



DISASTER PREPAREDNESS PLAN FOR CHURCHES

1. Assign responsibility for the compilation of the records for certain areas to key persons (*financial, property, employee, congregation*).
2. Fill out appropriate forms regarding inventory of equipment and contact information for all employees, including lay leader and board members.
3. Compile list of bank account information, insurance policies, vehicle registrations, tax ID number.
4. Take pictures of all offices, classrooms, sanctuary and outside pictures of campus, vehicles etc.
5. Place all of the above items in a labeled, brightly colored “evacuation box”, that will be stored in _____ (*name the location*) _____ during the year, and taken by _____ (*name the person*) _____ during an actual evacuation. (*In May of each year, review and re-assemble the contents of the box, and at the end of July – mid hurricane season, update the information as necessary*).
6. Have on hand a supply of heavy duty plastic garbage bags, and or sheets of plastic. Store these in or near the evacuation box for quick distribution if an evacuation becomes necessary.)
7. Assign responsibility for different areas of the campus to specific employees.
8. Establish in writing, a procedure for employees to contact their immediate “supervisor” within 24 hours of the disaster. In turn the “supervisor” will contact the senior pastor to advise of the whereabouts and safety of all employees.
9. Identify who will be the “last person” to leave the building and who will be the first person to return to the church campus after an evacuation has occurred.
10. Encourage each of your congregation members and employees to set up a individual disaster plan, and personal evacuation box for their home and family.



EVACUATION PLAN FOR CHURCHES **(24-48 hours before evacuation)**

1. Gather all employees for prayer.
2. Have each person complete a pre-evacuation data sheet. *Distribute supervisors contact information.*
3. Remind everyone to contact their immediate supervisor from their safe location within 24 hours after the storm has made landfall.
4. Review next steps to be taken, and assign responsibilities.
5. Back up all necessary and pertinent files onto removable flash or hard drive
6. Collect all computer programs and disks for evacuation
7. Collect all laptops and personal items to be taken with you
8. Have most current contact list of congregation members to take with you
9. Take church checkbook and all account information as well as all insurance policies, deeds and important documents – place them in the evacuation box.
10. Unplug and elevate all electrical equipment
11. If possible, move all desks, cabinets and tables near the windows towards the center of the office
12. Cover all office desks, computer equipment, file cabinets, etc. with plastic (dark heavy duty garbage bags will fit over most computers and printers.
13. Empty refrigerators of food items.
14. Turn off AC.
15. Close blinds, lock windows and doors.
16. Drive safely.



Evacuation Box Checklist

Updated on: _____ by: _____

- | | |
|--|--|
| <input type="checkbox"/> Organization Documents & Policies <ul style="list-style-type: none">○ Travel○ Personnel○ Charter○ IRS determination letter○ Historical documents | <input type="checkbox"/> Checks |
| <input type="checkbox"/> Financial Statements / Documents <ul style="list-style-type: none">○ Statement of Activities○ Annual Budget○ Most recent audit | <input type="checkbox"/> Business Credit Cards |
| <input type="checkbox"/> Insurance policies <ul style="list-style-type: none">○ Flood○ Fire○ Property○ Liability Protection○ Vehicle | <input type="checkbox"/> Petty Cash |
| <input type="checkbox"/> Contact information <ul style="list-style-type: none">○ Employees○ Administrative Council/Board○ Congregation Members○ Donors and Volunteers | <input type="checkbox"/> Inventories |
| | <input type="checkbox"/> Photos of office |
| | <input type="checkbox"/> Digital backups (tapes, external harddrives) |
| | <input type="checkbox"/> Battery-powered radio/TV/flashlights |
| | <input type="checkbox"/> Extra batteries |
| | <input type="checkbox"/> Corded telephone |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |



Inform, Prepare and Protect
Disaster Preparedness

Employee Information

Updated on: _____ by: _____

Name _____ Position / Role _____

Home Information

Address _____

City _____ State _____ Zip: _____

Phone _____ Email _____

Cell Phone _____ Text Msg? Yes No

Emergency Contact 1

Name _____ Relationship _____

Phone _____ Location _____

Emergency Contact 2

Name _____ Relationship _____

Phone _____ Location _____

Community Response

Disaster Office of Emergency Preparedness

Role(s) Red Cross Shelter Worker

Certifications First Aid

CPR

Special Licenses (list): _____

Notes

include personal evacuation plan information – where you plan to go

LA Conference of The UMC Disaster Response, Inc.

141 N. 6th Street, Baton Rouge, Louisiana 70802

225-346-5193 www.laumcstormrelief.com



Inform, Prepare and Protect
Disaster Preparedness

Computer Inventory

Updated on: _____ by: _____

General Information

User _____	Department / Program _____
Vendor _____	Purchase date & price _____
Brand _____	Model _____
Model # _____	Serial # _____

Hardware Specs

Processor (mHz) _____	Harddrive (GB) _____
Memory/RAM _____	CD Drive _____
Other Hardware _____	

Software / Applications

Operating system _____	Office version _____
Antivirus version _____	
Other software _____	

Monitor

Brand _____	Model _____
Model # _____	Serial # _____
Vendor _____	Purchase date & price _____
Notes _____	

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Software Inventory

Updated on: _____ by: _____

Program Name:

Version _____ Purchase date _____

Vendor _____ # of licenses _____

Product Key _____

Notes _____

Program Name:

Version _____ Purchase date _____

Vendor _____ # of licenses _____

Product Key _____

Notes _____

Program Name:

Version _____ Purchase date _____

Vendor _____ # of licenses _____

Product Key _____

Notes _____

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Inform, Prepare and Protect
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Pre-Evacuation Report

Updated on: _____ by: _____

Name _____

Role _____

Evacuation Destination:

Address _____
City _____ State _____ Zip: _____
Phone _____ Email _____
Cell Phone _____ Text Msg? Yes No
Bank Routing & Account Number _____

Emergency Contact

Name _____ Relationship _____
Phone _____ Email _____

Projects & Deadlines

Please list any upcoming projects you are working on. now and in the next month. Briefly describe important tasks, contacts (phone and email), financial obligations, goals, progress and deadlines for each.

Project	Deadline

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Please contact within 24 hours after the storm has made landfall

Contact Information

Updated on: _____ by: _____

Name _____

Phone _____

Evacuation Destination:

Address _____

City _____ State _____ Zip: _____

Phone _____ Email _____

Cell Phone _____ Text Msg? Yes No

ASSIGNED EMPLOYEES

Name _____	_____
Phone _____	Email _____
_____	_____
Name _____	_____
Phone _____	Email _____
_____	_____
Name _____	_____
Phone _____	Email _____
_____	_____
Name _____	_____
Phone _____	Email _____
_____	_____
Name _____	_____
Phone _____	Email _____

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