



DISASTER PREPAREDNESS & RESPONSE PLAN

Mission Presbytery

DISASTER CONTROL CENTERS

[Keep a minimum of three (3) copies of this Emergency Data “Grab & Go” and attachments. Copy #1 is stored in the disaster preparedness kit in the main office. Copy #2 is stored with the Disaster Preparedness Coordinator or Team Leader. Copy #3 is stored with the Alternate Disaster Preparedness Coordinator or Disaster Field Representative.]

Task	√
Disaster Checklist (s)	√
Rosters (including home addresses, home phone numbers, cell phone numbers, pager numbers, email addresses and out of town contacts, as appropriate)	√
Maps of state, or county or impacted area	√
Emergency equipment (batteries, water, etc.)	√
Non-profit status and Tax Identification Number	√
Insurance documentation	√
Computer backup of files and financial records	√
Master set of keys to facilities and offices	√
Disaster/Emergency petty cash funds	√
In Case of Emergency Agency Contact Numbers:	√
Church	√
Ambulance	√
Animal Control	√
Area response agencies <ul style="list-style-type: none"> ▪ 911 NON-Emergency Number ▪ Emergency Management Office ▪ Critical Incident Stress Team ▪ Red Cross ▪ Interpreter(s) 	√
Attorney	√
Electrician	√
Fire department	√
Glass company	√
Utility companies <ul style="list-style-type: none"> ▪ Electric ▪ Gas ▪ Telephone ▪ Water ▪ Computer technician 	√
Insurance company	√
Locksmith	√
Maintenance company	√
Plumber	√
Police or sheriff	√