

The Episcopal Diocese of Texas



# EMERGENCY PLANNING GUIDE

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



**The Episcopal Diocese of Texas**  
**Office of the Bishop**

February 9, 2015

Dear Emergency Preparedness Committee:

As stewards of our church buildings, our resources, and our congregations, one of the most important things we can do is to prepare for emergencies.

Too often we think of a disaster as something that affects *other* people and *other* parishes. However, we must realize that our own parishes are vulnerable to events that could devastate our communities and congregations. Through preparedness, we acknowledge that vulnerability; consider the worst-case scenarios affecting our congregation, and take precautions to minimize their effects.

In addition, our advance preparation can equip us to respond to crises in our communities and beyond. This should be a goal of every congregation.

To that end, this guide presents suggestions helpful to creating an emergency plan for your parish. By simply working through the pages and filling in each provided blank, you will create a basic and complete emergency plan.

However, I encourage you to go deeper, and to utilize this guide as a discussion starter. Examine the particular needs and abilities of your congregation to craft a unique and practical parish emergency plan.

Faithfully,

C. Andrew Doyle, D. D.  
IX Bishop of Texas

# How to use this Guide

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Emergency planning is a unique process for every parish, church, and faith community. This guide is intended to provide a framework for that process, but by no means does it address every individual concern of each parish.

The simplest way to use the guide would be to print it out and keep this as a draft. Then fill in online.

Add in maps and phone trees and information important to your faith community. Make it a living document, under constant review, practice, and revision.

Keep your online copy in the cloud. Fill in the Disaster Preparedness summary, on the next page, and submit to the Ven. Russ Oechsel, Archdeacon at the Episcopal Diocese of Texas so that we know you have taken this important step.

And let us know how we can help; do not hesitate to ask questions, make requests, and dig deeper. Additional resources and support are available to your parish.

Go to [www.texasprepares.org](http://www.texasprepares.org) for ideas to help your parishioners prepare their family.

Becoming prepared is one of the most important things a parish can do. We don't know what will affect us or when, but we can make provisions to ensure that whatever happens won't leave us hopeless or helpless.

## DISASTER PREPAREDNESS SUMMARY

Name of Church

---

Address of Church

---

Email and Website

---

Addresses of additional  
buildings belonging to  
church

---

Date of completion of  
Disaster Plan

---

[Click here to enter a date.](#)

Emergency Contact List Individuals who should be contacted in an emergency are:

Work Number

Home Number

Cell Number

Head of Congregation

---

Disaster Leadership

---

Team Leader

---

Senior Warden

---

Junior Warden

---

Treasurer

---

Other

---

Emergency Numbers

Electric Utility Co.

---

Water Utility Co.

---

Natural Gas Utility Co.

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Photographic/videotape inventory of all grounds, buildings, and equipment kept at:

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Have you catalogued your antiques and or valuable assets?

