# Chapter II: Preparedness and Planning

## Section One: Profiling the Parish

- **Analyze the Parish Facility**
  - Inventory all Equipment
  - Isolation Switches and Cut-off Valves
  - Understanding the HVAC System
  - Documenting Parish Activities
  - Parish Staff / Communication
  - Parish Schools
  - Volunteers
  - Vulnerable Parishioners

## Section Two: Protecting Church Property

- **Routine Maintenance**
  - Storing and Protecting Parish Records
  - Record Retention and Destruction Policy
  - Beyond Routine Maintenance
    - Shutting Off Utilities
  - Routine Maintenance Checklist
  - Beyond Routine Maintenance Checklist
  - Emergency Supplies
    - Food
    - Water
  - Emergency Supplies Checklist

## Section Three: Developing a Family Disaster Plan

- **Preparing Your Family for a Disaster**
  - Find Out What Can Happen to Your Family
  - Create a Family Emergency Plan
  - Hurricanes and Evacuation
  - Create a Disaster Supply Kit
  - Practice and Maintain Your Plan

## Section Four: Deciding Whether to Evacuate and When to Leave

- **Pre-disaster Procedures**
- **Diocesan Disaster Leave Policy**