

APPENDIX 4 – 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: _____

9. Property survey: _____

High risk problems: _____

Smoke/Fire Alarms: _____

Fire Extinguishers: _____

Security System: _____

List of items on surge protectors: _____

10. Shutdown: List what is to be done and by whom: _____

Records Safekeeping: _____

Utilities: _____

List and explain where shutoffs are located:
Electricity _____

Gas _____

Water _____

Alarm (s) _____

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. Copy of disaster plan to: Diocesan Office. When _____

13. 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? _____

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 - _____

Child 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 the Parish?

19. Actions / recommendations _____

20. Other Notes _____