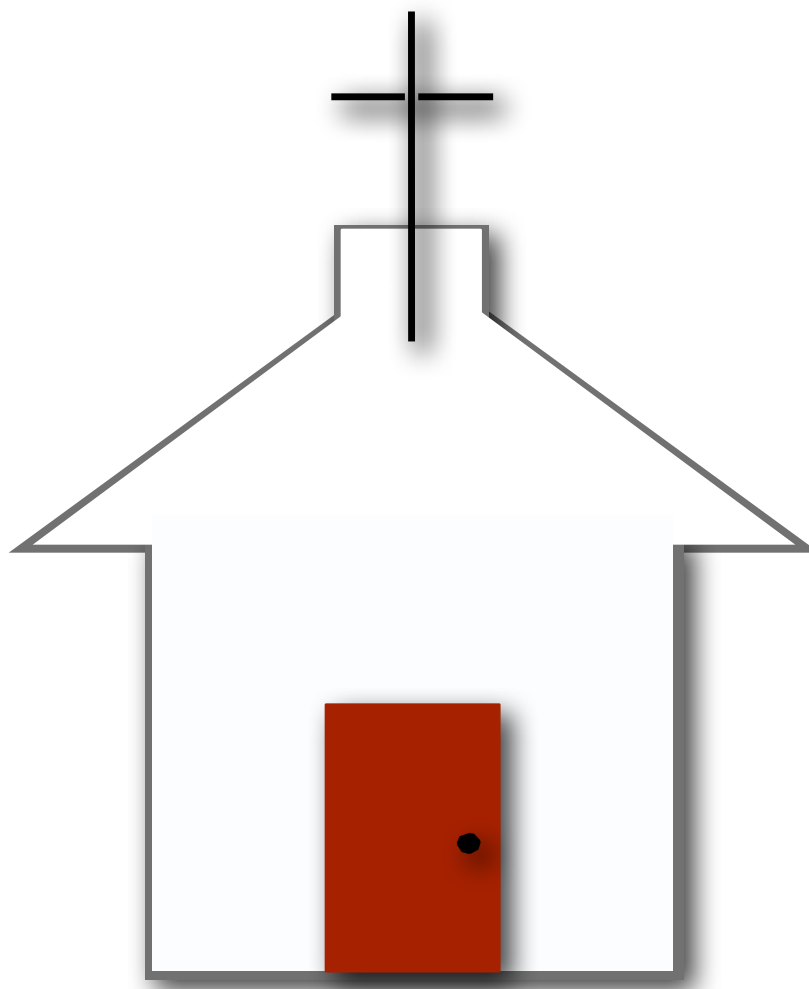
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Backup Copies [updated monthly] of vital church records including computer hard drives kept offsite at:

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Keep this summary and submit a scanned copy to The Venerable Russ Oechsel, Archdeacon at the Episcopal Diocese of Texas,  
1225 Texas Avenue, Houston, TX 77002.

# Our Emergency Plan



**Church:** \_\_\_\_\_

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

**Date of Completion:** \_\_\_\_\_

**Scheduled Annual Review:** \_\_\_\_\_

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# Assembling a Team

## Congregation Emergency Coordinator

The Congregation Emergency Coordinator provides leadership and guidance to the church in advance of, during, and following a crisis event.

This individual should be a prominent member of the congregation, familiar with its facilities and families. They must be available to enact the emergency plan and to oversee the collective activities of your Emergency Committee members.

In order to meet the spiritual and emotional needs of the congregation and community, ordained clergy should not fill the role of Emergency Coordinator. Consideration should be given to rotating this position annually.

**Congregation Emergency Coordinator:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Cell Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Post your  
Emergency  
Coordinator's  
Name and Contact  
Info in a Prominent  
Place.**

## Congregation Emergency Committee

A Congregation Emergency Committee should consist of 5-10 members, depending on the size and/or needs of the church and may include clergy, lay members experienced in disaster relief/recovery, leaders of church ministries, the Jr./Sr. Warden, Vestry members, and staff. Possible guidelines are: media relations, facilities, congregational relations, other church assets (vessels, banners, etc.), technology (evacuation and relocation of property).

**Emergency Committee Members:**

1) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

2) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

3) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Emergency Committee, continued...**

4) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

5) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

6) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

7) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

8) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

9) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

10) **Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_





# Establishing Priorities

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This guide will walk you through many of the most important considerations in creating and enacting an emergency plan, such as securing the facilities, protecting essential records, and serving the parish community.

Your Emergency Committee is encouraged to identify the highest priorities specific to your community, which will help guide your discussions and the creation of your plan.

Priorities should be simple and concrete, reflective of the needs and abilities of your congregation and the mission of the Episcopal Diocese of Texas (at right), and agreed upon by each member of your Emergency Committee.

Examples may include:

- How should we protect church assets?
- Ensuring the safety of older members.
- Educating parishioners about emergency preparedness.
- Providing first-response relief to the local community.

***Priorities:***

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_
- 4) \_\_\_\_\_  
\_\_\_\_\_
- 5) \_\_\_\_\_  
\_\_\_\_\_

# Identifying Risks

## Local Crisis History

Emergencies of the past can help to predict the future. Create a list of all local disasters and emergencies occurring throughout the past 50 years.

Though structures may have been built and steps taken in order to prevent these crises from happening again, do not assume that they are infallible. Man-made infrastructure may be insufficient to fully prevent some disasters.

**Local Emergency History (50 years):**

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## Brainstorming Possible Crises



List out all potential disasters/emergencies, regardless of their actual likelihood, considering even the most extreme possibilities (i.e. chemical spill, fire, flood, mass violence, mass job loss, etc.).

**Possible Crises:** \_\_\_\_\_

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## Emergencies Most Likely To Occur

Review your lists of historic and possible crises, and identify the emergencies *most likely* to affect your community or parish.

List them below, in order of likelihood, and imagine each emergency from start to finish, identifying the means through which your Emergency Committee would receive warning, as well as a plan for evacuation or sheltering-in-place.

### ***Emergencies Most Likely to Occur:***

1) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

2) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

3) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

4) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

5) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Emergencies Most Likely to Occur, continued...***

6) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10) **Event:** \_\_\_\_\_

**Warning System:** \_\_\_\_\_

**Evacuation/Shelter-In-Place:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Risk Mitigation

Certain areas of the building(s) may be more vulnerable to or pose greater risk in an emergency. Walk through your facilities and make note of vulnerable areas, then identify steps to alleviate these concerns. Enlist the help of an outsider; they may notice problem areas overlooked by those who see them most often.

Examples of vulnerable areas include:

- Large windows, vulnerable in tornadoes, hurricanes, and windstorms.
- Rooms with only one exit, which could hinder evacuation during a fire.
- Doors that do not properly latch or lock, allowing unwelcome visitors.
- Dead trees which can be uprooted and tossed about in high winds.
- Electronics, such as computers, which are not on surge protectors.

## ***Vulnerable Areas:***

1) **Area:** \_\_\_\_\_

**Risk Reduction Plan:** \_\_\_\_\_

\_\_\_\_\_

2) **Area:** \_\_\_\_\_

**Risk Reduction Plan:** \_\_\_\_\_

\_\_\_\_\_

3) **Area:** \_\_\_\_\_

**Risk Reduction Plan:** \_\_\_\_\_

\_\_\_\_\_

4) **Area:** \_\_\_\_\_

**Risk Reduction Plan:** \_\_\_\_\_

\_\_\_\_\_

5) **Area:** \_\_\_\_\_

**Risk Reduction Plan:** \_\_\_\_\_

# Maintaining Preparedness

## Inventory

Complete a full inventory of property and holdings annually. Store one copy in the cloud, a second copy in a remote location, and a third copy in this binder. Each year all copies must be updated.

Photos and video may be helpful in recording belongings for reference after a disaster or break-in.

For assistance in addressing financial and insurance concerns, contact Jonathan Blaker, Director of Treasury, at [jblaker@epicenter.org](mailto:jblaker@epicenter.org) or 713.353.2134.

**Annual Inventory Date:** \_\_\_\_\_

\_\_\_\_\_ **List Only**

\_\_\_\_\_ **Photos**

\_\_\_\_\_ **Video**

**Download an inventory workbook  
from Church Pension Group:**  
[http://download.cpg.org/insurance/  
publications/pdf/parish\\_inventory.pdf](http://download.cpg.org/insurance/publications/pdf/parish_inventory.pdf).

**Person(s) Responsible for Conducting Annual Inventory:**

1) **Name:** \_\_\_\_\_

2) **Name:** \_\_\_\_\_

3) **Name:** \_\_\_\_\_

**Locations of Inventory Records:**

**On-Site:** \_\_\_\_\_

**Off-Site:** \_\_\_\_\_

**Policy Number(s):** \_\_\_\_\_

**Church Pension Group Contact Information:**

**Agent/Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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

**Fax Number:** \_\_\_\_\_

## Hazard Alarms

Check all alarms monthly and replace as necessary. Install additional alarms where needed, or as recommended by local authorities.

