



## **Disaster Ministries**

North Carolina Conference

THE UNITED METHODIST CHURCH

# **LOCAL CHURCH PREPAREDNESS AND DISASTER PLAN TEMPLATE**

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This disaster plan template should be adapted as needed for each individual congregation to reflect the size, composition, needs, and resources of the church. Complete this template provided by e-mail and mail so that there is some conformity and ease of finding information efficiently in a major disaster. You may already have an up-to-date plan in another form. If so, please submit the plan to the NC Conference, your District Office, and your District Disaster Response Coordinator.

**For any questions about the form or for help completing the plan, please contact Disaster Ministries at [disaster@nccumc.org](mailto:disaster@nccumc.org) or 888-440-9167.**

**DROUGHT | EARTHQUAKE | EXTREME COLD | EXTREME HEAT | FLASHFLOOD | FLOODS | HURRICANE |  
LANDSLIDE | NO CLEAN WATER | NO EMERGENCY HELP | PANDEMIC | POWER OUTAGE | TERRORISM |  
TORNADO | WILDFIRE | WINTERSTORM**

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# I. INTRODUCTION

**The North Carolina Annual Conference Disaster Response Committee urges every local congregation to put into *effect* a “Disaster Plan of Action” to be implemented in the event of a disaster of any kind that may affect its parishioners and parish.**

Parts of the plan will include the organization for a disaster response planning team, what the church can provide to its members, what the church’s resources are, what external resources are available, and what the church can do for the community.

Smaller churches may not have the resources to minister to the community, so this disaster plan may only need basic information. Larger churches may adopt a commitment to the community if a disaster strikes and have a plan that establishes Community Emergency Response Teams, Early Response Teams, and Recovery/Reconstruction Teams.

This guide is designed to assist you in preparing a basic disaster plan for your local church and is prepared in Microsoft “Word” and is intended as a template for the local church to edit and use.

1. Disaster response is a ministry opportunity for the church. As with all ministries, it is very important to have the agreement and support of the local church leadership in developing this ministry.
2. The disaster response ministry needs to support the mission and vision of the church.

## **Disaster Recovery Ministry: Caring for People, Church Facilities, Communities, and Others**

### **Introduction**

1. This guide is designed to assist you in preparing a disaster plan for your local church. When a church knows in advance how they will protect church property and care for their people in the event of a disaster, they are better prepared to minister to their community.
2. Depending on the size and needs of your church and community, you may want to expand the scope of your plan to include details not covered by this guide.
3. Please email a copy of your completed disaster response plan to your **District Disaster Coordinator** and to the Disaster Response Committee at [disaster@nccumc.org](mailto:disaster@nccumc.org), so all the churches in your district and the conference are connected in the event of a disaster.

## Purpose

### To Establish a Local Church Disaster Preparedness and Response Plan.

1. Disasters happen! The purpose of this guide is to assist your church in developing a preparedness disaster response plan to deal with any major catastrophic event impacting your community.
2. The Planning Team will design a disaster preparedness and response plan specific to the needs and requirements of the local church, including suggestions for:
  - Who should be involved in the preparation of the church facilities prior to disaster.
  - What should be done to secure the church facilities based on the type of disaster approaching (if known ahead of time).
  - How the church will care for the congregation during and after a disaster.
  - How existing resources in the church can be used during and after a disaster.
  - How the church will serve the community before, during, and after a disaster.

## Organization

### Your Church Disaster Planning Team

The pastor can identify a team leader who then recruits a team. The local Church Disaster Planning Team leader should **NOT** be the pastor. The pastor should be free to minister to those suffering from the disaster, not coordinating a recovery effort. The church governing body may also appoint a team leader.

Suggested team positions:

- **Disaster Team Leader**
- **Volunteer Coordinator**
- Trustee Representative
- Finance Representative
- Pastor
- Secretary/Records Keeper
- Representatives from other vital areas of the local church (e.g. UMW, UMM, Community Outreach, Prayer, Missions)
- Donations Manager

### Disaster Team Leader

The Local Church Disaster Team Leader should have access to keys for the facility and an intimate knowledge of the facility layout, as well as a general knowledge of the community.

