



# **PRESBYTERIAN DISASTER ASSISTANCE**

## ***PEACE RIVER PRESBYTERY DISASTER PREPAREDNESS AND RESPONSE PLAN***

# PEACE RIVER DISASTER PREPAREDNESS AND RESPONSE PLAN

## Statement of Purpose

The Peace River Presbytery Churches may use this plan as a guide when preparing their own individual disaster plans to guide emergency actions prior to, during and after any emergency. Preplanning is the key to being ready for any disaster. The steps taken before and immediately after an event will have a positive effect on the members of your congregation. Many hazards do not lend themselves to prior notice. Therefore, this plan will address both prior notice events and no notice events. Realizing that each of our member churches is different, this document provides guidance to help you formalize your individual plans. Each of your plans should include the major components of this plan while adding any additional procedures that your individual church feels necessary. In addition, use of this plan as a guide will help standardize the Presbytery approach. Simply stated, this plan defines the roles and procedures that will enable the Presbytery to:

1. Identify existing individual and corporate resources within the Presbytery congregations that can be applied to disaster preparedness, mitigation and response.
2. Build individual and corporate resources in the Presbytery congregations to assist in disaster preparedness, mitigation and response.
3. Link individual and corporate resources in the Presbytery congregations to meet humanitarian needs of human caused and natural disasters and reduce vulnerability of people to potential disasters.

## **Situations, Assumptions and Types of Natural / Fabricated Hazards we might expect to encounter:**

While hurricanes are probably the most likely disaster that member churches in our Presbytery will face, individual plans need to address a wide range of human-caused and natural disasters – including incidents related to **security, pandemic flu**, public violence, terrorism, chemical explosions, transportation accidents, hazardous waste spills, fires, coastal storms, floods, earthquakes, severe thunderstorms and tornadoes as well as hurricanes. Initially, it may seem that such a wide range of potential disasters makes prior planning an impossible task. However, many disasters have similar preparatory and post hazard responses. Thus, identifying your actions and completing a local plan will considerably increase your congregation's quality of life during and after **any** disaster. It will reduce your burden by helping you to identify the necessary actions, and complete the corresponding tasks with a minimum of problems. Thus creating this Plan might well be the most important document you will ever work on. Positive preplanning can help save your church assets. However, in the execution of your plan, remember that people

are far more important than facilities. Your plan should cover both church assets and the safety of church members.

## **Understanding Disasters - the Scope of the Problem**

Any disaster can be considered to have three basic phases, (1) Before, (2) During, and (3) After the disaster. However, the following model presents a more complete picture.

### **Phases of Disaster and Response**

Phase 1. Warning/Anticipation (Page 5)

Phase 2. Impact/Emergency (Page 9)

Phase 3. Aftermath/Inventory (Page 11)

Phase 4. Relief/Remedy (Page 13)

Phase 5. Recovery/Reconstruction (Page 15)

In addition, any planning model must consider two factors. The first is **people**; any plan must prepare one's congregation for a disaster, as well as help them to survive and then recover from it. The second factor is **property**. Again, any disaster plan must help prepare your facilities to meet a disaster, as well as help them to recover as quickly as possible when the actual disaster is over. The planning model that follows is based upon the above criteria. The model addresses each of the five stated phases of a disaster. In addition, at each phase, the model helps you to plan to meet the needs of both your congregation and your facility.

### **Applying This Plan to Your Church**

Your first task as a congregation is to determine who will develop and then implement your individual plan. One such approach would be to develop a committee/task force as described in the attached Plan under **Section II Organization**. Whatever approach you take, the resultant church task force should review this planning document and then supplement it whenever necessary to meet the needs of your church. The checklists may be changed or tailored to meet your needs and requirements. Members of the Presbytery Disaster Preparedness and Response team are available to answer your questions if your team is unsure on how to proceed. The recent spate of hurricanes throughout Florida shows the importance of educating, training and preparing your congregation on how to respond to save their lives. It also points out the importance of having identified those who are in your congregation that will need assistance to escape the perils of a disastrous situation.

( Name of your Church

**Disaster Preparedness and Response Plan**

**I. INTRODUCTION**

A. Our mission is to establish and manage disaster preparedness and response protocols that will effectively mitigate disasters affecting our church parishioners and campus.

B. This plan seeks to:

1. Equip our staff and congregation with the necessary information, training and preparation to protect themselves and the church campus.
2. Identify means of contact in the immediate aftermath of a disaster and identify the immediate needs of the parishioners.
3. Have available reasonable protocols for identification and arrangements for appropriate individuals, parties, or agencies to address spiritual, emotional, and physical needs arising out of a disaster.
4. Establish budgets and mitigation efforts to secure the campus. Develop alternative communication systems.
5. Seek out human and physical resources, and prepare contingency plans for employment of these resources to assist staff and parishioners in a disaster event.
6. Organize, select and train preparation and response personnel, determine who is in charge (Recognize that the Pastor should not be that person), and decide who will activate the protocols.
7. Recognize that operations do not take place in a vacuum. Learn about and cooperate with other preparation and response agencies. Do not attempt to perform the work of first responders such as police, firefighters, EMTs, etc. Coordinate with all local organizations that are involved in emergency response.

**SECTION II: ORGANIZATION**

This section should define the organization that your church has chosen to manage the Disaster Preparation and Response Plan. The following are recommendations that should be considered in your organization. A fundamental need in time of a disaster is to have in place a trained organization:

1. That will react immediately to the situation.
  2. That is empowered to make critical decisions regarding actions that needs to be taken.
- It is important to establish in advance, which persons are empowered to activate your plan and who will be the media spokesperson for your church. It is also recommended that these individuals have a designated back up. During emergencies, you will not have

time to call a meeting of a committee to take this action. The Session should empower a Director of Disaster Preparation and Response and charge this person with the overall development, operation, and continuing maintenance of your plan. Also, appoint a team that helps develop and maintain a plan for your church. . Many churches have two trained individuals in each of the three assignments that follow:

### **1. Director of Disaster Preparation and Response**

This position:

Serves as Chairperson of the overall team.

Schedules and plans meetings.

Schedules and plans training.

Recruits coordinators.

Ensures team readiness.

Liaisons with established disaster relief groups.

### **2. Disaster Volunteer Coordinator**

This position:

Conducts skills and talent survey.

Develops a database of volunteers / skills.

Identifies members needing special assistance and pairs them with members responsible for maintaining contact.

Develops a communications chain and arranges for its activation.

### **3. Resources Coordinator**

This position:

Conducts inventory of facilities, supplies and equipment.

Coordinates with the Director the communications to the congregation regarding the use of facilities, equipment.

Maintains supplies in good order and replenishes as necessary.

**(For Items, 1-3 See Attachment I Disaster Checklist Master List and Responsibility) Pages 1-12**

## **Phase 1. Warning/Anticipation**

This phase covers the period from when a disaster is first anticipated until either the danger has passed or the disaster has in fact occurred. During this phase, advanced planning and preparedness steps will be put into action. During advanced planning, you will have formulated concepts, built a database of information, and made decisions on how you will handle each situation. Checklists should be developed to cover all known tasks so your planned decisions can be accomplished with relative ease.

### **Phase 1. Preparing your People**

1. Determine, review the needs of each member. The development and completion of a member survey is a good way to accomplish this task. This survey can be used to determine members' individual needs, talents, and any other special information necessary for complete planning. Secure and use local/county forms to identify parishioners with special needs, as county authorities need to be notified (of members with special needs) so that such members can receive assistance prior to a disaster whenever possible. As soon as possible make, this needs assessment an integral part of information completed by each new member as he/she joins the church. **See Attachment II Survey Form. Pages 1-2**
2. Map the location of each member's residence. Use this information to develop small groups based upon residence. Make sure that all members of each small group know its make-up and establish a phone chain within the group. This phone chain and alternate communications should be able to be activated from the top down and the bottom up. **See Attachment III Member Groupings & Mapping System. Pages 1-4**
3. Put someone in each small group in charge, and assign that person the task of (a) calling and/or visiting all members of the group after a disaster, and then (b) reporting their findings to a central committee member. (Assign a second person for each group as backup. If possible, have group leaders call their groups prior to the disaster to check on preparations and reassure them that they have not been forgotten.) In addition, members of the group should keep their group leader informed of their situation. **See Attachment III Member Groupings & Mapping System. Pages 1-4**
4. From the survey information **Attachment II Survey Form**, identify volunteers with special talents and equipment who can be called upon to respond after a disaster. Use this information to develop groups of volunteers ready to assist church members with specific short-term needs (i.e. debris cleanup, temporary repairs, etc.) **See Attachment IV Volunteers and Equipment Checklist. Pages 1-4**

5. Promote preparedness of church members. Encourage pre-disaster planning, and distribute locally/nationally prepared materials helpful in preparing each household to meet disaster needs. (Such preparation should include identification of a “safe room” within the home if possible, and a pre-identified meeting place outside the home where family members can gather.) Encourage parishioners with pets to build their pets’ needs into their family planning efforts. **See Attachment V Training Section 1- Page 1**
6. Encourage local, county agencies to present preparedness workshops, and host these at the local church if possible. These should be geared to the needs of individual church members as well as those serving in any official capacity. A course in basic First Aid should be taught. **See Attachment V Training Section 1 and 2**
7. Provide specialized training as necessary for those who will be in charge of various portions of the plan. (Such training should include periodic drills or other attempts to test the plan as realistically as possible.) **See Attachment V Training Section 1**
8. Develop a list of members with self-contained travel trailers, motor homes, etc. that could be moved to church grounds after a disaster to provide temporary comfort stations for volunteers. **See Attachment IV Volunteers and Equipment Checklist. Page 4**
9. At the time local authorities announce a pending emergency activate the checklist developed during **Phase 1 Preparing Your People. See Attachment I Master List and Responsibility. Phase 1 Page 2** Also, communicate with the Presbytery in response to the Hurricane Immediate Response Protocol. **See Attachment VII Communications Section 2 Page 2**

### **Phase 1. Preparing your Property**

1. Develop a complete inventory of church property. Be sure to include all equipment, furnishings, etc. Make several hard copies and store off site. NOTE: Make sure that your insurance company has a copy on file. A DVD or camcorder tape that accompanies the inventory is necessary. Review and revise the inventory annually. A good time to do this would be about a month before hurricane season. **See Attachment VI Documentation and Protection of Church Property. Page 1**
2. Review insurance coverage annually, and adjust as necessary.
3. Protect church property. Develop a series of checklists that identify what needs to be done and who is responsible for each task. (Remember to keep the tasks manageable, as those completing these tasks will also be preparing their own homes as well.) **See Attachment VI Protection of Church Property Checklists. Page 1& 2**

