

**mna disaster response**



**Are You Planning For A Disaster?  
How to Begin a Disaster Response  
Ministry in Your Church  
July 2007**

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**MNA: Serving the Church to Advance  
God's Kingdom**

## **Overview of the MNA Disaster Response CD Manual (This overview is included at the beginning of each section of the CD Manual)**

Mission to North America (MNA) serves the Presbyterian Church in America (PCA), coordinating PCA church extension ministries in North America. As assigned by the General Assembly, MNA serves as the PCA agency for the coordination of Disaster Response in North America. This CD Manual provides guidance to the denomination in case of disaster(s). It is offered for the use of presbyteries, churches, missions teams, and individual members.

This is a planning manual to be used in the training, preparation, and implementation of disaster relief. The content of this manual was assembled by Disaster Response Key Leaders (DRKL) working with MNA staff. It has been prepared for PCA churches to assist in preparing for their own disaster response. Please use this information freely and distribute it as widely as possible.

This is considered a working document so that “Lessons Learned” from each disaster event should find their way into it. We acknowledge that not every disaster will be the same and that there is a wealth of knowledge from many other organizations, agencies, governments, and individuals that we anticipate will be added to this published guidance in the future.

### **In Gratitude**

This CD Manual is produced and distributed with thanks to Almighty God who protects and preserves us in the midst of trouble. We give thanks to the Lord for the compassion and mercy exhibited by His people in the aftermath of the disasters of 2004 and 2005. From the Lord comes deliverance from death. Quite often when something terrible happens, we know it could have been worse. God is always a God of mercy.

In the aftermath of Hurricane Katrina, the Lord raised up many volunteers and leaders all across the PCA who took action to help their own congregations and communities and to serve others from all across North America. Churches immediately gave money, organized teams, offered temporary staff, and sent help. We give thanks to God for all of these expressions of love, mercy and compassion on the part of the people of the Presbyterian Church in America. It is a wonderful testimony of God’s grace among us to see the evidence of PCA work in the areas that have been most severely affected. Not only did this provide immense resources for those directly affected by Katrina, but this great mobilization provided the foundation for a new and more decentralized coordination of Disaster Response. May the Lord be praised for the faithful response of His people.

## God's Power through Prayer

Every disaster is God's call to His people to minister in Jesus' name, offering opportunities to serve God's people and for God to work through us to advance the Gospel. We have a clear mandate to: *bring good news to the poor; bind up the brokenhearted; proclaim freedom for captives and release from darkness to prisoners; and proclaim the year of the Lord's favor and the day of vengeance of our God, to comfort all who mourn.* In Christ, according to Isaiah 61, Luke 4, John 13, and many other texts, we are vessels through whom the Holy Spirit brings life.

Therefore, we wish to emphasize that all work of the Church of the Lord Jesus Christ is a spiritual work, even – perhaps especially – the very physical work of providing disaster relief. It is to be done in humble dependence on the power of God Himself, and that power is accessed through faith and prayer. At the beginning, through it all, and at the end, our greatest resource is prayer. When we seek deliverance from disaster, we should pray; when we seek safety we should pray; when we seek help we should pray; when we seek money we should pray; when we seek volunteers we should pray; when we need wisdom to know what to do we should pray; when we have trouble in dealing with agencies or personalities we should pray.

We will plan and prepare; we will work and act; we will sacrifice and risk; and we will do it in the power and in the name of our Lord Jesus Christ.

## All Kinds of Disasters

The multiple hurricanes of 2004 initiated a new era of forecast heightened hurricane activity. This, along with the unprecedented 2005 devastation brought by Hurricane Katrina, has focused our Disaster Response concerns primarily on hurricanes. In fact, since most of our PCA experience with major mobilization of disaster response in North America has been related to hurricanes, the material in the CD Manual is born of that experience.

All kinds of disasters strike constantly across North America. Just as the major disasters offer opportunity for ministry, so do the local disasters that are more limited in scope. Our hope and prayer is that our PCA experience with hurricane relief will encourage and equip us in responding to other disasters. Furthermore, our hope is that we will begin to serve our own communities more effectively during times of need. We offer this CD Manual as a resource in addressing all kinds of disasters.

## A Word about Funding

PCA churches and individuals have established a pattern of giving generously to the survivors of disasters. When MNA appeals for such funds, 100% of the disaster designated gifts go to their intended purpose. This means that MNA

takes no administrative fees from gifts given for relief in a particular disaster. Our administrative overhead is funded by the Partnership Share/Askings giving of the churches. Please understand, however, that only MNA administrative costs are covered by church Askings giving. Disaster Response Director Arklie Hooten and other staff members working in the field are supported almost entirely by gifts designated for their support. Please consider giving generously to support their crucial work, as they coordinate work in behalf of the entire PCA.

## **A Work in Progress**

This CD Manual is a “work in progress,” a collection of the experience and lessons learned by those who are leading in Hurricane Katrina relief work. Please add your questions, comments and additions to the content; our goal is to have a working document that grows constantly. MNA ShortTerm Missions Director Arklie Hooten is coordinating this collective effort. Please communicate with Arklie at [ahooten@pcanet.org](mailto:ahooten@pcanet.org).

### **Contents of the MNA Disaster Response CD Manual**

The CD Manual includes the following, each in a separate file on the CD, in this order. For the content of the other sections, go to the CD:

1. READ ME FIRST article, including Introduction and CD Contents
2. Open Letter from MNA Coordinator Jim Bland
3. **This Disaster Response Ministry in Your Church Word File Manual: addresses the basics of how to begin a Disaster Response ministry in your congregation.**
4. Disaster Response Ministry in Your Church Power Point: same content as the Item 3. Word File Manual, in Power Point format for promotional and training purposes.
5. Psychological and Spiritual First Aid Manual: this group of articles provides guidance for spiritual ministry and basic emotional support for disaster survivors. Included also is some limited information on addressing these issues for the care givers.
6. Disaster Planning and Training Manual: presents the basics of the PCA wide Disaster Response system coordinated by MNA. This is helpful for a church or network of churches who wish to build a Disaster Response ministry that includes several or more teams.
7. Disaster Response Site Manager Manual: presents the basics for Team Leaders and for Site Manager leadership and coordination. This is helpful for a church or network of churches who wish to work with MNA to provide key leadership and coordination of the work in a particular disaster area.

# **Are You Planning For A Disaster? How to Begin a Disaster Response Ministry in Your Church**

July 2007

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# DISASTER RESPONSE MINISTRY

People serving God

## Disaster Response Ministry

- Identify the right Individuals: those who have a heart for mercy
- Provide an advocate for the Disaster Response Ministry: a leader willing and able
- There is a role for just about everyone:
  - From those highly skilled in a wide variety of fields, to the trainable.
  - From those who can travel, to those who cannot.
- It's not cheap. Find a way to obtain financial support for this ministry.

## Identify “Friends of Mercy”

These are people who have a heart for mercy

- They are very interested in what's happening in the world of mercy, which includes Disaster Response.
- If you get the word out they will usually find you.
- Make it easy for them to know
  - What you need
  - When you need it
- Find out what their availability is
- Nurture their interest and participation
- They will make your recruiting job easier

## An “Advocate” Is Essential

- This should be someone with a heart for the ministry. Preferably an elder or deacon, but if they are not it's important that they have leadership strongly behind them because they will need the support of the church.
- For potential ministry leaders:
  - Availability is key
  - You may be uneasy asking someone the tough questions:
    - Can they “finish the race?”
    - Will they lose momentum?
    - Will they drop out before the ministry gains traction.
  - You do not want to start a ministry off that initially creates a bad impression with your congregation.
  - Get someone who is committed to lead and persevere through the tough times.

## Communications

It's important to have a good communications plan. Some vehicles to communicate at the local church level are:

- From the pulpit

- From the disaster response “ambassador(s)”
- From special meetings scheduled at the church
- Session meetings
- Deaconate meetings
- Via a church email list
- Via newsletter articles
- Men’s breakfasts
- Women in the Church (WIC)
- Word of mouth
- Other? Wherever you can find an audience!

## **There Are Many Roles**

There are many roles in disaster response ministry; each needs to be filled:

- Administrative roles
- Clerical/“organizer”
- Kitchen team
- Site manager
- Relief worker at the disaster sites
- Relief worker back home, who works to secure provisions or provide other essential needs
- Skilled construction: carpenter, roofer, plumber, general handyman, etc.
- Unskilled labor: tear down, hauling, cleanup, etc.
- Medical: MD, nurse, etc.
- Ministry workers: prayer warriors; spiritual leaders; psychological first aid

## **Volunteer Data Base**

- Have as big a list of names as you can compile, because you can only expect a subset to commit. It’s possible you may be able to get 50% of the people on your list, but it may be as low as 10%. Either way, a larger list makes it easier to raise a team.
- Enlist these recruits to help in recruiting others
  - Their circle of influence will be different from yours
  - Should result in more recruits during one on one appeals

## **Have A Way To Fund The Ministry**

- Recruits may help with funding for travel costs, especially paying for such expenses as gas, flights, meals
- Whatever Your Church Can do
  - Designated Fund
  - Part of Mercy Fund
  - Would Advise to Track Disaster Relief/Response Funds Separately

# TECHNIQUES AND IDEAS

Consider These When Recruiting Within Your Congregation

## What Do You Need to Do?

- Define a mission for your disaster response ministry. Each church should find its own role in disaster response.
- One on one recruiting yields the most results
- Start with new members
- Look for particular types of people
- Make a plan
- Have faith
- Combine disaster response with other ministries
- It can be fun – or at least less troubling – doing Disaster Response, compared to some other ministries.

## To Begin With

You need to know what you are recruiting for in order to cast a vision for those who would sign up. If you don't know enough to present the ministry clearly:

- Contact Other Churches
- Contact MNA

## One on One Recruiting

- Provides the highest percentage of “yes” answers
  - It also takes the most time
  - Plan enough time in your schedule for one on one recruiting
- When you get a “no” during one on one recruiting
  - Make sure they know what you are looking for
  - Ask who they know who has gifts that could be used in this ministry. You will be amazed at the names and skills that turn up by doing this.

## Who to Look For

- Intentionally look for a spiritual leader
  - One who can be counted on to:
    - Guard their own hearts
    - Shepherd others during difficulties
  - For a given trip and/or for the ministry as a whole
- Try to get started early
  - Start out with meetings and fellowship activities
  - Foster team bonding and teamwork before the actual trip

## Within Your Own Congregation

- Depend on God's timing.

