

Disaster Preparedness Checklist Step 2: GENERAL QUESTIONS TO ASK

Insur 1.	ance Who is the insuranc	e provider?		Updated
2.	Who does damage a	assessments?		
3.	Who contacts the in	surance provider? Who	en?	
4.	Insurance Review Date of review:			
	Person(s) responsib	le for review:		
Inver	=	property and holdings		
	Inventoried as	Photographs	Videos	

Person(s) responsible for doing annual inventory:

Location of inventory list:	
Date of annual review of inventory:	
Church Documents	
What documents have been determined as important?	
2 Whore are these documents kent?	
2. Where are these documents kept?	

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Servi	Service Service			
1.	What is the criteria for cancelling services?			
2.	What is the criteria for restarting services?			
3.	Who makes the decision to cancel or restart services?			
4.	What means of communication will used to notify the congregation?			
5.	If the church building has been damaged has another location been selected as a gathering place?			
Utilit 1.	ies Utilities: list and explain where shutoffs are located Electricity			



	Natural gas
	Water
	Alarm(s)
2.	A blue print marking each of the above shutoffs is recommended. What are the priorities for shutting down the utilities and who is responsible for each?
	se with Access or Functional Needs What is the process of checking on those in the congregation with access or functional needs (those with disabilities as well as the elderly) in the event that severe weather (high Heat) or a disaster impacts your community?

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1.	How will we survey the congregation to find skills and assets?
2.	How often will we survey the congregation?

Family Preparedness

1. What steps can we take to educate the families of our congregation on the importance of being prepared?