

# Presbytery of Lake Huron Disaster Preparedness Coordination and Communication Plan Church Contact Information

**Review this information and submit to the Presbytery of Lake Huron  
annually by February 28th.**

Congregation Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 Office Phone \_\_\_\_\_  
 Office email \_\_\_\_\_

Title	Name	Home Phone	Cell Phone	email
Pastor				
Assoc. Pastor				
Clerk of Session				
Mod of Trustees				
Mod of Deacons				
Treasurer				
Property Com				
Secretary				
Disaster Contact				

Please provide the following information

	Name	Phone (non-911)
Local Fire		
Local Police		
Local State Police		
Local Sheriff		
Ambulance		
Hospital		
Local Government		
Local Highway Dept		
Red Cross		

**Presbytery of Lake Huron  
Disaster Preparedness Coordination and Communication Plan  
Church Emergency Preparedness Information**

Congregation Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 Physical Address \_\_\_\_\_  
 Office Phone \_\_\_\_\_  
 Office email \_\_\_\_\_

Pastor \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Clerk of Session \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_

Essential Document Storage

<b>Documents</b>	<b>Location of Originals</b>	<b>Backed-up Where</b>
Presbytery contact List		
Session Contact List		
Trustee Contact List		
Deacon Contact List		
Member Directory		
Insurance Company Contacts		
Policy Numbers		
Building Inventory		
Essential Church Records		
Historical Documents		
Bank and Credit Card Info.		
Tax Exempt Certificate		

# Disaster Preparation Checklist for the Local Congregation

- ✓ Congregational Disaster Response Coordinator(s) selected and trained.
- ✓ Congregational Directory updated regularly. (Including cell phone and e-mail addresses.)
- ✓ List of congregational members with special needs noted and updated annually
- ✓ Insurance Policies reviewed annually and saved in multiple locations.
- ✓ Financial and Session records saved electronically and stored in multiple locations monthly.
- ✓ Inventory of physical plant made and updated annually. Video record recommended.
- ✓ Consultation with local American Red Cross (ARC) and Emergency Management Association (EMA) re: possible shelters in the area.
- ✓ Consultation with local EMA re: possible disaster scenarios. Develop plans for each.
- ✓ Share emergency kit information with congregation. Kits can be assembled and distributed by groups within the church to elderly and special needs congregation.
- ✓ Coordinate with local/state emergency response agencies to ascertain response partners and roles of each.
- ✓ Determine if the physical plant can be used as an emergency shelter, point of distribution, etc.
- ✓ Develop a communication system within the congregation (i.e. phone tree, Shepherds, etc.)
- ✓ Participate in the network of response throughout the Presbytery.

## Questions or Concerns?

Contact your Disaster Coordination and Communication Task Force Regional Coordinator. If you are not sure who your representative is please contact the Presbytery Office at 989-799-7481 during normal business hours.

To submit this form, save a copy to your computer **using a different file name than what it defaults to** and send as an attachment in an email to [spercy@presbylh.org](mailto:spercy@presbylh.org). Or print a hard copy and mail to:

Presbytery of Lake Huron  
Attn: Staci Percy  
P.O. Box 6129  
Saginaw, MI 48608-6129