- Don't get frustrated if your initial or subsequent efforts do not yield many volunteers
- Create a structure for your disaster response ministry
  - Where does it fit in at your church?
  - Who is in charge?
  - Who are the key people?
- Someone in charge is essential.
- Look for leaders.
- Organizational skills are key
- When looking for leaders or laborers look for people's giftedness. Every one of us has been gifted by God.

## Start with New Members

Have a checkbox on their membership signup sheet

- Any interest in knowing more about participation in disaster response?
- When people check that box your church should forward those leads to your Disaster Response Ambassador.

## Have Faith....

- When you first start out your recruiting will be slow & difficult
- Don't be discouraged by this
- It may take time to gather momentum
- Be mentally and emotionally prepared for this.
- Prompt follow-up within is essential or you will lose people who otherwise might have come alongside the ministry.

## Combine with other Ministries

- Promoting it as a "Men's Trip"
- Or "Youth Training"
- Talk to people about going on the trip as a way to "Find Your Life By Giving It Away"
- In choosing a recruiting theme, look for something that appeals to a person's heart and appeals to them where they are at in their lives right now.

## Look for ways to make it fun:

- You can give the teams nicknames, such as: Woodchucks; The Chain Saw Team; Mules; Debris Haulers Team
- Accent the teams with such things as bright orange caps and team t-shirts:
  - People in the church know who they are
  - People in disaster areas see them in the neighborhoods
  - Team leaders know where their people are
  - Easier to spot them in the field.

# RECRUITMENT

Advance Recruitment & Recruitment At The Time Of Disaster

## Recruitment Techniques

- A Ministry Fair: man the booth with people who have served in disasters.
- Promote the ministry in every possible way in various church venues.
- Use your Disaster Response equipment:
  - If you have a disaster response trailer, it can be a big recruitment benefit. Periodically park it out in front of the church where people will walk right past it.
  - Have numerous people with you who have served. Each of you can:
    - Answer questions
    - Explain what's in the trailer
    - Talk more about the ministry
    - Stir interest that could lead to more recruits.

## Focusing Efforts

- Focusing efforts can be powerful in recruiting
  - On a specific church in need
  - On a specific project
  - Besides being a blessing to those on the receiving end, it's powerful because it makes recruiting very personal.
- Visual aids and multi-media tools are often very powerful in recruiting. Find venues to use these!

## Tell People What They Will Experience

- Elements of Disaster Response are different from a typical missions trip
  - Some things are the same, but some things also will be different
  - May not seem as much "fun" as a typical missions trip
- It will be an emotional journey as well – it will touch their lives

## Recruiting - A Never Ending Job

- Consider recruiting as a full time, year round endeavor
  - Not just at the beginning of hurricane season, for example
  - It's ok if people think of your church's ambassador as the disaster ministry person
    - It will guide your conversation as they ask "How's business?"
    - You can easily talk about what's upcoming
  - Encourage Participation

- Ask For Leads
- One thing to keep in mind when recruiting: not to “push anything” on new people unless they bring it up.
- With people who are already involved or on your list of ministry contacts
  - Keep them informed
  - Assertively look for opportunities to plug them into trips or local responses.

## Approaching People

- Challenge key potential leaders and other participants to become involved
- Aren’t there “easier” recruits to be found? maybe, but some of the strongest advocates of the ministry are those who stepped outside their comfort zone.
- Testimony of many: they never felt more comfortable than they were when they participated in disaster response, and found themselves in the center of God’s will.

## Designated Recruiters

Use others to help recruit

- Keep them up to date on the latest information
- Have the answers to the common questions (FAQs)
- If a question comes up that they cannot answer
  - Not good to invent answers
  - No question should not be “left hanging”
  - Make sure they know to inform the leader
  - Then follow up promptly with that recruit.

## At The Time Of A Disaster

- Packaging the appeal is important
- You need to be able to provide quality information
  - Regarding a disaster’s impact on the communities
  - Regarding the people affected
  - Regarding the current and mid term needs
  - What your desired plan of action is
  - News media is a very useful source of a lot of information
  - Disaster Response Ambassador / Liaison needs to
    - Answer Questions
    - Promote

## Lessons Learned

One thing that does not appear to be beneficial is “informational” type meetings, providing notice for everyone to show up on a certain day to hear information about a trip that’s planned. This doesn’t recruit new people; it only attracts those who already have voiced an interest.

## NOW WHAT

### When You Find Recruits

- You can plan according to their schedule and interests: understand if they are available for local responses, out of town/overnight trips, or both
- Be sensitive to their needs and constraints
- It will benefit your ministry by giving them
  - A positive experience
  - A positive perception on the way its run

### Encourage People

- To “try this ministry out”
- You may hear: Well, I’m not sure it’s my calling.
  - Some of these people may not know what their calling is
  - They may appear to be waiting for some revelation from heaven.
  - Encourage them to give this ministry a try while they are waiting for a sign

### Many Different Skills

Another reason we encourage you to recruit all types of people and skills: the Body of Christ grows when God’s people find their usefulness in serving others.

- You can be a part of helping people find that growth right in your own church
- It’s also personally rewarding
  - To see the glowing eyes of a person alive in Christ that previously was not there
  - Knowing that God used you to encourage them to step out in service to others

### Personalities of Recruits

- Personalities make a difference
- There will be distinct personalities
  - Type A/B
  - First in
  - Rebuilders
- Knowing these differences will help you determine which type of disaster response trip(s) you should target for your church
  - Initial Responders
  - Debris removal crews
  - Rebuilders

## Many Distinct Personality Types

This can be a blessing to your ministry

- Some are harder to recruit than others
- There will be people who are very aware of their gifts and feel a calling to participate.
- There will be those who may be feeling a desire
- Some will say: “I can’t do this” –
  - Ask them “probing questions” like:
    - Can you drive?
    - Can you make phone calls?
    - Can you help prepare meals?
    - Can you be a prayer warrior on location!?
- As you can see, God can and does use anyone in this ministry

## Another Personality Distinction

The person who sees this ministry as way outside of their comfort zone.....

- Saying to themselves or out loud
  - We are sleeping where?
  - We are doing what?
- They feel a tug to participate
  - But they don’t feel adequate; or they...
  - Really don’t think they have anything to offer; or they...
  - Do not feel like the skills they have could be used for Disaster Response
- One approach is to encourage them saying something like: I did it, you can do it too.

## Keeping it in Front

- You can provide a display area, where you can promote the ministry visually.
- Get your ministry in front of new people. Give a ministry overview during new members training
- Look for opportunities to be a part of the pastor’s preaching schedule.
- To do this you will need to know what he’s preaching on well in advance
- See if he can work in a testimony before the sermon that ties in with his message by someone who’s been on a Disaster Response trip

## Keeping Interest Up - Training

Keep interest up by training when not serving. Training will accomplish a number of things

- Keeps the teams up-to-date on skills/roles
- Provides for team bonding & fellowship
- Develops skills of those who have never done that type of work
  - Dry walling

- Roof tarp installation
- Chainsaw usage
- Provides for discipline when accidents/incidents occur

## Shared Training Events

- If there are other churches in your presbytery who are involved in Disaster Response:
  - Work together to share training opportunities
  - Each church could host a distinct and short training event
- People will get a greater picture
- Seeing the larger interest across your presbytery
- Be able to network with other disaster responders

## Results of Training

- The better trained your teams are, the lower the likelihood of your teams being impacted by something unwanted.
- If an incident does happen, you have trained your people.
- Training keeps people's interest up. When they have been trained to use skills in the field they, in some ways, become like soldiers who are trained for battle and after a while begin to "itch" to put their skills to use.
- Keeping your ministry team primed will likely make it easier to deploy them.

# NETWORKING & DEPLOYMENT

## Connections

- People have connections with the local community that will be helpful in getting materials and other resources.
- Find out what the connections are
  - Don't be afraid to ask
  - Be gracious in accepting a "no" answer
  - But don't be afraid to ask again at another time
- Publicity & networking that result in making connections will also indirectly assist in recruiting.

## Deployment Considerations

- If you are recruiting for a particular trip and are looking for a team, you have an important choice to make – do you:
  - Set the trip date and raise a team; or
  - Get a list of interested people and find a date that works for them?
- Considerations as to which you chose would be dependent on circumstances such as:
  - Are you building the team around:

- A particular person; or
  - Set of people and their schedules?
- Are you targeting a particular week for your trip?
- For those areas frequently impacted by disasters
  - You may have trouble getting commitments from people
    - Due to their concern that they personally may be impacted by a disaster
    - They may not be able to fulfill any commitment they've made to other ministry

## How Many To Send?

- If you only get a small team lined up, send them without apprehension
  - Site managers and site schedulers are MNA supported
  - MNA will put them with another team, if necessary, to work alongside some veteran disaster responders
- When you have small participation, this may be the best way to get your ministry off the ground, as these people come back enlightened and excited by the experience.
- They will also benefit by some in the field training and actual experience!

## It Can Be Hard To Schedule

- Schedules may not allow a “drop everything” response; faithful / hardworking participants are key to the effort.
- Be sure people are working in appropriate categories
  - People qualified to be first responders often participate in “rebuilding” trips
  - However, people who typically help in rebuilding do not participate in first response efforts

## Working with Employed, and/or Skilled Workers

- Workers with construction or other specialized skills may lose pay if they go. Investigate whether your church may pay their way, so that, for example, an electrician or plumber can go and serve.
- Don't be afraid to go out with a small team.
- Build on the testimonies of each trip to help future recruiting efforts.

## Initial Responders

- Have the ability to mobilize on short notice
- Can be very flexible in going into a chaotic situation
  - Are more adventurous
  - Are more leadership oriented
  - Are more “gung ho”
  - All of these are essential elements of a first responder
- These personal qualities can also create challenges

- Unless you know how to work with them
- Give them a goal and get out of their way, but be available to help them in making spot decisions

## **The Needs: Physical and Spiritual**

### **Recipients of Disaster Response**

People being served are somewhat traumatized by the disaster and could be in any of three states:

- Very distraught and on the verge of breakdown as they struggle with their losses
- Highly stressed as they try to cope with the situation but often feel overwhelmed by what has happened in their life and those around them
- Handling the situation as best as possible, able to fully function, and coping well considering the circumstances.

### **Why Are We Doing This?**

Why do we bring this up?

- The ministry is not just about chainsaws and drywall.
- There is a real need to get the message out that
  - God hears the cries of his people
  - Sends his servants to minister to those in desperate times
- See the section of the MNA Disaster Response Manual on Psychological and Spiritual First Aid for perspective on addressing these issues.

