

Matthew 25 Disaster Preparedness and Response Ministry Quick Response Checklist

(REFERENCES ARE TO THE MATTHEW 25 MANUAL AT [HTTPS://WWW.HTDIOCESE.ORG/DISASTER-SERVICES](https://www.htdioocese.org/disaster-services))

PRE-PLANNING / ORGANIZATION

- Identify your Matthew 25 Ministry Team (*Chapter I and Form I-A*)
- Identify your Matthew 25 Ministry Team Coordinator (*Chapter I and Form I-A*)
- Identify the volunteer responses that your parish will provide during disaster response (*Chapter I, Chapter V, and Form I-B*)
- Identify your available resources (buildings, vehicles, trades, equipment, etc.) (*Chapter II*)
- Identify where your parish will need assistance and communicate this to Catholic Charities
- Communicate your parish Matthew 25 plan to Catholic Charities (*Chapter I, Form I-A, and Form I-B*)

PREPARATION

- Identify vulnerable parishioners (*Chapter II and Form II-A*)
- Review checklists to assist with your church and parishioners' preparation (*Chapter II*)
 - Maintenance Checklist (*Form II-B*)
 - Office Emergency Supplies Checklist (*Form II-C*)
 - Family Disaster Supply Kit Checklist (*Form II-D*)
 - BISCO Family Disaster Plan (*Form II-E*) & TRAC Storm Safe Handbook
- Review State/Local evacuation plans
- Review Diocesan leave policy (*Chapter II – Section 4*)
- Document and report all disaster-related volunteer service hours using the Matthew 25 Volunteer Service Hours Form (*Form IV-B*)
- Have a copy of this guide available to take with you in the event of an evacuation

POST DISASTER

- Check with local authorities for approval to return to affected areas
- Upon return to your parish, contact Catholic Charities
- Report damage of church property to the Diocesan Risk Manager (*Chapter III*)
- Report damage of sacramental records to the Diocesan Archivist (*Chapter III*)
- Report individual needs for emergency assistance to the Matthew 25 program manager through use of the Matthew 25 Needs Form (*Form IV-A*)
- Implement your parish Matthew 25 teams in coordination with Catholic Charities
- Document and report all disaster-related volunteer service hours using the Matthew 25 Volunteer Service Hours Form (*Form IV-B*)

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