The Local Church Team Leader should be

1. Flexible
2. Detail-oriented and self-motivated
3. Able to work well with various people in difficult situations
4. Able to work nearly full-time during a disaster

The Local Church Team Leader is responsible for:

1. Ensuring that the church has a plan for disaster
2. Coordinating activities during a disaster
3. Participating in local disaster organizations such as: VOAD (Voluntary Organizations Active in Disaster) and COAD (Community Organizations Active in Disaster), CERT (Community Emergency Response Teams), or Ham Radio Groups
4. Helping your church to decide their role in the local community during a disaster
5. Coordinating disaster trainings for the church
6. Coordinating with the District Disaster Response Coordinator (DDRC), or the North Carolina Conference Disaster Response Coordinator, if the DDRC (District Disaster Response Coordinator) is unavailable.

The Team Leader will meet with the DDRC and other local church Disaster Team Leaders to establish roles and responsibilities during a Disaster. The Local Church Team Leader is the point person during a disaster and will work very closely with the Volunteer Coordinator/On-Site Manager.

### **Volunteer Coordinator/On-Site Manager**

The Volunteer Coordinator is a key position in disaster planning and response. The Volunteer Coordinator will collaborate closely with the DDRC during a disaster. In some cases, the DDRC may act as the On-Site Manager/Volunteer Coordinator.

The role of the Volunteer Coordinator is to develop a plan for managing volunteers, and may include:

- Recruiting/Receiving
- Coordinating Volunteer Housing
- Training
- Supervising
- Organizing
- Logging volunteer hours
- Recognizing volunteers

### **Trustee Representative**

The trustee representative will supervise all facility preparations before a known disaster strikes.

This does not mean this position will perform all necessary tasks. This person will serve as the lead contact for varied types of activities involving the church's facilities in an emergency.

### **Other Team Members**

- The Finance Representative is responsible for maintaining records of all funds raised and donated for the church Disaster Planning, Preparedness, and Recovery Plan.
- The Pastor is responsible for using his/her skills engaging in pastoral care to meet the needs of persons in the church and in the community.
- The Secretary/Records Keeper is responsible for
  - a. Ensuring meetings are effectively organized and for keeping minutes
  - b. Maintaining effective records and administration
  - c. Upholding the legal requirements.
- Representatives from other vital areas of the local church (e.g. UMW, UMM, Community Outreach, Prayer, Missions) – this is to enlist committee members to ensure a balance of representation and to gain additional spiritual gifts and interests.

- The Donations Manager provides transportation and material movement of donated goods and/or money. The person will spearhead donation drives for disaster supplies.

Other responsibilities may be assigned to team members according to their individual interest, expertise, or current area of church service. Some areas of responsibility may include:

- Staffing church telephones to answer inquiries
- Preparing a Telephone Tree and keeping it current
- Communicating with the congregation regarding emergency situations, evacuations, etc.
- Coordinating the protection of archival records and church data
- Coordinating the security of electronic equipment
- Identifying congregants with special needs (elderly, limited mobility, shut-ins, etc.)
- Identifying congregants with special skills/equipment (translation, Stephan Ministers, generator, 4-wheel drive vehicle, etc.)

## General Information and Suggestions

1. Disaster preparation activities include:
  - a. Helping prepare the church body and facilities for a disaster.
  - b. Helping the families in your community to be better prepared for a disaster using printed materials and training from local agencies such as The American Red Cross, your county Emergency Management Agency, and the North Carolina Conference of The United Methodist Church.
2. It is very important to document activities during the entire disaster planning process since the roles and responsibilities of the team and its members may evolve over time.
  - a. Information should include, but is not limited to, types of activities undertaken or not undertaken and why.
  - b. It is especially critical to keep a concise record of volunteer hours and activities during and after a disaster so that future disaster response and recovery efforts benefit from your experience.
3. It is important to decide the length of time Church Disaster Team members will serve. This can be a highly stressful job during disasters and experience is valued. However, members may need to rotate out more often due to the nature of the work. **All members should have trained backup in case they are unable to respond after a disaster.**
4. Teams should decide how often they will meet during the planning process, as well as after a plan is in place.
5. **It is important to be realistic in planning** for and protecting the community, church body, and facilities. **It is impossible for one church to “do it all” during a disaster.**
6. Recognize that many churches have historically participated in disaster relief activities in informal ways. Examples include:
  - a. Cleaning out homes after floods
  - b. Cooking food for disaster survivors
  - c. Distributing donated non-perishable foods, baby items, water, and ice
  - d. Providing for emergency expenses, etc.
7. Recognize which activities are already taking place at your church, assess their effectiveness, and include them in your formal plan.
8. Make arrangements for your pastor’s family during an emergency. Have someone assigned to make sure they are safe and secure, that they are being cared for. This is critically important for the church, because the pastor cannot provide the guidance necessary during the disaster unless his/her family is safe and provided for.