### **Spiritual Needs**

- Disaster responders are truly God's ambassadors. Recruits should know this in order to prepare them to minister to people spiritually. If possible, someone related to the ministry leadership of the church, such as pastors and other staff members, should be involved in the pitch for recruits.
- There are many vehicles available to promote the ministry
  - Some will work better than others,
  - Some will take five minutes
  - Some will take hours.
  - We suggest you use all vehicles available to you because you never know who will respond to which pitch.

### **One Last Item**

Remember first to pray. Continue to lift before the Lord your disaster response ministry:

- Its leaders
- Its workers

- Recruiting efforts
- Ask the Lord of the harvest to raise up workers and send out His people out into the mission field using this ministry
- Pray about all the areas of need
  - For unity
  - Support within your church on disaster response
  - For co-laborers in Christ to be raised up

May God bless your faithfulness as you serve Him!

## QUESTIONS?

### **Contact Mission to North America Disaster Response:**

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# RECRUITMENT AND PREPAREDNESS

## Scott Herwig – July 2007

### THREE LEVELS OF RECRUITMENT

- PRESBYTERY
- CHURCHES -individual
- INDIVIDUALS- volunteers themselves

### **PRESBYTERY**

- SUPPORT OF HOME CHURCH:
  - PASTOR/ELDER SUPPORT-have elder or pastor contact presbytery –they should put you in contact with a committee chairman (Mercy and Urban Ministries)
- SEEK RECOGNITION BY YOUR PRESBYTERY:
  - PRESENCE ON A COMMITTEE
  - REQUEST A LINE ITEM ON THE BUDGET-through the committee- any amount it helps to show legitimacy- in/out account
  - ATTEND PRESBYTERY MEETINGS AND GIVE REPORTS- need to promote to pastors-keep them abreast of what the ministry is doing-send e-mails to the church office seeking information in their bulletins or newsletters
  - PROBABLY WON'T GET THE RESULTS YOU'RE HOPING FOR BUT NEED TO DO IT ANYWAY!- WHY YOU HAVE TO GO TO THE INDIVIDUAL CHURCHES

### **CHURCHES**

- REQUEST ATTENDANCE AT A DEACON'S MEETING:
  - MAKE PRESENTATION- media if possible (picture worth a thousand words etc) - need to convince them that now is the time to prepare for a disaster not after one strikes. (Remember we are a disaster response ministry, not a hurricane response- man made etc.) There may and probably will come a time when they need us!

Also stress we ARE a mercy ministry- Churches are in a unique position that other agencies are not. We are able to share our faith as we meet the needs of the victims, other agencies are not. I tell my team members, its not about hammering nails and repairing homes, though we are doing that, its about reaching the lives of people in need with the love of Christ by meeting their physical, emotional and spiritual needs.

Also from the deacons you will need a  
**LIAISON TO REPRESENT MINISTRY TO PROMOTE  
WITHIN CONGREGATION**

His job would be to make sure your ministry is reaching the congregation- bulletin-reports from pulpit etc. Also to work with the deaconate to promote the churches readiness and response.

**FINANCIAL SUPPORT-** seek support from their budget- as I said at the presbytery level- they will be more interested if they are giving money

## **INDIVIDUAL VOLUNTEER**

-PRESENT TO CONGREGATION THROUGH:  
WORSHIP SERVICE- mission report etc  
BIBLE STUDY GROUPS  
MEN'S BREAKFASTS  
MISSION CONFERENCE

Take any opportunity given you to promote the ministry and make people aware of what they must do to be prepared. You will probably feel like a doomsayer. It goes with the job. Hopefully lives will be saved if more people are prepared before a disaster strikes!

## **PRODUCE A VOLUNTEER INFORMATION SHEET**

**DEVELOP A DATA BASE** – see information sheet that is on the table and adapt to your need.

Need to stress they are not signing up to commit to all disasters. If you have a data base of 300 names and get 30 to respond to a disaster consider that a success. You're helping those in need.

## **RESOURCES:**

VIDEO PRESENTATION: develop a presentation like the one I showed in the beginning. May also develop a video

SHOW: DAMAGE CREATED FROM THE DISASTER  
WORK BEING DONE  
PEOPLE BEING HELPED  
FINISHED PROJECTS  
EVANGELISM OPORTUNITY-PICTURES OF  
VOLUNTEERS PRAYING WITH THE VICTIMS

ON TO THE SECOND PART OF THE PRESENTATION

## **PREPAREDNESS**

*GOES HAND AND HAND WITH RECRUITMEN-also three levels*

NEED TO TRAIN THE PASTORS, CHURCHES AND INDIVIDUALS  
OF THE NEED TO BE PREPARED: human nature to think it won't happen to me it only happens to the other guy.

## **PRESBYTERY LEVEL**

CONTINUAL PROMOTION TO PASTORS-attending presbytery meeting when ever possible- several times a year- using the presbytery website to send reports for them to read about what is happening

TRAINING SESSIONS- promoted throughout the presbytery to raise the skill levels of the volunteers- to promote team unity

MANUALS AND OTHER WRITTEN MATERIALS (F.E.M.A.) no reason to reinvent the wheel- I have downloaded tons of information from the Southern Baptist Disaster Ministry. They are light years ahead of us.

ASSEMBLE A COMMITTEE FOR LOCAL DISASTER RESPONSE  
The number one thing I came away with after attending the disaster seminar in Bay St. Louis, Ms. last year was, we as a ministry were able to muster and send volunteers to help in another state. But if a disaster hit Maryland, we were in deep doo-doo!

Committee should be represented by several churches in your presbytery or it will become a church ministry not a presbytery one.

Its purpose and objective will be to develop a coordinated response within the presbytery to a disaster. (As example) Florida has several churches prepared to respond to a disaster but are not organized on a presbytery level. A team will go in and do their thing and then leave. With a coordinated presbytery level more churches and volunteers will be available and more levels of response will be met. Some of these levels take weeks or months.

EQUIPMENT STORAGE: DISASTER TRAILER ETC.-when you can purchase a trailer to equip with tools you will need to respond to a disaster. After one strikes is not the time to run around looking for generators, tarps- water- gas etc.

DIALOG WITH OTHER EMERGENCY ORGANIZATIONS- Both government and N.G.O.'s state and local Emergency Management Agencies, Red Cross, Salvation Army- contact them and let them know who you are and that you are available to help.

## **CHURCH LEVEL**

CONTACT INFORMATION FOR THREE OFFICERS- PCA REQUEST!

NAMES  
ADDRESSES  
CELL PHONE NUMBERS

CHURCH'S RESOURCES AVAILABLE you will want to know what each church has to offer- inventory of building facilities- does their facility have a kitchen- place to house volunteers-bathing facility- property large enough to be a staging area

OWN DISASTER?-(Own state) What can they do for themselves?-What do they have to offer their community?-Temp housing, food etc?

HELP TO OTHERS? (Other states) What can they do for others?-temp housing, distribution center, staging area for volunteers etc?

## **INDIVIDUAL LEVEL**

FAMILY AWARENESS AND PREPAREDNESS (see the info provided on the info table)

Need to provide the information that will need but probable not think of themselves

SAFE RENDEZVOUS LOCATION-several- one close to home and one far enough away to provide safety (a relative in another town) "See War of the Worlds" Far fetched by makes a point. The whole story was Tom Cruise making his way to his wife's parents house and to safety

CONTACT INFORMATION- carried in your wallet incase disabled- or need to reach someone or someplace

EMERGENCY KIT- my wife's and mine on the table with information on what is in it

VITAL INFORMATION PACKET- copies of birth certificates- bank records- S.S. nbrs. Etc.

Right now in our infancy stage it should be our number one priority to convince all levels of our PCA family that it is imperative they be ready for a disaster, because it is not a case of IF but WHEN!

Any Questions?

Thank you

Introduce self and show presentation

What did you just witness?

To whom was it trying to reach?

Would it be more effective presented to large groups or small groups?

I have made presentations like this one to congregations during worship services, maybe 200 people. If 20 come to the information table afterwards maybe I'll get 10 to sign of as potential volunteers.

That is why we are proposing and ourselves implementing the strategy that recruitment and preparedness needs to be promoted on three levels

# Against THE WIND

*Protecting Your  
Home From Hurricane  
Wind Damage*



**D**uring a hurricane, homes may be damaged or destroyed by high winds and high waves. Debris can break windows and doors, allowing high winds inside the home. In extreme storms, such as Hurricane Andrew, the force of the wind alone can cause weak places in your home to fail.

After Hurricane Andrew, a team of experts examined homes that had failed and ones that had survived. They found four areas that should be checked for weakness—the roof, windows, doors, and if you have one, garage door. In this brochure, we discuss some things you can do to help make your home stronger *before* the next hurricane strikes. You may need to make some improvements or install temporary wind protection. It is important that you do these projects *now*, before a hurricane threatens.

While these projects, if done correctly, can make your home safer during a hurricane, they are no guarantee that your home won't be damaged or even destroyed. If you are told by authorities to evacuate, do so immediately, even if you have taken these precautions.

## The Roof

During a windstorm, the force of the wind pushes against the outside of your home. That force is passed along from your roof to the exterior walls and finally to the foundation. Homes can be damaged or destroyed when the energy from the wind is not properly transferred to the ground.

The first thing you should do is determine what type of roof you have. Homes with gabled roofs are more likely to suffer damage during a hurricane. A gabled roof looks like an A on the ends, with the outside wall going to the top of the roof (see Figure 1). The end wall of a home with a gabled roof takes a beating during a hurricane, and those that are not properly braced can collapse, causing major damage to the roof.

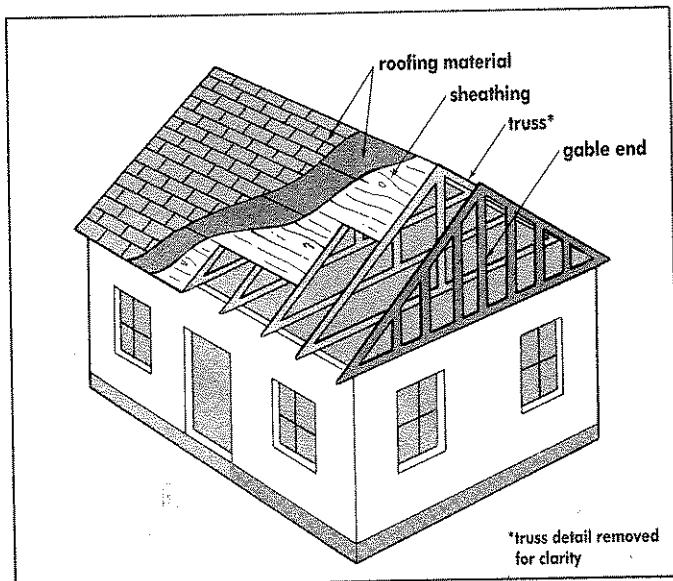


Figure 1. Gabled Roof

In most homes, gabled roofs are built using manufactured trusses. Sheets of roof sheathing, often plywood, are fastened to the trusses with nails or staples, and roofing material is fastened to the sheathing. In many cases, the only thing holding the trusses in place is the plywood on top. This may not be enough to hold the roof in place during a hurricane. Installing additional truss bracing makes your roof's truss system much stronger.

