

Congregational Preparedness Questions

1. If a disaster strikes your church, how many of the following items could be addressed in a timely manner?
2. Does the Church have an emergency contact list (including cell phones) for pastors, leadership and staff? Does the Presbytery have a copy?
3. Does the Presbytery designate a Presbytery Disaster Response Coordinator each year who would be the primary contact, along with the Presbytery Executive and Stated Clerk, for the Presbytery with PDA? Does the Church know who that is?
4. Does the Church have a plan for connecting with PDA through the Presbytery?
5. Does the Session have a 'boilerplate' for designating an Administrative Commission in case of a natural disaster, along with criteria for triggering its implementation?
6. Is there an outline of a disaster response structure? Disaster Quick-Start procedures?
7. Does the Church or Presbytery have a representative on state and any regional Voluntary Organizations Active in Disaster (VOAD) and other disaster response organizations?
8. Does the Presbytery have a communications system that will operate should power be lost in the region and/or cell phone coverage is down? Does the Church have access to it? What is the Church's alternative communications plan?
9. Does the Church have the capacity to initiate a separate accounting structure for the disaster, including a disaster bank account, for receiving and disbursing disaster funds? Could the Church provide reports in a timely manner, even if the Church office function is disrupted?
10. Does the Treasurer of the Presbyter have the bank routing number and account number for the disaster account in order to transfer funds?
11. Does the Church have a plan for increasing its capacity to answer the phone, receive volunteers and respond to offers of in-kind donations?
12. Does the Church have an inventory of church property and an easily accesable copy of insurance coverage and deductibles? Does the Presbytery have a copy?
13. Does the Presbytery have an inventory of available resources that would be available to the Church in case of a disaster? This would include vehicles, space for temporary housing and any agreements with suppliers for essential disaster materials.
14. Does the Church have an evacuation plan for Church personnel and a contact system for congregants for making contact with the Church Leadership (Pastors, Session, other lay leadership) should a wider evacuation become necessary?
15. Does the Church have an emergency operations plan for continuation of Church operations in the event of a catastrophic disaster?
16. Have pastoral care givers had training in Disaster Spiritual Care?