### **Alarm Locations:**

- 1) **Smoke/Fire:** \_\_\_\_\_
- 2) **Smoke/Fire:** \_\_\_\_\_
- 3) **Smoke/Fire:** \_\_\_\_\_
- 4) **Smoke/Fire:** \_\_\_\_\_
- 5) **Carbon Monoxide:** \_\_\_\_\_
- 6) **Carbon Monoxide:** \_\_\_\_\_
- 7) **Carbon Monoxide:** \_\_\_\_\_
- 8) **Other:** \_\_\_\_\_
- 9) **Other:** \_\_\_\_\_

*Are your alarms and extinguishers checked regularly by the fire department?  
Do you have a map of their locations?*

\_\_\_\_\_  
Responsible Party

## Fire Extinguishers

Train all staff and ministry leaders in the use of extinguishers. Post clear instructions and the local fire department's phone number with the extinguishers.

Check fire extinguishers regularly for expiration and replace as necessary.



### **Extinguisher Locations:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

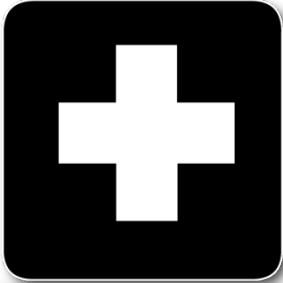
\_\_\_\_\_  
Responsible Party

## First Aid & CPR

All congregations must have at least one fully stocked first aid kit and AED on-site and accessible in an emergency.

List the members, staff, and ministry leaders who are trained in first aid and CPR. These persons should be the first to administer aid if necessary.

### **Contents of Kit:**

1) _____	 <p><b>Emergency kit checklist:</b></p> <p><a href="https://www.ready.gov/build-a-kit">https://www.ready.gov/build-a-kit</a></p>	14) _____
2) _____		15) _____
3) _____		16) _____
4) _____		17) _____
5) _____		18) _____
6) _____		19) _____
7) _____		20) _____
8) _____		21) _____
9) _____		22) _____
10) _____		23) _____
11) _____		24) _____
12) _____		25) _____
13) _____		26) _____

**Person Responsible for Maintaining Kit and AED Battery:** \_\_\_\_\_

**Storage Location:** \_\_\_\_\_

### **Persons Trained in First Aid:**

1) _____	6) _____
2) _____	7) _____
3) _____	8) _____
4) _____	9) _____
5) _____	10) _____



***Persons Trained in CPR:***

***Adult*** CPR

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

***Infant*** CPR

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

**To find First Aid & CPR classes in your area, visit**  
<https://www.redcross.org/take-a-class>

Has your First Aid kit been checked in the last year?

Is there a map of location?

Do you have an AED which is visible? Have you had training to use it?

# Securing the Facilities

## Security System

All staff, vestry members, and key ministry leaders should be equipped for the disarmament of the security system, if one is installed.

Only those with a need should be provided unsupervised access to facilities, and records must be maintained identifying those persons who have been granted entry.

If building security becomes compromised, re-secure the facilities by resetting system codes and/or changing locks.

Locksmith Company: \_\_\_\_\_

### **Security System Operation:**

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### **Assigned Codes:**

1) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

2) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

3) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

4) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

5) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

6) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

7) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

8) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

9) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

10) **Name:** \_\_\_\_\_

**Code:** \_\_\_\_\_

## Shutting Off Utilities

Record the location of and instructions for shutting off each utility, and train staff, clergy, vestry, and ministry leaders in the task.

### ***Location and Instructions for Shut-Off:***

***Electricity:*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Natural Gas:*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Water:*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Alarm(s):*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Other:*** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Responsible Party

**In an emergency, monitor the recommendations of local emergency management; in certain instances, you may be ordered *not* to disconnect certain utilities.**

## Safekeeping of Records

In every congregation and ministry particular files and records are essential to continued functioning of the ministry following an emergency. Store these files securely both on-site and remotely.