To inspect your roof's bracing, go into the attic. While working in your attic, you should wear clothing that covers your skin, work gloves, a hat, eye protection, and a dust mask. If your attic does not have a floor, be careful to walk only on the wood joists, or install boards wide enough to walk on as you work. Notice how the plywood is attached to the truss system. If most of the large nails or staples coming through the sheathing have missed the trusses, consider having the sheathing properly installed.

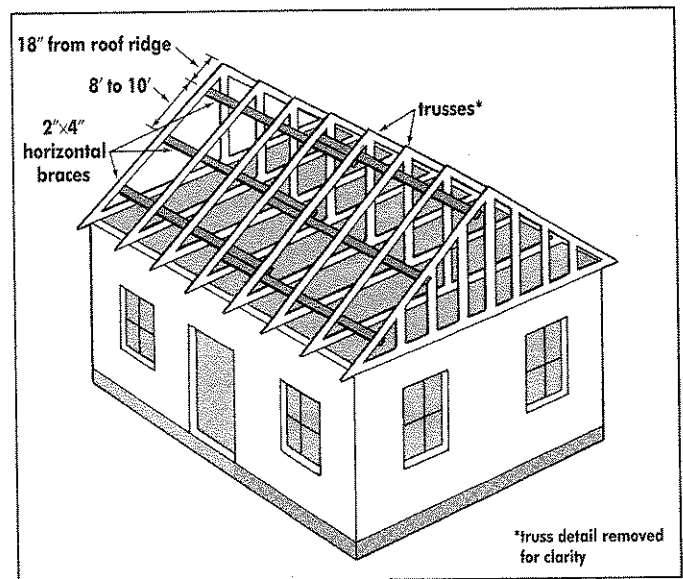


Figure 2. Truss Bracing

### Truss bracing

In gabled roofs, truss bracing usually consists of 2x4s that run the length of the roof. If you do not have truss bracing, it should be installed. You can do this yourself or hire a professional. Install 2x4s the length of your roof, overlapping the ends of the 2x4s across two trusses (see Figure 2). Braces should be installed 18 inches from the ridge, in the center span, and at the base, with 8 to 10 feet between the braces. Use two 3-inch, 14-gauge wood screws or two 16d (16 penny) galvanized common nails at each truss. Because space in attics is generally limited, screws may be easier to install.

## Gable end bracing

Gable end bracing consists of 2×4s placed in an “X” pattern from the top center of the gable to the bottom center brace of the fourth truss, and from the bottom center of the gable to the top center brace of the fourth truss (see Figure 3). Use two 3-inch, 14-gauge wood screws or two 16d galvanized common nails to attach the 2×4s to the gable and to each of the four trusses.

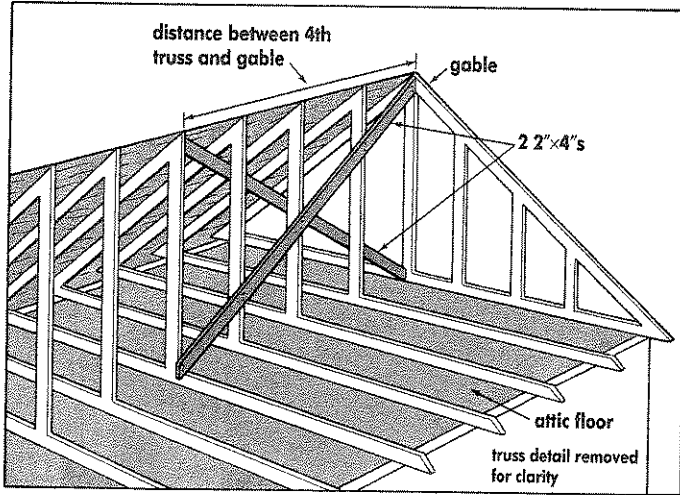


Figure 3. Gable End Bracing

## Hurricane straps

There are many types of roof design. Regardless of your type of roof, hurricane straps are designed to help hold your roof to the walls. While you are in the attic, inspect for hurricane straps of galvanized metal (see Figure 4). Hurricane straps may be difficult for homeowners to install. You may need to call a professional to retrofit your home with hurricane straps. Check with your local government building officials to see if hurricane straps are required in your area.

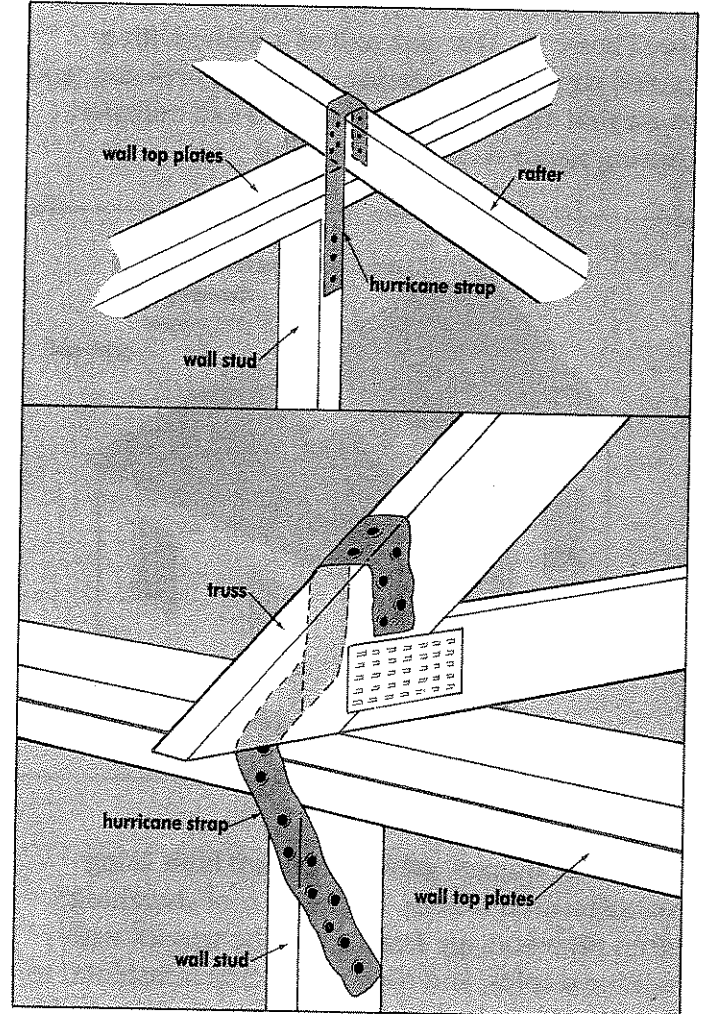


Figure 4. Hurricane Straps

## Exterior Doors and Windows

The exterior walls, doors, and windows are the protective shell of your home. If your home's protective shell is broken, high winds can enter and put pressure on your roof and walls, causing damage. You can protect your home by strengthening the doors and windows.

### Double entry doors

Most double doors have an active and an inactive or fixed door (see Figure 5). Check to see how the fixed door is secured at the top and bottom. The bolts or pins that secure most doors are not strong enough.

Some door manufacturers provide reinforcing bolt kits made specifically for their doors. Check with your local building supplies retailer to find out what type of bolt system will work for your door. The door bolt materials should cost from \$10 to \$40, depending on the type and finish. Doors with windows will need additional protection from flying debris. See the section on storm shutters for how to protect windows.

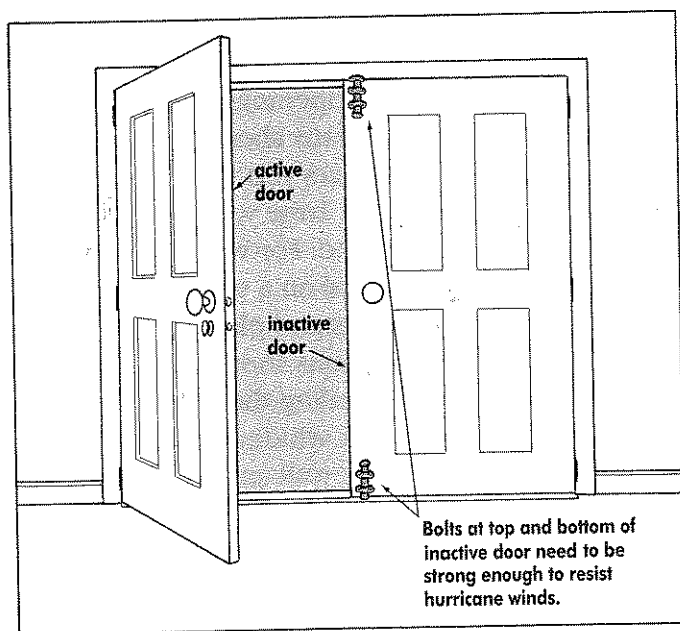


Figure 5. Double Entry Doors

### Double-wide garage doors

Double-wide (two-car) garage doors can pose a problem during hurricanes because they are so large that they wobble as the high winds blow and can pull out of their tracks or collapse from wind pressure. If garage doors fail, high winds can enter your home through the garage and blow out doors, windows, walls, and even the roof.

