



LOCAL CHURCH DISASTER PLANNING GUIDE

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Disaster Recovery Ministry

Caring for People, Church Facilities, Communities and Others.

Introduction

- 1) This guide is designed to assist you in preparing a disaster plan for your local church. When a church knows in advance how they will protect church property and care for their people in the event of a disaster, they are better prepared to minister to their community.
- 2) Depending on the size and needs of your church and community, you may want to expand the scope of your plan to include details not covered by this guide.
- 3) Please share your completed disaster plan with your district disaster coordinator and the conference disaster response coordinator so all the churches in your district and the conference are connected in the event of a disaster.



After completing your plan, please email it to: jpdburket@yahoo.com. Upon receipt of your plan, I will file your plan and email you on May 15 of the following year for you to update. This will enable the churches to have a copy of their plans safely offsite in the event of a disaster.

We hope you find this guide helpful. Your questions and suggestions are always welcome!

"I tell you the truth,
whatever you did for one of the least of these friends of mine,
you did for me."

Matthew 25:40 (Modified)

Purpose

To Establish a Disaster Planning, Preparation, and Response Team

- 1) Local churches are encouraged to identify a disaster planning, preparation and response team.
- 2) The team will design a plan specific to the needs and requirements of the local church, including suggestions for:
 - Who should be involved in the preparation of the church facilities prior to disaster.
 - How the church will care for the congregation during and after a disaster.
 - How existing resources in the church can be used during and after a disaster.
 - How the church will serve the community before, during and after a disaster.

Church Support

Establishing a Local Church Disaster Team

- 1) Disaster response is a ministry opportunity for the church. As with all ministries, it is very important to have the agreement and support of the local church leadership in developing this ministry.
- 2) The disaster response ministry needs to support the mission and vision of the church.

Organization

The Local Church Disaster Team

The pastor can identify a team leader, who then recruits a team. A team may also be appointed by church leadership and then select their leader. Keeping the initial team 6 to 10 members, may facilitate functionality.

Suggested team positions:

- Disaster Team Leader
- Volunteer Coordinator
- Trustee Representative
- Finance Representative
- Administrative member
- Maintenance member
- Pastor
- Representatives from other vital areas of the local church (ie: UMW, UMM , Community Outreach, Prayer, Missions)
- Donations manager
- Secretary/records keeper

The Local Church Disaster Team Leader should NOT be the pastor. The Team Leader should have access to keys for the facility and an intimate knowledge of the facility layout, as well as the local community.

The Team Leader should be:

1. Flexible
2. Detail oriented and self motivated
3. Able to work well with various people in difficult situations
4. Able to work full time, (or nearly full time) during a disaster

The Team Leader is crucial for:

1. Ensuring that the church has a plan for disaster
2. Coordinating activities during a disaster
3. Participating in local disaster organizations (VOAD [Voluntary Organizations Active in Disaster] & COAD [Community Organizations Active in Disaster]).
4. Helping the church decide their role in the local community during a disaster
5. Coordinating disaster trainings for the church

The Team Leader will meet with the District Disaster Coordinator and other Local Church Disaster Team Leaders to establish roles and responsibilities during disaster. The Team Leader is the point person during a disaster and will work very closely with the Volunteer Coordinator.

The Volunteer Coordinator

The Volunteer Coordinator is a key position in disaster planning and response. The Volunteer Coordinator will collaborate closely with the District Disaster Coordinator during a disaster.

The role of the Volunteer Coordinator is to develop a plan for managing volunteers, including:

- Recruiting/Receiving
- Training
- Supervising
- Organizing
- Logging volunteer hours
- Recognizing volunteers

The Trustee Representative Maintenance Staff Representative

The member of the maintenance staff or trustee representative, could be assigned supervision of all facility preparations before a known disaster strikes.

This does not mean this position will perform all necessary tasks. This person will merely serve as the lead contact for varied types of activities in an emergency.

