

**mna disaster response**



## **Disaster Planning and Training Manual** July 2007

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

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APPENDICES contain much valuable information; please review all.

## **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

The 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. 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. **This 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.

# Disaster Planning and Training Manual

## July 2007

### The Organization

#### *Disaster Response Key Leaders*

The *Disaster Response Key Leaders* (DRKL) is a voluntary group of PCA leaders who have had experience in responding to disaster and have identified these areas as important to the task of meeting disaster in North America. We are sure that there are many ideas to be offered by others and they are welcome. We invite groups or leaders to add their own pages and make this manual a working document.

At the back of the manual are Appendices to give you working sheets to use as planning documents. We encourage you to make up your own if these are inadequate. One of the problems with Disaster Planning is keeping continuity through committed leadership. It may be some time between events and by then leaders have moved on to other things. Hopefully this Manual can help new leadership be brought up to speed quickly on how to make things happen.

We encourage all churches and presbyteries to circulate this manual among Deacons and church leaders, and to have the manual available in several offices. The manual will not be helpful in the next crisis if no one knows it exists.

It is our hope that presbyteries will take the responsibility and lead in disseminating this information. We recognize that the primary mission of the Church of our Lord Jesus Christ is to worship and glorify God, to spread the Good News of the Gospel, to disciple and nurture believers. Many churches have no experience in the physical aspects of caring for their members or neighbors. Many wish to do so but have had no training, some have few resources, and thankfully many have had no emergency that has forced them to do so.

In the providence of God our nation has suffered some significant disasters both natural (e.g. Hurricane Katrina) and man made (e.g. Oklahoma City bombing and 9/11). These have forced many of our congregations to deal with horrendous devastation, human suffering, and heart rending circumstances that require compassion response. Many of us have learned on the job about how to do some things, and conversely, how not to do some things. All of this learning is valuable in preparation for the “next time.”

Some of our presbyteries and churches live in areas that are seasonally prone to powerful storms and weather. These areas especially need to be ready, and those Presbyteries less affected due to distance need to know how to help those in crisis when the time comes. Natural and man made disasters can happen anywhere, and all of us need to live with the awareness that someday, for whatever purpose God has, it may be our turn to need help.

## ***The Concept***

In any disaster, the success or failure of the response depends upon the contact and coordination in the disaster area. Our contact in any disaster is with a local PCA church and her pastor. By starting with the pastor, securing his personal worries, the spiritual leader is free to minister to the congregation. The securing may be as simple as a hug – a reassurance that someone cares – or it could require much, much more. By starting with God’s spokesman, the faithful have someone to look to, to rally to. You may be asking; why not the physical church, the building? The building, depending on the magnitude of the disaster may be literally gone. A building should not and does not define a church. It is the pastor, the leadership, and the members who define the church.

With the pastor supported and freed from the most immediate personal needs for his family’s safety, food, shelter, and clothing, he can turn his attention to the congregation. The Disaster Response focus then shifts to the church leadership: elders, deacons, and other lay leaders in the church. Why these people? The elders and deacons are already familiar with the congregation, the personal networks and the physical structures that make up the church. As these men and women become secure, they can begin reaching out to the congregation. They can begin to sort through the needs and prioritize the order of what gets done. Once members of the congregation start to become secure, they can begin to reach out to others in the church body. Once the church membership becomes secure they can begin to reach out to others in the community. The transitions from leadership to congregation to the community are not a clear and distinct; there will be overlap when it comes to family members or close friends and attempts to assist their immediate needs.

Again, you may be asking why this order? Why not just go into a community and help whoever has needs? The church is a family. Would one ignore a family member to help a stranger? Showing Christ’s love to the church family is a very powerful way of showing those un-churched what our faith is about. We are not saying that the members’ lives, homes, and properties in their entirety are restored fully first. Once people are assured that their families are safe and out of harm’s way, they can reach out to others, regardless of the condition of their earthly possessions.

It does not take long to go from the pastor to members to non-members (of course it is relative to the scope of the disaster). From first hand experience we have seen this method work. It begins with God and ends with God. Keeping this in mind, all glory goes to Him. We have heard the reactions of non-churched and non-members to this method. The reactions range from ‘all my church offered was a request for me to give money,’ to ‘You have been the only people who have asked about my well being.’

## ROLES & RESPONSIBILITIES

### ***RELIEF PROVIDERS:***

**Definition: A Relief Provider (RP) is a presbytery and/or a network of churches or individuals that is able to mobilize its people in response to tragedy or disaster and effectively bring relief to a stricken area.**

Ideally, a RP is able to provide a minimum of seven (7) of the Key Functions listed below, in varying degrees of impact, and has committed itself to prepare to execute these key functions.

RP's are those presbyteries and/or networks of churches and individuals who have come together to generate multiple teams responding to a crisis or disaster event. Many churches have sent single teams, and we are very grateful for their ministry. Those presbyteries or groups of churches who have continued to generate at least several teams are what constitute a Relief Provider. When a disaster has a long term need for relief and reconstruction, many teams are required.

Roles RP's can take:

- Assessment Team Leaders**
- Disaster Response (DR) Team Leaders**
- DR Site Managers**
- DR Site Coordinators**
- DR Site Staff**

### ***KEY FUNCTIONS OF RELIEF PROVIDERS***

Not only does the RP send teams, but it has the ability to execute in several functional areas. Not every RP has the same personnel, experience, or expertise but each ought to be able to provide, to some degree, help in each of the functions this manual will articulate.

Key Functions are those tasks through which a team provides relief, care, and restoration to a stricken community. Key Functions are all developed, prepared, and carried by the group.

- **Advance Assessment**  
The ability to be part of the first response to a disaster to assess the needs of an area and to make decisions for the Disaster Response effort
- **Staging Site Setup**  
The ability to act as a staging area for both equipment and volunteers in a disaster area, or as an intermediate stop for those going to a disaster area.
- **Infrastructure Setup**  
The ability to build/establish an infrastructure for a disaster area. This infrastructure could include shelter, sanitation, food, and other site needs.

- Site Management  
The ability to support/supply on site management
- Care Team Skills  
The ability to provide counseling and other Care Team services
- Communications: Info/Data  
The ability to support/supply the communication needs for Disaster Response
- Volunteer Generation  
The ability to recruit and establish response teams for unskilled to skilled volunteers
- Self Sustaining  
The ability to support/sustain a site and/or teams in disaster area
- Transportation  
The ability to provide transportation to/from and disaster area

RPs send teams who have enough resources and personnel to provide some key, or essential, resources to make relief work effective.

The First Team - which arrives in an area shortly after a disaster provides the Advance Assessment function or tasks. This happens in coordination with MNA Staff, and goes usually to the site of a PCA church in the area of the disaster. The team brings with it all resources needed – communications, gasoline, toileting, food, etc., – so that it can safely enter and exit an extremely damaged area with no assistance. The team determines how desperate the need is, what is needed and in what order, and if relief teams can safely and effectively function in this area. Teams should have discernment as to what has to happen first, and what the continuing needs will be. Obviously more information will be developed as time goes on, but Advance Assessment Teams have to have qualified personnel who can make good judgments quickly, asking such questions as: Is there someone here to work with? What resources are available in the affected area? What will need to be staged here to make relief possible? What infrastructure is needed to create a safe environment? Can we get teams and equipment in and how will they survive?

RPs should have the ability to set up a staging site. This may be crude and rough at first, living in trucks, tents, or partially destroyed buildings. The better the facilities of the staging site, the more readily the site will serve to sustain effective work for long periods. Water, food, shelter, and hygiene for the team have to be carried in by the team if these cannot be provided at the staging site. Those who enter the disaster area to provide relief must not be a burden to the disaster survivors.