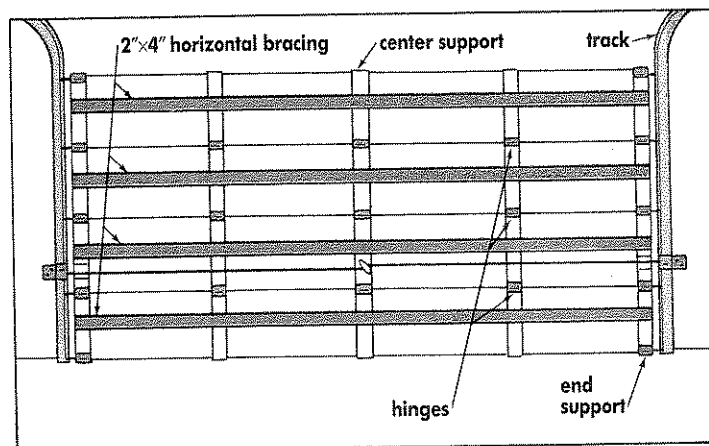
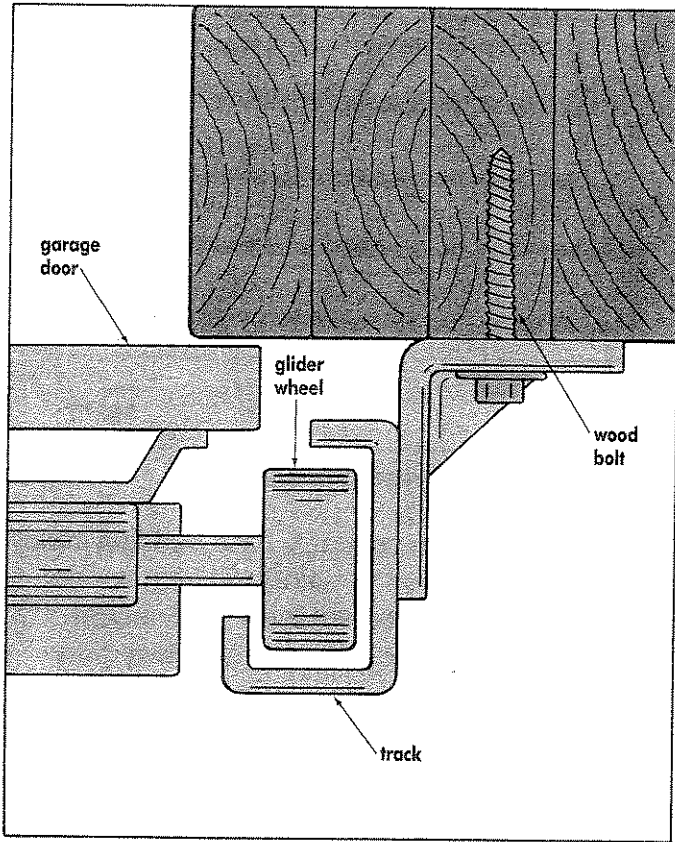


Figure 6. Double-Wide Garage Doors

Certain parts of the country have building codes requiring garage doors to withstand high winds. You should check with your local government building officials to see if there are code requirements for garage doors in your area. Some garage doors can be strengthened with retrofit kits. Check with your local building supplies retailer to see if a retrofit kit is available for your garage door. You can expect to pay from \$70 to \$150 to retrofit your garage door.

Many garage doors can be reinforced at their weakest points. Retrofitting your garage doors involves installing horizontal bracing onto each panel. This horizontal bracing can be part of a kit from the garage door manufacturer. You may also need heavier hinges and stronger center supports and end supports for your door (see Figure 6).

Check the track on your garage door. With both hands, grab a section of each track and see if it is loose or if it can be twisted. If so, a stronger track should be installed. Make sure that it is anchored to the 2x4s inside the wall with heavy wood bolts or properly attached to masonry with expansion bolts (see Figure 7).



**Figure 7. Garage Door Track Anchoring**

After you have retrofitted your door, it may not be balanced. To check, lower the door about halfway and let go. If it goes up or down, the springs will need adjusting. The springs are dangerous and should be adjusted by a professional.

If you are unable to retrofit your door, you can purchase specially reinforced garage doors designed to withstand winds of up to 120 miles per hour. These doors can cost from \$400 to \$450 (excluding labor) and should be installed by a professional.

## Storm shutters

Installing storm shutters over all exposed windows and other glass surfaces is one of the easiest and most effective ways to protect your home. You should cover all windows, French doors, sliding glass doors, and skylights. There are many types of manufactured storm shutters available. For more information on manufactured shutters, check with your local building supplies retailer. If you install manufactured shutters, follow the manufacturer's instructions carefully.

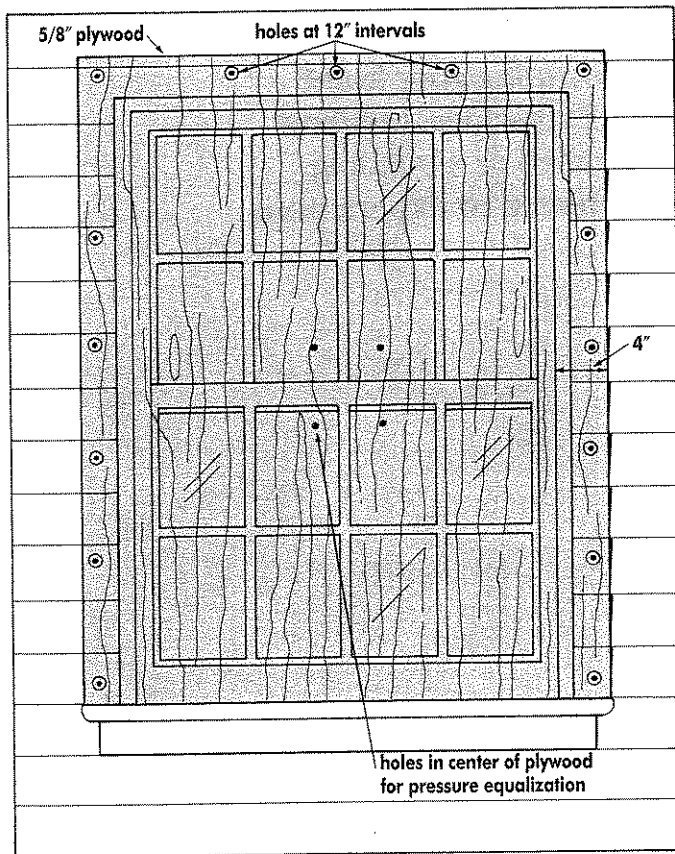
Before installing shutters, check with your local building official to find out if a building permit is required. It is important that you have your shutters ready now, and that you mark and store them so they can be easily installed during a hurricane watch.

Plywood shutters that you make yourself, if installed properly, can offer a high level of protection from flying debris during a hurricane. Plywood shutters can be installed on all types of homes.

Measure each window and each door that has glass, and add 8 inches to both the height and width to provide a 4-inch overlap on each side of the window or door. Sheets of plywood are generally 4x8 feet. Tell your local building supply retailer the size and number of openings you need to cover to determine how many sheets to buy.

To install plywood shutters you will need bolts, wood or masonry anchors, large washers, and 5/8-inch exterior-grade plywood. For windows 3 feet by 4 feet or smaller installed on a wood frame house, use 1/4-inch lag bolts and plastic-coated permanent anchors. The lag bolts should penetrate the wall and frame surrounding the window at least 1 3/4 inches. For larger windows, use 3/8-inch lag bolts that penetrate the wall and frame surrounding the window at least 2 1/2 inches. For windows 3 feet by 4 feet or smaller installed on a masonry house, use 1/4-inch expansion bolts and galvanized permanent expansion anchors. The expansion bolt should penetrate the wall at least 1 1/2 inches. For larger windows, use 3/8-inch expansion bolts that penetrate the wall at least 1 1/2 inches. The tools you will need are a circular or hand saw, a drill with the appropriately sized bits, a hammer, and a wrench to fit the bolts. To be safe, use eye protection and work gloves.

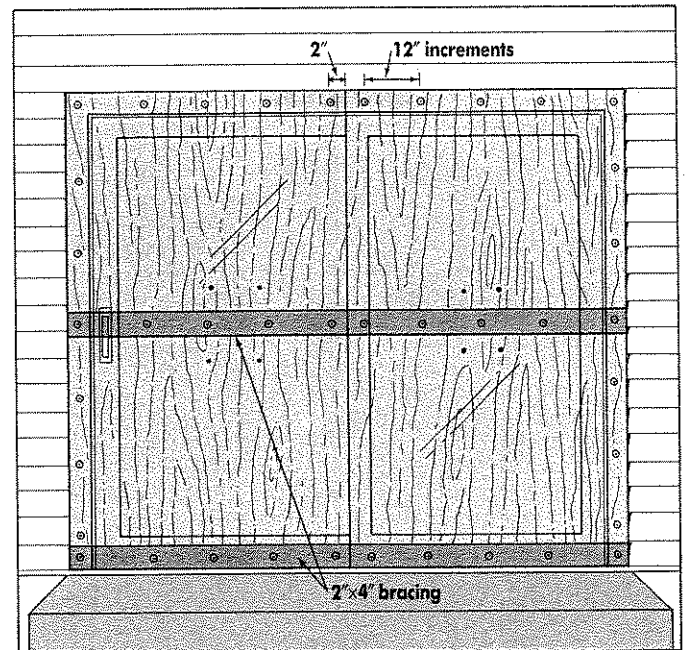
Cut the plywood to the measurements for each opening. Drill holes 2 1/2 inches from the outside edge of the plywood at each corner and at 12-inch intervals. Drill four holes in the center area of the plywood to relieve pressure during a hurricane.



**Figure 8. Plywood Storm Shutters**

Place the plywood over the opening and mark each hole position on the outside wall (see Figure 8). Drill holes with the appropriate size and type of bit for the anchors. Install the anchors, the plywood, and the bolts to make sure they fit properly. On wood-frame houses, make sure that the anchors are secured into the solid wood that frames the door or window and not into the siding or trim. Mark each shutter so you will know where it is to be installed and store them and the bolts in an accessible place.

If the opening is larger than one sheet of plywood, you will need to make shutters with 2x4 bracing. This bracing can be two 2x4s at the middle and bottom of the two sheets of plywood, evenly spaced, with the 2-inch side attached to the inside of the storm shutter (see Figure 9). Attach the 2x4s to the outside of the storm shutter with 2-inch, 10-gauge wood screws before installing the shutter.



**Figure 9. Large Plywood Storm Shutters**

The recommendations in this brochure are not intended to replace local building code requirements or to serve as the only options for protecting your home from hurricane wind damage. For more information on protecting your home from hurricane wind damage, contact your local building official; your local building supply retailer; or a building professional, such as an engineer, architect, or experienced contractor.

## MNA Trailer F-1

Responsible Party \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Date Out \_\_\_\_\_

Date Returned \_\_\_\_\_

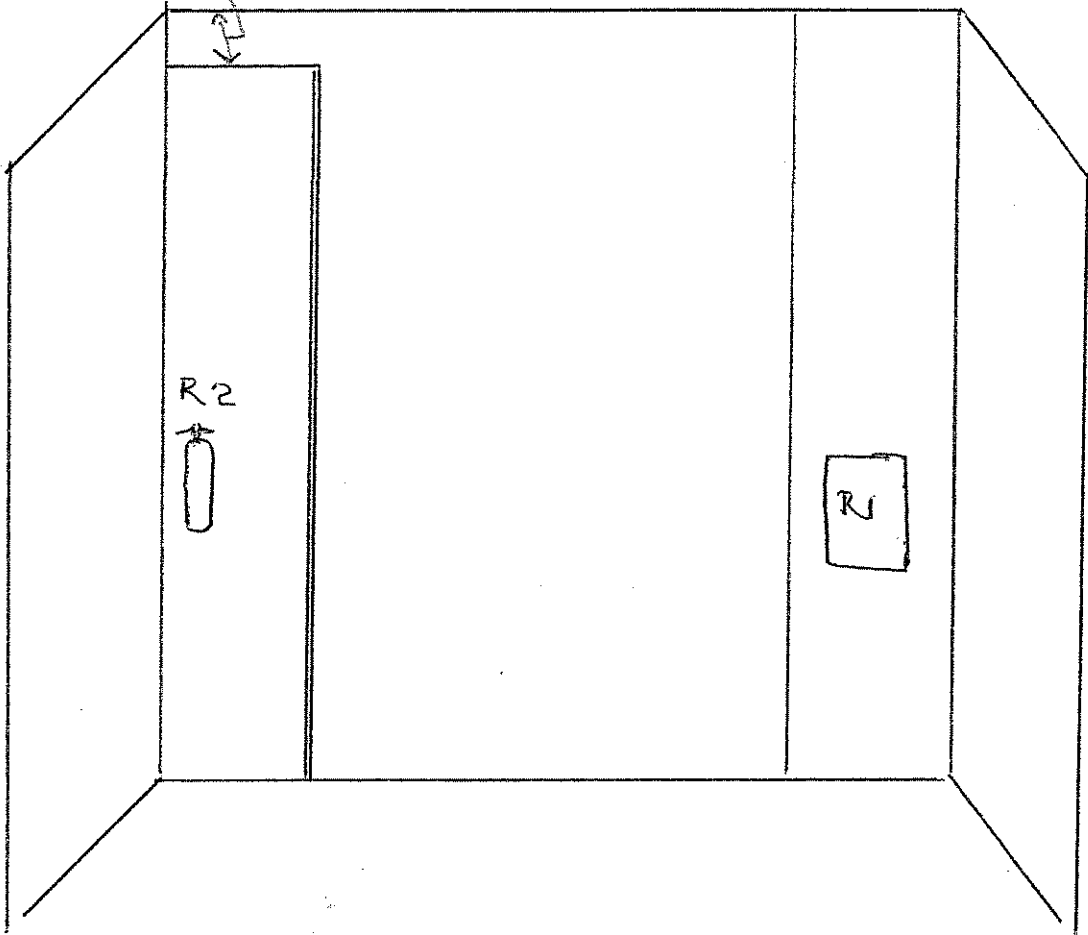
	<b>Number</b>	<b>Location</b>	<b>Item</b>
<b>1</b>	<b>1</b>	<b>R1</b>	<b>First Aid</b>
<b>2</b>	<b>2</b>	<b>R2</b>	<b>Fire Extinguisher</b>
<b>3</b>	<b>4</b>	<b>C1</b>	<b>Flash Lights</b>
<b>4</b>	<b>1</b>	<b>C1</b>	<b>Hand Sanatizer (Tub)</b>
<b>5</b>	<b>3</b>	<b>C2</b>	<b>Pints Bar Oil</b>
<b>6</b>	<b>5</b>	<b>C2</b>	<b>Quarts Bar Oil</b>
<b>7</b>	<b>48</b>	<b>C2</b>	<b>2-Cycle Oil</b>
<b>8</b>	<b>1</b>	<b>C2</b>	<b>Chain Tile</b>
<b>9</b>	<b>1</b>	<b>C2</b>	<b>Fuel Stabilizer</b>
<b>10</b>	<b>36</b>	<b>C3</b>	<b>Insect Repellant</b>
<b>11</b>	<b>1</b>	<b>C3</b>	<b>Hose Bib</b>
<b>12</b>	<b>1</b>	<b>C3</b>	<b>Hose Y</b>
<b>13</b>		<b>C4</b>	<b>Plastic Trash Bags</b>
<b>14</b>	<b>40</b>	<b>C4</b>	<b>Pair Work Gloves</b>
<b>15</b>	<b>2</b>	<b>C5</b>	<b>50' Water Hose</b>

<b>16</b>	<b>2</b>	<b>C5</b>	<b>10' 3/8" Chain w/ Hooks</b>
<b>17</b>	<b>2</b>	<b>C10</b>	<b>50' Air Hose</b>
<b>18</b>	<b>20</b>	<b>C6</b>	<b>Blue Tarps</b>
<b>19</b>	<b>2</b>	<b>C10</b>	<b>Bow Saw</b>
<b>20</b>	<b>9</b>	<b>C7</b>	<b>Stihl Saw Chains</b>
<b>21</b>	<b>1</b>	<b>C7</b>	<b>30" wrecking Bar</b>
<b>22</b>	<b>3</b>	<b>C7</b>	<b>Chain Saw Bars 18"</b>
<b>23</b>	<b>1</b>	<b>C7</b>	<b>30" Bolt Cutter</b>
<b>24</b>	<b>1</b>	<b>C7</b>	<b>Heavy Duty Hack Saw</b>
<b>25</b>	<b>1</b>	<b>C8</b>	<b>4 1/2" Vice</b>
<b>26</b>	<b>1</b>	<b>C8</b>	<b>49 Piece Tool kit Cresent</b>
<b>27</b>	<b>2</b>	<b>C9</b>	<b>Bungee Cords (Containers)</b>
<b>28</b>	<b>1</b>	<b>C11</b>	<b>Case MRE's</b>
<b>29</b>	<b>4</b>	<b>C12</b>	<b>Hardhats w/ ear/face cover</b>
<b>30</b>	<b>4</b>	<b>C13</b>	<b>Toolbags w/ assorted tool</b>
<b>31</b>	<b>1</b>	<b>C14</b>	<b>100' extension cord</b>
<b>32</b>	<b>1</b>	<b>C14</b>	<b>50' Heavy Duty ext cord</b>
<b>33</b>	<b>2</b>	<b>C15</b>	<b>Buckets Roofing nails</b>
<b>34</b>	<b>1</b>	<b>S1</b>	<b>5550 Genorator on wheels</b>

<b>35</b>	<b>8</b>	<b>S2</b>	<b>5 Gal Gas Can</b>
<b>36</b>	<b>1</b>	<b>S3</b>	<b>Electronic Air Compressor</b>
<b>37</b>	<b>5</b>	<b>S3</b>	<b>Bundles of Tarp</b>
<b>38</b>	<b>4</b>	<b>S4</b>	<b>Stihl Saws</b>
<b>39</b>	<b>2</b>	<b>S5</b>	<b>2 Chain Saws</b>
<b>40</b>	<b>1</b>	<b>S6</b>	<b>Back Pack Blower</b>
<b>41</b>	<b>2</b>	<b>S6</b>	<b>Boxes with nail gun nails</b>
<b>42</b>	<b>1</b>	<b>S6</b>	<b>Sleeping cot</b>
<b>43</b>	<b>1</b>	<b>S6</b>	<b>Porter-cable nail gun (air)</b>
<b>44</b>	<b>1</b>	<b>S7</b>	<b>Stihl Pole Saw (gas)</b>
<b>45</b>	<b>6</b>	<b>S8</b>	<b>Stihl Chain Saws</b>
<b>46</b>	<b>5</b>	<b>S-8</b>	<b>1 gal Gas can</b>
<b>47</b>	<b>1</b>	<b>S-9</b>	<b>16'extension ladder</b>
<b>48</b>	<b>1</b>	<b>N1</b>	<b>Spare Tire</b>
<b>49</b>	<b>1</b>	<b>N2</b>	<b>6' Step ladder</b>
<b>50</b>	<b>2</b>	<b>N4</b>	<b>House Brooms</b>
<b>51</b>	<b>2</b>	<b>N3</b>	<b>Square Tip Shovels</b>
<b>52</b>	<b>1</b>	<b>N5</b>	<b>Pruner</b>
<b>53</b>	<b>3</b>	<b>N6</b>	<b>Fan Rakes</b>

<b>54</b>	<b>1</b>	<b>N7</b>	<b>Heavy Duty Mop</b>
<b>55</b>	<b>1</b>	<b>N7</b>	<b>Push Broom</b>
<b>56</b>	<b>3</b>	<b>N8</b>	<b>Round Tip Shovels</b>
<b>57</b>	<b>2</b>	<b>N9</b>	<b>Axes</b>
<b>58</b>	<b>1</b>	<b>N9</b>	<b>Post Hole diggers</b>
<b>59</b>	<b>1</b>	<b>N9</b>	<b>Log Roller</b>
<b>60</b>	<b>1</b>	<b>Floor</b>	<b>Wheel Barrow</b>
<b>61</b>	<b>4</b>	<b>Floor</b>	<b>Water coolers</b>
<b>62</b>	<b>1</b>	<b>Floor</b>	<b>Mop Bucket</b>
<b>63</b>	<b>2</b>	<b>Floor</b>	<b>Cases MRE's</b>
<b>64</b>	<b>4</b>	<b>Floor</b>	<b>Cases Water</b>

Space For  
Ext Ladder



REAR ENTRY



Nose

Elevation

# Southern Baptist



## Family Preparedness for Disaster

North American Mission Board, SBC

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# **Family Preparedness for Disaster**

Goal: to help families learn about the disaster hazards in their community and develop a plan to survive after a disaster event as well as to minister to others.

Today more people live in disaster prone areas. It may take a few hours or a few days for help to reach your family. Therefore, it is important for you to prepare your family to survive in the event a disaster affects your community. Families are encouraged to develop a plan and assemble a supply kit to insure survival until assistance arrives.

This manual is divided into four basic sections:

1. The Family Disaster Plan
2. The Family Disaster Supply Kit
3. When a Disaster Strikes
4. Checklists: The Family Disaster Plan and the Family Disaster Supply Kit

## **The Family Disaster Plan**

### **Developing a Family Disaster Plan**

The first step in developing a family disaster plan is to identify the disaster hazards that may affect your community. Examples are chemical spills, earthquakes, fires, floods, hurricanes, power failure, terrorist attacks, tornadoes, transportation accidents, snow/ice, etc. Take time to educate your family about the disasters that can happen in your community or to your family. The purpose is not to frighten family members but to help them identify the possibilities and develop an appropriate response.

After identifying the disaster hazards, determine the needs of your family in case such an event occurs. A list should be created “by” your family “for” your family so any special needs and desires of your family can be considered. This list should cover what it would take to survive for three days in the event of a disaster. Give time to writing the family disaster plan on paper so no one will forget.

### **Shelter for the Family**

Careful consideration must be given to sheltering the family during crisis. This decision will depend on the size and nature of the crisis. Is your home damaged? To what extent? Do you need to evacuate the neighborhood? Can you travel outside of the area? Do you have utilities?

Other options for your family are public shelters sponsored by the American Red Cross or your church. Be prepared to take clothes, medications, blankets, sleeping bags, and items to entertain family members.

Should you need to evacuate the area, use routes that have been identified in your disaster plan. Know the predetermined place your family should evacuate to.

If your family owns a camper or tent, you can use them to shelter your family until evacuation is possible or until outside help arrives. If necessary, your family can use a van or automobile for shelter until better accommodations are available. Do not run the engine or radio in the vehicle. The dangers of causing the battery to die or carbon monoxide poisoning are too great to allow the vehicle to run with your family inside.

## **Training Your Family**

Training is an important part of your family disaster plan. Training gives family members confidence and experience. The stress of a disaster situation is not the time to try to figure out how to do something or use a piece of equipment from your family disaster supply kit. The non-threatening atmosphere of pre-event training is a better time for familiarizing your family with your disaster plan and equipment.

Take time to discuss your family disaster plan and supply kit. Seek opportunities to have your family trained in disaster relief by your state Baptist convention disaster relief director.

The American Red Cross also provides training in the following areas: disaster services, first aid, cardiopulmonary resuscitation (CPR), mass care, and sheltering.

Many local, city, county, and state emergency management agencies provide training for disasters common to their area. Educating your family about emergency management services at all these levels will help them understand the role of the various agencies during times of disaster.

Your family disaster plan training should also include how to use the equipment in your family disaster supply kit. How to place batteries in a radio or flashlight and how to light a lantern, candles, or camp stove safely are examples of what should be covered during a training time.

Planning for a rendezvous site for your family in the event of an emergency should also be part of your family's disaster plan. If your family had to evacuate your home during an emergency, where would you meet? Meeting in a neighbor's yard or on the street corner could save the lives of family members.

In the event your neighborhood is destroyed or restricted, where would your family meet? A local store, church, or friend's home could become a rendezvous site outside your neighborhood. Your family should know where to rendezvous outside your neighborhood.

Your family should identify an out-of-state contact person. A family member or friend identified as a contact person may become the one person who can provide information on the whereabouts and status of family members, especially if you become separated.

## **The Family Disaster Supply Kit**

### **Developing Your Family Disaster Supply Kit**

Make a list of those items your family will need to survive three days in the event of a disaster.

1. Water

One gallon of water per day per person. Special needs should be considered and additional water supply may need to be placed in your family disaster supply kit.

2. Canned and packaged food  
Canned meat, fruit, vegetables, juice, soup, and milk; high energy and granola bars; peanut butter; jelly; crackers; trail mix.
3. Comfort food  
Cookies, hard candy, sweetened cereals, lollipops, instant coffee, and tea bags.
4. First aid kit.  
If a family member takes a maintenance prescription, a three-day supply of this drug should be included.
5. Equipment and tools  
Eating utensils—forks, spoons, knives, hand-operated can opener, matches, signal flares, fire extinguisher (ABC), a battery-operated radio and flashlight with extra batteries, a camp stove or some other device to heat food, pliers, wrenches, tape, rope, plastic sheets, sewing kit, a tent, toilet paper, towelettes, personal hygiene items, plastic bags, a plastic bucket with lid, chlorine bleach and disinfectant, paper, pencils, whistle, compass, and a map of your community
6. Clothing and bedding.  
Sturdy shoes, work boots, rain gear, hats, gloves, blankets, sleeping bags, thermal underwear, and coats.
7. Special items  
Baby items, eyeglasses, contact lenses, copies of important family documents, entertainment items (games, books), cash, etc.

### **Storage of the Family Disaster Supply Kit**

Care should be taken to provide adequate and safe storage. Keep your disaster supply kit in a dry, cool place. The kit should be covered to protect the supplies and foods from being damaged.

Be sure to periodically inspect the items in your disaster supply kit for spoilage and expiration dates. One suggestion is to do this with the time change each spring and fall. Change the batteries in your smoke detector and replace food in your disaster supply kit as needed.

### **Practicing the Family Disaster Plan**

Invest time in practicing the family disaster plan with each family member. Everyone should be familiar with all components of the family plan. How to use the tools and equipment, where the kit is stored, how to retrieve the kit, how to prepare the food, what to do if separated from other family members are all important lessons to learn.

## **When a Disaster Strikes**

- Stay calm. Keep your family members calm.
- Institute your family disaster plan.
- Inspect your house. Turn off utilities that are damaged and those you suspect are damaged.
- Help others in your neighborhood. They may need first aid.
- Begin immediately to seek information. The local television and radio stations that are part of the emergency broadcast system will be back on the air as soon as possible.
- Look for the local police, fire, and emergency management agencies to begin moving through the area to do damage assessment and respond to emergency calls. Provide information about your family and neighborhood to these local government officials. Share with them needs or concerns but be prepared for them to handle life-threatening emergencies first.
- Once you have determined that you and your family are safe, seek opportunities to minister to your neighbors and share your faith with those around you. You can provide hope. Hope in Crisis is an excellent witnessing booklet that can be used during disasters.

## **Conclusion**

No one knows when a disaster will strike. However, we can and should be prepared in the event one happens. This course has given you practical suggestions and two checklists on preparing your family to survive in a disaster.

May God bless you and your family.

## Appendix One

### Family Disaster Plan Checklist

- Develop a list of disaster hazards for your community.
- Develop a list of the supplies your family will need in the event of a disaster.
- Develop a list of training needed by your family.
- Select your out-of-area contact person.
- Practice your family disaster plan.
- Locate the cut-off for the utilities for your home.  
\_\_\_ Gas \_\_\_ Electricity \_\_\_ Water \_\_\_ Phone \_\_\_ Cable
- Assemble the family disaster supply kit.
- Select a cool dry place to store the disaster supply kit.
- Identify the official community shelter nearest your family.
- Develop a list of telephone numbers you would need in a disaster.
- Identify the neighbors your family should check on in a disaster.

## Appendix Two

### Family Disaster Supply Kit Checklist

#### Water

- One gallon per person per day

#### Food

- Canned Fruit
- Canned Juice
- Canned Meat
- Canned Milk
- Canned Vegetables
- Cereal
- Crackers
- Energy Bars
- Hard Candy
- Instant Coffee
- Instant Tea
- Jelly
- Peanut Butter
- Salt/Pepper
- Sugar
- Trail Mix
- \_\_\_\_\_

#### Health Items

- Antacid
- Anti-diarrhea Medication
- First Aid Kit
- Maintenance Drugs
- Medication
- Pain Relievers
- Paper Towels
- Personal Hygiene Items
- Plastic Bags
- Plastic Bucket and Lid
- Toilet Paper
- Towelettes
- \_\_\_\_\_

#### Tools and Equipment

- Candles
- Chlorine Bleach
- Compass/GPS
- Disinfectant
- Eating Utensils (Knives/Forks/Spoons)
- Fire Extinguisher
- Flashlight and Batteries
- Hammer
- Hand Can Opener
- Map
- Matches/Lighter
- Plates/Cups/Bowls
- Pliers
- Screwdriver
- Shovel
- Pots and Pans
- Radio and Batteries
- Rope
- Sewing Kit
- Signal Flare
- Soap (Dish and Hand)
- Tape
- Tarp/Plastic Sheets
- Tent
- Whistle
- Camp stove
- Wrench
- \_\_\_\_\_

#### Special Items

- Games/Books
- Paper
- Pencils/Pens
- Phone Numbers
- Family Documents
- Shelter Location

#### Clothing and Bedding

- Blankets
- Sleeping Bags
- Change of Clothes
- Coats
- Gloves
- Hat
- Rain Gear
- Shoes/Boots
- \_\_\_\_\_

#### Automobile

- Emergency Kit
- Flashlight
- Tools
- \_\_\_\_\_

#### Baby Items

- Baby Clothes
- Baby Food
- Baby Toys
- Diapers
- Formula
- Plastic Bottles and Bags

#### Special Items

- Eye Glasses
- Contact Lens and Solution
- \_\_\_\_\_
- \_\_\_\_\_

#### Other Needs

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# Southern Baptist



## Church Preparedness for Disaster

North American Mission Board, SBC

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# Churches Ministering In Crisis

Goal: To assist churches to prepare for disaster by developing a strategy to minister to their communities during crisis through preparing their facilities, training their members, securing supplies, and developing protocols that will activate their disaster response plan.

## Introduction

**A disaster is defined as anything that causes human suffering or creates human needs that the victims cannot alleviate themselves.**

A church must plan how it will respond to disasters, large and small, in the community. The plan needs to be well-thought-out and discussed by the church leaders. The people in the congregation need to discuss the plan and determine how they, as individuals, can become part of this ministry.

The unprepared church will miss valuable opportunities to minister if not prepared. By planning before a disaster occurs and coordinating with Southern Baptist Disaster Relief, the local government, The Salvation Army, and local American Red Cross chapter, a church can be prepared to minister fully in a time of crisis.

For example, with proper planning and communication, disaster relief agencies will know that a shelter can be set up in the church facilities and how many people it can accommodate.

Part of the local church's disaster relief plan should consider the needs of individuals and families who have experienced disasters in their lives. These plans might include ministries such as a food pantry, clothes closet, and/or financial assistance.

Church members will find many opportunities to minister in the lives of friends and fellow church members due to disaster.

## Churches and Disasters

Local churches are in a unique position to respond to individual needs in ways that no other organization or group can. Churches can demonstrate the love of Christ as they meet the needs of victims in the time of disaster. Even spontaneous reaction to a disaster in or near the church community can be helpful if it is coordinated with the efforts of other disaster relief agencies.

If the church building is in or near the disaster area, there are a variety of ways it can be useful. It can offer the use of its facilities as a feeding center. This center could be a self-contained center utilizing the church kitchen, a Southern Baptist mobile feeding unit, a site for sandwich preparation, or a meal distribution site.

Additional opportunities for a church building to be used in a disaster are as a distribution center for clothing or bulk food items, an information staging area for volunteers or work units; a

shelter, a childcare center, a communication center, or an information center for other organizations.

With training church members can provide a ready pool of volunteers to perform any of the above services, whether it's in the church facilities or not. They can also provide transportation and assist with cleanup and repair. Church members can provide counseling and assistance for special needs.

If the church is not within an affected area, the ministry opportunities will be different. A church's facility could be a gathering point for food, supplies, building materials, and other items contributed by the community. It could be used as an orientation center for untrained people who have volunteered to help in the disaster area, a shelter for volunteers from outside the area, a staging area for mobile units en route to the disaster site, a communications center, or a command center.

### **Organizing for Disaster Response**

Local churches should work with the state Baptist convention, association, and other congregations and organizations cooperatively, not competitively, while retaining church identity, purpose, and direction. A church should make advance arrangements with these organizations to offer its facilities during an emergency. Plan and work together with a disaster response organization of local churches to reduce omissions as well as duplications. Churches should seek advice and assistance from their state Baptist disaster relief director.

A church disaster relief committee should be elected by the church membership, headed by a church disaster relief director who will give general direction to mitigation, preparation, organization, and training. Other recommended members are the men's ministry director, the Woman's Missionary Union director, the missions committee chairman, the pastor, and other staff.

### **Church Disaster Relief Committee**

The disaster relief committee should perform the following functions:

- Conduct a survey of church members' skills, gifts, talents, and willingness to serve.
- Provide regular training.
- Lead the church to approve making facilities and equipment available for disaster relief ministries.
- Begin and maintain a crisis closet, food pantry, etc.
- Secure approval of the church to cooperate with other local churches, the association, state disaster relief director, The Salvation Army, American Red Cross, emergency management agencies, and other civic and government agencies.
- Contact government and American Red Cross authorities for the names and contact information of those who will direct disaster operations.
- Be alert for local and nearby crises that present the church opportunities to witness and minister through disaster relief. These may be large scale crises such as tornadoes, floods, and winter storms. Short-term crises such as fires in single family dwellings, accidents,

vandalism, and acts of crime are also opportunities to minister. Churches should report any actions and register them with local authorities, the Baptist association, and the state disaster relief director.

- Identify and assign volunteers according to the talent sheets.
- Conduct damage assessment in the community and notify local, associational and state disaster relief directors.

Responsibilities of church disaster relief leaders:

### **Church Disaster Relief Director**

- Trained by the state Baptist convention disaster relief ministry.
- Chair the disaster relief committee.
- Assemble a church disaster response team.
- Schedule planning and preparation meetings and activities.
- Schedule training events for volunteers.
- Enlist a church resources coordinator, help establish a plan of action, and assist in carrying out duties described below.
- Enlist a church volunteer coordinator, help establish a plan of action, and assist in carrying out duties described below.
- Serve on planning and coordinating groups before, during, and after a disaster.
- Relate to the local American Red Cross chapter, The Salvation Army, and government authorities.
- Relate to state convention and association disaster relief director.
- Alert coordinators and the church disaster relief committee of opportunities to minister.
- Prepare the church disaster team to respond.

### **Church Resources Coordinator**

- Trained by the state Baptist convention disaster relief ministry.
- Conduct an inventory of building facilities, equipment, supplies, and vehicles that might be used during a disaster. Adapt forms provided in appendix for that purpose
- Determine what to recommend to the church regarding the use of facilities, supplies, and equipment during a disaster, along with the committee.
- Enlist volunteers to assist with plans adopted by the church regarding the use of church facilities and equipment.

### **Church Volunteer Coordinator**

- Trained by the state Baptist convention disaster relief ministry
- Conduct a skills and talent survey of the church membership. Adapt forms provided in appendix.
- Develop a database of volunteers and skills, contact information, and training completed.
- Arrange for orientation and training of volunteers.
- Organize teams by skills. Choose team leaders.
- Establish a telephone chain for notifying volunteers when a response is possible.
- Activate the church disaster relief telephone chain when needed.
- Gather volunteers at the church or other location for assignment to duties and work locations.

### **Church Disaster Relief Team**

- Trained by the state Baptist convention disaster relief ministry
- Open church as a shelter to victims or volunteers.
- Prepare vehicles for a response.
- Assist in evacuation of families that may need help.
- Check on the elderly and others that may need help before and following a crisis.
- Clear church parking lot of debris following a disaster.
- Assist families as need in keeping with the church disaster plan.
- Provide temporary child care relief and/or elder care.

### **Church Opportunities and Action**

A church can assist with mitigation, preparation, warning, rescue and evacuation. It can also provide facilities, volunteers, and supplies to assist with emergency feeding, shelter, child care, or other functions. Church facilities can be used as an information center for victims and also provide pastoral counseling or crisis intervention.

Other ministry opportunities for churches are to:

- Identify volunteers (in the church or in the community) who can give advice regarding insurance, repair contracts, and applications for loans or grants.
- Locate qualified people to care for children, the elderly, and sick or disabled people who need special facilities, diets, transportation, and/or recreation.
- Identify members who can provide temporary housing for victims.
- Identify bilingual interpreters to assist those who speak another language or have literacy limitations.
- Provide companionship to people who have been displaced and are unfamiliar with their new surroundings, community services, and stores.
- Participate in ministries such as receiving, sorting, and distributing clothing, bedding, bulk food, clean-up, and household supplies.
- Provide assistance with food, housing, communication, and other needs of out-of-town volunteers who come to help with the disaster response.
- Cooperate with other agencies during disasters
- Have a voice in the rebuilding/relocation process and make sure victims are treated the same in regard to physical, social, and spiritual recovery.
- Begin a transportation bank by developing a database of cars, vans, pickups, dump trucks, boats, planes, ATV's, etc. which might be available during a disaster.
- Organize clean-up, salvage, security or repair crews, as well as help victims clean their homes and furniture, install temporary roofing or board up windows and doors or remove household contents for safe storage.

### **Church Preparation**

Churches should take the time to develop a plan before disaster strikes. If no advance preparation has been made, ministry opportunities will be limited.

Consider the following suggestions as you organize your church in disaster relief:

- Pray! Pray before, during, and after each of the following steps.

- Discuss the idea with the pastor.
- Complete the checklist entitled Church Potential for Disaster Response at end of manual.
- Discuss the possibilities with the men's ministry director. If this position does not exist, establish one or talk to another group in the church that might take the lead.
- Consider finances. How will the ministry be paid for?
- Be ready to recommend a leadership team—people willing to work and willing to enlist others to do so.
- Discuss ways the ministry might be used in the community or how it will contribute to state and associational disaster relief.
- Contact the associational director of missions, associational men's ministry director, and the state disaster relief director for suggestions and guidance.
- Make a list of possible services. Try to find out what other churches have done and give examples.
- Contact the local American Red Cross, The Salvation Army, and the county emergency services agency for information on how the church can help in case of a disaster.
- Select one or more services to recommend to the church or get input from other church members in deciding on a ministry.

### **Church Approval**

The next step is to secure church approval. The proposal for church authorization may come from an individual, but it would be best if it came from a church organization.

Organize the presentation. Present all pertinent facts, whether they are positive or negative. Develop a mission statement. Tell why the ministry is needed and why the church is capable of accomplishing it. Present the proposal in the form of a motion, either to authorize developing a specific ministry or to recommend further study to bring a definite recommendation later.

Cooperate with other agencies to:

- Reach an agreement with state or associational disaster relief ministries.
- Arrange for training.
- Reach agreement with other agencies in disaster response within your community.
- Secure permits, codes, licenses, certification, insurance, etc.
- Prepare a report to the state or associational disaster relief director, local disaster relief agencies and emergency management agency, or other organizations that you will support.

## Appendix One

### Church Member Disaster Relief Interest and Skills Survey

Name \_\_\_\_\_  
Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Work Phone \_\_\_\_\_  
E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_  
  
Church \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

Would you be interested in assisting with a disaster relief project by our church:

In this community       In this county       In this state  
 In the USA       Internationally

How much lead-time would you need to get ready to participate in a project?

#### Interest/Experience/Training

Check the types of disaster ministries that interest you. Place two checks by areas where you are experienced.

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Advisory/advocacy            | <input type="checkbox"/> 15. Interpreter:<br>Language _____ |
| <input type="checkbox"/> 2. Bulk distribution            | <input type="checkbox"/> 16. Legal aid                      |
| <input type="checkbox"/> 3. Casework                     | <input type="checkbox"/> 17. Literacy                       |
| <input type="checkbox"/> 4. Chainsaw crew/tree removal   | <input type="checkbox"/> 18. Medical emergency team         |
| <input type="checkbox"/> 5. Child care                   | <input type="checkbox"/> 19. Mud-outs                       |
| <input type="checkbox"/> 6. Cleanup crew                 | <input type="checkbox"/> 20. Reconstruction team            |
| <input type="checkbox"/> 7. Communications (Ham Radios)  | <input type="checkbox"/> 21. Repair (emergency)             |
| <input type="checkbox"/> 8. Counseling                   | <input type="checkbox"/> 22. Salvage                        |
| <input type="checkbox"/> 9. Crisis closet                | <input type="checkbox"/> 23. Sanitation                     |
| <input type="checkbox"/> 10. Damage assessment           | <input type="checkbox"/> 24. Security                       |
| <input type="checkbox"/> 11. Elder care (or handicapped) | <input type="checkbox"/> 25. Shelter management or care     |
| <input type="checkbox"/> 12. Employment assistance       | <input type="checkbox"/> 26. Transportation                 |
| <input type="checkbox"/> 13. Evacuation of persons       | <input type="checkbox"/> 27. Other _____                    |
| <input type="checkbox"/> 14. Feeding                     |   |

Check if you have training in the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Involving Southern Baptists in<br>Disaster Relief | <input type="checkbox"/> American Red Cross                |
| <input type="checkbox"/> State disaster relief manual                      | <input type="checkbox"/> Introduction to Disaster Services |
| <input type="checkbox"/> Hands-on training with unit                       | <input type="checkbox"/> Mass Feeding                      |
| <input type="checkbox"/> Temporary emergency child care                    | <input type="checkbox"/> Advanced first aid and CPR        |
| <input type="checkbox"/> Crisis counseling                                 | <input type="checkbox"/> Other                             |
|  | <input type="checkbox"/> Other disaster relief training    |

## Appendix Two

### Church Potential for Disaster Response

The following may be used in a disaster response in or near our community.

**A. Church Facilities**

- classrooms
- clothes bank
- dining room
- dumpster
- fellowship hall
- food bank
- gymnasium
- kitchen
- nursery
- outside electric hookup
- outside swage
- outside water hookup
- rest rooms
- showers
- storage building
- vacant building
- other \_\_\_\_\_

**B. Equipment**

- air compressor
- chainsaws, etc.
- generator
- high volume pump
- oxygen tank
- portable stoves
- sanitation equipment and supplies
- submersible pump
- other \_\_\_\_\_

**C. Vehicles**

- 4x4's
- aircraft
- ATV
- boats
- buses
- campers
- tractor-trailer
- trailers
- trucks
- van
- other \_\_\_\_\_

**D. Tools and Supplies**

- wheelchair
- brooms
- cots
- crutches
- electric cords
- first-aid kit
- garden hose
- hand tools
- mops
- power tools
- shop vacuum
- shovels
- other \_\_\_\_\_