



Disaster Preparedness Plan for the Episcopal Diocese of Oklahoma

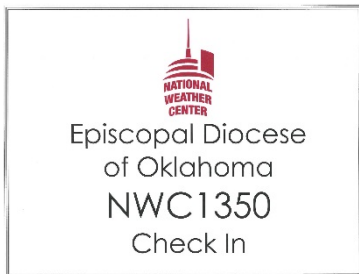
A Resource Tool for Congregations/Institutions



2013 Tornado in Moore, Oklahoma
Photo by: Gabriel Garfield, NOAA Affiliate



Oklahoma County Regional Symposium at the
Regional Multi-Agency Command Center



National Weather Center, Norman, host
of the Southeast Regional Symposium



Bobbie Steely, Director of the Pecan
Valley Relief Center, Delivering
Christmas Dinners to 2013 Storm
Victims



Storm Damage from May 2013
Tornados



Volunteers from St. Andrew's, Lawton, at
FEMA Disaster Recovery Center



Storm Damage from March 2015
Tornado in Sand Springs



Volunteers at Santa Maria Virgen's
Red Cross Partner Shelter in May 2015

This booklet was developed by the Disaster Recovery Office of the Episcopal Diocese of Oklahoma, with the assistance of: the Episcopal Diocese of Texas, the Department of Homeland Security, Episcopal Relief and Development, the Oklahoma Department of Emergency Management, the University of Oklahoma –Tulsa's Schusterman Center, as well as the experiences of the people of the Episcopal Diocese of Oklahoma.

This Disaster Preparedness Plan is for

Please list the congregation/institution's information below:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Main Email: _____

Website: _____

Phone: _____

Diocesan Disaster Recovery Coordinator:

Anne Kueteman

Cell Phone: (405) 306-3705

Email: Disaster@epiok.org

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Dear Brothers and Sisters in Christ,



Every year, the state of Oklahoma prepares for the severe weather season. These storms have brought, and continue to bring, death, disaster, and destruction to our region. The first six months of this year of 2015 were no different. Nearly $\frac{3}{4}$ of the entire state was declared a federal disaster area. Our own parishioners and churches found themselves in harm's way. We have been painfully reminded that we are all vulnerable to those things that are beyond our control, such as dangerous, even deadly, storms.

It is for this very reason that we should all make disaster preparedness and planning a serious priority. We need to prepare our families, our homes, and our congregations and institutions for the unexpected and unpredictable. By working to be prepared, we are acknowledging our vulnerability against these potential disasters, while working to empower ourselves and, hopefully, to minimize the damage and destruction they cause.

This Disaster Preparedness Plan is the first-ever for the Episcopal Diocese of Oklahoma. It is designed to allow each congregation/institution to take specific, concrete steps to complete their Disaster Preparedness Plan in a thorough and efficient manner. It is recommended that each congregation/institution create a Disaster Preparedness Team, compiled of members who wish to assist in this vital ministry of their community. By taking the time to assemble your Disaster Preparedness Team and go through each section of the Disaster Preparedness Plan, allowing all team members to contribute, each member will feel a sense of pride and ownership in the Disaster Preparedness Plan and in their service to help keep their community safe.

I invite all congregations and institutions to assemble a Disaster Preparedness Team and complete this Disaster Preparedness Plan. By doing so, you will feel proud that you have taken a crucial step to protect yourself, your family and friends, and your community. In addition, we have some surprises for you when you return the finished copy of your Disaster Preparedness Plan to the Diocesan Office. Please complete your Disaster Preparedness Plan and return it to the Diocesan Office by March 1, 2016.

For in Oklahoma, it is not a matter of "if" but "when" the unexpected will strike.

Faithfully,

A handwritten signature in black ink, appearing to be "Ed", with a small cross symbol to the left.

Bishop Ed

Preface

The congregation, as the basic body of believers in The Episcopal Church, is called to good stewardship of each other AND the congregation/institution's property. Each parishioner is called to be the keeper of his or her brother and sister, as well as keeper of the congregation/institution's facilities and resources.

This responsibility includes not only managing an emergency, disaster or devastation after it occurs, but making a strategic plan to prepare for these types of unexpected events.

If a congregation/institution has a plan of this type in place, and the plan is thorough, comprehensive, and complete, it can make a world of difference for that community. People will be less likely to be forgotten in an emergency or in its aftermath; damage to the physical property will be less likely to overwhelm the congregation/institution's ability to respond to repairing it; and the congregation/institution will be more likely to know what resources are available to themselves and to their community.

As you prepare the Disaster Preparedness Plan for your congregation/institution, listen to each other, listen to every member of your Disaster Preparedness Team, listen to your community, and most importantly, listen to God giving you guidance.

As you give thought to preparing your congregation/institution remember the people in it, especially those who may need special assistance during an emergency.

Remember also that we are all in this together, and that there may come a time when your congregation/institution isn't in need from an emergency, but another congregation/institution is. Remember to determine some concrete ways your community could help another community in need during and/or after an emergency.

As our own Bishop Ed has said, "The very act of supporting, caring for and respecting the dignity of our neighbors is inherent in our Christian faith."

It is why we do what we do as a church, as a community, and as the Children of God.

Introduction

Use this Booklet as a Guide!

This booklet is designed to be a guide, an introduction, and a wonderful starting point for your congregation/institution's Disaster Preparedness Plan. However, this guide will be most helpful after your community has given some true thought and discernment to the ministry of disaster preparedness and has made a commitment to dedicate the necessary time and resources to this vital project.

Rather than finding your Disaster Preparedness Team sitting around a table wondering,

“How are we supposed to come up with a Disaster Preparedness Plan?”

You will find yourselves opening this booklet and beginning with some clear, concrete steps to create your congregation/institution's Disaster Preparedness Plan. This booklet has been designed to be direct, concise, and to cover a wide array of topics and areas. It has been designed to be completed as a team, where every member of your Disaster Preparedness Team will have at least one section (or several sections) to complete.

As your community begins the process of completing your Disaster Preparedness Plan, below are a few things to keep in mind:

- Before you begin, take a deep breath, pray together as a team, and remember why you are doing this important work
- Identify one person to keep the “Master” copy, both as a hard copy and as an electronic copy
- Review the entire booklet first, then take it one section at a time as a team
- Encourage discussion, teamwork and collaboration
- Mark up the booklet and add notes as needed; remember, this is your Disaster Preparedness Plan
- Feel free to reach out to your City and/or County Emergency Manager(s) and your Red Cross Representative(s). Tell them what you are doing and invite them to a meeting.
- Be sure to add supplemental documents, such as: building blueprints, a congregation/institution directory, etc.
- Once the Disaster Preparedness Plan is complete, be sure to:
 - Give a copy to each member of the Disaster Preparedness Team
 - Keep one “Master” hard copy on-site at the congregation/institution in a place where the members of the Disaster Preparedness Team know where it is and how to access it
 - Keep at least one “Master” copy somewhere electronically: on a flash drive, on a cloud storage account, on a CD kept away from the congregation/institution, etc.

