

# Disaster Preparedness For The Local Church

## **Reason:**

“The way God designed our bodies is a model for understanding our lives together as a church: every part dependent on every other part, the parts we mention and the parts we don’t, the parts we see and the parts we don’t. If one part hurts, every other part is involved in the hurt, and in the healing. If one part flourishes, every other part enters into the exuberance.”

1 Corinthians 12:25-26 (The Message)

## **Purpose:**

To give local churches tools and ideas in order to have a prepared response in the event a disaster affects their own community and beyond

## **Goals:**

That each local church will be able to provide care for members, continuity of ministry, and provide that caring Christian presence in the immediate aftermath of a disaster.

## **Acknowledgements**

This is based on resources from past North Ala. Annual Conference Disaster Response Teams, UMCOR, and the Florida Conference Local Church Disaster Planning Guide

May 2014



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## **Protecting Church Records**

What Church records does your church need to protect and preserve? Once you identify which records/documents need to be protected, have multiple copies, both hard copies and digital copies prepared. Then identify multiple places/people to be keepers of those records/documents. It is highly encouraged that churches utilize a safety deposit box typically available at their banking institution. It is important that more than one person be authorized to have access to the box. An idea number would be three (a back-up in case the primary user is affected by a disaster and a back-up to the back-up for the same reason.) It is also suggested that those authorized users NOT be located close together geographically—such as all 3 next door neighbors for obvious reasons.

The following are only suggestions for which documents need to be protected. Work with your pastor/staff, Finance Committee and Board of Trustees to identify which documents need to be included in your “protection” plan.

- Insurance Policy
- Deed(s)
- Furnishings Inventory—2 ways to do an inventory
  - Write out a list going room to room
  - Digital—take pictures or do a movie of each room (include ceilings if you have custom/decorative lighting)
- Membership Records
  - Needs to also be digital
  - At least 3 digital or hard copies kept at different locations (at least 1 digital)
- Important Documents
  - Trusts/Bequeaths
  - History/Historical Documents (Hard AND Digital Copies)
  - Church Council/Board Minutes (Hard and/or Digital Copies)
  - Policies and Procedures (Hard and/or Digital Copies)
  - Safe Sanctuary Background Checks (if you maintain those on site—again Hard and/or Digital Copies. If you keep copies onsite, be extremely careful in how you store and protect them!) The securest way is to make a list of those who have been through Safe Sanctuary Training and have a current background check. List of names will be enough. Again, multiple copies kept at multiple locations with at least one copy being a digital copy. Designate only those who respect the confidential nature of these documents.
- Financial Records

- Banking Statements
- Budget
- Receipts
- “Bookkeeping” Records (Excel, Quicken, QuickBooks, etc.)
- Digital Copies in addition to hard copies (Suggested at least 3)
- Where To Keep Digital Copies of all related documents
  - Safe Deposit Box at Bank
    - Update at Least Monthly for Financial Records
    - For other records, do as needed
  - Financial Records:
    - Treasurer
    - Chairperson of Finance Committee
    - Financial Secretary
  - Property Records
    - Safety Deposit Box
    - Designated Trustee (Suggest 1 or 2 Trustees)
  - Membership Records
    - Membership Secretary
    - Church Administrative Assistant/Secretary (if applicable)
    - Designated Member of the Pastor/Staff Parish Relations Committee

**NOTES:**

## **Local Church Disaster Response Team (LCDRT) Building**

The Team Leader may be selected by the lead pastor or Lay Leadership/Nominating Committee or together in conjunction. In order to maintain continuity the Team Leader should NOT be the pastor. The Team Leader should be ERT trained and have a current badge. It is also encouraged that the Team Leader and LCDRT members attend UMCOR sponsored events such as the Southeastern Jurisdiction Disaster Response Academy, state and national V.O.A.D. training events, E.M.A. sponsored events, and similar organizations. Local churches are encouraged to assist with the cost of such training events. The Team Leader may select an Assistant Team Leader in consultation with the lead pastor and/or or Lay Leadership/Nominating Committee.

Composition of the LCDRT should include the following:

- ▶ A Representative from the following: Board of Trustees; Finance Committee; Staff person who relates to the Mission program of the church, or a representative from the Mission Committee if no staff person is assigned this area of responsibility; if your church has a full or part-time maintenance/janitorial staff, you may include one of them—at the very least, keep them informed of your plan and any future updates/changes
- ▶ Early Response Team trained people (It is HIGHLY recommended that all members of the LCDRT be ERT Trained and current with their certification)
- ▶ Those with backgrounds in related areas (law enforcement or former law enforcement, fire department or former fire department, military—active, Reserve, National Guard or retired, Red Cross or similar organization, EMT's, etc.)

