

# READY FAITH

## Preparedness Workbook



Cook County DEPT. of  
**Public Health**  
Promoting health. Preventing disease. Protecting you.



*Funding provided by:*

1. The Illinois Department of Public Health
2. Cooperative Agreement Number TP000507 from the Centers of Disease Control and Prevention and/or Assistant Secretary for Preparedness and Response. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention and/or Assistant Secretary for Preparedness and Response.

# TABLE OF CONTENTS

<b>5</b>	About the Cook County Departments of Public Health
<b>6</b>	About the Chicago Department of Public Health
<b>7</b>	About the Humanitarian Disaster Institute
<b>9</b>	Introduction
<b>10</b>	Congregation Preparedness Plan
<b>11</b>	Congregation Disaster Mission
<b>12</b>	Congregational Goals
<b>13</b>	Building Description
<b>14</b>	Building Supplies and Safety
<b>16</b>	Disaster Ministry Coordinator (DMC)
<b>18</b>	Disaster Ministry Team
<b>20</b>	Congregation Staff & Leadership
<b>22</b>	Volunteers
<b>24</b>	Risk Assessment
<b>28</b>	Communication Plan
<b>31</b>	Continuity of Ministries and Services
<b>38</b>	Evacuation Plan
<b>41</b>	Shelter-in-Place
<b>42</b>	Congregation Go-Kit: Emergency Supplies Kit
<b>43</b>	Procedures for Encouraging Personal/Family Preparedness
<b>44</b>	Neighborhood/Community Planning
<b>46</b>	Injury/Incident Report
<b>48</b>	Training and Exercises
<b>50</b>	Congregates with Disaster-Related Skills/Certifications/Resources
<b>53</b>	Plan Implementation Procedures
<b>55</b>	Citation

## Faith-Based Advisory Panel Members

We acknowledge the work and support of the Advisory Panel members from faith-based organizations and houses of worship throughout Cook County.

Teresa Bentley	Pilsen Wellness Center
Crystal Calhoun	Greater Englewood Parish United Methodist Church
Larry Deguisne	Crossroads Community Church
David Duecker	FEMA
Harrietta Earl-Humphrey	Chicago Police Department; Chicago Coalition of Black Trade Unionists
Leroy Epps	United Auto Workers
Gary Fields	Chicago Coalition of Black Trade Unionists
Cynthia McNeil	Bethel New Life, Inc.
Esperanza Morphis	Cornerstone Christian Center
Danielle Sandler	Oak Park Temple

*(Note: CARAT = Community Action and Response Against Toxics)*



# Cook County DEPT. of Public Health

Promoting health. Preventing disease. *Protecting you.*

## About the Cook County Department of Public Health (CCDPH)

CCDPH is the state certified public health agency for suburban Cook County (SCC) with the exception of Evanston, Skokie, Oak Park and Stickney Township serving approximately 2.5 million residents in 129 municipalities. CCDPH protects the health of SCC residents through leadership in public health policy, research for disease and injury prevention and promotion of healthy living and health equity for all.

CCDPH staff brings people and resources together to address issues facing SCC communities. Through collection of disease, population health and health behavior data, CCDPH is a major source of information about the priority health needs in each community in SCC. This helps our agency, partners and the public, plan for and address emerging health threats.

In order to ensure that the agency provides the most effective and coordinated response to an emergency, CCDPH, through the Emergency Preparedness and Response Unit (EPRU), engages in preparedness planning for emergencies and disasters that pose the greatest risk to SCC. By thinking ahead and working closely with our key community partners, CCDPH is better prepared to serve and protect our community.

### CONTACT INFORMATION:

Phone: 708-633-4000

Email: [info@cookcountyhhs.org](mailto:info@cookcountyhhs.org)

Facebook: CCDPH

Twitter: [@cookcohealth](https://twitter.com/cookcohealth)

[www.cookcountypublichealth.org](http://www.cookcountypublichealth.org)



## About the Chicago Department of Public Health (CDPH)

The mission of the Chicago Department of Public Health is to make Chicago a safer and healthier place by working with community partners to promote health, prevent disease, reduce environmental hazards and ensure access to health care for all Chicagoans.

While CDPH has responded to public health emergencies on an as-needed basis since the Chicago Board of Health was founded in 1835 to confront a cholera epidemic, the Chicago Department of Public Health began building a permanent emergency preparedness and response capability in 1998. We work closely with other City agencies, including the Office of Emergency Management and Communications, the Chicago Fire Department and Chicago hospitals to ensure a coordinated and effective City response to emergencies. We have built and continue to strengthen our ties with other important organizations across the metropolitan area, including hospitals and other health care providers; suburban, state and federal public health agencies; business and industry; academia; faith-based and community organizations, the news media and more.

Through the Prepare Chicago campaign, the Chicago Department of Public Health (CDPH) encourages Chicagoans to work together and help ensure our City's immediate and coordinated response in a public health emergency. Prepare Chicago aims to educate residents on how they can prepare their families for an emergency, how to work together as a community to become more resilient, and how they can volunteer during public health emergencies. As part of the initiative, CDPH would like to ensure that organizations across the City that serve community members have information readily available to assist in planning for or responding to an emergency.

### CONTACT INFORMATION:

Phone: 312-747-9884 or for 24-hour assistance or to report a public health issue, call 311

Email: [healthychicago@cityofchicago.org](mailto:healthychicago@cityofchicago.org)

Facebook: [ChicagoPublicHealth](https://www.facebook.com/ChicagoPublicHealth)

Twitter: [@ChiPublicHealth](https://twitter.com/ChiPublicHealth)

Website: [www.cityofchicago.org/health](http://www.cityofchicago.org/health)



## About the Humanitarian Disaster Institute (HDI)

Founded in 2011, Wheaton College's Humanitarian Disaster Institute (HDI) is the country's first faith-based academic disaster research center. As a college-wide interdisciplinary research center, HDI is dedicated to helping equip congregations and faith-based organizations to better prepare for, respond to and recover from disasters. HDI carries out this mission through applied research, training, and technical support.

