

## **Disaster Preparation Checklist for the Local Congregation**

1. Congregational Disaster Response Coordinator(s) selected and trained. (3 year term)
2. Congregational Directory updated at least quarterly. (Including e-mail addresses.)
3. List of congregational members with special needs noted and updated annually
4. Insurance Policies reviewed annually and saved in multiple locations.
5. Financial and Session records saved electronically and stored in multiple locations monthly.
6. Inventory of physical plant made and updated annually. Video record recommended.
7. Consultation with local ARC and EMA re: possible shelters in the area.
8. Consultation with local EMA re: possible disaster scenarios. Develop plans for each.
9. Share emergency kit information with congregation. Kits can be assembled and distributed by groups within the church to elderly and special needs congregation.
10. Coordinate with local/state VOADs to ascertain response partners and roles of each.
11. Determine if the physical plant can be used as an emergency shelter, point of distribution, etc.
12. Develop a communication system within the congregation (i.e. phone tree, Shepherds, etc.)
13. Familiarize the congregation with Presbyterian Disaster Assistance and the Disaster Response Ministry of the Synod of South Atlantic.
14. Subscribe to Mission Mosaic (free) from PDA.
15. Help create a network of response throughout the Presbytery.

Questions or Concerns?

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