

## **ATTACHMENT I**

### **MASTER CHECKLISTS AND RESPONSIBILITY OVERVIEW**

As explained in the body of this planning document, the first task for any church will be to create a committee that will be responsible for the development and implementation of the local church's disaster preparation plan. This committee should be recognized by and report to the Session. As the plan is being developed, the following questions should be addressed. Developing clear answers to these questions ahead of time will make it much easier for the committee to operate smoothly in time of disaster, when additional meetings might be difficult if not impossible.

1. Who activates the plan?
2. Who is in charge of implementing the plan?
3. What is to be the interaction between the disaster committee and the Session after the plan has been activated?
4. What authority does the committee have to spend money?

What now follows in **ATTACHMENT I** are a series of Master Checklists. These checklists correspond to the information found in each of the five phases of the model, and will help members of the committee to complete their tasks, both when developing the plan and when implementing the plan. For each phase, separate checklists are provided to help the committee when (a) preparing your property and (b) preparing your people.

**SECTION 1**  
**PHASE 1 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**  
**Page 1 of 1**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
1. Develop/administer Membership Survey	Attachment II		
2. Analyze Membership Survey	Attachment II		
3. Create geographically-based small groups	Attachment III		
4. Develop phone chain for these groups; put someone in charge of each group	Attachment III		
5. Develop specialized lists, (i.e. skills, equipment, motor homes, etc.)	Attachment IV		
5. Use lists to create various volunteer groups	Attachment IV		
6. Train congregation as a whole	Attachment V		
7. Train various volunteer groups	Attachment V		
8. Implement plan when disaster threatens			

**SECTION 1 Continued**  
**PHASE 1 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

Page 1 of 2

TASK	APPROPRIATE ATTACHMENT	PERSON(S) RESPONSIBLE	DATE COMPLETED
1. Complete a Facilities Inventory	Attachment VI		
2. Review/update Facilities Inventory annually	Attachment VI		
3. Review Insurance Policy(s) annually			
4. Develop Property Checklists	Attachment VI		
5. Protect Church Records	Attachment VI		
6. Review/update facility communications	Attachment VII		
7. Determine responsibilities of all church employees	Attachment VIII		
8. Determine possible post disaster use(s) of church facilities			
9. Develop facility evacuation plan(s)	Attachment IX		
10. Develop Facilities Checklist for use after an unanticipated disaster	Attachment X		
11. Train all employees in first aid, etc.	Attachment V		
12. Develop post-disaster Facilities inspection Team	Attachment X		

**SECTION 1 Continued**  
**PHASE 1 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

Page 2 of 2

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
13. Develop Phone Tree	Attachment VII		
14. Identify possible off-site alternatives for church office, web site, worship	Attachment VIII		
15. Identify/affiliate with other local and/or county disaster planning groups	Attachment XI		
16. Develop/post emergency phone numbers at all phones with outside lines	Attachment VII		
17. Develop personnel responsibilities	Attachment VIII		
18. Activate plan when disaster threatens			

**SECTION 2**  
**PHASE 2 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
1. Implement the pre-disaster planning efforts developed during Phase 1 training	Attachment I		

**SECTION 2 Continued**  
**PHASE 2 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During and/or at the completion of Phase 2 of a Disaster, be prepared to implement tasks identified and completed during Phase 1 as necessary. For example, you might need to:

- |  |               |  |  |
|--|---------------|--|--|
| 1. Implement facility evacuation plan(s)                                       | Attachment IX |  |  |
| 2. Administer emergency first aid to victims on site.                          | Attachment V  |  |  |
| 3. Employ the Facilities Checklist to survey the facility as soon as possible. | Attachment X  |  |  |

**SECTION 3**  
**PHASE 3 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During Phase 3 of a Disaster, be prepared to implement tasks identified and completed during Phase 1 as necessary. Depending upon the scope and time of the disaster, some of these tasks might have already been completed as a response to Phase 2. For example, you might need to:

- |   |                |                  |  |
|---|----------------|------------------|--|
| 1. Call appropriate authorities if necessary  | Attachment XVI | Office Personnel |  |
| 2. Administer emergency first aid to victims on site if necessary   | Attachment V   | Office Personnel |  |
| 3. Implement the phone/visitation chain ASAP to determine the immediate status of the congregation.                             | Attachment VII | DAC              |  |
| 4. Implement use of volunteer groups as needed, either to the congregation or the community as a whole.                         | Attachment IV  | DAC              |  |
| 5. Be sure that minister or other approved spokesperson contacts Presbytery office with initial assessment of local conditions. | Attachment VII | Tim Stewart      |  |

