

Disaster Preparation Checklist for the Local Congregation

- ___ 1. Congregational Disaster Response Coordinator(s) selected and trained. (3 year term)
- ___ 2. Congregational Directory updated at least quarterly. (Including e-mail addresses.)
- ___ 3. List of congregational members with special needs noted and updated annually
- ___ 4. Insurance Policies reviewed annually and saved in multiple locations.
- ___ 5. Financial and Session records saved electronically and stored in multiple locations monthly.
- ___ 6. Inventory of physical plant made and updated annually. Video record recommended.
- ___ 7. Consultation with local ARC and EMA re: possible shelters in the area.
- ___ 8. Consultation with local EMA re: possible disaster scenarios. Develop plans for each.
- ___ 9. Share emergency kit information with congregation. Kits can be assembled and distributed by groups within the church to elderly and special needs congregation.
- ___ 10. Coordinate with local/state VOADs to ascertain response partners and roles of each.
- ___ 11. Determine if the physical plant can be used as an emergency shelter, point of distribution, etc.
- ___ 12. Develop a communication system within the congregation (i.e. phone tree, Shepherds, etc.)
- ___ 13. Familiarize the congregation with Presbyterian Disaster Assistance and the Disaster Response Ministry of the Synod of South Atlantic.
- ___ 14. Subscribe to Mission Mosaic (free) from PDA.
- ___ 15. Help create a network of response throughout the Presbytery.

Questions or Concerns?
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