

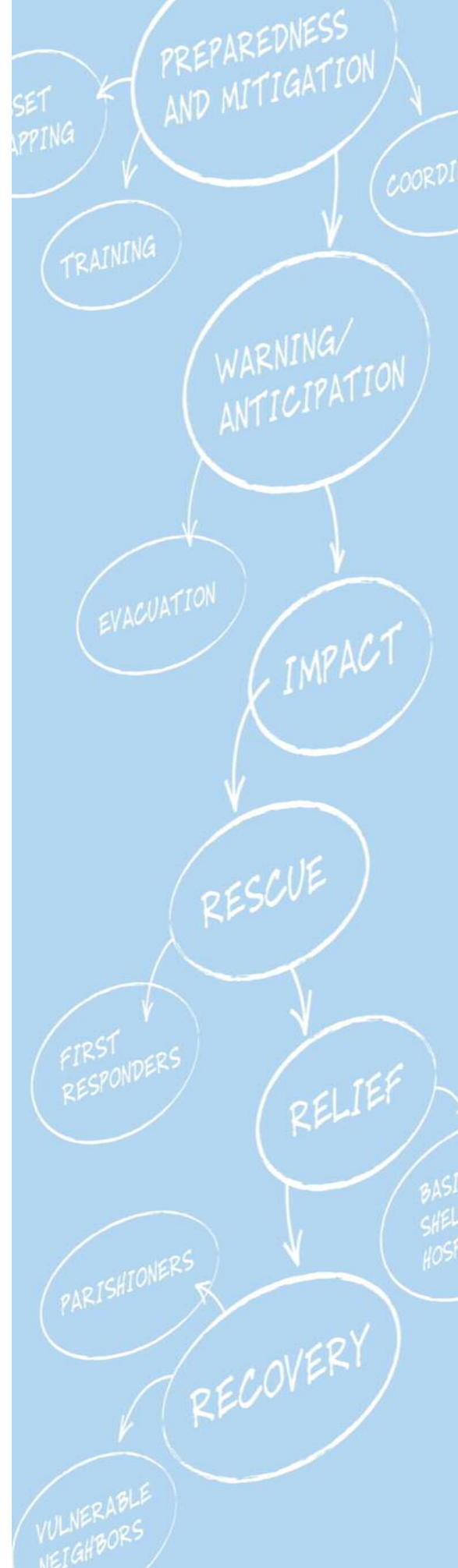


Episcopal
Relief & Development

U.S. Disaster Program

Preparedness Planning Guide For Congregations and Parishes

(Bronze Level Version)



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

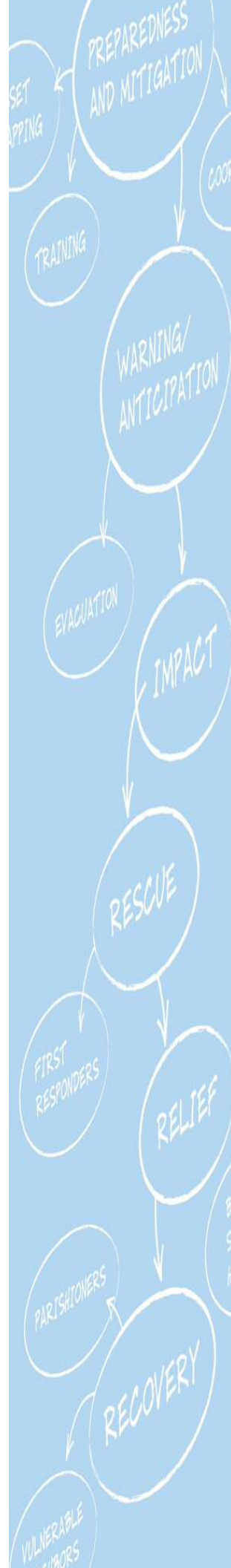
This work owes special thanks to:
Karin Hamilton and her committee in the Diocese of Connecticut
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Ryan Velasco
The Rev. Paul Wehner

and

Participants of the Disaster 101 Training in the Diocese of Olympia

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St Matthew's Congregational Disaster Plan

• Congregation/Church:	St Matthew's Church
• Phone:	480.899.7386
• Address:	901 W Erie St, Chandler, AZ
• Website:	www.saintmatthewschurch.org
• Rector:	Fr Dominic Moore
• Assistant:	Mthr Deby Adinolfi
• Congregational Disaster Coordinator	Steve A.
• Cell-phone:	
• email:	
• Diocesan Disaster Coordinator:	Nicole K.
• Cell-phone:	
• email:	
• Date of Completion:	18-Mar-2015, Rev 02 05-May-2015, Rev 03
• Scheduled Review:	23-Apr-2016

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. For addresses, see church directory.

Congregational Disaster Coordinator:	• Landline:	Steve A.
	• Cell Phone:	
	• Email:	
• Name: Helen A.	Role/Designated Tasks:	Assistant coordinator
	Address:	See directory
	Landline:	
	Cell Phone:	
	Email:	
• Name: Virginia S.	Role/Designated Tasks:	Team member, Faith Community Nursing liaison
	Address:	See directory
	Landline:	See directory
	Cell Phone:	
	Email:	
• Name: Mike G.	Role/Designated Tasks:	Team member, Boy Scouts connection
	Address:	See directory
	Landline:	
	Cell Phone:	
	Email:	
• Name: Steve F.	Role/Designated Tasks:	Team member
	Address:	See directory
	Landline:	See directory
	Cell Phone:	
	Email:	
• Name: Erin G.	Role/Designated Tasks:	Team member, Wellness liaison
	Address:	See directory
	Landline:	See directory
	Cell Phone:	
	Email:	
• Name: Jeff G.	Role/Designated Tasks:	Team member, Junior Warden
	Address:	See directory
	Landline:	
	Cell Phone:	
	Email:	
• Name: Cynthia S.	Role/Designated Tasks:	Team Member
	Address:	See directory
	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.
DOK	Sandy B.	Broad access to women of all ages with prayer chain contact
Lay Eucharistic Ministers	Larry S.	Difficulty evacuating. Medical conditions. LEMs have phone list
Sacristans	Elenor S.	Valuable and vulnerable assets
Music	Rachel S.	Valuable and vulnerable equipment
Children ministries	Deanna F.	Vulnerable young people
Youth ministries	Kadi S.	Vulnerable young people. Labor force
Girl Scouts	Molly A.	Vulnerable young people. Learning preparation skills
Boy Scouts	John L.	Vulnerable young people. Learning preparation skills
Nursery	Malinda A.	Very young and vulnerable people
Faith Community Nursing	Erin G.	Difficulty evacuating and medical conditions for some
Other		

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:	[private]
• Policy is with:	[private]
Phone:	[private]
Address:	[private]
• Agent:	[private]
Phone:	See above
Address:	[private]
• Original Policy is kept:	[private]
Address:	
• Copy of policy is kept offsite:	
Address:	
• Policy Type:	[private]
Total Value:	
• Policy covers:	[private]
• 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 (Insurance)	
• Where:	<i>Diocese has a copy</i>
• Who:	Vicki H.
Phone:	
Cell:	

Diocesan Contact Information

Instructions: Populate table for Arizona Diocese.

<ul style="list-style-type: none"> • Bishop Name: Kirk S.	Address:	114 W Roosevelt St, Phoenix, AZ
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Canon for Stewardship/Administration Name: Cathy B.	Address:	Diocese
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Canon to the Ordinary Name: Megan T.	Address:	
	Office Phone:	Diocese
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Canon for Finance Name: Vicki H.	Address:	Diocese
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Diocesan Disaster Coordinator Name: Nicole K.	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Communications Director Name: Nicole K.	Address:	Diocese
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	
<ul style="list-style-type: none"> • Other Name:	Address:	
	Office Phone:	
	Cell Phone:	
	Home Phone:	
	Email:	

Appendix: Table of Contents, All Versions

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References and Training

Entity	Link	Comment
CERT (Community Emergency Preparedness Team)	www.chandlercert.org certcomm@gmail.com	Local training organization. Free of charge, open to Chandler residents. Next class May 2+
First Aid, CPR, AED training		Erica is available from ASHTI Next class TBD
Disaster and Emergency resources	www.episcopalrelief.org (resource library) www.fema.gov www.ready.gov www.redcross.org	Published materials
AED Training	https://www.youtube.com/watch?v=3trpw_We0UQ	Try this link and others on YouTube for AED, First Aid and CPR overview

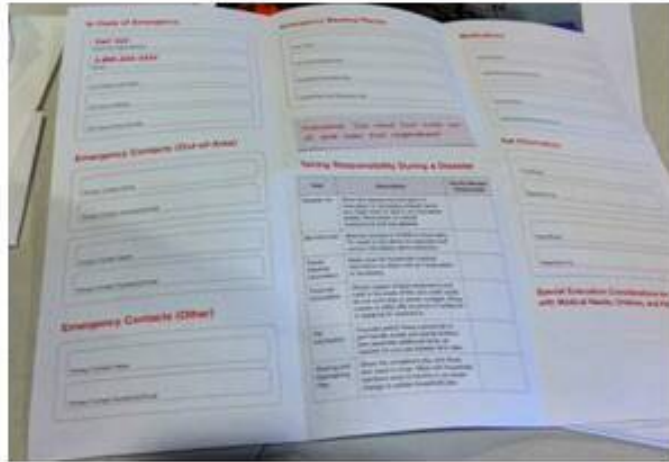
Actions, Plans and Ideas

- Designate an assembly/evacuation area (basketball court) (16-Mar-2015)
- Establish an emergency supply of water bottles (rotating) and water filter (example Sawyer H2O purifier) (check with Vestry) (could be a boy scout project)
- Develop site plan. To include locations of AEDs, first aid kits, fire extinguishers, panic buttons, circuit panel, security panel, entry and exits. (16-Mar-2015 draft)
- Create placards for certain rooms (get Wayne N. feedback). To include action list for response to:
 - Flooding
 - Power blackout
 - Dust storm (high winds)
 - Lock down
 - Medical Emergency
- Create link on church website that leads to this document, and a schedule of training opportunities (and meeting/training schedules) (determine who is web designer)
- Assess vulnerable assets (16-Mar-2015) (Sacristy items, music equipment, computer and other tech equipment)
- Find out sprinkler situation
- Determine if the Holy Trinity Lutheran Church is interested in a reciprocal agreement (for example, service relocation after storm damage)
- Determine if there are any other services we might offer the local community in a time of emergency? (shelter, point-of-distribution, water filtering, etc.)
- Next meeting – 11-May-2015

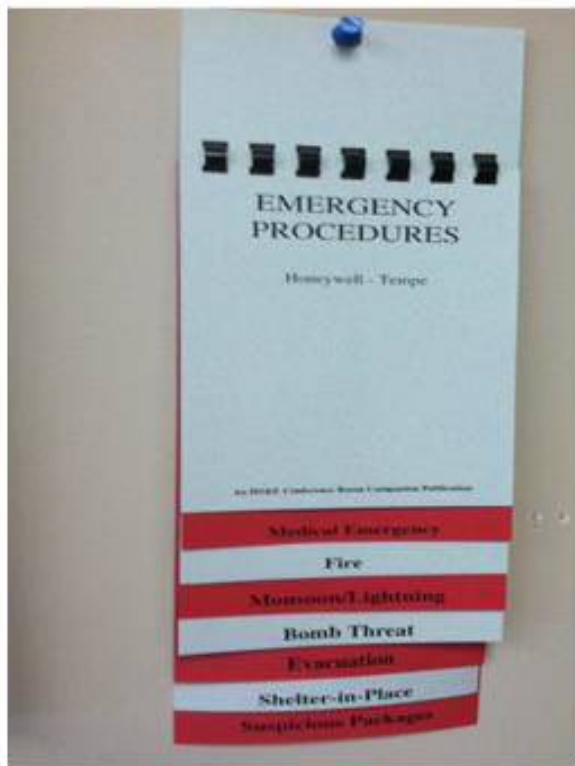
Present Emergency Assets at St Matthew's (we are doing quite well)



Literature reminders and other aids



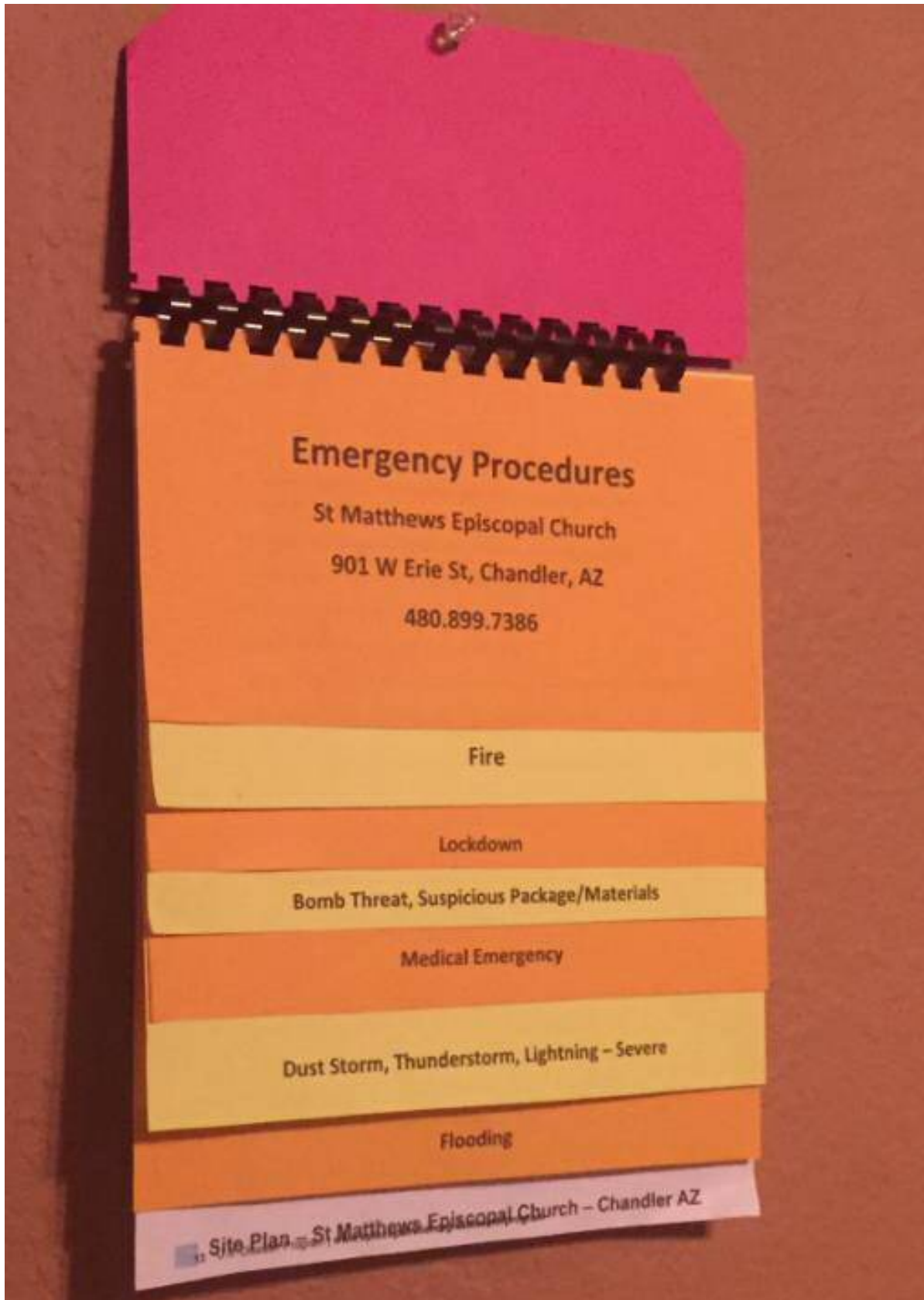
Commercial sector placards



Slip and trip prevention



Our Placard to be hung in several rooms



Site Plan – St Matthews Episcopal Church – Chandler AZ

