★ The **Episcopal** Diocese *of Texas*

CONGREGATION
EMERGENCY PREPAREDNESS
WORKBOOK v 2022-10₄

MAKE A PLAN

GET PREPARED

STAY INFORMED

TORNADO • FLASHFLOOD • EARTHQUAKE • WINTERSTORM • HURRA...

Emergency Prepared

Checklist

he next time disaster
you may not
time to
for

The Episcopal Diocese of Texas
Office of the Bishop

February 9, 2022

Dear Emergency Preparedness Committees:

As stewards of our church buildings, our resources, and our congregations, one of the most important things we can do is to prepare for emergencies.

Too often we think of a disaster as something that affects *other* people and *other* congregations. However, we must realize that our own churches are vulnerable to events that could devastate our communities and congregations. Through preparedness, we acknowledge that vulnerability, consider the worst-case scenarios affecting our congregation, and take precautions to minimize their effects.

In addition, our advance preparation can equip us to respond to crises in our communities and beyond. This should be a goal of every congregation.

To that end, this guide presents suggestions helpful to creating an emergency plan for your congregation. By simply working through the pages and filling in each provided blank, you will create a basic and complete emergency plan.

However, I encourage you to go deeper, and to utilize this guide as a discussion starter. Examine the particular needs and abilities of your congregation to craft a unique and practical emergency plan.

Faithfully,

+C. Andrew Doyle

C. Andrew Doyle, D. D.
IX Bishop of Texas

Table of Contents

Using this Guide   v. 2022-1

Part of a larger framework.

Your emergency plan is a vital component of the diocesan framework which now includes a rapid, two-way check-in procedure with heads of congregations when under threat of or in the midst of an emergent event. Together our documented plans, honed through experience, equip us to respond under stressful and even traumatic conditions with greater clarity and confidence.

Where to begin.

A thirty page workbook can look daunting, so prioritize. Identify what seems most relevant for your congregation and its context, and cross out sections that are not. You might set a "phase 1" goal of completing specific pages, such as 4-7, 10, 17-19, 23, for example.

Some pages are easy to delegate. Some are best approached through group conversation.

Would this be a suitable project for a vestry or bishop's committee retreat or special workday? We'll be glad to help facilitate the process.

We offer this workbook as a framework. You may need to add some sections. If so, let us know so we may learn from your congregation.

Two options for adding your data:

(1) This has been created as a PDF fillable form. Open it on your computer and type in your data. Save the file in cloud-based storage, and print copies for your leadership. Let us know if you experience difficulty with the file.

(2) You can opt to print the PDF and write your data on the pages. Be sure to scan or photograph then save the document in cloud-based storage as you go.

Unless you depend heavily on cloud-based storage for your most important documents, you may want to file this printed form with your other important hardcopy documents.

Support is available when you begin or update your workbook. Contact me at 713-520-6444 or sstringer@epicenter.org. Additional online resources can also be found at epicenter-prepare.org.

Yours in Christ,
Stacy Stringer

WORKBOOK VERSION NOTES

v. 2022-01   effective May 23, 2022

1. The prior version was labeled on the *cover* as **v. 2021-02**

2. The prior version was labeled in the *footer* as **v. Oct. 21, 2021**

3. CHANGE: The "APPENDIX B, Recovery Checklist" was moved from page 28 to page 5.

4. CHANGE: Some fillable form fields were fixed on several pages.

5. CHANGE: Pages 1-5 were reordered and slightly modified.

v.2022-02   effective Aug. 4, 2022

6. Page 4 "utility" fields were improved in functionality.

7. Cover page "version" modified from v**1** to v**10**_4

8. Page 3 and 4 footer dates changed to 22-08-03.

EMERGENCY PREPAREDNESS SUMMARY

Congregation Name	
Congregation Address	
Email and Website	
Additional addresses owned or utilized by the congregation.	
Date of completion of Emergency Plan	

Emergency Contact List:	Name	Work	Home	Cell
Head of Congregation				
Emergency Coordinator				
Administrator				
Senior Warden				
Junior Warden				
Treasurer				
Other				

Utility & Service Companies:	Name	Account Number	Phone Number
Electricity			
Water			
Natural Gas			
Internet			
Other			

Physical and "cloud" locations of <u>inventory</u> of grounds, buildings, equipment (list, photo, &/or video inventory)

Physical and "cloud" locations of <u>inventory</u> of antiques and valuable assets

Physical and "cloud" locations of <u>vital church records including computer files</u>

Email a copy of your summary to The Rev. Stacy Stringer at sstringer@epicenter.org

Recovery Checklist

(Formerly Appendix B)

Listed below are several tasks important i**n the aftermath of an emergency**.
These are a starting point toward recovery.

*Person
Responsible

_____ Contact vestry / bishop's committee

_____ Contact Congregation Emergency Coordinator

_____ Contact Congregation Emergency Committee

_____ Assess facilities for potential damage. If damage is visible and/or if damage may be present but not readily visible:

➢ Contact your property insurance company

➢ Notify Jonathan Blaker at the diocesan office jblaker@epicenter.org

➢ Notify the diocesan disaster response coordinator, The Rev. Stacy Stringer, at sstringer@epicenter.org or 713-204-3956

➢ Take photos of damage and suspected damage. Store photos safely (in the cloud if possible) for use with insurance claim and for other potential needs.

_____ Check in on members. Provide information as available and instructions as necessary.

_____ Apprise ministry partners, suppliers, and others who use your facilities of the emergency situation.

_____ Coordinate clean-up and repairs. **IMPORTANT**:

❖ Follow the recommendations of your insurance provider before contracting any repairs.

❖ Take photos before beginning clean-up. Use caution. Remain aware that there may be hidden and potentially dangerous issues that may have resulted from the event.

*"*Persons Responsible*" may need to be reassigned when the incident occurs.*

Assembling a Team

Congregation Emergency Coordinator

A Congregation's Emergency Coordinator can provide guidance and leadership to the congregation in advance of, during, and following a crisis event.

This individual should be a faithful member of the congregation and familiar with its facilities and families. They must be available to enact the emergency plan and to assist in overseeing the collective activities of your Emergency Committee members.

In order to meet the spiritual and emotional needs of the congregation and community, ordained clergy should not fill the role of Emergency Coordinator. Consideration should be given to annually verifying the Emergency Coordinator's readiness to serve during the coming year. Cross-training is a good idea, as well.

Emergency Coordinator: _____

Cell phone: _____

Home phone: _____

Email: _____

Congregation Emergency Committee

A congregation's Emergency Committee could consist of 5-10 members, depending on the size and/or needs of the congregation. It may include clergy, lay members experienced in emergency or disaster relief/recovery, ministry leaders, the Sr. and Jr. Warden, vestry members, and staff.

Areas of focus may be:

- event monitoring
- congregation contact list
- emergency communications procedure
- facilities
- community connections (i.e. local gov't, other faith communities)

- insurance
- technology
- finance
- evacuation or relocation of property
- media relations
- vulnerable congregation members

Emergency Committee Members:

1) *Name:* _____

Email: _____   *Phone:* _____

2) **Name:** _____

   Email: _____ **Phone:** _____

3) **Name:** _____

   Email: _____ **Phone:** _____

4) **Name:** _____

   Email: _____ **Phone:** _____

5) **Name:** _____

   Email: _____ **Phone:** _____

6) **Name:** _____

   Email: _____ **Phone:** _____

7) **Name:** _____

   Email: _____ **Phone:** _____

8) **Name:** _____

   Email: _____ **Phone:** _____

9) **Name:** _____

   Email: _____ **Phone:** _____

10) **Name:** _____

   Email: _____ **Phone:** _____

Establishing Priorities

This guide will walk you through many of the most important considerations in creating and enacting an emergency plan, such as securing the facilities, communicating with congregation members, protecting essential records, assisting the congregation, and reaching out to the wider community.

Your Emergency Committee is encouraged to identify the highest priorities specific to your community which will help guide your discussions and the creation of your plan.

Priorities should be simple and concrete and reflective of the needs and abilities of your congregation and the mission of the Episcopal Diocese of Texas. They would ideally be agreed upon by each member of your Emergency Committee.

Examples may include:
- ➢ Protecting church assets.
- ➢ Ensuring the safety of older and vulnerable members.
- ➢ Educating members about emergency preparedness.
- ➢ Providing accurate, current event information to members.
- ➢ Providing first-response assistance to the local community.
- ➢ Coordinating with local government and/or agencies.
- ➢ Assisting unhoused community members with sheltering or other immediate needs.