The ideal Team size should be from 6-10 people. Beyond 12 members it becomes more difficult to develop a workable Local Church Disaster Response Plan. (Beyond 12 members or having members who are not trained and experienced can create its own disaster.) To prevent fatigue or burn-out, it is recommended that every 3-5 years members be rotated off. But under NO circumstance should the entire Team be replaced. Continuity IS absolutely essential to effective disaster response and recovery. Once the Team is established, they should begin immediately developing the Local Church Disaster Response Plan, working with the Staff, Church Council/Board, District and Conference leadership.

### **NOTES**

## **Preparation**

It is essential that each congregation establish clear and easy to follow protocols should a disaster affect your community. The follow questions are simply suggestions to start the discussion within your local congregation. You may find there are other questions that need to be asked and answered BEFORE the next disaster. Remember this:

### **When You Fail To Plan, You Plan To Fail!**

## **Developing Your Local Church Disaster Plan**

The purpose of the **Local Church Disaster Response Team (LCDRT)** is to prepare a plan for Disaster Response. It is highly recommended that separate plans be developed, one in the event of a local disaster and one in the event of a disaster in another region of the Annual Conference.

In the event of a local disaster, plans should be developed in advance of how the church will respond with its facilities and other resources. The plan should also include how the local church will identify the welfare and condition of members and others who may need the support and resources of the local church (for example, someone who lives alone in a home, or someone with a disability living at home near the church neighborhood or near to a church member). Remember, if a disaster affects your own community, you do not need an ERT badge to provide help and assistance.

Your plan should also include ways to identify those within your congregation, including special needs that may exist within a household. In the appendix are suggested documents that you may feel free to duplicate or modify for use within your congregation. Contact the Conference Office of Disaster Response & Recovery if you would like electronic copies (Word, Excel, PDF, etc.) of those forms. Among these documents is a suggested “Emergency Kit” that each family should be encouraged to have ready at all times.

After a plan is developed, it shall be presented to the pastor, chairperson of trustees, missions, and finance; and finally presented to the Church Council/Board for approval and adoption. Once a plan is approved it needs to be clearly communicated to the congregation. You may do this via electronic and/or hard copies, ideally both. As new members become part of your congregation, include a copy of the Plan with other useful information you may share with them.

An important part of your plan will include ways to regularly communicate reminders of the plan. Newsletters and bulletin monthly reminders are excellent ways to communicate these reminders. Electronic reminders (worship presentation software, emails, social media, etc.) are also excellent ways to communicate but remember not all of your congregation may not be

connected or technically skilled. Reminders about the plan MUST be communicated to the congregation AT LEAST once a month.

**NOTES**

## **IMPORTANT QUESTIONS FOR YOUR PLAN**

- When you develop your Local Church Disaster Response Plan, how will that Plan be communicated to the staff and congregation? How often will the Plan be communicated throughout the calendar year?
  
- When a disaster is approaching, who is responsible to initiate and coordinate the Local Church Disaster Response Plan and coordinate preparedness activities?
  
- How will you protect electronic equipment (musical instruments, sound system, projection equipment, computers, copiers, printers etc.) in the event the disaster impacts your facilities?
  
- How will you obtain information on the welfare of congregants including those who may be most vulnerable (those with disabilities, those on home oxygen, those on home dialysis, at home hospice patients, elderly who are not mobile, single parents, etc.) should a disaster hit? And who will be responsible for finding and coordinating this information?

- Does your plan enable your lead/senior pastor and other staff members to perform needed pastoral/spiritual ministries for your congregation and community, particularly those who have been affected by the disaster? Or would your plan interfere by placing administrative duties upon your lead/senior pastor and other staff designated for spiritual care ministries?
  
- Where will your Local Church Disaster Response Team meet and set up operations?
  
- What are the protocols and procedures for reporting to your District Superintendent/Office or District Disaster Response Team/Coordinator? (This information should come from your District's Office.)
  
- Who is responsible for relaying information to the District Disaster Response Team concerning the state of the church and community?
  
- In the event your facilities sustain significant damage, where will the church temporarily relocate? How will the congregation and community be informed of this temporary move? Make sure that your District and the Conference is notified of that change. Make sure you include space for staff and office operations.

- If your church has a daycare, preschool, school, and/or after school programs, do they have a Disaster Response Plan? Do they have a policy and procedure of what to do should a severe weather warning be issued? Do they regularly plan “practice” drills? If it has a Plan, how does it coordinate with the Church’s Disaster Response Plan? If not, should the Church’s Disaster Response Plan include them?
  
- If your church has an elder care/caregiver-respite ministry on site, do the supervisor and workers know what to do should a disaster warning be issued by the authorities?
  
