PURPOSE
Preplanning is essential for successfully minimizing any adverse effects of an emergency or disaster on a religious organization and its operations. Emergencies and disasters can take many forms, including physical perils, work accidents, or deliberate acts of terrorism or sabotage. The following action and recovery plans have been designed to identify the key elements that should be followed to help reduce the impact of an emergency or disaster.

A time of crisis is often the best time for Christians to demonstrate the reality of God’s healing grace through caring and sharing. This manual is provided to assist congregations prepare for disaster. It asks questions such as: What is a disaster? Is your facility ready? Are your church records protected? Does your congregation have evacuation plans? What can your congregation do to prepare to care for members and others in your community in response to disaster?

LIMITATION OF LIABILITY
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EDR and its affiliates are not liable for damages or injury, including but not limited to damages or injury caused by the use of these materials, whether resulting, in whole or in part, from breach of contract, tortious behavior, negligence, or otherwise.
Preparing for Disaster: A Guide for Episcopal Congregations

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Episcopal Disaster Response and Your Congregation’s Preparation
This manual was prepared by Episcopal Disaster Response Ohio to assist congregations prepare for disaster. EDR Ohio works in cooperation with the Lutheran Church (ELCA) through a Regional Coordinator who serves the state of Ohio and Disaster Task Forces. A current listing is available on the web site. The Coordinators can guide congregations in their preparation for disaster. The coordinator can help congregations plan preparedness training, assist pastors to understand their roles in times of disaster, develop cooperative relationships with the regional offices of disaster response organizations, develop plans to use the facilities and resources of other Episcopal agencies in the region, national agencies and the church bodies.
Your disaster response activities should be carried out in full cooperation with Episcopal social service organizations, other denominations through interfaith groups, governmental agencies and voluntary disaster response organizations. Additional information about the cooperative diocesan disaster response can be found on the web site: www.LDRohio.org.

Why Develop a Disaster Preparedness Plan?
A disaster plan is a guide for your congregation to:
☐ Protect property
☐ Continue services
☐ Care for members
☐ Recover or repair disaster-related damages
☐ Communicate information
A plan is relevant and useful if it is:
☐ Developed by people who are concerned
☐ Tailored to the geographical situation and needs of the members
☐ Implemented and tested, to the extent possible, before disaster strikes
Developed to include training for persons responsible during an emergency
- Reviewed and updated regularly

The planning process is more important than a document on a shelf. During the group planning process, individual concerns are expressed, priorities are set and values assigned to people’s needs and to property. Planners get to know each other’s gifts and capabilities, and energy is generated for caring for one another in a crisis.

Establishing a disaster preparedness committee in the congregation ensures that congregational members are prepared, that the pastor and church leaders have made advance commitments to help others in times of disaster and that congregational activities are coordinated with those of the community.

What is a Disaster?

A disaster is an event beyond the control of the individuals affected resulting in great harm, suffering, destruction and damage. It disrupts personal and community life, involves a significant number of people and causes physical, emotional, economic, social and/or spiritual crises. A disaster damages a community’s ability to sustain life without outside assistance.

Natural disasters involve the forces of nature and creation—flood, windstorm, fires caused by lightning, tornado, earthquake, etc. Human-caused disasters occur as a result of violent actions by individuals or groups against people and/or property. Human-caused disaster includes such things as explosions, the collapse of a structure or the release of hazardous material.

Presidentially declared disasters impact ten thousand to several hundred thousand people. These major disasters require emergency relief efforts beyond the ability of local communities and churches to respond. A presidentially declared disaster makes federal relief assistance available.

A catastrophic disaster event is presidentially declared and larger in scope. It involves a large number of deaths and injuries and extensive damage or destruction of facilities. Catastrophic disasters involve an overwhelming demand on state and local response resources and mechanisms. Federal relief is available.
Generally, disasters strike without warning. Each disaster is different in magnitude and impact on the affected area. People react differently and local authorities are often hard pressed to manage the impact of the disaster on the community.

While state and national relief efforts are being mobilized, the local church has an opportunity to reach out and minister to those in need—whether Episcopalians or non-Episcopalians. The Church’s response to a disaster is a commitment and witness to the Gospel of Jesus Christ to assist those affected by the disaster.

**What Happens in a Disaster? (Rescue)**
A disaster may strike with or without warning. In the moments, hours and days surrounding a disaster, the concern is for safety and preservation of life. Those affected by disaster seek temporary relief and assistance—often provided by the American Red Cross and Salvation Army. Local police and civil defense forces are often strained to carry out their tasks. Respected community leaders, including clergy, help victims deal with the reality of danger and guide survivors to assistance.

**What Happens After a Disaster? (Response)**
The relief process begins in the days following a disaster. Concerns for safety, life and health remain high priorities. Government and the American Red Cross are active. Other relief activities are organized. Voluntary organizations (such as Episcopal Disaster Response, Lutheran Disaster Response Ohio) begin to participate. The EDR coordinator will bring Episcopal partners and local Episcopal leaders together to share information and organize a skeletal plan of response in cooperation with fellow ecumenical and secular partners. Your congregation should participate as requested.
Congregations may offer immediate shelter. (See [www.redcross.org](http://www.redcross.org) to become a certified shelter.)
Congregations may provide food and other items through a planned distribution system.
Distribution may involve joint planning with other churches.
What Happens in the Long-Term? (Recovery)
The long-term response to disaster focuses on the future. Homes are being rebuilt and repaired. Community committees for unmet needs are set up. Plans are made for clothing, furniture and equipment while relief activities continue. Depending on the scope and scale of the disaster, recovery usually takes three to five years. Rebuilding continues but support diminishes as the event becomes old news. Congregations in the community continue to play an important role. Often disaster volunteer groups, including those organized through EDR, are involved in the rebuilding.

Caring through Christ
The deep human needs and psychological scars left after a disaster require care beyond the restoration of physical needs. Putting lives back together requires real care, hope and love. Counseling, understanding and direction are needed to enable persons to cope with grief expressed as anger, guilt, loneliness and turmoil.

Caring through Christ

Care is given through effective listening. William J. McKay, author of Beginnings: A ChristCare Group Experience Group Member Guide by Stephen Ministries, offers these points in a session entitled, “Listening as an Act of Love.” “Listening means paying attention to the other person—real attention, the kind that drops everything else and ignores distractions to focus on what the other person is saying and feeling.”

McKay continues to define the task of listening by highlighting Six Important Facts about Listening summarized below.
Fact 1: Listening is hard work. Your full attention and focus are on the person speaking.
Fact 2: Listening is an important way to show care. Giving your time and effort says to the other that they are valuable to you.
Fact 3: Listen to more than just words. Notice facial expressions, body language and tone of voice.
Fact 4: Listening involves talking too. Say just enough to demonstrate attention and encourage the other person.
Fact 5: Listening also involves a response, such as asking appropriate questions. Ask open-ended and clarifying questions.
Fact 6: The goal of listening is to draw out the other person, not to find solutions or smooth over a problem. Listen with patience and care to help the other discover solutions to problems. People suffering loss are particularly open to hearing and accepting the Gospel through the care of those living it out. As members and ministry groups from your congregation serve victims, they are sharing Christ. The Church may take the initiative in reaching out to those who are in denial or depression. Some will be unable to seek assistance.

Care should also be extended to the caregivers (including pastors) who may also suffer grief as they deal with human loss. Episcopal denominations provide respite care and services for caregivers.

Preparing your Congregation for Disaster

1. Identify Potential Disasters

Use this list to identify potential causes for disaster in your community. Place a check mark in the box to indicate potential for this to happen in your community.

Natural Disasters

- Flood
- Hurricane
- Tornadoes
- Earthquake
- Extreme heat
- Thunder storms/lightning
- Fire danger during/after disaster

Technological Disasters

- Hazardous materials
- Railroad accidents
- Highway and trucking accidents
- House and building fires
- Radiological accidents
- Nuclear power plant emergency
- Terrorism
Violence
  o Family violence
  o Community violence
  o Spouse abuse
  o Child abuse
  o Racism and ethnic conflict
  o Economic and poverty issues

2. Prepare the Facility for a Disaster
For further reference see Appendix A: Facility Safety Check List

A. Post emergency numbers by each phone.
  □ Include 911 (or area equivalent), the poison control center, law
     enforcement and the fire department. Make sure a phone is accessible in
     each area of the building at all hours.

B. Review insurance policies annually.
  □ Insurance policy meets the minimum requirements of your synod and
     mortgage holder. When was the last estimate on the value of church
     property? How accurate are the figures?
  □ Insurance policy covers the cost of recent additions or high value items
     such as stained glass windows?
  □ Insurance policy covers the cost of temporary rental of another facility in
     the event your church is severely damaged or destroyed?
  □ Insurance policy covers the cost of temporary rental housing for the
     parsonage family in the event that the parsonage is severely damaged or
     destroyed? (Your church policy may not cover the cost of replacing the
     clergy’s personal items; the pastor should provide his/her own renter’s
     policy. But a renter’s policy may not cover the pastor’s personal items in the
     church.)

C. Protect facilities
  □ Maintain a list of who (in case of impending storm) is assigned to:
    ✗ Cut off the utilities
    ✗ Cover the windows
    ✗ Take down or secure any exterior swinging fixtures such as signs or
      lights
    ✗ Secure loose items around the church
Should a disaster occur:

- Inspect the congregation’s facilities.
- Make temporary repairs to protect them from further damage or looting.
- Call your insurance representative.

Note 1: A quick survey should be made to identify the types of items that need to be secured and any trees or branches that pose a direct threat to church property. Most of the damage from storms comes from fallen trees or branches.

Note 2: No one should check on the church during a storm. Members and the pastor should remain indoors at home or in a shelter.

D. Protect church records

Church records are a vital part of your church organization. Safeguarding them should be a matter of simple routine and limited expense. (If your records are not kept safe, what you do to restore them will seem like a disaster itself.)

Here are simple things to do now.

- Put your vital records in a fireproof safe and mark them “for church records only.” Do not keep money in the safe. Ensure the safe is big enough to hold the kind of oversize books that are normally used. Also ensure the container is watertight.
- Use a safe deposit box for those records (such as deeds, insurance papers and mortgages) that are not used frequently.
- If your church uses a computer for its finances or other vital functions, be sure your treasurer backs up his/her work and takes the backup home. The regular membership and other specialized data can be stored in the safe, or the secretary can take the backups home.

3. Plan for Evacuation of Facility

For further reference see Appendix B: Congregation Safety Check List

1. Identify the nearest storm shelter.
2. Post clear directions on what to do and where to go in case of a severe storm/tornado warning.
3. Practice evacuation/fire drills.
4. Have a working weather radio or battery-operated radio in an accessible location in the church. Ensure that someone is listening during watches while church functions are in progress.
4. Train Church Staff for Preparation and Response
□ Assign a member of the congregation to serve as the congregation’s disaster response coordinator. (The congregation’s junior warden may have this duty). This person should be acquainted with local emergency management leadership, coordinate and guide the congregation through its preparation and response.
□ Have a contingency plan in the event that the pastor becomes a victim of the storm. Your diocesan office may be of help or a layperson should be prepared to lead the service(s).
□ Prepare lay leaders as alternates to lead the worship services and teach church school if pastor/teachers are incapacitated.
□ Hold first-aid and CPR classes at your church for adults and youth. Encourage ushers, elders, youth leaders and teachers to attend.
□ Train ushers in case of emergency such as fire or heart attack.
□ Train Sunday school and daycare staff for emergencies/disasters.
□ Have a member trained in first aid and CPR at each church activity.
□ Determine the special needs of people in your congregation (i.e., vision, hearing, physical impairments, heart conditions, etc.) to help prepare for special evacuation procedures when disaster strikes. Survey members and programs to identify special concerns to deal with during and following a disaster.
□ Develop a plan to check on members to assess needs after a disaster.

5. Prepare to Serve Church Members
□ Help your members learn what to do—be calm, heed warnings, follow instructions of public safety/emergency management leaders, be safe and know how to help each other.
□ Collect emergency/disaster-preparedness needs such as emergency lights, flashlights, first-aid kits, blankets.
□ Designate a group to call shut-ins before a storm and to follow up afterward. In the event of an evacuation, this group could also call the local county emergency management office to tell them of those needing special transportation.
□ Create a prayer/life phone tree of people who will pray and give blood in case of emergency/disaster.
Know resources within your congregation and within your community; identify functions; know how to access them.

6. Plan to Resume Worship Services ASAP

- The Church ministers through prayers, Scripture reading and the sacraments. Be prepared to resume worship services immediately even in temporary or damaged facilities.
- Know how you will publicize the fact that church services will be held. Many people will be listening to the radio; this may be the best method for getting the word out. Also publicize pastoral care.
- Determine a suitable alternative worship site, such as a school, and get an estimate of what it would cost to rent. If possible, get an informal arrangement that would allow your church to relocate quickly. This might be a reciprocal agreement with another local church, or even a funeral home, to share a facility.

7. Prepare to Serve Your Community

- Develop processes for raising funds for disaster response and for receiving funds from outside sources. Be sure to check with Episcopal Relief and Development for fund raising ideas and matching fund possibilities.
- Arrange a reciprocal agreement with another church/facility as a place to meet and worship; these benefits both parties in case of major damage or destruction.
- Arrange agreements to work with the Red Cross, other emergency-management agencies and your closest Episcopal social-ministry organization(s).
- Become a Red Cross Emergency Shelter. Before seeking to become a shelter, get the approval of the administrative body of your congregation. The American Red Cross may use church buildings close to the disaster area as temporary shelters. Prior certification is required. Work with your local Red Cross chapter to meet requirements for a certified site. (Also see www.redcross.org)
- Decide if the church can be used to house volunteers. Make the decision prior to a disaster. Plans should be made for minimizing the impact to local church programs. Teams must be totally self-sufficient with food, water and bedding. Let Episcopal Disaster Relief coordinator know of your willingness to house volunteer teams.
Mobilize a Community Interfaith/VOAD Response. Does your community have an Interfaith Disaster Response Committee? Does your congregation participate? If no such committee exists, call a meeting of religious leaders in a ministerial association or an already established interfaith group to discuss how the organizations can work together in a disaster. (The EDR coordinator in your area can help you organize this meeting.) Through this group, along with other churches or religious organizations, develop a plan to reach out to the most vulnerable people in the community—elderly, single parents with children and those with special needs. Federal, state and voluntary agencies respond in various ways following a disaster. Episcopal Disaster Response will assist your congregation in working with these agencies. The community may form a Voluntary Organization Active in Disaster (VOAD) committee to coordinate meeting immediate needs through various disaster response organizations. Local religious leaders are encouraged to be actively involved with the VOAD. The VOAD, with help from religious leaders (pastors and lay), assists victims in registering with FEMA. This kind of support is especially critical for disaster victims to effectively manage the insurance or government forms.

Develop a plan to receive, organize and distribute food and other needed items including cleaning supplies, hygiene supplies and baby supplies. (Rarely is clothing needed; usually all clothing needs are easily met locally.)

Organize Workers. Organize volunteer work crews to help in your area in times of disaster. Organize a church volunteer team to assist disaster victims outside your immediate area.

Work with Other Episcopal Congregations in Your Community. Form an agreement with Episcopal congregations or other neighboring churches to work together in response to disaster.

Identify the resources (including human resources) of each congregation. Update annually.

8. How to Assist Neighboring Communities
If your congregation would like to help a community that has experienced a disaster, the following steps should be considered:
A. Check with the Episcopal Disaster Response Ohio coordinator

☐ Check with the Episcopal Disaster Response Ohio coordinator to determine what is needed before doing anything.

☐ Don’t just go! Unexpected or uncoordinated volunteers only add to the problem. Offer to send volunteer work teams as they are needed and can be scheduled. Volunteers are often needed to assist with clean up, debris removal and preparation of meals for volunteers. Skilled volunteer construction workers are always a critical long-term recovery need.

☐ Don’t send stuff! Clothing, furniture and other “stuff” often cause major problems for recovering communities. Make certain you have discussed your collection efforts with on-site emergency managers or volunteer organizations before you attempt to collect goods. If you are asked to send specific items, respond only to the specific request and know how to prepare and ship the goods. Most communities are not equipped with unloading, storage, sorting and distribution facilities for goods that are shipped in by well-intended groups. Manpower to handle these goods is often very limited. Victims may not have a place to store these goods because their homes have been destroyed. Too often, unsolicited goods end up in a landfill.

☐ Send cash! Cash contributions through the church are the most effective way to help victims. Cash contributions allow trained case managers to help victims with their most pressing needs in a timely way. Cash contributions also help stimulate the local economy (through purchasing locally) that may have been seriously damaged by the disaster. Contributions can be directed to specific disaster areas through Lutheran Disaster Response-DSO, 810 Main Street, Caldwell, Ohio 43724.

B. Prepare with Distant Neighbors

☐ Set up a companion congregation plan.

☐ Establish partnerships with a congregation in a disaster-prone area and one in a relatively safe area.

☐ Designate contact persons in each congregation. The companion congregation may provide temporary housing during a disaster. It is also a source of volunteers and a link to other congregational ministries.

9. Your Congregation’s Ministry during Disaster
See your area EDR Ohio coordinator for assistance as needed. The coordinator will have information about the region and can assist congregations in working out their preparedness plans. This section gives an outline of possible congregational involvement in the event of a disaster.

**A. Rescue Response**
- Contact is made with your Episcopal Disaster Response Ohio coordinator and/or your district/synod office.
- Church buildings close to the area may be used as temporary shelters. Your facility must be pre-approved by the Red Cross (see [ww.redcross.org](http://ww.redcross.org)).
- Unaffected members may respond by serving at shelters, feeding centers and clean-up sites.
- Your pastor may respond to needs of people suffering injury or families mourning losses.
- Survey the staff and members to determine those affected and assess their immediate needs. Care of most vulnerable: elderly, single parents and mentally ill will be a priority.

**B. Relief Response**
The EDR Ohio coordinator will help congregations respond to disaster by organizing the efforts of many Episcopal responders. Your congregation has unique resources to share and care. Victims will be encouraged through your prayers and personal care. Support your pastor’s availability at the scene, at the morgues and with rescue workers.

- **Volunteers:** Volunteers are needed to work at clean up, at feeding centers and shelters. Encourage all not affected by the disaster to volunteer.
- **Listeners:** Your members can provide listening ears to those affected. People need to tell their story again and again to help them through the trauma and grief. Church members need to be listeners.
- **Encouragers:** Your members can encourage those affected to apply for assistance. Publicize the disaster assistance help number. Help those unable to apply.
- **Planners:** As plans for long-term recovery begin, Episcopal congregations and other denominations form a cooperative response and recovery plan. Find out what your congregation’s role is.
- **Counselors:** The local social ministry organization (counseling services, etc.) is your partner in the church’s response. Call upon it to plan for its role in providing counseling and other services after a disaster.
Financial Supporters: Direct financial assistance through your deanery, diocese or Episcopal Disaster Response. You may publicize and receive special offerings to be used to help those affected. (Contact Episcopal Relief and Development for Episcopalian fund raising ideas.)

Mindful Beings: Always be mindful of safety and curfews and adhere to all civil authority requirements. Discourage rumors. Share accurate information.

C. Recovery Response
The Church stays in disaster response ministry for several months, sometimes longer than a year. People affected have the chance to improve the physical, social and spiritual dimensions of their lives during reconstruction. The church can see to the needs of the whole person. The church also provides volunteers to assist in reconstruction. This longterm effort is usually best accomplished through an ecumenical approach in the community.

One source minimizes duplication and waste and simplifies the procedure for victims.

10. Helping Your Members Prepare for Disaster
For further reference see Appendix C: Your Family Disaster Plan; Appendix D: Family Disaster Plan Checklist; Appendix E: Maintaining the Family Disaster Plan; Appendix F: Considerations for a Disaster Plan

Prepare members/families for disaster by encouraging family disaster preparation plans. Conduct disaster preparedness training, which would include preparation of the survival kit.

To request free family protection publications, write to or log on to:
FEMA, P.O. Box 70274, Washington, D.C. 20024.
Ask for: Are You Ready? Your Family Disaster Supplies Kit and Emergency Food and Water Supplies.

Other helpful websites
www.disasterassistance.gov
www.LDR.org
www.churchworldservice.org
www.fema.gov

Helpful search words for the internet: Disaster response; Disaster recovery
More About the Partnership with the Diocese of Southern Ohio and Lutheran Disaster Relief (LDR) Ohio

LDR Ohio becomes involved in disaster response when the needs of the natural/manmade disaster event exceed the community’s ability to respond. Involvement may also be initiated when the Diocese of Southern Ohio, the ELCA and LCMS communities are directly affected or wish to assist in their community’s recovery. Appropriate resources may be made available for any size disaster. Our common mission and goal are to enable individuals, families and congregations impacted by disaster with their rescue, relief and recovery needs. Resources are normally not available for rebuilding and restoring church facilities.

References, Resources

*Disaster Preparedness and Response: A Course Book For Church Leaders*
by Church World Service
copyright 2000

Emergency Response Program
c/o Associate for Training, 475 Riverside Dr. #606, New York, NY 10115
Tel. (212) 870-3151

*Making Sense Out of Sorrow: A Journey of Faith*
by Foster R. McCurley, Alan G. Weitzman
Publisher: Trinity Pr Intl; ISBN: 1563381133; (March 1995)

*Act of God/Active God*
Recovering from Natural Disasters
Author: Gary L. Harbaugh
ISBN: 080063215X
Publication Date: 2/21/2001
Publisher: Fortress Press, Minneapolis, Minnesota

“Prepared to Care”—for pastors responding to natural and human-caused disasters.
Available through Episcopal Disaster Response.
Disaster training is available through the local Red Cross and on the internet through
FEMA. Congregation leaders are encouraged to obtain training.
Appendix A: Congregation Facility Safety Checklist - Date___________

Exits
☐ Marked and lighted?
☐ Free from obstructions?
☐ Any doors or passages locked?
☐ Any obstructions that may impede evacuation?
☐ Plans existing for upper floor evacuation?
☐ Contingency plans for handicapped persons?

Electrical and Gas Equipment
☐ Where are the breaker switches or fuse boxes?
☐ Are all breakers marked?
☐ Are switches and outlet boxes covered?
☐ Are electrical units grounded?
☐ Any circuits overloaded?
☐ Any equipment in use after hours? Where?
☐ Where is gas main or meter shut-off valve?
☐ Where is gas wrench located?

Miscellaneous
☐ Location of keys for all doors and buildings?
☐ Location of first aid kit?
☐ It is fully stocked?
☐ Who is responsible for maintaining it?
☐ Location of wheelchair and/or stretcher?
☐ Who is responsible for maintaining it?

☐ Location of battery operated radio?
☐ Who is responsible for maintaining it?
☐ Location of emergency water and food supply?
☐ Who is responsible for maintaining it?

Firefighting Equipment
☐ Extinguishers fully charged, inspected and tagged?
☐ Extinguishers appropriate for type of use?
☐ Ordinary fires?
☐ Grease and oil?
☐ Electrical?
☐ Are fire alarms maintained and checked regularly?
☐ Are smoke detectors maintained and checked regularly?
☐ Chemicals
☐ Are there any combustibles stored in the facility?
☐ Where? Are they stored correctly?
☐ Paint
☐ Solvents
☐ Cleaning fluids
☐ Thinners
☐ Toner
☐ Propane
☐ Toxic or corrosive materials

DOES INSURANCE COVER BACKFLOW VALVE FAILURE?
Emergency Phone Numbers

An emergency is any situation – actual or imminent – that endangers the safety and lives of volunteers or the security of property. For assistance in a medical or safety emergency, call 911 or the local emergency numbers listed below.

**EMERGENCY 911**

When you call:
- Identify yourself and the specific location of the emergency. Give the street address. Tell what has occurred. Be concise and factual.
- Relate known or suspected injuries or fatalities. Identify immediate help needed.
- If appropriate, notify individuals on your location’s emergency contact list.
- Stay on the phone until the operator advises you to hang up.

**Local Emergency Numbers**

<table>
<thead>
<tr>
<th>Ambulance</th>
<th>Rape/Victim Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire</td>
<td>Rescue</td>
</tr>
<tr>
<td>Gas Leaks</td>
<td>Doctor</td>
</tr>
<tr>
<td>Poison Information Center</td>
<td>Local Civil Defense</td>
</tr>
<tr>
<td>Police (emergency)</td>
<td>Local Weather Line</td>
</tr>
<tr>
<td>Police (non-emergency)</td>
<td></td>
</tr>
</tbody>
</table>

**Your Location’s Emergency Contact List**

Individuals who should be contacted in an emergency are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Work/Cell Number</th>
<th>Home Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MEDICAL EMERGENCY

EMERGENCY ACTIONS –
In the event of an injury or other medical emergency:

- Call designated individuals listed in Emergency Contact list.
- Identify your location: building name, street address, office/room/area of building
- Describe the situation:
  - What has happened;
  - Type(s) of injuries; and
  - Help needed.
- Obtain or provide on-site first aid.
- Alert any necessary individuals that an emergency is occurring.
- Alert appropriate individual ___________________________(insert name) who has reference to any personnel files for emergency medical instructions (e.g. diabetic).
- Designated individual ________________________________(insert name) that should be chosen to notify family as appropriate.
- Make sure someone is in the parking lot to direct the emergency team.
- Contact personnel at your location who are trained and certified to administer First Aid/CPR.

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>First Aid</th>
<th>CPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>3.</td>
<td></td>
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</tr>
</tbody>
</table>
Evaluate your building:
  - Type of construction;
  - Heating system;
  - Fire exits;
  - Evacuation routes;
  - Elevators;
  - Smoke barrier system (e.g. fire doors, utility chases); and
  - Detection devices (e.g. heat, smoke, or flame detectors, local or central station system).

Know the location of fire emergency resources in your area:
  - Fire alarm pull stations;
  - Fire extinguishers;
  - Sprinkler system;
  - Emergency lighting; and
  - Detection devices (e.g. heat, smoke or flame detectors).

A fire evacuation diagram for each building should be developed containing all of the above items. This diagram should be posted throughout the building in visible prominent locations.

Know your occupants:
  - Pre-school;
  - Sunday school;
  - Day care or nursery;
  - Any outside organizations who utilize your facility; and
  - When the facility is at its greatest occupancy.

Emergency Actions – If a fire occurs, or you detect smoke or a burning odor:
  - Pull the closest fire alarm to initiate building evacuation.
  - Call 911 and report:
    - The location of the fire (address of building);
    - The suspected cause and current status of the fire; and
    - Your name and phone number.
  - **DO NOT** use elevators.
  - Exit building using the closest possible evacuation route.
After all individuals have been cleared from the area, close all doors to the immediate area of the fire to help isolate the smoke and fire.
Use the proper fire extinguishers to fight the fire if there is no additional danger to yourself.
Follow all instructions from the fire department and police.
Assemble outside the facility in designated areas: ____________________ (insert areas)
Account for all individuals once assembled in designated areas.
DO NOT go back into the building. Re-enter only after the all-clear is given by the fire department.

Fire Drills:
- Conduct on regular periodic intervals;
- Identify opportunities for improvement of current fire evacuation plan; and
- Opportunity for staff to put plan into action.

Items to evaluate:
- Transmission of alarm;
- Preparation for building evacuation;
- Assembly and accounting of individuals; and
- Overall following of written fire evacuation plan.

Appendix B: Congregation Safety Checklist
- Identify storm shelter
- Post clear directions in the church: what to do and where to go in case of severe storm/tornado warning
- Talk about these preparations (doing everything you can for the safety of the congregation is ministry)
- Do a storm drill or at least recess at the last hymn of the service to the place of shelter. Explain the leadership’s concern for everyone. End with a prayer.
- Make sure a working weather radio or battery-operated radio is accessible in the church (not locked in the church office after hours). Ensure that someone is listening to the radio during watches while church functions are in progress to give warning.
- Identify other emergency/disaster preparedness needs such as: emergency lights, flashlights, visible and complete first-aid kit(s), blanket(s).
- Arrange for a first-aid class to be held at the church and encourage participation by youth and adults. Encourage youth leadership and those who teach to attend. Use the same strategy for CPR.
- Post clearly visible emergency numbers by every phone including: 911 (or area equivalent), poison control center, law enforcement and fire department.
- Make sure that a phone is accessible in each area of the building at all hours.
- Create prayer and life phone trees of those who volunteer to pray and those who volunteer to give blood in an emergency or disaster.
- Start the conversation for a congregational disaster plan. Contact the Episcopal Disaster relief coordinator for materials and help. Ask for a representative to meet with your council/committee.

> Remember the Church is present in the community before, during and after a disaster. Other people and agencies come and go, but through the Church, God is present in powerful witness.

### Appendix C: Family Disaster Plan

Disaster preparedness begins in the home. Local officials and relief workers may not arrive at once. Families must be able to cope with disaster by preparing and working as a team. Following the suggested steps below will help you create your family’s plan. Knowing what to do is the best protection. It is also your responsibility.

**1. Know the threats to your community.** Contact your local emergency management or civil defense office or the American Red Cross.
- Ask what types of disasters are most likely to happen. Request information on how to prepare for each.
- Learn about your community’s warning signals: what they sound like and what you should do when you hear them.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out how to help elderly or disabled persons, if needed.
- Find out about the disaster plans at your workplace, your children’s school or daycare center and other places where your family spends time.

**2. Create a disaster plan.**
- Discuss the need to prepare with your family. Explain to children the danger of fire, severe weather and earthquakes. Plan to share responsibilities and work together as a team.
- Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet:
  1. Right outside your home in case of a sudden emergency, such as a fire.
2. Outside the neighborhood in case you can’t return home. Everyone must
know the address and phone number.
☐ Ask an out-of-state relative or friend to be your “family contact.” After a
disaster, it’s often easier to call long distance than locally. Other family
members should call this person and tell them where they are. Everyone
must know your contact’s phone number.
☐ Discuss what to do in the event of an evacuation. Plan how to take care of
your pets.

Appendix D: Family Disaster Plan Checklist

1. Post emergency telephone numbers by all phones in the house
(fire, police, ambulance, etc.).
2. Teach children how and when to call 911 or other local Emergency
Medical Services number for emergency help.
3. Teach each family member how and when to turn off the water, gas and
electricity at the main switches.
4. Make sure you have adequate insurance coverage.
5. Teach each family member how to use the fire extinguisher (ABC type),
and show them where it is kept.
6. Install smoke detectors on each level of your home, especially near
bedrooms.
7. Conduct a hunt for hazards in the home. During a disaster, ordinary
objects in your home can cause injury or damage. Anything that can move,
fall, break or cause a fire is a home hazard. For example, a hot water heater
or a bookshelf can fall. Inspect your home at least once a year and fix
potential hazards. Contact your local fire department to learn about home
fire hazards.
8. Stock emergency supplies and assemble a Disaster Supplies Kit. Keep
enough supplies in your home to meet your needs for at least three days.  
Assemble a Disaster Supplies Kit with items you may need in an evacuation.
Store these supplied in sturdy, easy-to-carry containers, such as backpacks,
duffle bags or covered trash containers.
9. Take First Aid and CPR classes.
10. Determine the best escape routes from your home. Find two ways out of
each room.
11. Find the safe spots in your home for each type of disaster.
12. Practice and maintain your disaster plan.
Appendix E: Maintaining the Family Disaster Plan

1. Quiz your kids every six months so they remember what to do.
2. Conduct fire, emergency evacuation and other emergency drills.
3. Replace stored water every three months and stored food every six months.
4. Test and recharge your fire extinguishers(s) according to manufacturer’s instructions.
5. Test your smoke detectors monthly and change the batteries at least once a year.
6. Check and maintain supplies needed:
   □ A three-day supply of water (one gallon per person per day) and food that won’t spoil.
   □ One change of clothing and footwear per person and one blanket or sleeping bag per person.
   □ A first aid kit that includes your family’s prescription medications.
   □ Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.
   □ An extra set of car keys and a credit card, cash or traveler’s checks.
   □ Sanitation supplies.
   □ Special items for infants, elderly or disabled family members.
   □ An extra pair of glasses.
   □ Important family documents in a waterproof container.

Appendix F: Considerations for a Disaster Plan

Utilities—Locate the main electric fuse/breaker box, water service main and natural gas main. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves. Turn off utilities only if you suspect damage to the lines or if you are instructed to do so. If you turn the gas off, you will need a professional to turn it back on.

Neighbors helping neighbors—Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you are a member of a neighborhood organization, introduce disaster preparedness as a new activity. Know your neighbors’ special skills (e.g., medical, technical) and
consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for childcare in case parents cannot get home.

**Evacuate immediately if told to do so**—

- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your Family Disaster Supplies Kit
- Lock your home.
- Use travel routes specified by local authorities—don’t use shortcuts because certain areas may be impassable or dangerous.
- If you have time -
  - Shut off water, gas and electricity before leaving, if instructed to do so.
  - Post a note telling others when you left and where you are going.
  - Make arrangements for pets.

**If disaster strikes, remain calm and patient.** Put your plan into action.

- Check for injuries.
- Give first aid and get help for seriously injured people.
- Listen to your battery-powered radio for news and instructions.
- Evacuate if advised to do so. Wear protective clothing and sturdy shoes.
- Check for damage in your home.
- Use flashlights—do not light matches or turn on electrical switches if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows and get everyone outside quickly.
- Shut off any other damaged utilities.
- Clean up spilled medicines, bleaches, gasoline and other flammable liquids immediately.
- Confine or secure your pet.
- Call your family contact—do not use the telephone again unless it is a life threatening emergency.
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is cut off.
- Stay away from downed power lines.
BASIC DISASTER SURVIVAL KIT

These items are readily available at most local discount stores or sporting goods stores in the camping and health/beauty sections. The approximate cost for supplies per bag is under $10.

BASIC CONTENTS:
*Warmth & Shelter:* Emergency Space Blankets, Emergency Rain/Wind Poncho

*Heating & Light:*
1 – 4” Wax Candle, 1 Box of Waterproof Matches, 2 Instant 12 hour Snap lights

*Food & Water Items:* (Enough for 3 days)
12 purified drinking water pouches, 6 sealed packets of high energy foods

*Personal Hygiene Items:* 2 – Individual Tissue Packs, 9 wet-wipe toweletes, 1 sanitation refuse bag (small red color), 1 trash bag (13 gal size white)

*Spiritual Care Items:* 1 pocket sized Bible

*Additional Items:* Survival Whistle, Flashlight with extra batteries, hand-crank AM/FM Radio, First Aid Kit, hand-operated can opener, change of clothing, copy of prescriptions, N-95 Dust mask, wrench/pliers for utilities, local maps

Include family specific items as identified.
SEVERE WEATHER/TORNADO

As severe thunderstorms and tornados can affect all areas of the country, this section is devoted to procedures that should be followed in the event of these severe weather conditions.

EMERGENCY ACTIONS-
Should life threatening conditions develop:

- Use your locations weather alert radio or television weather channel to monitor the approach and severity of the weather.
- “Tornado watch” means weather conditions are favorable to the formation of tornados.
- “Tornado Warning” means a tornado has been spotted in the area.
- If the weather Service issues a severe weather or tornado warning for your immediate area, warn all individuals.
- Close all doors; stay away from windows
- Employees should move to a pre-planned shelter area.
- A flashlight and battery powered radio should be made available to keep in or take to the shelter area.
- Remain in the shelter area until a all clear is given.
- Reconvene employees when the emergency is past to make sure everyone is safe.
- Discourage employees from leaving the building in the event of a emergency.