9. Your Staff-Parish Relations Committee will make arrangements for a place of rest for your pastor every two weeks at onset and then every four weeks after a disaster while your community responds, gives relief, and goes into recovery. You may want to suggest to your pastor that they wear a clerical collar or a stole (or some other indicative clothing) as an outward sign of their position. Allow them to be a physical presence and provide spiritual support to your church and to the community.
10. **Remember, your pastor can only support you and the community as necessary if he/she is given an opportunity to refresh with God after a disaster has occurred.**

## II. INFORMATION THAT MUST BE IN YOUR CHURCH DISASTER PLAN

Information entered into the following templates is essential in your Church Disaster Response Plan. This information needs to be readily available when a disaster strikes. Knowing and being able to communicate with key people within your congregation is of paramount importance both for your church and the DDRRC. When completed, these five items will be emailed to the North Carolina Conference at [disaster@nccumc.org](mailto:disaster@nccumc.org), and to your district office.

1. Local Church Information
2. Disaster Response Planning Team Members
3. Emergency Contact Information
4. Vendor
5. Asset Inventory Form

### Facilities Evacuation Plan

The evacuation plan should be in a presentation format and placed on the walls in strategic locations so staff, members, and visitors will know where to go in an emergency. This plan should also designate a safe room where a large group of people could weather a storm if necessary and a location to gather outside of the building that would be clear of emergency vehicles and personnel.

1. Make a floor plan of each of your buildings. On it, mark the exit doors to the outside, location of fire alarm pulls, fire extinguishers, first aid kits, and AED unit. Post the plan throughout the building, marking “you are here” at the appropriate locations. Show how to get to the nearest two exits.
2. At staff meetings at least once a year, talk about what everyone should do in case of an emergency. Discuss both evacuation and maintaining a safe area. Make this part of your Usher/Greeter training. Check annually for updates.
3. Conduct a congregational fire drill once a year.

Attach a copy of your evacuation plan to this document.

### Alternate Facilities and General Communication

In the event that a disaster renders portions of your facility uninhabitable, you should have a plan for alternative work/worship space:



1. Determine if there is an accessible location, perhaps another church, for an alternate office that can be used in an emergency situation. Develop an agreement with that site that you will offer your facilities to them for emergency use if they reciprocate. Consider what systems, procedures, and records should be available in an emergency, and make plans accordingly.
2. Plan for an off-site worship location should your building become uninhabitable. If safe to do so, meeting for worship in the church parking lot the Sunday following the disaster can be a time of great healing. It is recommended that you not cancel services unless safety dictates.
3. Determine who will be the Public Information Officer (PIO) or sole spokesperson when speaking to the media. In most cases, this would be the Pastor.
4. Develop off-site social media capabilities to keep communication flow open.

### III. HEALTH TEMPLATES

There are three templates that can be very helpful in your planning directed to individuals.

1. **Individual Needs Survey** will help in identifying those congregants that might need extra help in the event of a disaster. Use survey results to create a phone tree or other contact plan to implement both before and after the disaster event to keep informed on where congregants will be during the event and afterward what needs they have.
2. **Emergency Paramedic Briefing Form** can be used by individuals in their homes to aid emergency medical responders in any emergency. (The Emergency Paramedic Briefing Form is not intended to be information collected by the church but to aid in preparing congregants for any disaster.)
3. **Emergency Resources Survey** will help in identifying those congregants who have skills, disaster equipment, and supplies that may be needed in the event of a disaster.

