



Disaster Preparedness Checklist

Step 2: GENERAL QUESTIONS TO ASK

Updated _____

Insurance

1. Who is the insurance provider?
2. Who does damage assessments?
3. Who contacts the insurance provider? When?
4. Insurance Review
Date of review:

Person(s) responsible for review:

Inventory

1. Inventory of church property and holdings
Date of inventory:

Inventoried as Photographs Videos

Person(s) responsible for doing annual inventory:

Location of inventory list:

Date of annual review of inventory:

Church Documents

1. What documents have been determined as important?

2. Where are these documents kept?

Natural gas

Water

Alarm(s)

A blue print marking each of the above shutoffs is recommended.

2. What are the priorities for shutting down the utilities and who is responsible for each?

Those with Access or Functional Needs

1. 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?