SHELTERS

BEST AREAS:
*Basement
*Inside walls on opposite side of corridor from which storm is approaching;
*Restrooms without windows; and
*Interior hallway on lowest on ground floor(no windows doors secured at either end).
AREAS TO AVOID:
*Lobbies
*Walkways
*Atriums
*End rooms in one-story building;
*Rooms with large glass areas;
*Hallways that could become “wind tunnels”

IN OPEN COUNTRY:
If your in a car, don’t attempt to drive out of the way of a tornado. Tornados are very unpredictable in their movements. Get out of your car and lie flat in the nearest ditch or ravine, face down with hands over the back of your head.

NATURAL DISASTERS

EMERGENCY ACTIONS

BLIZZARDS
*Monitor approaching winter storm conditions- freezing rain, sleet, heavy snow sustained high winds, wind chill conditions.
*Ensure that employees are aware of cold weather safety rules and understand policy for operating or closing under adverse weather conditions.

Floods
*In heavy rains, be aware of flash floods. If you see any possibility of a flash flood occurring, move immediately to a safer location.
*Monitor reports on flood conditions. If advised to evacuate:
*Secure the building;
*Lock the doors and windows; and
*Calmly leave immediately

LIGHTING
*When a thunderstorm threatens, go immediately inside for protection.
*While indoors, stay away from windows, water, sinks, faucets and phones.
*If you are in a hard top car stay there.
*If you are caught outside, stay away from the object that could act as a natural lighting rod, such as a tall tree in a open area. Stay clear of open
fields, open water or isolated sheds. If you are caught in a field, crouch low to the ground, but do not lie flat on the ground.

*Get away from fences or other metal objects.

---

**MENACING PERSON/WEAPONS THREAT**

**EMERGENCY ACTIONS**

If there is a potentially dangerous person in your area:

*Call 911 or other designated emergency number,________________________________________(insert number)
When it is safe to do so.
*Notify any trustees or designated emergency personnel,_____________________________(insert name) trained to handle these situations.
  *If you are in a position to explain your situation, give as much information as possible.
  *Give your address
*remain calm and cooperate with the person(s). make no sudden movements.
*if safe to do so, quietly leave the area.
*if the threat is outside the building, lock the facility immediately.

**KIDNAPPING/HOSTAGE SITUATION**

Emergency actions-for any situation involving either kidnapping or a hostage situation of a staff person or member of the facility, summon appropriate designated personnel immediately.

If you receive a phone call regarding an employee or member kidnapping/hostage situation:

- Keep the caller on the line to get as much information as possible.
- *Use the kidnapping/hostage checklist to record all information.

If you receive a ransom note:
*Call appropriate designated personnel immediately. Minimize additional handling of the note until it can be delivered to authorities.
**FACILITY CLOSING**

Official closing of the facility for unscheduled reasons will be ordered by the designated individual.

**EMERGENCY ACTIONS:**
*Notice of closings during office hours will be given by_________________________(insert name) to employees.*
*Notice of cancellation of regular services or special activities will be given by_________________________________________________(insert name)*

**MEDIA COMMUNICATIONS**

Emergency situations attract media attention. For that reason media crisis communication are an important part of emergency response procedures.

**EMERGENCY ACTIONS**

Instruct employees to direct all media inquiries they receive to the designated church representative,_________________________(insert name). this will help ensure that all media interview the designated spokesperson and that all media receive accurate identical information.

**HARRASSING/OBSCENE TELEPHONE CALLS**

If you are receiving harassing calls, the best way to handle the situation is to immediately hang up without saying anything to the caller. If the caller does not receive a response, he/she will usually stop calling.

*If the calls are threatening in any way, or are continuous, please contact_________________________(insert name) immediately please give this designated individual the following information.*
*Your name, extension number, and location.*
*Date and time of harassing calls; and*
*Content of the calls.*
*If any harassing or obscene messages are left in your voicemail box, save those messages in the case they are needed for evidence.*
*Sometimes callers become abusive, if all customer relation tools and techniques do not move the customer into more productive behavior it might become necessary to terminate the conversation.*

*Display empathy for callers predicament.*

*Remain calm and responsible*

*Forewarn caller that unless abusive language is discontinued, you will hang up.*

*(ex. I'm sorry you feel the way you do. However, this conversation is not productive, so if we can’t get back on a positive track, I will terminate this call.)*

---

**BOMB THREATS**

**Emergency actions**

**WHEN A BOMB THREAT IS RECIVED BY PHONE:**

- If the threat of explosion is immediate, evacuate all people from the premises at once.
- If the caller indicates there some time before the bomb will go off:
  - Try to get as much information as possible about the location and description of the bomb and the caller. USE THE BOMB THREAT CHECKLIST to record all information.
  - Stay on the line only as long as the caller continues to provide useful information.
  - Immediately evacuate the premises. TAKE THE CHECKLIST WITH YOU.
- CALL 911 OR OTHER DESIGNATED EMERGENCY NUMBER, __________________________(insert name) and convey all the above information.
- All bomb threats and warnings received by telephone or mail should be reported immediately to designated church employees.

---

**BOMB THREAT CHECKLIST**

Use this form to record all information if you receive a bomb threat.

**BE CALM. BE COURTEOUS. LISTEN. DO NOT INTERRUPT.**

**EXACT WORDS OF CALLER:**

________________________________________________________________________
________________________________________________________________________
QUESTIONS TO ASK?

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place it?
6. Where are you calling from?
7. Who are you?

**Caller’s Voice (circle applicable descriptions)**
- Male
- Female
- Adult
- Juvenile
- Accent
- Well-spoken
- Irrational
- Incoherent
- Foul
- Calm
- Angry
- Excited
- Slow
- Rapid
- Soft
- Loud
- Laughter
- Crying
- Normal
- Slurred
- Nasal
- Speech Impediment
- Raspy
- Unusual Breathing
- Deep
- High
- Cracking Voice
- Disguised
- Taped
- Other

If the voice is familiar, whom did it sound like?

Did the called indicated knowledge of your facility? _____ Yes _____ NO

If yes, explain:

**Background sounds (circle applicable descriptions)**
- Male
- Female
- Adult
- Juvenile
- Accent
- Street Noises
- Dishes
- Voices
- PA System
- Music
- House noises
- Motor
- Aircraft
- Quiet
- Static
- Animal noises
- Long Distance
- Office Machinery
- Factory machinery
Call 911 immediately after the caller hangs up.

TAKE THIS CHECKLIST WITH YOU AS YOU EVACUATE THE BUILDING.

EMERGENCY ACTIONS - DISCOVERY OF A SUSPICIOUS ITEM:

If you find a item you suspect is a bomb, DO NOT touch, move or disturb the item CALL 911 OR OTHER DESIGNATED EMERGENCY NUMBER______________(insert number) immediately then notify the appropriate individuals. Keep persons away from the area until help arrives.

