

**GREAT PLAINS CONFERENCE
OF THE UNITED METHODIST CHURCH**



Disaster Response Policy and Plans
Faith in Action

Approved:
Disaster Response Team: 1.31.2018
Connecting Council: 4.20.2018

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SECTION 1: INTRODUCTION

Purpose

“Now when Jesus saw the crowds, He had compassion for them because they were troubled and helpless . . .” Matthew 9:36

The Great Plains Disaster Response is a Ministry of Care that has theological, material, mental health, advocacy, and social service components designed to provide for the spiritual, emotional and physical recovery of disaster survivors and for the well-being of their caregivers. The Conference Disaster Response Team and Plan exists for the purpose of responding to natural or man-made disasters of such magnitude that they overwhelm a community’s ability to recover on its own and additional help is requested by the community.

The local church is the point of contact for all church assistance in a disaster. The Conference will support the local church by making its resources and those of the General church available, when invited and if needed, through the leadership of the Conference Disaster Response Team.

Operating consistently within the United Methodist Committee on Relief’s (UMCOR’s) philosophy, this is not a first-response organization, but one which stands ready to assist communities within the Great Plains Conference geographical area over the long haul of their recovery, until they are well on their way to establishing a “new normal” after a crisis. While the local community leads their disaster recovery, this organization and plan will enable others outside the local community to also participate in their recovery and meeting their recovery goals of the community.

Like UMCOR, when possible, this ministry cooperates with other aid organizations to extend its reach. This manual provides an organized structure with these components included to guide our disaster response efforts.

A Good Samaritan Ministry

The parable of the Good Samaritan (Luke 10:30-37) tells of the responses of two religious officials and a man from Samaria to a man on the roadside who had experienced “a personal disaster.” The Samaritan held no known religious office, and was, in fact, of a race despised and considered “unclean” by those arrogant officials. When the three were confronted with a call to care, it was the Samaritan who answered the call and got the approving nod from Jesus. He performed his caring ministry at some personal cost and risk.

This story is a powerful reminder to any who profess to be followers of Christ. When disaster strikes and strangers lie wounded, Christians (lay and clergy) are called to respond, setting aside personal agendas and embracing inconvenience in order to offer care, always at some personal cost and risk. Christians are some of God’s designated caregivers, urged by Jesus to “go and do likewise”.

For years United Methodist Disaster Response efforts have represented a significant ministry locally, nationally, and globally. Disaster response is a multifaceted caring ministry of Christ’s church with theological, physical, mental health, advocacy, and social service dimensions. This caring ministry is an effort to respond to all the survivors—the elderly, adults, children and anyone (handicapped, non-English speaking, etc.) with special needs. It is the goal of this ministry that in the midst of their

situational turmoil all the affected people will experience God's grace and mercy through the response efforts of this program.

Disasters can erode or strain relationships of those affected with their churches, families, communities, and with God. **All response efforts are to be made in the spirit of building and restoring relationships, taking care not to cause further stress.**

Why a Conference Plan is Necessary

Why prepare for disaster? Because we have seen many disasters in the past and we know that they can, and will, strike again. No region is immune to natural or human caused disaster. We have communities that are subject to tornadoes, ice storms, and floods. It is still easy for us to think that we are disaster free. Every area in the U.S. is vulnerable to flooding, windstorms, fire, airplane crash, toxic spill, nuclear accident, civil unrest, and now, sadly, terrorism. So, it is never a matter of if disaster strikes, but when!

Unfortunately, many United Methodist Church leaders do not recognize potential tragedy within their borders. These are the ones who dismiss concern by saying "We've never had any disaster here." After 2007 every county in Kansas has had to recognize the reality that disaster CAN occur in their area.

Too many, well-intentioned Christians delay, complicate, and confuse recovery efforts because they operate by impulse rather than with planning, training, and coordination. Aid is often duplicated while genuine needs of other survivors are overlooked

Worse yet, sometimes "good doing" can inflict additional harm. This most often happens as helpers rush to do home repairs. Untrained volunteers don't understand the law, insurance assessment procedures, or how certain repairs made too hastily can jeopardize a survivor's health, such as when flood damage is covered over before interior segments of walls and floors dry completely. Without training, well-intentioned volunteers can imperil a survivor's health as well as eligibility for financial assistance from insurance and the government.

There are moral and legal reasons to be prepared. *If we take seriously our ministry to relieve suffering, then we Christians must do all we can to prevent further victimization of already hurting people.*

Increasing Vulnerability to Disasters in the United States

- **Hazardous chemicals and radioactive materials:**
 - Most rail lines and highways go through the heart of towns and cities, carrying an ever-expanding quantity of hazardous chemicals and radioactive materials.
 - Of the over 38,000 chemical dumps in the U.S., 800 are still active. Oil refineries, storage tanks, and chemical plants are located alongside major waterways. A tragedy upstream affects millions downstream. Oil and chemical spills threaten our coasts, too.
- **Earthquakes:** The New Madrid fault in the middle of the country, and others in Utah, Washington, Oregon, and New England, appear to be greater hazards than thought in the past. Many older buildings, utilities, roads, and bridges were not constructed to withstand even a moderate earthquake.

- **Social/Economic and Governmental Changes:**
 - Cities have spilled out onto disaster prone areas.
 - Many insurance companies no longer conduct business in traditionally disaster-prone states, citing the tremendous cost of repair. Many Americans of all ages now look to governmental and non-governmental aid as their sole source of help after a disaster.
 - Because of the increased effectiveness of governmental and non-governmental agencies in responding to major disasters in the U.S., many citizens now expect the same degree of reaction to their disaster, no matter how small. Expectation of an agency's performance is higher and tolerance of incompetence is lower.
 - Because of the exorbitant cost of recovery in the past decade, the federal government has enacted legislation requiring communities and homeowners to take steps to reduce their risk of future damage in order to be eligible for governmental assistance the next time a disaster occurs. By law, any home rebuilding or repair effort we undertake must now include these new risk reduction requirements.

Overview of Disaster Response

The evolution or “life cycle” of a disaster is best described as an ebbing and flowing series of disruptions to a community. There are four degrees of magnitude in terms of size/impact (levels I, II, III, and IV) and three commonly recognized stages of disaster response (rescue, relief, recovery). While United Methodists respond at all levels and phases, we are most active during the relief and recovery phases with our greatest strength in the last phase of long term recovery. Each disaster phase is typically 10 times longer than the previous phase, so if the rescue phase lasts 3 days, the relief phase will be 30 days and the long-term recovery phase 300 days.

Four Levels of Disaster Magnitude

Geography and amount of devastation determine the extent of response and classification as a disaster “level”. Each level has a direct correlation to whether or not and what type of help will be needed beyond the local community.

- **Level I Disaster:** *A local or localized small disaster affecting one to roughly 30 households, such as a toxic spill, explosion, air crash, tornado, or limited flooding. Determining factor of involvement beyond the local church: Is this within the ability of the local church(es) to respond to with little or no conference and UMCOR assistance? **Local pastors advise the District Superintendent when the relief effort exceeds the local congregation’s resources; the District Superintendent requests assistance from the Conference Disaster Response Coordinator.***
- **Level II Disaster:** *A medium-sized disaster affecting about 30 to 150 homes, which could be caused by localized flooding, a moderate earthquake or tornado, a small hurricane or tropical storm. . Determining factor for involvement beyond the local church: Is this beyond the ability of the local congregations and community to respond? If conference and UMCOR resources are needed, then the Great Plains Conference considers this disaster to be at least a Level II. **Local pastors advise the District Superintendent when the relief effort exceeds the local***

congregation's resources; the District Superintendent requests assistance from the Conference Disaster Response Coordinator.

- **Level III Disaster:** A large disaster which could be caused by widespread and/or long-term flooding, severe earthquakes, tornados, or hurricanes with significant damage. Disasters of this size in terms of geography and/or severity are usually eligible to receive a State Declaration of Disaster or a Presidential Disaster Declaration. **Disasters at this level require full mobilization of the Great Plains Conference Disaster Response Group.**
- **Level IV Disaster:** A Catastrophic Disaster, which is defined by Public Law 93-288, as “An event resulting in a large number of deaths and injuries; extensive damage or destruction of facilities that place an overwhelming demand on state and local response resources and mechanisms; a severe impact on national security facilities and infrastructures that sustain them; a severe long-term effect on general economic activity and severe effects on State, local and private sector initiatives to begin and sustain initial response activities.” Martial law will be declared and access to the impacted area will be severely limited. It would be expected that a number of people in the Great Plains Conference leadership positions will probably be victims of this disaster. **The entire Great Plains Conference Disaster Response would be mobilized.** Assistance may be requested from adjoining Conferences and/or Jurisdictions.
- **Catastrophic Disaster Relief:** UMCOR designees may be necessary to fill slots of those in conference leadership who are victims and unable to function. A conference-wide appeal for funds, appropriate in-kind donations, and volunteers will be made. UMCOR grant money will be required and Volunteer in Mission (VIM) Early Response Teams, along with Information and Referral workers will be needed. **The entire Great Plains Conference Disaster Response organization must be mobilized.**

Three Phases of Disaster Response

When a disaster happens, the response moves through phases with the first being the rescue efforts that provide emergency care and secure the disaster site. That is followed by a relief phase of getting people into short-term housing, clean-up, taking measures to protect what is salvageable, and developing plans to rebuild. The last phase is the long-term recovery when homes and communities are rebuilt.

1. **RESCUE/EMERGENCY PHASE:** Lead by trained and professional state and local emergency management groups, this phase begins at the time of impact, or if there is forewarning from the time of evacuation, until people have been found, accounted for, the danger of continued destruction is over, and shelter is available to all survivors.
 - State and local Emergency Management, fire departments, and law enforcement groups protect life and property, get people out of harm's way and take action to stop further destruction.
 - Emergency medical care is provided for the injured.
 - Spiritual counseling is needed for those who grieve.
 - The local community takes action to care for each other, their families and neighbors.

- American Red Cross, Salvation Army, and Seventh Day Adventists open shelters and organize mass feeding, clothe survivors, and provide emergency medical care.
 - United Methodist get involved at this phase to begin planning for the relief and long-term recovery phases, provide congregational and neighbor-to-neighbor care, and serve as trained volunteers with the American Red Cross and Salvation Army.
 - Those local United Methodist Churches who, prior to the disaster have a written agreement with the American Red Cross, can use their facilities as American Red Cross shelters during this phase. **NOTE: UMCOR advises caution against churches doing this unless they have developed a written agreement with the American Red Cross that specifies the Red Cross and its insurance will cover provider liability and the cost of repair for any damages incurred** (see Appendix B, Local Church Action Plan & Handbook).
2. **RELIEF PHASE:** This phase is characterized by the need for cleanup, temporary repairs, and securing valuables. Short-term solutions are put in place to help survivors re-establish their lives until longer term recovery strategies are available. The local community always leads this phase which integrates federal, state, and local governmental agencies, plus the many organizations who are members of Volunteer Organizations Active in Disasters (VOAD).
- If the disaster is large, the governor may issue a State Disaster Declaration; the governor may request and receive a partial or full Presidential Declaration of Disaster and activate the Federal Emergency Management Agency (FEMA) to coordinate the application and damage assessment process for those who register within 60 days following the date of declaration. Partial declarations are usually made to enable Public Assistance, for use of federal money to repair infrastructure: roads, bridges, water systems, streetlights, etc. If the disaster is large some Presidential Declarations include Individual Assistance which provides aid to families and individuals, usually in the form of low-interest disaster loans to homeowners, rental assistance, limited financial grants to certain eligible persons, disaster unemployment compensation, agriculture crop and livestock assistance, and other help. **Most U.S. disasters do not warrant federal intervention and do not have a Presidential Declaration made; funding and assistance through the Federal Emergency Management Agency (FEMA) is then not available to the local community and disaster survivors, leaving them to rely exclusively on state and charitable groups for help.**
 - American Red Cross opens its assistance centers and along with other agencies, work to get families reunited and functioning by distributing vouchers to help with urgent needs.
 - Survivors begin to return to their homes to determine the extent of their losses and the damage to their property, and begin to plan for their long-term recovery.
 - Disaster survivors begin seeking longer term shelter and begin applying for assistance through insurance companies and if available from FEMA, and other charitable volunteer organizations active in disasters.
 - Trained volunteer Early (Disaster) Response Teams are dispatched to help with debris clean-up, protecting roofs with tarps, providing food, water, bedding, clean-up kits, tools, and other supporting roles.

