



MNUCC: When Disaster Strikes Planning Ahead for Safety and Response

Congregation Disaster Preparedness Plan Planning Worksheet

Minnesota Conference, United Church of Christ Congregation Disaster Planning Worksheets

This worksheet accompanies the “United Church of Christ Local Church Disaster Preparedness and Response Planning Guidelines.” Read the guidelines before you start your plan to get an understanding of what you need to do to identify your needs, prepare, and respond. The guideline document is available on the National UCC website http://www.ucc.org/disaster_national-disaster-resources.

The worksheet is a tool for recording the information you need to have on hand and available in the event of a disaster. The Planning Guidelines document takes you through all of the phases of a disaster: from Warning through Recovery and Reconstruction. The worksheets are limited to planning and the initial steps of recovery.

Starting with Section C in the guidelines if you are asked to identify resources or information the worksheet has abbreviated questions and a space for the information. Because not all of the items in the guidebook ask you to record information, the numbers in the guidebook and worksheet do not align.

Not all of the questions or sections in the worksheet will apply to all congregations and you may add any information needed. This worksheet is for small and medium sized churches. Larger churches can use this worksheet but may have additional requirements, especially if they are located in larger urban areas.

Remember, this is your plan. You can add any information you think is needed and omit any questions that do not apply to you, and format it in any way that is helpful for you.

Other documents and tools to help you develop your plan are available on the “Disaster Preparedness” page of the MNUCC website: <http://uccmn.org/resources/disasterpreparedness/> and on the National UCC Disaster Ministries website: http://www.ucc.org/disaster_national-disaster-resources, as well as <http://www.fema.gov>, <http://www.redcross.org>, and many other internet resources.

To be effective, your plan must be reviewed and updated regularly and everyone made aware of the plan and what they are expected to do.

Congregation Disaster Preparedness Plan

Congregation:

Address:

Phone:

Email:

Date Plan Completed:

Plan Review Schedule:

Dates of Plan Review:

Preparing for a Disaster/Congregation Information

Meeting location for key church members (disaster team, council, deacons, etc.):

Secondary meeting location:

Primary decision maker and spokesperson (authorized to invoke this plan):

Name:

Contact information:

Secondary decision maker and spokesperson:

Name:

Contact information:

Member contact plan (phone trees, e-mail, text, personal contact, social media sites):

Remember: phone lines and cell phone service may not be available. If you do not have a member-only social media site or a member section on your social media site, you may want to set one up.

Financial Asset Information DO NOT INCLUDE SECURE INFORMATION

- Bank account and investment accounts and person(s) who have authorized access to funds.
- Loan or Other Liabilities: Accounts and regular payment information and person(s) who have authorized access to accounts.
- Source of emergency funding to secure the church if necessary (board windows, cover roof, etc.) This may be a credit card, line of credit, bank account information and how to access the funds when needed.

Local Emergency Organizations and Contact Information

Remember: Always start at the local level and make sure you have prior agreement with the local emergency organization before setting up services or responding. Coordinate with your local emergency planning group to determine requirements and how you can support response and recovery in your community.

Coordinate with these organizations to find out when and how they should be contacted to request or offer help

Local emergency coordinator or director

Organization:

Name:

Contact Information:

If there is no local emergency planning group, contact your county Emergency Manager. Contact information is on the Minnesota Department of Public Safety website:
<https://dps.mn.gov/divisions/hsem/contact/Pages/county-emergency-managers.aspx>

Determine in advance if your church be used for emergency shelter, post-disaster shelter, community kitchen/feeding site, distribution facility, equipment parking/staging.

Services that Can Be Provided by Your Church

Service

Agreed by (church officer and local emergency officer)

Date agreed

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Preparing for a Disaster/People

1. Location of member/staff directory
 - a. Printed copy
 - b. Electronic copy
2. Members with special needs (update as new members join the church or as members leave the church).
3. Member location map (neighborhoods or communities with clusters of members) and set up contact groups.
4. Contact leaders for each neighborhood or community group.
5. Members with special skills, such as first aid or CPR or CERT training (Community Emergency Response Training). See CERT training information at www.citizencorps.gov.cert
6. Members with special equipment such as chain saws, large trucks, front loaders that may be used to remove debris. This group may be asked to help clean up, remove minor debris, or assist members to secure their homes.

7. Members with RVs, trailers or mobile homes that might be available for emergency housing.

8. Ministries within the church

Ministry

Contact person(s)

Contact information (phone, email, other)

Ministry

Contact person(s)

Contact information (phone, email, other)

Ministry

Contact person(s)

Contact information (phone, email, other)

Ministry

Contact person(s)

Contact information (phone, email, other)

9. Contact information for outside groups that use the facility:

Group

Contact person(s)

Contact information (phone, email, other)

Group

Contact person(s)

Contact information (phone, email, other)

Group

Contact person(s)

Contact information (phone, email, other)

Preparing for a Disaster/Property

1. Inventory of church property, including furnishings and equipment and any items with specific value, such as stained-glass windows, artifacts, etc. If possible, video the exterior and interior of the building and include with the inventory. Be sure a copy is stored off-site. (Inventory worksheet is in the appendix to this document.)