### ***IMPORTANT SKILLS AND ABILITIES OF RELIEF PROVIDERS***

- Shelter Set Up & Operations
- Equipment operation
- Distribution Center
- Home Extrication, gutting, repair.
- Home Rebuilding
- Inter-Agency Cooperation
- Legal and liability Knowledge

- Medical Skills
- Way station for Mission Teams
- Safety Analysis
- PTSD, CISD, Grief Counseling skills
- Psychological and Spiritual First Aid

Each disaster is unique, even though most will have some similarities. The relief has to be tailored to the situation. Advice will hopefully be given by Advance Assessment Teams, DRKL, MNA Staff, or other Government and Relief Agencies on site.

Some situations will require setting up shelters or safe places for survivors to be housed or to recover. Some shelters will be short lived, some will have longer than expected life spans. Safety, security, hygiene, and provision are all issues to be considered.

Equipment operations are both a safety and stewardship issue. It is important to give some training on all equipment so as to protect the user and the equipment. Chain saws can cause great damage if used incorrectly or unsafely. A short class can provide a good deal of protection. Safety equipment while working: (gloves, goggles, helmets, etc), can save fingers and human limbs.

Setting up a Distribution Center needs to be carefully planned, and then carefully manned and supplied. Decide if this is the best use of time and resources, and if some other agency is providing it. Try not to accept clothes, as it leads to immense storage problems.

One of the greatest skills is the ability to cooperate, on all levels. It may sound strange to read in this manual the admonishment to Christian leaders to simply behave in a gentle and loving way, but it is necessary.

## **LEADERSHIP**

Leadership is many things, but can be defined as ability to:

- Learn the needs of the mission
- Articulate and organize the mission
- Motivate to accomplish the mission.
- Design, direct, delegate, decide
- Cooperate with indigenous leaders
- Cooperate & communicate with all terraced levels of involvement and authority

Teams won't be able to be generated, or to function, without leadership. We encourage spiritually qualified leaders, who can effectively lead people, to do this work. It is not necessary for every leader to know how to do everything in terms of disaster relief; if they are a good leader they can recruit and delegate.

Leaders need to have a passion for this work, the ability to learn quickly what is needed, and the ability to articulate that need to the session of their church, their presbytery, and the people of the churches.

It is essential that all team leaders have the ability to communicate and cooperate with indigenous leadership in the area affected. Simply because someone can come in with

resources does not mean they have the right to make decisions affecting local churches and people. Leaders must have the ability to be humble enough to listen. They must be careful not to come in with a pre-conceived agenda and make demands.

Cooperation is necessary among the DRKL and MNA staff (who will be working together as one group), and patience is encouraged in this whole process. Often in a disaster individuals and churches make quick unilateral decisions to send and bring help quickly, and that is commendable. Yet, confusion, duplication, and frustration can result without communication and cooperation. Remember that it takes some time to figure out what is really going on and what is the best and most effective way to help. Once the physical crisis is over we hope that relationships are still in good shape.

### ***KEY RESOURCES RELIEF PROVIDERS NEED TO SECURE***

- Money/cash
- Communications
- Computers
- Equipment
- Insurance
- Hygiene
- Tarps
- Tents
- Tools
- Command Trailer
- Flatbed & Cargo Trailer
- Portable Housing
- Vehicles
- Portable Power
- Food & Water

Teams must come in self-sustained so as not to be a burden to the folks we are trying to help. Besides human resources, cash is one of the most important assets a team can bring. We stress cash because in some areas ATMs and Banks will not be functioning. Any resource that requires electricity to secure or operate should be presumed to be unavailable (until proven otherwise) in the disaster area in the early stages of relief.

#### **Communications.**

RPs should plan and equip their communications system in advance. Do not count on cell phone service being available in the advance assessment stage. Satellite phone is an effective but expensive option. Walkie Talkies are good for internal team communications. Ham radio is an option. Laptops are a good and valuable resource but sometimes Internet Providers are not accessible. Equip laptops to be powered by car battery if you plan to rely on them in the earliest stages. Data can be put on a disk or drive and carried out. Depending on what the Assessment Team finds you should know what equipment to bring. It is good to know where to acquire tarps, chain saws, and other such supplies prior to leaving for the affected area. Bring it with you if you can get it.

Showers and hygiene are always an issue. If possible find and bring a shower trailer or some means to keep your people clean. They will be much happier workers. Make sure any trailers you use to carry Bob-Cats or heavy equipment are safe and road worthy, inspect them carefully.

Bring electric generators if you need them, but make sure personnel know how to use them safely. Give special attention to ventilation and electrical grounding. Bring extra fuel for vehicles if gas stations are off line, and enough bottled water and food to sustain the team.

### ***WHAT TO DO FOR PREPARATION***

- Training
- Recruitment
- Leadership Identified
- Skill & Resource Inventory
- First Responders Committed
- Credentials
- Networked and linked with MNA.

This manual can be used as a training tool. MNA provides training events for disasters. The Red Cross and FEMA may also have local or regional training events. We encourage you to train all volunteers as fully as possible. Some church members have specialized training already.

Some agencies provide credentialing in certain skills and this will help you to gain access to areas, and provide a certain level of expertise and safety. MNA will seek to supply teams with name tags and IDs. Make sure you either secure such from the MNA Site Support Team or bring them with you. It might be helpful to contact your local Red Cross agency to see what training and credentials they provide in your area.

MNA keeps a roster of RPs and keeps RPs in touch with each other through the DRKL. Communicate to MNA the specific information about your team, and their availability in case of a crisis. At the time of a crisis, communications can become overwhelmed, and teams wanting to react quickly can become frustrated. Prior relationship building with MNA will help things to get going quickly and smoothly, Lord willing. Through MNA and DRKL working together, our goal is have strong working relationships with one another, as well as advance knowledge of the RPs available and their skills.

### ***MISSION TO NORTH AMERICA STAFF FUNCTIONS:***

MNA Staff:

- Identifies, trains, and coordinates Relief Providers (RPs)
- Monitors regional and national disasters
- Coordinates with local presbyteries and churches to determine assistance level
- Assigns staff where appropriate
- Provides training and care events
- Publicizes and informs the denomination

- Tracks data
- Raises and distributes relief funds
- Ensures Site Management

MNA staff will attempt to provide the level of communication and coordination necessary to make things work together for relief. MNA will strive for just the minimum of structure that keeps order but encourages/depends on grass roots initiative. The MNA ShortTerm Missions system will be used as the core of the operation.

MNA staff, prior to an event will:

1. Contact churches in the affected area as soon as possible after the event.
2. Contact churches in the projected area to establish points of contact after the event.
3. Contact the RPs to ask early response/assessment teams to be ready to go.
4. Arrange for DRKL planning, meeting physically or virtually just before and/or after the event to begin developing a master plan.

### ***MNA COMMUNICATION FUNCTIONS***

- MNA the conduit from denominational to local
- Data base of Relief Providers and Volunteers
- MNA the conduit from local to national
- Information center on current needs
- Vehicle for Presbyteries to reach denomination
- Vehicle for inter agency cooperation

MNA will gather data from the RPs that send in Advance Assessment Teams and will assist them as necessary. MNA staff will work with the RPs to establish a physical office as the base of operations. MNA will funnel individual or church team volunteers to RP sites where needed through a placement system. Support services will be offered to the RPs, and the DRKL will develop a long-term relief plan as trends begin to emerge.

### ***TRAINING EVENTS:***

- Relief Provider Training
- Manual Publication
- Lessons learned
- Grassroots participation
- Mobilization “how to”
- Sharing ideas

We hope to include in this manual “lessons learned” after each event. We encourage teams to write an After Action Report, or to keep a Log of some kind so we can learn how to do things in a more effective manner the next time.

MNA hopes to bring Relief Providers and Disaster Response Key Leaders together from time to time, and to sponsor training events for the purpose of preparation. If you need such a training event in your area please contact the MNA office.

## ***SITE MANAGEMENT TEAMS***

- Recruiting and identifying short term Site Managers.
- Skill training:
  - Attitude
  - Assessment
  - Management
  - Coordination
  - Communication
  - Surviving

One of the great needs experienced during the Katrina crisis was for Site Managers. In recovery operations it is important to have someone on site who can coordinate teams coming in to help. This person (or Site Management Team) coordinates with the local PCA church, if there is one, and the arriving team. The SMT surveys what jobs can and should be done, and establishes the relationships with local people so that the offer of help will be received. SMTs also pre-arrange life support for the team. They also ensure follow-up and continuity with the local church.

Site Managers need their own personal support team (especially through prayer) as they must be sustained through long hours of work and possibly months on the ground in communities demoralized by devastation. They need prayer support, supervision and encouragement, time off, sometimes PTSD counseling, and protection of their physical health.

Churches are encouraged to consider lending a staff member for weeks or months (at the church's expense) to be a Site Manager. The length of time required means this should be a paid position whenever possible.

## ***CARE EVENTS:***

Weekends (plus) of respite and restoration

Challenge Agenda:

- a. Enduring the challenge
- b. Meeting the challenge
- c. Exploiting the challenge
- d. Surviving the challenge

Professional Care Team Supported.

A Care Event is a weekend or longer experience for spiritual and emotional recovery for those who have experienced “traumatic stress.” This stress can be the result of an experience of great trauma, pain, or suffering, or a prolonged exposure to stress and crisis.

Bringing such individuals and families together for a short period in a restful and comforting atmosphere, with appropriate programming, rest, recreation, and available counseling can be healing. This should be done at no cost to the individuals who have suffered through the stress events.

Elements of this event would be: rest, good food, comfortable atmosphere, worship, testimony and story telling, health and emotional professionals available for assessment and counseling.

## ***MISSION TO NORTH AMERICA POLICIES REGARDING DISASTER RELIEF***

MNA agent for PCA

- Servant of the local presbytery & church
- Facilitator, communicator, coordinator
- Non-owner of equipment
- Fund raiser and distributor
- Low admin - direct distribution to need
- Children & Youth
- Liability and insurance information
- National inter agency coordination

Mission to North America has working policies that help to facilitate effective coordination of relief in response to disaster events. MNA takes its mandate from the General Assembly to disaster response in North America for churches and presbyteries who experience needs that exceed their resources. MNA does not direct the churches or presbyteries, but assists and serves them in the work of the Kingdom of God.

To that end MNA facilitates responses to disasters when the response required exceeds the resources of the affected church or presbytery, communicating the need and opportunity for ministry to the broader church. By this communication, MNA raises funds to help those congregations, their families, and their surrounding communities.

MNA distributes those funds through local presbyteries and churches so that money is not spent on administration of relief but on relief itself. Some money of necessity must be used to facilitate relief but this is kept to a minimum. Direct cash grants may be given to PCA families and churches when approved and requested by the session or diaconate of a PCA church; no cash grants will be given to non-PCA individuals.

MNA does not seek to own disaster or relief equipment or supplies, but encourages presbyteries and churches to own their materials and equipment. Churches also must carry their own liability insurance and seek supplementary policies for teams. Groups of youth and children sometimes are not permitted to be part of MNA teams working in the

affected areas. Teams which include youth and children are encouraged to cooperate fully with MNA in their assignment, since disaster areas often include conditions which are dangerous to children. MNA serves as the coordinating agency with other NGOs and national agencies.

### ***CHECK LIST FOR TEAMS***

- Who leads what?
- What are the contact numbers?
- Who gives permission?
- Where is our equipment and supplies?
- What equipment and supplies do we need for this event?
- What events could happen?
- Set the agenda and timetable: what comes first, etc?
- Where do we go and how do we get there?
- Who needs to know?
- What kind of network needs to be built, how big, how long?

### ***GET YOUR DATA AND YOUR PLAN PUT TOGETHER***

- Names of Potential Team Captains
- Names of committed volunteers
- Names of trained volunteers
- Names of skilled personnel
- Name of those with special equipment
- Times of availability
- Notes of specific circumstances
- Who coordinates activities, date, information flow?
- How to get Session Approval
- How to coordinate with MNA
- When to alert teams
- How to prepare, train, and equip teams.
- How long teams should stay on site.
- How to get money to make it happen

### ***WHAT DO YOU HAVE?***

- What do your members own that they are willing to let the team use?
- What supplies can be donated?
- What do you need to purchase?
- Where can you store it?
- What equipment requires maintenance and training?
- How will you transport the stuff you need?
- How will you transport the people?
- Inventory of stored equipment
- Inventory of equipment offered by church members.

- Inventory of supplies and equipment needing to be purchased for specific events.
- Transportation assets.

## APPENDICES

### SAMPLE FOR VOLUNTEER ROSTER

Volunteer Roster

Event \_\_\_\_\_ Date \_\_\_\_\_

1. Leaders names and contact information:

- a.
- b.
- c.

2. Volunteer names and contact information:

- a.
- b.
- c.
- d.
- e.
- f.
- g.

3. Permission to launch team given by..... ..when.....

4. Equipment and supplies stored where?                      What is needed?

- a.
- b.
- c.
- d.
- e.
- f.

5. Contact made to MNA, who.....when.....contact no.

6. Contact made with disaster site, who.....when.....contact no.

7. Event horizon, what happens in what order?

- A.
- B.
- C.
- D.
- E.
- F.

8. Move out date?.....mode of transport?.....

We imagine this to be a changing and evolving list. It is good for a Deacon or interested church volunteer to get this Roster out from time to time and bring it up to date.



## **Lessons Learned for Site Managers**

*Brian McKeon and Tim Anderson were Site Managers for MNA during the recovery from Hurricane Katrina. This Lessons Learned article presents recommendations from an After Action report by Tim Anderson, with the concurrence of Brian McKeon. These are recommendations, not policy, but give teams some things to consider.*

### **I. STAYING ON TOP OF BEING PREPARED**

So who will be the change agent in your congregation, the person or persons who will give leadership to this effort? Do you know how to get the Pastor's input to this action, and the support and permission of the Session? Who coordinates relief operations in your Presbytery? Does your Presbytery have a Mercy or Disaster Response Committee?

Once someone is "official" and has the support of the church's leadership they should call MNA and connect with staff coordinating Disaster Response. The MNA staff should be able to connect your team with a point of contact in the stricken area. Sometimes Presbyteries need no help from MNA and can handle things internally, so you should know whom in your Presbytery to contact as well.

#### **1I. USE THE MNA WEB SITE**

MNA has a web site that they will use to coordinate volunteers and church teams that want to respond in a given emergency. The web site is the hub of communications in the relief effort. Communication and planning flows far more effectively through utilizing the web site than through telephone and email.

#### **1II. AFTER ACTION REPORTS AND RECOMMENDATIONS**

The After Action Reports from the MNA staff concerning operations after Hurricane Katrina can provide good training material. These reports are not available to the public since some of the comments may be personal and after longer reflection may be restated.

Specific recommendations unrelated to personalities are and should be included in this section. MNA staff and DRKL will review them carefully, and the information will be made available to the RPs.

#### Communication Recommendations

- Site managers need a clear explanation of their duties at the start of operations
- Site managers should be answerable only to the MNA Disaster Director (MNADD)
- The MNADD will check in with each site manager a minimum of one time a week by phone, more often in the early stages of operations
- The MNADD will visit each site frequently.

#### Well Being Recommendations

- Site managers need to be clearly warned and prepared for the stresses of their position before taking their post
- Site managers should be encouraged to be in close and frequent communication with each other in order to vent similar stresses and encourage one another
- Site managers should take frequent short half or one day breaks
- Site managers should take a few longer breaks, leaving the disaster area but perhaps not “going home”

#### Site Manager Tools

- Site managers should acquire their own set of tools to better prepare themselves for field work
- Spreadsheets may work well for work management; our expectation is that a laptop will be provided for each site manager
- Reliable maps are vital to the site manager and the work crews. Maps should be included with all work orders before a team is sent out
- Assessing jobs before sending workers is highly recommended, if not an absolute must
- Site managers should utilize each team's own predetermined leader

#### Site Manager SOP Recommendations

- Step One: Arrive at the assigned church or town and establish a system to manage work orders
- Step Two: Obtain a member list for the assigned church and assure the needs of each member have been met
- Step Three: While working on members needs, evaluate the condition of the church and its members, and discuss with the pastor/church leaders what approach they would like to take to address the needs of the community at large
- Step Four: Choose a methodology, either from the “Overall Community” approach or the “Target Neighborhood” approach, or create a new approach appropriate to the circumstances
- Step Five: Proceed with chosen approach, adapting and modifying it as necessary
- Step Six: During steps one through five, pray often

#### MNADD/Site Manager Coordination Recommendations

- Site managers should be consulted before decisions are made by the MNADD that effect a site's volunteers or methods and plans in the disaster zone
- Site managers should be regularly consulted for their opinions on how the MNADD should proceed in his operations

Reimbursement Recommendations: Establish a pre-requisite for reimbursement eligibility

- Once a volunteer has met the eligibility requirements, they enter into the pre-determined reimbursement system
- Example System: \$100 per week, vehicle reimbursement on weekly mileage, cell phone covered as bills arrive

#### ***IV. Distribution Centers***

The Disaster Relief Distribution Center (DRDC) - not to be confused with a volunteer supply center - is a center that distributes food/personal items/cleaning supplies to the general population in the area of a disaster. Not every disaster response will require such a center.

To effectively mobilize and utilize the resources of the MNA Disaster response teams, it will be a responsibility of the Advance Assessment Team(s) to determine if a distribution center is needed and that there is a location to house it.

With this responsibility placed on the advance assessment teams, at least one member of the team should have experience with or training for distribution centers. This decision may not be simple to make. There may be the need, but others are filling it. There may be a need, but no place to house it or a safe way to re-supply it.

As part of the early disaster event standup - the leadership for distribution centers should also begin preparations with the other initial response teams. Once the determination is made, the distribution center team can begin operations or stand down. By standing up a distribution team early, this will facilitate getting the supply-chain ready for the call when a decision is made to start a center or centers

# MNA Disaster Conference

## First Responder Guide

March 31, 07

Pinewood PCA

Ben Harris

### **LIVE A LIFE THAT COUNTS**

The choice to become a first responder after any disaster carries many rewards, and responsibilities .

Are you ready to be the first to walk into an area where all normal activities have been disrupted? Before you accept the assignment, your first responsibility is to make certain your family is taken care of. There is no way to assist others if you are distracted By worry about family the mission will not get your much needed full attention.

The background and experience to be a first responder will vary, there are many areas of experience that would be helpful. To be effective the main requirement is to be a willing servant and have the ability to size up conditions rapidly.

#### A few areas to be trained in

Basic First Aid

CPR

Search & rescue w/ triage

The above are the minimum, from there the list could go on;

Basic Fire Fighting

Structural safety

Electrical knowledge

## **PERSONAL PREPARATION**

**Carry food - For self and a few items to be passed on  
MRE's are a good choice, snack bars w/ extras  
a minimum of 3-5 days supply.**

**Water bottles - minimum 2 cases, also Gator aid (all you can carry)  
Freeze gallons of water, dry ice if available.**

**Sleeping - Cot, blanket, bed roll, you may sleep in vehicle a day or two.**

**Toiletries - Toilet paper (with extra). Paper towels.**

**Tools - basic tool kit, hatchet, bow saw, GOOD knife, etc.**

**Flashlights - extra batteries, wind up or shake are good options.**

**Medications - Sun Block, insect repelent.**

**Gas, or Diesel - If a Katrina size disaster Fuel will not be available,  
Enough to get back out of the area and to sustain you  
while there.**

**From this you can a general idea of what may be encountered the first few hours or days after a disaster. The goal for our First Responders is to be knowledgeable enough to know their own limitations, and judgement enough to know when they are getting in over their heads. The relationships with experts in many areas will be valuable to you . There will be a multitude of rapid fire decisions you will make during the first few hours on the scene, and the wrong decision can hinder the success of the teams to follow you.**

**Before you enter an area there is an emotional preparation to be dealt with also. Dealing with those who have been traumatized is stressful on you also, be careful not to get caught up on trying to resolve the needs of everyone you encounter. There will be time for this as soon as the location to operate has been established.**

**TAKE CHARGE - Be ready to take charge, most persons who have been thru a disaster are unable to make simple decisions the first days. Many are waiting for some one to get them started. This is a big part of your mission, To get the local people you encounter started on the path of recovery.**

**The size of the disaster will determine the time frame for evaluating the needs. Remember that crews are waiting your feedback for directions and where to go. You are preparing the beach-head for the operation.**

**Smaller disasters should take hours or less to determine the needs. Large scale disasters can should not take over 24 hours to access the immediate needs.**

**The objective for the First Responder is to establish a location for relief teams to operate from. Position them as close to the affected area as possible. The location can be temporary until utilities have been restored at a closer location.**

### **PERSONAL IDENTIFICATION**

**For First Responders it will be necessary to have proper identification, as to who you are and who you represent. The local authorities will be overwhelmed, and will welcome qualified help that have a mission. It may take a day or two for them to know you are for real, but when they know you are there to help they will do all they can to assist you.**

**Have photo identification for each team member, in the form of a clip on badge. The magnetic signs for the vehicles are good identification for the first few days. MNA DISASTER RELIEF RESPONDER is effective wording that the local Police soon recognize.**

**After the locals and scavengers realize the signs are a pass to get where**

they do not belong, we found they begin to disappear and show up on vehicles not associated with PCA.

### LOCATING THE STAGING AREA

Prior to the disaster, if possible, move near the projected target area. With tornados this is not possible, with Hurricanes or floods; keep far enough so as to not be in danger yourself. As soon as the immediate danger passes; begin moving closer. The PCA directory is the tool used to contact Churches in the area. Gather information as you are on the move, from local churches .

- A. Does your church have damage, is it significant?
- B. Does your church or congregation need help?
- C. Have you had contact with other churches in the affected area?
- D. If damage in this area, can your church accommodate volunteers?
- E. When there is a site as close as practical to the damage :

Will the church house volunteers?

How many ?

Are there feeding possibilities ?

Is there repairable damage to the buildings?

Parking, # available for volunteers?

Are utilities operational?

Water

Electric

Sewer

Gas, if used

If utilities not operational, projected time

- F. IF distribution is needed

Will this site accommodate, and is it workable?

Large truck access?

Garbage, storage and removable?

## **Storage room, inside and outside ?**

**With ALL these items cleared, IS the Pastor and Deacons willing to accommodate the Relief Effort? CAUTION the pastor of what is being ask of them. Let them know what the effort is about and be assured they are willing to participate.**

## **RESPECT PROPERTY**

**At this point we discuss the need to respect privacy. DO NOT abuse the privilege of being in an area . Respect others property, and processions. Even if the house is not standing, stay off the property, “ I just wanted a photo” is a poor excuse for trespass.**

**Always be aware of who we represent, your manner and attitude with all you encounter , is a witness as to who we represent . This mission is a calling to witness to the hurting, we may well be the only Servant of Christ some will ever see and talk to - this is what the program is all about, an opportunity too share God’s love to the saved and the lost.**

### **LIVE A LIFE THAT MATTERS**

**As we deal with the hurting DO NOT promise anything you know you can not make happen, offer encouragement and do what you can. Keep in mind we can not change what has happened to these people, we can help some and offer encouragement and help to show the way to recovery. Live out God’s love, and show mercy in all of the dealings, if it is feeding or cutting trees, etc.**

**You may be the first person some encounter after a disaster, make it an encouraging and positive experience . Don’t tell them everything is OK, listen with empathy and do what you can to give hope, Feed the body and soul. Let them know that your being there is a calling from God, your encounter with them is not by chance.**

## **WORK PROGRESSION**

**Our mission is to assist ALL people, not just the local church.  
Normally we do want to get the pastor, elders and deacons up and**

**running ASAP, this way they can begin participating in the relief effort . If their home is not functioning they will not be able to help others.**

**Our goal is to encourage the local church to join in the relief and help others. If the Church building is not able to conduct services, help get it ready ASAP.**

**As you enter neighborhoods for Relief Work , stay in that immediate area to assist others, this will avoid useless travel time. This also gives opportunity to assist and witness to others close by. I encourage carrying Bibles to be given, if there is an opportunity.**

# 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

## MNA Trailer F-1

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

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

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

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

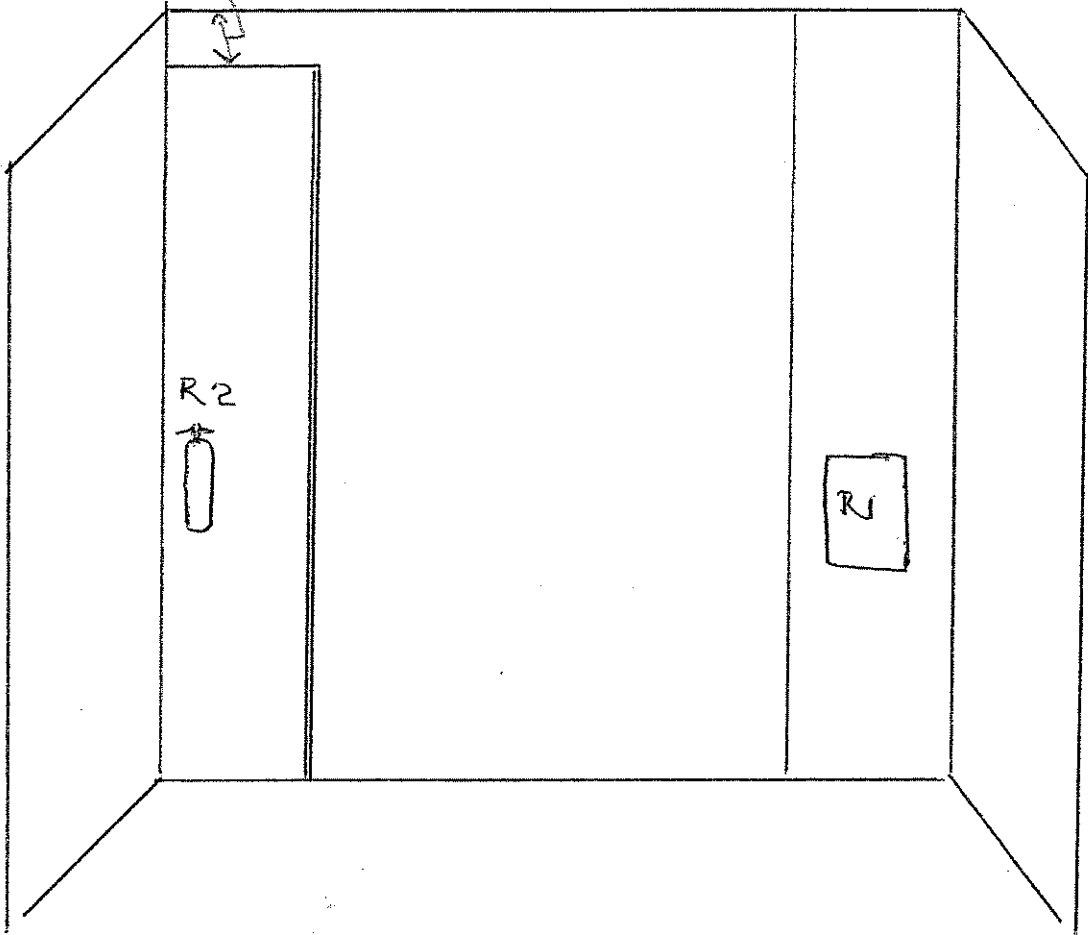
|           | <b>Number</b> | <b>Location</b> | <b>Item</b>                 |
|-----------|---------------|-----------------|-----------------------------|
| <b>1</b>  | <b>1</b>      | <b>R1</b>       | <b>First Aid</b>            |
| <b>2</b>  | <b>2</b>      | <b>R2</b>       | <b>Fire Extinguisher</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>   |

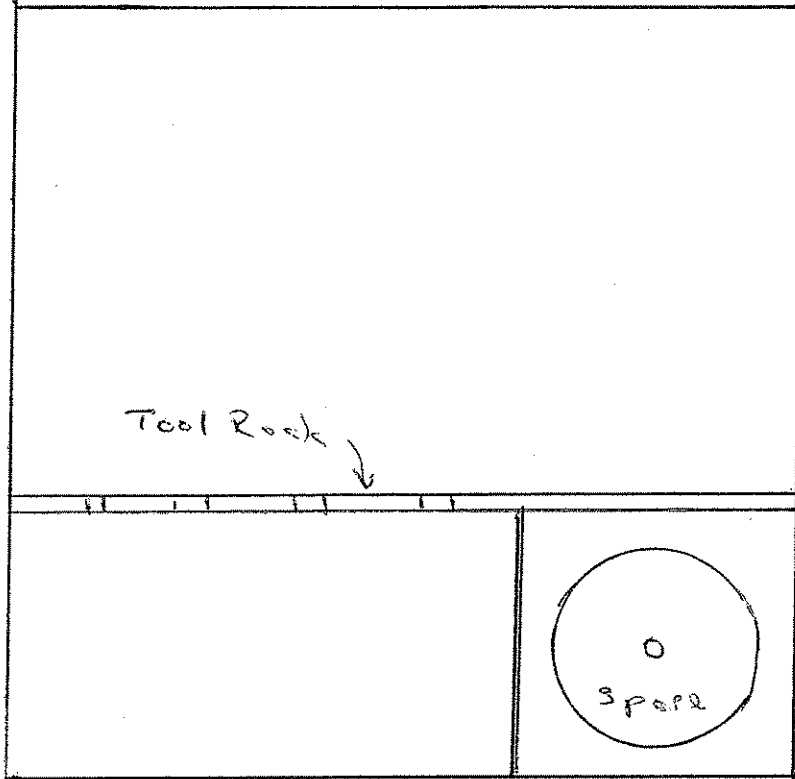
|           |          |            |                                    |
|-----------|----------|------------|------------------------------------|
| <b>35</b> | <b>8</b> | <b>S2</b>  | <b>5 Gal Gas Can</b>               |
| <b>36</b> | <b>1</b> | <b>S3</b>  | <b>Electronic Air Compressor</b>   |
| <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

HURRICANE DISASTER RESPONSE:

A GUIDE FOR LOCAL CHURCHES

AND

PRESBYTERIES

Developed by:

The Presbytery of Southern Florida – Presbyterian Church in America

Based on the experiences from Hurricane Andrew

Compiled 1992

Condensed and Summarized in 2007

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## Hurricane Disaster Response – Why the Church?

The contributors to this manual spent many hours walking through the devastation wrought by Hurricane Andrew. They were there from the earliest hours, and many remained after several months. Some directed relief activities; others were simply volunteering their time. Some were pastors; most were lay people. They worked mass shelters, distribution centers, and mobile feeding stations. They served as members of work teams cleaning debris and assisting with emergency home repairs. They helped the elderly and others to apply for assistance through various agencies. They held discussions with those receiving assistance as well as those providing it. The one observation that was consistent among these people was:

### **THE CHURCH PLAYED A UNIQUE AND VITAL ROLE IN THE AFTERMATH OF HURRICANE ANDREW.**

The one quality that distinguished the church response from that of secular and governmental organizations was the spiritual element. The Christians who worked so hard after Hurricane Andrew were following Jesus' example and "doing for the least of these" what had to be done under very trying circumstances. Whether planned or not, this was a form of evangelism. The disaster work, to them, transcended a more urgent task. It

was an opportunity to show unconditional love to their fellowman. It was a chance to encourage, uplift, and minister to the physical and spiritual needs of hurting people, and let the hurting people minister to them. The government is not concerned about spiritual needs, neither are secular organizations. But God's people are. This was evident in Andrew and it will be evident in future catastrophes.

### A Time for Evangelism

Repeatedly, the question came up, "Should we evangelize during our relief efforts?" This question was applicable to every Christian Church not just those affiliated with the PCA. The answer was always yes but the nature of the evangelism varied from group to group. As mentioned above, some considered the outreach to minister to the practical needs of the suffering as an important form of evangelism. On numerous occasions these situations led to opportunities to share the "Good News" of Jesus Christ with individuals but it was not preplanned.

In other cases, there were specific ministries set-up to evangelize.

"Operation Andrew" was one of the more notable ones. Launched by Reverend Bill Iverson in the very early days following the hurricane, this

group trained and sent individuals to actively witness to victims while helping to meet basic human needs such as providing hot meals.

The experiences of the Southern Florida Presbytery following Hurricane Andrew will benefit other PCA churches confronted with a disaster in the future.

### Planning for the Future

A question asked of church leaders involved in the Andrew relief effort was, "If you had it all to do over again, what would you do differently?" The answer most often heard was:

**"I WOULD SEE THAT MY CHURCH APPOINTED SOMEONE TO BE THE COORDINATOR IN THE EVENT OF A DISASTER."**

No doubt the harrowing events of the first few weeks after Andrew contributed heavily to this response. As time goes by, will the commitment for such a position remain? Is it realistic to think that, considering all of the other demands on time and resources, churches will make the effort to plan for something that may never happen? However, even though some may plan, experience tells us that the majority will not. On the other hand, most

churches would probably use a “how to” manual immediately following a disaster if it were available. (Pastors may want to review it once a year.)

Churches may not see the need to appoint a relief coordinator in advance. However, it would be wise for the church leadership to consider potential candidates should it become necessary. The leadership needed in emergency situations differs from that of less chaotic situations. This became apparent in the Andrew operation. Some individuals actually performed better amidst the chaos and confusion, while others, who would otherwise be good administrators, could not handle the pressure.

Prior consideration to the following questions by the pastor and the church leadership would be helpful in preparing for a disaster:

**In the event of a disaster, what emergency assistance would be available to members of our congregation who have been affected?**

- Where can they get emergency food and water?
- Where can they get personal hygiene items?
- Where can they stay in the event that their home is rendered uninhabitable?

- Should the church maintain emergency supplies for this purpose?
- How will emergency supplies be delivered?

**If the telephone lines are down, how can we establish communications?**

- Are the church member's cell phone numbers recorded in the church office?
- Is there a battery operated radio in the church for weather and/or information about relief efforts?

**What do we do if the power is lost?**

- Does the church have a portable generator?
- How many people in the congregation have portable generators?
- Where could we obtain one on short notice if we had to?
- Is there a supply of flashlights for use in an emergency?

**Should our church facilities be used as a shelter or distribution center?**

- How many people could be sheltered (overnight) under emergency conditions?

- Are the bathroom facilities adequate?
- Do we have kitchen facilities for feeding large numbers of people?
- Is there sufficient parking?
- What is the shelter/distribution center was needed for several weeks?

Would it affect worship services?

- Can the facility be secure to provide safety and prevent looting?
- Who would staff the shelter?
- Would the church be in charge of receiving and distributing food?

Consider this carefully. After the experience of Andrew some churches had second thoughts as to whether or not they were equipped to deal with such a challenge. The answers to some of these questions may be readily apparent and may require little input from outside sources. Others will require research. Find out how other groups in your community would normally respond to disasters. A visit or call to the county or city civil defense agency and an office of the Salvation Army and the Red Cross will prove helpful. Other denominations such as Southern Baptists and the Mennonites have

plans for disaster situations. Find out about the way they prepare and respond and how your church can coordinate with them.

The Churches in Southern Florida Presbytery were hit unexpectedly with a disaster of enormous proportions. They did a superb job of emergency management considering there had been no disaster planning or preparations. There were no guidelines to tell them what to expect.

Periodically working through the above questions will make it considerably easier when your community and church are faced with such an emergency.

### The Role of the Presbytery

As indicated above, Hurricane Andrew dramatically proved that a disaster can quickly overwhelm the financial and human resources of one church.

**The need for all of the church in the presbytery to come together in a unified effort is paramount.** Though not essential, it would be beneficial to have some kind of organization in place prior to the onslaught of a disaster.

The following are some of the questions with which the presbytery must contend.

- Who will coordinate the over all relief effort?
- Where will the headquarters for the relief effort be housed?

- How will the presbytery coordinator relate to the individuals churches (pastor/lay leaders)?
- What kind of assistance will be provided to victims?
- Which church families have priority over other victims?
- Which church will be entrusted with funds that are contributed for the relief effort?
- How will relief funds be distributed to churches? Individual victims?
- How long will the presbytery stay in the disaster relief business (duration of emergency/recovery phase)?
- How does the presbytery dispose of surplus equipment and supplies after the relief effort is shut down?

The efforts of the South Florida Presbytery was commendable in that several churches (Kendall, Granada, and Old Cutler for example), moved quickly to organized a unified effort. Though they had no prior experience, common sense directed them into a crisis management mode under which they dealt with the above questions and more. Under considerable confusion they were able to put together a basic organization to deal with the above questions and more. In retrospect, we can see the necessity and the benefit of their actions.

South Florida has experienced two strong hurricanes in the last fifteen years- Andrew and Wilma. We have seen and experienced it all. It has been studied and researched. Now we need to put a simple plan in place to be prepared.

Priorities should be in the following order:

1. Every church must appoint a Disaster Relief Coordinator. This may be a staff member or a congregation member. Then the presbytery needs to appoint a Disaster Relief Coordinator for each county. The church Relief Coordinator can begin to establish a committee and do advance planning. He or she can follow the PCA Disaster Relief guidelines.
  2. Establish lines of communication. Leaders and committee members should all have their cell phones and email addresses listed in the church office. The eventual goal should be to have all cell numbers listed in the church directory. Without good communication very little can be accomplished. Since the church will be the Disaster Relief Headquarters, then it is essential that a backup generator be in place.
  3. Water is next in importance. Churches should stock bottled water in case of contaminated city/county water. In the rural or suburban areas many homes still have wells, and without power they have no water.
- These three priorities can be addressed with a very small Disaster Relief Staff.

4. Next in priority is to build a relief organization. Ideally the deacons should take a major role in this. There will be a need for a large group of volunteers. The committees in priority:

- Shelter, Food and Water committee. Find out who needs shelter, food and water, and then provide it. The fellowship hall or sanctuary should be prepared for the possible arrival of out of town volunteers who may arrive within 24 hours to help. This is how Christian volunteers operate and we need to be thankful and hospitable to them. The kitchen facilities should be made to function and if the stove/oven is gas powered, the tank should be full.
  
- Home Clean-up. Cut up and remove damaged trees in people's driveways, patios, and where ever they are blocking doorways. It is not uncommon to have trees smash into homes and fall on cars. These need to be removed so people can begin to be secure and mobile. **POWER LINES SHOULD BE AVOIDED!** This committee can be staffed with any able bodied men and women who can do hard work. A few volunteers must be able to provide and use chainsaws, and should have some experience using them. Clean up work can be extensive and long-lasting as Andrew and Wilma demonstrated.

5. Roof and Home Repair. Hurricanes always damage roofs and if accompanied with heavy rain, they can cause major interior damage. If a roof can be secured quickly much damage can be avoided. Also, most people usually want to stay in their homes and if the roof is leak proof they will. The blue tarp is the quickest fix and will work for months. Thousands of homes had blue tarps a year after Wilma. If the hurricane is severe then this committee will need to undertake roof repairs such as shingle repairs or tin capping 30 lb felt down over bare roof decking. This committee is a natural for former Habitat for Humanity volunteers who have already worked as a team from 6 PCA churches in Dade. Other home damage such as broken windows and doors are repairs that Habitat volunteers can easily handle. This committee should purchase and store a few blue tarps for the future.

This organization is really not that difficult to set up. Three or four people can make it happen. The skilled and unskilled people are there, they just need to be plugged in. The appealing part of this is that we are just asking our members to be ready in case we are hit. They need to do very little except plan and be prepared. Also this committee can inspire,

train, and help the congregation to be personally prepared for a hurricane. If it is done thoroughly then a hurricane will not be a big burden for others.

The main focus of the Disaster Relief Team is twofold. One, it provides for the physical needs of the congregation and others from the hurricane damage. Two, it enables and allows the pastors and the elders to be able to call on congregation member to minister to their spiritual needs.

There are checklists and guidelines for Disaster Relief Leaders in a separate manual.

# **Southern Baptist**



# **Associational Preparedness for Disaster Relief**

**North American Mission Board, SBC**

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**A special thanks is extended to Jim Leak, Director of Missions of Hill Country Baptist Association in Texas, for writing this manual.**

# **Associational Preparedness for Disaster Relief**

## **Introduction**

The goal of the Associational Preparedness manual is to help associational leadership learn about disaster relief needs and resources in their area, evaluate their disaster relief possibilities, and develop plans and protocols to assist churches in responding to the community following a disaster.

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

## **Prayer**

Everything a Christian, a church, or an association does should be bathed in prayer. Begin with prayer, conduct your research with prayer, study options in prayer, develop organization and structure with prayer, and build relationships with prayer. Prayer is essential to finding God's will in this and all other matters.

## **Baptist Associations**

Southern Baptist associations have a rich history and heritage of providing churches the opportunity to work together to accomplish more than they could accomplish individually. Churches within a local association also have the ability to assist one another by sharing resources and leadership. By working together they can accomplish tasks too large for any one church. The churches in an association can accomplish kingdom purposes by working together.

Because churches in an association have worked together in the past, church leaders already know one another. They are already positioned to share volunteers and resources and help one another in a variety of ways following a disaster. The association is the only group positioned to effectively marshal the resources and volunteers of area Baptist churches during times of disaster. They also have valuable knowledge and information about their communities that will assist the leadership and resources that are deployed into an area affected by a disaster.

Churches (even very small churches in economically deprived areas) have many physical resources such as buildings, busses, vans, volunteers, and parking lots that can be used with little effort to assist victims during a time of disaster.

Baptists understand that each church is independent and autonomous. Associations do not direct the work of churches. Conventions do not direct the work of churches or associations. Each church and each association, following its own structure, determines what it will do in times of disaster. Each entity has the ability to determine how they will fit into the Southern Baptist Convention disaster relief ministry.

## **Research**

No ministry should be considered without sufficient research. Enlist leaders that mirror the diversity of the association. They should be selected as a study group or enlisted as an ad hoc group for the purpose of identifying the disaster hazards that have the potential of affecting the communities in the association. This group should also learn what is being done around the state, particularly in the neighboring associations.

One of the first contacts should be with the coordinator of disaster relief in the state convention. Before you consider building a disaster relief unit, consult with the state Baptist convention disaster relief director. He will assist you in knowing how a new unit will fit into the state and national disaster relief organization.

Learn what other disaster relief organizations such as the American Red Cross, The Salvation Army, and the local emergency management agency in your area are doing. Ask them about disaster relief needs in the area that are not being met by any disaster relief group. Ask governmental leaders what they see as the greatest need in the area. You may learn something right away that your association can do to complement the work of an existing disaster relief organization.

The group charged to research the association for potential volunteers, resources, and facilities that may be used in a disaster response should also encourage churches to develop their own disaster response plans by conducting a church disaster preparedness workshop. Additionally, the association should encourage churches to provide family disaster preparedness workshops to their congregations and communities.

### **Physical Resources in the Community**

Most associational directors of missions/associational missionaries and some of the associational staff have a personal knowledge of the churches in the association. They will have a mental picture of the layout of the buildings, the size of the parking lots, etc. Most often that information is not stored where it can be accessed by other people. The checklist in Appendix One is designed to guide a church in inventorying resources that could be used for disaster relief ministries.

An association could encourage the churches to complete such an inventory and provide a copy to the associational office. Alternatively, the association could appoint or elect a group of people to complete an inventory of all of the churches in the association. All of the churches within the association should be contacted and inventoried to discover the resources and plans for disaster response in their community.

### **Human Resources in the Churches**

Appendix Two is an inventory that a church can use to survey the gifts and abilities of their membership. Churches should be encouraged to complete these inventories with a view toward finding a place of service for every member. If the church does not have a ministry that fits the gifts of some of its members, a list of those names and gifts could be sent to the association to see if they could serve in an associational ministry.

### **Information Resources in the Churches**

Appendix Three is an inventory of key people and agencies in the community, county, and state. These individuals are great resources to assist the association in planning and training their leadership and responders. Do not expect favoritism from these leaders. However, a good working relationship will be helpful during a crisis.

### **Gathering Information and Determining How It Will Be Used**

Before gathering information, determine how it will be used. Then determine which format will best facilitate that use of the information. Doing so will direct you to the kinds of information and the format for gathering the information. Make sure your information is assessable to association, church and Southern Baptist disaster relief leadership during a crisis.

### **Enlisting Leadership**

Each association must determine what works best for it. Just as you enlist other types of leadership in your association, you should insure that the people who are asked to serve have a real passion for the work they are being asked to do. Prepare realistic job descriptions. Enlist people from a wide cross section of the association so multiple churches are involved in the decision making and are actively involved in disaster relief efforts.

You might consider asking each church to elect one person to serve on the associational disaster relief committee. Leadership of an association disaster relief committee should include a chairperson with overall responsibility for coordination of the disaster relief work and two vice-chairpersons. One of the vice-chairs could bear responsibility for volunteers and publicity and the other could be responsible for equipment and training.

Each person in the leadership of the associational disaster relief ministry should receive training from the state Baptist convention disaster relief director.

### **When the Disaster Strikes**

It is not a question of whether a disaster will occur in your association—it is a question of when it will strike. Disasters don't always occur on a weekday between 9 a.m. and 5 p.m.

The pastors should know how to contact the associational director of missions, his associate, the associational secretary, and the association disaster relief chairman at any time of day or night. Likewise, the associational director of missions should know how to contact the pastor, disaster relief coordinator, or chairman of the deacons of every church outside of normal office hours.

The association should take whatever action is appropriate to authorize the use of associational space or equipment that might be used in a disaster. In like manner, churches should be encouraged to be prepared to respond to a disaster by taking any necessary church action in advance of the event.

### **Check on the Churches and Staff**

A system should be developed to check on the churches and staff families when a disaster occurs. This system should also check to determine if any of the church buildings were damaged. The enormity of the task may be such that delegating some of the responsibilities may be appropriate. The director of missions or the disaster committee chairman should coordinate this activity. Pastors, staff, and disaster relief volunteers or units from the state convention can be called to augment the associational staff.

### **Notify State Convention Personnel**

State conventions often have resources set aside for disaster relief. Such assistance may come from different sections within the convention and may be allocated for different needs. Some state conventions may have certain monies set aside for assistance to the general population in one area, assistance for pastors and staff losses in another area, and assistance for church building damage in another. Directors of missions should know how to request resources from the state convention.

### **Notifying Neighboring Associations**

The work load for the associational staff actively involved in disaster relief is tremendous. In a large disaster, an association that attempts to do what is needed without additional assistance will be stretched thin and seriously overloaded. Enlisting volunteers from some of the unaffected churches will help, but in a very large disaster an associational director of missions might request some help from a neighboring association. The fellowship among directors of missions is such that when a disaster strikes, the affected association will often receive calls from other associations all over the state. Other associational director of missions will ask, "What can I do to help?"

Associational director of missions should learn to accept the fact that their fellow associational directors of missions really do want to help. For example, during some flooding that exceeded the 500-year flood projections, one DOM and his wife left their own association for a couple of days and volunteered to work as the associate to the DOM in the affected area. There are probably dozens of associational directors of missions who would volunteer to help in this way if asked. Sometimes we don't avail ourselves of all the resources at our disposal.

### **Assisting During a Disaster Response**

Directors of missions are extremely helpful to disaster relief personnel from outside the association who respond to needs within the area of that association. The DOM can contact disaster relief leaders/teams to share information about churches that will help the disaster relief personnel determine where to locate various disaster relief units. He can encourage churches to support disaster relief efforts and provide a central point of contact for much of the disaster relief effort in the area. The associational director of missions and the disaster relief incident commander can provide mutual assistance to one another.

As the incident commander makes decisions about the placement of various disaster relief units, the director of missions should be available to assist by providing needed information and insight into the needs of the churches and impacted communities. The associational director of missions can also provide needed information about resources and their availability within the association.

### **Notification Protocols**

**Local Church** - Pastors and other church leaders are encouraged to notify the associational director of missions when a disaster or other event occurs in the area or is expected to occur that will require more resources than the church can provide.

**Association** - The director of missions should notify state convention disaster relief leadership when a disaster or other event occurs in their area or is expected to occur that will require more resources than the combined churches of the association will be able to provide. This notification should be made as early as possible to allow units to be placed on alert prior to the actual call to service.

**State** - State convention disaster relief groups have working agreements with the American Red Cross, Salvation Army and, in some cases, state emergency management entities. Therefore, Baptist disaster relief units may respond to work with those entities during times of disaster. In such cases, the director of missions or other associational leadership will be notified as soon as possible. The unit director or incident commander will look for opportunities to involve local Baptist churches and/or associations even when working closely with other disaster relief organizations.

### **Autonomy and Cooperation**

Baptist churches are noted for both autonomy and cooperation. These terms are not mutually exclusive. While we cooperate very closely at all times, each church still maintains its autonomy. During a disaster, cooperation is most critical. We must all work together to insure that the victim receives the very best care possible.

When a disaster is handled by a church, it is handled under the structure determined by that church.

When a disaster can be dealt with by the churches of one association, the structure determined by the association will be followed. This does not mean that a church has given up its autonomy. It simply means that the churches are cooperating together to get the work done.

When resources from outside the association respond, they are coordinated by the disaster relief personnel assigned by the state convention. State disaster relief personnel will work closely with associational staff to insure the best use of the resources to match the needs.

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

## 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 \_\_\_\_\_

**Appendix Three**

**Inventory of Key People in the State, County, City, and Community**

After listing the officials, list any church members or friends who may work in a particular office or agency. Sometimes, the personal contact is helpful.

|  | <b>Name</b> | <b>Contact Information</b> |
|--|-------------|----------------------------|
| <b>State Baptist Convention</b>                            |             |                            |
| State Disaster Relief Director                             |             |                            |
| Disaster Relief Region/Area Coordinator                    |             |                            |
| Disaster Relief Unit Director                              |             |                            |
| • Feeding  |             |                            |
| • Recovery   |             |                            |
| • Childcare  |             |                            |
| • Communication  |             |                            |
| • Other Type of Unit                                       |             |                            |
|  |             |                            |
| <b>State Government</b>                                    |             |                            |
| Governor   |             |                            |
| Lt. Governor   |             |                            |
| State Representative and/or Senator                        |             |                            |
| State Office of Public Safety or Emergency Management      |             |                            |
| Area Coordinator for Public Safety                         |             |                            |
| Who else do we know that is involved in state government?  |             |                            |
|  |             |                            |
| <b>County Officials</b>                                    |             |                            |
| Emergency Management Director                              |             |                            |
| County Commission Chairman or County Mayor                 |             |                            |
| County Sheriff   |             |                            |
| County Fire Marshal  |             |                            |
| County Commissioners                                       |             |                            |
| Who else do we know that is involved in county government? |             |                            |
|  |             |                            |
| <b>City Officials</b>                                      |             |                            |
| Emergency Management Director                              |             |                            |
| Mayor  |             |                            |
| Police Chief   |             |                            |
| Fire Chief   |             |                            |
| Fire Marshal   |             |                            |
| City Council Chairman                                      |             |                            |

|  | <b>Name</b> | <b>Contact Information</b> |
|--|-------------|----------------------------|
| City Council Members                                     |             |                            |
| Who else do we know that is involved in city government? |             |                            |
|  |             |                            |
| <b>Local or Area Disaster Relief Agencies</b>            |             |                            |
| American Red Cross Chapter                               |             |                            |
| The Salvation Army                                       |             |                            |
| VOAD (Voluntary Organizations Active in Disasters)       |             |                            |
|  |             |                            |
| <b>Other Churches in the Community</b>                   |             |                            |
|  |             |                            |
|  |             |                            |
|  |             |                            |
|  |             |                            |