- Ecumenical efforts that enable recovery and reconstruction for the long term are organized. As a member of VOAD, United Methodists volunteer at the assistance centers to meet with survivors, do early assessment intake, and begin coordinating volunteers to help meet needs.
- 3. RECOVERY PHASE:** The Long-Term Recovery stage is a time when permanent repairs and rebuilding take place. Most of the long-term recovery work is done by community-based social service recovery groups. Often faith-based groups represent several the religious bodies. United Methodists remain active in the long-term recovery, bringing our resources of volunteers, financial aid, materials, and expertise to assist in the recovery. The lead actors in this stage are again local, the local people and the local church, aided by others when the local community cannot recover on its own.
- As survivors begin to find things that cannot be repaired or replaced they begin the process of adjusting and dealing with grief from permanent losses and changes. At this stage, deep emotional and spiritual scars begin to appear that often manifest as depression and loss of energy. Additional emotional and spiritual support is needed for them to work through anger, isolation, loneliness, and loss.
 - In Level II and higher disasters, United Methodists stay active for the long haul because rarely is recovery work completed within a year.
 - Most disaster survivors recover without complications, having sufficient insurance and the support of finances, family, and community, however, about 10 to 15 percent of households in a community, there is a substantial struggle, even if they received a full FEMA “maximum grant”. This group of people are those with genuine needs that can only be resolved by agencies specializing in latter phases of disaster response. People who are typically fall into this category of “at risk” include:
 - Elderly, children and youth;
 - Middle-class persons who have resources but never lost anything or had to ask for help;
 - Minorities in predominately majority non-inclusive communities;
 - The poor;
 - Single parent households;
 - Those whose relatives lost their lives in the disaster;
 - Persons who have poor coping skills and those without adequate support systems;
 - Non-English-speaking residents;
 - Secondary victims whose work places do not reopen after the disaster and become jobless; community leaders, government employees, and disaster response workers who become over-stressed from trying to restore their communities including bankers, public works employees, and utility workers among others.
 - Catastrophic Disaster Recovery: Staff for leadership positions along with Information and Referral workers will be necessary. Numerous short-term volunteers will be required.

SECTION 2: DISASTER RESPONSE PLAN POLICY AND PROCEDURES

Objectives

These objectives are the focus of the Great Plains Conference in response to natural and civil disasters within the Great Plains geographical areas:

- Establish a network and process through and within the bounds of the Conference that will enable an organized plan to respond to human suffering caused by disasters.
- Encourage and train local churches and pastors in preparing for disasters in the event their church and community are impacted by a disaster. Provide clergy and local churches with tools to develop their church disaster preparedness plans.
- Support the efforts and involvement of the local church by making the Conference resources and those of the General church available when needed and requested.
- Address the spiritual, emotional, physical, and financial needs that result from a disaster including the organizational, and facility needs of volunteers. Make Christ's love visible and help all disaster survivors experience God's grace and mercy through the response efforts of this program.
- Partner with UMCOR, provide pertinent information related to disasters, and assess immediate needs at the site of the disasters.
- Collaborate and work with ecumenical agencies, other denominational agencies, governmental and non-governmental relief agencies in responding to disasters.
- Identify specific locations where local church property and church-related properties have been impacted by a disaster and suffered damage.
- Assist in the dispensation of emergency aid and contributions, which have been contributed by UMCOR, local churches, and individuals, to survivors of disasters regardless of race, creed, color, national origin, gender, age, or sexual orientation.
- Work with the Great Plains Conference and Regions in the enlistment of persons serving in the positions of Regional Disaster Response Coordinator and District Disaster Response Coordinators and to assist them in the enlistment and training of volunteers willing to help in the event of a disaster.

Policy

General

1. The conference disaster response within the bounds of the annual conference geographical area will be activated when a local community is unable to handle the response and the conference is invited by that community to be involved.
2. The Bishop of the Great Plains Conference is the only person who can initiate a request for UMCOR assistance within the bounds of the conference geographical area.
3. The services of this ministry will be multifaceted to include the caring ministry of Christ's church with theological, spiritual, physical, mental health, advocacy, social services, home repair and rebuilding, and volunteer management dimensions.
4. UMCOR training, funding, and case management policies and practices will be followed.
5. Local churches who offer their facilities to be used as an American Red Cross shelter must work with their Board of Trustees to obtain a written agreement with the American Red Cross to become a certified shelter prior to a disaster. The written agreement must include a statement that the American Red Cross and its insurance will cover provider liability and the cost of repair for damage incurred. The agreement protects the local church and its officers from liability for everything that happens in the shelter.
6. The Disaster Response Team members, all Early Response Team members, all Long-Term Recovery Volunteer in Mission team members, and all intake and case managers must be certified through Safe Gatherings prior to representing the conference at any disaster site during the Relief Phase.
7. The Conference Disaster Response Committee shall write necessary policies and procedures for financial accounting of Disaster funds and expenses to be approved by the Annual Conference or its designees. Such financial policies are for internal financial management, need not meet General Accepted Accounting Principles (GAAP), and shall be written with the assistance of the Conference Treasurer's Office.
8. The Conference Disaster Response Team shall develop and update policies and procedures related to disaster response and obtain approval of those from the Annual Conference or its designees.

Program Services

1. Disaster response program services will respect the recovery goals of the impacted community and when possible will function as a collaborative partnership with other organizations within that community to extend the help to more people.
2. Disaster response aid will be offered to disaster survivors of any race, religion, gender, or political persuasion within those boundaries.
3. Disaster survivors with special needs will be given the highest priority for assistance: elderly, children, persons with disabilities, low-income households, and non-English speaking households.

Confidentiality

1. The information of all persons receiving disaster response aid through the conference disaster response program will be kept confidential and protected always consistent with a signed Release of Confidential Information.
2. Donor information will remain confidential unless the donor provides a written consent of release.

Publicity

1. Disaster response communications will comply with the Great Plains Conference Crisis Communications Plan.
2. All conference disaster response materials and logos should be identified as “Great Plains Conference - United Methodists in Disaster Response” and not as “UMCOR” which is an identity used for UMCOR staff and UMCOR volunteers.

Training

1. The Bishop, the Bishop’s cabinet, and the conference property manager will be provided with basic disaster response training at least once every four years or upon request and will be provided with emergency access badges upon completion of this training.
2. The Conference Disaster Response Coordinator and Disaster Response Team members will complete UMCOR’s Basic Disaster Response or Early Response Team training every three (3) years; they will be provided with emergency access badges upon completion of this training.
3. Each Regional Disaster Response Coordinator will attend and complete at least one session of the Training Academy at UMCOR Sager Brown or South-Central Jurisdiction Disaster Response Academy. Other members of the committee would also benefit from attendance. The Great Plains Disaster Fund will provide funds to pay for transportation to the academy.

Donations

1. All disaster response donations will be managed transparently to keep donors in the loop with financial information and program results. Assurance must be given to all donors that their contributions will be used in a manner consistent with United Methodist disaster response guidelines and in an appropriate way for disaster-related need throughout the disaster area regardless of a person’s race, creed, national origin, gender, age, religious affiliation, or sexual orientation, but consideration to marginalized persons will be a priority.
2. Funds raised within the conference belong to the conference and may be used for the disaster in any manner the conference disaster response organization determines, subject to conference and *Disciplinary* rules.
3. All money sent to the Great Plains Conference Treasurer designated for a specific disaster shall be held in a Specific Disaster Account.
4. All money in the Specific Disaster Account shall be spent specifically for that disaster or at the direction of the Connecting Council/CFA.

5. Disaster funds collected by the Great Plains Conference for a specific disaster shall not be commingled with UMCOR funds or General Disaster funds.
6. Money remaining in the Specific Disaster Account following closing of all specific disaster related requests may be moved, with the approval of CFA, to the General Disaster Account for use for other disaster related needs.
7. UMCOR grants awarded are provided with the understanding that conference money will be used before UMCOR money is expended. It is also assumed that UMCOR funds are needed only if projected recovery costs will exceed funds available within the affected conference, including any money raised through special conference appeals for the disaster. UMCOR funds are to be used in addition to conference resources, not in place of them.
8. Grant requests to UMCOR above the initial \$10,000 grant award, must comply with UMCOR grant requirements, documentation, and budgets. Any UMCOR money not spent is to be returned to UMCOR per the grant requirements.

Expenditures

1. All requests for expenditures from the Specific Disaster Account shall be submitted first to the Conference Disaster Response Coordinator, who shall forward it to the Conference Treasurer for payment. Requests may be submitted by a Regional Disaster Response Coordinator, Incident Coordinator, or Conference representative to a Long-Term Recovery Committee.
2. The Conference Disaster Response Coordinator may approve requests of up to \$5,000.00. All requests that exceed \$5,000.00 must be approved by a vote of the Conference Disaster Response Team in either a conference call meeting or by e-mail vote as appropriate. Regional Disaster Leaders may approve up to \$2,500.00. The Conference Disaster Response Team will approve of this request by vote.
3. The Conference Disaster Response Coordinator shall mail, email, or submit in writing the expense requests to the Conference Treasurer for payment. Documentation should include an expense voucher, price quote if available, and an Agency Commitment Letter if the allocation was made through a Long-Term Recovery Committee.
4. The expense requests shall include the amount requested, the name and address of the recipient of the check, and what the request seeks to accomplish. Normally all recipients will be a United Methodist Church, a Long-Term Recovery Organization, an inter-faith organization or a vendor. Care should be taken not to send checks directly to clients.
5. UMCOR disaster response grant funds shall be handled as follows:
 - a. Cannot be spent to repair vacation homes or second homes.
 - b. Cannot be spent to repair conference owned church property unless approved by the Connecting Council and UMCOR.
 - c. Cannot be spent to repair business owned property.
 - d. May be used to replace or repair personal property owned in conjunction with a business such as farm houses.

- e. Funds spent to repair rental property shall have a specific owner's agreement for continued occupancy of the renter of the property after completion of the repairs without raising the rent for a given period of time.
 - f. Cannot be spent in a way that would duplicate federal or state benefits or benefits received from other disaster response organizations.
 - g. When UMCOR funds are used an After-Action Report shall be completed and submitted following each disaster by the Conference Disaster Response Team to the Connecting Council and to UMCOR.
6. The Great Plains disaster response funds shall be handled as follows:
- a. The Great Plains Conference Disaster fund is for the relief of persons who have suffered from a disaster(s) within the Great Plains Conference and are not to be used for ongoing socio-economic concerns.
 - b. Financial assistance will be considered upon submission of a Great Plains Disaster Fund Financial Assistance Request Form submitted by a United Methodist pastor, the Conference Disaster Response Coordinator, a Regional Disaster Response Leader, a District Superintendent or a person appointed to represent the Great Plains Conference on a Long-Term Recovery Committee.
 - c. Amount of assistance will be dependent upon the unmet needs expressed, the number of requests and the availability of funds.
 - d. Grants up to \$5,000.00 may be made to local United Methodist Churches where major disasters occur. The church can use these funds to provide financial assistance for disaster-related costs (except for church property) and must provide documentation of the expenditure of those funds to the Conference Disaster Response Coordinator monthly to prevent duplication of benefits.
 - e. Disaster funds may be used to reimburse owners of equipment that respond to requests for clean-up and recovery by the Great Plains Disaster Coordinator, Regional Disaster Response Coordinator, or Conference Disaster Response Team. Reimbursement will be limited to the actual expenses incurred in transporting and operating the equipment.
 - f. Some administrative costs and conference-wide event expenses may be paid from the Great Plains Disaster Fund if prior approval is granted by the Great Plains Disaster Response Team. This would include UMCOR Basic or Advanced Disaster Response Training, South Central Jurisdiction Disaster Academy, etc.

Case Management

1. Homeowners approved for conference disaster response assistance help must sign a “Homeowner Release of Confidential Information” form and a “Homeowner Release of Liability and Access to Property” form prior to volunteers doing any work on the house or property.
2. All signed disaster response forms and case management records will be retained and stored according to Conference policy.

Volunteers

1. All adult volunteers serving in disaster response through the conference program must provide their own health insurance, plus sign and have witnessed a Volunteer in Mission Adult Liability Release Form before being assigned to a project.
2. Youth volunteers serving in disaster response during the Relief Phase must be at least 18 years old and during the Recovery Phase must be at least 16 years old, have health insurance coverage, and sign a Volunteer in Mission Youth Liability Release Form with signature approval of their parent or legal guardian witnessed. Youth volunteers must be accompanied and supervised by their Volunteer in Mission Youth Group Leader who has also signed a Volunteer in Mission Youth Group Leader Liability Release Form. There must be at least one Volunteer in Mission Youth Group Leader for every five youth volunteers serving through the disaster response program.
3. In the event that the local Incident Commander, Emergency Manager, or Long-Term Recovery Committee sets a minimum age for volunteers above what is specified by the Great Plains Conference Policy, we will comply with their minimum age requirements.
4. All volunteers in mission helping with the disaster response efforts must sign and agree to follow the Great Plains Conference Volunteer in Mission Covenant for Success.
5. All volunteers must have completed Safe Gatherings Training.
6. All volunteers are to wear the required shirt and have their badge visible while volunteering.

Roles and Responsibilities

Disaster Response Team

The Conference Disaster Response Team develops and recommends policies and procedures related to disaster response for approval by the Annual Conference and recruits and trains Regional Disaster Response Coordinators who in turn provide training opportunities for churches and volunteers within their geographical regions. The team does not run the local disaster recovery operations; however, team members are not restricted from volunteering in a disaster response area.

Although the team as a whole does not perform disaster relief activities, some of its members are likely to be involved on-site following a disaster. For example, the Conference Disaster Response Coordinator and Regional Disaster Response Coordinator would probably be operational team leaders until people can be recruited to fill those roles (see Relief Phase Incident Coordination).

Disaster Response Team Members

The Great Plains Disaster Response Team relates directly to the Conference Disaster Response Coordinator which is under the Director of Congregational Excellence of the Great Plains Conference. The Chairperson is elected by the annual conference while the vice-chairperson and a secretary are elected by the membership. Officers will be elected each quadrennium. Membership will consist of 12 voting members including:

- Eight (8) Regional Disaster Response Coordinators with one from each region,
- Four (4) at-large members.
- Hot Foods Trailer Leader

Disaster Response Team Ex-Officio Members

The following shall be ex-officio members of the team and shall have voice without vote:

- The Bishop, or his or her representative;
- Conference Disaster Response Coordinator;
- Conference Mercy and Justice Coordinator;
- Director of Congregational Excellence;
- Conference Treasurer; and the
- Director of Marketing and Communications.

Disaster Response Team Clergy Membership

If possible, find laity to represent the regions on the Disaster Response Team because although providing valuable leadership to the team, clergy are often transferred just before they are needed. Also, it can be very difficult for local church pastors to maintain their ministerial duties and devote the time necessary if they are placed into the role of incident coordinator. In this case, the Disaster Response Team recommends relieving a pastor of pastoral duties in the local church for at least one month and appointing a supply pastor for that duration. The cabinet should interpret this necessity to the congregation. Funds will be sought from the United Methodist Committee on Relief to cover this expense.

Conference Disaster Response Coordinator

The Conference Disaster Response Coordinator role is a full-time paid staff position which provides support and oversight to the response of the Great Plains Annual Conference in times of disaster and relates to denominational (UMCOR) and secular disaster response organizations (VOAD, FEMA, etc.). The Disaster Response Coordinator arranges and coordinates ongoing disaster response trainings and assures that administrative procedures are followed. The person in this role must complete training classes at least once per quadrennium at UMCOR's Training Academy or South-Central Jurisdiction Disaster Response Academy. The Great Plains Disaster Fund will provide funds to pay for transportation to the academy.

A job description for the Disaster Response Coordinator is available from the Congregational Excellence office of the Great Plains Conference; a copy is available in Appendix A.

Regional Disaster Response Leader

The eight Regional Coordinators interpret the work of the Conference Disaster Response Team to local pastors and congregations and provide an initial on-site assessment with the District Disaster Leader and the Conference Disaster Response Coordinator as soon as possible after disaster strikes in a district within their Region. Regional Coordinators also may be called upon to attend local disaster meetings that include representatives from local emergency management and other disaster response organizations.

The Regional Disaster Coordinator also may serve as the Local Incident Coordinator for United Methodist Disaster Response (see Relief Phase Incident Coordination). The Regional Disaster Response Coordinator is responsible for coordinating the relief and work effort, but does not include becoming involved in the actual hands-on program services work of disaster response (see the Regional Disaster Response Coordinator Action Plan & Handbook for more details).

District Disaster Response Leader

Each District within the Great Plains Conference is to have a District Disaster Response Leader. These leaders interpret the work of the Conference Disaster Response Team to the local pastors and congregations. They also provide an initial on-site assessment with the Conference Disaster Response Coordinator, District Superintendent, and Regional Disaster Response Leader. The District Disaster Leader may also be called upon to attend local disaster meetings that include representatives from local emergency management and other disaster response organizations.

UNITED METHODIST COMMITTEE ON RELIEF (UMCOR)

UMCOR responds to natural or civil disasters that are of such magnitude that they overwhelm a community's ability to recover on its own. UMCOR is not a first-response organization, but stands ready to accompany the Conference and communities in need over the long haul of their recovery, until they are well on their way to establishing a "new normal" after a crisis. Whenever possible, UMCOR cooperates with other aid organizations to extend its reach.

- Provides pre-disaster training and counsel to annual conference and Regional Disaster Response Teams as well as to other persons who might work in disaster response operations. Training includes how to organize an effective United Methodist response. Emphasis is on special long-term needs of children, youth, and adults; recovery organization management; management of volunteers and donated goods; case management.
- **Responds to a disaster only after an invitation of the Bishop. UMCOR responds to natural or civil disasters that are of such magnitude that they overwhelm a community's ability to recover on its own.**
- Cooperates with other aid organizations to extend its reach and service.
- From the One Great Hour of Sharing offering, UMCOR provides initial cash grants of \$10,000.00 and additional emergency grants up to \$100,000.00. With approval of the full UMCOR board of directors, grants of more than \$100,000.00 may be awarded. Becomes a conduit for making a Designated Advanced Special appeal in response to a particularly large disaster. Can make a denomination-wide Special Appeal for help.
- Make its nationwide toll-free numbers available for registration of volunteers and donations.
- Lends power washers and generators from the Sager-Brown Center in Baldwin, Louisiana. Borrowed equipment must be returned to the Sager-Brown Center.
- Upon request, UMCOR will provide disaster response consultants onsite for a brief time; they are available to share experience and insight on disaster management. In a pinch, they can work in some functional area to provide an "extra pair of hands" to buy time as local workers are recruited from within your conference for those tasks. UMCOR consultants do not take the place of local workers. to offer advice on response management, ministry of caring, case management, logistical support, donations and distribution center management, public relations and communications, coordination of volunteers, and formation of a long-term recovery organization.
- Assist with the formation of a community-based interfaith long-term recovery organization that is developed in conjunction with other participating denominations. United Methodists are asked to participate in an interfaith context whenever possible.
- Send UMCOR's volunteer disaster management consultants for a maximum of 28 days to run some or all response functions in the relief phase. This service will only be provided for Level III or IV disasters (described below) where members of the conference disaster response leadership are themselves victims of the tragedy. An invitation by the resident bishop is required. The conference is expected to assume full responsibility for the relief and recovery operation as soon as possible within the 28 days.

- Use UMCOR depots and warehouses for receiving, processing, and shipping donated items that are sent from across the country in response to a disaster.
- Does not function as a first-response organization but stands ready to accompany the Conference and communities in need over the long haul of their recovery until they are well on their way to establishing a “new normal” after a crisis. UMCOR does not provide a long-term loan of personnel with skills in case management, rebuilding or coordination of volunteers.
- Does not: administer or perform the work of a disaster recovery operation since that responsibility belongs to the annual conference; allow its funds to be used for the repair of damaged church property unless there is a church-wide appeal for that specific purpose.
- UMCOR does not allow its funds to be used for the repair of damaged church property unless there is a Church-wide Appeal which clearly states that the money is to be used for property repair along with the relief of human need.

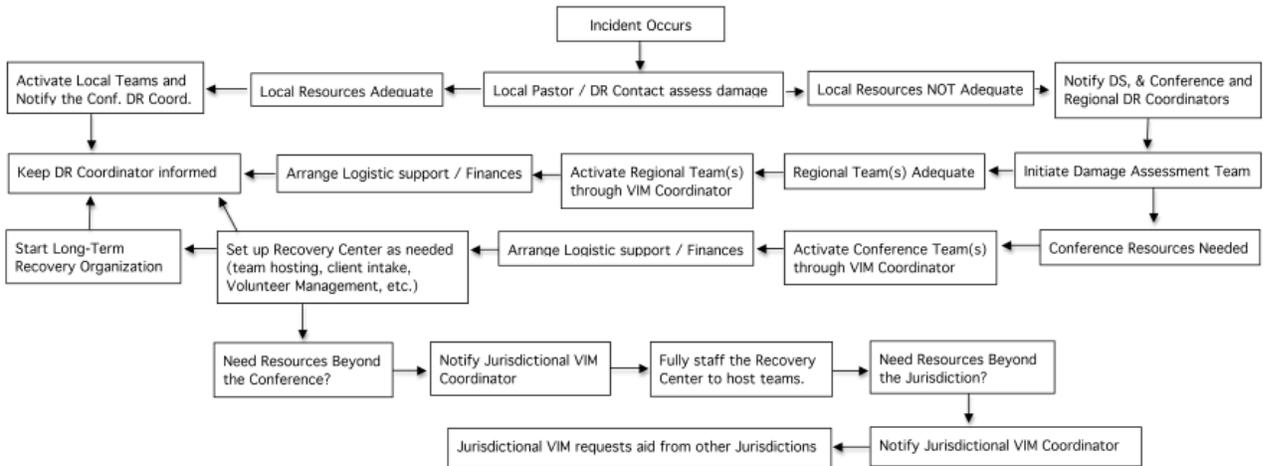
SECTION 3: PROCEDURES AND PRACTICES

Activating the Conference Disaster Response System

1. Long before a disaster happens, all local churches in the Great Plains Conference need to develop their own disaster preparedness plan and send members of their congregation to the Conference Disaster Response Classes. Classes are taught by the Conference Regional Disaster Response Leader and other approved trainers (see Appendix B – Local Church Action Plan & Handbook).
2. When a disaster happens the Church Pastor should immediately contact the District Superintendent; the District Superintendent will then immediately alert the Conference Disaster Response Coordinator who will engage the Regional Disaster Response Leader (see Appendix B – Local Church Clergy Action Plan & Handbook).
3. When alerted to a disaster, the Regional Disaster Response Leader will also immediately contact the Conference Disaster Response Coordinator to report the disaster. This redundant contact assignment is to ensure the Conference leadership is informed. *If unable to contact any of the above stated individuals, then contact the Great Plains Conference Office* (see Appendix B – Regional Disaster Response Leader Action Plan & Handbook).
4. The Conference Disaster Response Coordinator and/or the Regional Disaster Leader shall make arrangements to visit the disaster site as soon as possible to make an initial assessment of the disaster and to meet with the Pastor.
5. The Conference Disaster Response Coordinator and/or the Regional Disaster Leader will use the following procedures to assess damage upon arriving at the scene of the disaster:
 - If the American Red Cross is present, the Conference Disaster Response Coordinator and/or the Regional Disaster Leader will discuss the needs with the coordinators of that organization.
 - If the American Red Cross is not present, the Conference Disaster Response Coordinator and/or Regional Disaster Leader will make initial contact with Incident Command Post, local authorities, i.e. Sheriff, Emergency Preparedness, etc. as to what is needed and then, if possible, make a quick visual assessment of the damage.
6. Based on the reported magnitude of the disaster, the Conference Disaster Response Coordinator will determine whether to activate a Disaster Assessment Team (see Disaster Assessment Team for more details). Within hours of a disaster, Emergency Management and Red Cross have already done an assessment. In a large disaster, FEMA will have also be present to do an assessment. Red Cross is sharing all their data with us.
7. If the disaster is large enough, the Conference Disaster Response Coordinator will request the Bishop and Communications Office begin preparations for a conference appeal for funds for the Great Plains Disaster Fund. The Bishop also may request a \$10,000 emergency grant from the United Methodist Committee on Relief (UMCOR) if the disaster will exceed the local community and conference's ability to meet the financial needs of response and recovery.
8. If the disaster is large enough, a Conference Disaster Response base of operations will be set up with phone access as close to the disaster as possible. Phones staffed at all times.

9. If damage has been sustained within the bounds of the Great Plains conference and volunteers are requested, the Regional Disaster Response Leader will provide the Conference Disaster Response Coordinator with the following information:
 - The number and skills of volunteers needed
 - The type and quantity of equipment needed
 - The specific location, dates, times, and contact person for volunteers to report to
 - Any damage to United Methodist property i.e. churches, parsonages, etc.
10. The Conference Disaster Response Coordinator and Local Church Pastor will:
 - Contact the Communications Office to provide regular updates to be e-mailed out to the annual conference.
 - Contact the Communications Office to request an appeal for volunteers, equipment and/or materials (water, gloves, flood buckets, etc.) that are needed to address the disaster work.
11. The Regional Disaster Response Leader will consult with the Conference Disaster Response Coordinator and determine which trained Early Response Team Leaders will receive an activation request. The Conference Disaster Response Coordinator will contact the designated Early Response Team Leaders to request their activation.
12. The Early Response Team Leaders will be asked to call the Regional Disaster Response Leader to schedule their team and provide the following information: their contact information, the number of people on their team, the days and times of their service, equipment and supplies they will be bringing, and verification of lodging they have arranged for the team.
13. The Regional Disaster Response Leader will keep the Conference Disaster Response Coordinator informed of the dates and groups, number of persons, and equipment that will be responding.
14. Great Plains Disaster Response efforts will be represented and in attendance at the local disaster meetings:
 - If the Conference Disaster Response Coordinator is not present at the disaster scene, the Regional Disaster Response Leader will attend the local disaster meetings and call the Conference Disaster Response Coordinator at least daily to keep them informed of the progress being made.
 - If the Regional Disaster Response Leader is also unable to be present in the community or at the meetings, the Conference Disaster Response Coordinator, in consultation with the Regional Disaster Response Leader, will appoint another person to serve in this capacity.