Remember, your Diocesan Disaster Recovery Coordinator, Anne Kueteman, is here to help you. Feel free to reach out to her with any questions or concerns. You can reach her directly via email at disaster@epiok.org or via phone at (405) 232-4820.

Congregation/Institution Property

Team Member responsible for this section: All Team Members

Building Information:

In addition to the main building, are there any additional buildings belonging to the congregation/institution?



Storm Damage from March 2015 Tornado in Sand Springs, Oklahoma

Please complete the section below for each building:

Address: _____

City: _____ State: _____ Zip Code: _____

Building Completion Date: _____

Additional Notes: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Building Completion Date: _____

Additional Notes: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Building Completion Date: _____

Additional Notes: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Building Completion Date: _____

Additional Notes: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Building Completion Date: _____

Additional Notes: _____

(Continue for all buildings that belong to the congregation/institution)

Facility Location Aerial Map

Team Member responsible for this section: _____

Locate your congregation/institution on Google Maps and paste an aerial shot of your facilities here.

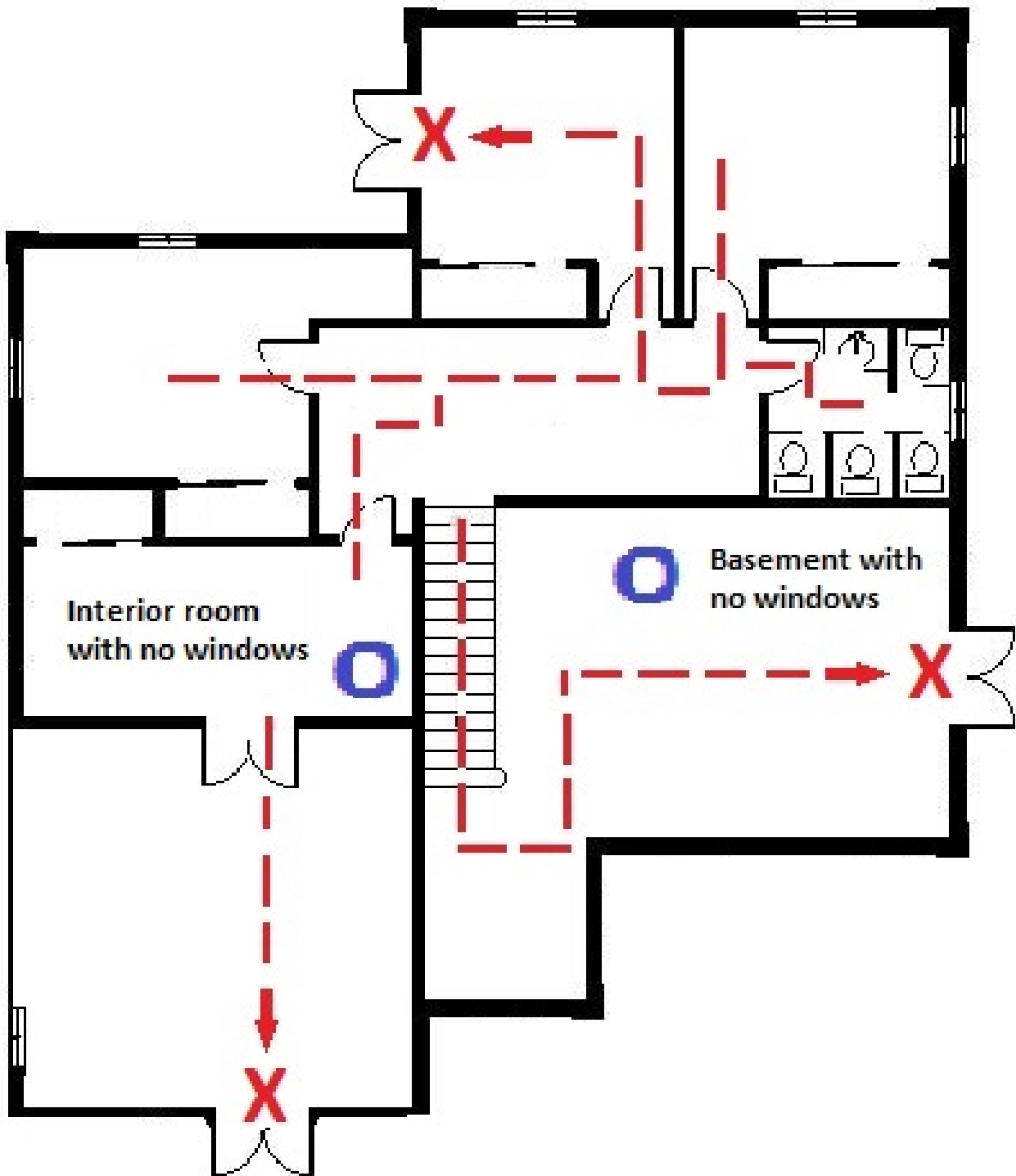
This map will come in handy in identifying emergency exits, emergency vehicle areas and evacuation routes. Your community emergency personnel may need to refer to this if an emergency occurs at your congregation/institution. You may also want to post this, or something comparable, at strategic places around your congregation/institution.

Interior Emergency Exit Map

Team Member responsible for this section: _____

*Paste an aerial map of the inside of your facilities here (i.e. blueprint - see an example on the following page).
Make sure that safe spots are marked with an "O", emergency exits are marked with a large "X", and
emergency routes are marked in RED.*

Interior Emergency Exit Map Example:



Congregation/Institution Contact Information

Team Member responsible for this section: _____

Congregation/Institution Office:

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____

Email: _____

Congregation/Institution Staff and Leadership:

Rector/Vicar: _____

Cell Phone: _____

Email: _____

Deacon: _____

Cell Phone: _____

Email: _____

Christian Formation: _____

Cell Phone: _____

Email: _____

Secretary/Administrator: _____

Cell Phone: _____

Email: _____

Senior Warden: _____

Cell Phone: _____

Email: _____

Junior Warden: _____

Cell Phone: _____

Email: _____

Other: _____

Cell Phone: _____

Email: _____

Other: _____

Cell Phone: _____

Email: _____

Other: _____

Cell Phone: _____

Email: _____

Utilities Information:

Electric Company: _____

Email: _____

Phone: _____

Policy/Account Number: _____

Natural Gas Company: _____

Email: _____

Phone: _____

Policy/Account Number: _____

Water Utility Company: _____

Email: _____

Phone: _____

Policy/Account Number: _____

Partner Congregation/Institution:

Partner Congregation/Institution: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Directions to give congregation/institution: _____

Shelter Congregation/Institution:

Shelter Congregation/Institution: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Directions to give congregation/institution: _____

Church Insurance Information:

Church Insurance Representative: _____

Email: _____

Phone: _____

Congregation/Institution Policy Number(s): _____

Congregation/Institution Disaster Preparedness Team

Team Member responsible for this section: All Team Members

Team Member Roles and Responsibilities:

Coordinator

A member of the congregation, familiar with its facilities and families; available to enact the Disaster Preparedness Plan and oversee the Disaster Preparedness Team; be on a first-name basis with the City/County Emergency Manager, and be able to problem solve at a moment's notice.

