



## Interim Checklist for Emergency Preparedness

ACTION	Date Completed
<p><b>Emergency Response Team #</b> – Has an Emergency Response Team been identified? Who are they, and what roles do they have? Do they have the authority to perform that function? Has it been communicated to the Diocese that this is the team? Does everyone have a back-up? Are their delegations of authority? Has everyone been trained to their role?</p>	
<p><b>Emergency Coordinator*</b> – Have you appointed an Emergency Coordinator? If so, has this person contacted ER-D’s Director of Domestic Disaster Preparedness and Response for assistance and support in developing the position and in a crisis? Has this person linked up with the state and county and local resources? Has this person contacted all the churches in the Diocese about their role?</p>	
<p><b>Alert and Notification</b> – How do you communicate with your staff and Parishes? Do you have a phone list <i>and</i> e-mail list? Do the Parishes have a congregational phone list and e-mail list? Is it updated and when was the last time it was tested? Does it include home, work and cellular numbers?</p>	
<p><b>Out of Area Contact Number</b> – Do you have a number out of the area (another Diocese out of state) that staff can call for accountability check in and to receive further instructions? Do they have a copy of your plan and phone list? What type of information do you want to have, i.e., damage, fatalities, and situational updates?</p>	
<p><b>Communication with governmental agencies</b> – Are you and your Parishes linked in with the state and/or local emergency management organizations? Or other emergency networks?</p>	
<p><b>Episcopal Relief and Development</b> – Have you contacted ER-D? Do you know what the scope of the incident is? Do you have any immediate needs? Are you looking at potential long term needs?</p>	
<p><b>Vital Records</b> – Are your vital records up to date? Are copies kept off site for protection and are they up to date? Do you need help with identifying your vital records? Are computers backed up?</p>	
<p><b>Insurance</b> – Is the insurance up to date? Do you have the required or suggested insurance (flood insurance, earthquake insurance, and wind insurance, etc.)? Do you have an inventory with photos or video?</p>	
<p><b>Emergency Supplies</b> – Do all the churches have the emergency supplies they need? Is there an inventory? If so, when was it checked last? Does the staff know what supplies they need? What if the staff has to evacuate, do they have supplies to last three days?</p>	



## Interim Checklist for Emergency Preparedness Cont

<b>VOAD**</b> – Are you and/or your churches connected with the local VOAD’s? Do you know the State and/or the FEMA Voluntary Liaison for assistance?	
<b>Family and Individual Preparedness</b> – Have you ensured that the Emergency Response Team, all employees and their families in the Diocese are prepared?	
<b>Time Phased Instructions</b> – Depending on the hazard, you may have time to prepare, i.e., hurricane, does the staff and Parishes have specific tasks to complete to prepare for the impending incident. Do you have reporting requirements to ensure the work was completed?	

**#Emergency Response Team** is a team that will support the Diocese response to an incident. This team should be pre-identified, trained and exercised. This team should identify the immediate and future needs of the incident and account for all staff in the Diocese.

**\*Diocesan Emergency Coordinators** are those individuals who are responsible for working with the State, County (Parish) and Local Governments, Voluntary Organizations, the surrounding Dioceses and their local churches in the four phases of Emergency Management. The four phases of Emergency Management are: Mitigation, Preparedness, Response and Recovery.

- The Diocesan Emergency Coordinator should have a core competency from one of the following:
  - Chaplaincy and psycho-social support networks;
  - emergency response that could include sheltering, feeding and other first responder experience (law enforcement, fire, EMS and Public Health);
  - managing communication networks;
  - volunteer support networks.

**\*\*VOAD** – Voluntary Organizations Active in Disasters, other faith based groups, Red Cross, etc.

**For additional support and assistance please contact ER-D’s Director of Domestic Disaster Preparedness and Response, Richard Ohlsen:**

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