### IV. SUGGESTED CHECKLISTS

There are many ways that a church can prepare for a disaster. The following are suggested checklists that can be incorporated into your plan. The checklists are general suggestions to help guide you in your disaster planning. Be creative and use your own checklists that are unique to your situation.

1. Facilities Routine Maintenance Checklist
2. Facilities Checklist (used when a warning has been issued)
3. Suggested Equipment for Facility Preparation and Clean-up
4. Suggested Disaster Supplies for Persons On-site
5. Revision Checklist

## V. CONGRATULATIONS

You've taken the first steps toward helping to protect and prepare your church in the event of a disaster. As residents of the North Carolina Conference, we may not be able to prevent disasters from occurring, but by planning ahead we can help save lives and property, and reduce the time it takes for our communities to recover. Be sure to update your Church Disaster Plan regularly as your church information changes.

**Remember to send in your digital Church Plan! Please email your Church Disaster Plan to the North Carolina Conference Office at [disaster@nccumc.org](mailto:disaster@nccumc.org), to your District Office, and to your District Disaster Response Coordinator.**

A receipt of your plan will be filed. Plan to review and update your plan every year and submit your revised plan as needed. This will enable the churches to have a copy of their plans safely offsite in the event of a disaster.

In planning for a disaster, you should know the emergency departments in your community and their services. Fill in your Local Emergency Contact below.

**Emergency Management for \_\_\_\_\_ County**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Web Address:** \_\_\_\_\_

## VI. REVISION SHEET

Review the disaster plan annually and keep a record of the revisions you make.

**Instructions:** Complete this document template provided by e-mail and mail so that there is some conformity and ease of finding information efficiently in a major disaster. You may already have an up-to-date plan in another form. If so, please submit that to the NC Conference, your District Office, and your District Disaster Response Coordinator.

# PREPAREDNESS AND DISASTER PLAN

(YOUR CHURCH PHOTOGRAPH)

DATE \_\_\_\_\_

PASTOR SIGNATURE \_\_\_\_\_

TRUSTEE SIGNATURE \_\_\_\_\_

## LOCAL CHURCH INFORMATION

### (Main Campus)

(Name of Church)	(Address)
(Telephone Number)	(Email)
(FAX Telephone Number)	(WEBSITE)

### (Second Campus)

(Name of Church)	(Address)
(Telephone Number)	(Email)
(FAX Telephone Number)	(WEBSITE)

### (Parsonage)

(Parsonage)	(Address)
(Telephone Number)	(Email)

### PERSONNEL:

POSITION	NAME	TELEPHONE	EMAIL
PASTOR		HOME: CELL:	
ASSOCIATE PASTOR		HOME: CELL:	
CHAIR OF TRUSTEES		HOME: CELL:	
CHAIR OF FINANCE		HOME: CELL:	
LAY LEADER		HOME: CELL:	
SECRETARY		HOME: CELL:	
PLAN DATE	VERSION	PREPARED BY	ANNUAL REVISION DUE DATE

## DISASTER PLANNING AND RESPONSE TEAM MEMBERS

DISASTER TEAM LEADER		ALTERNATE DISASTER TEAM LEADER	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
HOME PHONE:		HOME PHONE:	
CELL PHONE:		CELL PHONE:	
EMAIL:		EMAIL:	

VOLUNTEER COORDINATOR		TRUSTEE REPRESENTATIVE	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
HOME PHONE:		HOME PHONE:	
CELL PHONE:		CELL PHONE:	
EMAIL:		EMAIL:	

MAINTENANCE STAFF REPRESENTATIVE		ADMINISTRATIVE STAFF REPRESENTATIVE	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
HOME PHONE:		HOME PHONE:	
CELL PHONE:		CELL PHONE:	
EMAIL:		EMAIL:	

FINANCE COMMITTEE REPRESENTATIVE		LAY LEADER	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
HOME PHONE:		HOME PHONE:	
CELL PHONE:		CELL PHONE:	
EMAIL:		EMAIL:	

PASTOR		ASSOCIATE PASTOR	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
HOME PHONE:		HOME PHONE:	
CELL PHONE:		CELL PHONE:	
EMAIL:		EMAIL:	