Great Plains Conference UMC Disaster Response Activation Flowchart



NOTES:

1. Initially teams should be Early Response Teams and may include members trained in Spiritual & Emotional Care and/or Information and Referral.
2. Later teams may consist of members with Basic Disaster Response training, while teams during the rebuilding phase should include members with construction skills.
3. When a Recovery Center is established, the following are necessary: Team Housing, Facilities for cooking/eating, Showers, Volunteer Management, space for Survivor Intake. The following are desirable if needed: Construction management, Job Assessor / Estimator, Cooks, Secretarial support, Phone bank operators, Custodial support.
4. All Functions of the ICS must be staffed. This can be accomplished by one or two persons in a small disaster, or more as needed in a large disaster.
5. ALWAYS work with the local Emergency Manager and any other VOAD agencies who are also responding.
6. REMEMBER, The Community owns the disaster—We are there to help, not to take over. |

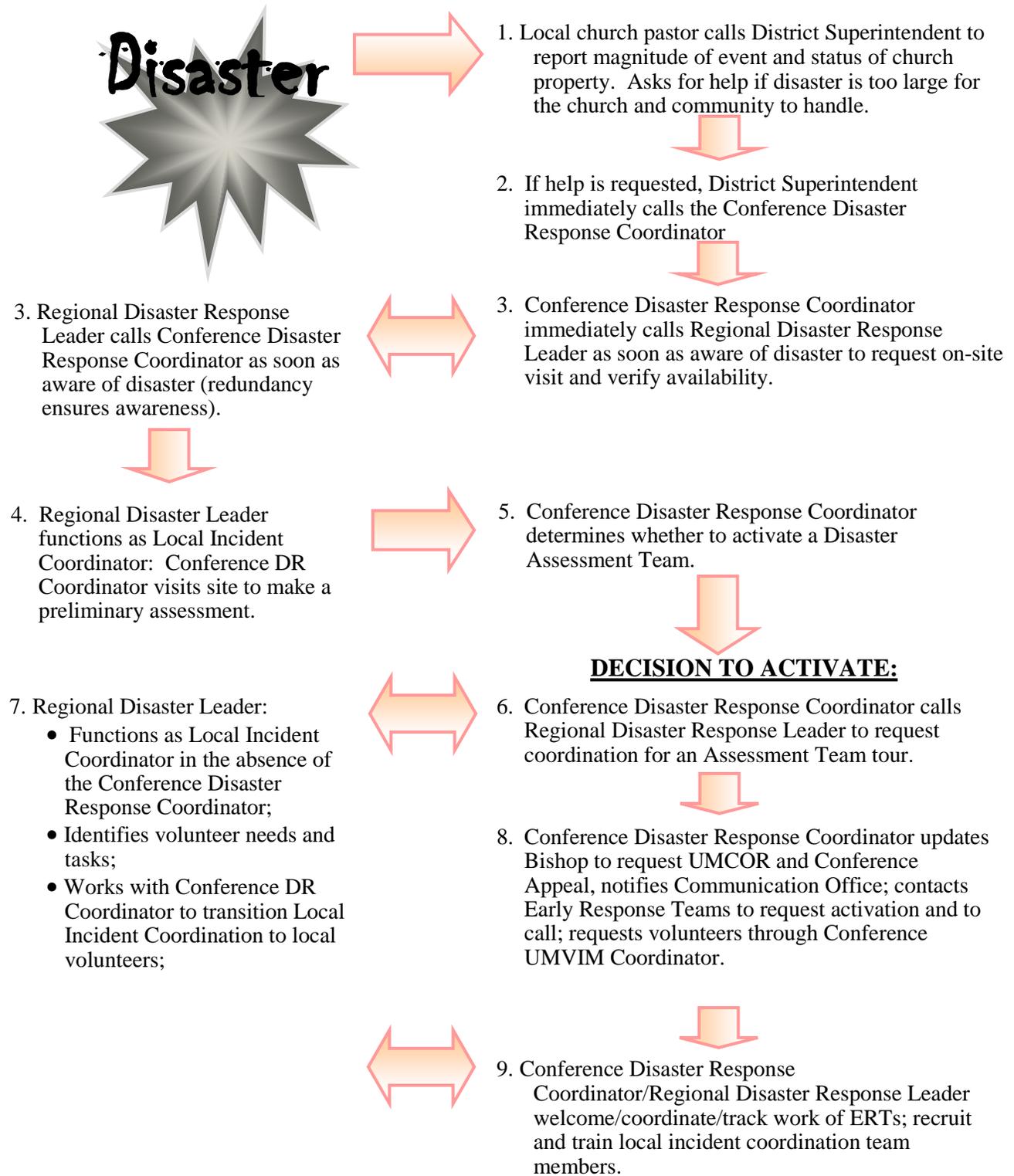
Bishop’s Appeal to Conference Members

It is important for the Bishop to issue an appeal for funds as soon as possible after a disaster occurs. Any delay will cause members to assume the church is not involved in the response, and they will donate to other agencies. An appeal from the bishop may be issued in three ways.

- A letter mailed from the Bishop’s office to pastors and church leaders asking that an offering be taken within the next two Sundays following the disaster (urges them to do it while the news is fresh).
- A video appeal may be filmed with the bishop at the disaster site. The video appeal may be posted to the conference website and made available for download by congregations to show in worship when the offering is taken.
- During an emergency, the Conference has the capability to make an appeal through the conference communications systems.

See communications diagram on next page.

Communications Flow: Activating the Conference Disaster Response System



Disaster Assessment Team Convened to Survey Damage

The Conference Disaster Assessment Team, partnering with the American Red Cross is responsible for surveying the scope of the damage and managing an appropriate response in the early days after a disaster event. That group reports to the Conference Disaster Response Coordinator to provide conference decision makers with recommendations. *All management and deployment decisions for volunteers (including Early Response Teams) are under the direction of the Conference Disaster Response Coordinator, or designee.*

The Disaster Assessment Team should be made up of as many of the following persons as possible. (Note: it may not be possible to contact all of the listed persons, especially if they are affected by the disaster.)

- District Superintendent
- Conference Disaster Response Coordinator
- Regional Disaster Response Leader
- District Disaster Response Leader
- Local Church Pastor or Neighboring Pastor
- Local Church Disaster Contact Person

Early Response Teams (ERT) in the Relief Phase

Early Response Teams (ERT's) are those United Methodist Volunteers in Mission (VIM) individuals and teams who have been trained in UMCOR's Basic Disaster Response and Early Response Team procedures. Early Response Teams help speed the immediate response to survivors, and have no management or administrative responsibility for the overall disaster response. They give visibility of our United Methodist presence, reassuring survivors that the church cares enough to immediately respond to their needs.

Deploying Early Response Teams (ERTs)

Early Response Teams follow the Disaster Response guidelines.

1. Early Response Teams will be composed of members who have been trained, certified and recognized by the Conference Disaster Response and the South Central Jurisdictional UMVIM. All Early Response Volunteers must have completed and passed all Safe Gatherings requirements.
2. Early Response Teams will be invited and deployed by the Conference Disaster Response Coordinator or Conference or Jurisdictional VIM Coordinators ONLY when requested by the Conference Disaster Response Coordinator or designee.
3. Early Response Teams will be provided with information about who, when, and where to report to at the disaster site in order to receive their work assignments. The Regional Disaster Response Leader will be the point of contact for these teams.
4. Early Response Teams will work under the direction and control of the Conference Disaster Response Coordinator and/or Regional Disaster Response Leader.

5. Early Response Teams must be self-sufficient, meaning they must provide their own food, water, housing (tents, etc.), fuel, transportation, and tools. The Conference Disaster Response Coordinator will inform the VIM Coordinator if food, water, or housing will be available to the ERT when the ERT is requested.
6. There is a protocol for priority deployment of trained ERTs:
 - First: Conference ERTs
 - Second: Jurisdictional ERTs
 - Third: Entire denominational ERTs beyond the jurisdiction if needed.

Primary Duties of Early Response Teams in the Relief Phase

Early Response Teams are assigned by the Conference Disaster Response Coordinator to perform the following activities at their designated work locations:

1. Provide immediate assistance usually to those who are older, disabled, or persons without a support system to help with the hard work of clean-up.
2. Remove debris
3. Make temporary repairs to reduce future damage, make the building structurally safe, and reduce health hazards to the survivors.
4. All temporary repairs will follow UMCOR Early Response Team training guidelines.

Their secondary duties are:

1. Observe victims' needs and report these to conference staff and the Local Incident Coordinator.
2. Be part of a caring ministry of listeners who will help the victims begin to heal.

Teams are not to perform any rebuilding or other repair work that may jeopardize a victim's eligibility for financial assistance from insurance and government agencies.

Things Early Response Teams DO NOT DO in the Relief Phase

1. ERT's don't make permanent repairs or begin rebuilding. To do so before insurance and government assessments are done and permission to proceed is given may reduce or eliminate any assistance from those sources. This can become a liability issue for team members, churches, and the conference if teams are thought to hinder a person's access to benefits.
2. Rebuilding and permanent repairs will be done by VIM teams and others that will come in during the recovery phase.
3. Come into a disaster area without an invitation from the Conference Disaster Response Coordinator. That invitation will be issued only after the conference Disaster Assessment Team, or other agency doing the assessment, has ascertained the scope of what is needed, the

safety of teams entering the disaster area, and where the greatest need might be. Out-of-conference teams do not come in until invited by the Bishop. All teams are to report to the Conference Disaster Response Coordinator, or designee for assignment.

4. Come in unless they are trained, certified and recognized by the Conference Disaster Response and the South Central Jurisdictional UMVIM.
5. Make promises. In these early days of response, no one can know how things will turn out and whether anyone from our group or any other group will be able to do anything further. Victims are desperate, and often a maybe or we'll check on it, can sound like a yes. Be careful.

Early Response Team Size

The tasks to be performed will determine the size of team; however, the recommended team size is from 7 to 14 people. Local churches are encouraged to recruit and train at least three times more people than the church would deploy at a given time. This planning gives a better chance of being able to staff a full team when the need arises. It also offers the possibility of offering two or three teams at one time.

Early Response Team Member Roles

Everyone on the team will work in debris removal and temporary repairs; however, a team member should be designated to fill each of these necessary roles:

- Team Leader
 - In charge of the Early Response Team;
 - Leader has an over-all understanding of the role of Early Response Teams;
 - Relates directly to the Conference Disaster Response Coordinator or site leader
- Assistant Leader
 - Serves as a back-up to the team leader when the team leader leaves the work site
- Logistics Manager
 - Helps the team find supplies and transportation;
 - Responsible for site safety, checking out the site before the team walks into an area and ensuring there is no danger to the team where they are to work
 - Responsible for making sure the team has the equipment and ability to do the assigned job
- Base Camp Manager
 - Responsible for food, cooking, water and preparing a place to sleep if it is necessary for the team to spend the night;
 - Shops for food, creates a schedule of who cooks, cleans, etc. so that the load is shared
 - Works alongside the team during the day
- Equipment Maintenance
 - Responsible for keeping any equipment owned by the conference in good working order;
 - Accompanies the team to the disaster site
- Safety Officer

- Designated to pay attention to the individual team members' safety.
- Checks that proper personal safety equipment is being used and team members performing at optimal efficiency;
- Ensures team members take time out to rest or hydrate as necessary.
- Listener/Team Recorder
 - Designated to be the listener to the survivors, to be the caring presence, listen to their needs and feelings.
 - This person does not provide pastoral care, but should listen to the survivors and get their story; refers survivor's needs to members of the Conference Disaster Response Team.
 - Takes notes when appropriate, keeps all team forms and fills in necessary forms for community response.

Managing Funding and In-Kind Donations

Donated Funds

Larger disasters generate significant amounts of donated money from within and outside the conference, most of it arriving during the first one or two months following the disaster event.

The conference fiscal officer will assign an accounting number for these designated funds as soon as possible after a disaster occurs.

The Great Plains Disaster Response Team may allocate these funds for disaster response needs in accordance with the current Disaster Fund Guidelines.

Great Plains Conference Disaster Fund

The Great Plains Disaster Fund was established to provide a method for collecting funds to assist disaster survivors within the bounds of the Great Plains Annual Conference. Funds may be given to another Annual Conference after a large disaster as a sign of our support. These funds are administered by the Conference Disaster Response Team and the accounting is done by the Conference treasurer's office. Funds are distributed in accordance with the Great Plains Disaster Fund guidelines. Requests may be made by clergy on behalf of individuals in their communities or through the case management process in a larger disaster. The Bishop issues appeals for funds whenever they are needed to replenish the funds available for use during a disaster.

