

## Ministry Disaster Preparation

Various disasters can affect your congregation or organization. Possibilities range from natural disasters (like fires, tornados, hurricanes, or floods) to human made disasters (like mass violence or industrial accidents). When a disaster arises, specific information is helpful to meet the immediate needs of the community. People seek churches for safety, necessities (food, shelter), and care. This packet includes helpful links for developing disaster and safety plans to both prepare for and respond to disasters in your community.

There are also fillable pages in this document so that you can record information specific to your context. This document is not comprehensive. Add to it what you need to, delete from it what you want to. When you complete the form, make sure there is a copy of it accessible by various leaders in both digital and physical formats. Your leaders may be affected by a disaster, so you should have multiple copies for multiple people.

In addition to filling this packet out you might:

1. Develop a Safety and/or Disaster Plan. For samples and tools visit: <https://www.churchmutual.com/98/Safety-Resources>
2. Downloading the Rocky Mountain Synod Disaster Packet which contains tips for response, caregiving, fundraising, as well as information and programs created in response to the Marshall Fire: [https://www.rmselfca.org/sites/rmselfca.org/files/media/rms\\_disaster\\_support\\_packet\\_2024.docx](https://www.rmselfca.org/sites/rmselfca.org/files/media/rms_disaster_support_packet_2024.docx)
3. Visit [covo.org](http://covo.org) to learn about Colorado Voluntary Organizations Active in Disaster. These groups provide varied guidance and assistance throughout a disaster.
4. Build a Disaster Kit for your home and office: <https://www.ready.gov/kit> (Making basic kits could be a great church project and/or fundraiser).
5. Take Train the Trainer disaster preparedness training (<https://boulderodm.gov/june-2023-train-the-trainer-disaster-strong-preparedness-series/>) and Incident Command trainings (<https://training.fema.gov/emiweb/is/icsresource/trainingmaterials/>) with staff, councils, and/or safety teams.

## **Emergency Information**

*This includes contacts for emergency personnel and people you may need to contact to make reports and organize the next steps. It also includes people who might be affected by building/grounds destruction or a sudden change of building use.*

### **Police Department**

Address:

Emergency Number:

Non-Emergency Number:

### **Fire Department**

Address:

Emergency Number:

Non-Emergency Number:

### **Church/Organization Information**

Address:

County:

Phone Number:

### **Minister/Head of Staff of Congregation/Organization**

Name:

Position/Title:

Phone:

### **Congregation/Organization President**

Name:

Position/Title:

Phone:

### **Other Staff/Council Persons**

Name:

Position/Title:

Phone:

Name:

Position/Title:

Phone:

## Tenants/Building Users

Organization Name:  
Contact Name: Position/Title:  
Phone: Email:

Organization Name:  
Contact Name: Position/Title:  
Phone: Email:

Organization Name:  
Contact Name: Position/Title:  
Phone: Email:

Organization Name:  
Contact Name: Position/Title:  
Phone: Email:

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Contact Name: Position/Title:  
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Contact Name: Position/Title:  
Phone: Email:

## **Emergency Pastoral Care Contacts**

*This includes contacts for area leaders and ministers who may help provide pastoral care on scene or following an emergency/disaster event. They may provide leadership and/or space for prayer services and/or assist your ministry in providing spiritual and pastoral care. They may also help organize assistance with goods and other services.*

### **Office of the Bishop**

Name:

Position:

Phone:

### **Conference Dean**

Name:

Ministry:

Phone:

### **Ministerial Association**

Name:

Ministry:

Phone:

### **Local Hospitals/Chaplains**

Name:

Address:

Phone:

Chaplain:

Name:

Address:

Phone:

Chaplain:

Name:

Address:

Phone:

Chaplain:

## **Neighborhood Groups/Phone Tree**

*The Neighborhood Ministry purpose is to build community in the neighborhoods, to provide care within the neighborhoods, to provide better communication, to reach out to visitors in the neighborhood, to encourage relational evangelism. Shepherds in the Neighborhood Ministries are Care Shepherds and Fellowship Shepherds. Care Shepherds are called upon in the need of caring and support. If a member of your group is sick and in need of meals, the care shepherd would call upon members in the group to help the person in need. Fellowship Shepherds call upon members of our church to remind them of soup suppers, summer coffees, etc. Shepherds may be called upon during emergencies/disasters to contact members of the congregation to both gather information regarding member needs and distribute information from the congregation. Before asking Shepherds to make calls, determine what you want to come from the call: Are the members safe? Are they able to provide temporary housing? What information do you have to give to them? Etc.*