- Do not use cell phones or electrical devices anywhere near the suspicious package.
TRUSTEES WITH FINANCIAL AUTHORIZATION APPROVAL

**Purpose:** to know who in your religious organization has the authority to sign work authorizations on site so work can begin without delay in case of a disaster.

1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________
6. ________________________________

INSURANCE INFORMATION

**PURPOSE:**
To notify the church’s insurance company of the problem as soon as possible.

**Insurance provider:** ________________________________

**Building insurance carrier name:** ____________________

**Phone:** ________________________________

**Contents insurance carrier name:** ____________________

**Phone:** __________________
**BUILDING CONTRACTORS**

*general contractor:_________________phone________________________
  Contact person________________ emergency phone____________________
*phone emergency service_________________phone_____________________
  Contact person________________ emergency phone____________________
*Sprinkler service:_________________phone__________________________
  Contact person________________ emergency phone____________________
*computer maintenance_________________phone________________________
  Contact person________________ emergency phone____________________
*elevator maintenance_________________phone________________________
  Contact person________________ emergency phone____________________
*generator rental____________________phone__________________________
  Contact person________________ emergency phone____________________
*electrical contractor_________________phone_________________________
  Contact person________________ emergency phone____________________
*plumber___________________________phone__________________________
  Contact person________________ emergency phone____________________
*glass company______________________phone__________________________
  Contact person________________ emergency phone____________________
*snow removal_______________________phone__________________________
  Contact person________________ emergency phone____________________
*emergency board up__________________phone________________________
  Contact person________________ emergency phone____________________
*window cleaning company_________________phone_____________________
  Contact person________________ emergency phone____________________
*environmental hauling company_________________phone________________
  Contact person________________ emergency phone____________________
*HVAC contractor______________________phone_______________________
  Contact person________________ emergency phone____________________
*building insurance carrier name_______________________phone__________
  Agent name__________________emergency phone_____________________
*workers compensation insurance
  Carrier name____________________phone_____________________________
  Insurance broker name_________________emergency phone____________
NOTE: a separate Disaster recovery profile should be completed for each building.

Who is the building engineer, plant foreman, or chief of maintenance that has intimate knowledge of the facility? __________________________________________.
Name_________________________________ phone_____________________

<table>
<thead>
<tr>
<th>PRIMARY BUILDING STATISTICS</th>
</tr>
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</table>

2) Year
constructed:__________________________________________

3) Year of last renovation (structural)______________________________

4) Blue print location(specifically):______________________________

5) Blue print checklist *electrical *structural *plumbing *dimensions
   *HVAC *Renovations

6) Building Specs: Number of floors:_____________ Square footage per floor:__________ Total square footage:______________

7) Elevator: Number of elevators:__________ Manual
   (Override):__________ Elevator that operates on emergency back-up power:__________________________

8) Stair Wells: Number of stairwells:_____________ Alarmed/self locking:_____________ Emergency lighting:_____________
   Inside/outside of building:__________________________

9) Entrances: Number of entrances:_______________ Loading docks:______________ Size:__________________________ Overhead doors:______________ Size:__________________________ Walk through doors:__________________________ Size:__________________________

10) Building usage: *Offices *Distribution center *Retail sales
    *Manufacturing *Warehouse *Mall *Storage *Apartments
    *Professional *Medical facility *Cold storage w/ back-up power
    *Classroom *Other:___________________________________
11) Standard office hours open: _____________TO_____________

12) Type of heating system: *Electric *Steam *Central system
   *Gas/Radiator *Localized system *Oil *Forced air *Individual system
   Smoke sensor in HVAC duct system:  *Yes  *No

13) Hot water heaters: Number of tanks:__________________________
    Location of tanks:__________________________

14) Plumbing information: Number of restrooms per floor:
    Number of water fountains:
    Number of water closets:
    Water main shut-off location:
    Sprinkler shut-off location:
    Water/sewer:________ Public:________
    On-site:______________

15) Fire Protection: *Halon *Sprinkler *Dry system *Fire extinguisher
    *Other___________

    *Asbestos tile *Asbestos pipe wrap *Other__________ *None

17) Hazardous Material Stored on Site
   A. Are any hazardous materials stored on site? *Yes *No
   B. Are they registered with the proper authorities? *Yes *No
   C. List location and specifics on what type of materials are stored:
      ______________________________________________________

18) Electrical
   A. Distribution location:______________________________
   B. Building service capacity:__________________________ AMPS
   C. Service capacity per floor:__________________________ AMPS
   D. Breaker panel location:______________________________
   E. Number of 20 AMP circuits per floor:_________________
   F. Number of 15 AMP circuits per floor:_________________

19) Emergency Lighting: How long will it stay lit during a power outage?
    ____________________________

20) Building Construction type:
<table>
<thead>
<tr>
<th>STRUCTURE</th>
<th>ROOF</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ % Metal Frame</td>
<td>__ % Built up Roof</td>
</tr>
<tr>
<td>__ % Wood Frame</td>
<td>__ % High Ribbed Metal</td>
</tr>
<tr>
<td>__ % Concrete / Reinforced</td>
<td>__ % Single Ply Membrane</td>
</tr>
<tr>
<td>__ % Other</td>
<td>__ % Other</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WALLS</th>
<th>FLOORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ % Metal Stud / Dry Wall</td>
<td>__ % Carpeted</td>
</tr>
<tr>
<td>__ % Partitions</td>
<td>__ % Vinyl Tile</td>
</tr>
<tr>
<td>__ % Wood Stud / Dry Wall</td>
<td>__ % Marble / Stone</td>
</tr>
<tr>
<td>__ % Other</td>
<td>__ % Wood</td>
</tr>
<tr>
<td></td>
<td>__ % Concrete</td>
</tr>
<tr>
<td></td>
<td>__ % Other</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ROOF DECK</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ % Concrete</td>
</tr>
<tr>
<td>__ % Steel</td>
</tr>
</tbody>
</table>

21) Are There Any Special Floors / Walls In The Building:
   - Drop Ceiling
   - Ceilings over 20’
   - Special Paints / Surface
   - Raised Floor
   - Vaulted Ceilings
   - Other

NOTES: ( Unusual Restoration Requirements )

________________________________________________________________
________________________________________________________________
________________________________________________________________

<table>
<thead>
<tr>
<th>PRIORITY AREAS</th>
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</thead>
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1. LIST IN PRIORITY ORDER, THOSE AREAS MOST CRUCIAL TO THE OPERATION OF THIS FACILITY.

