

GLOBAL

METHODIST CHURCH

ALABAMA EMERALD
COAST CONFERENCE

Conference Disaster Plan

Conference Disaster Plan

OUR VISION

To be Christ's hands and feet during a time of Disaster. 1 Peter 4:10 **Each of you should use whatever gift you have received to serve others, as faithful steward of God's grace in its various forms.**

OUR GOAL

To successfully manage and equip all available resources for a disaster to the Alabama Emerald Coast (AEC) Conference and other external areas before, during, and after all types of a disaster. This process will be done in the following ways.

- Sending out information for preparation,
- Making sure that needed supplies get to Churches and Communities in need.
- Volunteers, equipment, and resources are directed where needed.
- Aid in financial assistance whenever possible to Churches and Communities.
- Train and equip as many Conference Volunteers to serve as God's hands and feet, so they can give assistance to others in need in a time and different phases of disaster. By doing this, these volunteers can show the Survivors the love of Christ.
- Work with local, state and federal governments in a time of disaster
- Making sure that all volunteers have had training, background checks, and have completed annual safe sanctuaries training.

MISSION OF THE CONFERENCE DISASTER RESPONSE TEAM (CDRT)

We will work with the local churches, local pastors, District Disaster Response Coordinator (DDRC), and Presiding Elder (PE) to provide local communities with the support and assistance they need during times of Disaster.

CONFERENCE DISASTER RESPONSE TEAM (CDRT) (18 people)

Conference Superintendent

Conference Disaster Response Coordinator (CDRC)

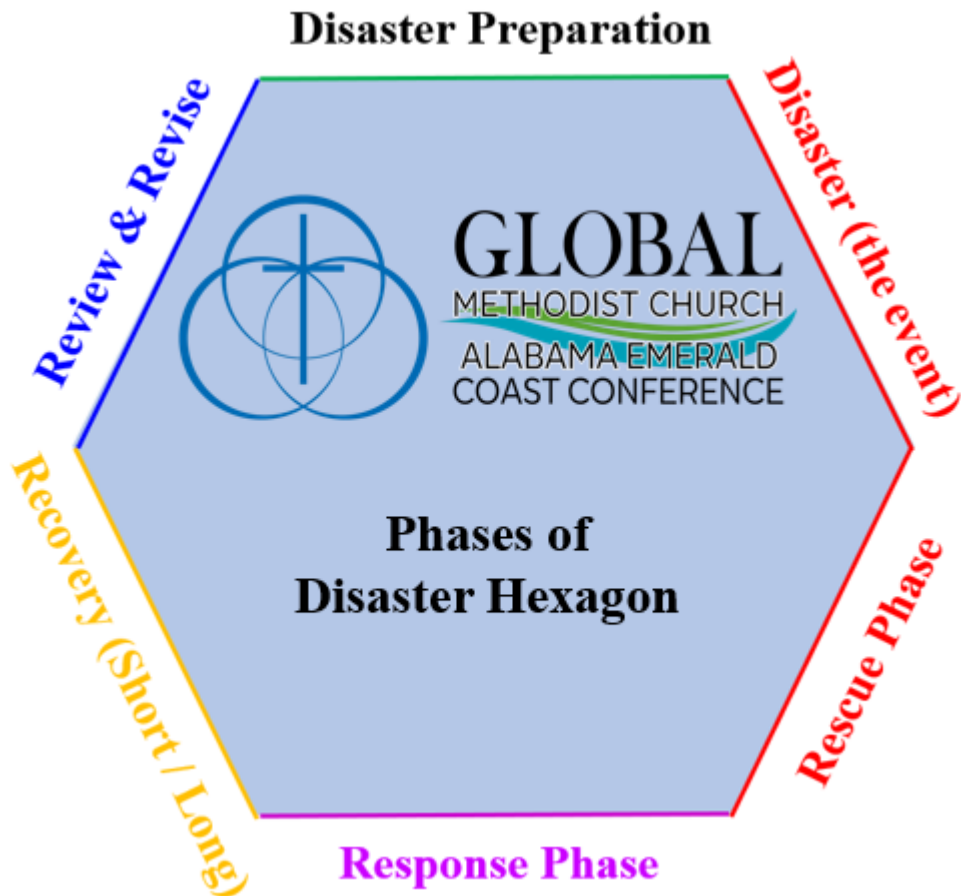
Assistance Conference Disaster Response Coordinators (2)

Lay Leader of the Provisional Annual Conference

Conference Finance / Treasurer

Presiding Elders (6)

District (6) Disaster Response Coordinator (Main)



This plan is divided into the Six phase of a disaster:

Phase 1 – Disaster Preparation (Planning conducted before a disaster happens)

Phase 2 – Disaster (24/72 hours before and during the disaster event)

Phase 3 – Rescue (during the time emergency personal is responding to an event)

Phase 4 – Response Phase (This is the time when trained Early Response Teams can deploy)

Phase 5 – Recovery Phase (This is the time when Short/Long term recovery starts)

Phase 6 – Review & Revise (This is the time after the Disaster the conference reviews the Conference Disaster plan and makes updates to it if needed.)

Phase 1 – Disaster Preparation:

During this phase, the AEC Conference will work in the areas below to provide the Churches and the Districts in the conference with information, procedures, and supplies to a disaster to their local area.

1. Provide information on insurance and procedures that will be needed during a time of disaster.
2. Provide a basic disaster plan and other materials for their local Church that can be tailored for them when a Disaster hits.
3. Train Volunteers in their local church to provide assistance during a time of disaster.
4. Plans and preparation are made to make sure that the Church's and Districts get the available supplies they need after a Disaster.
5. Plans and preparation are made to coordinate volunteer response for future affected areas when the disaster grows larger than a local church response situation (this is spelled out in the index in the final pages of this plan).
6. Plans and preparation are made to assist the local church disaster response directors, local pastor, DDRC, and PE before and after a Disaster.

Phase 2 – Disaster:

During this phase, the AEC Conference Team will start with a conference call to the area that will be affected by the Disaster at least 24 / 72 hours before the event (if there is time available). During this call the AEC Conference Team will start working with the PE, DDRC, Local pastor (Local event), and the local church disaster response director (Again for local event only) in getting their churches and district's prepared for the disaster.

During the disaster the conference will be monitoring the disaster event that is happening, deciding, and communicating with the PE on what resources will be needed, and will be contacting appropriate agencies and organization needed and put them on notice for help and supplies.

The items listed below will be provided to the Churches and the District in the conference before and during the disaster.

1. Communicate with affected areas (Churches and Districts) during the disaster event (if possible) on what will be needed after the Disaster for their facilities, congregations, and communities.
2. Monitor the disaster event that is happening, deciding what resources will be needed, and will be contacting appropriate agencies and organization to put them on notice for help and supplies.
3. Train District Staff / Directors, Local Church Pastor's and Staff of the local Church how to prepare for deployment after the Disaster Event.

Phase 3 – Rescue:

During this phase, the AEC Conference will start conducting assessments remotely of what is needed for response after the Disaster. Will be coordinating supplies and volunteers coming in from out of the Disaster Area (District or Conference). Will also coordinating with Local, State and Federal Emergency Operations and with local and state Voluntary Organization Active in Disaster (VOAD).

The items listed below will be provided to the Churches, District, and communities in the conference during the rescue phase of a disaster.

1. Check with affected areas (Churches and Districts) on what will be needed after the Disaster.
2. Send Conference trained assessors in the disaster area to bring back assessments on Churches, Church Parishes, and other Church property that may need help and could possibly be needed for disaster relief.
3. Coordinate with Districts, Church's, Disaster Supply Warehouses, and other relief agencies for getting Disaster Supplies in the affected area of the Disaster.
4. Coordinate with Local, State and Federal Emergency Operations and with local and state Voluntary Organization Aiding in Disaster (VOAD) after a disaster.
5. Since communication is important, work with local churches and district to get them what they need to communicate after a disaster.

Phase 4 – Response:

During this time of this phase, the AEC Conference can do the most good for our local churches, communities and conference. This is where we can be God's hands and feet, and put not only our conference volunteers, but other volunteers (other conferences, districts, and communities) to work to help the people in need in the local church, communities, and conference after a disaster.

This is the phase where Trained volunteers go out and due assessments, tarping, muck out, debris removal, assist in distribution centers, assist in filling out disaster paperwork, distribute food and water to individuals, and more to help the survivors of this Disaster.

The items listed below will be provided to the Churches and the District in the conference after the disaster.

1. Assist Disaster Response Teams (DRT) that provide multiple different services to the survivors of a disaster:
 - a. Assessments on homes and churches
 - b. Tarp homes
 - c. Debris removal
 - d. Muck out homes or churches

- e. Assist with points of distribution and services
 - i. Setup the distribution center
 - ii. Unload trucks at the distribution center
 - iii. Sort incoming goods
 - iv. Inventory of incoming goods
 - v. Inventory and document goods leaving main distribution center
 - vi. Load trailers going to remote distribution centers
 - vii. Receive phone calls for assistance from survivors
 - viii. Receive incoming DRT's coming into the area to help survivors
 - ix. DRT's accommodation coordinator (housing & food)
 - x. DRT Supply coordinator
 - xi. Communication Coordinator at the distribution center
 - xii. Other duties.
- 2. Coordinate rapid training to conference laity to become trained volunteers
- 3. Make sure all Volunteers responding to the disaster are trained, background checked, and trained on safe sanctuaries policy.
- 4. Get Financial assistance to the disaster area, if funds are available for distribution.