### CONTACT INFORMATION

We welcome inquiries from individuals and organizations interested in finding out more about our programs and services, as well as from those interested in collaborating with us.

#### **The Humanitarian Disaster Institute**

Psychology Department

Wheaton College

501 College Ave.

Wheaton, IL 60187

Phone: (630)752-5104

Email: [hdi@wheaton.edu](mailto:hdi@wheaton.edu)

Website: [www.wheaton.edu/HDI](http://www.wheaton.edu/HDI)

Facebook: [www.facebook.com/HDIWheaton](http://www.facebook.com/HDIWheaton)







## Introduction

*The Ready Faith Workbook is designed to complement the Ready Faith Planning Guide to foster greater congregational resilience to disasters. This workbook provides step-by-step directions, resources, and exercises for making your congregation safer and better prepared for a disaster. Disaster planning, training, and manuals can easily become ends in themselves unless they are linked to key aims and activities, so we start with helping your congregation set goals and vision. We recognize that not every congregation will need or be able to complete each section. We would encourage your congregation to consider taking a developmental approach to completing the following steps. Start small and with the sections that seem to most naturally fit your congregation's needs, size, mission, and vision. After you successfully complete a section, then move onto the next most obtainable goal, and so on.*

# Congregation Preparedness Plan

*Though government and national agencies are prepared to help people when disaster strikes, it is the local congregation, its people and social network that remain long after other organizations have moved on. No greater or more effective mechanism in a community exists to assist people in times of disaster than a local congregation. It is the local congregation that best understands the culture and people of the community.*

INSTRUCTIONS: To start your journey toward becoming a more disaster resilient congregation, begin by filling-in some basic information about your congregation. This can serve as your cover page to your plan once complete. After you've gone through each section of this workbook, seek out formal approval from your congregation leadership by having them sign-off on the plan.

## CONGREGATION INFORMATION AND APPROVAL PAGE

---

CONGREGATION NAME

---

ADDRESS

---

CITY

STATE

ZIP

---

TELEPHONE NUMBER

---

E-MAIL ADDRESS

DATE PLAN WAS CREATED:

PLAN APPROVED BY:

### PLAN REVIEW:

DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, "Planning" (ch.4); "How to Implement Your Congregational Disaster Preparedness Plan" (ch.7); "How to Update and Strengthen Your Congregational Disaster Preparedness Plan" (ch.9)



# Congregational Goals

*Think about building resilience to disaster for your congregation. Resilience is the ability to bounce back and recover quickly from disaster in a healthy manner. An analogy of resilience is an “inflated” beach ball in a swimming pool. When pushed under water the ball may be stressed (compressed) by the surrounding pressure, but it can resurface quickly near its original shape and position. Congregation leaders who take action to prepare their congregation for disaster recover more quickly; and, more importantly strengthen their position from which to respond and help the community when disaster strikes. However, before you can determine what steps you are going to take, you first have to have clear and well-defined goals.*

INSTRUCTIONS: In this section, identify, as a congregation, what you want to accomplish after a disaster, in support of your congregation’s disaster mission. This is a definition of what you will strive to accomplish after a disaster; the specific steps to accomplish these goals will be defined later in the plan. Examples of goals may include:

- Ensure the safety of older and disabled members of the congregation.
- Provide an effective relief ministry to the local community after a disaster.
- Reestablish Sunday services as soon as possible post-disaster.

## LIST OF CONGREGATIONAL GOALS

**1**

--

**2**

--

**3**

--

**4**

--

# Building Description

*Recent disaster events around the world continue to demonstrate how little many congregation leaders and congregations know about their susceptibility to disasters. Taking action before a forecast event, such as a severe storm, can help prevent damage, save lives, and increase continuity of ministry and services. When developing approaches to maintaining, conserving, or finding possible alternative facilities, be sure to keep in mind your congregation's mission, critical ministry functions and operations, and post-disaster priorities.*

INSTRUCTIONS: Provide some basic building data by completing the line items below. The emphasis should be on information that may be helpful to your congregation leadership as well as outside sources, such as emergency services personnel.

## FACILITY FEATURES

---

OCCUPANCY TYPE (CONGREGATION, OFFICE BUILDING, SCHOOL, ETC.)

---

TOTAL SQUARE FOOTAGE

---

YEAR BUILT

---

DATE OF MOST RECENT RENOVATION

---

NUMBER OF STORIES

---

IS THERE A BASEMENT?

---

TYPE OF CONSTRUCTION

---

INSURANCE COMPANY

---

DESCRIBE ANY UNIQUE FEATURES (INSIDE OR OUTSIDE)

---

---

NOTE: Attach any floor plans of the facility at the end of the document.

# Building Supplies and Safety

*It is important for a congregation to have adequate disaster supplies on-hand before the threat of a disaster occurs. Keep basic emergency supplies the congregation may need on hand in case of a disaster and maintain such supplies. For example, an unchecked fire extinguisher could malfunction when needed allowing a fire to spread causing greater damage, potential injury, risk to life, and property damage.*

INSTRUCTIONS: Inspect, inventory and document the location of all emergency-related features and items in your congregation.

