

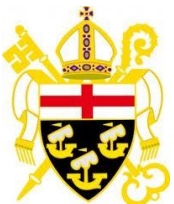


Episcopal
Relief & Development

U.S. Disaster Program

Preparedness Planning Guide

For Congregations and
Parishes



The Diocese of Virginia
Disaster Preparedness and Response
Ministry Team



Letter from Katie

Dear Episcopal Church leaders,

Though we don't always want to think about it, one of our roles as a church in the community is to be prepared to be of assistance after a disaster. We plan for four basic reasons:

- to mitigate the damage to our church community's buildings and belongings
- to be able to resume the business of the church as soon as possible post-disaster
- to support our parishioners in times of crisis
- to assist to our vulnerable neighbors after an emergency

Our role at Episcopal Relief & Development is as a humanitarian organization, working to inspire, connect and equip leaders of the US Episcopal Church to prepare for hazards that might affect their communities, to mitigate the impact of those disasters and to help the vulnerable make a full and sustained recovery.

This document comes from the collected wisdom of the Church. To compile this guide, we gathered examples of parish and diocesan disaster preparedness guides from around the country as well as from other denominations. We utilized the most important elements from each, while trying to stay as simple as possible.

We hope that this guide can be used by congregations to help them plan. Please let us know if there's anything in this guide that you think should be changed, added or eliminated, and feel free to edit to meet your local context. The complete planning guide that should take about 10 to 15 hours to complete, but we recognize some congregations might not yet be ready for the full process. We have therefore created this “**bronze level plan**” that includes the most basic information needed in times of disaster.

Episcopal Relief & Development's US Disaster Program is working with dioceses around the country to be better prepared for emergencies. One step in that process is to ask bishops to appoint Diocesan Disaster Coordinators, and then train and support those newly appointed leaders and their committees. There will be a list of Diocesan Disaster Coordinators on our website; these coordinators should be your first support and resource through this planning process.

Thanks for all you do in this important work,

Katie Mears
US Disaster Program
Episcopal Relief & Development

Thank You

This guide is not the creation of Episcopal Relief & Development's U.S. Disaster Program; it is a compilation of the great work of:

Province IV Disaster Preparedness and Response Commission
The Episcopal Diocese of Arkansas
The Episcopal Diocese of Central Florida
The Episcopal Diocese of Central Pennsylvania
The Episcopal Diocese of Connecticut
The Episcopal Diocese of East Tennessee
The Episcopal Diocese of Florida
The Episcopal Diocese of Kansas
The Episcopal Diocese of Louisiana
The Episcopal Diocese of Rio Grande
The Episcopal Diocese of South Carolina
The Episcopal Diocese of Southeast Florida
The Episcopal Diocese of Southwestern Virginia
The Episcopal Diocese of Texas
The Episcopal Diocese of West Tennessee
The Episcopal Diocese of West Texas
Lutheran Episcopal Services in Mississippi

This work owes special thanks to:
Karin Davis and her committee in the Diocese of Connecticut
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Dianne Britton
The Rev. Daniel Harris
Sharon Jones
The Rev. Curtis Metzger
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Carol Stewart
Ryan Velasco
The Rev. Paul Wehner

and

Participants of the Disaster 101 Training in the Diocese of Olympia

Our Congregation's Disaster Plan

• Congregation/Church:	
• Phone:	
• Address:	
• Web Site:	
• Congregational Disaster Coordinator	
• Cell Phone:	
• Landline/Phone:	
• E-Mail:	
• Diocesan Disaster Coordinators:	
	Dan Wilmoth
• Cell Phone:	703-372-5222
	Pete Gustin
• Cell Phone	571-748-9802
• Date of Completion:	
• Scheduled Review:	



Disaster Leadership Team: Contact Information

Instructions: Fill out the following form with contact information for your Congregational Disaster Coordinator and the Disaster Leadership Team. Even if your team consists of two people, capture their contact information.

