

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 CJ Merriman

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