Priorities:

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

Identifying Risks

Local Crisis History: An Exercise

Create a list of all local disasters and emergencies in recent memory. Consider going back as far as 50 years, even. Emergencies of the past can help prepare for the future.

Though structures may have been built and steps taken in order to prevent these crises from happening again, do not assume that they are infallible. Human-made infrastructure may be insufficient to mitigate against future disasters.

Brainstorming Possible Future Crises

List potential disasters/emergencies, regardless of their actual likelihood, considering even the most extreme possibilities. Types of events may include chemical spill, fire, hurricane, tornado, flood, mass shooting, public violence, mass job loss, prolonged heat wave, power / electricity failure, public health crisis, etc.

Emergencies Most Likely To Occur

1. Review your lists of historic and possible crises.
2. Identify the emergencies **most likely** to affect your community or congregation.
3. List them below in order of likelihood, and identify the means through which your Emergency Committee would receive warning.

> ➤ Sign up for emergency alerts with local, county, state, and federal agencies.
> *See epicenter-prepare.org/stay-informed*

1) Event: _____

Warning System/s:

2) Event: _____

Warning System/s:

3) Event: _____

Warning System/s:

4) Event: _____

Warning System/s:

5) Event: _____

Warning System/s:

6) Event: _____

Warning System/s:

7) Event: _____

Warning System/s:

8) Event: _____

Warning System/s:

if an emergency event occurs on campus, be sure you have a plan for evacuating, sheltering-in-place, or contacting emergency response organizations.

Risk Mitigation

Certain areas of the building(s) may be more vulnerable to or pose greater risk in an emergency. Walk through your facilities and make note of vulnerable areas, then identify steps to alleviate these concerns. Enlist the help of an outsider who may have fresh eyes to see. Examples of vulnerable areas include:

➢ Rooms with only one exit, which could hinder evacuation during a fire.

➢ Doors that do not properly latch or lock.

➢ Dead trees which can be uprooted and tossed about in high winds.

➢ Electronics, such as computers, which are not on surge protectors.

➢ Large or fragile windows, vulnerable in wind and driving rain events.

➢ Areas prone to flooding.

➢ Deteriorating roofing or walkway covering.

1) Area: _____

       Risk Reduction Plan:

2) Area: _____

       Risk Reduction Plan:

3) Area: _____

       Risk Reduction Plan:

4) Area: _____

       Risk Reduction Plan:

5) Area: _____

       Risk Reduction Plan:

Maintaining Preparedness

Inventory

Complete a full inventory of property and holdings annually. Photos and videos are helpful in recording items for reference after a disaster or break-in. Store copies:

1. in the cloud, easily accessible by key church leadership;

2. in a remote location;

3. in a binder in the church office.

Update each year. Consider adding this to the church calendar, perhaps as a summer project.

For assistance in addressing financial and insurance concerns, contact Jonathan Blaker, Director of Treasury, at jblaker@epicenter.org or 713-353-2134.

Annual Inventory Date:

_____ *List Only*

_____ *Photos*

_____ *Video*

> **Download Church Inventory Workbook from Church Pension Group**
> *(epicenter-prepare.org/ church-prep*

Person(s) Responsible for Conducting Annual Inventory:

1) *Name:* _____

2) *Name:* _____

Locations of Inventory Records:

On-Site: _____

Off-Site: _____

Locations of Insurance Policy:

On-Site: _____

Off-Site: _____

Policy Number(s): _____

Church Pension Group Contact Information:

Agent/Contact: _____

Phone Number: _____

Email: _____

Fax Number: _____

Hazard Alarms

Check alarms monthly. Replace as necessary. Install additional alarms where needed, or as recommended by local authorities.

Alarm Locations:

    1) *Smoke/Fire:* _____

    2) *Smoke/Fire:* _____

    3) *Smoke/Fire:* _____

    4) *Smoke/Fire:* _____

    5) *Carbon Monoxide:* _____

    6) *Carbon Monoxide:* _____

    7) *Carbon Monoxide:* _____

    8) *Other:* _____

    9) *Other:* _____

➢ How often are your **alarms** and **extinguishers** checked by the fire department?

    _____

➢ Where is the map of alarm locations?