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

Record Keeper

Responsible for securing duplicate sets of important or sensitive documents and congregation/institution records; someone who is familiar with insurance policies and financial matters.

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

Communication Specialist

Responsible for telephone: handling press calls, people calling to check-in on loved ones, or people calling to assist recovery efforts or offer items or donations.

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

Property Manager

Someone who knows the property, is familiar with power sources, shut off valves, areas prone to flooding, emergency entrances and exits, maps, and Google Earth map. Responsible for emergency supplies, such as: generator, sandbags, batteries, bottled water, flashlights, wet-vacs, mops, etc.

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

Pastoral Care Coordinator

Someone who knows the different groups of the congregation/institution who may have special needs, the elderly, disabled, hard-of-hearing, blind, financially at risk, etc. This person should be sure that these people are safe prior to the emergency, perhaps this person would be a Deacon in charge of pastoral care.

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

First-Aid Specialist

Someone trained in medical procedures such as CPR and first aid, who can keep the first-aid kits stocked.

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

Community-At-Large Representative

Someone who knows the community-at-large, who can make contacts with agency representatives, attend meetings, and devise a plan for assisting your community.

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

Logistics Administrator

Someone who can take notes, make changes and update copies of the Disaster Preparedness Plan, send updates to the Diocesan Office, make calls when needed, perhaps this would be the congregation/institution's Secretary/Administrator.

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

Additional Team Members:

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

Name: _____

Email: _____

Phone: _____

Responsible for completing sections: _____

(Continue to list the above information for every member of the Disaster Preparedness Team)



Disaster Preparedness Team of St. Paul's Altus

Individually, complete the pages assigned to you; these will become part of your Disaster Preparedness Plan. Discuss them at your next meetings, scheduled for:

Date:	Time:	Location:

Remember to begin and end your meetings with a prayer.

Diocesan Contact Information

Team Member responsible for this section: _____

Diocesan Disaster Recovery Coordinator: Anne Kueteman

Cell Phone: (405) 306-3705

Email: Disaster@epiok.org

Diocesan Office:

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Email: _____

Diocesan Staff (need to contact in case of an emergency):

Bishop: _____

Cell Phone: _____

Email: _____

Canon to the Ordinary: _____

Cell Phone: _____

Email: _____

Communications Director: _____

Cell Phone: _____

Email: _____

Other: _____

Cell Phone: _____

Email: _____

Local Preparedness and Response Organizations

Team Member responsible for this section: _____



Before a disaster strikes in your community, establish a close working relationship with those in your community who represent organizations that are trained to prepare for and respond to emergencies. Groups like the American Red Cross, Catholic Charities, Salvation Army, St. Vincent de Paul, National Voluntary Organizations Active in Disaster (VOAD), Community Emergency Response Teams (CERT), and your Office of Emergency Management are all active groups in Oklahoma, and they all have representatives that are available to give you valuable information on what you can do for them and for your community after a disaster.

Have your Community-At-Large Representative begin calling these agencies' representatives. Ask them to come visit your congregation/institution, and show them your facilities! Establish relationships with these groups as soon as possible; don't wait until the emergency happens!

Below is a list of a few disaster relief agencies with links to their websites:

National Oceanic and Atmospheric Administration (NOAA): www.noaa.gov

American Red Cross: www.redcross.org/local/oklahoma

OKStrong: www.ok.gov/okstrong

Oklahoma Department of Emergency Management: www.ok.gov/OEM

Federal Emergency Management Agency (FEMA): www.fema.gov

National Voluntary Organizations Active in Disaster: www.nvoad.org

The Salvation Army of Arkansas and Oklahoma: salvationarmyaok.org

Catholic Charities:

Archdiocese of Oklahoma City: catholiccharitiesok.org/index.php?id=31

Diocese of Tulsa: catholiccharitiestulsa.org

Feed The Children: www.feedthechildren.org/how/us/domestic-disaster-relief

To see more resources, visit the Voluntary Organizations Active in Disaster (VOAD) webpage here: okvoad.communityos.org/cms/resources

Organizations Key Personnel - Contact Information:

Organization: Emergency Manager for the City

Organization Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Organization: Emergency Manager for the County

Organization Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Organization: American Red Cross

Organization Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Organization: _____

Organization Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Organization: _____

Organization Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Organization: _____

Organization Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Smoke, Fire Alarms and Extinguishers, Turning Off Utilities

Team Member responsible for this section: _____

Check all alarms monthly, replace as necessary, and be sure to have regular inspections by the Fire Department.

List below the locations of these alarms and when they were last serviced, or their batteries were last changed. Additionally, you may also wish to include a map of their locations.



Smoke/Fire Alarms:

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Carbon Monoxide Alarms:

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Other Alarms:

(Security, doors, etc.)

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Location: _____

When Last Serviced/Batteries Changed: _____

Shutting Off Utilities:

(You may want to include a map or blueprint copy to illustrate the location)

Electricity:

Location: _____

Instructions to Shut Off: _____

Natural Gas:

Location: _____

Instructions to Shut Off: _____

Water:

Location: _____

Instructions to Shut Off: _____

Other:

Location: _____

Instructions to Shut Off: _____

Other:

Location: _____

Instructions to Shut Off: _____

First-Aid, CPR, AED, Etc.

Team Member responsible for this section: _____

All congregation/institution must have at least one fully stocked First-Aid Kit on site and accessible in an emergency. List below parishioners, clergy and/or staff who are trained in First-Aid, Cardiopulmonary Resuscitation (CPR) and an Automated External Defibrillator (AED) machine. They should be the first ones to administer first-aid.

First-Aid Kit Contents:

Red Cross approved

5/9" absorbent compress dressings	Blanket
25 assorted sizes adhesive bandages	Breathing barrier
Adhesive cloth tape	Cold Compress
5 antibiotic ointment packets	Non-latex gloves
Packets of aspirin	Scissors
Hydrocortisone ointment	Roller bandage
Triangular bandages	Sterile gauze pads
Tweezers	Oral thermometer



First-aid instruction booklet available from Red Cross store online

You can purchase First-Aid kits, and much more at the American Red Cross Store online by visiting www.redcrossstore.org

To find First Aid & CPR classes in your area, visit www.redcross.org and click on "Get Trained."

First-Aid:

Name: _____

Cell Phone: _____

Email: _____

Name: _____

Cell Phone: _____

Email: _____

Name: _____

Cell Phone: _____

Email: _____

Cardiopulmonary Resuscitation (CPR):

Name: _____

Cell Phone: _____

Email: _____

Name: _____

Cell Phone: _____

Email: _____

Name: _____

Cell Phone: _____

Email: _____

Automated External Defibrillator (AED):

Name: _____

Cell Phone: _____

Email: _____

Name: _____

Cell Phone: _____

Email: _____

Name: _____

Cell Phone: _____

Email: _____

What Issues in Our Environment Make Us Vulnerable?

Team Member responsible for this section: _____

Certain areas of the congregation/institution’s building(s) or grounds may be more vulnerable than others. Walk through the facilities and make note of vulnerable areas, then identify ways to lessen their severity. Enlist the help of an outsider, such as your Congregation/Institution’s Disaster Preparedness Coordinator, who may notice problem areas overlooked.

Examples: Large windows, skylights, rooms with only one exit, doors that do not lock properly, property with large or dead trees, electronics that are not on surge protectors, slick concrete when wet, no ramps for disabled, etc.



St. Andrews, Lawton

Vulnerable Areas	How Do We Lessen the Risk	Cost

(Continue for all vulnerable areas in your congregation/institution)

Emergencies Most Likely to Occur

Team Member responsible for this section: All Team Members

Below is a list of different types of emergencies. Not all will pertain to your congregation/institution. Your Disaster Preparedness Team members should consider and discuss, as a team, each potential type of disaster and list those that your team believes to be the most likely to affect your congregation/institution. When considering each type of disaster, be sure to consider what your risk factors are for that type of disaster and how you could prepare for it now, before it might occur. Also, ensure that your team discusses each stage of the potential disaster from early warning to sheltering in place or evacuating.

Types of Emergencies:

Tornado	Explosions
Fire	Downed aircraft
Earthquake	Utility failure
Flood	Suspicious package
Ice Storm	Medical emergencies
Chemical incident	<i>(Feel free to add to this list as you see fit)</i>
Criminal or psychological behavior (shooters)*	

***Remember:** The policy of the Episcopal Diocese of Oklahoma is to prohibit any weapon inside any building owned or occupied by the Episcopal Diocese of Oklahoma, Episcopal Churches, Episcopal Schools or Institutions, and Episcopal Camp and Conference Centers. The only exceptions to this policy are those persons employed full-time by a City, County, State, or Federal Law Enforcement Agency. (See Appendix A to read the full policy)

Complete the below section for each type of potential emergency:

Type of Emergency: _____

Risk Factors: _____

How Can We Prepare For It: _____

Type of Emergency: _____

Risk Factors: _____

How Can We Prepare For It: _____

Type of Emergency: _____

Risk Factors: _____

How Can We Prepare For It: _____

Type of Emergency: _____

Risk Factors: _____

How Can We Prepare For It: _____

Type of Emergency: _____

Risk Factors: _____

How Can We Prepare For It: _____

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Type of Emergency: _____

Risk Factors: _____

How Can We Prepare For It: _____

Type of Emergency: _____

Risk Factors: _____

How Can We Prepare For It: _____

Type of Emergency: _____

Risk Factors: _____

How Can We Prepare For It: _____

Types of Emergencies

Team Member responsible for this section: All Team Members

Of course, it is recommended that you cancel any event if you hear severe weather is coming your way. But what if it is a freak storm that is not anticipated, a tornado funnel comes right out of the sky that even the NWS didn't anticipate, like what happened in Moore in 2015!

Or, you have an electrical shortage, sparks fly in a closet somewhere close to the congregation/institution, it goes undetected, and pretty soon smoke is seen filtering out from underneath the door.

In any situation like these, people's safety is at risk. Here are some steps to consider BEFORE an emergency so you are prepared:

Tornado and Fire Emergencies:

1. Members will look to leadership and staff for guidance, so prior to this type of an emergency, your Disaster Preparedness Team should decide if the Rector/Vicar, Senior Warden, or the Disaster Preparedness Coordinator will spearhead the evacuation.
2. Everyone within the facility should be notified in a calm manner and given clear directions regarding the actions that should be taken.
3. All individuals within the facility are directed to seek shelter at a pre-identified safe area and to meet at a pre-identified rally point after the danger has passed.
4. It may be necessary to help the elderly and people with mobility needs.
5. Conduct a room-to-room search to ensure that everyone has moved to a safe location.
6. Ensure that, if there is a daycare/school on-site, the daycare/school staff are responsible for escorting children to the safe area. This should all be identified in advance, and the daycare/school staff should be trained and informed on disaster preparedness procedures. In case of evacuation, the staff should take a daycare/school sign-in sheet/student list/roster with them. Once safely at the rally point, they should verify that all children are accounted for based on that sheet.

Injury:

1. If emergency responders are needed during or after a disaster, your leader should call 9-1-1 and notify the operator of the type of emergency, location (physical address and location inside the facility, and directions to the emergency).
2. The leader should meet with emergency response officials when they arrive and be ready to answer these questions from Emergency Medical Services Authority (EMSA):
 - a. What has happened and what is your emergency?
 - b. What is your location? (both physical address of the facility and location inside the facility)
 - c. Actions taken prior to EMSA's arrival?
 - d. Is anyone missing?
 - e. What is the floor plan of the facility, pointing out key locations such as kitchen, electrical room, etc.? (For example: the maps in this booklet)

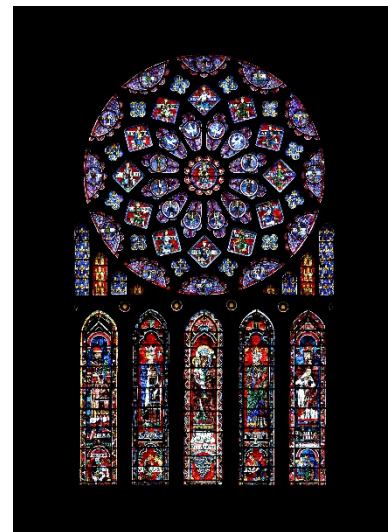
Inventory of Major Assets

Team Member responsible for this section: _____

Make a list of your parish's major assets. Be sure to store one "Master" hard copy on-site at the congregation/ institution in this booklet, and at least one "Master" copy somewhere electronically: on a flash drive, on a cloud storage account, on a CD kept away from the congregation/institution, etc. Photos and video may also be helpful in recording belongings for reference after a disaster.

A great place to start is the Parish Inventory Workbook from Church Pension Group. You can find this resource online here: www.cpg.org/forms-and-publications/forms/property-and-casualty-insurance.

For assistance in addressing financial concerns, please contact the Diocesan Comptroller, Erin Morgan, directly via email at emorgan@epiok.org or via phone at (405) 232-4820.



Person(s) Responsible for Conducting Annual Inventory Audit:

Name: _____

Cell Phone: _____

Email: _____

Name: _____

Cell Phone: _____

Email: _____

Name: _____

Cell Phone: _____

Email: _____

Location of Inventory Records On-Site: _____

Location of Inventory Records Off-Site (electronic): _____

Safekeeping of Records and Archives

Team Member responsible for this section: _____

What records and files do we need to keep both paper and electronic copies of? Which files these are will be different for each congregation/institution, but make sure your team gives thought to, "What do we do if there is no power for several days in our area?" It is not going overboard to have paper copies of essential files stored in two locations. Copies of important documents should probably be in a safe deposit box or in a safe location off-site. Also, keep a list of passwords and names for all computers, software and websites utilized by the congregation/institution.

