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|  | Preparedness and Resilience Planning GuideFor Congregations and Parishes (For mid-size congregations)  A Resource Tool  for Ministry |  |
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|  |

Introduction

Dear Church Leaders,

This template has been developed to provide some guidance to mid-sized congregations who are developing safety and preparedness plans. The Episcopal Diocese of Colorado and the Rocky Mountain Synod of the Evangelical Lutheran Church in America (ELCA) have collaborated in developing this template as part of a broader collaboration to develop stronger ecumenical relationships.

Although we don’t always like to think about it, one of our roles as churches is, in the event of disaster or emergency, to be good stewards of the safety and security of our members. And as a church in the community, we are called to be prepared to be of assistance after a disaster. We plan for a number of basic reasons:

* To be able to respond effectively and care for our people in the event of an emergency;
* To mitigate 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 purpose of this document is to provide a tool to assist you in developing your congregation’s capacity. We hope it will help you prepare for hazards that might affect your 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. This version, intended for mid-size congregations, includes necessary basic information to protect parishioners and church property in times of disaster or emergencies, and also lays the foundation for congregations interested in responding to their most vulnerable neighbors after a disaster. The series of templates includes one for small congregations and also a full-blown plan for large congregations. We particularly thanks St. Gabriel’s Episcopal Church for sharing the hard work they have done in developing a model preparedness plan, which can be found at <http://www.dioco.org/disaster-preparedness.html>.

At the national level, both the ELCA and the Episcopal Church have groups that work with synods and 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 the web at

* [www.episcopalrelief.org/usdisasterprogram](http://www.episcopalrelief.org/usdisasterprogram); and at
* <http://www.elca.org/Our-Work/Relief-and-Development/Lutheran-Disaster-Response/>

These coordinators should be your first support and resource through this planning process.

Thanks for all you do in this important work,

The Right Reverend James Gonia The Right Reverend Robert O’Neill

Bishop, Rocky Mountain Synod Bishop, Diocese of Colorado

Evangelical Lutheran Church in America The Episcopal Church

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## Disaster Leadership Team

The first task facing your congregation when beginning this plan is to develop a Disaster Leadership Team. This team is responsible for creating the preparedness plan for your congregation and overseeing its implementation. Implementation may include informing the congregation about the plan, recommending or implementing training of personnel, and recommending the acquisition of safety or other equipment.

## 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:** |  |

Setting your goals is the first step in developing your Safety & Preparedness Plan. Consider what you are trying to accomplish, and how this may relate the the mission and other goals of your congregation.

## Safety Goals

(NOTE: You may customize all Goals to fit your needs)

While not every scenario of danger can be anticipated and planned for, our goals are:

* **To ensure the safety of all participants in our ministries**
* **To select and train individuals in basic safety procedures, e.g. first aid, CPR, use of AEDs, Heimlich maneuver, safety awareness**
* **To be sure that items needed for safety have been purchased and installed**

## Preparedness Goals

All preparedness, response, recovery and hazard mitigation work can be 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) | *(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)* |
| 2) |  |
| 3) |  |
| 4) |  |
| 5) |  |

## Brainstorm Likely Disasters and Emergencies

First, make a list of all potential disasters/emergencies that your congregation or ministry may confront. 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.

## Major Disasters Local Emergencies

|  |  |
| --- | --- |
| * *Flood* | * *Ice Storm* |
| * *Tornado* | * *Apartment fire in the neighborhood* |
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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 |
|  |  |  |  |
|  |  |  |  |
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## 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.** |
| *The Senior Citizens Club is comprised of parishioners aged 65 and older.* | Betty Jones | *Difficulty evacuating. Medical conditions.* |
| *The Lay Eucharistic Visitors have a current list of people who are home-bound or who are in the hospital.* | Deacon Williams | *Difficulty evacuating. Medical conditions.* |
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## Inventories of Property-Related Assets

For everything relating to your property and other physical assets, Church Insurance is an excellent resource. Contact <TK – name & contact info for Terry Bright &/or other Church Insurance agents/contacts>

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 800-223-5707 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:** | *(Example – Replacement value type)* |
| Total Value: |  |
| * **Policy covers:** | *Earthquake, hurricane, robbery, fire, breakage, etc.* |
| * **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:** | *(Ex: Diocese has a copy)* |
| * **Who:** | *Susan Wu* |
| Phone: | *xxx-xxx-xxxx* |
| 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>

1. Every congregation needs a fireproof, waterproof, quake-proof lockable box or safe[[1]](#footnote-1) (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

1. 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.

1. 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.

1. 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

1. Diocesan archive storage

* Provide copies of your architectural drawings and asset inventories to the diocesan archives.

## 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:** |  | |
| * *(Example) Brotherhood of St. Andrew* | Contact Person: |  |
| Email: |  |
| Phone: |  |
| Resources they can provide: |  |
| Skills they can provide: |  |
| * *(Example) ECW* | Contact Person: |  |
| Email: |  |
| Phone: |  |
| Resources they can provide: |  |
| Skills they can provide: |  |
| * *(Example) 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: |  |

## 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** |
| *(Example) Reestablish Sunday services as soon as possible after a disaster* | * *Put together “Go Kit”* * *Establish relationship with St. Luke’s Lutheran Church – ask if they will offer space for alternate worship site* * *Inform congregation: in case church is affected by emergency, services will be held at alternate site* | *Paula Shriver (Senior Warden) and Rev. Smith* | * *Communicate with St. Luke’s* * *Inform parishioners via email, phone and note at our parish that services will be held at alternate site* * *Provide priest with the implements for service from the “Go Kit”* |
|  |  |  |  |
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## Synod Office Contact Information

**(For Lutheran Congregations:)** Change, remove and add titles as relevant to your conference. Ensure to update contact information monthly. The Synod Office Staff contact information can be located at: <http://www.rmselca.org/index.html>

|  |  |  |
| --- | --- | --- |
| * **Bishop**   Name: Jim Gonia | Address: | 7375 Samuel Dr  Denver, CO 80210 |
| Office Phone: | 303-777-6700 |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Assistant to the Bishop**   Name: Ron Roeschke  *Shared Ministries* | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Assistant to the Bishop**   Name: Kent Mueller  *Administration & Technology* | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Administrative Staff**   Name: Cheryl Almquist | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Administrative Staff**   Name: Janice Ladd-Horkey | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Administrative Staff**   Name: Maria Sutton | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |

## Diocesan Contact Information

(**For Episcopal Congregations**:) Change, remove and add titles as relevant to your diocese. The current staffing at the Office of the Bishop can be found at <http://www.dioco.org/contact-us-staff-list.html>

|  |  |  |
| --- | --- | --- |
| * **Bishop**   Name: | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Canon for Stewardship/Administration**   Name: | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Assistant to the Bishop**   Name: | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Assistant to the Canon**   Name: | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Diocesan Disaster Coordinator**   Name: | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Communications Director**   Name: | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |
| * **Other**   Name: | Address: |  |
| Office Phone: |  |
| Cell Phone: |  |
| Home Phone: |  |
| Email: |  |

## Church Staff Contact Information

Instructions: Make this contact information available to your parishioners.

|  |  |  |
| --- | --- | --- |
| * **Role/Job Title:**   **Name:** | Address: |  |
| Home Phone: |  |
| Cell Phone: |  |
| Email: |  |
| Emergency Contact:   * Relationship: * Phone: |  |
| * **Role/Job Title:**   **Name:** | Address: |  |
| Home Phone: |  |
| Cell Phone: |  |
| Email: |  |
| Emergency Contact:   * Relationship: * Phone: |  |
| * **Role/Job Title:**   **Name:** | Address: |  |
| Home Phone: |  |
| Cell Phone: |  |
| Email: |  |
| Emergency Contact:   * Relationship: * Phone: |  |
| * **Role/Job Title:**   **Name:** | Address: |  |
| Home Phone: |  |
| Cell Phone: |  |
| Email: |  |
| Emergency Contact:   * Relationship: * Phone: |  |

## People with Financial Authorization Approval

Instructions: Keep a copy of this information in a safe place off-site.

|  |  |  |
| --- | --- | --- |
| * **Name** | Phone: |  |
| Email: |  |
| Address: |  |
| * **Name** | Phone: |  |
| Email: |  |
| Address: |  |
| * **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 Synod or 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 might 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 Synod or Diocesan office – in case yours are lost.

Partner Congregation – Local

|  |  |
| --- | --- |
| **Partner Congregation:** |  |
| **Contact Person** |  |
| * **Landline:** |  |
| * **Cell Phone:** |  |
| **Address:** |  |

Partner Congregation – Outside your area

|  |  |
| --- | --- |
| **Partner Congregation:** |  |
| **Contact Person** |  |
| * **Landline:** |  |
| * **Cell Phone:** |  |
| **Address:** |  |

## 

## Outside Users of the Building

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Group** | **Contact** | **Phone** | **Email** | **Building Use** |
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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. TK, “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](http://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

First 10 steps: *What are the first things that need to happen? By when do they need to start? And who is in charge? NOTE: Replace these example steps with your own.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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

First 10 steps: *What are the first things that need to happen? By when do they need to start? And who is in charge? NOTE: Replace these example steps with your own.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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** |
|  |  |
|  |  |
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|  |  |

Initial Response for

Local Emergencies with Warning

First 10 steps: *What are the first things that need to happen? By when do they need to start? And who is in charge? NOTE: Replace these example steps with your own.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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** |
|  |  |
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Initial Response for

Local Emergencies with No Warning

First 10 steps: *What are the first things that need to happen? By when do they need to start? And who is in charge? NOTE: Replace these example steps with your own.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **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** |
|  |  |
|  |  |
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|  |  |

**Appendix 1**

Bishop O’Neill and Bishop Gonia have asked each parish and/or ministry to develop a safety plan for their facilities and participants. It is our desire that all participants in a ministry setting may have a safe place to attend.

While not every scenario can be anticipated and planned for, the following list gives each ministry, regardless of size, items that can be included in a preparedness plan of action. A minimum goal in the plan should include five main functions: To

* Prevent
* Protect against
* Mitigate the effects of\
* Respond to
* Recover from

those threats that pose the greatest risk. Each ministry site may use this list to develop a safety plan that is reflective of the facility size and ministry type and average number of participants.

1. **Develop a Safety Coordination Team**

This team would create a safety plan for the ministry site and oversee its implementation, which would include training of safety personnel and informing the ministry participants of the safety plan.

1. **Create a Safety Plan Document**

The following lists items that should be included:

1. Medical Emergencies and First Aid Treatment*(Medical emergencies are the most probable and include heart attacks, strokes, fainting, seizures, concussions, broken bones, burns, bites, and abnormal pain.)*
   1. General Instructions (who does what where, and for what emergency procedures)
   2. First Aid Kits *(locations in the building for each of the largest areas people congregate)*
   3. AEDs *(locations in the building for each of the largest areas people congregate)*
   4. Medical Emergency Action Steps *(basic first aid steps)*
2. Fire and Hazardous Materials Incidents
   1. Planning Activities *(who does what where to prevent fires, to protect people, to initiate and lead people to a designated evacuation point, and to mitigate fire as possible)*

(Appendix 1, continued)

* 1. Response Activities *(who calls whom to report, who notifies people nearby to evacuate, types of fires and simple action steps to extinguish or to contain a fire)*
  2. Fire Extinguisher locations, use and annual certification *(adequate number and types, how they are used for what type of fire, who is responsible to see that each extinguisher is annually certified)*
  3. Fire Alarm Information *(locations)*
  4. Types of Fires: *Consider types of situations, such as*

