

# CHURCH DISASTER PREPAREDNESS CHECKLIST

## Primary Considerations

- a) Ensure documents (created in Steps 1-5 below) are accessible at all times
- b) Ensure all church leaders know where to find emergency information

## Step 1 – Basic Preparedness

- a) Establish a Disaster Planning Team for your Church Community
- b) Collect contact information for all people in your congregation
- c) Create a binder and digital documentation with crucial information about your congregation, church leadership, and community
  - ☐ Church Leadership
  - ☐ Conference Disaster Response Coordinator
  - ☐ Conference Minister and/or Associate Conference Minister
  - ☐ City/Town Emergency Management
  - ☐ Insurance Information
  - ☐ Asset list of church property
  - ☐ Utility Information
  - ☐ Preferred Church Repair Contacts
  - ☐ Contact Information for Nearby Churches

## Step 2 – Preparing your Church Community

- a) Create a communications plan for your Church in the event of a disaster

## Step 3 – Preparing your Church Building

- a) Post Emergency Phone Numbers and the Church's address by each exit
- b) Church Infrastructure Assessment
- c) Make sure your building is prepared for storms
- d) Conduct a Houses of Worship Security Self-Assessment
- e) Create a church evacuation plan and test it

## Step 4 – Continuity of Operations

- a) Make a list of the current ministries/activities your church has and determine if/how they will continue during a disaster

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## Step 5 – Further Planning

- a) Training
- b) Install Solar Panels or Generators
- c) Encourage the disaster planning team to take emergency response training, such as, Community Emergency Response Team (CERT) training (Volunteer Louisiana is your state resource for this training, email [volunteerlouisiana@crt.la.gov](mailto:volunteerlouisiana@crt.la.gov)), first aid training, CPR, AED Training
- d) Compile a 3-day supply of sustainable foods, water, and other emergency supplies
- e) Contact the local American Red Cross chapter to get certified as shelter volunteers
- f) Asset list of church inventory

## Primary Considerations

- a) Ensure documents (created in Steps 1-5) are accessible at all times

It is essential to make sure that you have access to your church's disaster response plan at all times. It must be accessible to people who are physically located inside the church building, as well as those who are not.

Just as you make multiple copies of your church keys, please make sure to keep multiple copies of your disaster plan. You could plan to exchange preparedness plans with another local church, so you each have access to the other's plan.

It is also recommended that you store a digital version of the plan in the cloud. This could be done in OneDrive, SharePoint, Google Drive, or a password-protected part of the church's website, depending on the software available to you and your church. It is important to keep in mind that there needs to be access to multiple people.

- b) Ensure all church leaders know where to find the plan

Please make sure that all church leaders know where to find a copy of the disaster preparedness plan.

It may be helpful to dedicate a few minutes at an annual meeting to discuss the changes that have been made to the plan in the past year, as well as ensuring that those who are newly elected to church leadership know where to locate the plan.

## WORKSHEET 1 – DEFINING MISSIONS & ROLES

(One per participant or small group – please print clearly)

Group/Church / Organization Title: \_\_\_\_\_

Primary Contact & Phone/Email: \_\_\_\_\_

Other Key Contacts: \_\_\_\_\_

Existing Services: (check all that apply)

- ☐ Feeding Program
  - ☐ Food Pantry
  - ☐ Counseling / Spiritual Care
  - ☐ Repair / Rebuilding
  - ☐ Health Services
  - ☐ Clothing Closet
  - ☐ Language / ESL Support
  - ☐ Other: \_\_\_\_\_
- \_\_\_\_\_

Facilities Available: (check all that apply)

- ☐ Kitchen Facility
- ☐ Gym/Hall/ Multipurpose Space
- ☐ Sleeping Space
- ☐ Storage Space
- ☐ Parking Lot/Outdoor Space
- ☐ Showers/ Laundry
- ☐ Classrooms/Meeting Rooms
- ☐ Other: \_\_\_\_\_

Future Interests/Willingness to Learn: (check all that apply)

- ☐ Disaster Relief Training ☐ Shelter Operations ☐ Volunteer Management
- ☐ Donations Management & Volunteer Training ☐ Shelter Volunteer Training
- ☐ Other: \_\_\_\_\_

Notes on Current Capabilities or Gaps: