



# Our Congregation's Emergency Plan

From a church fire to a city-wide flood to an ill congregation member, emergencies come in many forms. Not only is Texas vulnerable to natural disasters such as hurricanes and wildfires, houses of worship are also vulnerable to accidents that can occur at any time and can disrupt functions of the church. Creating an emergency plan is the first step in preparing for these disasters.

Not only does an emergency plan help protect the physical facility, it ensures that worship and programming can continue during and after a disaster. Moreover, the faith community recognizes that it is in a unique position to help individuals, families, and communities after a disaster, and it is called to do so. As a permanent part of the community, houses of worship understand local needs and will continue to provide long after outside agencies have left. By being prepared, a congregation prevents its members from being the victims of a disaster while also increasing its capacity to minister to the community. The involvement in the community during and after a disaster is an expression of the love and compassion that are basic principles of the faith community.

This emergency plan addresses the physical facility, emergency procedures, what programming needs to be sustained, and considerations for vulnerable congregants. Because each house of worship is unique, this template should be used as a starting point to create a unique plan for each congregation.

*In this world you've just got to hope for the best and prepare for the worst and take whatever God sends. – Lucy Maud Montgomery*

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

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

Today's Date: \_\_\_\_\_ Annual Review Date: \_\_\_\_\_

**Disaster Preparedness Committee or Coordinator**

*The following person(s) are responsible for maintaining the emergency plan, raising congregational awareness, and creating/ assisting disaster preparedness activities.*

Name \_\_\_\_\_ Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

Other Members \_\_\_\_\_  
\_\_\_\_\_

**Communications Coordinator**

*This person is responsible for all congregational communication and is authorized to address the media.*

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**Administrative Coordinator**

*This person is responsible for securing important church documents and financial records in the event of a disaster.*

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

**Facilities Coordinator**

*This person is responsible for securing the facilities including cutting off utilities, covering windows, etc. in the event of a disaster.*

Name \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

# Risk Analysis and Property Survey

Local Disaster History – Natural & Man-Made (50 years)

---

---

---

Potential natural and human-caused disasters and potential impact:

*Examples: natural – flood, hurricane, tornado, extreme heat, thunderstorm, wild fires; man-made – hazardous materials, railroad accident, highway accident, building fire, terrorism, power failure.*

1. \_\_\_\_\_

Potential Impact: \_\_\_\_\_

2. \_\_\_\_\_

Potential Impact: \_\_\_\_\_

3. \_\_\_\_\_

Potential Impact: \_\_\_\_\_

Vulnerable areas in church facility:

Examples: large windows

---

---

---

Smoke/Fire Alarm Locations:

---

---

Status: \_\_\_\_\_ Checked \_\_\_\_\_ Replaced

Fire Extinguisher Locations:

---

---

Status: \_\_\_\_\_ Checked \_\_\_\_\_ Replaced

## **Inventory of Church Property & Holdings**

Date of Annual Inventory: \_\_\_\_\_

Person(s) Responsible for Conducting Review: \_\_\_\_\_

Inventory As: \_\_\_\_\_ Text Only (List) \_\_\_\_\_ Photographs \_\_\_\_\_ Video

Person(s) Responsible for Conducting Annual Inventory: \_\_\_\_\_

Location of Inventory Records: \_\_\_\_\_

## **Insurance Review**

Date of Insurance Review: \_\_\_\_\_

Person(s) Responsible for Conducting Review: \_\_\_\_\_

Person(s) Responsible for Contacting Insurance Provider/Conducting Damage Assessment:

\_\_\_\_\_

How & When to Contact Insurance Provider: \_\_\_\_\_

\_\_\_\_\_

## **Emergency and First Aid Kit**

Person Responsible for Maintaining Kit: \_\_\_\_\_

Kit includes: \_\_\_\_\_ Water and food \_\_\_\_\_ Flashlight, radio, & tools \_\_\_\_\_ First Aid

Location of Storage: \_\_\_\_\_

Persons Trained in First Aid: \_\_\_\_\_

\_\_\_\_\_

Persons Trained in CPR: \_\_\_\_\_

\_\_\_\_\_

# Emergency Procedures

## Facility Recovery Checklist

- \_\_\_ Notify Disaster Preparedness Committee and all important persons
- \_\_\_ Decide if alternate worship/ office site should be used
- \_\_\_ Notify membership and give information and instructions as necessary
- \_\_\_ Notify insurance company
- \_\_\_ Take photo(s) of damage
- \_\_\_ Notify suppliers (communion, food bank, etc.)
- \_\_\_ Contact vendor/members for facility repair/cleanup

## Alternate Worship/Office Site:

---

---

## Valuable Documents, Books, and Records

Item \_\_\_\_\_ Location \_\_\_\_\_

Person Responsible \_\_\_\_\_ Backup Location \_\_\_\_\_

Item \_\_\_\_\_ Location \_\_\_\_\_

Person Responsible \_\_\_\_\_ Backup Location \_\_\_\_\_

Item \_\_\_\_\_ Location \_\_\_\_\_

Person Responsible \_\_\_\_\_ Backup Location \_\_\_\_\_

## Utilities (List & Explain Location of Shut-Offs)

Electricity \_\_\_\_\_

Natural Gas \_\_\_\_\_

Water \_\_\_\_\_

Alarm(s) \_\_\_\_\_

Other \_\_\_\_\_  
\_\_\_\_\_

Items to Take During an Evacuation & Person(s) Responsible:

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

Important Persons & Contact Information:

House of Worship Leadership Emergency Contact Information

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

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

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

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

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

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

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

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

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

Shelter Locations: \_\_\_\_\_  
\_\_\_\_\_

Mass Care Food Center Locations: \_\_\_\_\_  
\_\_\_\_\_

Critical Social Services Programs, Worship:

Service/Operation

Person/s in Charge

Action Plan/Alternative Location

Service/Operation	Person/s in Charge	Action Plan/Alternative Location
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Caring for the Congregation

Members with special needs:

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

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

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

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

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

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

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

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

Important Info: \_\_\_\_\_

Important Info: \_\_\_\_\_

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

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

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

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

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

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

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

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

Important Info: \_\_\_\_\_

Important Info: \_\_\_\_\_

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

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

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

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

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

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

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

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

Important Info: \_\_\_\_\_

Important Info: \_\_\_\_\_

Ways to help these people and other special needs populations: \_\_\_\_\_

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

## Recovery in the Wider Community

Resources Available:

---

---

---

Potential Relief Services & Person in Charge:

---

---

---

Partner Congregation & Services Offered:

---

---

---

This Emergency Plan was created using a variety of sources including:

Beville, Amy, M.Div. *Make a Plan: a workbook for disaster preparedness for Houses of Worship*

Gibbs, Carolyn. *Parish Emergency Planning*

Lutheran Disaster Response. *Preparing for Disaster: A Guide for Lutheran Congregations*

UMCOR. *Local Church Disaster Preparedness Manual*

For more information or assistance in preparing your Emergency Plan, please contact Selena Xie at (512) 472 – 3903 or [selena@texasimpact.org](mailto:selena@texasimpact.org)

Also visit [www.texasimpact.org/Disaster](http://www.texasimpact.org/Disaster) for additional disaster resources available for Houses of Worship.

Texas Impact: People of Faith Working for Justice \* 221 East 9<sup>th</sup> Street #403 \* Austin, Texas 78701 \* [www.texasimpact.org](http://www.texasimpact.org)