Phase 5 – Recovery:

During this phase, the AEC Conference can continue to be God's hands and feet, by assisting in the rebuilding effort. This can be done by assisting conference teams with training and assist with available financial aid (when possible).

The items listed below will be provided to the Churches and the District in the conference during the recovery phase of the disaster.

- 1. Training how to help in the rebuilding process.
- 2. Providing financial aid to Churches, and Districts for community rebuilding after a disaster when available.

Phase 6 – Review & Revise:

During this phase, the AEC Conference will take all data (preparation, during the event, and after) and review this data collected throughout the Conference, District and Church. The goal is to look at what worked and does not work. Then decide if any of the disaster plans (Conference, District and Church) needs to be modified to improve the response time or quality of response to a disaster. If a modification is done, the updated disaster plan will be republished and then sent back out to the AEC Conference, District, or Church.

The steps listed below will be provided to the Churches and the District in the conference before (if possible) and during the disaster.

1. Collect all data from before, during and after the disaster from all areas involved (Conference, District and Church).
2. Collect all response data from DRT's, Distribution Points, state and federal agencies involved and all other response after the Disaster during the Response Phase.
3. Conduct a meeting with CDRT and any other subject matter experts to review all the above data collect. Review Conference, District and Church Disaster plans and suggest updates that need to be done to current disaster plans.
4. Republish plan back out to the AEC Conference.
5. Training if needed to improve response for the next Disaster.

ROLES AND RESPONSIBILITIES

Local Church Disaster Response Director (LCDRD)

MAIN ROLE:

- Ensure the church has a up to date disaster plan (this plan should be reviewed annually) to protect church property and church staff and members of the congregation. Make sure staff and church members know how to implement it.
- Ensure the church has a plan to provide communication to its congregation before and after a disaster. Most important is after a disaster the communication can be done and church members and staff that need help is known so that help is provided.
- Ensure the church has a plan to help congregational members that cannot evacuate or will need help after a disaster.
- Serve as the communication connection between the church and the DDRC and PE.

District Disaster Response Coordinator

MAIN ROLE:

- Communication liaison between the Presiding Elder (PE), the assistance DDRC's and the CDRC.
- Assist during the response phase as requested by the PE or CDRC.

NOTE: In the absence of a DDRC, the assistance DDRC or CDRC will work with the district directly and assign a trained volunteer(s) to fulfill these responsibilities.

Presiding Elder

MAIN ROLE:

- Communication point and pastoral support for pastors serving in the district and local church staff and their leadership, as appropriate.
- Communication link between the local church, the District Disaster Response Coordinator (DDRC) and/or the CDRC and the Conference Superintendent.

CONFERENCE DISASTER RESPONSE COORDINATOR

MAIN ROLE:

- Oversee that Disaster Plans are kept up to date (Conference, District and Local Church (providing an example)).
- Maintain a communication center for the conference during a disaster.
- Ensure Conference volunteers are trained and are prepared to respond and assist in recover from a disaster.
- Maintain a training program for the AEC Conference including keeping records of training, required background checks, and other required training or record for volunteer deployment in disaster areas.
- Manage the response of other Global Methodist Churches or other denominations from other conferences outside of the area that are requesting to respond to the disaster in the AEC Conference.
- Coordinate with Federal, State, and local VOAD's during and after a disaster.
- Coordinate with Federal, State and Local government agencies during and after a disaster (IE: Emergency Operations Centers, FEMA, Volunteer Florida, and/or other similar groups).
- Coordinate with Disaster Relief Warehouses in getting or sending the supplies that will be needed after a disaster.
- Coordinate with other large non-profit agencies in getting or sending the supplies or other times needed after a disaster.
- Coordinate with other GMC Conferences / Churches in sending volunteers to the area of the Disaster outside of the AEC Conference.

AEC CONFERENCE TREASURER

MAIN ROLE:

- To be the main focus for funding coming in and out of the Alabama Emerald Coast Conference of the Global Methodist Church in the response to a disaster.
- Work with the Conference Disaster Response Team to ensure that budgets are correct and in place.
- Also assist with any audits of grant funds (Federal, State, Local or other GMC Conferences) are done correctly and in a timely manner.
- Work with other CRDC and make sure MOU (Memorandum Of Understanding) are in place for the transfer on money and/or supplies from one GMC conference to another.

CONFERENCE SUPERINTENDENT

MAIN ROLE:

- To be the Conference spokesperson for the Global Methodist Conference for the response to a disaster.
- Work with the Conference Disaster Response Coordinator and the Presiding Elders to ensure that disaster response and recovery roles are filled and tasked appropriately.
- Work with other Global Conferences to be the AEC Conference ambassador for opportunities to assist other conferences or receive assistance from other Global Conferences during a time of disaster.