

Alternate Church Office

1. Decide what systems, procedures, and records should be available in an emergency.
2. Find an accessible location for an alternate church office that can be used in an emergency that meets the requirements determined above.
3. Develop an agreement with that site that you can offer your church to them for emergency use if they will reciprocate in case you need help.
4. Make plans for how to relocate any equipment, records, etc. that would be needed at the alternate site.

Alternate Location for Church Activities

1. Review church activities and decide which programs can and should be continued in an off-site location during an emergency.
2. Find an accessible location(s) for church activities and make reciprocal arrangements as necessary to be prepared for such an event.

Off-site Web Site Capabilities

1. Develop off-site capabilities for keeping the church web site operational. A church member's home or another church are good possibilities.
2. Provide web site management training to several individuals.