

DISASTER RESPONSE PLAN

CHURCH NAME	
DISTRICT	

Instructions

Churches may use this template to create a Disaster Response Plan or use an up-to-date plan in another form. If so, you may submit that in lieu of this document. In addition to the items here, use any additional data you wish to have stored as part of your plan. Per Resolution 26-02 from the 2026 Annual Conference, this form is to be submitted to the District Office annually with other charge conference forms (the Trustees Report).

Your Disaster Response Plan is not one document, it is a collection of documents and information. A physical copy can be prepared as a binder or a folio, along with flash drives or external hard drives. Additional digital copies should be kept as well. If you do not have everything listed below, do not be discouraged! It may take some time to compile this information. Add what you have available and add more as you can. Simple plans are better than no plan. **Red items below are the most critical in the time immediately following a disaster event.**

Why Your Church Has a Disaster Response Plan

Churches and United Methodists in the California-Pacific Conference are subject to a wide variety of natural and human-caused disasters, including wildfires, floods, earthquakes, hurricanes, tsunamis, industrial accidents, gun violence, and more. The scope of every emergency is different, and the damage caused by every disaster is different.

A Disaster Response Plan is the church equivalent of putting one's affairs in order. In the event of a disaster, the church continues as a legal entity, with employees that need to be paid, insurance claims to be filed, grants to be completed, and many other tasks. Having your essential documents, property inventory, and other preparations in order will allow (1) others from the district, conference, denomination, and our partners to help, (2) time for congregational care, (3) time to serve others in the community also affected, if applicable.

This plan has been reviewed by

	Name	Signature
Pastor		
Trustee President		
Signature Date		

Plan Versions

PLAN DATE	VERSION	PREPARED BY	ANNUAL REVISION TARGET DATE

Local Church Information & Church Leadership as of Version Date above

Name of Main Property	
Church Physical Address	
Church Telephone	
Church Email	
Church Website	

A. Essential Documents:

- **Compile a folio of your essential documents that the church will need during an emergency and afterward during recovery. A best practice is to maintain 4 sets of your essential documents at all times. (Update as the documents change, not just annually.)**
 - (1) a printed copy on-site at your church in a binder or in an organized folio
 - (2) a scanned digital version on-site in the church office
 - (3) a scanned digital version off-site at a secure secondary location; and
 - (4) a scanned digital version stored in backed-up cloud storage.

Contact the Disaster Response Task Force at DisasterResponse@calpacumc.org



1. **Charge Conference Form #22 Leadership in the local church (most recent) (includes local church leadership contact list)**
 2. **Charge Conference Form #1 Trustees (most recent)**
 - a. This document includes a roster of the most recent Trustees
 - b. This document includes a list of properties owned by the church
 - c. All deeds and titles with amendments (see Trustees Report)
 3. **Sections B & C of this template.**
 4. **Incorporation Documents (original) plus all amendments**
 - a. Original by-laws plus all amendments
 - b. Most recent year of charge conference minutes
 5. **Property Documents**
 - a. Most recent assessment of each property (this may be the General Maintenance Checklist or the Owned Residential Unit Worksheet) (see Trustees Report)
 - b. Floor plan with square footage of each property you own.
 - c. Location of electric meters, water shutoff valves, and gas shutoffs at each property, as well as any other utilities. Include what tools are required to make those shutoffs. Mark on property maps or floor plans (above) as available
 6. **Facility User Information**
 - a. For each facility user, a copy of the current lease agreement, contact information for the facility user leadership, and the insurance certificate of the facility user (see Trustees Report)
 7. **Insurance Information**
 - a. Most recent Statement of Value document from HUB International (see Trustees Report)
 - b. Most recent copy of all insurance policies, both conference umbrella policies and any held separately by the church (see Trustees Report)
 8. **Banking & Investment Information**
 - a. A copy of your Financial Policies and Procedures document (most recent, see Finance Report)
 - b. A list of all bank and/or investment accounts, how to contact the institution or where it is located, account numbers, logins and passwords (should be kept password-protected)
 - c. A list of all debt accounts, including credit cards, mortgages, etc, how to contact the institution or where it is located, account numbers, logins and passwords (should be kept password-protected)
 - d. The most recent year-end statement for each account is also useful
 9. **Internet Access**
 - a. A list of all online accounts and how to access them, whether for payroll services, Cokesbury, the Secretary of State, Vons.com, social media, Ministry Safe & DOJ, or any other provider your church office visits regularly that requires password access
 - b. A best practice is to use a cloud-based password manager with a strong password with automatic back-ups that is synced across devices both in the church office and on the devices of trusted church leadership
 10. **Abuse Prevention & Sexual Harassment Documents**
 - a. A copy of your approved Abuse Prevention Plan (most recent)
 - b. A copy of Charge Conference Form #6 Abuse & Sexual Harassment Prevention Verification (most recent)
 - c. The most recent certifications for training by Ministry Safe or other providers that document your employee compliance
 11. **Important Contacts List**
 - a. A list of all current church employees and how to contact them.
 - b. Contact information for your district office, district superintendent, and the conference's disaster response network (disasterresponse@calpacumc.org or kports@cox.net).
 - c. A list of all church households with phone numbers and email addresses.
 - d. A list of vendors or contractors and contact information with whom you regularly work, especially plumbers, electricians, roofers, HVAC technicians, and other repair technicians who are familiar with your properties.
 - e. A list of local officials, offices, or government agencies you may need to contact in an emergency.
 - f. A recent utility statement (within the past year) of each utility provider, including account #s and contact information for the utility provider. Include (for each property) electric company, water company, gas company, internet provider, cable television provider, trash company, satellite provider, etc.
 12. **Photo and/or Asset Inventory (see Part C below)**
- B. Community Care in a Disaster (or nearby disaster)**
1. In the event of an emergency, follow these simple steps. You can write out a more comprehensive plan with names and roles if you want.
 - a. Check to make sure the church property is safe and secure.
 - b. Check to make sure the pastor and family are safe.
 - c. Check to make sure all church employees and their families are safe.