Disbursement of Funds

Paper trails and good accounting are essential for all transactions, but quickly evolving disaster operations require considerable flexibility in disbursing money. While conference procedures must be followed, we must be able to dispense funds rapidly. The Conference Disaster Response Coordinator, upon request, shall be granted an advance from the Great Plains Disaster Fund in accordance with the current Disaster Fund Guidelines.

Funds from the Government and other agencies should be used before church funds are used. Church funds are needed most during the long-term recovery phase, long after contributions have dwindled or stopped completely.

Wait to dispense funds until case management is in place to set priorities and determine where the real needs are.

Repair of Damaged Church Property

Each conference may generate its own special appeal for the repair of church property following a disaster.

Every church within the Great Plains should have adequate insurance, including flood coverage (which requires a separate policy). Funds from United Methodist Committee on Relief (UMCOR) are generally not available to repair church properties. The Book of Discipline states "Repair and reconstruction of church property and other church related property shall be included in the funding response of the United Methodist Committee on Relief only when such response has been included in the appeal made for funds or the Advance Special gifts for this purpose."

Relief of Human Suffering

Our caring ministry often called “pastoral care,” is the reason we are involved in disaster response. Too often these days, pastoral care is so narrowly defined that it is thought to mean mental health counseling, or something that only pastors can do, or exclusively care for pastors.

Pastoral care, the spiritual and emotional care of disaster survivors and caregivers, is our multifaceted ministry with theological, physical, mental health, and social service components. This caring ministry is to reach to all the survivors. We must remember the marginalized. Do not allow anyone to fall through the cracks and feel that within the midst of the turmoil that they do not matter.

The caregivers also are candidates for care. Caregivers have been guilty of wearing themselves out in disaster ministry, to the detriment of themselves, their families and their careers. Each worker should be given time to debrief. Also in large disasters the committee should provide for pastoral care for the workers on site.

Management of Volunteers and Donated Goods

Volunteers and In-Kind (non-cash) donations will begin to arrive shortly after a major disaster. It is important that the needs for both volunteers and donated items be well publicized through disaster updates, conference e-newsletters and other appropriate media. The requests should include specific information on what materials are needed, as well as a statement that materials not listed should not be sent. Encourage donors to call and schedule delivery rather than just showing up to help maintain control of both the type of items being donated and the quantities received.

The following general strategy should be used to handle these volunteers and donations: As soon as possible after a disaster, a damage assessment should be completed including an initial determination of needed resources (volunteers and materials). This initial resource list WILL change throughout the duration of the recovery, but this will allow the Incident Coordinator to request needed resources early while the interest in donating is still high.

Donation of Goods

Prior to requesting in-kind donations, a facility should be secured for storage and distribution of the materials. If in-kind donations will be accepted, the Incident Coordinator should determine what In-Kind (non-cash) donations are needed and what donations can and will be accepted. This determination should be based upon:

- what items are needed;
- what storage (warehouse) facilities are available;
- the availability of volunteers to manage the receiving, sorting, and distribution of the materials;
- other factors relevant to the situation.

Volunteers

Much harm has been and can be done by well-intentioned but untrained volunteers. If repairs are made before insurance and FEMA inspectors visit, the homeowner will be declared ineligible for financial compensation because the repairs go beyond the “safe, sanitary, and secure” requirement. Not only is this a moral issue, but also it puts the congregation, its officers, and the volunteers who did the work at risk of lawsuit should the homeowner find that is the only way to get help with the additional costs to redo the work.

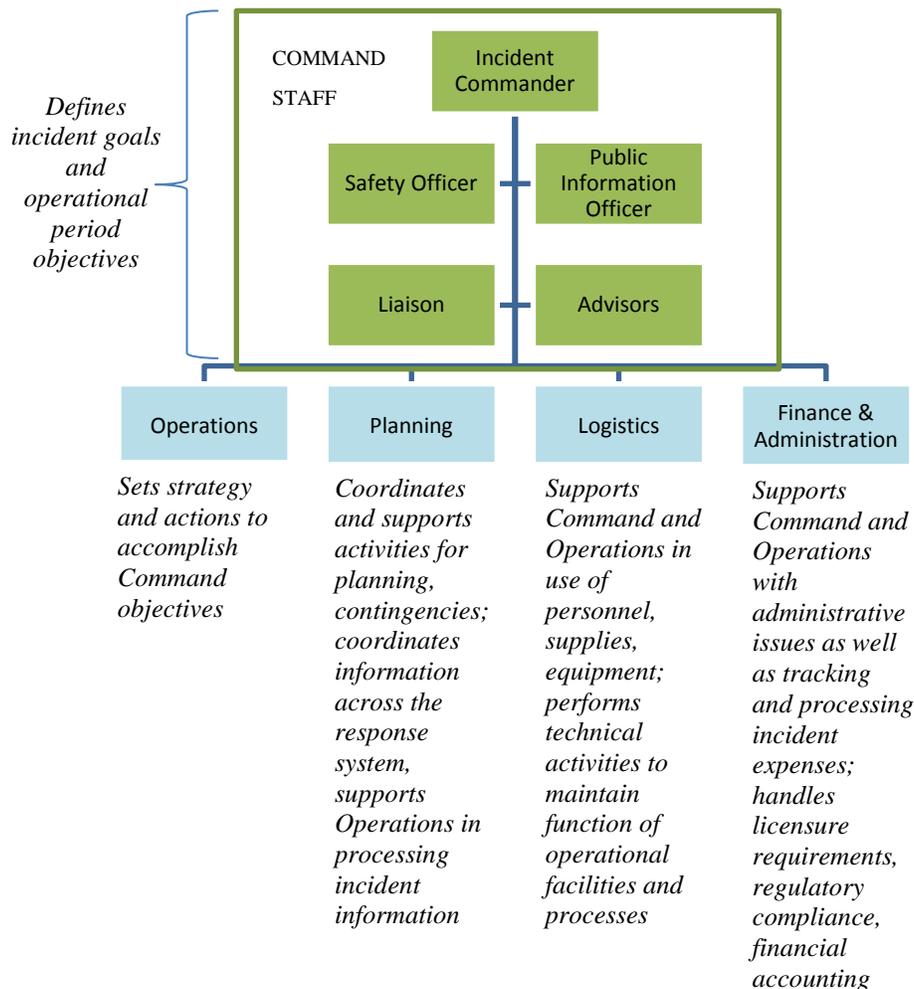
Prior to requesting volunteers, the Incident Coordinator must find an operations center as close to the disaster site as possible and set up phone service with staffing to handle communications and provide for survivor intake and volunteer assignment. In the Relief Phase Early Response Teams are to provide their own housing and food.

In the Recovery phase, the Incident Coordinator must find a facility to accommodate the volunteers to provide housing (to include sleeping facilities, food preparation area for their use, and showers). This facility should be as close as possible to the disaster site.

Relief Phase Incident Coordination

Working with Federal/State Emergency Management

This section describes how the Great Plains Conference Disaster Response works within the governmental plan. The Great Plains Disaster Plan embraced UMCOR’s recommendation to function within the framework of the government’s National Response Plan Homeland Security Presidential Directive Five: The National Response Framework (NRF) and the National Incident Management System (NIMS). NIMS is an integrated organizational structure and procedures can be expanded based on the complexity of a disaster; operating a single-site Incident Command System (ICS) as well as a multi-site Unified Command. The National Incident Command System has four basic positions supporting the Command Staff as shown below:



Initially, or in small incidents, one or two people perform all the ICS functions. Duties are transferred to others only as the need arises due to escalation of the event. When things calm down, ICS scales back to where one or two persons again perform all duties. ICS depends on functions, not people. Over time, several people may be rotated into the disaster to perform a particular role, as

others are rotated out. In Level I and II disasters one, two, or three people may perform all the functions.

The NIMS Incident Command System (ICS) is a widely used management tool to organize personnel, facilities, resources, and communications in a crisis. ICS establishes coordination of management functions and can be used at any disaster regardless of size and has 15 emergency support functions:

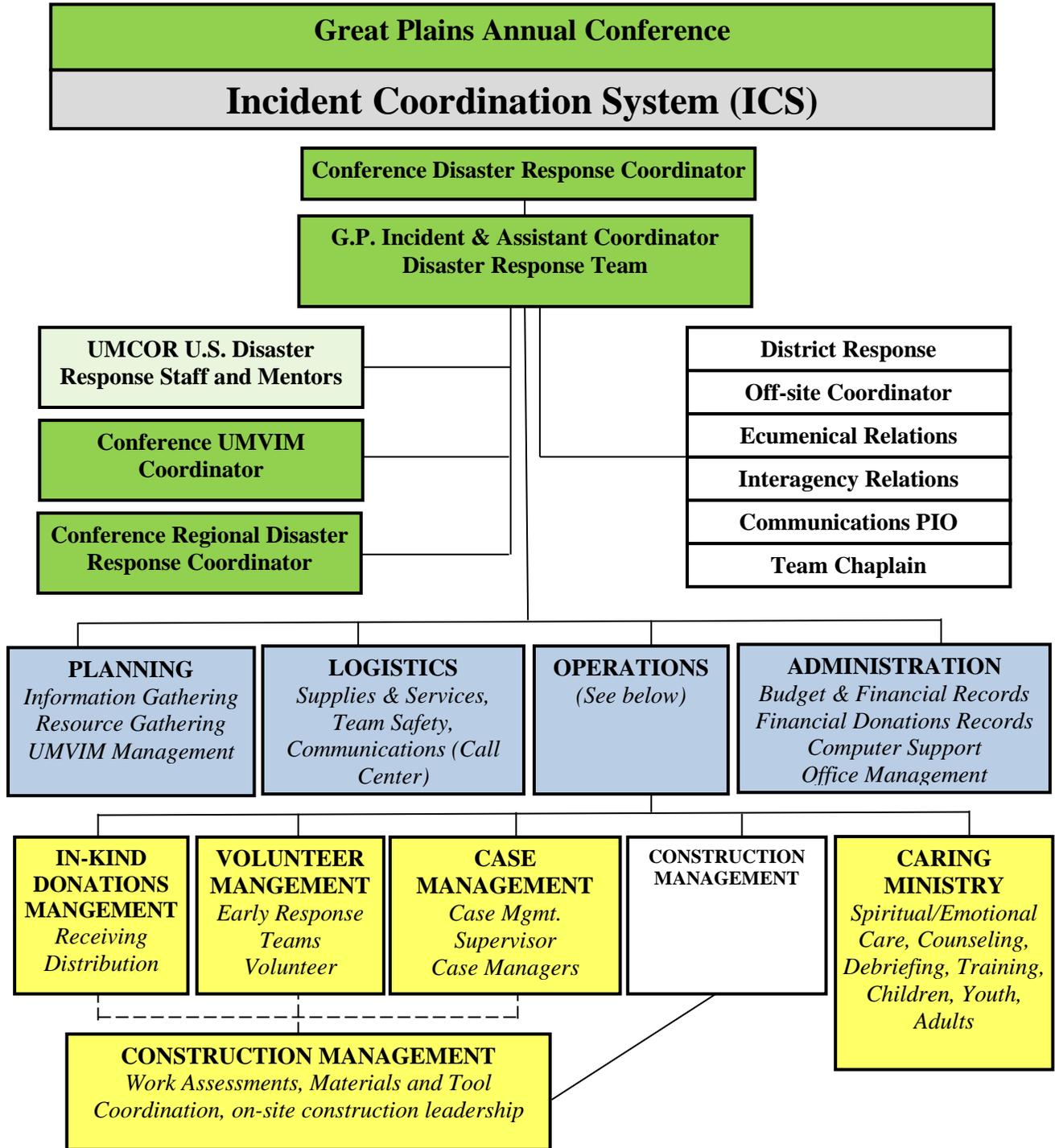
1. Transportation
2. Communications
3. Public Works and Engineering
4. Firefighting
5. Emergency Management
6. **Mass Care, Housing and Human Services: FEMA is the primary agency and work closely with the American Red Cross. The Great Plains Conference immediate efforts fall within this area.**
7. Resource Support
8. Public Health and Medical Services
9. Urban Search and Rescue
10. Oil and Hazardous Materials Response
11. Agriculture and Natural Resources
12. Energy
13. Public Safety and Security
14. **Long-Term Community Recovery: The Great Plains Conference has a major role in this area. A Long-Term Recovery Committee is formed using local volunteers or paid case workers to ascertain the unmet needs of survivors. It is through the Long-Term Recovery Committee that faith-based dollars and rebuilding services help meet these needs.**
15. External Communications

All Volunteer Organizations Active in Disaster (VOAD), which includes our conference, operate in within the ICS model when cooperating with other emergency response agencies. The Great Plains Disaster Response is a recognized member of the Kansas VOAD and the Nebraska VOAD.