With modern technology preserving documents has become as simple as setting up an automatic daily upload of data and information. Electronic records and files can be stored online, on a remote server, or on a portable drive.

Keeping lists of passwords and names for all computers, software, and websites utilized by the parish will help to ensure access to these resources. Appropriate security for passwords should be exercised.

Paper copies of essential files should be stored in two locations, and original documents should be kept in water- and fire-proof containers and removed from the site in an evacuation.

### ***Essential Files:***

- |          |           |
|----------|-----------|
| 1) _____ | 6) _____  |
| 2) _____ | 7) _____  |
| 3) _____ | 8) _____  |
| 4) _____ | 9) _____  |
| 5) _____ | 10) _____ |

***Backup System:*** \_\_\_\_\_

Contact people for password reset: \_\_\_\_\_

\_\_\_\_\_

# Evacuations

## Items to Bring in an Evacuation

Sometimes the only way to prevent damage and ensure the continuity of operations is to remove items from the site. Valuable pieces that should be removed and preserved whenever possible include computers, other portable electronics, and church heirlooms.

In addition, prepare and have ready a “church in a box,” containing items essential to holding worship, such as communion silver, a book of common prayer, and a hymnal. Even if the church building is damaged or inaccessible, services may continue with these items. In most cases, a member of the clergy should be responsible for this item, as they will be the person to lead services.

### *Items to Take during an Evacuation & Person(s) Responsible:*

1) Item: \_\_\_\_\_

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

2) Item: \_\_\_\_\_

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

3) Item: \_\_\_\_\_

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

4) Item: \_\_\_\_\_

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

5) Item: \_\_\_\_\_

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

6) Item: \_\_\_\_\_

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

7) Item: \_\_\_\_\_

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

8) Item: \_\_\_\_\_

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

9) Item: \_\_\_\_\_

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

10) Item: \_\_\_\_\_

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

*Person(s) Responsible for “Church in a Box:”* \_\_\_\_\_

### *“Church in a Box” Contents:*

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_



6) \_\_\_\_\_

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

10) \_\_\_\_\_

## Alternate Worship/Operations Site

Certain circumstances may require an alternate worship or office site in order to avoid a detrimental disruption of parish operations and fully enact the emergency plan. Identify and arrange this site in advance, flexibility in selecting alternate sites may be required depending on a future disaster. Consideration should be given to worshipping onsite if at all possible. Record the address and instructions for accessing the facilities, and share this information with members.

**Alternate Worship Site:** \_\_\_\_\_

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

**Directions to Location:** \_\_\_\_\_

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

**Include a map and  
information about  
your destination  
for reference in an  
emergency.**

**Contact Person:** \_\_\_\_\_

**Alternate Operations Site:** \_\_\_\_\_

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

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

**Directions to Location:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_

\_\_\_\_\_

# Communications

## Contacting Members

In an emergency, effective communication is essential, though normal means of sharing information may be compromised. As such, a system to contact leaders and members must be established.

Considerations in creating this system should include the following:

- What are the up-to-date home/alternate addresses, telephone numbers (home and cell), and email addresses for each person? How will you contact them in an evacuation?
- Do you know where your people will be in an evacuation?
- Do members know how to contact the Emergency Coordinator and where they will be in an evacuation?
- If normal means of communication (phone, email) are inaccessible or unreliable, how will you send and receive information with members and/or disaster committee members?

Member and staff contact information should be updated once or twice a year. For areas affected by hurricanes, this should be completed before June 1.

***Plan for Gathering & Updating Information:*** \_\_\_\_\_

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***Coordinator of Communications Information:*** \_\_\_\_\_

***Emergency Communications System:*** \_\_\_\_\_

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## Addressing the Media

To ensure an accurate and positive representation of the parish and the emergency situation, only the Emergency Coordinator and/or those delegated by him or her should make statements to the media.