- d. Activate a phone tree or other communications plan to contact all church members. Assist them as needed and able, both physically and spiritually.
 - e. Contact your District Superintendent as soon as practical with information on the congregation's and property's safety.
 - f. If the church is safe and secure, and the church has volunteers to manage it, open it to the congregation as a place for support and assistance.
 - g. If the church is a Red Cross certified building, contact the Red Cross for further instructions.
 - h. If the church is NOT safe and secure, reach out into your community (see Contact Lists above) for immediate assistance.
2. Has your church prepared for an emergency with
- a. A fire or other evacuation drill within the last year?
 - b. Posted evacuation signs with routes and outdoor gathering places noted?
 - c. An earthquake drill within the last year? (Suggestion: Information about International Shake-Out Day can be found at www.shakeout.org, including information for California, Hawaii, and Guam.)
 - d. Training for church leaders, ushers, worship leaders, and young people workers on how to respond to gun violence?
 - e. CPR & first aid training for church leaders, ushers, worship leaders, and young people workers?
 - f. Do you have CPR supplies, first aid supplies, and/or an AED program on-site?
3. What is your plan to reach church households in a disaster to verify their well-being? Remember to include some alternatives as your preferred options may have elements that are not available at the time (like phone networks and electricity).

4. Describe what supplies or assets you have on hand (Include space for cots, showers & toilets, refrigeration, generator access, etc. A church may not have everything it needs in a disaster to be in service to the community, but it is helpful to know what it does have, as other disposable items like water and meals can be acquired.)

5. List specific people you have who may be available to assist on-site at your church in a disaster. Other people can be invited or identified. This list should be a starting point, not a promise or guarantee, as they may not be available.

C. Asset Inventory

1. Complete a photo (not video) inventory of each property.

- 1. This inventory may contain thousands of photos and may need to be kept on flash drives or external hard drives. It does not need submitted with your Trustees Report, but should be kept for insurance.
- 2. Remember to have multiple copies – at least one off-site and one on-site.
- 3. Document the outside of the building and its condition with photographs.
- 4. Inventory one room at a time. Open every cabinet and every drawer and photograph the contents. Try to get model #s of electronics or add them to the written inventory below as you purchase them. Count the number of hymnals and pews. Don't forget stained glass windows, including any plaques or posted information about where and when they were created and installed.



5. If you have repair work or other valuations of your properties done, include a copy with your asset inventory for future documentation, as precious items like organs and stained-glass windows have values that change over time.
6. Consider using volunteers outside of your Trustees or making the creation of an inventory a service project of your youth group (one room each week), United Methodist Men, or United Women in Faith. You can also find professionals who will guide you through the process (for example, see <https://www.bevelmade.com/>). Contact the Disaster Response Task Force as below for assistance with finding and working with a qualified and legitimate service.

Inventory By		Date Taken	
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