As a member of VOAD, our disaster response programs must first and foremost demonstrate our willingness to work for and with others. We pledge to support and dovetail into existing community developed relief plans of action and seek to **not duplicate services in an area**. The State of Kansas Department of Emergency Management, The State of Nebraska Emergency Management, Kansas VOAD, and Nebraska VOAD, are working towards a better system of agencies responding so that duplication does not take place.

Incident Coordination System for Great Plains

NOTE: Case management and Construction management generally occur during the recovery phase. Other positions operate throughout the entire response.



Great Plains Incident Coordinator Role

The Incident Coordinator (IC) oversees all response activities, personnel, and resources assigned to an incident; all tasks performed are under the overall direction of the Incident Coordinator. The Community leaders of the area set the agenda for recovery work not the IC or any other response personnel. All other work areas in the affected area will report to this person.

The primary responsibilities of the Great Plains Local Incident Coordinator are:

- Strategy
- Tactics
- Public Information
- Resource allocation and coordination
- Conference and interagency relations

The individual in this position may change throughout the duration of the response, but **at any given time there must be only one person in charge**. The Incident Coordinator may have support staff to assist with their duties. These may include:

- **Public Information** - This position deals with media. This designated person should be trained in the Conference Crisis Communications Policy and in crisis communication; this role must be in constant communication with the Conference Communications Office and the Incident Coordinator.
- **Liaison** – This position works with the Emergency Operations Center and other agencies/organizations that are responding to the incident to coordinate the response and prevent duplication of services.

Operations Coordination Function/Roles:

Staff members functioning in this area are responsible for performing the operational tasks of the team. These tasks are the reason we exist as a church response organization. Operations during the response include:

- In-kind donations management,
- Volunteer management,
- Case management
- Debris clean-up and temporary repairs (Relief phase) and Construction (Long-term recovery phase)
- Caring ministry of spiritual and emotional care, counseling, caring for children, youth and adults

In a complex disaster response event, there would be individuals assigned to each task under the leadership of an operation section coordinator.

Logistics Coordination

This function is responsible for locating, organizing, and providing facilities, materials, and services for the team. This takes on great significance in long term or extended operations. Team safety and

communications also fall within this area. It is common to have a logistics coordinator at most events to ease the load on the IC.

Planning and Training Coordination

In small events this function would probably remain with the IC or be combined with Operations. In larger disasters, this is often established as an independent functional area.

Responsibilities include collection, evaluation, dissemination, and use of information about the evolution of the incident. This function provides information for realistic goal setting and helps in planning the next step.

This function could also include orientation of teams as they arrive at the site, debriefing teams and collecting information on tasks completed.

Administration and Finance

This area is of critical importance for the office management and documentation function of the team, responsible for telephone communications, messages, accurate and complete incident files for legal, analytical, and historical purposes; providing copying services, and keeping record of the financial costs. Good record keeping in the early days of the disaster is essential, especially to make sure that offers of help and donations are not lost.

- **Telephone Team.** This is very helpful in the early days when the phone is constantly ringing with offers of help and donations. The telephone team works under direction of the administration / finance function. Have plenty of people available, because phones should be answered by a person instead of a machine, if possible. That is the only way to get accurate information and avoid having to spend time calling back.

Schedule phone staff hours to accommodate the various time zones from which offers of help might come.

It is essential that the telephone team has accurate, up-to-date information to provide callers. This should include the need for volunteers, what types of donations are being accepted, and how to make cash donations as a minimum.

Volunteers Coordination

Conference leaders will need help from many short-term and long-term volunteers, but they should only become involved after appropriate management systems are in place. From the start a good system should be used for recording names, skills, offers of donated goods, and methods to follow-up on those resources. The selection, orientation, training, and debriefing must be thorough including reference checks. Professionalism and a vital quality of caring are expected.

- In the Relief Phase, volunteers are needed to provide food, debris cleanup, emergency repairs, preliminary casework, and crisis counseling.
- In the Recovery phase, **our denomination handles** the hardest work and has the greatest need for skilled construction volunteers.

Volunteer Training

Volunteers who want to work in the Relief phase must have completed the UMCOR Early Response Team (ERT) Training and be certified as ERT members. All ERT volunteers must have completed and met all the requirements for Safe Gatherings. Volunteers working in the early days or weeks of the Recovery phase should have completed the Basic Disaster Response training as a minimum, and must have completed and met all the requirements for Safe Gatherings. Team Leaders should have completed the UMVIM Leaders Training. As the recovery progresses and the work is mostly repair and rebuilding, volunteers who have construction skills and who are willing to supervise volunteers with less skills will be needed. In larger disasters volunteers may be needed to run a Recovery Center/Volunteer Reception Center, represent the Conference on the Long-Term Recovery Committee, and various other jobs. These jobs require additional specific training that can be obtained from the Conference Disaster Response Coordinator.

Team Chaplain

Keeps the Early Response Team focused on who we are and whose work we are doing as well as to debrief the Early Response Team members. Debriefing is critical pastoral care for the caregivers. The Chaplain also observes other agency personnel that Great Plains is working with, and serves as a support for them as we work hand and hand to make a difference in that community.

Telephone Team

In the early days when the phone is constantly ringing with offers of help and donations, the telephone team works under the direction of the administration/finance function. It is essential to have plenty of people available, because the phone(s) should be answered by a person instead of a machine if possible. This resource helps gather accurate information and reduces the effort of making return calls and missed connections.

The essentials of setting up a telephone team include:

- Schedule staff hours to accommodate the various time zones from which offers of help might come.
- Provide the phone staff with accurate, up-to-date information that can be given to callers including what types of donations are being accepted, how to make cash donations, and types of help needed.

Long Term Recovery

Long-Term Recovery Committee/Organizations

Long-Term Recovery Committees (formerly called *Unmet Needs Committees*), made up of representatives from community-based recovery organizations, are key in the recovery phase of a disaster. These community-based, social service recovery groups do most of the long-term recovery work. Often faith-based and named for the community in which they work, the recovery organization usually represents a number of the religious organizations who are active in the community (see *UMCOR* 's "Casework in Disaster Response and Recovery" and "A Caring Ministry in Disaster" manuals for further information on community-based recovery organizations).

Resource Sharing

Because headlines all but disappear in this last phase (along with the donations they generate), and survivor unmet need is complex and increasing, cooperation and sharing of resources among aid groups are vital. Long-Term Recovery Committees (formerly called *Unmet Needs Committees*), made up of representatives from community-based recovery organizations, are crucial.

Strengths the Church Can Bring to Disaster Response

- United Methodists have proven their ability to deal effectively with disasters in the following ways:
- **Presence:** There are United Methodist churches in virtually every county. Any community without a United Methodist church is close enough to another one that our help can quickly be made available.
- **Permanence:** United Methodists are here to stay. When all other agencies have left, the Church will always be there. During a disaster our work may intensify by participating in relief, or long-term recovery. This is one of the faces of ministry, which is normal for the church, and each local congregation.
- **Structure:** As a connectional church, United Methodists have a tremendous advantage in marshaling and concentrating resources. A local church that is struggling with their own financial situation can still be a conduit for the greater resources of the Conference and the General Church. The advantage of the connection can keep the local church from being overwhelmed and assist with specialized services that would not otherwise be available.
- **Interfaith Commitment:** A greater effectiveness and faith witness is possible through a cooperative and coordinated response rather than having denominations and faith communities working individually. As United Methodist, we are so committed.
- **Local Sensitivity:** United Methodists are committed to the proposition that local community leaders know their community and its unique needs in a disaster. The religious community of any area is empowered to fashion a response which is appropriate and sensitive. We help persons and communities restore their own self-sufficiency. We serve at their invitation.

Selection Process for Workers and Volunteers

United Methodist Volunteers are needed during the relief and recovery phase of a disaster. We embody the UMCOR saying “first in and last out”, by being on the ground immediately when invited, and staying until all the recovery work is done. It is during the recovery phase that skilled and willing volunteers are needed to heal provide healing and hope to a community.

People volunteer as news stories stimulate their sense of duty. **So, in the early days following a disaster, have a system for recording names, skills, and offers of donated goods. You will need them later!** It is important, too, that volunteers be told what we do, when we do it, and how they might fit in. Most callers don’t understand the process of disaster relief and recovery. Once volunteers know more about how people react and heal after a disaster, they are eager to fit in appropriately.

NOTE: Nationally, UMCOR will only publicize its “800” phone numbers to accept offers of volunteers (800-918-3100) and donations (800-554-8583). Whatever information the conference gives out to those contacting it directly must match the information UMCOR is disseminating.

Whether we use volunteers or paid staff, the highest standards are expected of our workers. Selection, orientation, training, and debriefing must be thorough. **Check references.** Professionalism and a vital quality of caring are expected.

CAUTION: Some volunteers will come to a new disaster to debrief their feelings from some previous one they’ve not yet worked through. Such people do not necessarily make the best volunteers. Don’t take everyone who offers to come. Be especially careful of people who seem to have their own agenda and will not work as team players. It is OK to “fire” volunteers and to send them home!

Spiritual and Emotional Care of Disaster Survivors

The church will address the following needs in any disaster:

Spiritual

- Those affected by disaster will ask many difficult questions, some of which may have no ready answer. Some may ask, “Why did this occur?” “Is this God’s judgment upon us?” “Are we to blame?” “Must I have done something wrong to deserve this?” “Is this the work of the devil?” “Is God to blame?” The remark that seems to be most fitting was one made by a pastor who simply said, *“These are things that happen.”* There is a lot of healing in that statement.
- People need to express their emotional response to someone who can listen with understanding. Additional information can be found in Rabbi Harold Kushner’s book, When Bad Things Happen to Good People.
- Worship is an important opportunity, focusing on the assurance of God’s love and care. Liturgical churches need to provide some informal time for individual sharing. Non-liturgical churches need to provide as much familiar structure in a service as possible. Special study classes discussing spiritual questions may help.

Emotional

- The church is important in providing a caring presence; it can provide emotional support and help to re-establish a sense of community.
- Pastors and other trained people with expertise in counseling are always needed in disasters.
- By being present with those stricken and survivors, the Church provides emotional support and helps to re-establish a sense of community. People need to know they are not alone in the crisis.

Physical

- Local churches can provide volunteers at every stage and for many tasks. Some of these are transportation, interpretation of the help that is available, assisting affected people through the “red tape,” clean-up, reconstruction, and repair.

Facilities

- Church facilities can be used for shelters, temporary offices for relief activities, meeting space, food preparation and/or mass feeding and housing for volunteer workers from the outside.

Financial

- Whenever a disaster occurs, there is always the need for financial assistance. No matter how many other relief agencies there are, or how involved the federal government may be, there are usually about 10% of the needs which remain unmet due to governmental restrictions, lost opportunities or other reasons.

- There are always some people who “fall through the cracks” and have no place to turn, except the Church.
- Very often these are needs that do not appear until many of the other relief agencies have left the area. But the Church remains, and this is the primary reason the Church must be prepared to deal with disaster not only at the outset, but also for the long haul.

Organizational

- During the long-term recovery, Long Term Recovery Committees or Organizations can be created in the areas of most severe damage.
- The goal of Long Term Recovery Committees/Organizations is to return the client to a safe, sanitary and functional living situation.
- The Long-Term Recovery Committee (LTRC) is often a composite of volunteers who bring as many relief agencies as possible to the table. The LTRC may operate under a church or voluntary agency's 501(c)(3) nonprofit status and may obtain the assistance of a paid or trained volunteer case-worker.
- The LTRCs catchment area may be anything from a single community to several counties.
- As they organize with a chair, secretary, treasurer, mission statement, and regular meeting place, they will contact national disaster organizations such as UMCOR, or Presbyterian Disaster Services, Lutheran Disaster Response, the Mennonite Disaster Services, or others to respond with financial resources or construction expertise.
- The final task is for the case -worker to contact the person with the unmet needs and match the resources available to the needs.
- United Methodists have a long history of being very active in Long Term Recovery Organizations and in leading case management activities.

The Grieving Process

Grieving people must perform four tasks to achieve recovery. Each task must be completed by the survivor:

1. Accept the reality of what has happened.
2. Experience the pain.
3. Adjust to a new situation.
4. Withdraw emotional energy from the past and invest it in the new.

The Disillusionment Phase for Survivors

As disasters evolve, there's a fourth developmental phase that drops heavily on survivors. It tends to show up during relief or recovery and when it comes, illusions fade, disillusionment flourishes, anger erupts, and major depression takes root.

Each phase, rescue, relief, and recovery, requires that caregivers approach survivors with a great deal of sensitivity. Too often, caregivers just don't have that sensitivity, propelled as they are by protocols and personal agendas. Our need to be needed, schedule, deep- buried prejudices, fears, and

judgmental nature can get in the way of understanding. Instead of allowing survivors to reclaim a measure of control over life, we rip more control away from them as we try to satisfy our own needs or overcome our fears.

