

**Attachment VIII**  
**Church Personnel and Facilities Plan**

**SECTION 1**  
**Organizing the Church Staff**

1. Make a list of your church paid staff employees and assign duties that they would perform if adequate warning were provided. Also, make a list of duties if no warning is provided.  
Provide brief but clear descriptions of their assignment and responsibilities so they understand ahead of time what is expected of them.
2. Make sure your staff knows what your alternate plans are so they will be aware and knowledgeable.

Example:

Secretary – Make back up of all important computer files and see that they are stored off site.

Custodian - Assist in preparing church equipment for the emergency.

Parish Nurse - Make sure that the special needs members are taken to shelters.

## **SECTION 2**

### **Planning for Alternate Facilities**

Determine if there is an accessible location for an alternate church office that can be used in an emergency. Develop an agreement with that site that you will offer your church to them for emergency use if they will reciprocate in case you need help. Decide what systems, procedures, and records should be available in an emergency, and make plans to provide those items.

Review church activities to decide which programs can and should be continued in an off-site location during an emergency. If possible keep your activities and church schedule as close to the same as possible. Search for a suitable location, and make reciprocal arrangements as necessary to be prepared for such an event.

The more complete your arrangements the less problems you will have making the change.

Develop off-site capabilities to keep church web site operational. (Probably from a church member's home, or another church.) Assure that several people are trained to manage the church web site.