## EMERGENCY SUPPLIES AND EQUIPMENT LOCATIONS

1. Portable radios and extra batteries: \_\_\_\_\_
2. Emergency first-aid supplies: \_\_\_\_\_
3. Flashlights and extra batteries: \_\_\_\_\_
4. Stored drinking water: \_\_\_\_\_
5. Emergency (3-day) food supply: \_\_\_\_\_
6. Basic tool kit: \_\_\_\_\_
7. Fire alarm system: \_\_\_\_\_
  - Location of fire alarm: \_\_\_\_\_
  - Location of fire extinguishers: \_\_\_\_\_
  - If system monitored by outside agency, name and phone: \_\_\_\_\_
  - Sprinkler system (water flow valves and standpipes, including tamper alarms): \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
8. Exits: Information on fire escapes (type & location): \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Information on fire doors (if applicable): \_\_\_\_\_

## UTILITY SHUT-OFFS AND TOOLS

1. Main gas valve: \_\_\_\_\_
2. Crescent wrench or gas shut-off tools: \_\_\_\_\_
3. Main water valve: \_\_\_\_\_
4. Electrical fuse box / circuit breaker: \_\_\_\_\_
5. Emergency or portable generator (if applicable): \_\_\_\_\_

## INVENTORY OF NEIGHBORHOOD RESOURCES

1. Where can you rent or borrow a generator from? \_\_\_\_\_
2. Where is the nearest medical treatment facility? (Attach driving and walking directions): \_\_\_\_\_  
\_\_\_\_\_
3. Where is the nearest fire station? \_\_\_\_\_  
\_\_\_\_\_
4. Where is the nearest police station? \_\_\_\_\_  
\_\_\_\_\_
5. Where can you go for additional water? \_\_\_\_\_  
\_\_\_\_\_
6. Where can you go for additional food supplies? \_\_\_\_\_  
\_\_\_\_\_
7. Where can you go for additional medical supplies, medicines, and special equipment? \_\_\_\_\_  
\_\_\_\_\_

# Disaster Ministry Coordinator (DMC)

*Although multiple people and/or groups might be involved in your congregation disaster ministry team and process, only one person should have overall responsibility for the timely development, implementation and oversight of plans. This person is typically called the Disaster Ministry Coordinator. Each senior congregation leader may approach this step differently depending on the makeup of his or her congregation. Some may appoint only a Disaster Ministry Coordinator, relying on this coordinator to identify and appoint the other leadership team members. Others may appoint several key persons to the leadership team allowing them to appoint a coordinator. Regardless of the approach used, the Disaster Ministry Coordinator should be approved and empowered by senior congregation leadership.*

INSTRUCTIONS: Work with your congregation leadership to identify, recruit, and prepare a Disaster Ministry Coordinator. Once this person has been selected and has agreed to be responsible for your congregation's disaster ministry, record this person's information below. In the lines provided below, also be sure to identify appropriate back-ups in case the Disaster Ministry Coordinator is unavailable.

## DISASTER MINISTRY COORDINATOR (DMC) AND BACK-UP DMC CONTACT INFORMATION

1. The DMC for our congregation in an emergency is:

---

NAME

---

TELEPHONE NUMBER

---

ALTERNATE NUMBER

---

WORK E-MAIL ADDRESS

---

HOME E-MAIL ADDRESS

2. In the absence of the DMC, the first alternate DMC is:

---

NAME

---

TELEPHONE NUMBER

---

ALTERNATE NUMBER

---

WORK E-MAIL ADDRESS

---

HOME E-MAIL ADDRESS



3. In the absence of the first alternate DMC, the second alternate DMC is:

---

NAME

---

TELEPHONE NUMBER

ALTERNATE NUMBER

---

WORK E-MAIL ADDRESS

HOME E-MAIL ADDRESS

4. The authorized congregation emergency spokesperson (if different from DCM) is:

---

NAME

---

TELEPHONE NUMBER

ALTERNATE NUMBER

---

WORK E-MAIL ADDRESS

HOME E-MAIL ADDRESS

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Form a Disaster Ministry Team” (ch.3))

# Disaster Ministry Team

*The quality of leaders recruited for a leadership team directly correlates to the quality of your congregation's ability to successfully prepare. We recommend recruiting leaders who have strong leadership skills and influence. Strong leadership skills are necessary to make sure all delegated tasks are completed on schedule and meet agreed upon expectations. Leaders with influence in the business and/or congregation community or the emergency management and first responder framework have access to other leaders and resources that can greatly add to your congregation's resilience.*

INSTRUCTIONS: Identify a Disaster Ministry Team to coordinate the development activities. All pertinent areas of the local congregation should be represented by those individuals who have knowledge of each ministry and/or operations process. Below record each member's contact information and unique skills and certifications.

## TEAM MEMBER CONTACT AND SKILL INFORMATION

---

NAME

---

POSITION

---

KEY RESPONSIBILITIES

---

HOME ADDRESS

STATE

ZIP

---

HOME PHONE

---

CELL PHONE

---

SOCIAL NETWORKING

FAX

---

WORK E-MAIL ADDRESS

---

HOME E-MAIL ADDRESS

---

EMERGENCY CONTACT

RELATIONSHIP

---

EMERGENCY CONTACT PHONE NUMBER

ALTERNATE NUMBER

Do you and your family have an emergency preparedness plan?  Yes  No

Do you and your family have an emergency preparedness kit?  Yes  No

In an emergency situation would you continue to work assigned duties?  Yes  No

In an emergency situation would you be willing to work additional days or hours?  Yes  No

In an emergency situation would you be able to work from your home?  Yes  No

With personal protective equipment (PPE), would you be willing to work with individuals who have a communicable disease?  Yes  No

Certifications:  LPN/RN  CPR  First-Aid  
 Emergency Medical Technician  Other

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Form a Disaster Ministry Team” (ch.3))

# Congregation Staff & Leadership

*A typical congregation might have ministry representation from nursery, children, youth, music, and ushers; plus, business operations like accounting, payroll, IT, facilities, and security. Representation will vary depending on congregation composition, as well as critical ministries and operation functions.*

INSTRUCTIONS: Identify congregation staff and leadership, who in addition to your Disaster Ministry Team, are needed to coordinate effective preparedness and response activities. Below record each member's contact information and unique skills and certifications.