4. Protect church records. Make sure that all records, computer files, etc. are backed up frequently. Arrange for multiple copies, and store such copies at an off site location. If church volunteers maintain certain additional records, make sure that these are also backed up periodically. Appoint individuals that are directly responsible to do this. **See Attachment VI Documentation and Protection of Church Property. Page 1**
5. Review facility communications systems. Supply back-up and/or alternative means of communication should electricity and/or phones be compromised. (Plan on Satellite phones to be available from the Presbytery within 24 hours.) **See Attachment VII Communications Section 1 Page 1**
6. Determine personnel plans/responsibilities for all church employees, remembering that they will have personal as well as professional needs. **See Attachment VIII Church Personnel and Facilities Plan Section 1.**
7. Determine if your facility can serve as a pre-disaster shelter, post-disaster shelter or distribution facility. This should be done with the coordination of your local EOC. A checklist is not provided for this item since the local emergency coordinator will want to organize your shelter to best assist the community needs. They will help you determine what supplies would be necessary in either case, and then arrange for the purchase and storage of the supplies. Make sure that items with limited shelf life are rotated periodically. (Determine if your facility could be used to house volunteers after a disaster, and what prior preparation, stocking of essential items, etc. would be necessary. We cannot over state the importance that you need to develop this item with the other agencies in your area so they will include your shelter plans in their over all plan.)
8. Develop a building evacuation plan should this be necessary at any time. (Remember that an unanticipated disaster might well force an evacuation when: (a) only a few employees are present, or (b) a major church function is taking place. Such planning should include identification of a “safe room” within the church, as well as a pre-identified meeting place outside the church where church employees/parishioners can gather after exiting the building.) **See Attachment IX Church Facilities Evacuation Plan. Page 1**
9. Develop checklists of steps to be taken following an unanticipated disaster. Items here would be completed as necessary and/or given the nature of the disaster, would include calling appropriate authorities, shutting off power, water, gas, etc. Church employees need to be familiar with these checklists and trained in their implementation. **See Attachment IX Church Personnel and Facilities Plan. Section 1**



10. All church employees need to be trained in both first aid, CPR, and the use of the defibrillators in case an unanticipated disaster strikes the church facility during working hours. **See Attachment V Training Section 1.**
11. Create a committee to inspect church facilities immediately following any disaster that results in physical damage. Committee members need to have the ability to identify damage as well as implement emergency repairs to prevent further damage. **See Attachment X Post Emergency Inspection of Church Property. Page 1**
12. Develop a phone list of disaster committee members, church employees and/or anyone else of immediate importance, following a disaster. Develop an alternative method of notification should phone service be interrupted. **See Attachment VII Communications Section 4.**
13. Identify an alternative church office site that can serve as a temporary back up should the church facilities be too damaged to use immediately. **See Attachment VIII Church Personnel and Facilities Plan Section 2.**
14. Develop off-site capabilities to keep the church web site operational in case church computer systems are damaged or destroyed. This might prove the only way for some members to keep in communication. **See Attachment VIII Church Personnel and Facilities Plan Section 2.**
15. Identify possible off site locations for church activities in case the church facilities are temporarily or permanently unusable. **See Attachment VIII Church Personnel and Facilities Plan Section 2.**
16. Identify operational community, county disaster planning groups and affiliate with same to share preparation, training, and operational activities both before and during any local disaster. **See Attachment XI Community Disaster Planning Groups. Section 1**
17. Develop a master list of important emergency phone numbers (i.e. fire, police, gas and electric, telephone) and post prominently next to all phones with outside lines. **See Attachment VII Communications Section 3**
18. Determine personnel responsibilities in advance. **See Attachment VIII Church Personnel and Facilities Plan Section 1.**
19. At the time local authorities announce a pending emergency activate the checklist developed during **Phase 1 Preparing Your Property. See Attachment I Disaster Checklist Master List and Responsibility. Pages 1- 12**

## **Phase 2. Impact/Emergency**

This phase begins when the disaster actually strikes. In some cases, it follows a varying length of preparation and anticipation (i.e. hurricane), while at other times it can come without any warning. In the first case, Phase 1 has already been in effect; in the latter case, plan implementation needs to begin directly with Phase 2. Develop a Checklist and include as a minimum those items that are included below. **See Attachment I Disaster Checklists Master List and Responsibility. Phase 2 Page 5**

### **Phase 2. Preparing your People**

1. When a disaster strikes and you did not have adequate warning to prepare you will need to accomplish those items identified in **Phase 1**. Complete as much as the checklists as possible but do not take any risks that might put your volunteers in harms way. Complete as much of the **Master checklist for PHASE 1 and Phase 2** as possible.
2. If necessary and/or feasible, parishioners need be able to assist in immediate rescue/first aid activities for those injured as the disaster is happening. Otherwise, this becomes one of the first actions under **Phase 3**.
3. If necessary and/or feasible, assist the authorities as directed. Otherwise, this becomes one of the first actions under **Phase 3**.

### **Phase 2. Preparing your Property**

1. If the building is unoccupied, do nothing until the actual event is over. (Remember property can be replaced; people cannot.)
2. If the building is occupied, call appropriate authorities, (i.e. police, fire, etc.) as soon as possible. **(See Phase 1 Preparing Your Property Item 17.) See Attachment VII Communications Section 3.**
3. If the building is occupied, implement the evacuation plan if necessary. **(Phase 1 Preparing your Property Item 8.) See Attachment VIII Church Facilities Evacuation Plan. Section 2**
4. If possible, take such emergency action as is immediately warranted (i.e. shut off power, gas, water, etc.) to minimize further damage. **(Phase 1 Preparing your property Item 9).**

5. If necessary and/or feasible, church employees need to assist in immediate rescue/first aid activities for those injured as the disaster is happening. This includes both first aid and use of the defibrillator. Otherwise, this may become one of the first actions to be taken under **Phase 3**.

## **Phase 3. Aftermath/Inventory**

This phase begins as soon as the actual disaster has ended, (i.e. hurricane, earthquake, fire, etc.) People come out, look around, and realize that they are not alone. Initial rescues are completed, the first, often unsolicited volunteers, arrive, and initial damage assessments are completed. Primary communications are restored if possible. Use the Checklists developed in Phase I above to insure that all items are covered. The items covered below in Preparing your People and Preparing your Property should be used to develop that checklist. **See Attachment I Disaster Checklists Master List and Responsibility. Page 7**

### **Phase 3. Preparing your People**

1. If necessary, call appropriate authorities, (i.e. police, fire, etc.). **See Attachment VII Communications - Section 3**
2. If necessary and/or feasible, parishioners need to be able to assist in immediate rescue/first aid activities for those injured nearby. Otherwise, follow instructions of the authorities.
3. Implement the phone/visitation chain ASAP to determine immediate, post disaster health/needs of congregation. **(See Phase 1 Preparing your People Item 3)** Report results to the appropriate disaster committee member. **See Attachment III Member Grouping Checklist Section 1.**
4. Based upon needs determined in Item 3, begin to help each other as needed. Be especially careful to identify and assist those (a) with special needs, or (b) having difficulty dealing with the immediate stress of events.
5. Assign volunteer groups as needed to assist parishioners. (See Phase 1 Item 4 above) This activity might well extend into Phase 4, depending on the extent of the damage and the needs of your people. **See Attachment IV Volunteers and Equipment Checklist. Page 3 & 4**
6. Make sure that the minister or other approved contact person contacts the Presbytery office ASAP to provide Presbytery with an initial assessment of local conditions. **See Attachment VII Communications Section 2**

### **Phase 3. Preparing your Property**

1. If not already done, take any emergency action necessary to prevent additional damage. (i.e. shut off power, gas, water, etc.) **(See Phase 1 Preparing your Property Item 9)**
2. Survey property to complete an initial assessment of damage. **(See Phase 1 Preparing your Property Item 11) See Attachment X Post Emergency Inspection of Church Property Section 1.**
3. Contact church insurance carrier ASAP. Committee members identified in Phase 1 Item 11 above should accompany the insurance adjustor during his/her initial tour of the facility. **See Attachment X Post Emergency Inspection Church Property. Section 1**
4. Complete immediate emergency repairs necessary to prevent further damage. If necessary, such repairs should be initiated even before the insurance carrier is reached. **(See Phase 1 Preparing Your Property Item 11) See Attachment X Post Emergency Inspection of Church Property. Page 1**
5. If church facility is usable and previously designated, work with local authorities to open the facility as a shelter, emergency supplies distribution center, etc. **(See Phase 1 Preparing your Property Item 7)**

## **Phase 4. Relief/Remedy**

Here the community tends to medical and survival needs. Temporary housing issues arise, while temporary repairs are made to homes, businesses. Public works crews swing into action; electricity and telephone service is restored. More volunteers begin to arrive, along with various local, state and national agencies (i.e. Red Cross, Salvation Army, FEMA) This phase can last up to ten times the length of Phase 3. **See Attachment I Disaster Checklists Master List and Responsibility. Page 9**

### **Phase 4. Preparing your People**

1. Assign volunteer groups as needed to assist parishioners. This activity may begin during Phase 3 but will occur primarily during Phase 4, depending on the wider extent of the damage and the needs of your people. Some one needs to take charge of this activity so that it can be carefully organized and monitored. Pay special attention to the elderly and special needs groups who may need help but be reluctant to ask for it. **See Attachment IV Volunteers and Equipment Checklist. Page 3&4**
2. If not needed to assist the immediate church family, determine how local volunteer groups can be of service to other members of the community or beyond. Pre-disaster planning contacts with local/county agencies will be helpful in creating volunteer networks that can be put into use here. Presbytery can also be helpful in coordinating such efforts.
3. Assist members of your congregation as they interact with various relief agencies, (i.e. the Red Cross, FEMA) and other outside agencies. If possible, have the church facility used as a registration site so that volunteers can provide congregation members with transportation, assists with completion of forms, etc. If parishioners must travel to other sites, have church volunteers ready to offer rides, assistance etc. as needed. **See Attachment XII Outreach to the Community. Section 1**
4. Continue periodic communication between small group leaders and their disaster flocks in order to spot problems that can develop during the relief phase. Utilize members identified in initial survey that could assist members in need.
5. Have a person or committee identified in advance to oversee all donations that might come from the congregation, both to assure that they are appropriate, and that they are distributed in timely fashion. Utilize your current church committee structure as much as possible

## **Phase 4. Preparing your Property**

1. If not already completed, committee members identified in Phase 1 Item 11 above need to accompany the insurance adjustor during his/her initial tour of the facility. Members also need to be present during any/all subsequent adjustor visits necessary to identify and/or inspect further damage discovered over time or during repairs. **See Attachment X Post Emergency Inspection of Church Property. Page 1**
2. Identify a general contractor who will oversee all repairs/reconstruction and serve as direct link between church and insurance adjustor.
3. Let contracts for needed repairs and begin the repairs.
4. If necessary, implement plans to move the church office and/or church activities to off site location/s. **(See Phase 1 Prepare Your Property Items 13 and 15) See Attachment VIII Church and Facilities Plan. Section 2**
5. Contact outside agencies for recovery assistance if necessary (i.e. Church World Service, Presbyterian Church USA). **See Attachment XI Community Disaster Planning Groups. Section 1**
6. If church facilities are intact and the need is present, offer the use of your facilities to other groups, relief agencies, etc. The facility might be used as a temporary shelter, distribution center, community meeting place, or focal point for outside relief agencies. Use of members' trailers, motor homes, parked on site, can offer self-contained facilities and AC if building is otherwise intact but lacking power. **See Attachment XII Outreach to the Community. Section 1**

