

Considerations for Your Storm Plan:



1. Who is the decision-maker for cancellations?
2. Who will share cancellations? If the person who does the announcements doesn't have power, who else could do it?
2. Coordinate your cancellations so that one communication goes out from the church. Use your email marketing source, church social media accounts, or email (use the BCC/blind copy field).
3. Consider purchasing a generator. With the generator, you can change the church voicemail, update the website and social media, email the congregation, etc.
4. If you have power and use the church as a charging station, which committee will manage this? What implications are there for renters or a preschool in your building? What implications are there for your Safe Church policy?
5. Request emergency contact sheets from your congregation. Make sure that people provide a contact person who doesn't live with them so that you can call a family member to ascertain the safety of those who evacuated.
6. People need emergency church contact numbers before an emergency. If you have power, you can leave an emergency number on the voicemail, but when power is out, voicemail is down. Provide a few emergency contact phone numbers. Also suggest the buddy system for texting.
7. Identify vulnerable folks in the congregation and update that list regularly.
8. Identify people who will check the most vulnerable (by phone, and in person if you can't reach them by phone).
9. If you plan to bring supplies, determine who is responsible for purchasing supplies and what the budget will be.
10. If you have a 'cancellation call list', put the Deacons, Ushers, and Coffee Hour Coordinators on the list.
11. Keep spare bread and juice in case church is on, but the person who brings the elements can't make it in.
12. Identify the leaders who have smartphones and who text.
13. If you have more than one voicemail box and some cannot be accessed remotely, put a special recording on those boxes where messages won't be checked.
14. When you have property damage that impacts others who use your building, have an internal go-to short list for reporting property damage.
16. If your building is closed and there is no way to let people know, have someone who lives near the church that can put a note on the door.

For other helpful information about how you and your church can prepare for and respond to disasters and traumatic events, please visit the Maine Conference Disaster Resource and Response Team at [Disaster Ministries - Maine Conference United Church of Christ \(maineucc.org\)](https://www.maineucc.org/disaster-ministries).

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