

Ten Question Test for Disaster Preparation

To prepare for any storm there are three areas to consider: **people** (staff and members); **files & data**; **fixed property & hard assets**. These questions will hopefully help pastors and church members think through the process of preparing for a weather event or evacuation.

PEOPLE & COMMUNICATON:

1. Has your church established a system to communicate with members throughout an evacuation or interruption of services due to a weather event?
2. Do you have records of where church staff and members plan to evacuate? Have you considered a co-coordinated church evacuation plan? Are plans in place to communicate with them?
3. Have the following accommodations been made:
 - Identify members who will need help in an evacuation
 - i. elderly
 - ii. homebound
 - iii. etc.
 - Assistance and pastoral care to these specific members during and after the evacuation
4. Have we filed an evacuation plan? Does each staff and church member have an evacuation plan that has been communicated to their personal family and church contact persons?

FILES & DATA:

5. Have all files, financial info, insurance and accounting records, etc.(that would take more than two weeks to recover) been backed up, stored & secured in a safe place? Who else knows this?
6. Who has been designated to handle and care for these files in the absence of the pastor?
7. Has paperwork such as: insurance policies, proof of ownership, by laws, vendor contacts, contact information, financial records, check books been identified & secured by the person responsible for its removal?
8. Has cash-in-hand (90-day) been secured & documented for continuation of service in the event banks are unable to reopen after the disaster?

BUILDING & FIXED ASSETS:

9. Will the facilities need to be secured (boarded up, locked, alarm set, police notified, and keys secured) for reentry?
10. Has weather sensitive equipment (computers, sound, musical equipment) been removed or in some way protected?