    _____

➢ Name of congregation representative who oversees alarms:

    _____

Fire Extinguishers

Train staff and ministry leaders in the use of extinguishers.

Post clear instructions and the local fire department's phone number with the extinguishers.

Check fire extinguishers regularly for expiration and replace as necessary.

Extinguisher Locations:

    1) _____

    2) _____

    3) _____

    4) _____

    5) _____

First Aid , CPR, AED

All congregations are strongly encouraged to have at least one fully stocked first aid kit and one functioning AED on-site and accessible in an emergency.

Contents of First Aid Kit (or take a photo of kit contents):

1) _____	**List Emergency Kit Items** ~ **Build a Kit:** https:// www.ready.gov /build-a-kit	14) _____
2) _____		15) _____
3) _____		16) _____
4) _____		17) _____
5) _____		18) _____
6) _____		19) _____
7) _____		20) _____
8) _____		21) _____
9) _____		22) _____
10) _____		23) _____
11) _____		24) _____
12) _____		25) _____
13) _____		26) _____

Name of Persons Trained:	_Check Applicable Boxes for Each Name:_		
	First Aid	_Adult_ CPR	_Infant_ CPR
1) _____	1) _____	1) _____	1) _____
2) _____	2) _____	2) _____	2) _____
3) _____	3) _____	3) _____	3) _____
4) _____	4) _____	4) _____	4) _____
5) _____	5) _____	5) _____	5) _____
6) _____	6) _____	6) _____	6) _____
7) _____	7) _____	7) _____	7) _____
8) _____	8) _____	8) _____	8) _____
9) _____	9) _____	9) _____	9) _____
10) _____	10) _____	10) _____	10) _____
11) _____	11) _____	11) _____	11) _____
12) _____	12) _____	12) _____	12) _____

Location of First Aid Kit(s): _____

Date last checked and replenished: _____

Location of AED: _____

Person(s) responsible for
maintenance and battery check: _____

Person(s) trained to use it: _____

Securing the Facilities

Facility Security

Only those with a need should be provided unsupervised access to facilities, whether by alarm system, keypad, or keys. Records must be maintained identifying those persons who have been granted secure entry status and to which portions of the property.

Designated staff, vestry members, and certain ministry leaders should be equipped for the armament and disarmament of the security system, if one is installed.

If building security becomes compromised, re-secure the facilities by resetting system codes and/or changing locks.

To aid emergency responders and others who must arrive and assist quickly, outside doors should be clearly labeled. Properties with numerous outside doors should prominently number each door.

	Name of Company	*Phone*
Security Co.		
Locksmith		
Other		

List those assigned with codes:

1) *Name:* _____   *6)* *Name:* _____

2) *Name:* _____   *7)* *Name:* _____

3) *Name:* _____   *8)* *Name:* _____

4) *Name:* _____   *9)* *Name:* _____

5) *Name:* _____   *10)* *Name:* _____

Comments

Shutting Off Utilities & Services

Record the location of and instructions for shutting off each utility, and train key staff, clergy, vestry, and ministry leaders in the task.

Location and Instructions for Shut-Off:

Electricity:

Natural Gas:

<div style="background-color: yellow;">

In an emergency
monitor the recommendations of local emergency management.
In certain instances, you may be ordered *not* to disconnect certain utilities.

</div>

Water:

Alarms:

Other:

Safekeeping Records

In every congregation and ministry particular files and records are essential to continued functioning of the ministry following an emergency. Store these files securely both on-site and remotely.

With technology, preserving documents has become as simple as setting up an automatic cloud storage system. Active files can also be stored online, in the cloud, on a remote server, or on a portable drive.

Maintain *secure* lists of passwords and names for all computers, software, and websites to help ensure access to these resources in an emergency. *Appropriate security for passwords should be exercised.*

Paper copies of essential files should be stored in two locations, and original documents should be kept in water- proof and fire-proof containers and removed from the site in an evacuation if at all possible.

List all file storage services used for congregation documents (i.e. Dropbox) and communications (i.e. webmail) as well as hardcopy essential file locations.

Essential File and Communications Locations:

1) _____

2) _____

3) _____

4) _____

5) _____

6) _____

7) _____

8) _____

Evacuation

Items to Safeguard

Sometimes the only way to prevent irreparable damage and to ensure the continuity of operations is to remove items from the site. Valuable pieces that could be removed and preserved whenever possible include computers, other portable electronics, and church heirlooms.