- Keep one "Master" hard copy on-site at the congregation/institution in a place where the members of the Disaster Preparedness Team know where it is and how to access it
- Keep at least one "Master" copy somewhere electronically: on a flash drive, on a cloud storage account, on a CD kept away from the congregation/institution, etc.

Essential Files and Records List:

(Continue for as many lines as you need)

Do you have archival materials collected in a safe, air tight place?

Do you have treasures hanging in hallways, on chapel altars, or columbariums that might be in harm's way?

Refer to the **Records Management for Congregations: An Archives Manual for Episcopal Parishes and Missions** published by The Episcopal Church for a list of records to retain and when to retain them. This resource can be downloaded from the organization's website at:

www.episcopalarchives.org/RecManManual_12-10-2014_rev_06-02-15.pdf

Who will be responsible for this very necessary responsibility? Some parishes have an archivist or perhaps an Altar Guild member who would consider taking on this responsibility prior to an emergency situation.

Contacting Parishioners Before and After an Emergency

Team Member responsible for this section: _____

If the clergy or leadership decides to cancel an event or service because of impending severe weather, you may either make phone calls (use the example phone tree found on the following pages), send e-mails, or send text messages to spread the word.

In any event, up-to-date home addresses, cell numbers and landlines are imperative for the person in charge of initiating this alert, and for subsequent parishioners responsible for follow-up after an emergency. Parishioners should know who to call and who might be calling them.



Cell towers may be compromised after an emergency, but sometimes text messages can still get through. Battery operated cell phone chargers can come in handy. They are available at several stores, including Walmart for \$7.00 and up.

Identifying Access and Functional Needs Individuals in Your Congregation/Institution:

People with special needs will be at a higher risk during a disaster. Take time to identify those people within your congregation/institution that are at a higher risk during an emergency. **The definition of an Access and Functional Needs person is: a person with disabilities, the deaf, seniors, children, women in late stages of pregnancy, people without transportation, people with low incomes and low literacy, and people who speak or communicate other languages.**

Determine who will contact these people and when. **Also, be sure to let these people know that someone will be contacting them to make sure they are alright.** If they have needs such as important groceries, medication refills, or pet food, have someone from the congregation/institution take the supplies to them.

These duties may be the responsibility of one person, or of a group of people. This may result in a committee of people, such as retired individuals, who may be interested in helping others in the congregation. The Rector/Vicar and the Congregation/Institution's Disaster Preparedness Coordinator should decide when it is appropriate for the calls to be made.

List those people in your congregation/institution who have access or functional needs, they should be contacted before and after an emergency:

Name: _____

Cell Phone: _____

Landline: _____

Name: _____

Cell Phone: _____

Landline: _____

Name: _____

Cell Phone: _____

Landline: _____

Name: _____

Cell Phone: _____

Landline: _____

Name: _____

Cell Phone: _____

Landline: _____

Name: _____

Cell Phone: _____

Landline: _____

Name: _____

Cell Phone: _____

Landline: _____

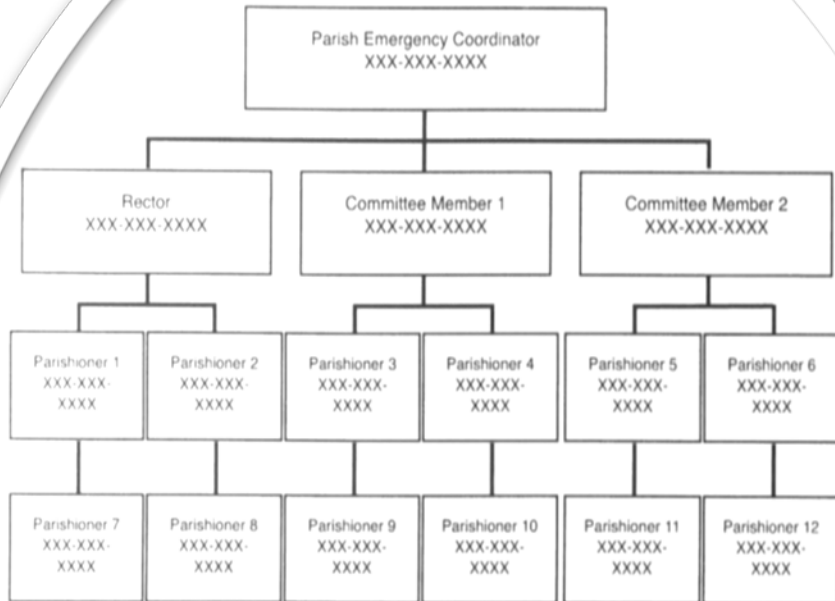
Name: _____

Cell Phone: _____

Landline: _____

(Continue for as many people as are needed)

Phone Tree Example:



Shelter Congregation/Institution

Team Member responsible for this section: _____

As we know, in Oklahoma, storms that bring destruction happen frequently, so it is always better to be prepared. If something does happen, your congregation/institution will be looking to **clergy, leadership and your team** to keep the worship schedule intact, no matter what.



Consider worshiping somewhere on the grounds of the congregation/institution, for continuity. If that is not possible, have an alternate site already arranged. Coordinating with another congregation/institution within the diocese provides an opportunity to both serve others and receive services in an emergency.

Ideally, Shelter Congregations/Institutions should be located near each other, but not susceptible to the same emergencies at the same time.

Shelter Congregations/Institutions don't have to be an Episcopal church, most congregations/institutions in any denomination would be happy to work out an agreement for an exchange of alternate worship sites. *For example: St. Patrick's, Broken Arrow has a reciprocal agreement with Liberty Church, Broken Arrow!*

Shelter Congregation/Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Directions to give congregation/institution: _____

Partner Congregation/Institution

Team Member responsible for this section: _____



With the 2015 FEMA disaster declarations, out of the 77 counties in the state of Oklahoma, 48 counties were considered a federally declared disaster area. With that in mind, it becomes imperative to have a buddy system in the diocese so that each congregation/institution has comfort in knowing someone is going to watch their back, and care for them if something happens.

Ideally, Partner Congregations/Institutions should be located in separate regions, and not susceptible to the same emergencies at the same.

Who will be designated to contact your partner congregation/institution if your congregation/institution has been hit by a disaster OR if theirs has? Your Disaster Preparedness Team should decide who holds this responsibility. Your Congregation/Institution's Disaster Preparedness Coordinator, or perhaps another member of your team, would be the most appropriate to contact your partner congregation/institution.

Your team decides what to ask them. However, a good place to start is by making sure that they are safe and asking if they know yet if their congregation/institution has any needs. Empathizing and showing compassion is really all that is required. However, going the extra mile to help them feel safe would include things like, offering your congregation/institution as a center for communications, an evacuation site, or a source for relief volunteers, etc.

Below is a list of all congregations and Diocesan Partner Congregations, including the name, address, and, in most cases, office phone number. Find your congregation in the following chart and the congregation(s) listed on that row are your partner congregations.

It is up to your team to call and establish yourselves as official partners and agree on a contact name and cell number.

Episcopal Diocese of Oklahoma Partner Congregations:

St. Paul's, Altus
721 North Thomas
Altus, OK 73521
Office: (580) 482-2102

St. Luke's, Bartlesville
210 E 9th St.
Bartlesville, OK 74003
Office: (918) 336-1212

St. Andrew's, Lawton
1313 SW "D" Ave.
Lawton, OK 73501
Office: (580) 355-9543

Grace Church, Ponca City
109 North 13th St.
Ponca City, OK 74601
Office: (580) 765-7609

All Saints', Duncan
809 West Cedar
Duncan, OK 73533
Office: (580) 255-6165

St. Patrick's, Broken Arrow
4250 West Houston St.
Broken Arrow, OK 74012
Office: (918) 294-9444

St. Luke's, Chickasha
124 South 6th St.
Chickasha, OK 73018
Office: (405) 224-1296

St. John's, Woodward
923 Texas St.
Woodward, OK 73801
Office: (580) 256-7713

St. Michael and All Angels, Lindsay
1505 NW 4th St.
Lindsay, OK 73052
Treasurer: (405) 756-4397

St. Timothy's, Pauls Valley
1816 South Walnut
Pauls Valley, OK 73075
Office: (405) 238-2133

St. Mark's, Perry
701 Seventh St.
Perry, OK 73077
Office: (580) 336-9720

St. Stephen's, Guymon
1803 N. Lelia
Guymon, OK 73942
Office: (580) 338-8747

All Saints', McAlester
325 East Washington
McAlester, OK 74501
Office: (918) 423-1915

St. Paul's, Clinton
321 S. 7th St.
Clinton, OK 73601
Office: (580) 323-2160

St. Mark's, Hugo
803 South Third St.
Hugo, OK 74743
Senior Warden: (580) 513-6685

Whirlwind Mission of the Holy Family, Watonga
1000 East Russworm Dr.
Watonga, OK 73772
Office: (580) 623-5585

St. Thomas, Pawhuska
817 N. Leahy
Pawhuska, OK 74056
Office: (918) 287-3513

St. Matthew's, Enid
518 West Randolph
Enid, OK 73701
Office: (580) 237-4737

St. Luke's, Ada
110 East 17th St.
Ada, OK 74820
Office: (580) 332-6429

St. Andrew's, Stillwater
516 West Third Ave.
Stillwater, OK 74074
Office: (405) 372-3357

St. John's, Durant
515 West Beech
Durant, OK 74701
Office: (580) 924-1332

St. Augustine Canterbury, Stillwater
519 West University
Stillwater, OK 74074
Office: (405) 624-0141

St. Anselm Canterbury, Stillwater
800 Elm St.
Norman, OK 73069
Office: (405) 360-6453

All Saints', Miami
225 "B" St. NW
Miami, OK 74354
Office: (918) 542-3662

Grace Church, Yukon
720 S. Yukon Parkway
Yukon, OK 73099
Office: (405) 354-7277

St. Martin of Tours, Pryor
612 SE First St.
Pryor, OK 74361
Office: (918) 825-1115

St. Christopher's, Midwest City
800 S. Midwest Blvd.
Midwest City, OK 73110
Office: (405) 732-4802

St. John's, Vinita
522 W. Canadian
Vinita, OK 74301
Office: (918) 256-3766

St. Peter's, Coalgate
107 West Hanover St.
Coalgate, OK 74538
Office: (580) 927-3760

St. Andrew's, Grove
555 East Third St.
Grove, OK 74344
Office: (918) 786-4113

St. Mark's, Seminole
Highland and Walnut Street
Seminole, OK
Office: (405) 382-2192

Trinity Church, Guthrie
310 East Noble Ave.
Guthrie, OK 73044
Office: (405) 282-0982

Grace Church, Muskogee
218 North 6th St.
Muskogee, OK 74401
Office: (918) 687-5416

St. Alban's, Cushing
112 South Thompson
Cushing, OK 74023
Office: (918) 352-4292

St. James', Antlers
600 North High St.
Antlers, OK 74523

St. Luke's, Idabel
211 SE Ave. N
Idabel, OK 74745
Office: (580) 286-3672

St. Basil's, Tahlequah
814 North Vinita
Tahlequah, OK 74464
Office: (918) 456-3649

St. James', Wagoner
303 E. Church St.
Wagoner, OK 74467
Office: (918) 485-5681

St. David's, Oklahoma City
3333 North Meridian
Oklahoma City, OK 73112
Office: (405) 942-1740

Christ Memorial, El Reno
500 S. Barker
El Reno, OK 73036
Office: (405) 262-1710

Trinity Church, Eufaula
S. Third and High St.
Eufaula, OK 74432
Office: (918) 689-2369

St. Philip's, Ardmore
516 McLish
Ardmore, OK 73401
Office: (580) 226-2191

St. Augustine of Canterbury, Oklahoma City
14700 N. May Ave.
Oklahoma City, OK 73134
Office: (405) 751-7874

St. Paul's, Claremore
1310 N. Sioux
Claremore, OK 74017
Office: (918) 341-0168

St. Mary's, Edmond
325 East First
Edmond, OK 73034
Office: (405) 341-3855

St. Paul's, Holdenville
120 East 8th St.
Holdenville, OK 74848
Office: (405) 379-5879

Santa Maria Virgen, Oklahoma City
5500 S. Western Ave.
Oklahoma City, OK 73109
Office: (405) 631-6747

St. John's, Norman
235 West Duffy
Norman, OK 73069
Office: (405) 321-3020

Christ Church, Tulsa
10901 South Yale Ave
Tulsa, OK 74137
Office: (918) 299-7510

St. Michael's, Norman
1601 West Imhoff Rd.
Norman, OK 73072
Office: (405) 321-8951

St. Dunstan's, Tulsa
5635 East 71st St.
Tulsa, OK 74136
Office: (918) 492-7140

All Souls', Oklahoma City
6400 North Pennsylvania Ave.
Oklahoma City, OK 73116
Office: (405) 842-1461

St. Matthew's, Sand Springs
601 North Lake Drive
Sand Springs, OK 74063
Office: (918) 245-7552

**Church of the Redeemer,
Oklahoma City**
2100 Martin Luther King Ave.
Oklahoma City, OK 73111
Office: (405) 427-2106

**Church of the Good Shepherd,
Sapulpa**
1420 East Dewey
Sapulpa, OK 74066
Office: (918) 224-5144

St. Bede's, Westport
N. 320th W Ave. & Lakeshore Dr.
Westport, OK 74020
Office: (918) 743-2686

