Parish Disaster Preparedness Checklist

1. COMMITTEE/TASK FORCE:
   COORDINATOR:
   MEMBERS:

2. PARISH COMMUNICATIONS NETWORK:

3. ANNUAL REVIEW DATE:

4. REGULAR MEETING SCHEDULE:

5. DISASTER HISTORY OF LAST TEN YEARS:

6. DISASTERS MOST LIKELY TO OCCUR AND POTENTIAL IMPACT:

7. INVENTORY OF CHURCH PROPERTY AND HOLDINGS:
   DATE OF INVENTORY:
   INVENTORY AS _____ PHOTOGRAPHS _____ VIDEO ________
   PERSON(S) RESPONSIBLE FOR DOING ANNUAL INVENTORY:
   STORED WHERE?
   DATE OF ANNUAL REVIEW OF INVENTORY PLACED ON CALENDAR AND/OR VESTRY NOTES.

8. INSURANCE REVIEW:
   DATE OF REVIEW:
   PERSON(S) RESPONSIBLE:
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9. PROPERTY SURVEY: ________________________________

___________________________________________

HIGH RISK PROBLEMS:

___________________________________________

___________________________________________

SMOKE/FIRE ALARMS: ________________________________
FIRE EXTINGUISHERS: ________________________________
SECURITY SYSTEM: ________________________________
LIST OF ITEMS ON SURGE PROTECTORS

___________________________________________

BLUE PRINT WITH MARKINGS ON 8.5X11 SHEET ATTACHED SHOWING ABOVE ITEMS

10. SHUTDOWN:
LIST WHAT IS TO BE DONE AND BY WHOM:

___________________________________________

___________________________________________

RECORDS SAFEKEEPING - ________________________________

___________________________________________

UTILITIES: LIST AND EXPLAIN WHERE SHUTOFFS ARE LOCATED:
ELECTRICITY - ________________________________

___________________________________________

NATURAL GAS - ________________________________

___________________________________________

WATER - ________________________________

___________________________________________

ALARM(S) - ________________________________

___________________________________________
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MUSICAL INSTRUMENTS, FURNITURE, ETC. – WATERPROOF COVERING, ETC.

WHO IS INSURANCE PROVIDER?
WHO DOES DAMAGE ASSESSMENT?
WHAT ARE PRIORITIES?
WHO CONTACTS INSURANCE PROVIDER?
HOW?
WHEN?

11. “SAFE SPOTS” LOCATIONS AND MARKINGS:

12.

13. COPY OF DISASTER PLAN TO: HOUSE OF WORSHIP OFFICE, FAITH-BASED ORGANIZATION, AND LOCAL EMERGENCY CENTER.

14. AMERICAN RED CROSS NETWORKING:
SHELTER PROVIDER?
STORAGE PROVIDER?
MASS CARE FOOD CENTER?
OTHER:

14. TRAINING FOR MEMBERS:

15. SURVIVAL SUPPLIES:
WHAT?

WHERE?

WHO ASSESSES NEEDS OF PARISH?
WHO DISTRIBUTES THESE SUPPLIES?
WHEN?
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HOW?

16. FIRST AID SUPPLIES:
PERSON RESPONSIBLE FOR MAINTAINING KIT?
WHAT AND WHERE STORED?

WHO IS TRAINED IN FIRST AID?

17. WHO IS TRAINED IN CPR?
ADULT CPR?

INFANT CPR?

18. FREE OR INEXPENSIVE PRINTED DISASTER PREPAREDNESS MATERIALS ARE AVAILABLE FOR DISTRIBUTION TO PARISHIONERS FROM ARC. WHO IS RESPONSIBLE FOR OBTAINING THESE AND MAKING THEM ACCESSIBLE TO PARISH?

19. ACTIONS/RECOMMENDATIONS:

20. OTHER NOTES: