CHURCH DISASTER PREPAREDNESS CHECKLIST

__ 1. Church Disaster Response Coordinator(s) or Team (3 year terms)

__ 2. Church Directory updated at least quarterly. (including emails?)

__ 3. Current list of Church members. (Those with special needs noted?)

(Available online or offsite?)

__ 4. Current insurance information saved in multiple locations?

__ 5. Financial & Sessions records saved electronically with backup in multiple locations, including offsite?

__ 6. Inventory of physical plant, updated annually. Video?

__ 7. Contact Red Cross in case the Church wants to become a shelter or point of distribution?

__ 8. Contact local EMA re: possible disaster scenarios and plans.

__ 9. Share emergency & disaster information with congregation.

__ 10. Develop a communication system within the Church (i.e. phone tree, Shepherds, etc).

__ 11. Familiarize the Church & session with Presbyterian Disaster Assistance and the Presbytery's Disaster Preparedness and Response Commission (DPRC).

__ 12. Advise the DPRC of the church point of contact for disaster. (Note: this should not be the pastor.)

__ 13. Advise presbytery of any Church member(s) that may want to help with the presbytery's DPRC.

__ 14. Ensure all the above information is reviewed at least annually and updated if needed.

__ 15. Ensure a copy of the church plan and necessary records are located at the presbytery office.