Church of the Resurrection, Oklahoma City
13112 North Rockwell
Oklahoma City, OK 73142
Office: (405) 721-2929

St. Luke's, Tulsa
4818 E. 9th St.
Tulsa, OK 74112
Office: (918) 834-4800

St. John's, Oklahoma City
5401 N. Brookline
Oklahoma City, OK 73112
Office: (405) 943-8548

Trinity Church, Tulsa
501 S. Cincinnati
Tulsa, OK 74103
Office: (918) 582-4128

Church of the Holy Cross, Owasso
9309 North 129th East Ave
Owasso, OK 74055
Office: (918) 272-1035

St. Paul's Cathedral, Oklahoma City

127 NW 7th St.
Oklahoma City, OK 73102
Office: (405) 235-3436

St. John's, Tulsa

4200 S. Atlanta Pl.
Tulsa, OK 74105
Office: (918) 742-7381

Emmanuel Church, Shawnee

501 North Broadway
Shawnee, OK 74801
Office: (405) 273-1374

St. Peter's, Tulsa

9100 East 21st St.
Tulsa, OK 74129
Office: (918) 627-2713

St. Aidan's, Tulsa

4045 N. Cincinnati
Tulsa, OK 74106
Office: (918) 425-7882

St. James', Oklahoma City

8400 S. Pennsylvania Ave.
Oklahoma City, OK 73159
Office: (405) 682-3405

Church of the Ascension, Pawnee

7th and Ash St.
Pawnee, OK 74058

Church of the Redeemer, Okmulgee

213 North Seminole
Okmulgee, OK 74447
Office: (918) 756-2384

St. Barnabas, Poteau

500 College Ave.
Poteau, OK 74953
Office: (918) 647-9092

Partner Congregation/Institution: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Directions to give congregation/institution: _____

Partner Congregation/Institution: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

Email: _____

Directions to give congregation/institution: _____

If you cannot worship in the congregation/institution, chances are you cannot maintain normal office operations either. Consider an alternate operations center when you are considering an alternate worship space, perhaps an office area provided by a parishioner.

Alternate Office Location: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Office Phone: _____

Contact Person: _____

Cell Phone: _____

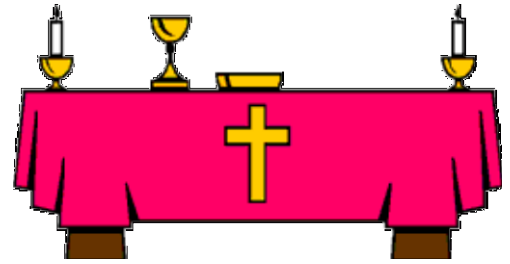
Email: _____

Directions to give congregation/institution: _____

Church-In-A-Box: What Items to Bring in an Evacuation

Team Member responsible for this section: _____

If there is a need to evacuate your congregation/institution, it is important to have a “Church-In-A-Box” at the ready. This would contain items essential to holding worship, such as Communion silver, a Book of Common Prayer, a Hymnal and a Bible. Even if the congregation/institution building is damaged or inaccessible, services may continue with these items. **Church-In-A-Box should be compiled by a member of the clergy.**



Church-In-A-Box Contents:

- Software and electronic files
- Home Communion set
- Book of Common Prayer
- Bible
- Hymnal
- Insurance information/financial records
- List of important contacts
- A complete set of keys to the congregation/institution property
- Lectionary
- Congregation/Institution directory

Can your Disaster Preparedness Team think of anything else?

If You Have Evacuated, What Are the First Things You Do Upon Returning?

Team Member responsible for this section: _____

1. Re-establish communications as soon as possible.
2. Contact the Diocesan Office.
3. Contact your Emergency Manager(s) for the City/County.
4. Conduct an inspection of the property to determine the extent of the damage, if any.
5. Start contacting parishioners, beginning with those with access and functional needs.
6. Contact Church Insurance, utility companies and governmental agencies as needed.
7. Re-establish as many operations as you are capable of.
8. Contact your Diocesan Partner Congregation/Institution.

Can your Disaster Preparedness Team think of anything else?

Donations Management

Team Member responsible for this section: _____

Donations management requires someone, or a group of people, who can manage, organize and accept donations in a responsible, effective and efficient manner. Whoever is responsible will want to give careful consideration to the kinds of donations that are needed and will be accepted.



There are horror stories from the most respected emergency managers in the state of Oklahoma who lived through the horror of donations that were dumped on disaster areas. **Literally tons of unwanted clothing and household items were dropped off in Moore and Norman that were dirty, second-hand, cast-offs that people cleaned out of their closets and gave to victims!**

If you need items, be specific, and be unified. If someone puts the word out on Facebook, chances are, you will get whatever you requested!

Cash, monetary donations, and gift cards are the very best types of donations, as they can be most easily used for whatever is needed in the disaster recovery efforts! They can be sent directly to the affected congregation/institution or to the Diocesan Office. However, it is critical to be specific on how checks should be made out. They should not be limited to the specific disaster that just occurred. Ask those wishing to donate to write either “**Disaster Relief**” or “**Disaster Discretionary Funds**” in the memo on the check.

Commonly requested items after a disaster:

Bottled water

Snacks

Work gloves

Masks

Paper towels

Bleach/cleaning products

Can your Disaster Preparedness Team think of anything else?

Addressing Media

Team Member responsible for this section: _____

Injured and damaged congregations/institutions in a disaster area are perfect fodder for media. If your congregation/institution finds itself in that situation, expect media to find you and want a story.

When addressing media after a disaster, make sure that you have enlisted the most capable of people for this task, even if it is not the Rector/Vicar or Congregation/Institution's Disaster Preparedness Coordinator.



To ensure that you present a positive and true account of what has happened and what information you want the public to know, be sure that the Disaster Preparedness Team has consulted as a team to identify what is and what is not to be shared with media.

**Before speaking with media, contact the Diocesan Communications Director,
Nicole Baxley at (405) 232-4820.**

Points To Be Addressed:

1. Are there any injuries? *(do not share any specifics regarding names of victims or specific injuries)*
2. Is there any damage to the property? *(do not speculate, only report what is known)*
3. Was evacuation required?
4. Did you have warning of the disaster?
5. Where will you worship?
6. Be sure to mention the resiliency of the people in your congregation/institution.
7. Do you need any help from others?
8. What items might you need?

Can your Disaster Preparedness Team think of anything else?

Congregation/Institution Resources

Team Member responsible for this section: _____

After a disaster, it is important to make sure that you go through these steps. Take care of:

1. Yourself
2. Your family
3. Your surrounding environment (neighbors)
4. Your congregation/institution
5. Your community-at-large



*Pecan Valley Relief Center
(May 2014)*

Once you reach step five, your team should already have a plan in mind to assist your community. Your Community-At-Large Representative is the person to set your plan into motion. This will involve your entire Disaster Preparedness Team working together to arrive at the ideas that are best suited to your congregation/institution's assets.

