**General Information**

\*This section is intended to provide you with a summary overview of the people and resources involved in all your preparedness plans.

**Leadership Team**

*Who will be involved in responding to any emergency? This is likely to be church leaders such as clergy and vestry – include phone numbers and email addresses.*

**Name** **Phone Number** **Email Address**

1.

2.

3.

4.

5.

**Alert Media Contacts**

*The Diocese uses Alert Media as an emergency contact system. It asks that each congregation have at least two contacts (you can have more) in the system, whether clergy, vestry members or an emergency response coordinator. If your contacts change, please notify* [*mailto:communications@episdionc.org*](mailto:communications@episdionc.org)*.*

**Name** **Phone Number** **Email Address**

1.

2.

**Date Episcopal Asset Map last updated:**

*To update your Asset Map listing,* [*access the map*](https://www.episdionc.org/find-a-church/) *on the diocesan website.*

**Communication Methods**

*What channels will you use to share information and updates? Website? Social media? Email? Texts?*

1.

2.

3.

4.

5.

**Insurance and other important information for church property**

*This is a good place to list insurance companies, policy numbers and contact information. Include notes on where policies, inventories and records are kept both on-site and off. Need help getting started on an inventory? Templates are available from both* [*Church Insurance*](https://www.episdionc.org/uploads/images/parish-inventory_504.pdf) *and* [*Episcopal Relief & Development*](https://www.episdionc.org/uploads/images/erd-property-asset-checklist-2015_129.doc)*.*

**Diocesan Information**

\*This is information on diocesan contacts and communication channels

**Response Coordinators**

*This team will largely be responsible for determining overall emergency responses and communications.*

**Name** **Phone Number** **Email Address**

1. The Rt. Rev. Sam Rodman \*Request if needed [sam.rodman@episdionc.org](mailto:sam.rodman@episdionc.org)

2. The Rt. Rev. Anne Hodges-Copple \*Request if needed [bishopanne@episdionc.org](mailto:bishopanne@episdionc.org)

3. Christine McTaggart \*Request if needed [christine.mctaggart@episdionc.org](mailto:christine.mctaggart@episdionc.org)

**Canons and Missioners**

*While the response coordinators will work on overall responses and communication, the regional canons and missioners are a key part of the process and will be involved in local responses.*

**Name** **Phone Number** **Email Address**

1. The Rev. Canon Earnest Graham \*Request if needed [earnest.graham@episdionc.org](mailto:earnest.graham@episdionc.org)

2. The Rev. Canon Sally French \*Request if needed [sally.french@episdionc.org](mailto:sally.french@episdionc.org)

3. The Rev. Daniel Robayo \*Request if needed [daniel.robayo@episdionc.org](mailto:daniel.robayo@episdionc.org)

4. The Rev. Kathy Walker \*Request if needed [kathy.walker@episdionc.org](mailto:kathy.walker@episdionc.org)

**Communication Channels**

*These are the channels where the Diocese will share information and updates.*

Diocesan website: [www.episdionc.org](http://www.episdionc.org)

Preparedness planning resources: [www.episdionc.org/preparedness-planning](http://www.episdionc.org/preparedness-planning)

Social media:

Facebook: <https://www.facebook.com/EpiscopalDioceseNC>

Twitter: <https://twitter.com/episcopalnc>

Alert Media (please see general information above): text and email updates

Direct email to leadership (as necessary)

Zoom (as necessary; usually employed ahead of storms and during the aftermath)