For assistance in addressing the press, contact Tammy Lanier, Director of Communications for the Diocese at 832.740.2694 or [tlanier@epicenter.org](mailto:tlanier@epicenter.org).

### ***Persons Authorized to Speak With the Media:***

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_



# Protecting Members

## Vulnerable Populations

Never assume that your members will be safe in an emergency or that they have taken the recommended precautions. In every congregation and community there are persons without a means of evacuation or the ability to prepare themselves and their homes for the worst. Find out who these individuals are, and help them to become better prepared. In locations where seasonal disasters occur, an individual should be designated to work with vulnerable congregants. For evacuation, etc., information about these individuals should be developed in advance.

Responsible Party \_\_\_\_\_

Examples of vulnerable persons within your congregations may include:

- Elderly
- Low-income
- Single parents
- Persons with limited physical or communication abilities
- People in hospitals/rehab facilities/nursing homes

These individuals and families may need additional information and assistance in order to prepare for and/or survive an emergency.

### ***Vulnerable Groups and/or Persons within the Congregation:***

- |          |           |
|----------|-----------|
| 1) _____ | 6) _____  |
| 2) _____ | 7) _____  |
| 3) _____ | 8) _____  |
| 4) _____ | 9) _____  |
| 5) _____ | 10) _____ |

### ***Resources Available to Aid Vulnerable Groups and Persons:***

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

***Emergency Shelter Locations:***

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

***Mass Care Food Center Locations:***

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

***Additional Assistance from the Congregation:***

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_

## Serving the Community

In an emergency the church has an opportunity to respond in love to a hurting community.

Discuss assets of your organization that may be valuable to the wider community in an emergency and the ways in which they can be used to offer relief. Discuss these in advance with the Red Cross as there are many health and safety restrictions.

Parish assets may include:

- Shower facilities
- Large kitchen facilities
- Food pantry
- Money
- Busses/Vans

Identify an individual from your Emergency Committee who will coordinate any relief efforts should they become necessary.

### **Church Assets:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_

- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

## Partner Church

Partnering with another church within the Diocese provides an opportunity to both serve others and receive services in an emergency. Partnering churches should be located in a separate region not susceptible to the same emergencies at the same time as your parish.

Partners can serve as a center for communications, an evacuation site, or a source of relief volunteers, among other things.