Many congregations learned how to efficiently "work from home" and gather online or outdoors during the pandemic which began early 2020. Lessons learned can be applied to an evacuation scenario when sufficient warning has been given.

You may wish to prepare and have ready a "church in a box," containing items essential to holding worship, such as chalice and paten, purificators, a book of common prayer, and a hymnal. In most cases, a member of the clergy should be responsible for this item, as they will be the person to lead services.

Items to Safeguard during an Evacuation & Person(s) Responsible:

1) Item: _____   6) Item: _____
   Name: _____   Name: _____

2) Item: _____   7) Item: _____
   Name: _____   Name: _____

3) Item: _____   8) Item: _____
   Name: _____   Name: _____

4) Item: _____   9) Item: _____
   Name: _____   Name: _____

5) Item: _____   10) Item: _____
   Name: _____   Name: _____

Person(s) Responsible for "Church in a Box:" _____

"Church in a Box" Contents:

1) _____   *4)* _____
2) _____   *5)* _____
3) _____   *6)* _____

Communications

Contacting the Congregation

Effective communication is especially essential in an emergency, even though normal means of sharing information may be compromised. As such, a system to contact leaders and members must be established.

Considerations in creating this system should include the following:

➢ How and with what frequency are directories with contact info updated? For areas affected by tropical storms, this should be completed by June 1 of each year.

➢ In what systems does this information reside?

➢ If normal means of communication are inaccessible or unreliable, how will you send and receive information?

1) Where is contact info stored, both electronically and in hardcopy?

_____

2) How often is contact info updated? How is it updated?

_____

3) Who oversees this process?

_____

4) Do we need to modify our updating process? If yes, how?

_____

5) How readily accessible is contact info for the Head of Congregation and lay leaders?

_____

Emergency Communications Tools

See APPENDIX A for examples.

Addressing the Media

To ensure an accurate and positive representation of the congregation and the emergency situation, establish who may speak to the media on behalf of the congregation:

For assistance in addressing the press, contact Tammy Lanier, Director of Communications for the Diocese at (713) 520-6444 or tlanier@epicenter.org.

P*ersons authorized to speak with the media on behalf of the church:*

1) _____

2) _____

3) _____

4) _____

5) _____

Social Media

To ensure an accurate and appropriate representation of an emergency situation, establish in advance who may provide and post related information on authorized congregation social media channels *in the event of emergency conditions*.

For assistance in developing your policy, contact Tammy Lanier, Director of Communications for the Diocese at (713) 520-6444 or tlanier@epicenter.org.

Ensure these individuals have login credentials to post information to these channels.

Social Media Channel:	*Name of Individual/s with Credentials:*

Family Preparedness

Encourage your families to be prepared for emergencies. This includes family pets. Resources from county, state, and federal agencies are available online, and we have curated some resources on epicenter-prepare.org for both families and for congregations.

At minimum, encourage all to sign up for emergency alerts from your city or town (if available,) county, state, and FEMA.

Vulnerable Populations

In every congregation and community there are persons without the ability to prepare themselves or their homes for a disaster. Likewise there are individuals without a means of evacuation.

Finding out who these individuals are and helping them become better prepared could be a project for members of your preparedness ministry. In locations where seasonal disasters occur, an individual or preparedness ministry team could work with such vulnerable congregants.

Responsible Party:

Some examples of vulnerable persons within your congregations may be:

➢ Elderly
➢ Low-income
➢ Single parents
➢ Persons with limited physical or communication abilities
➢ Immigrant families.

These individuals and families may need additional information and assistance in order to prepare for and/or survive an emergency.

Vulnerable Groups and/or Persons within the Congregation:

1) _____   7) _____
2) _____   8) _____
3) _____   9) _____
4) _____   10) _____
5) _____   11) _____
6) _____   12) _____

Serving the Community

In an emergency the church has an opportunity to respond in love to a hurting community.

Discuss assets of your organization that may be valuable to the wider community in an emergency and the ways in which they can be used to offer relief. Discuss these in advance with the Red Cross as there are many health and safety restrictions.

A congregation's assets may include:

- Shower facilities
- Large kitchen facilities
- Food pantry
- Washer and dryer

- Community connections
- Financial resources
- Large meeting space
- Temporary office space

Facility Assets:

1) _____
2) _____
3) _____
4) _____
5) _____

6) _____
7) _____
8) _____
9) _____
10) _____

Comments:

A Partner Congregation

Partnering with another congregation within the diocese provides an opportunity to both serve others and receive services in an emergency. Partnering congregations should be located in a separate region which is likely not susceptible to the same emergencies *at the same time* as your congregation.

Partners can serve as a center for communications, an evacuation site, or a source of relief volunteers, among other things.

Partner Congregation: _____ _____

Contact Person: _____ *Phone:* _____

Congregation Address: _____ _____

Date of agreement: _____

Services Offered:

From Partner Congregation to us:	*From us to Partner Congregation:*
1) _____	1) _____
2) _____	2) _____
3) _____	3) _____
4) _____	4) _____
5) _____	5) _____
6) _____	6) _____
7) _____	7) _____
8) _____	8) _____
9) _____	9) _____
10) _____	10) _____

Appendix A
Communication Methods

ex 1: TECHNOLOGY TOOLS

Technology ranging from simple to sophisticated systems can provide rapid, efficient, low-cost, 2-way communications with groups of individuals.

Evaluate options well in advance of an emergency. Routinely test the system you select with a small group of members.

Consider employing the system for routine, non-emergency usage, such as communicating with vestry or bishop's committee members, so that you are ready to quickly activate your system when the need arises.
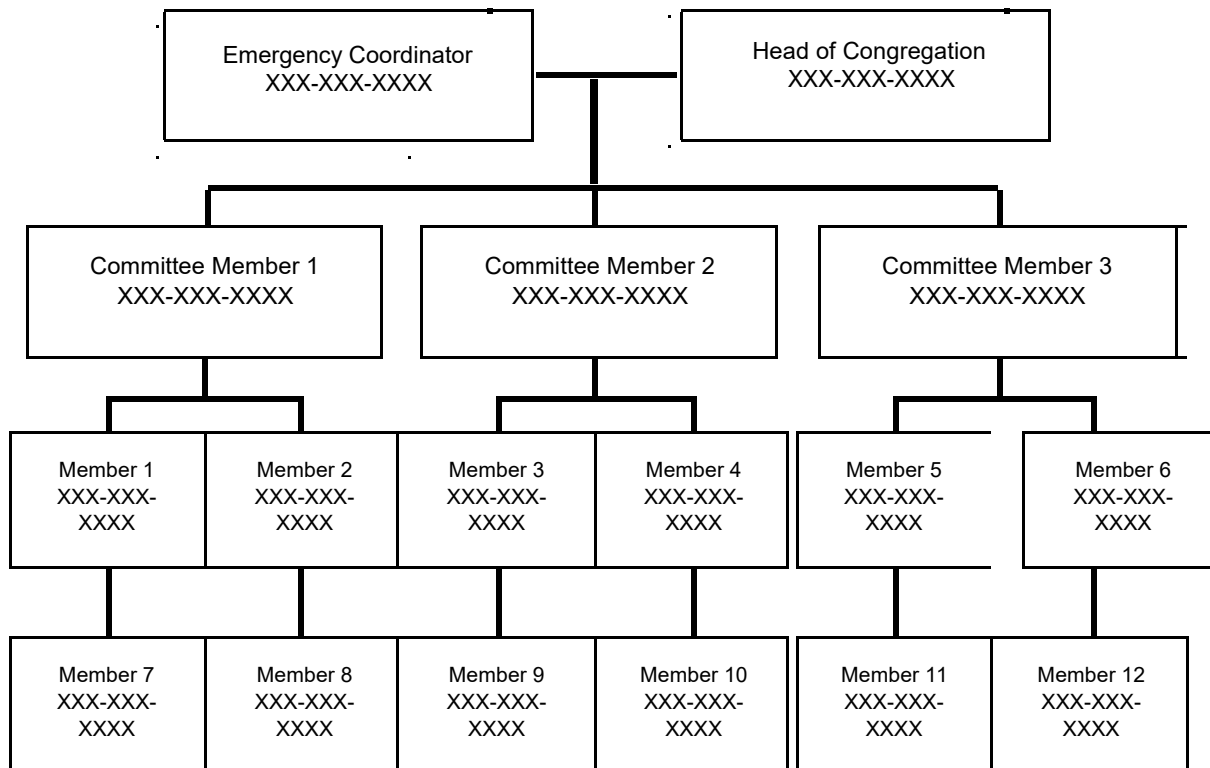
Technology offerings are plentiful, and most provide texting and phone calling features. Here are just a few products:

> ➢ [One Call Now](#)
> ➢ [Slack](#)
> ➢ [Dial My Calls](#)
> ➢ [text-em-all](#)
> ➢ [Call Fire](#)
> ➢ [SnapComms](#)

Appendix A
Communication Methods

ex 2: PHONE TREE

```
┌─────────────────────────┐        ┌─────────────────────────┐
│  Emergency Coordinator  │────────│  Head of Congregation   │
│      XXX-XXX-XXXX        │        │      XXX-XXX-XXXX        │
└─────────────────────────┘        └─────────────────────────┘
```

Committee Member 1 XXX-XXX-XXXX	Committee Member 2 XXX-XXX-XXXX	Committee Member 3 XXX-XXX-XXXX

Member 1 XXX-XXX-XXXX	Member 2 XXX-XXX-XXXX	Member 3 XXX-XXX-XXXX	Member 4 XXX-XXX-XXXX	Member 5 XXX-XXX-XXXX	Member 6 XXX-XXX-XXXX
Member 7 XXX-XXX-XXXX	Member 8 XXX-XXX-XXXX	Member 9 XXX-XXX-XXXX	Member 10 XXX-XXX-XXXX	Member 11 XXX-XXX-XXXX	Member 12 XXX-XXX-XXXX

A communication tree can be created to fit congregations of all sizes.

This example shows a simple approach in which your Emergency Coordinator ("EC") contacts your head of congregation. After conferring, and with permission, the EC contacts those Emergency Committee Members who will participate in activating the communications tree.

If any person within the communication tree cannot be reached within a reasonable amount of time and number of attempts, the caller/texter should contact the next person on the list. Your Emergency Committee may wish to discuss how to address that situation in an emergency, as an inability to make contact with an individual could indicate heightened concern for the person's safety.

Appendix C

Sample Emergency Preparedness Calendar
for Congregations and Households

See epicenter-prepare.org for resources.

Modify this to suit your needs.

	CONGREGATION	HOUSEHOLDS
JAN	Schedule Emergency Preparedness Plan kick-off meeting	• Make an Emergency Plan • Maintain first aid kit
FEB	Inventory church property and assets	Store water for emergency
MAR	Safeguard critical records	Make sheltering plan in the event of evacuation or shelter-in-place order
APR	Update member contact list	Gather emergency food supply
MAY	Post preparedness information on website and in newsletter	Prepare for Unique Family Needs: pets, medicines, disabilities, etc.
	ATLANTIC HURRICANE SEASON JUNE 1ST THROUGH NOV. 30TH	
JUN	Send emergency test message to members	Know your work, school, & community emergency plans
JULY	Safety check building security (alarms and doors)	Review family communications plan
AUG	• Maintenance on First Aid Kit and AED. • Verify those trained in First Aid, CPE, AED	Be informed: know sources for trusted information
SEP	Check fire alarms, fire extinguishers, smoke detectors	Check fire alarms, fire extinguishers, smoke detectors
OCT	Verify accurate fire exits posted in all rooms	Have alternative power sources: batteries, generator
NOV	Winter safety and preparation	Collect emergency supplies
DEC		Winter safety and preparation

Feedback & Suggestions

Use this area to jot down your suggestions for improvement or other types of feedback.

Share your thoughts with Stacy Stringer at sstringer@epicenter.org or 713-520-6444.

Notes.

This space below is for your additional data, if needed.

This booklet has been periodically updated from the original of February 2010 and subsequent versions for the benefit of congregations in the Episcopal Diocese of Texas, utilizing many of the resources available to the public.

v 2022-1, dated May 23, 2022

Special thanks go to the following:

Episcopal Relief & Development
The Episcopal Diocese of West Texas
Province IV of the Episcopal Church
Episcopal Diocese of East Tennessee

★ The **Episcopal Diocese** *of Texas*

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