## TEAM MEMBER CONTACT AND SKILL INFORMATION

---

NAME

---

POSITION

---

KEY RESPONSIBILITIES

---

HOME ADDRESS

STATE

ZIP

---

HOME PHONE

---

CELL PHONE

PAGER

FAX

---

WORK E-MAIL ADDRESS

---

HOME E-MAIL ADDRESS

---

EMERGENCY CONTACT

RELATIONSHIP

---

EMERGENCY CONTACT PHONE NUMBER

ALTERNATE NUMBER

Do you and your family have an emergency preparedness plan?  Yes  No

Do you and your family have an emergency preparedness kit?  Yes  No

In an emergency situation would you continue to work assigned duties?  Yes  No

In an emergency situation would you be willing to work additional days or hours?  Yes  No

In an emergency situation would you be able to work from your home?  Yes  No

With personal protective equipment (PPE), would you be willing to work with individuals who have a communicable disease?  Yes  No

Certifications:  LPN/RN  CPR  First-Aid  
 Emergency Medical Technician  Other

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Form a Disaster Ministry Team” (ch.3))

# Volunteers

*During a disaster, you will need a wide range of talents, knowledge, and skills. Thus, it is helpful before a disaster strikes to recruit volunteers from your congregation who can assist your Disaster Ministry Team and congregation staff and leadership. You may find it useful to include congregation members who work in law enforcement, public utilities, health care, and mental health, etc.*

INSTRUCTIONS: Recruit and identify volunteers from your congregation, who in addition to your Disaster Ministry Team and congregation staff and leadership, are needed to coordinate effective preparedness and response activities. Below record each member's contact information and unique skills and certifications.

## VOLUNTEER CONTACT AND SKILL INFORMATION

---

NAME

---

POSITION

---

KEY RESPONSIBILITIES

---

HOME ADDRESS

STATE

ZIP

---

HOME PHONE

---

CELL PHONE

PAGER

FAX

---

WORK E-MAIL ADDRESS

---

HOME E-MAIL ADDRESS

---

EMERGENCY CONTACT

RELATIONSHIP

---

EMERGENCY CONTACT PHONE NUMBER

ALTERNATE NUMBER

Do you and your family have an emergency preparedness plan?  Yes  No

Do you and your family have an emergency preparedness kit?  Yes  No

In an emergency situation would you continue to work assigned duties?  Yes  No

In an emergency situation would you be willing to work additional days or hours?  Yes  No

In an emergency situation would you be able to work from your home?  Yes  No

With personal protective equipment (PPE), would you be willing to work with individuals who have a communicable disease?  Yes  No

Certifications:  LPN/RN  CPR  First-Aid  
 Emergency Medical Technician  Other

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Form a Disaster Ministry Team” (ch.3))

# Risk Assessment

*A risk assessment is a process to identify potential hazards and analyze what could happen if a hazard occurs. There are numerous dangers to consider. For each hazard there are many possible scenarios that could unfold depending on timing, magnitude and location of the hazard. Identify natural and man-made disasters that could interrupt or impede congregation ministries or operations.*

INSTRUCTIONS: Evaluate the potential for each event and its potential severity among the following possible emergency events using the scale below. Assume each event occurs at the worst possible time (i.e. during peak gathering times).

## EVALUATE RISK FACTORS

PROBABILITY	HUMAN IMPACT	PROPERTY IMPACT	WORK-FLOW IMPACT
<i>Likelihood this event will occur</i>	<i>Possibility of death or injury to your staff or your members</i>	<i>Physical losses and damages to your facility and/or vehicles</i>	<i>Interruption of services</i>

Rank the following events accordingly for each category and then add them together to determine your risk for each specific event: High=3 Moderate=2 Low=1 None=0

POSSIBLE EMERGENCY EVENTS	PROBABILITY	HUMAN IMPACT	PROPERTY IMPACT	WORKFLOW IMPACT	TOTAL RISK
Extreme Temps – Cold					
Extreme Temps - Heat					
Thunderstorm					
Tornado/ Straight line winds					
Severe winter storm					



POSSIBLE EMERGENCY EVENTS	PROBABILITY	HUMAN IMPACT	PROPERTY IMPACT	WORKFLOW IMPACT	TOTAL RISK
Flood internal					
Flood external					
Fire internal					
Fire external					
Medical - Infectious disease (e.g. Pandemic Influenza)					
Mass casualty – trauma					
Electrical failure/ Power outage					
Criminal disorder					
Civil disorder					
Bomb threat					
Labor action/strike					
Supply shortage (e.g. food/water)					
HAZMAT (chemical spill) – internal					
HAZMAT (chemical spill) – external					

POSSIBLE EMERGENCY EVENTS	PROBABILITY	HUMAN IMPACT	PROPERTY IMPACT	WORKFLOW IMPACT	TOTAL RISK
Radiological – internal					
Radiological – external					
Terrorism: Biological					
Terrorism: Chemical					
Terrorism: Nuclear					
Terrorism: Radiological					
Water contamination or shortage					
Transportation problems					
Motor vehicle accident					
Train derailment					
Other:					
Other:					

Score Ranges: High Risk=9-12 Moderate Risk=5-8 Low Risk=1-4 No Risk=0

Based on this assessment, the following events are most likely to be of concern in our organization:

---

---

---

---

---

---

---

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Conduct a Disaster Risk and Needs Assessment” (ch.5))

# Communication Plan

*When an emergency occurs, the need to communicate is immediate. If ministry operations are disrupted, congregation and community members will want to know how they will be impacted. Regulators, community stakeholders, and local decision makers may need to be notified and may want to know what is going on in their community. Congregation members and their families will be concerned and want information. Neighbors living near the facility may need information—especially if they are threatened by the incident. All of these groups will want information before the congregation has a chance to begin communicating. An important component of the preparedness program is the crisis communication.*

INSTRUCTIONS: Fill-in each of the boxes below to help develop procedures that will help your congregation respond promptly, accurately and confidently during an emergency in the hours and days that follow. Be sure to tailor your procedures to the many different groups in your congregation that must be reached with information specific to their interests and needs.