Congregational Disaster Coordinator:	• Landline/Phone:	
	• Cell Phone:	
	• Email:	
• Name: (Clergy)	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name: (Facilities)	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name: (Communications)	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name: (Liaison)	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	
• Name:	Role/Designated Tasks:	
	Address:	
	Landline/Phone:	
	Cell Phone:	
	Email:	

Insurance Information

Make a list of all your insurance information and contacts. Be sure to have a copy of this information in a **secure place off-site** and have another copy that someone can take with them if your community is evacuated.

• Policy Number:	
• Policy is with:	
Phone:	
Address:	
• Agent:	
Phone:	
Address:	
• Original Policy is kept:	
Address:	
• Copy of policy is kept offsite:	
Address:	
• Policy Type:	<i>(Example – Replacement value type)</i>
Total Value:	
• Policy covers:	<i>Earthquake, hurricane, robbery, fire, breakage, etc.</i>
• Other policies:	
• Policy review:	
When:	
By who:	

Be sure to note where off-site copies are kept and who can access them.

Off-site Copies	
• Where:	<i>(Ex: Diocese has a copy)</i>
• Who:	<i>Susan Wu</i>
Phone:	<i>xxx-xxx-xxxx</i>
Cell:	

DIOCESAN CONTACT INFORMATION

Office of the Bishop		
The Rt. Rev. Shannon S. Johnston, Diocesan	Address	110 W. Franklin Street Richmond, VA 23220
	Office Phone	1-800-346-2373 Ext. 1012
	E-Mail	sjohnston@thediocese.net
Amy Williams, Assistant to Bishop Johnston	Address	110 W. Franklin Street Richmond, VA 23220
	Office Phone	1-800-346-2373 Ext. 1012
	E-Mail	awilliams@thediocese.net
The Rt. Rev. Susan E. Goff, Bishop Suffragan	Address	110 W. Franklin Street Richmond, VA 23220
	Office Phone	1-800-346-2373 Ext. 1031
	E-Mail	sgoff@thediocese.net
Stephanie Higgins, Assistant to Bishop Goff	Address	110 W. Franklin Street Richmond, VA 23220
	Office Phone	1-800-346-2373 Ext. 1031
	E-Mail	shiggins@thediocese.net
The Rt. Rev. Edwin F. (Ted) Gulick, Assistant Bishop	Address	115 E. Fairfax Street Falls Church, VA 22046
	Office Phone	703-241-0441
	E-mail	tgulick@thediocese.net
Kate Wettstein, Assistant to Bishop Gulick	Address	115 E. Fairfax Street Falls Church, VA 22046
	Office Phone	703-241-0441
	E-mail	kwettstein@thediocese.net
Diocesan Staff		
Ed Jones, Secretary of the Diocese	Address	110 W. Franklin Street Richmond, VA 23220
	Office Phone	1-800-346-2373 Ext. 1030
	E-Mail	ejones@thediocese.net
Bill Martin, Assistant to Ed Jones	Address	110 W. Franklin Street Richmond, VA 23220
	Office Phone	1-800-346-2373 Ext. 1025
	E-Mail	bmartin@thediocese.net
Buck Blanchard, Director of Mission and Outreach	Address	110 W. Franklin Street Richmond, VA 23220
	Office Phone	1-800-346-2373 Ext. 1016
	E-Mail	bblanchard@thediocese.net
Mary Anne Bryant, Assistant to Buck Blanchard	Address	110 W. Franklin Street Richmond, VA 23220
	Office Phone	1-800-346-2373 Ext. 1017
	E-Mail	mabryant@thediocese.net
Diocesan Disaster Coordinators		
Dan Wilmoth	Phone	703-372-5222
	E-Mail	Danny.wilmoth@yahoo.com
Pete Gustin	Phone	571-748-9802
	E-Mail	prgustin@gmail.com