## **Phase 5. Recovery/Reconstruction**

This is the long-term rebuilding phase. As it continues, local agencies begin to take over, along with continued help from agencies such as CWS or FEMA. The community begins to look ahead and plan carefully for reconstruction and rebirth. This phase can often take from several months to several years, depending upon the scope of the disaster. Since it is impossible to plan for all types of situations faced after a disaster, your team will need to make an assessment to determine what needs to be done. **See Attachment I Disaster Checklists Master List and Responsibility. Page 11**

### **Phase 5. Preparing your People**

1. Small group leaders need to maintain ongoing communication with their disaster flocks in order to spot problems and offer assistance as needed. Often, problems do not arise immediately but appear or build during the recovery phase.
2. Make sure that group leaders are ready and able to pass problems identified in Item 1 above to the appropriate parties. They are not trained, nor should they attempt, to solve all problems themselves.
3. If possible, use qualified parishioners to serve as ombudsmen to assist other members with problems that may arise with insurance companies, contractors, etc.
4. Work in conjunction with other outside groups (i.e. community, faith-based, etc) to coordinate recovery efforts. Presbytery assistance might be very helpful here in coordinating a multi-community approach to recovery efforts. **See Attachment XII Outreach to the Community. Section 1**
5. As soon as possible within Phase 5, review the entire disaster plan as it affected the congregation. Determine what worked, what did not, etc. and revise the plan to be better prepared for the next time.

### **Phase 5. Preparing your Property**

1. Committee members identified in **Phase 1 Preparing Your Property Item 11** need to accompany the insurance adjustor during any/all subsequent adjustor visits necessary to identify or inspect further damage discovered over time or during initial repairs. **See Attachment X Post Emergency Inspection of Church Property Section 1.**



2. As soon as possible within Phase 5, review the entire disaster plan as it affected the facility. Determine what worked, what did not, etc. and revise the plan to be better prepared for the next time.
3. Review property damage to identify areas where modifications/improvements can be made to mitigate damage from future storms. These can be built into repairs or completed separately.

### **ADDITIONAL ITEMS FOR CONSIDERATION**

#### **1. CHURCH SECURITY:**

Security can result in a unique disaster that at one time was not even a consideration for a church. We have to realize that times are changing and security for churches are now a reality for all denominations. They can range from a simple break-in to a violent encounter within your place of worship. Preplanning certainly can be the biggest deterrent to controlling security at your church. Do not try to develop these procedures on your own, even if you have experts within your church. It is very important that security is developed in conjunction with your local police. You do not need to run background checks on your members, however, employees should be carefully evaluated when they are hired.

### **Additional Items 1. Preparing your People**

1. The first thing that you should do as a part of the preplanning is to contact your local police department and ask them to meet with your team to evaluate security for your church. The police department will be happy to help you evaluate your situation and make recommendations for how your church can respond to a violent situation. They will evaluate all of the factors that may have a bearing on the situation in your area and will help you develop a training program to educate the congregation on a proper response. Do not try to make this evaluation without their input as it is very important that your plan is developed in conjunction with the overall plan on how they will respond.
2. Develop a training program based on the recommendations from the police evaluation. To insure effectiveness, this training program should be repeated as required to maintain awareness and insure that newly assigned staff and church committees are well versed on procedures.
3. Consider an alarm system that includes a signal device near the pulpit and is connected to an alarm company and/or the local police department.
4. Take precautions when hiring new employees and check their background and references.
5. Those churches that have a day care program or preschool must comply with the State law. This may require additional background checks.

## **Additional Items 1. Preparing your Property**

1. Contact the local police department and ask them to conduct a detailed security evaluation of the church property. This evaluation will have specific recommendations on what you should do to protect your church property.
2. Develop a plan that incorporates the recommendations of the police department evaluation. The plan should address both normal hours and after hours protection of property.

### **2. PANDEMIC FLU:**

Each Pandemic Flu incident may be completely different and the effects of it will be different in each geographical location. In most cases there will probably be limited resources to combat the flu and you and your church may be asked to assist in many different ways. Since each epidemic can be unpredictable, we only suggest some broad guidelines and locations where you can get excellent information to use during the epidemic. The Pandemic Flu concerns raised during 2008-2009 made us realize that our local medical facilities will be unable to adequately respond to a crisis.

## **Additional Items 2. Preparing your People**

1. When the Federal government announces that there is a concern with a Pandemic Flu, you should follow closely the information that is released by the following organizations:

Center for Disease Control (CDC), [www.cdc.gov](http://www.cdc.gov)

State and County Health Department

Emergency Operations Center (EOC) for your County

Presbyterian Church USA. PC (USA), [www.pcusa.org](http://www.pcusa.org)

These organizations will have the latest information and will advise you of actions that need to be taken.

2. Develop a step by step plan based on the information supplied by the organizations above. This will primarily be a requirement of keeping your congregations informed and educated on the best course of action.
3. PC (USA) has information that will be specific to church gatherings and alternate methods to conduct church services based on the threat.

## **Additional Items 2. Preparing your Property**

1. Churches, if suitable, may be asked to provide an emergency location to house the ill. If your church has a capability to provide an emergency facility, you should register with the County Health Department. They will evaluate the facility and put you on a list as a possible emergency aid location. This could be a location to administer inoculations or a location to house patients. Let the Health Department do the evaluation and they will let you know how your facility can be used.
2. PC (USA) will provide specific ways to prepare your facility to limit the spreading of the disease, [www.pcusa.org](http://www.pcusa.org).

**CONGRATULATIONS, YOU NOW HAVE A DOCUMENT THAT MAY HELP SAVE  
THE LIVES OF YOUR CONGREGATION AND HELP PROTECT YOUR CHURCH  
PROPERTY.**

# **Disaster Preparedness and Response Plan**

## **List of Attachments**

(All attachments are Sample Formats; change them to fit your needs.)

- I. Master List and Responsibility**
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  - Section 1 Phase 1 Checklist**
  - Section 2 Phase 2 Checklist**
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- II. Survey Form**
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- X. Post Emergency Inspection of Church Property**
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- XI. Community Disaster Planning Groups**
  - Section 1 Disaster Planning Groups That Can Assist You**
- XII. Outreach to the Community**
  - Section 1 Ways Your Church Could Participate in Outreach**

## **ATTACHMENT I**

### **MASTER CHECKLISTS AND RESPONSIBILITY OVERVIEW**

As explained in the body of this planning document, the first task for any church will be to create a committee that will be responsible for the development and implementation of the local church's disaster preparation plan. This committee should be recognized by and report to the Session. As the plan is being developed, the following questions should be addressed. Developing clear answers to these questions ahead of time will make it much easier for the committee to operate smoothly in time of disaster, when additional meetings might be difficult if not impossible.

1. Who activates the plan?
2. Who is in charge of implementing the plan?
3. What is to be the interaction between the disaster committee and the Session after the plan has been activated?
4. What authority does the committee have to spend money?

What now follows in **ATTACHMENT I** are a series of Master Checklists. These checklists correspond to the information found in each of the five phases of the model, and will help members of the committee to complete their tasks, both when developing the plan and when implementing the plan. For each phase, separate checklists are provided to help the committee when (a) preparing your property and (b) preparing your people.

**SECTION 1**  
**PHASE 1 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**  
**Page 1 of 1**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
1. Develop/administer Membership Survey	Attachment II		
2. Analyze Membership Survey	Attachment II		
3. Create geographically-based small groups	Attachment III		
4. Develop phone chain for these groups; put someone in charge of each group	Attachment III		
5. Develop specialized lists, (i.e. skills, equipment, motor homes, etc.)	Attachment IV		
5. Use lists to create various volunteer groups	Attachment IV		
6. Train congregation as a whole	Attachment V		
7. Train various volunteer groups	Attachment V		
8. Implement plan when disaster threatens			

**SECTION 1 Continued**  
**PHASE 1 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

Page 1 of 2

TASK	APPROPRIATE ATTACHMENT	PERSON(S) RESPONSIBLE	DATE COMPLETED
1. Complete a Facilities Inventory	Attachment VI		
2. Review/update Facilities Inventory annually	Attachment VI		
3. Review Insurance Policy(s) annually			
4. Develop Property Checklists	Attachment VI		
5. Protect Church Records	Attachment VI		
6. Review/update facility communications	Attachment VII		
7. Determine responsibilities of all church employees	Attachment VIII		
8. Determine possible post disaster use(s) of church facilities			
9. Develop facility evacuation plan(s)	Attachment IX		
10. Develop Facilities Checklist for use after an unanticipated disaster	Attachment X		
11. Train all employees in first aid, etc.	Attachment V		
12. Develop post-disaster Facilities inspection Team	Attachment X		

**SECTION 1 Continued**  
**PHASE 1 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

Page 2 of 2

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
13. Develop Phone Tree	Attachment VII		
14. Identify possible off-site alternatives for church office, web site, worship	Attachment VIII		
15. Identify/affiliate with other local and/or county disaster planning groups	Attachment XI		
16. Develop/post emergency phone numbers at all phones with outside lines	Attachment VII		
17. Develop personnel responsibilities	Attachment VIII		
18. Activate plan when disaster threatens			



**SECTION 2**  
**PHASE 2 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
1. Implement the pre-disaster planning efforts developed during Phase 1 training	Attachment I		

**SECTION 2 Continued**  
**PHASE 2 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During and/or at the completion of Phase 2 of a Disaster, be prepared to implement tasks identified and completed during Phase 1 as necessary. For example, you might need to:

- |  |               |  |  |
|--|---------------|--|--|
| 1. Implement facility evacuation plan(s)                                       | Attachment IX |  |  |
| 2. Administer emergency first aid to victims on site.                          | Attachment V  |  |  |
| 3. Employ the Facilities Checklist to survey the facility as soon as possible. | Attachment X  |  |  |

**SECTION 3**  
**PHASE 3 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During Phase 3 of a Disaster, be prepared to implement tasks identified and completed during Phase 1 as necessary. Depending upon the scope and time of the disaster, some of these tasks might have already been completed as a response to Phase 2. For example, you might need to:

- |   |                |                  |  |
|---|----------------|------------------|--|
| 1. Call appropriate authorities if necessary  | Attachment XVI | Office Personnel |  |
| 2. Administer emergency first aid to victims on site if necessary   | Attachment V   | Office Personnel |  |
| 3. Implement the phone/visitation chain ASAP to determine the immediate status of the congregation.                             | Attachment VII | DAC              |  |
| 4. Implement use of volunteer groups as needed, either to the congregation or the community as a whole.                         | Attachment IV  | DAC              |  |
| 5. Be sure that minister or other approved spokesperson contacts Presbytery office with initial assessment of local conditions. | Attachment VII | Tim Stewart      |  |