## RISK COMMUNICATION STRATEGIES

<b>WHAT SHOULD YOU COMMUNICATE?</b>	<b>WHO ARE YOU COMMUNICATING TO?</b> (Ex: congregation, staff, local government)	<b>WHO SHOULD COMMUNICATE THE MESSAGE?</b> (Ex: Disaster Ministry Coordinator, Pastor)	<b>HOW SHOULD IT BE COMMUNICATED?</b> (Ex: electronically, phone call/tree, mail)	<b>PREPARATORY ACTIONS</b> (Ex: talking points, key messages, training)
Organizational status				
Damage assessment				
Services offered or service changes				

Funds or supplies needed				
Volunteers needed				
Others needed				
Other:				
Other:				

Directions for remote voicemail:

---



---



---



---

Directions for remote email:

---



---



---



---

If phones are not working, our backup communication plan is as follows (include provisions for land line and cellular phones):

---



---



---



---





List the supplies and resources needed to keep your congregation operating and alternative ways to obtain those items.

**Supply or Resource Needed**

**Alternative Source for Obtaining Resource**

---

---

---

---

---

---

---

---

Congregation plan of succession (list, by position or title, which staff member or volunteer is next in line to assume overall authority following a disaster).

1. 

---
2. 

---
3. 

---
4. 

---

List of signatories on bank accounts (in the event that the primary signatory is unavailable).

1. 

---
2. 

---
3. 

---
4. 

---

Specify area for involvement during an emergency (See Continuing Operations on pg. 27 to help).

---

---

---

---



## OFF-SITE STORAGE OF IMPORTANT DOCUMENTS AND VITAL RECORDS

---

ORGANIZATION NAME

---

ADDRESS

---

CITY

STATE

ZIP

---

TELEPHONE NUMBER

### Vital Records may include but are not limited to:

- |   |   |
|---|---|
| <input type="checkbox"/> articles of incorporation            | <input type="checkbox"/> financial statements (bank accounts, credit cards) |
| <input type="checkbox"/> artwork (e.g. stationery, logo)      | <input type="checkbox"/> 501 (c) (3)  |
| <input type="checkbox"/> blank checks and account information | <input type="checkbox"/> insurance information                              |
| <input type="checkbox"/> board minutes and rosters            | <input type="checkbox"/> inventory of organization equipment                |
| <input type="checkbox"/> bylaws                               | <input type="checkbox"/> leases/deeds                                       |
| <input type="checkbox"/> client records                       | <input type="checkbox"/> licenses   |
| <input type="checkbox"/> computer passwords                   | <input type="checkbox"/> mission statement                                  |
| <input type="checkbox"/> contracts                            | <input type="checkbox"/> personnel records/payroll information              |
| <input type="checkbox"/> corporate seal                       | <input type="checkbox"/> photographs of the facility and key equipment      |
| <input type="checkbox"/> diagram of building layout           | <input type="checkbox"/> tax exemption status certificate                   |
| <input type="checkbox"/> donor records                        | <input type="checkbox"/> vendor records                                     |
| <input type="checkbox"/> emergency plan                       | <input type="checkbox"/> volunteer records                                  |

### Other documents:

1.

---

2.

---

3.

---

4.

---

## OFF-SITE STORAGE OF VITAL ELECTRONIC RECORDS

How often are electronic records backed up? \_\_\_\_\_

Backed up records are kept at:

NAME

ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER

If accounting and payroll records are destroyed, continuity will be provided by the following:

1.

2.

3.

Backed up electronic records include the following:

1.

2.

3.

4.

5.

6.

7.

## NEIGHBORING CONGREGATIONS OR AGENCIES PROVIDING ADDITIONAL/BACKUP SERVICES

(Note: Congregations are encouraged to adopt a “sister” congregation in their community and out of region who agree to come to aid the other should they be affected by a disaster.) **Attach any Memorandums or Letters of Understanding to the back of the plan.**

---

1. NAME OF AGENCY

CONTACT INFORMATION

---

SERVICE PROVIDED

---

2. NAME OF AGENCY

CONTACT INFORMATION

---

SERVICE PROVIDED

---

3. NAME OF AGENCY

CONTACT INFORMATION

---

SERVICE PROVIDED

---

4. NAME OF AGENCY

CONTACT INFORMATION

---

SERVICE PROVIDED

### Key Contacts

---

ACCOUNTANT

TELEPHONE NUMBER

---

ATTORNEY

TELEPHONE NUMBER

---

BANK

TELEPHONE NUMBER

---

BILLING/INVOICING SERVICE

TELEPHONE NUMBER

---

BENEFITS ADMINISTRATOR

TELEPHONE NUMBER

---

BUILDING MANAGER/OWNER

TELEPHONE NUMBER

---

BUILDING SECURITY

TELEPHONE NUMBER

---

CREDITOR

TELEPHONE NUMBER

---

ELECTRIC COMPANY

TELEPHONE NUMBER

---

ELECTRICIAN

TELEPHONE NUMBER

---

E-MAIL/INTERNET SERVICE PROVIDER

TELEPHONE NUMBER

---

EMERGENCY MANAGEMENT AGENCY

TELEPHONE NUMBER

---

FIRE DEPARTMENT

TELEPHONE NUMBER

---

GAS COMPANY

TELEPHONE NUMBER

---

GENERATOR RENTAL COMPANY

TELEPHONE NUMBER

---

GROCERY STORE (NEAREST ONE)

TELEPHONE NUMBER

---

HARDWARE STORE (NEAREST ONE)

TELEPHONE NUMBER

---

HAZARDOUS MATERIALS

TELEPHONE NUMBER

---

HOSPITAL (NEAREST ONE)