## EMERGENCY CONTACT INFORMATION

PASTOR'S SPOUSE		ASSOCIATE PASTOR'S SPOUSE	
NAME:		NAME:	
ADDRESS:		ADDRESS:	
HOME PHONE:		HOME PHONE:	
CELL PHONE:		CELL PHONE:	
EMAIL:		EMAIL:	

DISTRICT SUPERINTENDENT'S OFFICE		NORTH CAROLINA CONFERENCE OFFICE	
NAME:		CONTACT:	Ann Huffman
ADDRESS:		ADDRESS:	700 Waterfield Ridge Place
CITY:		CITY:	Garner 27529
PHONE:		PHONE:	1-888-440-9167
PHONE:		PHONE:	1-984-257-7361
EMAIL:		EMAIL:	disaster@nccumc.org

INSURANCE CARRIER		WATER DISTRICT	
POLICY NUM.:		ACCOUNT:	
CONTACT:		CONTACT:	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PHONE:		PHONE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	

GAS COMPANY		ELECTRIC COMPANY	
POLICY NUM.:		ACCOUNT:	
CONTACT:		CONTACT:	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PHONE:		PHONE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	

RED CROSS SHELTERS		VOAD (VOLUNTEERS ORGANIZED FOR DISASTERS)	
CONTACT:		CONTACT:	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PHONE:		PHONE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	

# VENDORS

FOOD SUPPLIER		ALTERNATE FOOD SUPPLIER	
COMPANY:		COMPANY:	
CONTACT:		CONTACT:	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PHONE:		PHONE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	

PLUMBER		ALTERNATE PLUMBER	
COMPANY:		COMPANY:	
CONTACT:		CONTACT:	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PHONE:		PHONE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	

ELECTRICIAN		ALTERNATE ELECTRICIAN	
COMPANY:		COMPANY:	
CONTACT:		CONTACT:	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PHONE:		PHONE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	

HEATING, VENTILATION, AIR CONDITIONING		ALTERNATE HEATING, VENTILATION, AIR CONDITIONING	
COMPANY:		COMPANY:	
CONTACT:		CONTACT:	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PHONE:		PHONE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	

RESTORATION SERVICES		OTHER	
COMPANY:		COMPANY:	
CONTACT:		CONTACT:	
ADDRESS:		ADDRESS:	
CITY:		CITY:	
PHONE:		PHONE:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	

# ASSET INVENTORY FORM

Inventory of Assets

Inventory By: \_\_\_\_\_ Date Taken: \_\_\_\_\_

Description	Location	Serial Number	Purchase \$	Current \$



# FACILITIES EVACUATION PLAN

## ALTERNATE FACILITIES AND GENERAL COMMUNICATION

ALTERNATE FACILITY		PUBLIC INFORMATION OFFICER	
NAME:		NAME:	
ADDRESS:		CELL PHONE/TEXT:	
CONTACT:		HOME PHONE:	
CELL PHONE:		EMAIL:	
HOME PHONE:			
EMAIL:			

SOCIAL MEDIA CONTACT	
NAME:	
PHONE/TEXT:	
EMAIL:	

## INDIVIDUAL NEEDS SURVEY

This Individual Needs Survey will identify those congregants that might need extra help in the event of a disaster. Use survey results to create a phone tree or other contact plan to implement both before and after the disaster event to keep informed on where congregants will be during the event and afterward what needs they have.

Name:  Phone Number: Cell Number: Email Address:	Spouse:  Phone Number: Cell Number: Email Address:
Address:	
Do you live alone?	
Alternate contact: Person and phone number	
Ages of Additional Household Members:	
Do you only speak a foreign language? No                      Yes Language (if applicable):	Residence Type: ( ) Single Family                      ( ) Mobile Home ( ) APT                                      ( ) # Floor
Are legally blind? Deaf?              Mute?              Aphasic?	Are you homebound? No                                      Yes
Do you use a wheelchair: Always              Most of the Time              Sometimes	Do you use a walker/cane? Always              Most of the Time              Sometimes
Do you require a special diet? No                      Yes	List Special Medical Needs: (ex: homeless, severe cardiac, diabetic on insulin)
Do you rely on electricity for home medical treatments?  No                      Yes	Have you registered with the Country Emergency Department for help in an evacuation?  No                                      Yes
Family Physician: Phone Number: Cell Phone:	Emergency Contact: Phone Number: Cell:
Do you have any dogs?    Yes              No Do you have any cats?    Yes              No How many: Note: not all shelters allow pets: make alternate arrangements before a disaster.	Do you have transportation in an emergency? No                                      Yes Would you need transportation in an emergency? Standard Vehicle Wheelchair access Ambulance