**SECTION 3 Continued**  
**PHASE 3 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During Phase 3 of a Disaster, be prepared to implement tasks identified and completed during Phase 1 as necessary. Depending upon the scope and time of the disaster, some of these tasks might have already been completed as a response to Phase 2. For example, you might need to:

- |  |                |  |  |
|--|----------------|--|--|
| 1. Call appropriate authorities if necessary   | Attachment VII |  |  |
| 2. Administer emergency first aid to victims on site if necessary.                     | Attachment V   |  |  |
| 3. Employ the Facilities Checklist to survey the facility as soon as possible.         | Attachment X   |  |  |
| 4. Contact the church insurance carrier ASAP   | Attachment VII |  |  |
| 5. Complete necessary repairs ASAP to prevent further damage.                          |                |  |  |
| 6. If necessary and possible, implement plans to use the facility for community needs. | Attachment XII |  |  |

**SECTION 4**  
**PHASE 4 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-------------------------------	------------------------------	-----------------------

During Phase 4 of a Disaster, be prepared to continue tasks identified and begun during Phase 3. Depending upon the scope of the disaster, some of these tasks might have already been completed, but others might take a long time to complete. For example, you might need to:

- |  |                |             |  |
|--|----------------|-------------|--|
| 1. Continue the use of volunteer groups as needed. Such groups might now be needed by the congregation, the extended community, or both.                               | Attachment IV  |             |  |
| 2. Use resources, expertise of congregation members to assist members in need as they work with various relief agencies (i.e. FEMA, SBA etc.                           |                |             |  |
| 3. Continue the small group phone/visitation chain to monitor the status of the congregation. Use information gleaned here to provide additional assistance as needed. | Attachment III |             |  |
| 4. Engage person/committee to oversee collection and expenditure of disaster related donations.  |                | The Session |  |

**SECTION 4 Continued**  
**PHASE 4 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During Phase 4 of a Disaster, be prepared to continue tasks identified and begun during Phase 3. Depending upon the scope of the disaster, some of these tasks might have already been completed, but other might take a long time to complete. For example, you might need to:

- |   |                 |  |  |
|---|-----------------|--|--|
| 1. Have members of the Facilities Inspection Team accompany the insurance adjustor on all inspections of the facility     | Attachment X    |  |  |
| 2. Identify a general contractor who will either complete or oversee all repairs  | Attachment X    |  |  |
| 3. If necessary, implement plans to move some if not all-important church activities off-site until repairs are complete. | Attachment VIII |  |  |
| 4. Contact various outside agencies to apply for financial assistance to help with repairs.                               | Attachment XI   |  |  |
| 5. Or, if necessary and practical, continue to use the facility for community needs.                                      |                 |  |  |

**SECTION 5**  
**PHASE 5 - MASTER CHECKLIST - PREPARING YOUR PEOPLE**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During Phase 5 of a Disaster, be prepared to continue tasks identified and begun during Phase 4. Depending upon the scope of the disaster, some of these tasks might have already been completed, but other might take a long time to complete. For example, you might need to:

- |  |                |  |  |
|--|----------------|--|--|
| 1. Continue the use of volunteer groups if needed.   | Attachment IV  |  |  |
| 2. If possible, use qualified members of congregation to serve as ombudsmen for other members of the congregation if they incur problems with outside relief agencies, (i.e. FEMA, SBA etc.) |                |  |  |
| 3. Continue the small group phone/visitation chain to monitor the status of the congregation. Be aware that some problems might take months to surface.                                      | Attachment III |  |  |
| 4. Finalize the awarding of disaster related contributions.  |                |  |  |
| 5. ASAP, review the entire Disaster Preparedness plan to identify strengths and weakness, and implement changes as deemed necessary.   |                |  |  |
| 6. Work in conjunction with other community and/or regional agencies to coordinate a broader approach to community relief/recovery   | Attachment XII |  |  |

**SECTION 5 Continued**  
**PHASE 5 - MASTER CHECKLIST - PREPARING YOUR PROPERTY**

<b>TASK</b>	<b>APPROPRIATE ATTACHMENT</b>	<b>PERSON(S) RESPONSIBLE</b>	<b>DATE COMPLETED</b>
-------------	-----------------------------------	----------------------------------	---------------------------

During Phase 5 of a Disaster, be prepared to continue tasks identified and begun during Phase 4. Hopefully, most of these tasks will now have been completed, but others might take a long time to complete. For example, you might need to:

- |  |              |  |  |
|--|--------------|--|--|
| 1. Have members of the Facilities Inspection Team accompany the insurance adjustor on all additional inspections of the facility. This may well be necessary if additional damage is uncovered during repairs. | Attachment X |  |  |
| 2. Oversee the work of the general contractor as he works to complete or oversee all the completion of repairs.  |              |  |  |
| 3. Review property damage to identify areas where modifications/improvements, (as opposed to straight repairs) might mitigate possible damage from future disasters.   |              |  |  |
| 4. ASAP, review the entire Disaster Preparedness plan to identify strengths and weakness, and implement changes as deemed necessary.   |              |  |  |



## ADDITIONAL ITEMS FOR CONSIDERATION

### CHURCH SECURITY:

#### **Additional Items 1. Preparing your People**

1. Contact your local police department and have them perform a security evaluation.
2. Develop a training program based on the above evaluation.
3. Consider an alarm system that includes a signal device near the pulpit and is connected to an alarm company and/or the local police.
4. Check background and references of all new employees.
5. Comply with State law if you run a daycare or preschool.

#### **Additional Items 1. Preparing your Property**

1. Contact your local police department and have them perform a security evaluation.
2. Develop a plan that incorporates the recommendations of the police department.

### PANDEMIC FLU:

#### **Additional Items 2. Preparing your People**

1. Monitor information from Center for Disease Control. [www.cdc.gov](http://www.cdc.gov); State and County Health Department; Emergency Operations Center (EOC), for your County; Presbyterian Church USA, [www.pcusa.org](http://www.pcusa.org).

2. Develop a step by step plan based on information supplied by the organizations above.
3. Check PCUSA for information on limiting gatherings.

### **Additional Items 2. Preparing your Property**

- 1. Have the local Health Department evaluate your church to determine if it can be used as an emergency facility.**
- 2. Use information from PCUSA to make your facility as safe as possible.**

**Attachment II**  
**Complete a Survey Checklist Overview**

Phase 1 Warning/Anticipation

Preparing the people

1. Complete a survey.

- (1) Have each church member complete the survey found in this attachment.
- (2) Obtain forms from the County and insure that special needs members are registered. Assist those who need help with paperwork.
- (3) Identify to group leaders those people who are special needs and will be taken care of by the County.
- (4) Identify to group leaders those special needs people who would not fill out the County paperwork.
- (5) Use information obtained by the survey to complete a database of information for future reference.
- (6) The data collected by this survey should be added to your Church administrative membership files. This data can then be displayed on an EXCEL spreadsheet and utilized with the Mapping system introduced in Attachment III.

**(Your Church Name)\_\_\_\_\_ Church Disaster Preparedness Survey Form**

The Church Disaster Preparedness program does not replace emergency services provided by government agencies. However, our disaster preparedness program is concerned with your welfare and your personal situations. We are also concerned about our church property, the community and other communities. This survey form will assist the church Disaster Preparedness Committee to identify individuals that need assistance and individuals that wish to volunteer their services. It is important that all members respond to this request. Your church wants to be prepared in case of an evacuation, emergency or disaster. As you are aware, recent disasters have proven that those who were prepared had a much better chance for survival. Direct questions about this form to\_\_\_\_\_.

Last Name: \_\_\_\_\_ # living at this address\_\_\_\_ First Names\_\_\_\_\_.

Address: \_\_\_\_\_ City \_\_\_\_\_, St \_\_\_\_ Zip+four \_\_\_\_\_+\_\_\_\_\_

Name of Community/Development that you live in. \_\_\_\_\_

Phone: \_\_\_\_\_ Cell 1 \_\_\_\_\_ E-Mail\_\_\_\_\_

1. Do you have a family plan in event of an emergency or evacuation? \_\_\_Yes \_\_\_ No
2. Do you have special needs that would require assistance to evacuate or obtain a shelter? \_\_\_Yes \_\_\_No
3. Have you registered with the County to obtain assistance \_\_\_Yes \_\_\_No
4. If you have not registered, do you need help filling out the county paperwork. \_\_\_Yes \_\_\_No
5. Are you dependent on emergency support equipment? \_\_\_Yes \_\_\_No
6. Please provide an emergency contact that lives outside the immediate area.

Name\_\_\_\_\_ Relationship\_\_\_\_\_

Address\_\_\_\_\_

City,\_\_\_\_\_, St \_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

7. Would you accept church families who may be required to evacuate? \_\_\_Yes \_\_\_No. If yes, how many\_\_\_ Will you accept smokers \_\_\_Yes. Will you accept pets? \_\_\_Yes \_\_\_No If yes, are there any restrictions? Please List\_\_\_\_\_
8. Would you volunteer as a Disaster Preparedness Action Response Team member? \_\_\_Yes \_\_\_No
9. Do you have special equipment, which can be used if necessary, such as a truck, travel trailer/RV, generator, chain saw, pump, ham radio, etc.? \_\_\_Yes \_\_\_No If yes, please Identify:  
\_\_\_\_\_
10. Do you have special talents that can be utilized following a disaster? \_\_\_Yes \_\_\_No If yes, please list:\_\_\_\_\_

Please return this form to the church office or to our information center.

## **Attachment III**

### **Member Grouping Checklist & Mapping System**

#### CHECKLIST TO DEVELOP MEMBER GROUPING MAP

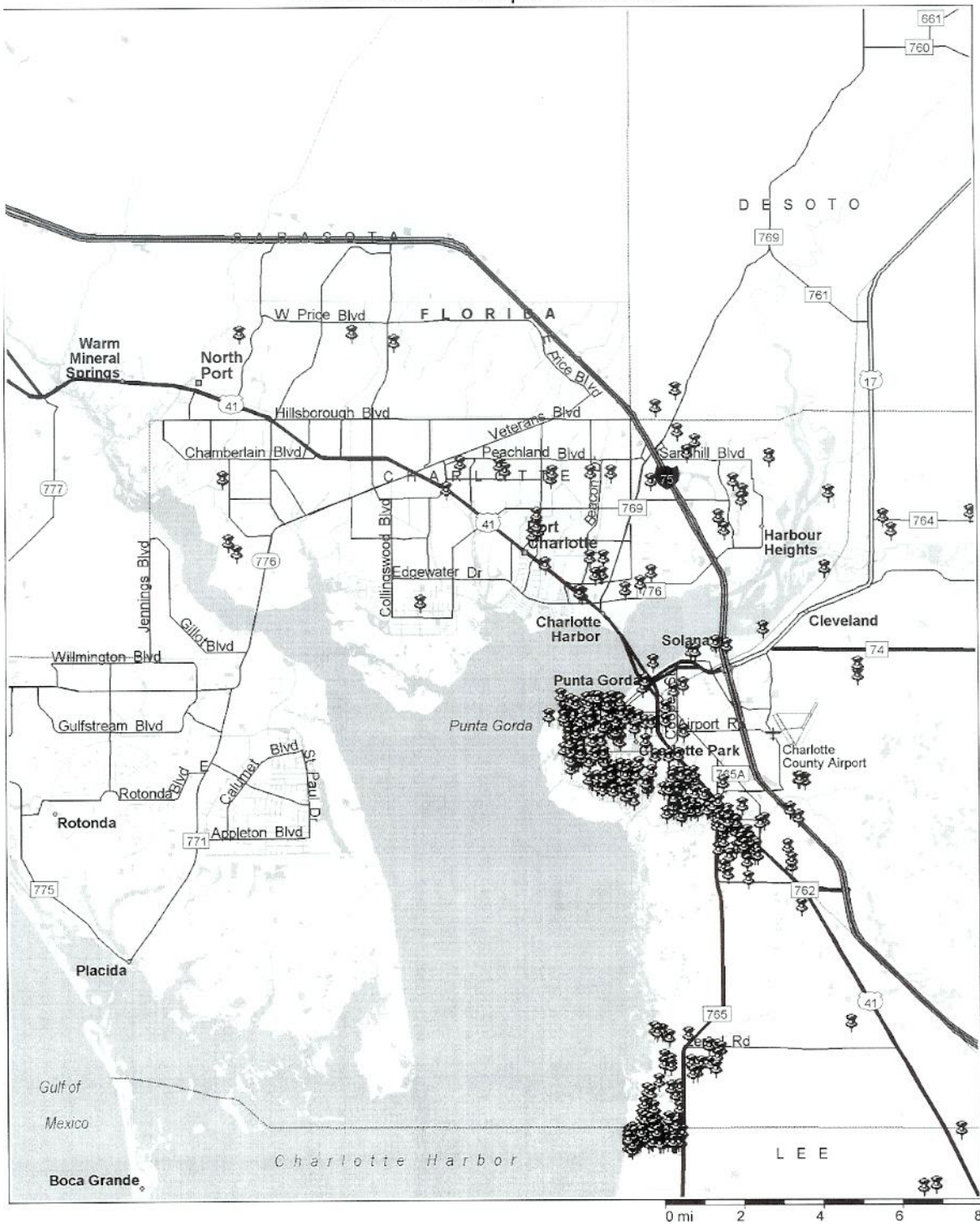
Map location of members.

1. Map the location of your members and divide them into small groups. These groups should not contain more than 20 families and should be of geographical location so after a disaster it will be easy to check on the individuals. Depending on the size of your congregation, consider using a computerized mapping system. (The attached sample used Microsoft Streets and Trips with GPS software and a church database.) Each church that adopts a Disaster Preparedness and Response Plan will be provided a copy of the Microsoft Streets and Trips with GPS software. You can import the data in the map data box using a data base program like Microsoft Excel. The mapping program has GPS coordinates but must be entered into the database or entered in to the data box manually. This is important since emergency response fire/rescue use GPS when street signs are down. Sample one shows how the mapping system can determine the best grouping of the church members. Sample 2 shows a sample group and the data in a data box next to their location. This will provide your group leader with a location and important information. The computer mapping system will be helpful to do the following functions:
  - a. Determine the concentration of your church population.
  - b. Helpful in determining member groupings.
  - c. Displaying special needs members.
  - d. Displaying the equipment location.
  - e. Displaying where the volunteers live.
  - f. Displaying and mapping by use of GPS coordinates.
  - g. Mapping and guiding you to a location.
  - h. Determining who lives in a location that was hardest effected by the disaster.
2. Appoint a primary and secondary group leader for each grouping.
3. Have each leader attend an organizational training session so they are properly organized and understand their job.
4. Reorganize and up-date groups annually prior to Hurricane season.
5. Establish a communication chain that works for each group, such as phone, e-mail, physical contact. Make sure that each group has a backup system.
6. Identify a Disaster Preparedness leader to who each group leader reports.

7. Provide Group leaders with questions that should ask of each member following a disaster. This should be in the form of a checklist.

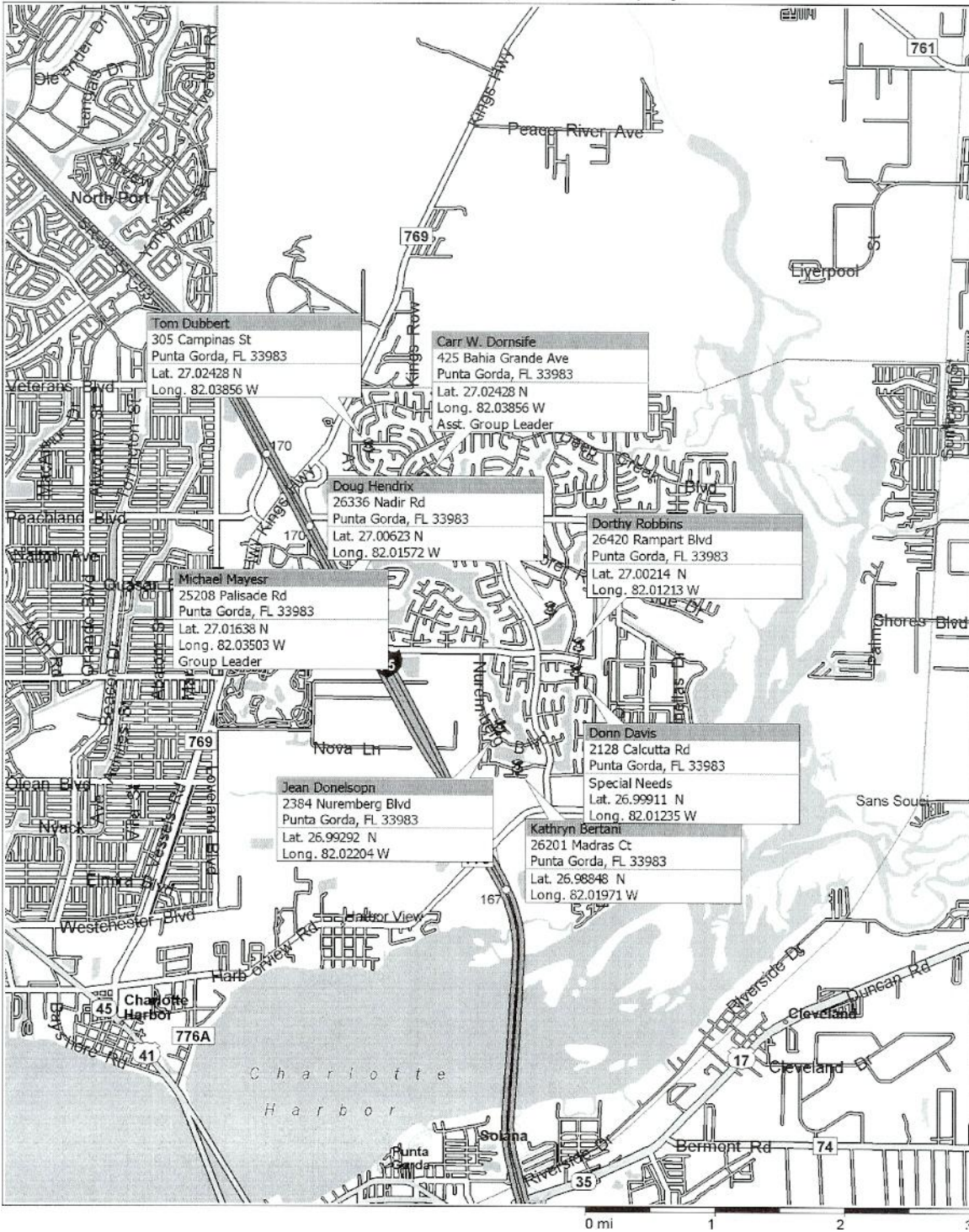
- a. How did you and your family survive the emergency?
- b. Do you need any assistance?
- c. How did your property survive the emergency?
- d. Do you need any assistance cleaning up?
- e. Provide them with information about the church and any general information you have been provided.
- f. If you detect any problems, report to church disaster leader.

### Attachment III Sample 1 Overview



Each pin represents a Church member family. By zooming in on an area, you can define each of your small groups. This will assist you in keeping your group members close to each other.

### Attachment III Sample 2 How you can display Information



Once you decide the grouping, you can display information about the group members by clicking on the pin.



**Attachment IV**  
**Volunteers and Equipment List**

1. Develop a list of members that have volunteered to house families displaced by an emergency. **(See sample form in this attachment.)**
2. Develop a list of members that have volunteered as a Disaster Preparedness Action Response Team. **(See sample form in this attachment.)**
3. Develop a list of members with equipment such as: self-contained travel trailers/motor homes, trucks, chain saws ect. **(See sample form in this attachment.)**
  - (1) Contact those members who indicated that they have a travel trailer/motor home and confirm that it would be available for use after a disaster. **(See sample form include in this Attachment.)**
  - (2) Make plans on how facilities will be used at the church and include them in this plan. **(See Attachment X Shelter Plan.)**
  - (3) If use requires facilities to be prepared, make sure that the facilities requirements committee makes plans and includes it in the budget. Possible requirements could include site preparation to park, water hook-up/electric hook-up. **(See Attachment X Shelter Plan.)**





List equipment by type:  
Travel Trailers

<b>Equipment List</b>	<b>Name</b>	<b>Address</b>	<b>Phone</b>

Trucks

<b>Equipment List</b>	<b>Name</b>	<b>Address</b>	<b>Phone</b>

Chain Saws

<b>Equipment List</b>	<b>Name</b>	<b>Address</b>	<b>Phone</b>

**Attachment V**  
**SECTION 1**  
**Training**

Promote preparedness of church members, employees, and those who have agreed to volunteer to help execute this plan.

- (1) Obtain locally prepared information on Disaster Preparedness and distribute it to your members. This information is available from local governments, Radio/TV stations, Salvation Army etc.
- (2) Host a disaster preparedness workshop yearly at your church.
- (3) Provide your church members with a list of local workshops that they could attend. Your local Emergency Operations Center can provide you with a list of workshops and training courses.
- (4) Annually, provide training to group leaders. This training should provide all of the requirements that will make this group leader an effective neighborhood leader during an emergency. This training should include:
  - a. How to organize your group.
  - b. How to communicate with your group.
  - c. What is expected from the group leader?
  - d. When do they report and to whom do they report.
- (5) Host a course in basic First Aid for the preparedness of church members.
- (6) Annually, provide training to church staff. This training should include:
  - a. First Aid
  - b. Defibrillators
  - c. Evacuation and safe room procedures.
  - d. Notification procedures
  - e. Preparing church property for an emergency
  - f. Backing up and protection of church files
- (7) Annually, Provide specialized training as necessary for those who will be in charge of various portions of this plan. (Such training should include periodic drills or other attempts to test the plan as realistically as possible.)