Other Team Members

Other responsibilities may be assigned to team members according to their individual interest, expertise or current area of church service. Some areas of responsibility may include:

- Staffing church phones to answer inquiries
- Communicating with the congregation regarding emergency situations, evacuations, etc.
- Coordinating the protection of archival records and church data
- Coordinating the security of electronic equipment

General Information and Suggestions

1. Disaster preparation activities include:
 - a. How you can, as a team, help prepare the church body and facilities for a disaster.
 - b. How you can help the families in your community to be better prepared for a disaster using printed materials and training from local agencies such as The American Red Cross and your county Emergency Management Department and Iowa United Methodist Conference.
2. It is very important to document activities during the entire disaster planning process since the roles and responsibilities of the team and its members may evolve over time.
 - a. Information should include (but is not limited to) types of activities undertaken, or not undertaken and why.
 - b. It is especially critical to keep a concise record of activities during and after a disaster so that future disaster relief, response and recovery efforts benefit from your experience.
 - c. It is equally important to track all volunteer hours served during disaster response and report them to the county, as well as to Disaster Recovery Ministry at the conference. Currently, each volunteer hour is worth approximately \$19.50 in reciprocal recovery money from the federal government which goes to local municipalities and states.



1. **IMPORTANT: Specific assistance information about individuals (addresses, names, financial information, services rendered, money given, etc.) should never be publicly disclosed.**

3. It is important to decide the length of time team members will serve. This can be a highly stressful job during disasters and experience is valued. However, members may need to rotate out more often due to the nature of the work. *All members should have trained back up in case they are unable to respond after a disaster.*
4. Teams should decide how often they will meet during the planning process, as well as after a plan is in place.
5. It is important to be realistic in planning for and protecting the community, church body and facilities. It is impossible for one church to “do it all” during a disaster.
6. Recognize that many churches have historically participated in disaster relief activities in informal ways. Examples:
 - a. Cleaning out homes after floods
 - b. Cooking food for disaster survivors
 - c. Distributing donated non-perishable foods, baby items, water and ice
 - d. Providing for emergency expenses, etc.
7. Recognize which activities are already taking place at your church, assess their effectiveness and include them in your formal plan.
8. Remember this is a GUIDE for your church to plan and prepare an appropriate response to disaster in your church, your community and beyond. Be selective, be creative and above all, be open to the Holy Spirit so your church plan is uniquely yours!
9. *Make arrangements for pulpit supply and a place of rest for your pastor every two weeks at on set and then every four weeks after a disaster while your community responds, gives relief and goes into recovery. Remember your pastor can only be as supporting to you as he has been given opportunity to refresh with God after a disaster has occurred.*

Health Kits

Assembling kits for distribution to a community, before a disaster is a great activity the entire church can get involved in.



Health kits provide basic necessities to people who have been forced to leave their homes because of human conflict or natural disaster. Health kits are also used as learning tools in personal hygiene, literacy, nutrition and cooking classes. When people gain the knowledge and materials to maintain personal hygiene, their overall health improves. Health Kit Items: **value: \$12 per kit.**



Place these items inside a sealed one-gallon plastic bag.

- 1 hand towel (15" x 25" up to 17" x 27", No kitchen towels)
- 1 washcloth
- 1 comb (large and sturdy, not pocket-sized)
- 1 nail file or fingernail clippers (no emery boards or toenail clippers)
- 1 bath-size bar of soap (3 oz. and up)
- 1 toothbrush (single brushes only in original wrapper, No child-size brushes)
- 6 adhesive plastic strip sterile bandages
- \$1.00 send to Iowa Annual Conference using the appropriate number

(NOTE: UMCOR Sager Brown is now purchasing toothpaste in bulk to be added to health kits before shipping to ensure that the product does not expire before they are sent.)

Important Kit Assembly Information:

- All items included in kits must be NEW items and cardboard needs to **be removed** from combs or nail files/clippers.
- All emergency kits are carefully planned to make them usable in the greatest number of situations. Since strict rules often govern product entry into international countries, it is important that kits contain only the requested items-nothing more.
- *Do NOT include any personal notes, money or additional materials in the kits. These things must be painstakingly removed and will delay the shipment.*

Updates will tell you what to do with kits when they are asked for.

Cleaning Buckets



These supplies enable people to begin the overwhelming job of cleaning up after a flood or hurricane.

Value: \$55 per bucket.

Note: if the requested item size is not available, go down to the next available size. For Iowa please only do completed buckets



Write the **EXPIRATION DATE** (the most recent date of all the items, on the outside of the bucket!!)