First, discuss your congregation/institution's assets, such as: a food pantry, a large kitchen, available money, a bus or a van, shower facilities, large acreage, large and active men's group, women's group who enjoys cooking or knitting, etc.

Perhaps you have a food pantry, or you provide mobile meals, or you have a men's group who cooks, or you have a Mother's Day Out program, etc.? Perhaps your Diocesan Disaster Recovery Coordinator has recommended your congregation/institution as a Red Cross Partner Shelter or Resource Center. Or, perhaps, you would rather assist your City/County Emergency Manager(s), answering his/her phone(s); giving out snacks to the sheriff's officers or emergency personnel. Perhaps you could be a coffee or soup center; perhaps you have people who can mobilize and help clean up or tarp roofs; perhaps you have acreage that could be a staging area for large equipment; perhaps you would like to hand-out gift cards from the Disaster Recovery Office to people in need.

To help you decide how you will service your larger community, make a list of important activities and services already provided by the congregation/institution.

What do your team members already know how to do?

What outreach programs does your congregation/institution already run?

What vulnerable communities might be associated with those programs?



*Pecan Valley Relief Center
(December 2014)*

Because you already have the experience and infrastructure in place, these programs may be a good starting point for providing services to the greater community after a disaster.



Volunteers at Santa Maria Virgen's Red Cross Partner Shelter in May 2015



DRC Office Volunteers



St. John's, Woodward Clergy Serving as a Disaster Chaplain

Some ideas to help you brainstorm how your congregation/institution can help your larger community:

- Red Cross Partner Shelter
- Red Cross Resource Center
- Soup Kitchen

Assist Emergency Manager(s) and sheriff personnel with snacks and hot coffee

(A service that St. John's, Durant, already has in effect. Twice during the flooding events of May 2015, the Emergency Managers from Bryan County helped themselves to what snacks they needed for their emergency personnel. They have a key to the St. John's storeroom!)

- Clean-up crews with chain saws
- Etc.

What are some of your congregation/institution's resources that could be used to help after a disaster?

Congregation/Institution Volunteer Form

Team Member responsible for this section: _____

It is wise, once the Disaster Preparedness Team has completed this plan and is comfortable with its' contents, to show it to the congregation/institution and have a "Preparedness Day" talking about disaster preparedness, emergency routes, phone trees, support from the diocese, etc.

It is also important to ask the congregation/institution for volunteers that may be called on in the early days after a flood, tornado or other severe weather event to be responsible for a SPECIFIC duty. This information will be kept confidential and will only be used by the team to involve parishioners appropriately in disaster response.

Volunteer Information Collection:

(See Volunteer Information Collection Form on the following page)

Volunteer Information Collection Form

One form per volunteer

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____

Email: _____

Special Skills/Volunteer Skills:

(Please Note: Any volunteer contact with youth requires Safeguarding God's Children training)

Languages I Know (other than English): _____

Assist with Cleaning: _____

Cleaning Products/Tools I Can Provide: _____

Emergency Babysitting at Home: _____

Emergency Babysitting at Congregation/Institution: _____

Can Provide Portable Generator: _____

Provide Transportation to Doctor Appointments: _____

Provide Boat for Evacuation: _____

Provide Temporary Housing: _____

Provide Non-Perishable Food: _____

Provide Bottled Water: _____

Cook and/or Serve Meals: _____

Willing to be Part of Pastoral Care Team: _____

Trained in CPR and/or First Aid: _____

License Medical Professional: _____

Ham Radio Operator: _____

Building Contractor: _____

Tree Service Professional: _____

Other: _____

(Use this form for as many volunteers as you need)

In Summary

For all emergencies, weather related or manmade, take the time NOW to prepare yourselves, your team members, and your congregation/institution.

If you sit down as a team and go through this booklet and give each team member a chance to complete their appropriate section(s), everyone will have a sense of ownership of the Disaster Preparedness Plan and will be familiar with their area(s) of responsibility.

A few reminders:

- Before you begin, take a deep breath, pray together as a team, and remember why you are doing this important work
- Identify one person to keep the “Master” copy, both as a hard copy and as an electronic copy
- Review the entire booklet first, then take it one section at a time as a team
- Encourage discussion, teamwork and collaboration
- Mark up the booklet and add notes as needed; remember, this is your Disaster Preparedness Plan
- Feel free to reach out to your City and/or County Emergency Manager(s) and your Red Cross Representative(s). Tell them what you are doing and invite them to a meeting.
- Be sure to add supplemental documents, such as: building blueprints, a congregation/institution directory, etc.
- You might want to share the plan with your parishioners to see if they have anything they would like to offer
- Once the Disaster Preparedness Plan is complete, be sure to:
 - Give a copy to each member of the Disaster Preparedness Team
 - Keep one “Master” hard copy on-site at the congregation/institution in a place where the members of the Disaster Preparedness Team know where it is and how to access it
 - Keep at least one “Master” copy somewhere electronically: on a flash drive, on a cloud storage account, on a CD kept away from the congregation/institution, etc.

Remember:

Use common sense!

Don't take unnecessary chances!

Always be aware!

For example: If there are reports of severe weather in your county as determined by the National Weather Service (NWS), cancel any events scheduled at the congregation/institution for that time. Better safe, than sorry!

Appendix A



MEMORANDUM

09 November 2012

To: All Clergy, Congregations, and Diocesan Institutions
From: The Rt. Rev. Dr. Edward J. Konieczny
Subject: Oklahoma Self-Defense Act / Open Carry Law

The following provision of the Oklahoma Self-Defense Act is now law in the State of Oklahoma. After consulting with our diocesan chancellor, I want to share the following:

- A. Except as provided in subsection B of this section, nothing contained in any provision of the Oklahoma Self-Defense Act, Section 1290.1 et seq. of this title, shall be construed to limit, restrict or prohibit in any manner the existing rights of any person, property owner, tenant, employer, or business entity to control the possession of weapons on any property owned or controlled by the person or business entity.
- B. No person, property owner, tenant, employer, or business entity shall be permitted to establish any policy or rule that has the effect of prohibiting any person, except a convicted felon, from transporting and storing firearms in a locked vehicle on any property set aside for any vehicle.

As such, after careful review, the policy of the Episcopal Diocese of Oklahoma is to prohibit any weapon inside any building owned or occupied by the Episcopal Diocese of Oklahoma, Episcopal Churches, Episcopal Schools or Institutions, and Episcopal Camp and Conference Centers.

The only exceptions to this policy are those persons employed by a City, County, State, or Federal Law Enforcement Agency exercising their duties in such capacity; and for those persons engaged on a temporary basis for security purposes at a specific event or place, for a specific time frame.

Exceptions to this policy will also include organized training or sporting events, such as skeet shooting, when under the direct control and supervision of staff authorized by the Bishop of the Diocese.

All other exceptions would require prior written approval by the Bishop.