

Congregational Disaster Response Plan



It wasn't raining
when Noah built the ark.

Purpose

This booklet is a shortened version of the manual prepared by Lutheran Disaster Response (LDR), a ministry of the Evangelical Lutheran Church in America and the Lutheran Church—Missouri Synod.

LDR helps congregations to be prepared for disaster and to be effective and important participants in their communities' recovery from disaster.

This manual is provided to assist congregations prepare for disasters.

It asks questions such as:

Is your facility ready in case of a disaster?

Does your congregation have a plan?

What can your congregation do to prepare to care for members and others in your community in response to disaster?

The complete LDR manual can be found on-line at

<http://www.ldr.org/prepare/PrepDisaster.pdf>

or by contacting your local LDR coordinator.

If you would like me to come to speak to your church councils, adult Bible study groups, confirmation classes, or congregations on how to prepare for and respond to a disaster, please do not hesitate to contact me.

I am ready and willing to serve as many congregations as possible in this important aspect of ministry.

God's peace

Lee Zandstra

Lutheran Disaster Response Coordinator

Lutheran Social Ministries of New Jersey

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Emergency Phone Tree

Please notify Pastor _____ at _____ or the church office _____ of any emergency. They will notify the three people listed at the top of the columns. Please call the person listed immediately below your name. If no one answers, leave a message and call the next person until you have reached someone who can continue the chain.

Pastor:
Number:

Council Member:
Number:

Council Member:
Number:

Name:
Number:

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Disaster Scenarios:

In the case of a fire in the church building, while people are inside we will

1. Evacuate the building to the designated “space spot”
2. Call 911 and relay all vital information to dispatcher
- 3.



In the case of a fire in the church building while empty we will:

1. Contact the Pastor/Church Council Members
2. Leadership will meet at the designated Emergency Meeting house/facility as soon as possible
- 3.

In the case of flooding in the church building we will:

- 1.
- 2.
- 3.



In the case of flooding in our community we will

- 1.
- 2.
- 3.

In the case of a blizzard we will

- 1.
- 2.
- 3.



Other Community Partners to Work with after a Disaster

Congregations/facilities with mutual agreements to share Worship Space:

- 1.
- 2.
- 3.
- 4.
- 5.

Congregations/facilities with mutual agreement to share Emergency Shelter Space:

- 1.
- 2.
- 3.
- 4.
- 5.

Local Red Cross Contact Info

Person:

Phone Number



Local Salvation Army Contact Info:

Person:

Phone Number:



Local Emergency Agency _____ Contact Info:

Person:

Phone Number:

Local Lutheran Disaster Relief Contact Info:

Person: Lee Zandstra

Phone Number: 609-699-4133





Yearly Congregational Check-List



Task

Date Completed

1. Insurance Policy is current and updated once a year. _____
2. Important Church Files are protected in a fire-proof container and copies are held in a safe-deposit box or other secure locations _____
3. Computer backups are made of important files and stored in a secure location. _____
4. Fire extinguishers are checked and refilled if needed once a year. _____
5. Emergency Contact Phone Tree is updated, and distributed to the necessary people in the congregation. _____
6. Updated Local Emergency Support Contact Information is Updated and posted next to every phone _____
7. First Aid Classes and CPR classes are taken advantage of by as many congregational members as possible every year. _____
8. Contact your local LDR coordinator once a year to discuss any new procedures that can better prepare your congregation in the event of a disaster _____
9. Disaster Kit is full and items replaced if necessary (first-aid kits, flashlights, blankets, water, food) _____
10. Local LDR coordinator is contacted once a year for any additional information or questions. _____

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