

# Church Emergency Response Plan

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Church Name]

## **Subject: Severe Weather Alert - Emergency Response Plan**

Dear [Recipient Name],

In light of the recent forecasts predicting severe weather conditions, we would like to remind all members of our church to adhere to the Emergency Response Plan outlined below:

### **1. Monitoring Weather Alerts**

Stay informed by checking local news and weather channels for updates on severe weather alerts.

### **2. Emergency Contact Information**

In case of an emergency, please ensure that you have the following contact numbers saved:

- Local Emergency Services: [Insert Number]
- Church Emergency Coordinator: [Insert Name and Number]

### **3. Designated Shelter Areas**

In the event of severe weather, please proceed to the following designated shelter areas within the church:

- Fellowship Hall - Lower Level
- Classroom A - East Wing

### **4. Preparedness Checklist**

Please review the preparedness checklist and ensure you have essential items ready:

- Flashlights and Batteries
- First Aid Kit
- Non-perishable Food and Water

### **5. Communication Updates**

We will provide regular updates via email and our social media channels. Please check frequently for information regarding service cancellations or additional safety measures.

We encourage everyone to remain calm and follow these guidelines to ensure the safety of our congregation during severe weather. Thank you for your cooperation.

Blessings,

[Your Name]

[Your Position]

[Church Name]

[Contact Information]