TELEPHONE NUMBER

---

INSURANCE AGENT/CLAIMS REPORTING

TELEPHONE NUMBER

---

IT/COMPUTER SERVICE PROVIDER

TELEPHONE NUMBER

---

LOCAL NEWSPAPER

TELEPHONE NUMBER

---

MENTAL HEALTH/SOCIAL SERVICES AGENCY

TELEPHONE NUMBER

---

PAYROLL PROCESSING

TELEPHONE NUMBER

---

PHARMACY (NEAREST ONE)

TELEPHONE NUMBER

---

PLUMBER

TELEPHONE NUMBER

---

POISON CONTROL CENTER	TELEPHONE NUMBER
POLICE DEPARTMENT (NON-EMERGENCY)	TELEPHONE NUMBER
PUBLIC WORKS DEPARTMENT	TELEPHONE NUMBER
TELEPHONE COMPANY	TELEPHONE NUMBER
WEB SITE PROVIDER	TELEPHONE NUMBER
OTHER	TELEPHONE NUMBER

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Develop a Continuity of Ministry and Operations Plan,” section on “Developing methods of communication” (ch.6))

# Evacuation Plan

*Most disaster plans provide information about how to prepare for the disaster but fall short of providing basic information about evacuation procedures. Prompt evacuation of congregation members requires a warning system (e.g., fire alarm, public address system, etc.) that can be heard throughout the building.*

INSTRUCTIONS: Complete each of the following items below to help your congregation learn how to plan and carry out evacuation procedures in the event of an emergency.

## EVACUATION PROCEDURES

\_\_\_\_\_

DURING CONGREGATION HOURS, EVERYONE IN THE BUILDING WILL GO TO:

\_\_\_\_\_

NAME OF SITE

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

CITY

\_\_\_\_\_

NAME OF SITE MANAGER (IF RE-LOCATING TO ANOTHER BUSINESS)

\_\_\_\_\_

TELEPHONE NUMBER

Directions to site:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leader in charge at evacuation site:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Responsibilities include:

- Conducting attendance at site
- Bringing emergency documents and phone lists
- Bringing emergency kit
- Other:

---

---

---

Are there people who will need assistance evacuating your facility? If so, what assistance is needed?

---

---

Who will be responsible for the care of these individuals at the alternate site?

---

---

---

What will your members/visitors need that may not be available at a temporary location?

---

---

---

Transportation for moving members/visitors to a temporary location or to their homes will be provided by:

TRANSPORTATION COMPANY

CONTACT NAME

TELEPHONE NUMBER

ALTERNATE COMPANY

CONTACT NAME

TELEPHONE NUMBER

## EVACUATION “DOS” AND “DON'TS”

- Remain calm.
- Follow the instructions of the incident coordinator or emergency response team, if applicable.
- If you occupy an enclosed office, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other staff, members, and emergency agency personnel who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc., after you have left the area.
- Do not smoke.
- Do not return to your area until the “all clear” signal is given.

## EXTENDED RELOCATION

If your current location is not accessible for an extended period of time, operations will be moved to the following location: (Attach Memorandum or Letter of Understanding to the back of this document)

---

NAME/OWNER

---

ADDRESS

---

CITY

STATE

ZIP

---

TELEPHONE NUMBER

ALTERNATE NUMBER

Directions to relocation site:

---

---

---

---

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Develop a Continuity of Ministry and Operations Plan,” section on “Evacuation” (ch.6))



# Shelter-in-Place

*Taking appropriate shelter is critical in times of disaster. To effectively shelter, you must first consider the hazard and then choose a place in your congregation or other building that is safe for that hazard. Shelters may include basements or interior rooms with reinforced masonry construction. If a disaster is threatening or strikes while the congregation is in use, it may be necessary to encourage attendees to stay put and create a barrier between themselves and possible outside dangers. Use common sense and available information to assess the situation and determine if there is immediate danger.*

INSTRUCTIONS: Complete the following items to plan ahead to ensure a safe and secure place for those who call your congregation their spiritual home, as well as community members that might seek refuge.

## SHELTER CONSIDERATIONS

If a “shelter-in-place” emergency is issued, we will move to the following room:

---

---

---

---

Ensure the following:

- All doors and windows are closed.
- Cracks around doors or windows are sealed with duct tape or plastic sheeting.
- All vents are closed and sealed.
- Any ventilation systems, motors, or fans are turned off.
- Emergency supply kit is available.
- Listen to radio/television and follow directions from authorities until they issue an “all-clear”.

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Develop a Continuity of Ministry and Operations Plan,” section on “Shelter-in-place” (ch.6))

# Congregation Go-Kit: Emergency Supplies Kit

*In the same way you need to have emergency supplies on hand in case of an emergency that will help you carry-out your ministry functions and attend to disaster needs, you also need to have supplies on hand that are ready to go mobile. For example, if you have to evacuate, you need supplies that you can easily grab and take with you.*

INSTRUCTIONS: Check-off common items needed for developing a Congregation Go-Kit. Items in an emergency supply kit may include but are not limited to the following items listed below. Adjust these items to meet the needs of your congregation.

## SUPPLY CHECK-LIST

- Bible, hymnal, prayer book and/or other important items needed to carry-out ministry
- Batteries – extra ones for flashlights and radios
- Blankets/sleeping bags/Mylar “space blankets”
- Bottled water (1 gallon per person per day)
- Can opener (manual)
- Cash in small denominations (include correct change for pay phones)
- Duct tape
- Fire extinguisher
- First-aid kit (scissors, tweezers, band-aids, cotton balls, gauze pads/roller gauze and tape, anti-bacterial wipes, first aid ointment, vinyl gloves, non-aspirin pain reliever, safety pins, first-aid book)
- Flashlight/light sticks
- Food/snacks (ready to eat canned goods, raisins, granola bars, etc.)
- Gloves
- Hand sanitizer
- NOAA weather alert radio
- Office supplies (note pads, pens)
- Paper plates, cups, utensils
- Paper towels, wipes
- Personal hygiene items
- Plastic bags – all size re-sealable bags and garbage bags
- Plastic sheeting
- Radio – battery operated
- Rope
- Tool kit (pliers, screwdriver, hammer, nails, crow bar, adjustable wrench, etc.)
- Change of clothes
- Whistle
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Develop a Continuity of Ministry and Operations Plan,” (ch.6))

# Procedures for Encouraging Personal/Family Preparedness

*As stated elsewhere, congregation leaders who take action to prepare their congregation for disaster recover more quickly; and equally as important, strengthen their position from which to respond and help the community when disaster strikes. For this reason, congregation leaders are encouraged to adopt a disaster preparedness strategy for themselves and the families in their congregation. Model the family preparedness message by doing it. Before casting the vision, model the message. Then, choose and encourage a family preparedness plan for your congregation members.*

INSTRUCTIONS: Complete the following tasks and mark them off as you go to help encourage congregation members and community members to engage in preparedness planning.

## PREPAREDNESS CHECKLIST

1. \_\_\_\_\_ Encourage staff and congregants to develop family/home emergency plans. \_\_\_\_\_  
**At a minimum, individual/family preparedness requires the following:**  
Enough emergency supplies to last 3 days (need to be prepared to function without the normal utility, supply and transportation infrastructure).
  - b. Identification of an Out-of-Area Contact Person.  
*Note: A response following any emergency is concern for the welfare of family and home. Staff persons who are worried about their families will not be effective until they have reassurance. Therefore, staff emergency plans should include the identification of an out-of-area telephone contact (relative) for family check-in. Connecting out-of-area calls is quicker as local circuits are initially overwhelmed after disaster.*
  - c. An Evacuation Plan (i.e., identify a reunification spot and determine what you will need to take if evacuating your home; include a plan for pets).
2. \_\_\_\_\_ Provide presentation on individual/family preparedness on-site (for example, you might contact the Red Cross or other group for an on-site presentation).
3. \_\_\_\_\_ Review your disaster plan with all staff.
4. \_\_\_\_\_ Train staff in how and when to shut off utilities (if applicable to your facility).
5. \_\_\_\_\_ Train staff in how to use fire extinguishers (call Fire Extinguisher Company and/or attend disaster safety training at a local fire department).
6. \_\_\_\_\_ Pre-assign immediate response tasks.
7. \_\_\_\_\_ Train staff about their emergency responsibilities to congregants/community.
8. \_\_\_\_\_ Make a realistic plan for staff coverage in emergencies.
9. \_\_\_\_\_ Communicate your congregation's plan with your congregation.

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Develop a Continuity of Ministry and Operations Plan,” section on “Encourage Congregation Individual and Family Preparedness Planning” (ch.6))

# Neighborhood/Community Planning

*Many parishioners have no one except their local congregation to which they can turn in times of disaster. Before a disaster strikes, determine who these vulnerable parishioners are so your congregation can establish outreach programs targeted toward helping them. Pastoral, administrative, and volunteer staff may know which parishioners have medical disabilities that make them reliant on electricity for homebound medical treatments. These individuals are particularly vulnerable during times of disaster when electrical service can be interrupted for an extended period of time. The congregation may also be able to identify neighborhoods that are high risk by utilizing information obtained from social service agencies in the community. Are there neighborhoods that routinely flood? What about persons who do not speak English? Make sure these people are identified and consider how your congregation can serve these at-risk populations. Consider how your congregation can serve these families and communities in times of disaster.*

INSTRUCTIONS: Consider additional roles for community involvement following a disaster by completing this next section – areas in which the congregation might provide services to congregants or community members affected by the disaster. It is suggested this planning be done with other neighborhood congregations and organizations for a more coordinated disaster response.

## COMMUNITY OUTREACH PLAN

Summarize your neighborhood/community plan in the space below.

---

---

---

## EXAMPLES FOR POSSIBLE AREAS FOR INVOLVEMENT

1. To provide pastoral care and support to disaster victims (especially outreach and support to more vulnerable congregation members).
2. To use facility space to provide emergency shelter for neighborhood residents.
3. To use facility space (i.e., meeting rooms & offices) for organizations forced to relocate.
4. To use facility resources for the preparation of food for mass feeding.
5. To use the facility as a storage/distribution center (for disaster relief supplies).
6. To use any owned vehicles for transporting people to recovery services sites.

7. In addition, teams of volunteers may be organized to provide the following services.

Advocacy	Health Services	Outreach & support to vulnerable populations
Animal Care	Home Visits/Care	Organizing/Leading Volunteer Groups
Assisting at Disaster Help Centers	Housing	Pastoral Services (Spiritual Care)
Casework	Language Translation	Rebuilding / Repair / Restoration
Child Care Services	Legal Assistance	Relocation or Moving Assistance
Cleanup (e.g., homes)	Listening	Resource Development
Counseling	Office Support / Telephoning	Shelter Services
Driving/Providing Transport	Mental Health Services	Special Worship Services
Food Services (cooking, feeding & distribution including home delivery)	Managing Volunteers and Donations	Warehousing and distribution of relief supplies

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Implement Your Congregational Disaster Plan” (ch.7); “How to Help Your Congregation and Community Rebound from a Disaster” (ch.8))



Witnesses:

---

Action taken/Medical treatment provided:

---

---

---

---

---

---

# Training and Exercises

*Disaster preparedness and planning is not a one-time event or exercise. It is a process that must constantly be reviewed and updated. Now it is time to test the plans you have developed and expose areas that need to be updated to correct deficiencies and/or omissions. Until the plan has been exercised and validated through testing, it is of limited use. Exercises are essential to ensure that everyone knows what to do when there is an emergency, or disruption of ministry operations. Exercises will also help participants test their knowledge and skills.*

INSTRUCTIONS: Complete the following form to help your congregation and partners develop training and education strategies that will help put your plans into actions.