Location of back up inventory record: _____

2. Insurance information:
Company and agent and contact information

Policy number

3. Identify alternate phone number(s) for reaching key church personnel.

Name _____ Position _____ Alt number _____

Name _____ Position _____ Alt number _____

Name _____ Position _____ Alt number _____

Name _____ Position _____ Alt number _____

4. Persons responsible for assessing property needs or damages and areas of responsibility. (This may be the church members or staff persons in charge of various areas in the church: grounds, worship space, kitchen, classrooms, mechanicals, etc.)

Name _____ Area _____ Alt number _____

Name _____ Area _____ Alt number _____

Name _____ Area _____ Alt number _____

Name _____ Area _____ Alt number _____

5. Back up all church records, including those maintained by volunteers and store at least one copy offsite. Update as needed. Suggested options:
 - Back up external data drives that will hold up to 5 TB of data. Available from most electronics retailers. Backups need to be done manually at least monthly and the external drive stored offsite. It is recommended to have two external backup drives so one is stored offsite while the other is being updated.
 - Back up to the “cloud”. This is a subscription option and back up frequency can be ongoing (everytime the internet is accessed) or scheduled. Data from your hard drive and your internet files are automatically stored for you and is accessible from any computer.

Date of last back up

Location(s) stored or backup internet address and how to access.

6. Access information for updating your website and social media sites. At least two people should have access information. Take appropriate care with IDs and passwords.

7. Develop or review your building evacuation plan and post in the church in each office or classroom. Identify a “Safe Room or Shelter” within the church. If you do not have an evacuation plan or shelter location, contact your local fire department for help in developing one.

Date last reviewed:

8. Important phone numbers. Post these numbers by each phone in the church. Include necessary identifying information for your building (legal address, other needed information).

Fire/Police/Sheriff

Gas

Electric

Water

Responding to a Disaster/People

RULE #1: DON'T GO TO THE DISASTER SITE UNTIL CALLED.

RULE #2: DON'T SEND ANYTHING UNTIL IT IS REQUESTED.

One of the most difficult challenges for the emergency operations officers is dealing with untrained people and crowds and unsolicited goods. Work with your local emergency management organization to determine how and when you can be most effective.

1. Contact as many members as possible to determine impact and if anyone needs assistance. Report injuries, people needing assistance, or any members you are not able to contact to the appropriate authorities at the scene. Be mindful of those who are physically OK but may need support dealing with the situation and the stress.
2. Provide help to members. **NOTE**, if this is an area-wide disaster, do not go into impacted areas until local, state, or federal authorities have cleared the area or given permission to enter. **DO NOT PUT YOURSELF AT RISK.**
3. Pastor or approved spokesperson: Notify the state conference office and ask them to notify the Conference Minister and the Disaster Coordinator. Phone: 612-871-0359.

Responding to a Disaster/Property

Building is occupied:

1. Notify fire or police, turn off gas and water, and electric.
2. Evacuate or shelter-in-place following the evacuation and shelter plans and the direction from local authorities.
3. Provide first aid as needed to persons in the building or evacuated.

Building is not occupied:

1. Do not enter the building until access is cleared by proper authorities.
2. Notify key staff and members to meet at alternate meeting location.

When you can access the building:

1. If not already done, shut off power, gas, water if it presents a risk or further damage.
2. Conduct damage assessment (contents). Structural damage assessment may require skilled engineers or other professionals.
3. Contact your insurance agent. Accompany the agent or adjustor on the tour of the church to assess for any claim. Notify the Conference Office that you have contacted your insurance carrier.
4. Make emergency repairs to prevent further damage if possible. Roof tarps, cover broken windows, etc. This can be done before the insurance carrier is contacted. Keep records of what was done and the amount of money spent.

If your church is going to be used for post-disaster shelter, feeding site, distribution, equipment and supplies storage, coordinate with the local/state/federal agencies and designated volunteer agencies. Do not operate independently.

Inventory Worksheet

Note items of special value that should be moved to a secure place if the building is threatened.

Item	Location	Serial Number/ ID	Purchase Cost	Purchase Date	Value	Vendor	Service Contract Number

Vendor and Service Contacts (Add as needed)

Vendor

Item Supplied

Contact information
 Representative
 Phone
 e-Mail

Contract or purchase information

Vendor

Item Supplied

Contact information
 Representative
 Phone
 e-Mail

Contract or purchase information

Damage Assessment Checklists

For each key area, document the steps to assess damage and requirements to secure the area.