- 5-gallon bucket with re-sealable lid
- Bleach (two 1-quart or one 82 oz. bottle. Do not include bleach if you are shipping the bucket through the US Postal Service, UPS or FedEx)
- 5 scouring pads
- 7 Sponges
- 1 scrub brush
- 18 cleaning towels (reusable wipes)
- Liquid laundry detergent (two 25 oz. or one 50 oz. bottle)
- 1 household cleaner, 12-16 oz. bottle
- Disinfectant dish soap, 16-28 oz. bottle
- 50 clothes pins
- Clothes line (two 50 ft. or one 100 ft.)
- 5 dust masks
- 2 pair latex gloves
- 1 pair work gloves
- 24-bag roll of heavy-duty trash bags, 33-45 gallon (remove roll from box before placing in bucket)
- 1 Insect repellent spray, 6-14 oz. can (If aerosol, cans must have protective caps)
- 1 Air freshener, 8 or 9 oz. can (If aerosol can, must have protective cap/guard around nozzle)

Important! All items included in kits must be NEW items.

Thank you for your donation — it helps sustain lives!

Remember have at least 2-7 at your church and we will be storing others off site. See site information on website.

Church Plan Information

Plan prepared for:	Date Plan was Prepared:
Church Name:	Phone Number:
	Fax Number:
Location of Church: Include physical address, and nearby landmarks	
Church Website:	Church e-mail:
Parsonage Location: Include physical address, and nearby landmarks	Parsonage Phone Number:
Local Church Disaster Team Leader:	Home phone:
	Cell phone:
Disaster Response Ministry of the Conference):	
Sandbagging: Early Response Team (ERT): Tarping Roof: Community: Spiritual Response Team (SRT)	

Members of the Disaster Planning Team

Team Leader	Finance Representative
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:
Volunteer Coordinator	Maintenance Staff Representative
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:
Trustee Representative	Pastor
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:
Administrative Staff Representative	Additional Team Members:
Role:	Role: E. Calling Tree Lead
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:
Role:	Role:
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:

Important Contact Information

211	An easy to remember telephone number that connects callers to information about critical health and human services available in their community.	
Pastor	Home	Cell
Pastor's Spouse	Work	Cell
Church Disaster Coordinator	Home	Cell
	Office	
Church Disaster Trustee Rep	Home	Cell
	Office	
Conference	District Disaster Coord	Conf. Disaster Ministry Coord. Trish Burket 712-303-8343
District Office/Superintendent		
Insurance		
Fire Department		
Police Department		
Sheriff Department		
Nearby Shelters		
Other		
Church Secretary	Home	Cell

Local Church Emergency Supplies List

Suggested Equipment for Facility Preparation and Clean-up

- Copy of disaster plan
- Plastic garbage bags
- Sealable plastic bags- Waterproof boxes
- Flashlight /extra flashlight batteries
- Plastic sheeting/ blue tarps
- 2-way radios/extra batteries
- Ladders – Hammer – Nails – Duck tape
- Mops-Buckets-Brooms
- Disinfectant/cleaning compounds
- Bleach (at least 3 gallons)
- Rubber boots & Rubber gloves
- Sturdy work gloves & Masks
- Small dehumidifiers/portable fans
- Wet Vac
- Extension cords/50', 3 wire grounded
- Portable incandescent lamps/extra bulbs
- Power saws/hand saws
- Shovels – Crowbar - Wheelbarrow
- Jumper cables
- Cameras (standard, digital, or video)
- Battery operated radio/weather radio
- Portable gas/electric stove
- Ice chests
- Generator(s)

Suggested Disaster Supplies for Persons Onsite

- Blankets/sleeping bags
- Sun screen – Insect Repellant
- Nonperishable food supplies
- Non-electric can opener
- Water (minimum one gallon per day per person)
- First aid kits – CPR kits
- Paper goods: plates, cups, plastic utensils

Facilities

Routine Maintenance Checklist

Check roof and foundation of building **annually**. If roof is leaking or foundation has problems, schedule for repair.

Monitor use of candles and open flames. Assign someone to be in charge of knowing when these items will be used.

Test smoke detectors **annually**. If the alarms are battery operated, routinely replace batteries.

Inspect equipment **annually**. If needs maintenance, schedule for repair.

Have an electrician inspect the wiring, power connections, and circuit boxes **annually**.

Inspect water heaters **annually**.

Provide backups and surge protection for all power sources.

Clean out gutters and drains **annually**, or as needed.

Maintain grounds and fences.

Trim all trees away from the rooflines **annually**.

Check the security of canopies and covered walks on a **regular basis**.

Check emergency supplies. Exchange food and water supplies **every 6 months**.

Ensure vehicles have updated preventive maintenance.

Ensure jumper cables are on hand.

Facilities

Flood/Tornado Warnings Issued - Maintenance Checklist

Close blinds and curtains, to minimize damage from broken windows.

Make sure you have a back up copy of important documents off site.

File and secure all papers, books and archival materials.

If possible, position computers and other electronic equipment up off the floor and away from windows.

Cover computers and furniture with heavy plastic to prevent wind and rain damage from broken windows.

Remove all outside furniture, garbage cans where possible and store inside or in storage shed.

Check the integrity of storage sheds; close and lock the doors.

Check the security of all doors.

If you will be serving your community in some way make sure supplies are ready.

Check attic spaces and windows for leaking **after every storm**.

Individual Needs Survey

Name:	Spouse:
Phone Number:	Phone Number:
Address:	
Alternate contact: Person or phone number	
Ages of Additional Household Members:	
Do you only speak a foreign language? NO YES Language (if applicable):	Residence Type: <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> APT <input type="checkbox"/> # FLOOR
Are you legally blind? Deaf? Mute? Aphasic?	Are you homebound? NO YES
Do you use a wheelchair? Always Most of the Time Sometimes	Do you use a walker/cane? Always Most of the Time Sometimes
Do you require a special diet? NO YES	List Special Medical Needs (Ex: homeless, severe cardiac, diabetic on insulin)
Do you rely on electricity for home medical treatments? NO YES	Have you registered with the Country Emergency Department for help in an evacuation? NO YES
Family Physician: Phone Number:	Emergency Contact: Phone Number:
Do you have any dogs? Do you have any cats? NO YES How many: Note: not all shelters allow pets; make alternate arrangements before a disaster.	Do you have transportation in an emergency? NO YES Would you need transportation in an emergency? NO YES <input type="checkbox"/> Standard Vehicle <input type="checkbox"/> Wheelchair access <input type="checkbox"/> Ambulance

Congratulations! You've taken the first steps towards helping to protect and prepare your church in the event of a disaster. As residents of Iowa, we may not be able to prevent disasters from occurring, but by planning ahead we can help save lives, property, and reduce the time it takes for our communities to recover. Be sure to update your Church Disaster Plan regularly as your church information changes.

Remember to Send in Your Church Plan! Please email, or if necessary mail your church plan to the Conference Disaster Coordinator (Trish Burket jpdburket@yahoo.com). We will store it off-site and email you in May for updates.

My Local Emergency Contact

In planning for a disaster, you should know the emergency departments in your community and their services. Fill in your Iowa Emergency Contact below.

Emergency Management for
_____ County

Name: _____

Address: _____

City: _____ Zip: _____

Phone Number: _____

Phone Number: _____

Web Address: _____

For those in your church who want to be actively involved in bringing restoration to lives, please feel free to make copies of this form and distribute it to your church members.

How You Can Become A Volunteer

If you are interested in becoming a volunteer or would like more information, please fill out the form below and mail to: or you may e-mail your information to

Trish Burket, IAUMCDRC
808 King Street
Bedford, IA 50833
jpdburket@yahoo.com
712-303-8343

Volunteer Request / Inquiry For Additional Information

<p>What field of volunteering are you interested in?</p> <p><input type="checkbox"/> Prayer Ministry</p> <p><input type="checkbox"/> Early Response Teams</p> <p><input type="checkbox"/> Volunteer Work Teams</p> <p><input type="checkbox"/> Spiritual / Emotional Care</p> <p><input type="checkbox"/> Donations</p> <p><input type="checkbox"/> Church Preparedness</p> <p><input type="checkbox"/> General Information</p>	<p>Is your church presently involved with Disaster Recovery and Church Preparedness?</p> <p>NO YES</p>
<p>Name:</p> <p>Phone Number:</p> <p>E-mail:</p> <p>Gifts/Training:</p> <p>Comments:</p>	