## TRAINING EXERCISE EVALUATION FORM

Date and time of drill/exercise: \_\_\_\_\_

Type of drill/exercise: \_\_\_\_\_

Objectives of drill/exercise: (Objectives should be measurable) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff participating: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## ASSESSMENT

Explain what worked well: \_\_\_\_\_

---

---

---

---

---

---

---

---

Explain what needs improvement/corrective action: \_\_\_\_\_

---

---

---

---

---

---

---

---

Plan for improvement/corrective action: \_\_\_\_\_

---

---

---

---

---

---

---

---

Planned re-test date: \_\_\_\_\_

Evaluation completed by: \_\_\_\_\_

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Develop a Continuity of Ministry and Operations Plan,” section on “Practice” (ch.6))

## Congregants with Disaster-Related Skills/Certifications/Resources

*Disaster preparedness and planning is not a one-time event or exercise. It is a process that must constantly be reviewed and updated. Now it is time to test the plans you have developed and expose areas that need to be updated to correct deficiencies and/or omissions. Until the plan has been exercised and validated through testing, it is of limited use. Exercises are essential to ensure that everyone knows what to do when there is an emergency, or disruption of ministry operations. Exercises will also help participants test their knowledge and skills.*

INSTRUCTIONS: Complete the following form to help your congregation and partners develop training and education strategies that will help put your plans into actions.

### SAMPLE DATABASE OF CONGREGANTS WITH SPECIAL SKILLS

Congregant's Name	Skill(s)
(Example) Julius Holleran	Emergency room surgeon / Spanish
(Example) Linda Barbaro	Pastoral care skills
(Example) David Hamilton	Owner of moving business and vans

### SAMPLE DISASTER-RELATED SKILL QUESTIONNAIRE

Instructions: Distribute this questionnaire to congregants, then have them return the filled out forms to the Disaster Leadership Team.

#### Basic Information

Date: \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## SPECIAL SKILLS I WOULD VOLUNTEER:

(note: any volunteer contact with youth requires Safe Congregation training)

Skill	For Congregants	For Wider Community
Language (which one):	Y / N	Y / N
Evacuation	Y / N	Y / N
Clean-up	Y / N	Y / N
Emergency babysitting at home (how many children):	Y / N	Y / N
Emergency babysitting at congregation/shelter (how many children):	Y / N	Y / N
Transportation to doctor of (how many people):	Y / N	Y / N
Provide vehicle for evacuation or clean-up	Y / N	Y / N
Provide boat for evacuation or clean-up	Y / N	Y / N
Provide aircraft for evacuation or clean-up	Y / N	Y / N
Provide portable generator	Y / N	Y / N
Temporary housing for (how many people):	Y / N	Y / N
Provide non-perishable food	Y / N	Y / N
Provide bottled water	Y / N	Y / N
Provide hot meals or a covered dish	Y / N	Y / N
Cook/serve meals	Y / N	Y / N
Will pray with / for victims	Y / N	Y / N
Have first aid / CPR certification	Y / N	Y / N
Blood donation	Y / N	Y / N
Other:	Y / N	Y / N

## PROFESSIONAL SERVICES:

Professional Service	For Congregants	For Wider Community
Medical assistance (nurse, M.D., EMT, etc.)	Y / N	Y / N
Legal assistance	Y / N	Y / N
Counseling assistance (LSW, LPC, etc.)	Y / N	Y / N
Certified Chaplain	Y / N	Y / N
Ham radio operator	Y / N	Y / N
Professional rebuilding assistance	Y / N	Y / N
Professional tree services and removal	Y / N	Y / N
Other:	Y / N	Y / N

**OTHER SKILLS OR RESOURCES:**

Skills/Resources	Description/Date	Willing to work outside congregation?
Other disaster training (CERT, ARC, UMCARE)		Y / N
Case management		Y / N
Other: (project development, tools available list, other services, etc.)		Y / N

**RETURN THIS FORM TO:**

---

---

---

---

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “How to Form a Disaster Ministry Team” (ch.3))

# Plan Implementation Procedures

*There are many actions that can be taken to stabilize an incident and minimize potential damage. Knowing what to do before, during and after an emergency is a critical part of being prepared and may make all the difference when seconds count. Some of the basic protective actions are similar for multiple hazards. For example, safety is necessary when experiencing all hazards. Whether this means sheltering or evacuating depends on the specific emergency. However, learning what to do in different situations and developing and customizing your plans for your local hazards, the locations frequented by members of your household, and the specific needs of household members (including animals) will help you reduce the impact of disasters and may save lives and prevent injuries.*

INSTRUCTIONS: Use the information you have already provided to document what should happen after a disaster. The goal is to outline an action plan for who will do what following a disaster.

## SAMPLE ACTION STEPS

### First 10 steps:

	Step	Time Frame	Person Responsible
1	Notify congregation staff and elders (xxx-xxx-xxxx)		
2	Call Disaster Ministry Team to activate phone tree		
3	Call “sister” congregation at xxx-xxx-xxxx to inform them of evacuation and when they can expect evacuees		
4	Protect windows and doors, cover organ & unplug electronics		
5	Walk through congregation to make sure all valuables are stowed, protected or removed		
6	Take “Congregation Go-Kit”		
7	Activate evacuation plan for handicapped congregants		
8	Evacuate to “sister” congregation		
9	Activate phone tree/communication plans to check on safety of elderly members		
10	Provide congregation members updates through email list and congregation social media		

(For more information, see: *Ready Faith Disaster Planning Guide for Congregations*, “Planning” (ch.4))





[WWW.WHEATON.EDU/HDI](http://WWW.WHEATON.EDU/HDI)

CITATION: Aten, J., Boan, D. (2013). *Ready faith: Preparedness workbook*. Wheaton, IL: Humanitarian Disaster Institute. Copyright 2013 Humanitarian Disaster Institute.