   A. __________________________________________________________
      __________________________________________________________
SECURED AREA

1. **LIST ALL INDIVIDUALS WHO HAVE ACCESS TO SECURITY SYSTEMS OR SECURED ROOMS.**

2. **LIST PERSONS WHO HAVE ACCESS TO AREA IF NOT ON PREMISES**

GROUNDs

1. **BUILDING / GROUNDS MISCELLANEOUS:** *On Site Parking* *Storage Area* *Hazardous Storage Area*

2. **PARKING LOT DRAINAGE:** *On Site* *Stream / Lake* *Public Sewer*

3. **OUTSIDE BUILDINGS:** *Electrical Building* *Guard House* *Storage Shed* *Pump Station* *Mechanical Shed* *Other* ________________
4. **STORAGE TANKS:** *Water* *Chemicals* *Oil* *Gasoline* *Diesel*
   *Other______________*

5. **DUMPSTER:** *Front Open* *Top Open* *Compactor*
   Number: ___________________  Size: ____________________

---

**FURNITURE & FIXTURES**

1. **DO YOU HAVE A FURNITURE AND FIXTURE REPORT FOR THIS LOCATION?** (THIS SHOULD INCLUDE, BUT NOT BE LIMITED TO, STAINED GLASS WINDOWS, ORGAN SYSTEM AND PEWS.)
   NOTES:________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

2. **DO YOU HAVE VIDEO TAPE DOCUMENTATION OF FURNITURE AND FIXTURES IN A SECURE, FIRE PROOF LOCATION?**  *Yes*  *No*
   NOTES:________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

3. **DO YOU HAVE SPECIAL OR CUSTOM – BUILT FURNITURE AND FIXTURES?**
   *Yes* (list source, brand and model number)  *No*
   NOTES:________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

4. **DO YOU HAVE LIGHTING SYSTEMS:** *Fluorescent* *Chandeliers*
   *Recessed with Covers* *Specialty Lighting / Other*
   NOTES:________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

5. **DO YOU HAVE WINDOW COVERINGS:** *Venetian Blinds* *Pull Blinds*
   *Drapes* *Vertical Blinds* *Other______________*
   NOTES:________________________________________________________
   __________________________________________________________________
**ELECTRONICS / AUDIO VISUAL**

(List source brand and model number)

1. **IS THERE A WRITTEN COMPUTER / ELECTRONIC HARDWARE AND SOFTWARE DETAIL LIST?**
   * Yes (Attach List) * No
   
   **NOTES:**
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. **IS ALL SOFTWARE BACKED UP IN A SECURE, FIRE PROOF LOCATION?**
   * Yes * No
   
   Backup policy: ______________________________________________________
   Location: _______________________________________________________
   
   **NOTES:**
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. **ON WHAT MEDIUM IS INFORMATION STORED?**
   * Magnetic Tape
   * Floppy Disk * Optical / Laser Disk * Hard Disk * All of the Above
   * Other________________________________________________________

4. **IS ANY OF THE ELECTRONIC DATA PROCESSING (EDP) EQUIPMENT LEASED?**
   * Yes * No
   
   Leasing Agent: ____________________________
   Phone: ____________________________
   After Hours Phone: ____________________________

5. **IS THERE A SERVICE MAINTENANCE CONTRACT IN PLACE LOCALLY FOR EDP EQUIPMENT?**
   * Yes (List Company) * No
   
   Company: ____________________________
   Address: ____________________________
6. SHOULD THE FACILITY SUSTAIN A LOSS RENDERING THE SYSTEM USELESS FOR a PERIOD, HAS AN ALTERNATE PLAN OF ACTION BEEN DETERMINED?  * Yes (Attach List) * No
NOTES:________________________________________________________
________________________________________________________________
________________________________________________________________

7. IS THERE A PERSON ON – SITE WHO HAS INTIMATE KNOWLEDGE OF THE EDP SYSTEMS?  * Yes * No
Name: ________________________________
Phone: ________________________________
After Hours Phone: ______________________

8. DO WE HAVE ANY SPECIAL OR ADDITIONAL INSURANCE COVERAGE FOR EDP OR COMMUNICATION EQUIPMENT?  * Yes * No
Company Name: ________________________________
Contact Person: ________________________________
Address: ________________________________
NOTES:________________________________________________________
________________________________________________________________
________________________________________________________________

VALUABLE DOCUMENT, BOOK AND RECORD PROTECTION
1. IS THERE A PRIORITY SELECTION LIST OF VITAL RECORDS, BOOKS AND DOCUMENTS?  * Yes (attach list) * No
NOTES:________________________________________________________
________________________________________________________________

2. WHO IS RESPONSIBLE FOR STARTING THE FOLLOWING PHASES OF BOOKS AND DOCUMENT RESTORATION?
   A. DAMAGE ASSESSMENT: Name:______________________
   Phone: __________________________
   B. STABILIZATION: PICK OUT AND PACK OUT
   Name: ____________________________ Phone:______________________
   C. RESTORATION PHASE- THE PROCESSING OF THE ACTUAL DATA TO A RESTORED AND ACCESSIBLE CONDITION:
   Name: ____________________________ Phone:______________________
   D. RELOCATION- THE INDEXING, LABELING, MARKING AND REFILING OR RESTORED BOOKS AND RECORDS FOR USE AND SERVICE:
   Name: ____________________________ Phone:______________________


3. IS THERE ANY MECHANICAL OR SPECIAL EQUIPMENT (E.G., MICROFICHE) USED TO STORE THE INFORMATION CONCERNING THESE BOOKS AND RECORDS? IF SO, ARE THERE PROVISIONS FOR PROTECTING IT? * Yes * No
NOTES: ____________________________________________________________

4. ARE CONFIDENTIAL (RESTRICTED ACCESS) FILES AND DOCUMENTS MARKED AND PRIORITIZED FOR EMERGENCY REMOVAL? * Yes * No
NOTES: ____________________________________________________________

**VALUABLE CONTENTS**

1. ARE THERE ANY ANTIQUES, ART WORK, HAND BELLS, SHEET MUSIC OR OTHER VALUABLE COLLECTIBLES?
________________________________________________________________
________________________________________________________________

2. WHO IS RESPONSIBLE FOR THE FATE OF VALUABLES?
________________________________________________________________
________________________________________________________________

3. ARE VALUABLES INSURED FOR DISASTER AS WELL AS THEFT?
________________________________________________________________
________________________________________________________________

**ANTIQUES - ART WORK - COLLECTIBLES**

LAST UPDATE:

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SUMMARY

NOTE ANY OTHER SPECIAL INFORMATION THAT MAY BE NEEDED IN CASE OF A DISASTER OR EMERGENCY.

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SAMPLE EMERGENCY EVACUATION DIAGRAM
(APPENDIX A)

ATTACH FACILITY PLAN
Congratulations! You are demonstrating excellence in preparedness planning by compelling a comprehensive information source to use in case of disaster. Emergencies like fires, smoke, water, or vandalism damage at your facility will always strike without warning.

Immediate response in a crisis can save thousands of dollars in reducing damage. It also may allow you to resume normal business operations faster, eliminating the many problems extended business interruptions can create.

KEEP THIS INFORMATION IN A SAFE LOCATION ON-SITE AS WELL AS AT THE KEY STAFF MEMBERS HOME.
You also may require that the following information is on file with the person in charge of contingency planning for your church.

Developed for:_________________________________________________

Religious organization:__________________________________________
Address:_______________________________________________________
Contact person:__________________________________________________
Business phone:_________________________________________________
After hours phone:________________________________________________
This plan was completed by:_______________________________________

Name:___________________________________________________________
Date:___________________________________________________________
Phone:__________________________________________________________

For more information, please contact:
Episcopal Disaster Relief Coordinator:  Mary Woodward, 740-509-1132 (cellular)
810 Main St., Caldwell, Ohio 43724  740-732-6700 (office)
Mwoodward_1@msn.com