## SECTION 2

### SOURCES FOR INFORMATION AND TRAINING

Peace River Presbytery Disaster Preparedness and Response Committee

**FLAPDAN – Florida Presbyterian Disaster Assistance Network**

PDA -- PDA (National Presbyterian Disaster Assistance Program) [www.pcusa.org/pda](http://www.pcusa.org/pda)

Florida Conference of United Church of Christ

American Red Cross

Salvation Army -- Among others, they have a course “Preparing Your Congregation”

Church World Service -- Disaster Training 305-972-5568

FEMA -- Training for Local Community Preparedness  
[www.floridadisaster.org](http://www.floridadisaster.org)

CERT (Community Emergency Response Team) Volunteer Training  
State Program Office 850-413-9891

EOC- Emergency Operations Center for your County or City

OEM - Office of Emergency Management  
(Education and Mitigation Training) -

OEM is a prime source for emergency actions and public policy training. Access on behalf of community especially for those who fall through the cracks – elderly, children, the poor and less educated the vulnerable.

United Methodist Church -- Florida Conference Disaster Recovery Training  
Lakeland – 863-688-5563  
1-282-8011

The Disaster News Network Web site [www.disasternews.net](http://www.disasternews.net)

PDAT (National Presbyterian Disaster Assistance Team) Volunteers

**Attachment VI**  
**SECTION 1**  
**Documentation and Protection of Church Property**

**PHASE I - Documentation of Property**

Make sure that your church completes a Facilities inventory of church property. Document the inventory with a complete written description listing the item, cost and the date purchased. Also, take digital pictures or movies. Store this inventory in a safe place off campus.

Update your inventory annually about one month before hurricane season.

Records:

Determine what records need to be protected and copied. List those records below. Store the copied records in a secure location off campus.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Back-up Electronic Records on a routine basis and store off campus.
2. If you have warning, your records should be backed-up before the event and stored off campus.
3. Place hardcopy files that are not replaceable in a waterproof container and store off the floor above expected flooding.

**Protection of Church Property**

**Upon Notification of a Emergency Event**

Equipment:

Purchase plastic bags, plastic sheeting, tarps, duct tape and twine to cover equipment and special pieces of furniture. These supplies should be purchased and stored ready for use. Each area/ rooms of all buildings should be secured if time allows. Items that will need protection should be listed in an inventory book. You should also have instructions on turning on and off all electrical equipment. Any other equipment that requires special procedures should also have instructions included with this checklist.

1. Place plastic bags or sheet plastic over electronic equipment
2. Make sure you disconnect electric to all electronic equipment.
3. Cover all large furniture, pianos and organs with tarps.
4. Position equipment in hallways if feasible or move away from windows.
5. Observe each room after it is secured to insure that all items are properly secured.

**OUTSIDE FACILITY:**

List any items that need special attention in this checklist.

_____	_____
_____	_____
_____	_____
_____	_____

1. Secure all special attention items.
2. Do an outside walk around paying close attention to items that might become airborne during high winds.
3. Install hurricane shutters as required.
4. Secure lawn equipment.
5. Secure pumps and electrical equipment. Turn off any electrical equipment affected by power surges and or floodwater.



## **Attachment VII Communications**

- Section 1 General Communications**
- Section 2 Peace River Presbytery Hurricane Immediate Response Protocol**
- Section 3 Important Phone Numbers, E-Mails and Websites**
- Section 4 Disaster Preparedness and Response Team.**

### **Section 1 General Communications**

Communications are very important in the execution of your Disaster Preparedness and Response Plan. You will probably not know what type of communication will be available following an emergency. As a result, you must be ready for any situation. We are providing a suggested list of communications in order of their effectiveness and anticipated availability after a disaster. The Presbytery will provide limited communications that should be in place within 24 hours after the need is reported or it is determined that your church does not have the ability to communicate the need. A separate plan of operation will be developed to control the Presbytery assets. The Communications Capability will include Satellite Phones and Ham radios.

1. Agree to a meeting time and location of all leaders.
2. Preferred mode of transportation is four-wheeled vehicles for contacts between leaders.
3. Satellite Phones.
4. Ham band (6 meter) phones (Requires a 6 meter license).
5. FM Radios
6. Marine Radios
7. Cell phones
8. Land line telephone
9. High-speed web connection.

## SECTION 2

### Peace River Presbytery Hurricane Immediate Response Protocol

#### HURRICANE IMMEDIATE RESPONSE PROTOCOL

##### Immediately prior to an event (2 days)

1. Broadcast fax and e-mail to church offices a pastoral letter and the protocol
2. Presbytery office takes steps to prepare for alternate location if necessary.
6. Presbytery executive staff & PRP Hurricane Task Force Moderators (HTF) share proposed shelter location arrangements (where will they go if unable to stay at home or church).

##### During

BE SAFE

##### Immediately following an event

1. Presbytery executive staff and PRP HTF Moderators are in touch with each other.
2. Initial calls are made by unaffected members of the PRP HTF leadership team.
3. General Presbyter and/or Associate Presbyter will make pastoral visits to pastors of affected churches as soon as safe and possible.
4. The 1<sup>st</sup> or 2<sup>nd</sup> contact person from each affected church will call the Presbytery office to give initial assessment to the HTF of their church, staff, and congregation.
6. 48 hours (the 2<sup>nd</sup> day) after a storm at 3:00 p.m., all pastors in the affected area will meet at one of the following:  
**► First Bradenton, ► Church of the Palms, ► Presbyterian Center, ► First Fort Myers, or ► Moorings**  
to check-in with a coordinator from the HTF leadership team, talk about next steps, and pray.
6. 72 hours (3 days) after an event, all members and other concerned folk will meet at the Presbyterian Center (if damaged, then Church of the Palms, Sarasota, or Moorings, Naples) for debriefing, prayer, and beginning recovery work.

## SECTION 2 Continued

### Congregational/Pastor Responsibilities of Affected Congregations

1. Key people in congregation should have similar plan as Presbytery above.
  - a) Send out information to congregation.
  - b) Alternate location for operation.
  - c) Where will they be if evacuated – contact information, etc.
2. Have plan (such as a buddy system by deacons) for your most vulnerable members, i.e. who will contact them to make sure they are okay. **(Suggestion)**
3. 24, 48, and 72 hours after a storm at 5:00 p.m., members who can, will meet at the church for prayer, checking in, communication, coordination, and need sharing. **(Suggestion)**
4. ASAP, either the pastor or designated contact person will call 1-800-736-4888 to let the Presbytery staff know how you are.
5. Pastor, Business Manager, Trustees of a particular congregation will begin its triage (secure its building ASAP).
6. As soon as possible, hold a church staff meeting.
7. As soon as possible, the Moderator of Session will call a Session meeting.

### ESSENTIAL CONTACT NUMBERS

Graham Hart: Cell – 941-539-3235; Home – 941-924-3418;  
[graham@peacriverpresbytery.org](mailto:graham@peacriverpresbytery.org)

Bruce Wismer: Cell – 941-356-3406; Home – 941-925-0863; [wismerbk@verizon.net](mailto:wismerbk@verizon.net)

Jim Kirk: Cell – 239-571-4649; Office – 239-213-5226; [jkirk@moorings-presby.org](mailto:jkirk@moorings-presby.org)

## SECTION 2 Continued

**HURRICANE IMMEDIATE RESPONSE PROTOCOL**

CHURCH NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PASTOR: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

ASSOCIATE PASTOR:

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

DIRECTOR OF DISASTER ASSISTANCE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

DISASTER VOLUNTEER COORDINATOR: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

CLERK OF SESSION: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

BUSINESS MANAGER/PROPERTY CHAIR:

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

**SECTION 3**

**IMPORTANT PHONE NUMBERS, E-MAILS AND WEBSITES**

**(Samples make your own list.)**

Fire Department	<a href="mailto:pgfire@ci.punta-gorda.fl.us">pgfire@ci.punta-gorda.fl.us</a> 575-5529
Police department	<a href="mailto:police@ci.punta-gorda.fl.us">police@ci.punta-gorda.fl.us</a> 639-4111
Sheriffs Department	<a href="mailto:sheriff@ccso.org">sheriff@ccso.org</a> 639-2101
City Manager	<a href="mailto:citymgr@ci.punta-gorda.fl.us">citymgr@ci.punta-gorda.fl.us</a> 575-3302
FEMA	<a href="http://www.fema.gov">www.fema.gov</a>
Hurricane forecast center	<a href="http://www.noaa.gov">www.noaa.gov</a>
Charlotte County Emergency assistance	<a href="http://www.charlottecountyfl.com">www.charlottecountyfl.com</a> 505-4620

## **SECTION 4**

### **DISASTER PREPARDNESS AND RESPONSE TEAM**

**This List will provide you an easy access to your primary leadership team.**

<b>Name</b>	<b>Address</b>	<b>Phone Number</b>
-------------	----------------	---------------------

Minister

Associate Minister

Director of your church Disaster Relief

Disaster Volunteers Coordinator

Disaster Resource Coordinator

Parish Nurse

Group Leaders

Any additional individuals that you anticipate need to be on an emergency list.

**Attachment VIII**  
**Church Personnel and Facilities Plan**

**SECTION 1**  
**Organizing the Church Staff**

1. Make a list of your church paid staff employees and assign duties that they would perform if adequate warning were provided. Also, make a list of duties if no warning is provided.  
Provide brief but clear descriptions of their assignment and responsibilities so they understand ahead of time what is expected of them.
2. Make sure your staff knows what your alternate plans are so they will be aware and knowledgeable.

Example:

Secretary – Make back up of all important computer files and see that they are stored off site.

Custodian - Assist in preparing church equipment for the emergency.

Parish Nurse - Make sure that the special needs members are taken to shelters.

## **SECTION 2**

### **Planning for Alternate Facilities**

Determine if there is an accessible location for an alternate church office that can be used in an emergency. Develop an agreement with that site that you will offer your church to them for emergency use if they will reciprocate in case you need help. Decide what systems, procedures, and records should be available in an emergency, and make plans to provide those items. (Sample Agreement see next page)

Review church activities to decide which programs can and should be continued in an off-site location during an emergency. If possible keep your activities and church schedule as close to the same as possible. Search for a suitable location, and make reciprocal arrangements as necessary to be prepared for such an event. The more complete your arrangements the less problems you will have making the change.

Develop off-site capabilities to keep church web site operational. (Probably from a church member's home, or another church.) Assure that several people are trained to manage the church web site.



## Sample Memorandum of Agreement

1. This Memorandum of Agreement is between \_\_\_\_\_ and \_\_\_\_\_ . The agreement takes effect as of the date that both church sessions agree to and sign this document.
  
2. This agreement is being entered into for the purpose of providing a formal written understanding on the support that each church will provide the other on a temporary basis during and after an emergency situation or disaster.
  
3. This agreement shall remain in force until such time as either party wants to terminate its provisions. At such time as one of the parties wants to terminate the agreement, it shall be accomplished by notification to the church session by the other church session. Any provisions of the agreement may be changed provided both parties agree to the changes. Changes will become an addendum to the primary agreement.
  
4. \_\_\_\_\_ and \_\_\_\_\_, agrees to support each other during a time of emergency or when a disaster has occurred that restricts the use of their facilities or their ability to cope with the situation. This help could be provided in a number of different ways such as: administrative assistance, facilities use, pastoral help and/or other requirements as requested. The nature of this agreement is entirely dependent on a situation that will be developing and impossible to define in advance. The purpose is to have an agreement that both parties understand will need an immediate response, be time sensitive and require concessions by both groups.
  
5. Each session shall assign the responsibility of a liaison from one of their standing committees and give that committee the authority to work directly with the other church and to respond in a timely manner without having to wait for a normal scheduled session meeting.

Signatures:

(Name of Church)  
Clerk of the Session

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

(Name of Church)  
Clerk of the Session

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

## **Attachment IX Church Facilities Evacuation Plan**

The evacuation plan should be in a presentation format and placed on the walls in strategic locations so members and visitors will know where to go in an emergency. This Plan should also designate a safe room where a large group of people could weather a storm if necessary and a location to gather outside of the building that would be clear of emergency vehicles.

1. Make a floor plan of each level of your church and buildings. Mark the exit doors to the outside, location of any fire alarm pulls and any fire extinguishers. Post the plan throughout the building, marking “you are here” at the appropriate location. Show how to get to the nearest two exits. At services, twice a year talk about what everyone should do in case of an emergency. Discuss both evacuation and maintaining a safe area. If your church already has evacuation plans posted check them for updates.
2. Attach an example of your evacuation plan to this document.

**Attachment X**  
**SECTION 1**  
**Post Emergency Inspection of Church Property**

Establish a Committee of experts that will accompany your Insurance agent on property inspections associated with property damage. File this list as a part of this Attachment and up date it annually when you review your Insurance requirements.

We recommend that you use the same format your insurance company will use for the post inspection of the church property. You can obtain this format from your insurance company. In addition, similar forms are available on the internet. These forms are quite extensive but will be required to establish who is responsible for repairs. Additional Web sites that provide inspections are:

<http://www.iinc.org/pdf/settlingclaims.pdf#search='structural%20damage20claim%20form'>

**MAKE SURE THAT YOUR BUILDINGS ARE SAFE TO ENTER. IF THERE IS ANY QUESTION, GET A QUALIFIED ENGINEER TO DETERMINE WHAT NEEDS TO BE DONE BEFORE ENTRY.**

While performing the post emergency inspection determine if immediate emergency repairs are required. Take the necessary action for these repairs but document the damage with photos. We recommend the use of a Risk Management Document produced by the State of Oregon and attached for your information. This document provides good guidelines that may apply to your situation. Disregard those items that do not apply to your situation.

## Business Continuation Planning

### Disaster Site Recovery Restoration Actions

A disaster has occurred. Emergency response goes without a hitch. Your emergency response plan is adequate. But, what do you do next? Emergency personnel are gone. It is up to your agency to begin the process of recovery. What actions do you take for disaster recovery? Disaster recovery is usually specific to each physical business location. The extent of recovery efforts will be dictated by your agency's ultimate business continuation goal(s).

Disaster recovery requires a team of people. The team members will likely be assembled from existing staff (ideally, staff who participated in the planning) and essential outside resources that have been lined up in advance of any disaster.

Disaster recovery also requires preplanning. Your recovery efforts will take their cue from your agency's business resumption goals. Consider these questions:

- What do you do at this location?
- Is this location essential?
- Does this location need to be back in business? If so, how soon?
- Can you abandon this location?
- How soon do you need to know if this location can be operational?
- Where can you relocate mission critical services and business functions?
- Do you have an alternative location(s) established to set up business?
- Can you re-deploy staff to other agency locations?
- Who are key staff members?
- Is there equipment, materials, tools, documents, files, etc., that are essential to business resumption that must be retrieved from the site? Or, do you have duplicates or backups in other locations?
- Who will be assigned disaster recovery duty? Who are their backups? From where will they operate?
- Who activates the disaster recovery plan?
- Who are the outside team members? Who will notify and activate them?
- How will you communicate with your staff after an event occurs?

### Keep in mind that:

- Disaster recovery activities are designed to limit losses and preserve what you can from a disaster location after the event.
- Business resumption is separate but occurring simultaneously.
- Initially, both may overlap extensively.

### Your Disaster Recovery Plan must consider these steps:

## Access to Facility

- How fast do you need to get back in to this location?
- Who will have access?
- Who will allow access?

Can I *just walk into the building*? After a disaster has occurred, the Facilities Division has the lead role in physical security for DAS owned or managed buildings on the Capitol Mall. This includes admitting or keeping people out of a building and responding to police and fire requests after hours. They secure buildings until inspected for damage and safety. Any state facility has similar people or units, doing similar work. Agencies leasing private facilities should ask their landlord about and/or make arrangements for access and security services.

Obtain permission to enter the building(s). Only authorized personnel should be allowed access to the premises.

## Security of Facility

- What is in this building that must be protected? Documents, equipment, materials?
- What if this becomes a crime scene? Who will communicate with police?
- Who handles the media?

It is essential that appropriate security methods be utilized for protection of on-site assets, including equipment, premises, information, documentation, etc. Safeguard your assets against fire, theft, vandalism or other perils. Contact your facilities personnel to determine their level of response for your agency. Identify special needs. Plan for any additional or contractual resources.

The Oregon State Police are responsible for all law enforcement in all state owned buildings. Local police provide normal services to all facilities leased, and not owned by the state. What is your working relationship with them? Insure that you include them in your plan considerations.

## Stabilization of Facility

- What in this building will require rapid return of power (for example, food storage coolers)?
- Who will determine physical/structural safety?
- Where will you get the equipment or materials (tarps, boards, etc) to stabilize the facility?

During emergency response operations, facilities personnel go into affected buildings and turn off manual, mechanical, and electrical systems.

When the emergency response ends, your agency enters the disaster recovery phase. At that point identify the functions or areas that may need further stabilization or any actions necessary for site safety. This may include gas or water leaks, collapse risks, and the like. Facilities personnel may have already checked electrical systems, breakers, and control centers for damage and/or tested utility, power, and alarm systems. Some of these systems may have already been reset.

Determine the appropriate emergency measures that your agency must take to protect the property from further loss. This can include actions such as:

- Cover damaged openings or property with plywood, tarps, or plastic to protect from the weather and moisture.
- Provide temporary bracing.
- Obtain repair services for utility issues.
- Provide ventilation for areas in which there may be a gas release.
- Remove or pump out water in flooded areas.
- Reduce or turn off air temperature, i.e., heat or air conditioning.
- Move perishable items to alternate locations when cooling devices fail, such as refrigerators or

- freezers containing food or vaccines.
- Other emergency actions for special equipment or situations.

Identify priorities, resources, materials, and the timeframe in which you need to accomplish these measures.

### **Safety, Health Environment Controls**

- Are your employees who may be entering the facility outfitted with appropriate personal protective equipment (PPE)?
- Have they been fitted, trained, and are they familiar with PPE limitations?
- Are they aware of potential hazards they may encounter?
- Do you have an emergency plan to address any IDLH situations or response to unexpected serious situations?

It is possible that you will enter a building that has unanticipated hazards. Rely on the Emergency First Responders' advice and warnings. Consider delaying entry if you are not prepared or equipped to deal with possible hazards. Be aware of chemicals that may have been released as a result of structural damage. Floodwaters may be contaminated with sewage. Overhead risks may require hardhats. Be equipped with emergency lighting. Have a floor plan. Know several routes to get out of the building. Allow no one in alone. Carry emergency communication devices.

### **Damage Assessment**

- Who on your staff can coordinate inspectors, engineers, salvage specialists, or insurance adjusters?
- Be prepared for possible compliance inspections by OR-OSHA, DEQ, Fire Marshall, etc.

Inspect the affected areas to determine the nature and extent of damage. Facilities personnel often guide inspectors and engineers through buildings to help them with their evaluations. They know their buildings' features best. Consult with experts on issues such as assessment of structural damage or contamination issues. Take notes of damage and document damage with photographs. Begin to formulate your long-term plan, i.e., restoration strategy for on-site recovery actions.

### **Loss Documentation**

- How and where will you document damage assessment?
- What equipment will you need?
- Where is it located?
- Where will you obtain proof of ownership, value etc?

Make contact with the Risk Management Division at the earliest opportunity, (503) 373-7475. We will require that you provide records of your ownership or your control and responsibility for damage. We will help you to identify the necessary documentation required for your specific loss scenario for claims processing.

Commercial insurers, such as our excess carriers, will require proof of every cost on a major loss. This includes proof that the loss was caused by a covered peril. And, that all of the work that must be done is necessary and due to the loss event. Commercial insurers will always require that agencies provide a greater level of detail and documentation for a loss.

Agencies are required to complete and submit property claim forms to the Risk Management Division within 90 days of a loss.

### **Funds for Recovery Services**

- Are there ready funds to buy materials or services for your disaster recovery activities?

The self-insurance fund pays agencies for all direct physical loss or damage unless the loss is excluded or limited by the property policy manual. The purpose of self-insuring is to restore state property needed for the operation of the state. The self-insurance property policy also offers special self-insurance property coverages to agencies. There are even agencies that carry commercial coverage for unique loss exposures. The state has excess commercial property insurance as well. It is a good idea for your agency to understand their range and limits of insurance coverage.

Explore your agency's coverage issues for loss or damage in the event of likely disasters. Consider any unique situations that your agency might encounter. What perils are covered? Are there dollar limits on coverage? Are there gaps in coverage? Are some types of property or circumstances not covered? Are loss control plans a requirement for coverage? Are there any required approval processes? Are there any warranties that will provide coverage? Is there an exposure to your operating budget?

During the disaster recovery phase, your agency may need to hire specialized professional firms to analyze your loss. They could also be needed to plan building repairs or replacement, or the recovery of special materials and equipment. There may be costs for clean up, debris removal, contamination, or other damages caused by the loss event. Major projects need coordination. When your agency is depending on Risk Management or other insurers to pay for the mitigation, clean up, and restoration work, it is wise to collaborate even during a planning phase.

Take time to review your coverages, identify priority issues for your agency and be confident in your actions at the time of disaster recovery.

### **Mitigation and Clean up**

- Will you assign current staff to recovery efforts, i.e., clean up or moving? What about collective bargaining agreements? Employee physical condition and safety?
- Can you re-deploy staff from other locations to assist?
- Will you need specialized services?
- Have you trained your staff how to mitigate losses to equipment, materials, supplies, etc.?

It's time to proceed with your restoration strategy for on-site recovery. Your recovery actions may be based upon priorities that are specific to the damage assessment of the disaster and/or your specific agency activities. Mitigation actions for the State Library may be very different from actions taken at a state park. They can also be the same.

Call in the necessary specialists for mitigation and clean up. Make sure that you understand their capabilities, methods of analysis, methods of operation as well as all of your options. Some items may simply need to be washed, dried, cleaned, or painted. Some equipment may need to be disassembled and lubricated. Some equipment such as computers may need replacement parts, and other parts may need to be dried and cleaned.

Mitigation and clean up actions can include, but are not limited to (Note: emergency actions may have already started):

- Debris removal.
- Recovery from damage resulting from contamination:
  - Water damage - flood, storm, fire sprinklers, etc.
  - Dusts - earthquake, bomb blast, environmental, etc.
  - Chemicals and corrosives - accidental spillage, wrongful usage, unexpected disassociation of chemicals, etc.
  - Fire damage - smoke, soot, aggressive chemical compounds resulting from combustion, etc.
- Heating, ventilation, or air conditioning decontamination.
- Microbial and sewage remediation.
- Restoration of documents, books, and vital records.

- Data and media recovery.
- Restoration of telecommunications, electronics, and industrial equipment.
- Restoration of sprinkler, alarm, or other protection systems.
- Any other actions needed to recover utilities.

### **Salvage, Segregate, Remove**

- Do you know in advance what you must salvage and what can be abandoned?

Salvage usually involves removing or protecting the contents of a building for reuse or sale at distressed prices. If damaged property can be sold for salvage, Risk Management will request your titles or evidence of ownership. Funds recovered will be credited against any loss payments.

Actions that assist in salvage efforts include:

- Segregate damaged from undamaged property.
  - Inventory damaged goods.
  - Keep damaged goods until claims adjuster has reviewed/discussed.
  - Move damaged property outside if it is in the way and environmental conditions are not adverse to the property.

### **Repair, Replace, Restore**

- Have you considered the decisions that must be made with respect to your business goals and financing?

This is one of the most important phases of disaster recovery. In a sense it is where the rubber meets the road. The agency is faced with many questions. Should you repair or replace your building? Should you do deferred maintenance, remodeling, or strengthening while you do damage repairs? Should you scrap the building and use your money for something else?

Although you have taken the time to analyze your agency's property coverages, you still may not understand just what your insurance pays for. Your relationship with Risk Management is of the utmost importance. We will help you to understand how the restoration process works. Take a look at [The Morning After - A Guide to Major Losses Risk](#). It is intended to help you understand this process.

### **Counseling/Employee Assistance**

- Do you have an Employee Assistance Program? Do they offer critical incident debriefing services?
- Who activates the services?
- How are services accessed?

One of your most important assets is your employees. In a disaster recovery mode, there are many services that may be of assistance to them in a time of crisis. Consider these:

- Employee assistance program:
  - Counseling for depression.
  - Counseling for post-traumatic stress disorder.
  - Community-based service providers for long-term or extensive services.
- Emergency financial aid.
- Insurance claim filing assistance.
- Legal aid.

### **Emergency Procurement**



- Do you know what type of services you'll need for disaster recovery efforts?
- Should you establish these relationships in advance?
- Can a fee be paid in advance for priority services when a disaster occurs?
- Can you piggyback on statewide price agreements or contracts of other agencies?

When you are faced with disaster recovery, time is critical. When possible, establish vendor relationships in advance. Know what vendors you will work with and what to expect. How will the work be done, how soon can they respond, what are the estimated costs? It is helpful to contract for likely disaster recovery activities in a variety of loss scenarios. The destruction of property due to a variety of natural perils can result in similar disaster recovery responses.

## **Financing**

- Do you know that the self-insurance fund has limited coverage for clean up and mitigation costs that arise out of a covered loss?
- Do you know that the self-insurance fund has limited coverage for extra expense of a covered loss?
- Will your agency need to access operational funds to pay for any disaster recovery expenses?

In disaster recovery, funds should be available from Risk Management. There may also be a need to access agency operational funds. If so, plan for the operational constraints that may occur and make access difficult. (See [Business Resumption Continuation Actions](#) for information on emergency operating funds.)

Do you know how or when funds will be released from Risk Management? Is there a priority methodology for distribution of funds in a widespread disaster? Can you get cash advances? Does Risk Management have a method to pay for expedited repairs? Can you use funds for alternative purposes?

Plan ahead to help insure that your agency understands any financing limitations.

## **Additional Elements for a Helpful Plan**

It is helpful to obtain or prepare lists of resources for likely disaster recovery activities in advance. These may include detailed building plans, location and inventory lists of in-house supplies or equipment, outside vendors and/or special arrangements and existing price agreements. Consider these suggestions:

- Reporting disaster recovery hierarchy, including executive management.
- Identification of primary and alternate disaster recovery team members. Include description of responsibilities, scope of authority and contact information.
- Response and recovery instructions - include details for a range of possible disasters.
- Identification of disaster recovery priorities within the agency.
- Checklists for agency mitigation and clean-up strategies.
- Forms: multiple copies of any form that may be needed in the recovery operation.
- List of state resources, type of resource, and contact information.
- List of vendors, available agreements, and contact information. Provide details about services provided, cost and payment terms, or other particulars.
- Detailed building plans covering items such as entrances and exits, windows, fire extinguishers, fire alarms, sprinklers, smoke/fire detectors, shut-offs and master switches for power, water, gas, HVAC system, elevator controls, and the like.
- Financial information, to include, description of locations and/or sources of funds, access and authorization procedures, availability of funds.
- Self-insurance property claim form, explanation of coverage, and Risk Management contact information.

- Information on state/federal disaster relief procedures.

### **Conclusion**

During 1999 state agencies created contingency plans to address the impending Y2K problem. The disaster recovery and contingency plans developed at that time provide a firm foundation for ongoing agency activities. The events of 9-11 have significantly changed our perception of the need to plan and prepare for disaster recovery. Today, a disaster recovery plan is one of the cheapest forms of insurance available. Learn the key to appreciating the full value of disaster recovery planning. It is, to understand what is at stake for your agency.

# ATTACHMENT XI SECTION 1

## COMMUNITY DISASTER PLANNING GROUPS

**Your local (city/county) organization's telephone number needs to be listed for each of these and address where appropriate.**

LOCAL EMERGENCY ORGANIZATIONS (Action)

### **COMMUNITY**

American Red Cross (source of immediate assistance and referrals)

Salvation Army (source of immediate assistance)

Area interfaith Response Councils

EOC (Emergency Operations Center)

### **One Stop Service Center**

Unemployment Compensation and Disaster UC (pick up application at One Stop Service Center)

Emergency Medical Care (Licensed physician can provide emergency care to a minor). Note Red Cross refers and will pay when appropriate.)

### **COUNTY DCF**

Food Stamps (expedited)

Medicaid

Supplemental Security Income (SSI) they will tell you how to begin process.

Suspected Violence in Home or neglect call Protective Service Hot line #

Violence in Home Call local Police immediately.

OEM (Emergency Operations Center) County

Mental Health Centers

Legal Services -- Local agencies providing free legal services or a friendly attorney.

## **CHURCH RELATED**

Pastors (Your church and those in county and/or geographically close)

Steven Ministries Members of your church

Deacons of your church

Elders of your church

Parish Nurse(s) of your church

Peace River Presbytery

PDA (Presbyterian Disaster Assistance)

PDAT (Presbyterian Disaster Assistance Team)

Church World Service (Emergency Disaster Program) [www.cwseerp.org](http://www.cwseerp.org)  
Tel 212-870-3151 FAX 212-870-2236 Volunteer Consultants

Florida Conference United Church of Christ

## **STATE**

FIND (Florida Interfaith Networking in Disaster) 1-800-462-9029 or  
407-353-6275 or [www.FINDFlorida.org](http://www.FINDFlorida.org)

Governor's Office

## **FEDERAL**

VOAD (Voluntary Organizations Active in Disasters)

Seeks to recruit organizations willing to accept certain responsibilities by its members or employees in event of a disaster i.e. General clean up , food services to specialized services such as operating large equipment medical assistance in a shelter etc.

FEMA (Federal Emergency Management Agency) 1-800-462-9029

An umbrella organization, which coordinates state and federal benefits using US Government resources for grants, loans, temporary housing assistance, technical assistance. This includes IFG (Individual Family Grants. To assist with repair/replacement or rebuilding of owner occupied housing and/or provide clothing, household items etc, replace/repair vehicles or provide public transportation. Pay funeral expenses.

Social Security Telephone 800 # Local Social Security office is not usually available by  
Phone but walk in are accepted, however, those with appointments get priority

SBA (Small Business Administration)

**ATTACHMENT XII**  
**SECTION 1**  
**OUTREACH TO THE COMMUNITY**

**OFFICIAL DISASTER SHELTER** – Each church needs to check with their Emergency Management People & the Red Cross to see if they will qualify.

**SPECIAL NEEDS SHELTER** – Each church needs to check with their Emergency Management People & the Red Cross to see if they will qualify.

**HOST SHELTER** – If your facility does not qualify as an official disaster shelter, for before & during, you may want to consider being a host shelter after the disaster. There are suggestions of possibilities listed below.

**DISTRIBUTION CENTER** – Each church needs to check with their Emergency Management People & the Red Cross to see if they will qualify.

**TEMPORARY HOUSING** – Church members open their homes or provide a temporary place for evacuees.

**ADOPT A FAMILY** – Church may help meet the needs of a specific family.

**ADOPT A PET** – Church members take in pets that have been separated from their family.

**DAY/ELDER CARE** – Church provides day care for elders or children while family members clean up after the disaster

**DAILY MEALS** – Church may provide daily meals to the community.

**PASTORAL SERVICES** – Pastors, who are willing to meet with people affected by the disaster, provide services, comfort, funerals etc.

**SUPPORT GROUPS** – Church provides small group meetings to the community, where people can come and talk about the effects of the disaster.

**VOLUNTEER GROUPS** – Church provides volunteer groups to do home repairs, debris clean up, tree removal, translation services for non-English speaking persons, transportation.

**OUTREACH TO OTHER CHURCHES** – Church reaches out to help another church that has been affected by disaster. Example: To provide a temporary place of worship.

**EDUCATION** – Church provides programs on disaster preparedness, first aid, and personal preparedness programs. Some of these may be done in cooperation with the Emergency Management people or Red Cross.

**COMMUNICATIONS** – Church develop a plan to help people communicate with family and friends in other areas.

**NVOAD**- National Voluntary Organizations Active in Disaster

**Compassion Alliance** Provides relief to disaster situations.

[www.compassionalliance.org](http://www.compassionalliance.org)