

**Natural or Human Caused Disasters**  
**Basic Congregational Preparedness Worksheet**

Southeastern District-LCMS [disasterhelp@se.lcms.org](mailto:disasterhelp@se.lcms.org)

Today's Date: \_\_\_\_\_

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**(Congregation Name and Address)**

Professional Staff

**Pastor(s)/DCE/Deaconess/Other:** Include Work (church), Home and Cell Phones and Email

\_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_ Em \_\_\_\_\_

\_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_ Em \_\_\_\_\_

\_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_ Em \_\_\_\_\_

**Council President and Vice President/other officer(s)**

\_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_ Em \_\_\_\_\_

\_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_ Em \_\_\_\_\_

\_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_ Em \_\_\_\_\_

**Designated congregational Disaster Response Coordinator(s) contact information**

\_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_ Em \_\_\_\_\_

\_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_ Em \_\_\_\_\_

**Alternate Space Arrangements**

**For Worship:** Contact Person \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_

Alternate Location \_\_\_\_\_

**For other Ministries:** Day Care, food pantry, Bible study, Scout meetings, ESL classes, etc.

List Ministry, Contact Person(s) and Alternate Locations

M \_\_\_\_\_ CP \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_

Alternate Location \_\_\_\_\_

M \_\_\_\_\_ CP \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_

Alternate Location \_\_\_\_\_

M \_\_\_\_\_ CP \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_ C \_\_\_\_\_

Alternate Location \_\_\_\_\_

**Security**

o Emergency numbers posted by all phones (date) \_\_\_\_\_

o Reviewed property insurance policies (date) \_\_\_\_\_

o Backed up important church data and stored in a fire/water safe box or off site (date) \_\_\_\_\_

o Checked smoke detectors (date) \_\_\_\_\_

**Information Prepared by (Name and Title) \_\_\_\_\_ Date \_\_\_\_\_**

**The above information is an essential beginning for congregational preparedness. Continue efforts using Preparing for Disaster-A Guide for Lutheran Congregations which is available from the *Lutheran Disaster Response* website at [www.ldr.org](http://www.ldr.org).**

This Worksheet was adapted from Liberty Lutheran Services of the Southeastern Pennsylvania affiliate of Lutheran Disaster Response, a collaborative ministry of LCMS and ELCA.