

CHURCH EMERGENCY MANAGEMENT PLAN (ChEMP) TEMPLATE

Church Name:

Date approved (Conference to complete):

Church Pastor Contact Details

Name:		Mobile Phone:	
Address:		Email:	

Emergency Response Team Leader Contact Details

Name:		Mobile Phone:	
Address:		Email:	

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Section 1. Context and Risk Analysis

1.1 Risk Management

1.1a Known Natural and Man-made Hazard

Ref	Hazard e.g. flood, fire, etc. (What can happen)	Frequency (How often)	Location (Where)	Likely Impact (Consequences)
1				
2				
3				
4				
5				

1.1b History of Disasters

Ref	When did it happen (date)	Type of Hazard	Location	Impact (Deaths, injuries, displacement, economic cost)
1				
2				
3				
4				
5				

1.2 Risk Management Plan

Ref	Potential Risk	Likelihood	Impact	Risk	What can be done to eliminate or reduce the risk
1	e.g. high air pollution from the bushfires	High	High	High	issue volunteers with face masks (prevention) advise volunteers with respiratory conditions to stay indoors (eliminate)
2					
3					
4					

1.3 Risk Score Calculation			
	LOW Impact / Consequences	MEDIUM Impact / Consequences	HIGH Impact / Consequences
HIGH Likelihood / chance of it happening	MEDIUM RISK	MEDIUM RISK	HIGH RISK
MEDIUM Likelihood / chance of it happening	LOW RISK	MEDIUM RISK	HIGH RISK
LOW Likelihood / chance of it happening	LOW RISK	LOW RISK	HIGH RISK

Section 2. Resources Analysis

2.1 Key Volunteer Skills and Experience

No.	Volunteer Name	Primary Skill / Talent (finance, comms, logistics, etc.)	Other Skills/Talents	Training Needs
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

2.2 Equipment

No.	What	Number of Units	Location	Who has Access?
1				
2				
3				
4				
5				

Section 3a. Coordination (Internal)

Enter the names of volunteers who can fill each position (or function) within the emergency response team. It is good practice to have a back-up for each person.

S n S Adviser

Pastoral Support

Emergency Response Coordinator	
	Primary Back-up

EM Planning Co.	Community Co.	Treasurer	Volunteer Co.	Bulletin/Media

Section 3b. Coordination (External)

3b.1 Government Contacts

Name	Title	Department	Phone	Email

3b.2 Other CSO Contacts

CSO*/Organisation	Name	Title	Phone	Email

*Civil Society Organisation

Section 4. Communication

Which Organisation	Which person	What is communicated	How communicated (phone, email, etc.)	When communicated

Section 5. Minimum Criteria for the Activation of a Response Plan	
1	
2	
3	
4	
5	

Section 6. Response Plans

6.1 Needs-based Intervention #1: (e.g. Dry food distribution)
What might cause the need for this intervention? e.g. bushfires or floods where affected people have no access to food supplies
What do you plan to achieve? e.g. provide a pack of food to each of 300 affected families within 5 days
Which location or area are you likely to target?
Who might you coordinate with? e.g. the local government emergency response unit and the mayor of the target area
Who do you plan to assist? e.g. those who are most in need of help, especially those families with small children or disability, the elderly
What do you plan to do? e.g. Distribute packs of food that contain at least the following: 2 loaves of wholemeal bread, 500gm of margarine, 200gm jar of marmite, etc.

Budget for intervention #1		
Item	Cost (\$)	Details
Relief items purchase		
Transport costs		
Volunteer support costs		
Overhead costs		e.g. stationery, mobile phone
Other		
TOTAL Cost		

6.2 Needs-based Intervention #2:
What might cause the need for this intervention?
What do you plan to achieve?
Which location or area are you likely to target?
Who might you coordinate with?
Who do you plan to assist?
What do you plan to do?

Budget for intervention #2		
Item	Cost (\$)	Details
Relief items purchase		
Transport costs		
Volunteer support costs		
Overhead costs		e.g. stationery, mobile phone
Other		
TOTAL Cost		

ANNEX 6 – DISASTER MANAGEMENT COMMITTEE (DMC) TERMS OF REFERENCE

CHURCH

APPOINTED BY	Church Board
RESPONSIBLE TO	Church Board

Membership shall consist of the following persons, with a maximum of five (5) members:

- _____ will chair this committee, or in his/her absence, as designated
- Members of the Committee shall continue only as long as the Church Board approves their membership, and the person chooses to remain
- The Church Board will review membership as necessary
- The DMC chairperson has the discretion to invite other persons to sit in on meetings and participate as an invitee with no voting rights.

MEMBERSHIP

Committee Members as at (enter date):

Member Positions

Chairperson

Recording Secretary

Treasurer

Member

Member

PURPOSE

- The DMC shall serve as an advisory body to the Church Board.
- During times when there is no disaster the DMC will organise and promote disaster preparedness for the church.
- When the church is responding to a disaster the DMC will make strategic decisions for the response.
- The terms of reference for the DMC, its membership, and any subsequent revisions, shall be determined by the Church Board.

FREQUENCY AND CONDUCT OF MEETINGS

- Meetings will be held at least twice per year. The chairperson has the discretion to call meetings as and when required. This will likely include at the time of a disaster response.
- At least three members of the committee must be present to constitute a quorum; and must include the chairperson or his/her designee.
- Actions of the DMC shall be determined by consensus. If this cannot be reached, such issues shall be arbitrated through voting. Preferably, a majority vote exceeding the usual 51% of the full membership will carry a motion.

Agenda

- Where possible, the agenda will be circulated at least 3 days prior to the meeting.
- Copies of the agenda and previous minutes will be provided to attendees at the meeting.

Minutes

- Draft minutes will be prepared by the Recording Secretary.
- Before minutes are finalised, they will be checked and confirmed by members of the DMC.

- The official hard copy of the minutes will be signed by the chairperson and filed with the agenda and support documentation.
 - A copy of approved minutes will be provided to the Church Board.
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SCOPE OF AUTHORITY

- Manage all matters related to the Disaster Ready Church program
- At the time of a disaster the Church Board will approve for the church to respond to the disaster. This Board Action authorises the DMC to make strategic decisions related to the response.

Responsibilities to the Church Board

- Report on progress for meeting the requirements of the Disaster Ready Church program as measured against the Essential Attributes of a Disaster Ready Church
- Submit the completed ChEMP to the Church Board for approval
- Submit any disaster-related proposals requesting funding to the Church Board
- Report on the church's overall response to a disaster
- Report on project progress and the completion of project reports.

POWER TO ACT

General Management

- Ensure the ChEMP is kept up to date
- Allocation of tasks, workspace and equipment in preparation for disaster response
- Promote disaster preparedness actions e.g. family emergency planning
- Provide strategic oversight to disaster responses

Finance

- Ensure financial systems are in place for the management of disaster-related funding
- Monitor and ensure finance reports are completed on time

Programs

- Review of project reports to ensure they meet reporting requirements
- Review and recommend project alterations/amendments.

Human Resources

- Recommend for the recruitment of volunteers.
- Monitor workplace health and safety.

Security and Safety

- Monitor the security situation.
 - Make recommendations to ensure security and safety at all times.
-

TERMS OF REFERENCE