- What are the plans should a disaster warning be issued during any event taking place at your facilities (worship services, small groups, ministry events, athletic events, etc.)? Who makes the notification to those present and how will it be communicated?
  
- If your facilities are not damaged from the disaster, how may they be utilized to help the disaster victims? (It is highly recommended that if you would want to be a refugee center, contact your local American Red Cross for accreditation requirements)
  
- Who will be responsible for assessing damage to church facilities? Who will be in charge of performing any temporary repairs necessary to prevent further damage?

- Where is the contact information for your insurance company kept and who will notify the company? (Remember to have protocols in place where more than one person will be authorized in case the main person is unable or unavailable)
  
- What is the name of and contact number for your local EMA Director?
  
- Do you have adequate insurance amounts and coverage for specified disasters? (Remember that flood damage is ONLY covered by flood insurance. In some companies, wind damage from tornadoes is a separate policy rider. Contact your insurance agent with any questions.)
  
- Have you developed a plan for protecting church documents and identified which documents need to be included?
  
- How would the community see your church in a disaster? What resources do you have available?
  
- Can your facilities be utilized as a severe weather community storm shelter? Check with your County EMA Director for procedures to become a recognized shelter.
  
- If your church has a daycare, preschool, or private school, do you have regular fire drills? If not, what are your plans?

- In addition to regularly scheduled fire drills, do you have severe weather drills (where staff, students and guests know where to go and what to do when a severe weather warning is issued)?
  
- Does your church have an approved NWS Weather Alert Radio? If so, who is designated to monitor it when people are present in your facilities?
  
- Can your facilities serve as a refugee center? Check with the Red Cross for more information
  
- Can your facilities serve meals?
  
- Can your facilities be used to host Early Response Teams? Requirements are: adequate facilities for sleeping accommodations; showers or access to showers; equipped kitchen. Contact the Conference Office of Disaster Response for more information on to become a part of the ERT Host Sites Network.

- Can your facilities (including parking lot) be used as a Relief Distribution Center for victims to obtain necessary supplies? Contact the Conference Office of Disaster Response for more information about becoming part of the Relief Distribution Network and the Disaster Warehouse located in Decatur, Alabama.

Refer to the attached appendices for ideas and suggested forms

### **Notes**

[The following are only suggestions to help each church begin the process of developing their plan. Remember to review your plan periodically and do an assessment after each disaster. Implement best practices from other groups and lessons learned from each disaster. This document should be written in “pencil” and not “carved” into stone. If you need assistance, the Conference Office of Disaster Response and Recovery will be glad to assist you.]

## **Knowing Your Congregation And Community**

Develop a database of your congregation, being sure to include those who are participating but not professing members. This information needs to include their 911 address (not P.O. Boxes), home telephone number (if applicable), cell phone number (if applicable), and email address (if applicable). For each address include information for each person, making note of special situations (such as persons with disabilities, special medical needs, limited mobility, etc.) In the appendix are suggested forms for your use. If you would like to receive an electronic file of these forms, contact the Conference Office of Disaster Response & Recovery for the files.

Have families identify their neighbors who may need to be included, such as elderly with no immediate family who can check on their welfare, those with various disabilities, single persons or single parents. Obtain all necessary information for these households as you would for your own congregation. Be aware of households that may have elderly parents or other relatives that live with them.

### **NOTES**

## **Mapping And Grouping**

Once you have identified your congregation and those within your communities with special situations:

- + Plot their addresses on a map. This can be accomplished with a city/county map (often available from a Chamber of Commerce or Courthouse). You can use Google Maps or similar app.
- + Decide how many geographical groupings (based on number of households in a particular area) are needed from the information on your plot map. It may be one, or it may be 6 or even more. Too few and it makes assessment difficult; too many and it can be confusing or overwhelming. Decide what works for you.
- + Once the boundaries are established, identify the following:
  - ▶ Identify a reporting procedure. It may be a particular home or landmark where members are to report. Make CERTAIN to have a second location as the backup place. IF there is phone service, identify a number to call and a backup number to call if the first number isn't available. Remember to incorporate redundancy (at least 1 or 2 levels or more) in all your plans for rather obvious reasons.
  - ▶ Recruit a **Point Of Contact** (Group Leader/Shepherd) who will receive all information related to the status and condition of those in their geographical area. Then relay that information to the Local Church Disaster Response Team (LCDRT). Also designate an **Assistant Point Of Contact** in the event the Area Leader/Shepherd is unable or unavailable.
  - ▶ Once a plan is developed, decide HOW the plan will be communicated to the Congregation. It is ESSENTIAL (never optional) that your Congregation be reminded of your Plan throughout the year. Decide what works best for your congregation. Some suggestions are monthly email reminders, newsletter reminders, text messages, bulletin reminders—whatever works best for you. And remember as new members join or new persons become frequent participants in your church, give them a written copy of your plan and protocols/procedures. The LCDRT would be an excellent source to share the plan while helping make new connections for these persons.

### **NOTES**

## **The Command Center**

Before the next Disaster, your LCDRT needs to identify where they will receive, coordinate and assimilate information AS IT BECOMES AVAILABLE. This will be your Command Center. This will be the hub for incoming information, relaying information and outgoing requests for help and support. Ideally there would be enough room for several people to be working. The room should have at a minimum:

- + Telecommunications (as it becomes available)
- + Internet (as it becomes available)
- + Access to office supplies (paper, pens, file folders, computer, printer, etc.)
- + Map of the community
- + Tables and desks
- + Weather Radio
- + Battery operated radios
- + Flashlights
- + Other items as determined by the LCDRT

It is highly recommended that it be onsite at your church. It should be kept operational throughout the emergency and well into the relief stages. In other words, it does not need to be in an area where it will have to be taken down for Sunday services then put back up after services. Also remember to have an alternate site in case the church facilities are unusable due to the disaster.

The Command Center will be the point of contact between District, Conference, Jurisdictional and General agencies. Make sure that the District DRC and Conference DRC have the contact information for your command center. The command center will be for workers, not victims. Victims will need to go to the area designated by local government officials (FEMA, EMA, Etc.)

### **NOTES**

The flow of ACCURATE information determines how well the response meets the needs. Without a clearly defined path for the flow of information the result is added chaos. To help coordinate the flow of accurate information, the following is a tool to help you develop a plan that reveals the “who, what and where” of Disaster Response:

### **INFORMATION/INCIDENT COORDINATION SYSTEM (ICS)**

Develop your clearly defined and easily understood coordination of information based on the size of your congregation. ICS identifies where congregants pass along information and needs. The following are ONLY suggested models to help build your Incident Coordination System (ICS). Formulate your ICS according to your unique situation. **INFORMATION IS VITAL** in the aftermath of a disaster.

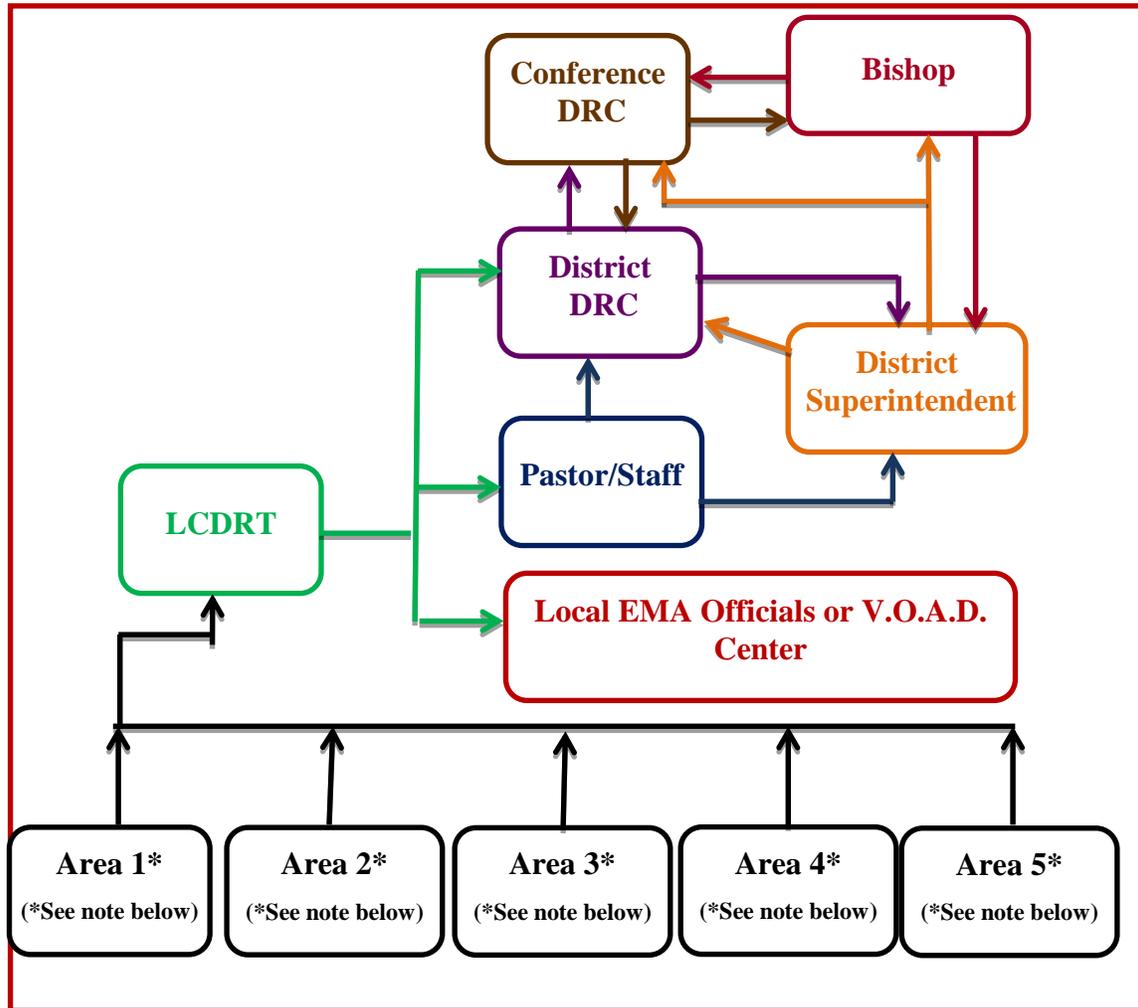
The ICS diagram on the following page is a model to help you design your own ICS. The lowest tier is the replicable box depending on the size of your congregation and the geographical area that your congregation is found. For a small church you may only need 1 or 2 areas. How the information is relayed will be in the following section.

The reason your congregation needs an Incident Coordination System is to keep your leadership informed of needs within your church and community without being overwhelmed with that information. For example, your pastor(s) would not need to know immediately of all of the families that were not affected. They would only need to know of those who might be in immediate need of pastoral care. The same is true for the ministries your church offers during a disaster. You only need to know who needs what at the current moment.

This becomes a triage where those who need the most help can receive it. And be sure that whoever is the LCDRT Leader continues the flow of information upward through the District Disaster Response Coordinator (DDRC) and the Conference Disaster Response Coordinator (CDRC).

### **Notes**

## INFORMATION COORDINATION SYSTEM (ICS)



\*Information flows TO and THROUGH the Designated Point Of Contact or the Assistant Point Of Contact. The size and geographical footprint of church members' homes and/or workplaces will determine how many areas you need. For example, a small church located in a small community may find that only 1 or 2 area designations are needed. A larger congregation may need more than 5. Determine what works best for your congregation.

[There are levels of redundancy that need to be in place because the recipients of this information may also be a victim of the disaster. Make sure to have as a minimal, one level of redundancy in your plan so that information continues to flow in the direction of those in positions who can help.]

### NOTES

## **NOTES**

## How To Use The ICS

Assess the geographical area where your members/attendees live. If necessary, divide the overall area into smaller areas. Ideally you would want 15-20 households per area. However develop your areas for what works best in your congregation. A small local church would only need one or two areas. In each area designate the **Point of Contact** and in the event she/he is not available, also have an **Assistant Point of Contact**. There would be a designated reporting point and an alternate in case the designated meeting point is unreachable due to the disaster for each household in that particular area.

In the event of an emergency, the ICS would work in this way:

1. Each person should connect with their designated **Point of Contact** or **Assistant Point of Contact** to relay their current situation. Ways of making contact may not include phone, internet or cell phone. If your community is affected, more than likely those services would be non-existent. Suggest having a designated meeting place along with an alternative meeting place in case the designated place is unusable. Information that needs to be relayed would be:
  - a. If there was or wasn't any damage and the extent of damage if applicable; (it is essential and necessary to report even if their home was not affected by the disaster; again all information is vital, even good news!)
  - b. Any injuries or loss of life;
  - c. Any immediate needs; (tarps, water, debris removal, food, etc.)
2. Update the LCDRT frequently, especially when there have been requests for help of any type or if there have been injuries or fatalities so that the pastoral staff may be notified.
3. After a period of time determined ahead of time by the **LCDRT**, the area **Point of Contact** initiates search for those who have not reported in;
  - a. DO NOT get in the way of Emergency Personnel
  - b. Before their arrival, you may be the only person who can help find a survivor
  - c. Think Safety, Act Safely! You cannot help others if you become injured or become another fatality. Be constantly aware of your surroundings (for example: look for downed power lines because they could be active)
4. Report to the **LCDRT** of anyone missing or not reporting in, as well as those known to be injured and any fatalities;
5. As the **LCDRT** receives reports, information is passed along to the appropriate channel; those in need of pastoral care, report to the staff; those in need of medical help—contact EMA, etc. Begin immediately referring needs to the proper channels. If clean up is needed contact the **EMA** or **local V.O.A.D.** with the requests and needs. If disaster

relief supplies, food, etc. is needed contact the Disaster Warehouse in Decatur.

6. As the situation develops, the **LCDRT** should report as soon as feasible your **District Disaster Response Coordinator (DDRC)** your situation as it is known. If you do not know who your **DDRC** is, contact your District Office. Report updates to your **DDRC** as needed.
7. The **Pastor** or designated **Staff Person** should report to the **District Superintendent** or the **Designated Contact For Your District** (check with your District Office for their procedures) the current situation as it relates to the following. Do NOT ask about the status of other areas. Your Superintendent and District Disaster Response Team have more to do than fill you in on what's happening somewhere else. Give them this basic information: "What is :\_\_\_\_\_"
  - a. **Status of Staff and Families**
  - b. **Status of Church Families.**
  - c. **Status of The Church Facilities**
  - d. **Any needs that are currently known**
  - e. **Status of The Community.**
8. It is encouraged that the **District Superintendent** and **DDRC** be in regular contact with and to relay information to the **Conference Disaster Response Coordinator (CDRC)** and the **Bishop**.
9. The **Pastor/Staff** should be freed from individual calls in order to provide pastoral care and support for the families who are most in need at that moment.

### **NOTES**

## **Needs And Resource Assessments**

### **Initial Assessments**

When there is damage in your area, early assessments are critical for a quick response. An assessment is simply information relating to the scope of damage that has resulted from the disaster. Information that is needed is relatively simple:

- Name of resident
- Address
- Contact Information (either phone or where resident is currently at, such as a local storm shelter, neighbor, or family member). Include phone number even if phone service is currently not available.
- Description of damage; debris removal—roof damage—trees—etc.; include when possible digital pictures
- Provide information to LCDRT and Local Authorities

### **Needed Resources**

Share with your LCDRT what the most urgent resources that are needed, such as rescue, medical, security, water, food, shelter, clothing, tarps, etc. Check first with local officials for these resources. If they are in short supply or nonexistent, contact the Disaster Response Warehouse in Decatur, Alabama directly at: 256-341-9961. If there is no answer, contact the Conference Center at: 205-226-7950 or 800-239-7950

Coordinate with your local reporting center of resources that you have available both on hand as well as what can be brought into the area by checking with the CDRC and the Disaster Warehouse.

### **NOTES**

# APPENDIX

Common Abbreviations & Terminology

Emergency Preparedness Kits

**Suggested Forms**

Church Forms

Individual Needs Survey

Initial Needs Assessment Form

(Volunteer) Participant Liability Release

Statement of Understanding for Access to Property

Website Links

## **Commonly Used Abbreviations In Disaster Response:**

- **DDRC**—District Disaster Response Coordinator
- **CDRC**—Conference Disaster Response Coordinator
- **LCDRT**—Local Church Disaster Response Team
- **LCDRP**—Local Church Disaster Response Plan
- **ERT**—Early Response Team
- **UMCOR**—United Methodist Committee on Relief
- **UMVIM**—United Methodist Volunteers in Mission
- **ICS**—Incident (or Information) Command/Coordination System
- **EMA**—Emergency Management Agency (Local and State)
- **FEMA**—Federal Emergency Management Administration
- **V.O.A.D.** —Volunteer Organizations Active In Disasters
- **S.U.V.**—Spontaneous Uninvited Volunteer

## **BASIC DISASTER SUPPLIES KIT**

A basic emergency supply kit could include the following recommended items:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation (remember to periodically rotate these items)
- Food, at least a three-day supply of non-perishable food (remember to periodically rotate these items)
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries (remember to periodically check and rotate these items)
- Candles (but use extra caution before using them; make sure there is no natural/propane gas leak; if in doubt, DON'T USE)
- First aid kit; this should be the larger size kits such as for an office or business
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Sun Screen
- Manual can opener for food
- Local maps
- Cell phone with chargers, inverter or solar charger
- List of Prescription medications (including Prescription number, and name of providing pharmacy) and Prescription for corrective lenses/contacts
- You may want to have one week's supply of prescription medicines in your kit BUT REMEMBER to periodically rotate these medicines before their expiration date.
- List of any allergies for each member of the household
- List of any medical conditions and surgeries for each member of the household (brief medical histories)
- Cash or traveler's checks and change
- Important family documents such as copies of insurance policies, identification, copies of birth certificates and bank account records

- Printed list of important contact information (insurance, hospital, doctors, family members, friends, etc.)
- A waterproof, portable container for storing important documents
- Infant formula and diapers (if applicable)
- Pet food and extra water for your pet (if applicable)
- Emergency reference material such as a first aid book or free information from FEMA
- Sleeping bag or warm blanket and pillow for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing during the winter months
- Fire extinguisher
- Matches in a waterproof container or disposable lighter
- Personal hygiene items (wash cloth, hand towel, toothpaste, toothbrush, soap, deodorant, etc.) Travel size works well for this
- Over the counter medicines (Tylenol, Ibuprofen, Sinus medications, antacids, Imodium, etc.) Travel size works well for this
- Mess kits: paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

## Church Plan Information

This plan is prepared for: \_\_\_\_\_  
(Church Name)

Location of church (the physical address, do not use P.O. Box):

\_\_\_\_\_  
\_\_\_\_\_

Church Phone Number(s): \_\_\_\_\_

Church Fax Number (if applicable): \_\_\_\_\_

Church Website: \_\_\_\_\_

Church Email: \_\_\_\_\_

Parsonage Physical Address (if applicable)

\_\_\_\_\_  
\_\_\_\_\_

Parsonage Phone Number: \_\_\_\_\_

Addresses of other Church Property (if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Members of the Local Church Disaster Planning Team

<b>Team Leader</b>	<b>Additional Team Member</b>
Name:	Name:
Address:	Address:
Phone Number(s)	Phone Number(s)
Email:	Email:
<b>Assistant Team Leader</b>	<b>Additional Team Member</b>
Name:	Name:
Address:	Address:
Phone Number(s)	Phone Number(s)
Email:	Email:
<b>Trustee Representative</b>	<b>Additional Team Member</b>
Name:	Name:
Address:	Address:
Phone Number(s)	Phone Number(s)
Email:	Email:
<b>Staff Representative</b>	<b>Additional Team Member</b>
Name:	Name:
Address:	Address:
Phone Number(s)	Phone Number(s)
Email:	Email:

**The Team Leader is typically the Local Church Disaster Response Coordinator. It is highly commended to have an Assistant Team Leader and that both are E.R.T. trained**

## IMPORTANT CONTACT INFORMATION

<b>211</b>	<b>Connects callers with information &amp; resources available in their community</b>	
<b>Pastor</b>	Home	
	Cell	
<b>Local Church Disaster Response Coordinator</b>	Home	
	Cell	
	Office	
<b>District Office</b>	Office	
	Cell	
<b>District Disaster Response Coordinator</b>	Cell	
	Email	
<b>Methodist Center, B'ham</b>	<b>800-239-7950</b>	
<b>Conference Disaster Response Coordinator</b>	205-907-2657	Randy Burbank    rburbank@umcna.org
<b>Fire Department</b>		Non-Emergency Number
<b>Police Department</b>		Non-Emergency Number
<b>Sheriff Department</b>		Non-Emergency Number
<b>OTHER</b>		

## Vendor Contact List

This is a list of preferred vendors and alternate vendors the church routinely uses for repairs and other maintenance of church property, including copier, computer, kitchen appliances, air conditioning, etc.

### For Goods and Services

Services Provided	Name	Phone or Other Contact Information


## Local Church Emergency Supplies List

### Suggested Equipment for Facility Preparation and Clean-up

- Copy of Disaster Plan
- Plastic Garbage Bags
- Sealable plastic bags—waterproof containers
- Flashlights / extra batteries
- Plastic Sheeting and/or tarps
- 2 way radios (for larger campuses) and extra batteries
- Exterior grade plywood (for covering broken windows/doors)
- Ladders
- Hammers and nails
- Duck Tape (several rolls)
- Mops, brooms and buckets
- Disinfecting/cleaning compounds
- Rubber boots and gloves
- Sturdy work gloves and masks
- Wet vac
- Portable fans
- Dehumidifiers
- 50' extension cords (at least 3)
- Portable spot lights
- Cordless drills/saws and extra batterier
- Jumper cables
- Cameras (standard, digital, and or video)
- Battery operated radio / weather radio

For those who may be onsite at the church, here are suggested items in addition to the above:

- Blankets/sleeping bags
- Sun screen and insect repellent
- Non-perishable food supplies and water
- Manual can opener
- First aid kits
- CPR kits/stations
- Disposable plates, cups, forks, etc.

## Individual Needs Survey

This form is one way you could survey your congregation BEFORE a disaster to determine who might need assistance. It is also a tool to help formulate you map where members/attenders live and help them identify where they are to check in immediately after a disaster strikes. This form can be edited to meet the needs of your congregation or a different form or method could be used.

Name: \_\_\_\_\_ Spouse: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone(s): \_\_\_\_\_

Alternate Contact (person & phone): \_\_\_\_\_

Do you speak a foreign language:  No  Yes Language: \_\_\_\_\_

Residence Type:  Single Family  Apartment  Mobile Home

Do you use a wheelchair?  Yes  Most of the time  Sometimes  No

Do you use a walk/cane?  Yes  Most of the time  Sometimes  No

Are you or anyone in your home:  Blind  Deaf  Mute

List Special Medical needs (diabetic, seizures, dementia, etc.)

\_\_\_\_\_

Do you rely on electricity for home medical treatments:  Yes  No

Do you have any dogs?  Yes How many? \_\_ Cats?  Yes How many? \_\_\_\_

Other pets? \_\_\_\_\_

(Note: Not all shelters allow pets. Find out which ones do\_

Do you have transportation in an emergency?  Yes  No  Maybe

Would you need transportation in an emergency?  Yes  No  Maybe

If yes, what type:  Standard vehicle  Wheelchair access  Ambulance

(Use back of form is needed)

## INITIAL NEEDS ASSESSMENT FORM Page 1 of 2



**DATE OF DISASTER:** \_\_\_\_\_

Today's Date

Type of Disaster

(Flood; Wind; Tornado; Mud/Rock Slide, Hurricane, Earthquake, Other)

Name of Person Doing Assessment

**Client Name**

**Pre-Disaster Address**

**Current/Temporary Address**

**Contact Phone #:**

### HOUSEHOLD INFORMATION

Total Number of Adults

Number of Adults over 65

Number of Children Birth to 12 yrs.

Number of Children 13-18 yrs.

**Total Number in Household**

**Anyone in Household have a disability?  Yes  No**

**Ages and Brief Description of Disability of Each**



## North Alabama Conference of the United Methodist Church Workgroup Participant Liability Release Form

*(Please read before signing, as this constitutes your agreement as a volunteer and the understanding of your working relationship with North Alabama United Methodist Disaster Recovery)*

I, \_\_\_\_\_ (Full Name), acknowledge and state the following: I have chosen to travel to the work site to perform cleanup/construction work in disaster relief. I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting, and other strenuous activity; and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I understand that this is a “grass roots” activity to support individuals adversely affected by the disaster. I assume all risk and responsibility for any damage or injury to my property or any personal injury which I may sustain while involved in this project, and related material costs and expenses.

In the event that the North Alabama Conference of the United Methodist Church arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items. I will hold them harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold the North Alabama Conference, its districts, and any local church or camp within the North Alabama Conference together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their own negligence or misconduct.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Emergency Contact \_\_\_\_\_

Home: \_\_\_\_\_ Cell: \_\_\_\_\_

## STATEMENT OF UNDERSTANDING FOR ACCESS TO PROPERTY

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**(I/We)** indicated by (my/our) signature(s) below, (I'm/we're) the home owner(s) of the property indicated below. (I/We) give permission to the volunteers of the organization indicated below and its affiliated members to work on (my/our) property for the purpose of cleaning out, removing debris, and/or making repairs to (my/our) home.

(I/We) understand that said organization and its affiliates do not have insurance for protection against legal claims or liability damage suits that might arise in their work on (my/our) home and property. Therefore, in consideration of the services rendered, or to be rendered, on the premises indicated below, (I/we) hereby waive any and all claims or demands that may arise or accrue to (me/us), growing out of any action or omissions by said organization and/or any of its members or helpers in rendering such service and specifically covenant not to sue it or them for any of said act of omissions.

\_\_\_\_\_  
Head of Household (signature)

\_\_\_\_\_  
Spouse (signature)

\_\_\_\_\_  
Identification #/Type

\_\_\_\_\_  
Identification #/Type

\_\_\_\_\_  
Address

\_\_\_\_\_  
City / State / Zip Code

Volunteers from \_\_\_\_\_

Date \_\_\_\_\_

## WEBSITE LINKS

- North Alabama Annual Conference Disaster Response [www.northalabamaumc.org/disasterresponse](http://www.northalabamaumc.org/disasterresponse)
- United Methodist Committee on Relief [www.umcor.org](http://www.umcor.org)
- Federal Emergency Management Administration [www.fema.gov](http://www.fema.gov)
- Alabama Emergency Management Agency [www.ema.alabama.gov](http://www.ema.alabama.gov)
- Baron Saf-T-Net Service [www.alabamasaftnet.com](http://www.alabamasaftnet.com)
- American Red Cross [www.redcross.org](http://www.redcross.org)
- Alabama 2-1-1 [www.211connectsalabama.org](http://www.211connectsalabama.org)
- National Weather Service [www.weather.gov](http://www.weather.gov)
- Disaster Preparedness [www.ready.gov](http://www.ready.gov)
- ServeAlabama [www.servealabama.gov/readyalabama](http://www.servealabama.gov/readyalabama)