

Disaster Preparation Checklist for the Local Congregation

- 1. Congregational Disaster Response Coordinator(s) selected and trained. (3 year term)
- 2. Congregational Directory updated at least quarterly. (Including e-mail addresses.)
- 3. List of congregational members with special needs noted and updated annually
- 4. Insurance Policies reviewed annually and saved in multiple locations.
- 5. Financial and Session records saved electronically and stored in multiple locations monthly.
- 6. Inventory of physical plant made and updated annually. Video record recommended.
- 7. Consultation with local American Red Cross and Emergency Management Agency (EMA) re: possible shelters in the area.
- 8. Consultation with local EMA re: possible disaster scenarios. Develop plans for each.
- 9. Share emergency kit information with congregation. Kits can be assembled and distributed by groups within the church to elderly and special needs congregation.
- 10. Coordinate with local/state VOADs (Voluntary Organizations Active in Disaster) to ascertain response partners and roles of each.
- 11. Determine if the physical plant can be used as an emergency shelter, point of distribution, etc.
- 12. Develop a communication system within the congregation (i.e. phone tree, Shepherds, etc.)
- 13. Familiarize the congregation with Presbyterian Disaster Assistance and the Disaster Response Ministry of your presbytery.
- 14. Subscribe to Mission Mosaic (free) from PDA.
- 15. Help create a network of response throughout the Presbytery.