people who are home-bound or who are in the hospital.</i>	Deacon Williams	<i>Difficulty evacuating. Medical conditions.</i>

Inventories of Property-Related Assets

The three first steps to protecting your property are:

1) Identify what you have

- 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.
- Decide and 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 in a safe place off-site.

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:	

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 have another copy that someone can take with them if your community is evacuated. Note: if your church is insured through Church Insurance Company, you can call 800-223-5705 to report claims immediately.

• 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.

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
	• Kitchen	
	• Commercial Kitchen	
	• Classrooms	
	• Meeting Spaces	
	• Large Meeting Space	
	• Gymnasium	
	• Back-up Power	
	• Garden Space	
	• Shower Facilities	
	• Ability to House Volunteers Overnight	
	• Large Parking Lot	
	• <i>Other:</i>	
	• <i>Other:</i>	
	• <i>Other:</i>	

Are you certified:

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

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.

Types of Ministries:

<input type="checkbox"/> Advocacy	<input type="checkbox"/> Immigration Services
<input type="checkbox"/> Aging, Health, and Wellbeing	<input type="checkbox"/> Meal Programs
<input type="checkbox"/> Career Services and Education	<input type="checkbox"/> Mission Trips and Partnerships
<input type="checkbox"/> Children and Youth Ministries	<input type="checkbox"/> Prison Services
<input type="checkbox"/> Community Gardens	<input type="checkbox"/> Shelter and Housing
<input type="checkbox"/> Donations Coordination/Distribution	<input type="checkbox"/> <i>Other:</i>
<input type="checkbox"/> Economic Development	<input type="checkbox"/> <i>Other:</i>
<input type="checkbox"/> Food Pantries	<input type="checkbox"/> <i>Other:</i>

Ministries:

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

Organized Groups:

<input type="checkbox"/> Active Community Ministries Organization	<input type="checkbox"/> Kids on a Mission
<input type="checkbox"/> AA/NA/Twelve Step	<input type="checkbox"/> LGBT Community
<input type="checkbox"/> Bible Study Group	<input type="checkbox"/> Men's Group
<input type="checkbox"/> Boy Scouts/Girl Scouts	<input type="checkbox"/> Neighborhood Associations
<input type="checkbox"/> Brotherhood of St. Andrew	<input type="checkbox"/> Nursery
<input type="checkbox"/> Choir	<input type="checkbox"/> Preschool
<input type="checkbox"/> College Students	<input type="checkbox"/> Sunday School
<input type="checkbox"/> Daughters of the King	<input type="checkbox"/> Young Adult Group
<input type="checkbox"/> Ecumenical Ministers/Lay Eucharistic Ministers	<input type="checkbox"/> Youth Group
<input type="checkbox"/> ECW	<input type="checkbox"/> <i>Other:</i>
<input type="checkbox"/> Habitat for Humanity	<input type="checkbox"/> <i>Other:</i>

Congregational Human Resource Assets:

Primary Languages:	
Groups that could be of service:	
<ul style="list-style-type: none"> • <i>(Example) Brotherhood of St. Andrew</i> 	Contact Person:
	Email:
	Phone:
	Resources they can provide:
	Skills they can provide:
<ul style="list-style-type: none"> • <i>(Example) ECW</i> 	Contact Person:
	Email:
	Phone:
	Resources they can provide:
	Skills they can provide:
<ul style="list-style-type: none"> • <i>(Example) Youth Group</i> 	Contact Person:
	Email:
	Phone:
	Resources they can provide:
	Skills they can provide:
<ul style="list-style-type: none"> • 	Contact Person:
	Email:
	Phone:
	Resources they can provide:
	Skills they can provide:
<ul style="list-style-type: none"> • 	Contact Person:
	Email:
	Phone:
	Resources they can provide:
	Skills they can provide:

Goals and Response

This is a good moment to revisit the goals defined on pg. 9 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>

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

<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:	

Other Local Episcopal Partners – Churches, Schools, Food Pantries, etc.

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

Developing Templates For Initial Response

Now that you've determined your congregation's capacity to respond to and recover from potential disasters and emergencies, you're ready to apply this information to specific types of events. In most cases, the initial response to particular types of disasters will be very similar.

In this section, you will create templates for responding to four general types of crises:

- Major disasters with warning;
- Major disasters with no warning;
- Local emergencies with warning;
- Local emergencies with no warning.

To complete these templates, use the list generated on pg. 19, "Brainstorm Likely Disasters and Emergencies," to help shape responses that reflect the disasters and emergencies particular to your region. A few examples are included to use as a general guide.

Your initial responses are really only the beginning of disaster response. They will get you through the first hours of a crisis until your Parish Disaster Leadership Committee can meet to determine further actions as the situation unfolds.

For more information on disasters and disaster planning please refer to Episcopal Relief & Development's US Disaster Program website at www.episcopalrelief.org/usdisaster.



Example: Initial Response for Major Disasters with Warning

Description: This plan would work for anticipated disasters such as a major hurricane, where there is time to arrange for an evacuation and protect property before the disaster occurs.

First 10 steps:

	Step	Time Frame	Person Responsible
1	Call priest (xxx-xxx-xxxx) and sexton (xxx-xxx-xxxx) to protect property	Within 2 hours of evacuation notice	Congregational Disaster Coordinator
2	Call Disaster Leadership Team to activate phone tree	Within 2 hours of evacuation notice	Congregational Disaster Coordinator
3	Call Diocesan Disaster Coordinator to inform diocese of evacuation	Within 3 hours of evacuation notice	Congregational Disaster Coordinator
4	Call St. Mark's inland at xxx-xxx-xxxx to inform them of evacuation and when they can expect evacuees	Within 5 hours of evacuation notice	Congregational Disaster Coordinator
5	Protect windows and doors, cover organ & unplug electronics	Within 5 hours of evacuation notice	Sexton and protection team
6	Walk through church to make sure all valuables are stowed, protected or removed	Within 5 hours of evacuation notice	Sexton and protection team
7	Take "Go Kit"	Within 8 hours of evacuation notice	Priest
8	Activate evacuation plan for handicapped parishioners	Within 12 hours of evacuation notice	David Hamilton – owner of multiple vans
9	Evacuate to partner parish	Within 12 hours of evacuation notice	Priest, staff & parishioners that need an evacuation destination
10	Activate phone tree/communications plans to check on safety of parishioners	Within 24 hours after the storm has passed	Disaster Leadership Team

Prior Preparation:

Activity	Person Responsible
Hold "Preparedness Sunday" each May and collect evacuation plans/contact info for all staff and parishioners	Disaster Leadership Team
Prepare "Go Kit" for the church (pg. 30 – Preparedness Planning Guide)	Disaster Leadership Team & priest
Organize a team to help sexton protect property assets	Danielle Irons – sexton

Example: Initial Response for Local Emergencies with No Warning

Description: This plan would work for local emergencies such as a sudden snow storm

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	Activate notification system to inform students and parents 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 and 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	Meet to determine next steps		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

Initial response for Major Disasters with Warning

Examples of the such disasters most likely to affect our region:

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 activate phone tree		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

Initial response for Major Disasters with No Warning

Examples of the such disasters most likely to affect our region:

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 activate phone tree		Congregational Disaster Coordinator
3	Call Diocesan Disaster Coordinator to inform diocese of what is happening		Congregational Disaster Coordinator
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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

Initial Response for Local Emergencies with Warning

Examples of the such emergencies most likely to affect our region:

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
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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

Initial Response for Local Emergencies with No Warning

Examples of the such emergencies most likely to affect our region:

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
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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

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