**SECTION 3 Continued**  
**PHASE 3 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During Phase 3 of a Disaster, be prepared to implement tasks identified and completed during Phase 1 as necessary. Depending upon the scope and time of the disaster, some of these tasks might have already been completed as a response to Phase 2. For example, you might need to:

- |  |                |  |  |
|--|----------------|--|--|
| 1. Call appropriate authorities if necessary   | Attachment VII |  |  |
| 2. Administer emergency first aid to victims on site if necessary.                     | Attachment V   |  |  |
| 3. Employ the Facilities Checklist to survey the facility as soon as possible.         | Attachment X   |  |  |
| 4. Contact the church insurance carrier ASAP   | Attachment VII |  |  |
| 5. Complete necessary repairs ASAP to prevent further damage.                          |                |  |  |
| 6. If necessary and possible, implement plans to use the facility for community needs. | Attachment XII |  |  |

**SECTION 4**  
**PHASE 4 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-------------------------------	------------------------------	-----------------------

During Phase 4 of a Disaster, be prepared to continue tasks identified and begun during Phase 3. Depending upon the scope of the disaster, some of these tasks might have already been completed, but others might take a long time to complete. For example, you might need to:

- |  |                |             |  |
|--|----------------|-------------|--|
| 1. Continue the use of volunteer groups as needed. Such groups might now be needed by the congregation, the extended community, or both.                               | Attachment IV  |             |  |
| 2. Use resources, expertise of congregation members to assist members in need as they work with various relief agencies (i.e. FEMA, SBA etc.                           |                |             |  |
| 3. Continue the small group phone/visitation chain to monitor the status of the congregation. Use information gleaned here to provide additional assistance as needed. | Attachment III |             |  |
| 4. Engage person/committee to oversee collection and expenditure of disaster related donations.  |                | The Session |  |

**SECTION 4 Continued**  
**PHASE 4 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During Phase 4 of a Disaster, be prepared to continue tasks identified and begun during Phase 3. Depending upon the scope of the disaster, some of these tasks might have already been completed, but other might take a long time to complete. For example, you might need to:

- |   |                 |  |  |
|---|-----------------|--|--|
| 1. Have members of the Facilities Inspection Team accompany the insurance adjustor on all inspections of the facility     | Attachment X    |  |  |
| 2. Identify a general contractor who will either complete or oversee all repairs  | Attachment X    |  |  |
| 3. If necessary, implement plans to move some if not all-important church activities off-site until repairs are complete. | Attachment VIII |  |  |
| 4. Contact various outside agencies to apply for financial assistance to help with repairs.                               | Attachment XI   |  |  |
| 5. Or, if necessary and practical, continue to use the facility for community needs.                                      |                 |  |  |

**SECTION 5**  
**PHASE 5 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During Phase 5 of a Disaster, be prepared to continue tasks identified and begun during Phase 4. Depending upon the scope of the disaster, some of these tasks might have already been completed, but other might take a long time to complete. For example, you might need to:

- |  |                |  |  |
|--|----------------|--|--|
| 1. Continue the use of volunteer groups if needed.   | Attachment IV  |  |  |
| 2. If possible, use qualified members of congregation to serve as ombudsmen for other members of the congregation if they incur problems with outside relief agencies, (i.e. FEMA, SBA etc.) |                |  |  |
| 3. Continue the small group phone/visitation chain to monitor the status of the congregation. Be aware that some problems might take months to surface.                                      | Attachment III |  |  |
| 4. Finalize the awarding of disaster related contributions.  |                |  |  |
| 5. ASAP, review the entire Disaster Preparedness plan to identify strengths and weakness, and implement changes as deemed necessary.   |                |  |  |
| 6. Work in conjunction with other community and/or regional agencies to coordinate a broader approach to community relief/recovery   | Attachment XII |  |  |

**SECTION 5 Continued**  
**PHASE 5 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-------------------------------	------------------------------	-----------------------

During Phase 5 of a Disaster, be prepared to continue tasks identified and begun during Phase 4. Hopefully, most of these tasks will now have been completed, but others might take a long time to complete. For example, you might need to:

- |   |                     |  |  |
|---|---------------------|--|--|
| <ol style="list-style-type: none"> <li>1. Have members of the Facilities Inspection Team accompany the insurance adjustor on all additional inspections of the facility. This may well be necessary if additional damage is uncovered during repairs.</li> <li>2. Oversee the work of the general contractor as he works to complete or oversee all the completion of repairs.</li> <li>3. Review property damage to identify areas where modifications/improvements, (as opposed to straight repairs) might mitigate possible damage from future disasters.</li> <li>4. ASAP, review the entire Disaster Preparedness plan to identify strengths and weakness, and implement changes as deemed necessary.</li> </ol> | <p>Attachment X</p> |  |  |
|---|---------------------|--|--|