**Partner Church:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

\_\_\_\_\_

### **Services Offered: From**

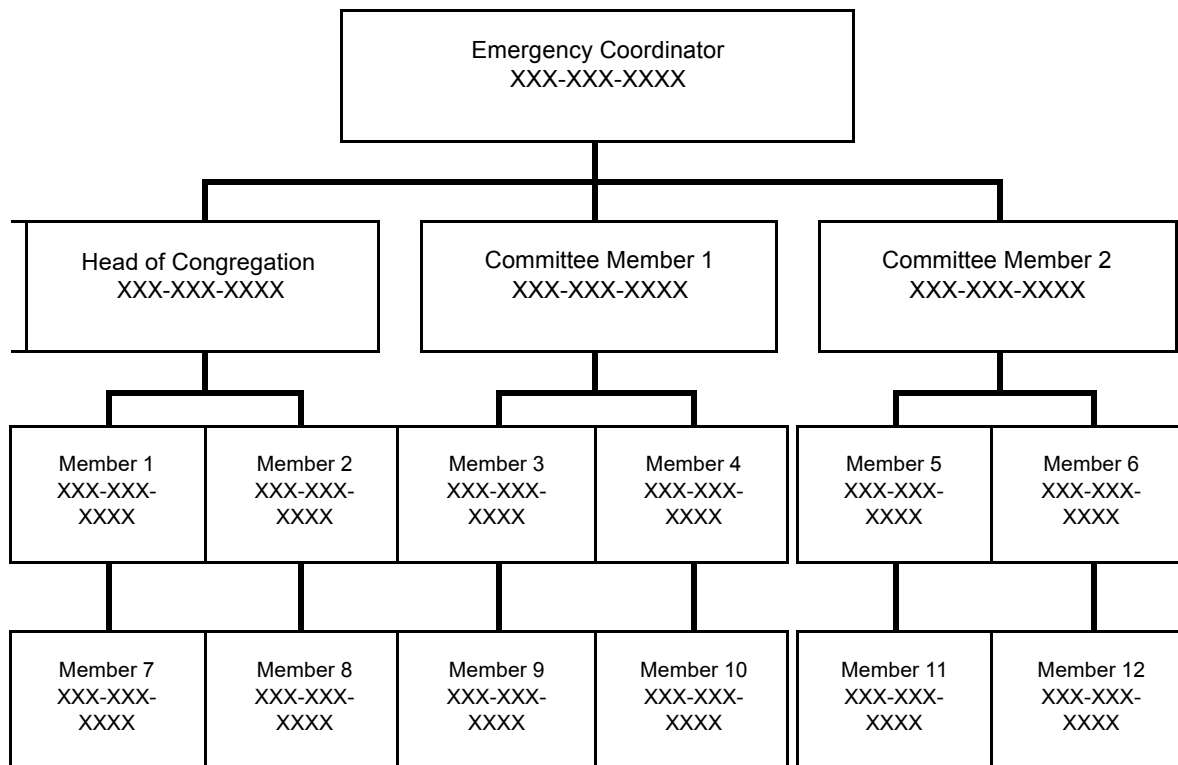
#### **Partner Church:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
- 8) \_\_\_\_\_
- 9) \_\_\_\_\_
- 10) \_\_\_\_\_

#### **To Partner Church:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_
- 5) \_\_\_\_\_
- 6) \_\_\_\_\_
- 7) \_\_\_\_\_
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- 10) \_\_\_\_\_

# Appendix A: Sample Communication Tree



A communication tree can be created to fit congregations of all sizes. The above example portrays a simple approach in which your Emergency Coordinator contacts your head of congregation and each member of the Emergency Committee, who, in turn, provide information to two members. Those members would then be responsible to contact an additional member, until each member of the congregation had been reached.

If any person within the communication tree cannot be reached within a reasonable amount of time and number of attempts, the caller/texter should contact the next person on the list. Your Emergency Committee may wish to discuss how to address that situation in an emergency, as a lack of contact with an individual could indicate heightened concern for the person's safety.

# Appendix B: Recovery Checklist

Listed below are several tasks important in the aftermath of an emergency. These are a starting point toward recovery, and may have already been built into your emergency plan.

- \_\_\_\_\_ Contact the diocesan office.
- \_\_\_\_\_ Contact & convene with Emergency Committee.
- \_\_\_\_\_ Determine whether church facilities are usable. If facilities cannot be used, contact alternate worship and operations sites to make immediate arrangements.
- \_\_\_\_\_ Contact insurance company and notify of event.
- \_\_\_\_\_ Take photos of damage.
- \_\_\_\_\_ Contact members to provide information as available and instructions as necessary.
- \_\_\_\_\_ Notify ministry partners, suppliers, and others who regularly use the facilities of the situation and to provide instruction.
- \_\_\_\_\_ Coordinate clean-up and repairs. Follow the recommendations of your insurance provider before contracting any repairs. Use caution in conducting clean-up and be aware of any hidden dangers that may have resulted from the event.

This booklet has been updated from the original of February 2010 for the benefit of congregations in the Episcopal Diocese of Texas, utilizing many of the resources available to the public.

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Province IV of the Episcopal Church  
Episcopal Diocese of East Tennessee  
Episcopal Relief and Development

**All portions of this guide may be reproduced in accordance with its intended purpose of preparing congregations for emergencies with appropriate credit given to Texas Episcopal Disaster Relief & Development.**

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