



Church Communication Plan

Having a plan for how you will communicate within your church community about critical issues, especially in the urgent/emergent time immediately following a disaster, will save everyone precious time and effort. We are providing two options: a 3x5 card with limited detail and a full page with additional useful details. Either or both can be completed, copied, distributed to key individuals, and posted at your facility. Don't forget to update these forms periodically!

Emergency Contacts (date:)		
Position/Name	Home	Mobile
Pastor		
District Sup.		
Admin/Sec.		
Lay Leader		
Trustees Chair		
Council Chair		
SPRC Chair		
Electric		
Gas		
Water/Sewer		
Insurance Carrier		

Distribute to leaders and post in office, etc.

(detailed form on back)

Communication Plan

Church Name:
Church Address / Location:
Church Phone:

Position	Name	Phone	Has Keys (y/n)	Walking Distance? (y/n)
Pastor		H: M:		
District Superintendent		H: M:		
Administrator/Secretary		H: M:		
Lay Leader		H: M:		
Trustees Chair		H: M:		
Council Chair		H: M:		
SPRC Chair		H: M:		
(other)		H: M:		
(other)		H: M:		
Electric				
Gas				
Water/Sewer				
Insurance Carrier & Agent		O: M:		

Other critical information:

Location of Gas Shut-off:
Location of Water Shut-off:
Location of off-site data storage:
Plan for notifying the entire congregation of critical incidents:
Who has responsibility for updating this information?

Date Updated:

By: