

**Presbytery of Lake Huron
Disaster Preparedness Coordination and Communication Plan
Church Contact Information**

**Review this information and submit to the Presbytery of Lake Huron annually
by February 28**

Congregation Name _____

Mailing Address _____

Physical Address _____

Office Phone _____

Office email _____

Title	Name	Home Phone	Cell Phone	email
Pastor				
Assoc. Pastor				
Clerk of Session				
Mod of Trustees				
Mod of Deacons				
Treasurer				
Property Com				
Secretary				
Disaster Contact				

Please provide the following information

	Name	Phone (non-911)
Local Fire		
Local Police		
Local State Police		
Local Sheriff		
Ambulance		
Hospital		
Local Government		
Local Highway Dept		
Red Cross		

**Presbytery of Lake Huron
Disaster Preparedness Coordination and Communication Plan
Church Emergency Preparedness Information**

Congregation Name _____

Mailing Address _____

Physical Address _____

Office Phone _____

Office email _____

Pastor _____

Home Address _____

Home Phone _____

Cell Phone _____

Email _____

Clerk of Session _____

Home Address _____

Home Phone _____

Cell Phone _____

E-mail _____

Essential Document Storage

Documents	Location of Originals	Backed-up Where
Presbytery contact List		
Session Contact List		
Trustee Contact List		
Deacon Contact List		
Member Directory		
Insurance Company Contacts		
Policy Numbers		
Building Inventory		
Essential Church Records		
Historical Documents		
Bank and Credit Card Info.		
Tax Exempt Certificate		

Disaster Preparation Checklist for the Local Congregation

- ✓ Congregational Disaster Response Coordinator(s) selected and trained.
- ✓ Congregational Directory updated regularly. (Including cell phone and e-mail addresses.)
- ✓ List of congregational members with special needs noted and updated annually
- ✓ Insurance Policies reviewed annually and saved in multiple locations.
- ✓ Financial and Session records saved electronically and stored in multiple locations monthly.
- ✓ Inventory of physical plant made and updated annually. Video record recommended.
- ✓ Consultation with local American Red Cross (ARC) and Emergency Management Association (EMA) re: possible shelters in the area.
- ✓ Consultation with local EMA re: possible disaster scenarios. Develop plans for each.
- ✓ Share emergency kit information with congregation. Kits can be assembled and distributed by groups within the church to elderly and special needs congregation.
- ✓ Coordinate with local/state emergency response agencies to ascertain response partners and roles of each.
- ✓ Determine if the physical plant can be used as an emergency shelter, point of distribution, etc.
- ✓ Develop a communication system within the congregation (i.e. phone tree, Shepherds, etc.)
- ✓ Participate in the network of response throughout the Presbytery.

Questions or Concerns?

Contact your Disaster Coordination and Communication Task Force Regional Coordinator. If you are not sure who your representative is please contact the Presbytery Office at 989-799-7481 during normal business hours or the Director of the Disaster Coordination and Communication Task Force, Elder CJ Merriman at cjmerriman16@gmail.com.