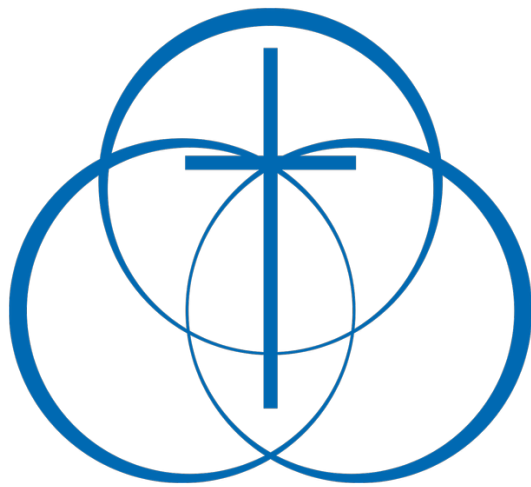


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**GLOBAL**  
METHODIST CHURCH  
ALABAMA EMERALD  
COAST CONFERENCE

# Local Church Disaster Plan

# Local Church Disaster Plan Planning Tool

(Guideline's offered by the AEC Conference)

## 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 stewards of God's grace in its various forms.**

## OUR GOAL

To enable Local Churches of the Alabama Emerald Coast Conference (AECC) to successfully manage and be prepared before, during, and after all types of a disaster. By being prepared they can care for the people in their congregation and the people in their local community.

This process will be done in the following ways:

- **Develop a Local Church Disaster Plan**
  - Receive information for preparation for a Disaster from the AECC.
  - Receive information for the Insurance providers for the Local Church preparation.
  - Select a Local Church Disaster Response Director (LCDRD) and an Alternate to oversee the Disaster Plan.
  - Build a Local Church Disaster Team
  - Develop training for the Local Church Disaster Preparation
  - Custom fit your plan to fit the type and size of the congregation of the Local Church.
    - Chain of Command flow chart
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- **Making sure physical preparations and annual/ monthly maintenance have been completed on the Church facilities and other Church properties for a disaster.**
  - Make sure annual / monthly maintenance has been completed.
  - All insurance policies are up to date.
  - Have a plan on what equipment are to be protected and how to do it in a timely manner.
  - Make sure that the church has a current inventory of assets in case the local church needs to file an insurance claim.

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- **Develop and have a plan in place for how the Local Church will care for its congregation before, during and after a disaster happens.**
  - Have a list of which Church members that will need help during a disaster.
    - Use the Global Methodist Church Members Disaster Preparedness Survey form or one similar.
  - Make sure to remember Church Members that just have been released from medical care, and possibly cannot do this for themselves.
  - If something happens during a service or activity / event is there an emergency common gathering place.
  - Is the first aid / AEDs and other medical needs accessible and up to date for congregational needs for a disaster.
  - Communication lines for and during a disaster been establish, tested, and are ready to go for a disaster event.
- **Develop and have a plan in place for how the Local Church can help the Community before, during and after a disaster happens.**
  - Coordinate with the PE and District Disaster Response Coordinator (DDRC).
  - Coordinate with the Conference Disaster Response Coordinator (CDRC).
  - Coordinate with the local Emergency Operation Center (EOC).
- **Establish a Local Church Disaster Team that can assist and respond to disaster in the local community, district, conference and for the Global Methodist Church using volunteers, equipment, and resources where they are needed. This team will support the mission and vision of the local church.**
  - Select a team Leader and an alternate.
  - Select a Trustee representative.
  - Select a Finance representative.
  - Select 2 Local Church Staff representative.
  - Select 2 Lay volunteer coordinator.
  - Select 2 equipment / resource manager
  - Record keeper
  - Select at least 5 or more members from your local church congregation.
  - Pastor
- **Establish roles and responsibilities for each member of the Local Church Disaster Response Team**
  - Each member should have a designated role
  - All of the roles should support the ministry needs to support the mission and vision of the local church
  - Disaster response / recovery can last multiple days, or weeks, and even months. Have a plan in place to rotate team members or coordinate with the DDRC or CDRC for additional personal to help.
  - Make sure all volunteer hours are tracked, because volunteer hours could bring in disaster recovery money to the conference, district, or the local church.
  - Teams need to train & have meeting regularly to plan.

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- **Establish ways your church can communicate with its members before and after a disaster.**
  - Develop a team to call church members
  - Develop way to communicate via text messages, WhatsApp, Groupme, etc.
  - Develop teams to conduct physical visit to church members after a disaster
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- **Assist with aid in resources and financial assistance whenever possible to Churches, conference, and Communities.**
  - Coordinate with the PE and District Disaster Response Coordinator (DDRC)
  - Coordinate with the Conference Disaster Response Coordinator (CDRC) and Conference President Pro tempore
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- **Also think about current Church programs and activities that may be interrupted by a disaster and what is the plan after the disaster.**
  - Soup Kitchen / Feeding the community.
  - Food Distributions (Weekly / Monthly)
  - Support Classes (Greif support, Alcoholics Anonymous, Celebrate Recovery, etc.)
  - Transportation Support (Doctors offices, Food deliveries, etc.)
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- **Train and equipment as many Local Church Volunteers to serve as God's hands and feet, so they can give assistant to others in need in a time and different phases of disaster. Making sure that all volunteers are ready to respond and have had training, background checks, and have completed annual safe sanctuaries training. By doing this, these volunteers can show the Survivors the love of Christ.**
  - Coordinate with the Conference Disaster Response Coordinator (CDRC)
  - Coordinate with the District Disaster Response Coordinator (DDRC)
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- **Work with local governments in a time of disaster**
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### MISSION OF THE LOCAL CHURCH FOR A DISASTER

To be prepared to help our Local Church Congregation and the Local community physically, spiritually, and emotionally before, during, and after all types of a disaster.



**The disaster plan should be divided into the Six phase of a disaster:**

- Phase 1 – Disaster Preparation** (Planning conducted before a disaster happens)
- Phase 2 – Disaster/ Pre** (24/72 hours before (if possible) 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.)

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- **In assembling this church disaster plan your church has a vast array of knowledge available to them.**

### **Area 1: Use past church experience:**

- How did the Church communicate to its congregation in the last disaster?
  - Was it effective?
  - Was it timely?
  - How could it be improved?
  - Did congregational members not contacted?
    - What went wrong?
    - How can this be corrected in the future?
    - Was it fast enough?
    - Future improvement?
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- Was the pastor able to contact staff or disaster team?
- Is there additional training needed to improve response?
- How long did it take the church to respond to the needs of the church or community?
  - What actions were taken?
  - Can this be improved?
- Were church activities / programs interrupted?
  - Was there a plan in place help with this?
  - Do it work or how can we improve it?
  - How long after the disaster was the church able to have regular services.
    - Did the disaster plan work, if it did not how can we improve it?
- How did the Church conduct outreach activities?
  - Did it work?
  - How can we improve?
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### **Area 2: How should we prepare and care for your facilities:**

- Facilities today have a lot of electronic equipment how do we protect:
  - Sound / Projection Equipment
  - Computers / Printers/ Copiers
  - Financial / membership Data
  - Alarm Systems
  - Commercial Kitchen Equipment
- Written Documents deeds, insurance paperwork, titles, etc.
- Has routine maintenance been done to mitigate damage?
  - Storm Drains
  - Gutters
  - Roof Repairs



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- Other maintenance that could prevent damage to the facility?
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- Who is in charge of overseeing and coordinating the protection of your facility?
- Was the pastor able to contact staff or disaster team?
- Is there additional training needed to improve response?
- How long did it take the church to respond to the needs of the church or community?
  - What actions were taken?
  - Can this be improved?
- Were church activities / programs interrupted?
  - Was there a plan in place help with this?
  - Do it work or how can we improve it?
  - How long after the disaster was the church able to have regular services.
    - Did the disaster plan work, if it did not how can we improve it?
- How did the Church conduct outreach activities
  - Did it work?
  - How can we improve?
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## 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 President Pro Tempore.

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## 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.

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## **PRESIDENT PRO TEMPORE**

### **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.