



Hudson River Presbytery

Church Emergency Preparedness Data

Review this information and resubmit to Presbytery by the end of January, each year.

Congregational Name:

Address:

Phone:

Email:

Pastor:

Address:

Phone:

Cell:

Email:

Clerk of Session:

Address:

Phone:

Cell:

Email:

Essential Document Storage Data Sheet

Documents	Location of original	Backed up where	Copy in a GO Box
Presbytery contacts			
Session/Trustee contacts			
Congregational contacts			
Member directory			
Insurance company contact numbers			
Insurance policy, binder, agent name and contact numbers			
Written inventory of equipment, furniture, fixtures and manuals, warranties, supplies.			
Photo record of inventory			
Essential written and computer records			
Historic Documents			
Bank and credit card information			
Tax exempt certificate with ID number			
Up to date brochures and literature			
List of places where copies of this information is housed			
Go Box – where and who responsible?			
This worksheet up to date			

This is a fillable PDF, you may print it or save it.



Hudson River Presbytery

Disaster Response Team Church Contact Information

Review this information and resubmit to Presbytery by the end of January and when information changes.

Congregational Name:

Address:

Phone:

Email:

Supply the following information as pertinent to your congregation:

Title	Name	Phone	Cell	email
Pastor				
Asst. Pastor				
Clerk of Session				
President of Trustees				
President of Deacons				
Treasurer				
Property Committee Chair				
Sextant/Custodian				
Secretary				
Disaster Contact				

Supply the following information as pertinent to your location:

Title	Name	Phone (non-911)
Local Fire Company		
Local Police		
Local Sheriff Office		
Local State Police		
Local Ambulance		
Local Hospital		
Local Government		
Local Highway Department		
Local Red Cross		

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