In the early days following disaster, survivors alternate between numbing shock and excessive activity coming from adrenaline pumped emotional energy. They are not yet at their lowest point. Soon after a tragedy, they are sustained in part by an illusion that drives them to declare, “We’re going to be fine. We’ll be back where we were before you can even notice!”

The truth is that it’s never again going to be exactly like it was! For most survivors, things turn out well. It will be tough going, but it will turn out okay. A few will be better off than they were. Unfortunately, others recover poorly and will be much worse off. Yet, for everyone, it will not be the same. Everyone must readjust to a new life, and this is difficult.

Caregiver strategies must help victims regain a sense of control over life. Everything we do for survivors must be done to preserve their dignity and not impede their movement through the four steps below.

We should do nothing to impede survivors in this grieving process.

After disaster, survivors face a puzzling array of assistance programs, titles, acronyms, and long complicated forms to complete. They are at the mercy of others who know disaster “lingo” and have the knowledge that brings power over others. That power can easily be abused.

Most Americans place a high value on independence so any circumstance that makes us feel dependent—or even appear to be that way—is deeply resented, avoided, and denied.

Americans don’t like their privacy invaded, either. Disaster survivors who never before have had to ask for help are asked deeply personal questions about income, business, and family life. They must reveal personal business to strangers! And to “beg” for help! That’s how many survivors see it: “begging” for help. As they begin to understand just how dependent they are, how much uncertainty and work lie ahead, how recovery is well beyond a quick fix, how their privacy has been invaded...well, it’s depressing!

Depression is the normal and appropriate response to this abnormal mess. It is the most common emotion we experience. Most of us work our way through depression quickly. However, when a situation appears overwhelming and doesn’t look like it will get better soon, depression intensifies to the point of paralysis, completely impeding a survivor’s progress along the four tasks of recovery.

Unfortunately, sometimes we well-intentioned caregivers block the way—especially if our agenda, our need to be needed, our own prejudices move us to foster further dependency and loss of dignity among survivors.

Three main ingredients contribute to depression: rage, self-pity, and a sense of loss of control over life. Yoked together as they are, they can become a burdensome load for anyone.

How do we **minimize** depression? By allowing people to give voice to their rage as they tell their story and share their feelings about the pain they have and by helping them restore a sense of control over life. How do they restore a sense of control?: by taking “ownership” of their recovery. They couldn’t control the disaster, but they certainly can control their response to it by making decisions about their recovery.

To guard against maximizing depression: Avoid imposing *our* agenda on them so that we don't allow survivors to tell *their* story in their own way (good listening skills are essential in all volunteers); by letting them participate in decisions that affect them; avoid putting negative judgments on decisions that are exclusively theirs to make; by not letting our prejudices cloud our relationships with them; by recognizing that they had resources and skills before we ever met them. It is in this phase that inadequately trained caregivers do the most damage!

Managing Expectations of Survivors

Contributing to survivor disillusionment are media reports of huge dollar amounts coming to the disaster from the government. Survivors naively expect a fat check to show up to make everything better. The untold story is that most government money is designated for restoration of infrastructure and low-interest disaster loans to homeowners and businesses. No one can beat these low-interest disaster loans but they are loans nonetheless, which are added to other debt.

In declared disasters that include Individual Assistance, grant money is available from FEMA to all eligible homeowners, such as for temporary housing and home repair. A few survivors do receive a government recovery grant check, but it isn't "fat." What's deceptive about government benefits is that they are "up to" a certain maximum amount. Most money given out is usually for less than the maximum allowable amount and is related to specific need. Government money is given only to those who have unmet needs after personal resources-savings, insurance, and ability to qualify for a loan-are exhausted.

Contributing also to illusions are false expectations of what the non-governmental agencies can provide. Many expect the charitable groups to fix it all. Often, we must tell survivors that we are not able to assist them in the way, or to the degree, that they expect us to. Saying "no" is hard for us caregivers, but say it we must. Fortunately, our saving grace is that the church is not limited by the strict policies and procedures that govern other agencies. We have flexibility and creativity, willing volunteers and with God's help we provide a lot of healing from our limited resources. Unfortunately, we cannot be all things nor do all things for all people. Human need is insatiable. We cannot respond to every legitimate or neurotic need. When you must say no, do it with gentleness. Whatever you do, do it with sensitivity, and set your own agenda aside.

Additional Training Information on Training Classes

- Basic Disaster Response Training provides an understanding of the disaster response system and how United Methodists work within it. Participants must be at least 16 years and older; all participants will receive a photo ID card after completing the training and after completing and met all requirements for Safe Gatherings.
- UMCOR Early Response Team training is a specialized training for those at least 18 years old and who able to respond to a disaster on short notice and work with a self-contained team in difficult circumstances. An UMCOR and State of Kansas photo ID card will be earned after passing this training and after completing and meeting all requirements for Safe Gatherings. The photo ID card will be valid for three years.
- Spiritual and Emotional Care Team training
- VIM/DR (Volunteers in Mission/Disaster Response) Team Leader
- Disaster Response Case Management
- Long Term Recovery Organization
- Community Organizations Active in Disaster
- Disaster-specific needs
- Connecting Neighbors class is offered to help the local church leadership develop a plan for both internal church and local area disasters.
- On-line courses are available through FEMA's Emergency Management Institute at no charge. More information on courses can be found online to FEMA.gov for more information. The American Red Cross also offers both on-line and in person disaster services classes.

Acknowledgements

We thank the Reverend George C. Brown, member of the UMCOR Catastrophic Disaster Response Team and Elder in the Pacific Northwest Annual Conference of the United Methodist Church, for initial development of this document. Portions of this document have been reprinted by permission of the Pacific Northwest Annual Conference of the United Methodist Church. This document has been tailored to the specific requirements of Great Plains United Methodist Church Disaster Response, some information and sections have been added and/or amended. These additions and amendments were made by: Julie Pohl serving as the Kansas East Conference Disaster Response Coordinator, Sandy Hendrickson serving as the Kansas West Conference Disaster Response Coordinator, Steve Burnett serving as the Kansas Area Disaster Response Team Co-Chair, and Rev. Keith Fink serving as the Kansas Area Disaster Response Team Co-chair.

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The above rights are also extended to any non-profit 501(c) (3) group operating in the field of disaster preparedness, response, relief and recovery.

Below is a partial listing of those who have provided advice, encouragement, support and assistance.

Adventist Community Services
Christian Reformed World Relief Committee
Church World Service
Federal Emergency Management Agency
Emergency Management Institute
United Methodist Committee on Relief (UMCOR)
National Voluntary Organizations Active in Disaster

Mennonite Disaster Services
The American Red Cross
Church of the Brethren
Salvation Army

APPENDIX A – GREAT PLAINS CRISIS MANAGEMENT PLAN

Introduction

A crisis situation presents potential for damage to individuals or the image of the Church, and hinders their abilities to be in ministry. In other words, a crisis is anything that could cause the public to lose faith in the Conference Leadership or the operations of the Conference.

A crisis of ministerial sexual misconduct is anything that could cause the public to lose faith in the local church or the leadership of the local church. A crisis of sexual misconduct may also be anything that causes the public to lose faith in the leadership of the church at district, conference, state or national level.

A crisis also may be a positive event which garners significant media attention and requires preparation to deal with the situation effectively and efficiently. It is important to have a comprehensive crisis response plan because:

- Crisis comes as a surprise. It occurs unexpectedly and probably when we are least able to deal with it.
- Surprise leads to insufficient information, and questions are difficult to answer.
- Questions begin to surface from the media and constituents almost immediately, which is the time to take control and not be hesitant or unprepared. (*Refer to 90 minute plan*)
- Demonstrating concern and ability to take control will probably result in being able to withstand outside pressures.
- Crises that most likely will be faced by the church come in several packages:
 1. a crisis of a personal nature (as of a clergy or lay person)
 2. a crisis of legal or criminal proportions (examples: arrests, filed charges, embezzlement)
 3. a crisis of a corporate nature (as of the conference) (examples: financial problems, sexual misconduct, action that reflects negatively on the conference or causes the public to lose confidence in the conference, death of a bishop)
 4. a crisis involving violent acts, demonstrations, death or injury
 5. a crisis prompted by a natural disaster (as of tornadoes, floods, fires, accidents, etc.)
 6. a "perceived" crisis (not of true crisis proportion, but perceived to be such) (example: pastor moving from a congregation mid-year)

Crisis Management Team Members

The team should include all or most of the following: The Bishop, the Conference Chancellor (or other legal representation when needed), the Area Director of Communications, the Conference Council Director, members of the Cabinet affected by the crisis, Conference Treasurer and other church leadership as deemed appropriate by the bishop. Extended team might consist of those persons relating to Camping, VIM, Youth, Young Adults, and the Associate Director of Communications.

All members of the Primary Team should be equipped with cell phones in order to be accessible at all times during the crisis. FAX machines should be readily available to all members of the team as well and lists updated at least twice annually (refer to Crisis Contact Sheet for your Annual Conference).

Immediate Actions of the Team

1. The Bishop, or his/her designee, will convene as many members of the team as possible immediately upon becoming aware of a crisis. In the event the team cannot meet in person in a timely manner, a conference call should be arranged. (Refer to First 90 Minutes Plan)
2. The Bishop, or his/her designee, will assign a spokesperson or persons to the media should the bishop not be available for this role. The spokesperson or persons must be thoroughly and regularly briefed before making any appearances or statements. The spokesperson(s) may refer news media representatives to others who can speak with authority on a particular subject. In the case of Sexual Misconduct, almost without exception, the pastor should not be the designated spokesperson because he/she needs to be able to devote full attention to the needs of his/her congregation during the time of crisis.
3. The bishop's spokesperson(s) (if someone other than the bishop or Director of Communications) should establish a schedule for regular briefing sessions of team members for the purpose of updates and discussion during the first few days of the crisis when media interest will be most intense.
4. The team is authorized to engage or to be in contact with other professionals as needed. The bishop, or his/her designee(s), and the team should determine who should receive information, updates and copies of all statements and releases.
5. The team will agree to provide 24-hour availability and access to one another at least during the first day of the crisis, and longer as necessary.

The First Day - Mobilizing and Responding

1. First person aware, contact appropriate members of the Primary Team immediately.
2. Assemble crisis team either in person, if possible, or via a conference call. Conference call number information is available from the Area Communications Office, 866-915-3638.
3. The team will immediately assess the nature and extent of the crisis.

4. Questions to ask:
 - What is the current status of the situation?
 - What can we expect to occur over the next few hours?
 - What can we expect to occur over the next few days or weeks?
 - What do we need our congregations to know?
 - What do we need the public to know?
5. Select a spokesperson to talk to the media.
 - All communications with the media should be done by a single person to keep the message clear and consistent.
 - Different situations call for different people to be spokesperson.
 - This decision should be made by the permanent team.
6. **Formulate an Appropriate Media Response:** Respond "immediately" to all inquiries. It is highly important that a statement be delivered within the first 90 minutes. It doesn't have to say much, but will serve to appease the media. Each inquiry from a reporter needs a response ASAP.
7. Get busy to uncover as many facts as you can, develop a factual statement and be back in touch with the media.

Managing the Crisis

Management of the crisis begins as soon as any member of the permanent team is aware of the crisis.

1. Statements on behalf of the Annual Conference are to be made only by the bishop or the designated spokesperson. Other staff will be directed as to what, if any, responses they may make to media queries (confirmation of spelling of names, etc.).
2. Response will be made to all media queries as quickly and accurately as possible. The goal is to respond within 90 minutes. The response may just be that you are still pulling together the facts and will call them again in a specified period of time with the requested information.
3. All media will be treated fairly. The initial information about the crisis may be released in response to the question of one reporter. However, the information will be released to all media. There will be no "exclusive" interviews.
4. Telephone release of statements in response to queries will be followed by delivery of the information by fax, e-mail or in-person as soon as possible.
5. News conferences will be used when there is widespread interest in the event/incident or when vital information needs to be widely dispersed. This will most likely occur when there is loss of life or injuries. When used, they will be called and directed by the Area Marketing and Communications Director in consultation with the bishop and/or district superintendent.
6. Background information will be prepared which is readily accessible for distribution to the media as necessary. Examples include current biographical information on conference

leaders, pertinent statements from The Book of Discipline outline of the conference/denominational structure, understandable statements of legal relationships with conference institutions and agencies, information concerning the trust clause regarding ownership of church property.