Building fire when building is closed

Building fire when building is open

Building fire during services

Hazardous materials incident

1. Weather Related Hazards (Weather hazards include the possibility of tornadoes, blizzards, ice hazards, high winds, hail and severe thunderstorms and flooding)
   1. Tornado *(location of safe places within the building)*
   2. Winter Weather *(plans for supplies needed within the building in case of weather caused need to stay in the building; including plans for equipment needed to provide minimal heating)*
   3. Thunderstorms, Lightning, and Flash Floods *(radio notification site and monitor, notification to people within the building, evacuation plan for flash floods and assembly point plans)*
2. Human Caused Threats (Security incidences include a suspicious or violent intruder within the church or grounds, a bomb threat, and any adult misconduct or abuse of children or other adults.)
   1. Threatening or Violent Behavior *the risk of human induced events that adversely affect people or property (intrusion of unauthorized personnel, theft, sabotage, assault, etc.)*
   2. Inappropriate Behavior Towards Children *behavior that threatens children physically and/or emotionally or the unauthorized abduction of a child*
   3. Bomb Threat *postal mail, email, or phone call threatening a bomb*
   4. Suspicious Mail or Package *(locating mail or packages from an unknown source, or a known threatening source with the potential of physical threat*

(Appendix 1, continued)

1. Functional Checklists*develop specific check lists of response to any of the above and/or the prevention steps (see St. Gabriel’s extensive check lists at* [*http://www.dioco.org/disaster-preparedness.html*](http://www.dioco.org/disaster-preparedness.html)*)*
2. Shelter In Place describes safe locations within the building or property and routes to get there.
3. Evacuation how to evacuate the building or property and where to locate.
4. Lockdown describes what events would require locking the building to prevent unauthorized entrance or unauthorized removal of a child.
5. Church Security describes necessary steps to evaluate the building and property for the security of people present and/or to prevent security risks.
6. Utility Outages*who is authorized and trained to operate utilities*
   1. Emergency Gas Shutoff *location and step-by-step instruction to turn off gas supply*
   2. HVAC Shutoff Procedures and Recovery*location and step-by-step instruction to turn off or on HVAC to keep air flow from distributing noxious or threatening odors/gases or to provide fresh ventilation.*
7. General Information listing of leadership within the ministry with contact information
8. Community Resources and Contact Information *police, fire, ems, utilities, etc.*
9. Additional Disaster Related Resourcescommunity resources, faith based community organizations or ministries
10. Locations of Important Controls and Documents *bbbxxx*
11. Floor Plans with Emergency Information and Locations of Equipment
12. Assembly Areas and People Check Plans
13. **Select and train individuals in basic safety procedures** *(e.g. first aid, CPR, use of AEDs, Heimlich maneuver, safety awareness)*
14. **Budget for and purchase items needed for safety**. *(Note: there are some grants available in the public sector for AEDs, smoke alarms)*

**Appendix 2**

## What next? Share Your Plan

When your first safety and disaster preparedness plan(s) are complete, it is important to share and communicate them. Note that no such plan is ever truly “complete,” in the sense that there are always new things to learn and incorporate.

Communication steps may include any or all of the following:

* Training your staff, lay leaders and congregation in safety procedures and protocols
* Training staff and/or members of the congregation in specific skills, such as CPR or the use of AED devices
* Discussing safety matters with all groups who make regular use of your facilities
* Discussing safety matters with the entire congregation
* Discussing preparedness plans and contingencies with all congregational leaders
* Keep copies of the Plan with some or all of the following:
  + Your congregation’s Disaster Response Team
  + Your clergy
  + Church Secretary/Administrator
  + Disaster Response Coordinator with the Office of the Bishop
* Build relationships with local authorities, and keep copies of the plan with
  + Local Fire Station
  + Local Police Station
  + Your local Partner Congregation
* Add your plan to your web site
* Establish a regular review process, to take place at least annually

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. [↑](#footnote-ref-1)