Contacting Parishioners

In an emergency, effective communication is essential, though normal means of sharing information may be compromised. As such, a system to contact leaders and parishioners must be established.

Considerations in creating this system should include the following:

- What are the up-to-date home/alternate addresses, telephone numbers (home and cell), and email addresses for each parishioner? How will you contact them in an evacuation?
- Do you know where your parishioners will be in an evacuation?
- Do parishioners know how to contact the Parish Emergency Coordinator and where they will be in an evacuation?
- If normal means of communication (phone, email) are inaccessible or unreliable, how will you send and receive information with parishioners and/or disaster committee members?

Parishioner contact information should be updated once or twice a year. For areas affected by hurricanes, this should be completed before June 1st.

A phone tree *(see Appendix B for an example)* is often a simple and effective way to disburse information quickly, however, the size of your parish will determine the best way to contact parishioners.

Plan for Gathering & Updating Information: _____

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Coordinator of Communications Information: _____

Emergency Parish Communications System: _____

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