### **Shepherd Coordinators**

Area:

Care Shepherd:

Phone:

Email:

Neighborhood Shepherd:

Phone:

Email:

### **Red Group**

Area:

Care Shepherd:

Phone:

Email:

Neighborhood Shepherd:

Phone:

Email:

### **Gold Group**

Area:

Care Shepherd:

Phone:

Email:

Neighborhood Shepherd:

Phone:

Email:

### **Teal Group**

Area:

Care Shepherd:

Phone:

Email:

Neighborhood Shepherd:

Phone:

Email:

### **Orange Group**

Area:

Care Shepherd:

Phone:

Email:

Neighborhood Shepherd:

Phone:

Email:

### **Pink Group**

Area:

Care Shepherd:

Phone:

Email:

Neighborhood Shepherd:

Phone:

Email:

### **Purple Group**

Area:

Care Shepherd:

Phone:

Email:

Neighborhood Shepherd:

Phone:

Email:

## Local Schools and Large Employers

*This should include the names and locations of schools and large employers in your area. This helps your ministers respond to events when pastoral care is needed on site or at nearby emergency shelters. Knowing your youth's schools can help you check in with families more quickly during active threats. You may already track this with Sunday School, or other, registration forms.*

### Elementary Schools

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

**Middle Schools:**

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

**High Schools**

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:

Name:

Address:

Families Attending:



**Colleges/Universities**

Name:

Address:

Members Attending:

Name:

Address:

Members Attending:

Name:

Address:

Members Attending:

Name:

Address:

Members Attending:

**Large Employers**

Name:

Address:

Members Employed:

Name:

Address:

Members Employed:

Name:

Address:

Members Employed:

Name:

Address:

Members Employed:

Name:

Address:

Members Employed:

## **Disaster Response and Recovery Organizations**

*These organizations respond very quickly to disasters. They will have plans for emergency shelters, goods, and services. You can utilize their resources as well as direct members who want to donate goods to their locations. Know who to contact in your area by searching online for locations in your city, county, state, or region.*

### **Federal Emergency Management Agency (FEMA)**

Phone Number:

Website:

### **Volunteer Organizations Active in Disaster (VOAD)**

Local Name:

Phone Number:

Website:

### **Lutheran Disaster Response (LDR)**

Local Name:

Phone Number:

Website:

### **American Red Cross**

Phone Number:

Website:

### **Other Local Organizations**

Name:

Phone Number:

Website:

Name:

Phone Number:

Website:

Name:

Phone Number:

Website:

## Emergency Ministry Kit(s)

*This box should include a copy of this packet (so that you can contact your bishop, dean, and other community leaders for support), as well as supplies you may need to respond to an event. The following are only suggestions.*

- Prayer Vigil Box
  - Copies of a basic prayer service (enough for a few leaders). If you don't have time to create a service, there are options on the ELCA website: <https://www.elca.org/resources/worship#Liturgy>
  - Copies of songs you may sing (and the contact info for a musician to lead).
  - Candles/Glowsticks. If you are offering a vigil, you will need some source of light. If you are responding to a fire or have children participating, you may want to use battery operated candles or glowsticks.
- Pastoral Care Box
  - Copies of prayers for disasters
    - Free Option: <https://www.episcopalrelief.org/church-in-action/worship-resources/let-us-pray/prayers-during-disasters/>
    - Pastoral Care (accompanies Evangelical Lutheran Worship hymnal – this is also available on e-reader through Augsburg Fortress and online at SundaysandSeasons.com) <https://www.augsburgfortress.org/store/product/9780806653921/Evangelical-Lutheran-Worship-Pastoral-Care>
  - Small vials of anointing oil and/or holy water
  - Phone charger
- Snack Box(es): You probably will not prepare this ahead, but you can have ideas in mind ahead of an event. If you are holding a vigil off site, then you may want to ask volunteers to prepare snacks for attendees. These should be easy to distribute and easy to clean up—and not homemade. Check with local restaurants, coffee shops, or stores to see if they would be willing to donate food, drink, cups, napkins, etc.
  - Granola bars, fruit snacks, crackers
  - Drinks (bottled or in a cooler with cups)
  - Napkins
  - Trash bags
  - Sanitizer/wipes