

# How to use this workbook

This workbook is intended to assist you in completing a climate related preparedness plan for your house of worship.

We are following the steps or tasks defined in the [Lutheran Congregational Disaster Preparedness Guide](#). We also have guides from the [Methodists](#), [United Church of Christ \(UCC\)](#) and [Church World Service](#) as additional resources.

This is a self-guided process. We have made suggestions for a calendar related to when to complete each task, but you may advance on each task as best suits you.

For each task we have included:

- Preparatory reading
- Discussion topics for you to consider when appropriate
- A worksheet to help you begin assembling the elements of a plan adapted from the Lutheran guide
- Recordings of any sessions we convene or identify that we think could be helpful for you

**A note about google docs** - You should be able to view and download these documents, but not edit them. The intention is for you to use these on your own computer. You can download, by going to File and then select DOWNLOAD.

You have the option, of course, of creating your own google folder to share with other members of your team. If you find other resources in your own research, please let us know and we will gladly add them.

Below you will find guidance and “assignments” for each task. We wish you well as you seek to protect your community.

# Task #1 The Preparedness Team, Vision, Parameters and Goals

The first task is to create your planning team, describe your vision, set your parameters and set specific goals. This will guide you in creating a plan that is specific to your situation.

Resources for this task include:

- Preparatory reading
  - Pages 1-17 in the [Congregational Disaster Preparedness Guide](#).
  - Pages 1-9 in [Prepare to Care](#)
  - Pages 2-7 [UCC Handbook](#)
  
- [Discussion topics for task 1 for you to consider when appropriate](#)
  
- [A worksheet for Task 1](#)
  
- [Recording of the first session](#) Passcode: r5i\$R0bZ

# Task #2 Designate Members of a Response Team Task

The second task is to begin thinking about who might be on your response team. This is the team charged with acting before, during and after a natural disaster. You may not have the team assembled until you get close to completing your plan, but it makes sense to learn who might be willing to play these roles. You can share this wish list at an upcoming meeting and use it as an added opportunity to educate your community about your work as well.

Resources for this task include:

- Preparatory reading
  - o Page 18 in the [Congregational Disaster Preparedness Guide](#).
- [Discussion topics for Task 2](#)
- [A worksheet](#) for Task 2
- [Recording of the first session](#) Passcode: r5i\$R0bZ

# Task #3 Conduct a Disaster Risk Assessment

Resources for this task include:

Preparatory reading

- o Page 20 in the [Congregational Disaster Preparedness Guide](#). See page 60 for this task worksheet.

- [Discussion topics for Task 3](#)
- [A worksheet](#) for Task 3
- 

In order to make a plan that will fit the congregation, the preparedness team needs to identify the types of crises and disasters to which it is most vulnerable. Begin by engaging in “what if” thinking and a discussion to identify vulnerabilities. Include recent and potential local threats, hazards, disasters and crises as well as situations in the news. This list can be expanded by consulting a list of local or state risk assessments. Write down the risks, no matter how remote.

Next, assess the risks you have identified by:

- Probability — or frequency of occurrence
- Magnitude — extent and severity of expected damage
- Warning — likely time available to warn occupants
- Duration — probable duration of threat or hazard
- Follow-up effects

Discuss the particular vulnerabilities of and threats to the particular ministries and the property of the congregation. This is only a beginning and will be expanded later.

Examples:

TORNADO

- Unlikely, but they do occur in our area
- Very little warning
- Major threat is to building and its occupants
- How would we be warned? What are our steps to protect people?
- Are there things to be done inside and outside the building to minimize damage?

HURRICANE

- Likely, but usually more than 24-hour warning
- How do we monitor the approach of the storm?
- Are our facilities, particularly the roof, walls and windows well

maintained?

- Does our building tend to take on water during heavy storms?

Finally, establish a risk priority of low, medium, high. As a result of this task, the team will have a prioritized list of threats and hazards which will inform the formation of a preparedness and response plan. It is not a mathematical formula. However, it becomes clear when you shade in the values for each hazard; a general level of risk emerges.

# Task #4 Inventory Assets

Resources for this task include:

Preparatory reading

- o Page 22-23 in the [Congregational Disaster Preparedness Guide](#).
- [Discussion topics for Task 4](#)
- [A worksheet for Task 4](#)

## Task #5 Assessing Vulnerabilities

Resources for this task include:

Preparatory reading

- o Page 25 in the [Congregational Disaster Preparedness Guide](#).
- [Discussion topics for Task 5](#)
- [A worksheet](#) for Task 5

## Task #6 Identify Partners, Agreements And Resources

Read: Page 27 in the [Congregational Disaster Preparedness Guide](#).

[Worksheet for Task 6](#)

[REFLECTION AND DISCUSSION for Task 6](#)

## Task #7 Decision Making

Read: Page 29 in the [Congregational Disaster Preparedness Guide](#).

[Worksheet for Task 7](#)

[REFLECTION AND DISCUSSION for Task 7](#)

## Task #8 Create a Communication Plan

Read: Page 31 in the [Congregational Disaster Preparedness Guide](#).

[Worksheet for Task 8](#)

[REFLECTION AND DISCUSSION for Task 8](#)

## Task # 9 Emergency Operations

Read: Page 33 in the [Congregational Disaster Preparedness Guide](#).

[Worksheet for Task 9](#)

[REFLECTION AND DISCUSSION for Task 9](#)

## Task #10 Continuity of Ministries

Read: Page 35 in the [Congregational Disaster Preparedness Guide](#).

Worksheet for Task 10

[REFLECTION AND DISCUSSION for Task 10](#)

## Tasks #11-13

Read: Page 37 in the [Congregational Disaster Preparedness Guide](#).

[Worksheet for Tasks 11-13](#)

[REFLECTION AND DISCUSSION for Tasks 11-13](#)