

# All Hazards Checklist



www.networkofhope.net | info@networkofhope.net

PHASE 1 – PREPARATION	Not Started	In Progress	Complete
Appoint a Disaster Preparedness Coordinator (Attachment 5, Church Disaster Response Coordinator Responsibilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect, compile and review the needs of vulnerable congregation members (elderly, disabled, single parents) using the Voluntary Disaster Registration Form and the Evacuation Plan Compilation Form (Attachment 1, Voluntary Disaster Registration).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Help members who list special needs to register with Manatee County. Forms can be obtained from the (Manatee County Emergency Management Office, 748-4501 x3500 or at <a href="http://www.co.manatee.fl.us">www.co.manatee.fl.us</a> under “Emergency Management” and “Special Needs Program Application”.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Map the location of each member’s residence (Attachment 2, Mapping and Communication Planning).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop and distribute a Communication Plan for all members (Attachment 2, Mapping and Communication Planning).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compile a list of members requiring transportation to shelters and recruit volunteers available to provide that transportation (Attachment 3, Shelter Transportation Plan).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Promote disaster preparedness of church members by distributing locally prepared materials for building disaster kits, preparing for pet’s needs, and by helping members develop Family Disaster Plans (Attachment 4, Disaster Preparedness Training Materials).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop ministry teams composed of volunteers within the church to meet the needs of members and the community following a disaster (Attachment 6, Church Disaster Response Ministry Team Leader Responsibilities, Attachment 7, Guidelines for Starting Network of Hope Ministry Teams, and Attachment 8, Network of Hope Ministry Teams).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure individuals who will be participating on the church’s designated ministry teams complete the necessary training provided by Network of Hope, the American Red Cross and Manatee County for the role they will fulfill. (See Attachment 8, Network of Hope Ministry Teams for a detail list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure individuals who will be participating on the church’s designated ministry teams complete the necessary training provided by Network of Hope, the American Red Cross and Manatee County for the role they will fulfill. (See Attachment 8, Network of Hope Ministry Teams for a detail list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# All Hazards Checklist



www.networkofhope.net | info@networkofhope.net

Conduct practice scenarios for ministry teams to practice their skills prior to an actual disaster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ministry Team Leaders need to establish a meeting point for after the disaster and several alternate meeting points depending on the situation (roads blocked, no vehicle, flooding, etc.) (Attachment 9, Disaster Relief Activation Checklists).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review annually and make necessary revisions to your inventory of church property. The insurance company should have a copy on file and a video recording should accompany the written copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review insurance coverage annually, and adjust as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Back-up electronic records on a routine basis and store off site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure copies of the church building evacuation plan are posted throughout the facility (Attachment 10, Developing a Building Evacuation Plan).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify an alternative church office site that can serve as a temporary back-up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post prominently next to phones, a list of emergency phone numbers and websites (Attachment 11, Emergency Phone Numbers and Websites).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the church facility is suitable, work with Network of Hope to designate it as a location for sheltering after the disaster, emergency supplies distribution, medical triage, counseling, prayer, or feeding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect and store items that would be needed if the church property were to serve as any of the above functions (Attachment 12, Collections for Post-Hurricane Relief).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take actions to shut off power, gas, water, etc. to minimize damage, if warranted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 2 – IMPACT</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Unless church facilities are certified as a shelter or there is no other feasible alternative, evacuate all personnel until the “All-Clear” is given.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listen continuously to a NOAA Weather Radio, or a portable, battery-powered radio (or television) for updated emergency information, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take no actions to protect property while a disaster is impacting your location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## All Hazards Checklist

www.networkofhope.net | info@networkofhope.net



PHASE 3 – IMMEDIATE RESPONSE	Not Started	In Progress	Complete
Assist in immediate rescue/first aid activities for those injured on church property, if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If not already done, take any emergency actions (shut off power, gas, water, etc.) to prevent further damage or injury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemble the Personal Needs Assessment Ministry Team and implement the phone/visitation chain to determine the needs of congregation members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact the Manatee County EOC (Attachment 11, Emergency Phone Numbers and Websites) and report any known deaths.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemble other ministry teams (triage/medical, chain saw and clean-up teams, and hospitality, for example) developed during Phase 1 and begin moving supplies into place and assigning them to go out and assist members with their needs using the Ministry Team Activation Plans (Attachment 9, Disaster Relief Activation Checklists).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process in all congregation members using the Volunteer Processing Forms (Attachment 16), referring any walk-up volunteers who are not members of the congregation to the Manatee County VRC where they can be processed as volunteers and request assignment to your church.			
Record volunteer hours and other disaster relief information and report these stats weekly to Hands On Manatee (Attachment 17, Volunteer Log in/Log out Form, and Attachment 18, Weekly Volunteer Report).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate actions within the community with Network of Hope EOC, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After the immediate needs of congregation members have been determined, the Personal Needs Assessment Ministry Team should survey the local community to determine community members' needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After the immediate needs of the congregation members have been served, the Ministry Teams can assist members of the community with their needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open to the public all Food/Supply Points of Distribution at your church, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# All Hazards Checklist

www.networkofhope.net | info@networkofhope.net



Ask congregation members for donations to fund the disaster response ministry teams working in the community and assign someone/a team to oversee the collection and expenditure of disaster related donations (Attachment 8, Benevolence Funds).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Survey the property and complete an initial assessment of damage using a format your insurance company approves of.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact the Manatee County EOC (Attachment 11, Emergency Phone Numbers and Websites) and report any damage to church property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact the church insurance carrier and report the results of your initial damage assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete immediate emergency repairs necessary to prevent further damage, documenting all work with photos or video and keeping all repair receipts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accompany the insurance adjuster on an inspection of the church property, pointing out damage caused by the disaster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the church facility is usable and previously designated, work with the Network of Hope representative at the County Emergency Operations Center (EOC) to open the facility for sheltering, emergency supplies distribution, medical triage, counseling, prayer, or feeding using the Ministry Team Activation Plans (Attachment 9, Disaster Relief Activation Checklists).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 4 – RELIEF</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Continue using Ministry Teams to meet the needs of the congregation members, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Personal Needs Assessment Team should go back out into the community and determine any additional or unmet needs within the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify a general contractor who will either complete or oversee all repairs, if deemed necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If necessary, implement plans to move some, if not all, important church activities off-site until repairs are complete (Attachment 13, Planning for Alternate Facilities).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact various outside agencies to apply for financial assistance to help with repairs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# All Hazards Checklist

www.networkofhope.net | info@networkofhope.net



Continue to utilize the facility for sheltering, emergency supplies distribution, medical triage, counseling, prayer, or feeding (Attachment 9, Disaster Relief Activation Checklists).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PHASE 5 – RECOVERY</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Personal Needs Assessment Teams continue to remain in contact with members of the congregation to discover needs that may not have arisen immediately following the disaster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continue using Ministry Teams to meet the needs of the congregation members, as needed, but ensuring that needs that can't be met at the church level are passed to appropriate parties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review property damage to identify areas where modifications/improvements can be made to mitigate damage from future storms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review the Disaster Readiness & Response Plan, identifying what worked and what did not and revise the plan to be better for the next disaster.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>