# EMERGENCY PARAMEDIC BRIEFING FORM

The **Emergency Paramedic Briefing Form** can be used by individuals in their homes to aid emergency medical responders in any emergency. (The Emergency Paramedic Briefing Form is not intended to be information collected by the church but to aid in preparing congregants for any disaster.)

FIRST NAME	LAST NAME	M.I.	BIRTHDATE	AGE
HOME ADDRESS				

**MEDICAL HISTORY INFORMATION: (Check all that apply and add any other)**

<input type="checkbox"/> Alcoholism	<input type="checkbox"/> Congestive Heart Failure (CHF)	<input type="checkbox"/> Osteoporosis
<input type="checkbox"/> Alzheimer's	<input type="checkbox"/> Dementia (OBS)	<input type="checkbox"/> Parkinson's Syndrome
<input type="checkbox"/> Angina	<input type="checkbox"/> Depression	<input type="checkbox"/> Psychiatric Disorder
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Seizure Disorder
<input type="checkbox"/> Asthma	<input type="checkbox"/> Hearing Impaired	<input type="checkbox"/> Stroke (CVA)
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Hypertension	<input type="checkbox"/> Transient Ischemic Attack (TIA)
<input type="checkbox"/> Blind (Legally Blind, PERL)	<input type="checkbox"/> Hyperthyroidism	<input type="checkbox"/> Tuberculosis (TB)
<input type="checkbox"/> Cancer	<input type="checkbox"/> Hypotension	
<input type="checkbox"/> Cardiac	<input type="checkbox"/> Infectious Disease	
<input type="checkbox"/> Cardiac Pacemaker	<input type="checkbox"/> Kidney Failure	
<input type="checkbox"/> Chronic Obstructive Pulmonary Disease (COPD)	<input type="checkbox"/> Multiple Sclerosis (MS)	<input type="checkbox"/> Gastric Esophageal Reflux Disorder (GERD)

**TREATMENT GUIDELINES:**

ADVANCED DIRECTIVES	YES / NO	Do not resuscitate (DNR)
LOCATION:		

**MEDICATION LIST: (List medication name only)(Do not include vitamins)**


**ALLERGIES TO MEDICATION:**


**HOSPITAL PREFERENCE (If medically advisable, Pt. will be taken to preferred hospital)**

1	2
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**CONTACT INFORMATION:**

CONTACT	NAME	TELEPHONE
PRIMARY DOCTOR		
SPECIALIST		
SPECIALIST		
FAMILY MEMBER		
FACILITY CONTACT		

## INDIVIDUAL RESOURCES/SKILLS SURVEY

The Emergency Resources Survey will help in identifying those congregants who have disaster equipment and supplies or skills that may be needed in the event of a disaster.

Name:  Phone Number: Cell Number: Email Address:	Spouse:  Phone Number: Cell Number: Email Address:
Do you own a 4-wheel drive/off-road vehicle?	
Do you own a pickup or other truck?	
Do you own a generator?	
Do you own and operate a chainsaw?	
Do you speak a language other than English? List the languages you speak?	
Do you speak American Sign Language?	
Do you have another resource or skill that you could share during a disaster? List resources(s) / skill(s)	

## FACILITIES ROUTINE MAINTENANCE CHECKLIST

Inventory these items per your agreed upon schedule	Date	Date	Date	Date
Check roof and foundation of building(s) annually. If roof is leaking or foundation has problems, schedule for repair.				
Monitor use of candles and open flames. Assign someone to be in charge of knowing when these items will be used.				
Test smoke detectors annually. If the alarms are battery-operated, routinely replace batteries.				
Inspect equipment annually. If anything needs maintenance, scheduled for repair.				
Have an electrician inspect the wiring, power connections, and circuit boxes annually.				
Inspect water heaters annually.				
Provide backups and surge protection for all power sources.				
Clean out gutters and drains annually, or as needed.				
Maintain grounds and fences.				
Trim all trees away from the rooflines annually.				
Check the security of canopies and covered walks on a regular basis.				
Check emergency supplies. Exchange food and water supplies every 6 months.				
Ensure vehicles have updated preventive maintenance.				
Ensure vehicle inspections and tags are updated annually.				
Ensure jumper cables are on hand.				

## FACILITIES CHECKLIST (TO BE USED WHEN A WARNING HAS BEEN ISSUED)

Check as needed	Date	Date	Date	Date
Close blinds and curtains, to minimize damage from broken windows.				
Make sure you have a backup copy of important documents off site.				
File and secure all papers, books, and archival materials.				
If possible, position computers and other electronic equipment up off the floor and away from windows.				
Cover computers and furniture with heavy plastic to prevent wind and rain damage from broken windows.				
Remove all outside furniture, garbage cans where possible and store inside or in a storage shed.				
Check the integrity of storage sheds; close and lock the doors.				
Check the security of all doors.				
If you will be serving your community in some way, make sure supplies are ready.				
Check attic spaces and windows for leaking after every storm.				

# SUGGESTED EQUIPMENT FOR FACILITY PREPARATION & CLEAN-UP

Check on your inventory as needed	Date	Date	Date	Date
A copy of your church Disaster Plan				
Plastic garbage bags				
Sealable plastic bags – waterproof boxes				
Flashlight/extra flashlight batteries				
Plastic sheeting/blue tarps				
2-way radios/extra batteries				
Ladders – Hammer – Nails – Duct tape				
Mops – Buckets – Brooms				
Disinfectant/cleaning compounds				
Bleach (at least 3 gallons)				
Rubber boots & rubber gloves				
Sturdy work gloves & masks				
Small dehumidifiers/portable fans				
Wet Vacuum				
Extension cords/50', 3 wire grounded				
Portable incandescent lamps/extra bulbs				
Power saws/hand saws				
Shovels – Crowbar – Wheelbarrow				
Jumper cables				
Cameras (standard, digital, or video)				
Battery operated radio/weather radio (NOAA)				
Portable gas/electric stove				
Ice chests				
Generator(s)				
The above-listed items are located in the following area:				



## SUGGESTED DISASTER SUPPLIES FOR PERSONS ON-SITE

	Date	Date	Date	Date
Have a copy of your Disaster Plan				
On site/Blankets &/or sleeping bags				
Sunscreen-Insect Repellant				
Nonperishable food supplies				
Non-electric can opener				
Water (minimum of one gallon per day per person)				
First Aid kits – CPR kits				
Tools to turn off gas meter & water meter				
Paper goods: plates, cups, plastic utensils				
Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both				
First aid kit				
Whistle to signal for help				
Dust mask to help filter contaminated air and plastic sheeting and duct tape to <u>shelter-in-place</u>				
Moist towelettes, garbage bags and plastic ties for personal sanitation				
Wrench or pliers to <u>turn off utilities</u>				
Portable heater				
Local maps				
Cell phone with chargers, inverter or solar charger				
The above listed items are located in the following area:				

## CONGRATULATIONS

You've taken the first steps toward helping to protect and prepare your church in the event of a disaster. As residents of the North Carolina Conference, we may not be able to prevent disasters from occurring, but by planning ahead we can help save lives, property, and reduce the time it takes for our communities to recover. Be sure to update your Church Disaster Plan regularly as your church information changes.

**Remember to send in your digital Church Plan! Please email your Church Disaster Plan to the North Carolina Conference Office at [disaster@nccumc.org](mailto:disaster@nccumc.org), to your District Office, and to your District Disaster Response Coordinator.**

A receipt of your plan will be filed. Plan to review and update your plan every year and submit your revised plan as needed. This will enable the churches to have a copy of their plans safely offsite in the event of a disaster.

In planning for a disaster, you should know the emergency departments in your community and their services. Fill in your Local Emergency Contact below.

**Emergency Management for \_\_\_\_\_ County**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Web Address:** \_\_\_\_\_

## REVISION SHEET

RELEASE #	DATE	REVISION DESCRIPTION
REV. #		
REV. #		
REV. #		