



Emergency Preparedness Checklist for Dioceses

All disasters start locally and end locally. It is important that dioceses prepare for any type of emergency. The concept of this checklist is to provide the diocese with certain actions that should take place before, during and after an emergency.

ACTION	DONE
I. Executive Summary – This is where the bishop discusses the role of the diocese in emergencies and disasters.	<input type="checkbox"/>
II. Canon Laws – Does the bishop have the authority to declare a “State of Emergency”? What happens when a “State of Emergency” is declared? Do the Canon Laws need to be amended for emergencies?	<input type="checkbox"/>
III. Hazard Analysis – Has the State/Local Emergency Management Office (EMO) been contacted for a list of what hazards are prevalent in the diocese? What are the historical disasters and emergencies in the diocese?	<input type="checkbox"/>
IV. Emergency Coordinator* – Has the bishop appointed an Emergency Coordinator (EC)? If so, has the EC contacted ERD’s Director of Domestic Disaster Preparedness and Response for assistance and support in developing the position? Has the EC linked up with the state, county, local and other faith and VOAD** resources?	<input type="checkbox"/>
V. Emergency Response Team *** – Has an Emergency Response Team been identified? Have their roles been identified? Do they have the authority to perform their function? Has it been communicated to the diocese that this is the team? Does each member have a substitute? Has everyone been trained to their role? What additional training might they need? What functions need to be performed?	<input type="checkbox"/>
VI. Alert and Notification – How will the staff and congregations communicate with the diocesan office? Is there 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?	<input type="checkbox"/>
VII. Out of Area Contact Number – Is there a number out of the affected area (another diocese out of state) that staff can call to check in and receive further instructions? Does this partner have a copy of the plan and phone list?	<input type="checkbox"/>
VIII. Episcopal Relief and Development – Are ERD’s numbers in the plan? ERD will provide technical support when requested.	<input type="checkbox"/>
IX. Emergency Supplies – Do all the congregations have the emergency supplies they need? Is there a list of recommended supplies? 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 at least three days?	<input type="checkbox"/>

X. Family and Individual Preparedness – Has the Emergency Response Team ensured that all employees and their families are also prepared?

XI. Time Phased Instructions – Depending on the incident, there may be time to act, i.e., hurricane. Do the staff and congregations have specific tasks to complete to prepare for the impending incident? Has the team established reporting requirements to ensure their work was completed?

Continuity Questions:

I. Vital Records – Are the vital records up to date? Are copies kept off site for protection and those also updated?

II. Insurance – Is the insurance up to date? Is the required or suggested insurance (flood insurance, earthquake insurance, and wind insurance, etc.) purchased? Is there an inventory with photos or video?

III. Delegation of Authority – Has a Delegation of Authority been issued if leadership is not available? Does that person know their limitations, if there are any? Is it in writing?

IV. Alternate Work Site – Has an alternate work site been identified if the current work site has been compromised? Does everyone know how to get there? Do the computers work there? Can every one access their data?

V. Computers – Is there an off-site location that has back-up of the system? How would the organization run if the computers network was not operating? Who has the nightly back-up tape and is there a computer that can read it?

***Diocesan Emergency Coordinators** are those individuals who are responsible for working with the State, County and Local Governments, Voluntary Organizations, the surrounding dioceses and their local churches in the four phases (mitigation, preparedness, response and recovery) of Emergency Management.

- 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.

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

*****VOAD** Voluntary Organizations Active in Disasters, are organizations comprised of other faith based groups, Red Cross, community organizations, etc. VOAD's can be statewide and/or local. Please contact the State and/or Local Emergency Management Organization to find out when and how often they meet.

For additional support and assistance please contact ERD's Director of Domestic Disaster Preparedness and Response, Richard Ohl sen:

- Office: 212-716-6360
- Mobile: 646-623-1236
- E-mail: rohlsen@er-d.org (linked with blackberry)