Your Rights with the Media

Statements on behalf of the Annual Conference are to be made by the Bishop or the designated spokesperson. With that being said, here are some guidelines to follow:

You have the right to:

1. Accept or decline an interview
2. Know the issues upfront
3. Be comfortable
4. Give reasons why you do not have information. It is okay to say "I don't know" if you don't but NEVER say "no comment." Be sure to get back with them when you "do know." Ask them when their deadline is. Give them a specific time that you will call back (1 hour, 3 hours, etc.) and stick to it.
5. Pause to think
6. Know who else has been or will be interviewed

When the Media Calls

The media calls and what do you do? First, know that referring media inquiries to the spokesperson is always most appropriate. But if the spokesperson isn't aware of the crisis yet, or if you feel adequately informed on the crisis situation, you should:

1. Prepare mentally for the interview. What will you say?
2. Remember your rights (above)
3. Check your emotional attitude
4. Don't under or over exaggerate the situation
5. Choose your words carefully. A 15-minute interview could be edited down to a 15 second sound bite. Is it what you want repeated? Think carefully as you speak.
6. Listen carefully to the entire question you are being asked
 - Respond briefly (don't give more than they ask for)
 - Summarize your response after delivering it
 - DO NOT use church speak (acronyms or words better suited to your theological thesis)
 - Let them know you are available for further questions at a later time

- Don't ever mislead the media. Always provide the truth and nothing but the truth.
- NEVER, EVER say "this is off the record" or "no comment."

Other Audiences to be Provided with Crisis Information

1. Primary List (within the first 90-minutes to 24 hours)
 - District superintendents
 - Conference Staff
 - Key leaders (clergy and lay)
 - People most directly affected
2. Secondary List (as the situation requires)
 - Other clergy
 - Other laity (example: members of the affected local church or churches)
 - Jurisdictional or denominational leaders
 - United Methodist Communications
 - United Methodist News Service
 - Other judicatory offices
 - United Methodists involved in disaster response
 - Other clergy (non-United Methodists in the affected area)
 - Public officials

After the Crisis

The Crisis Management Team will meet to review how the crisis unfolded and how it was handled.

The team will consider:

- what went well
- what missteps were made
- what problems could have been foreseen or avoided
- what adjustments in the crisis management plan are indicated
- what loose ends need to be tied up.

APPENDIX B – ACTION PLAN HANDBOOKS

Area Communications Department Action Plan & Handbook

A. GENERAL PROVISIONS

The role of the Area Communications Department is critical for disaster relief. These tasks include:

1. Prepare the Area for disasters
2. Work closely with the Conference Disaster Response Coordinator.
3. Encourage the active participation of local pastors in disaster relief.

B. EARLY PREPARATION

1. Become familiar with the Conference Disaster Plan.
2. Encourage local churches to develop and use their own plans, incorporating the Conference Plan.
3. Coordinate all disaster related information with the Conference Disaster Response Coordinator prior to release to insure accuracy

C. DISASTER IS IMMINENT

1. Monitoring

Listen to news reports of any impending storm activity or other event that could lead to a disaster.

2. Communications

Contact your Conference Disaster Response Coordinator and prepare for possible action should a disaster strike. Make certain that you both know each other's locations and remain available to each other.

3. Evacuation

If your immediate area is likely to be affected and evacuation is recommended, move out of the area, but be certain that your D.R. Coordinator and the Bishop know where you will be. A temporary Conference office might be in a church that is away from the danger zone.

D. RESCUE (OR EMERGENCY OR RESPONSE) PHASE OF THE DISASTER

1. Personal Assessment

Assess your own damage first. See if anyone in your household is injured. Unless it is unsafe to remain, stay with your family and property until emergency personnel get to you.

2. Personal Judgment

If you are a victim, do not rely upon your own judgment. Do not rely upon the judgment of other victims, either. Listen to the emergency personnel and follow their instructions.

3. Monitoring

Monitor the damage by listening to news reports. Do not interfere with any ongoing relief efforts. Stay at home until the danger is past

4. Contacts

Frequent contact between the Communications Department and the Conference Disaster Response Coordinator is imperative.

E. RELIEF (OR CLEAN-UP) PHASE OF THE DISASTER

1. Assist the Disaster Response Coordinator in arranging a Disaster Assessment Tour for the Bishop.

2. Keep a journal

1. Keep an accounting of everything you do or that happens to you in the course of the disaster. The journal will be invaluable to you and to others both during and after the disaster.

F. RECOVERY PHASE

1. Use the System

Stay in touch with the Conference Disaster Response Coordinator. Don't let problems fester. If there are problems with the system, let someone know right away.

2. Help keep the focus on the ministry of recovery.

G. THE AFTERMATH

Take some time to assess yourself and others' performance during and after the disaster using the "Assessment Form" found in the Appendix.

Conference Director of Congregational Excellence Action Plan & Handbook

A. GENERAL PROVISIONS

1. Using the Structure. The Conference Director becomes a key person to support the work of the Conference Disaster Response Coordinator and Disaster Coordinating Committee when disaster strikes. The Conference Director works along with the Conference Disaster Response Coordinator, the United Methodist Volunteers in Mission Coordinator, and Early Response Teams to bring together the resources of the Conference (plus those of the larger church when necessary) so that they can assist in the implementation of preparedness and be focused on the disaster response when necessary.
2. Tasks
 - a. Prepare Conference staff and leadership for response to a disaster according to this Conference plan.
 - b. Work closely with the Conference Disaster Response Coordinator, and the United Methodist Volunteers in Mission Coordinator, the Bishop, and the Cabinet.
 - c. Prepare contingency plans for operation of the Conference Office should the present physical facilities be rendered unusable because of a disaster (or the effects of one).

B. EARLY PREPARATION

1. See that an adequate plan for disaster response is developed, maintained, and amended as necessary for the Conference through the Conference Disaster Response Team.
2. Become familiar with this plan and keep the plan on file (and/or web site) so that it is easily accessible when needed. Replacement copies will be kept in the Conference office.
3. Make certain that the existence of such a Conference Plan is known to the Conference Connectional Table and the Cabinet. UMCOR will provide Disaster Response training for the Cabinet upon request.
4. Help to facilitate the coordination of the Conference staff to support any disaster response effort that may be undertaken within the Conference.
5. Prepare a map of the whole Annual Conference area that shows district boundaries; location, address and telephone numbers of each local church. This material shall be available, not only to Conference disaster personnel, but also for persons from outside the Conference who may come to assist in a disaster response, such as UMCOR, or

Jurisdictional UMVIM teams. When UMCOR is invited into the Conference for assistance in disaster response, such maps shall be accompanied by a current list of Conference pastoral appointments.

C. PREPARATION WHEN A DISASTER IS IMMINENT

1. **Monitoring.** Listen to news, weather radio, or web site reports of any pending storm activity or other event, which could lead to a disaster.
2. **Initial Contacts:** Contact the Conference Coordinator of Disaster Response, the Conference United Methodist Volunteer in Mission Coordinator, and Early Response Team Coordinator, and prepare for possible action should a disaster strike. Make certain that you all know each other's location and the ways in which you can remain available to each other.
3. **Personal Safety.** If your immediate area is likely to be affected and an evacuation is recommended, move out of the area, but be certain that the Conference Disaster Response Coordinator and the Bishop know where you are.
4. **Relocation of Conference Office.** Consider possible alternative locations away from the anticipated area of damage, such as a larger church away from the danger zone that might be able to house at least a skeleton Conference operation on a temporary basis.

D. DURING THE EMERGENCY (RESPONSE) PHASE OF THE DISASTER

1. **Personal Assessment.** Assess your own damage first. See if anyone in your household is injured. Unless it is unsafe to remain, stay with your family and property until emergency personnel get to you.
2. **Avoid relying on personnel judgment.** If you are a victim, do not rely upon your own judgment. Do not rely upon the judgment of other victims either. Listen to emergency personnel and follow their instructions.
3. **Monitor the Event.** Monitor the damage to the Conference by monitoring news reports on radio, television, and internet. Do not interfere with any ongoing relief efforts. Stay in your home or office until the danger is past. It will be easier for leaders within and outside your Conference to reach you if you remain at home or in your office during this phase. Others, including the Conference Disaster Response Coordinator and the District Superintendent(s) of the affected area, may be on an assessment tour and you may be the one remaining person that Methodists can reach.
4. **Consider a Conference wide appeal for Disaster Relief Donations** to be sent to the Conference Treasurer's Office and/or UMCOR. This money can be used by ecumenical Long-Term Recovery Organizations in the disaster area.

E. DURING THE RELIEF PHASE

1. Initial Contacts

Alert Conference staff and leaders on ways they may be of assistance to the relief and recovery effort. Some of these resources may include:

- United Methodist Women and United Methodist Men:
 - Work teams to help with clean up
 - Child-care arrangements
 - Feeding stations, etc.
- Volunteers in Mission:
 - Professional medical services
 - Counseling
 - Other specialty services
 - Special teams of volunteers prepared to do labor needed for cleanup and repair of United Methodist church properties.
- Early Response Teams
- United Methodist Youth:
 - Clean-up teams
 - Elder care
 - Food drives (but only if called for)
- Church and Society Groups:
 - Assistance for persons with disabling conditions
- Conference Worship Leadership
 - Plan special services for those who have suffered loss or to fill in for pastors who have suffered loss themselves or who may be unable to serve temporarily.
- Christian Educators' Fellowship:
 - With some training, numbers of these people could assist those in the Conference who have been trained by UMCOR/CDCC to work with children and/or youth recovering from disaster trauma.

2. Looking Ahead. As the scope and severity of the disaster become known, prepare the Conference for the fact that it will not be “business as usual.” Prepare the Conference for the “long haul” of recovery.
3. Using the System. Attempt to conduct the affairs of the Conference as much as possible in a normal fashion (in accord with #2 above), but realizing that some of the Conference leaders and staff may be among those who have suffered loss.
4. Help Provide a Vision for the Conference. Besides preparing the Conference for the “long haul” of recovery, provide the opportunity for those who have not been affected by the disaster to contribute to the recovery of those who were affected. This should be done in consultation with the Bishop and the Conference Treasurer and such other Conference leadership as deemed prudent.
5. Prepare for Outside Assistance. Prepare the Conference to receive assistance from UMCOR consultants when invited by the Bishop in consultation with the Conference Disaster Response Coordinator. Often the Conference Director of Congregational Excellence can assist in providing temporary office space and equipment, or give advice on such logistical matters.

F. DURING THE RECOVERY PHASE

1. Focusing on Recovery. Keep the focus of the Ministry of Recovery before the Conference so that all the important rebuilding of lives does not get lost among the pressures of the everyday business of the Conference.
2. Episcopal Tour. Accompany the Bishop and Conference Disaster Response Coordinator on the Episcopal Damage Assessment Tour if your presence in the Conference Office can be spared for such time as is necessary for the tour. This is a good publicity event and local press should be notified. Remember the Bishop is the “Awesome Presence” for all United Methodists.
3. Communications. Work closely with the Conference Director of Communications to see that the stories are told of individuals, churches and communities that have been affected by the disaster; of the Church’s efforts to minister to those who have suffered loss; and, of situations where continued assistance is needed and how church members may help.
4. Recovery Updates. Keep the Conference Connectional Table informed of the progress of recovery, and how the various program areas are assisting and may assist – reminding all that the recovery work is a ministry.

H. IN THE AFTERMATH

- I. Take some time to assess yourself and others’ performance during and after the disaster using the “Assessment Form” found in the Appendix.

Conference Mercy and Justice Coordinator Action Plan & Handbook

A. GENERAL PROVISIONS

1. The Great Plains Mercy and Justice Coordinator works with the Conference Disaster Response Coordinator to provide disaster response capability in the event of a natural disaster within the Conference or in response to requests for assistance from other Methodist agencies.
2. The Mercy and Justice Coordinator is responsible to the Conference Disaster Response Coordinator for teams deployed during a disaster response.
3. Coordinate with the Conference Disaster Response Coordinator and the South-Central Jurisdiction UMVIM coordinator in response to requests for ERT support outside the Conference
4. Prepare budgets, reports and information required for Conference and Jurisdiction administration
5. Represent UMVIM at Community Organizations Active in Disasters (COAD), Volunteer Organizations Active in Disasters (VOAD) and Emergency Operations Center (EOC) meetings at the request of the Conference Disaster Response Coordinator

B. PREPARATION

1. Ensure the Conference early response and long-term recovery capability is in compliance with the agreements and covenants between the General Board of Global Ministries United Methodist Committee On Relief and the United Methodist Volunteers In Mission
2. Recruit and train an adequate number of Early Response Team (ERT) members to facilitate the dispatch of at least two ERTs in the event of a natural disaster
3. Ensure all ERT members are adequately trained to respond to anticipated disasters and to comply with UMCOR requirements
4. Ensure tools, equipment and supplies are properly maintained, procured, stocked, and stored
5. Ensure the Conference ERT trailer is properly maintained, insured, stored, and licensed
6. Develop and maintain a volunteer management database for the geographical area of responsibility

7. Ensure proper forms and documents are available and accessible to ERT members
8. Ensure ERT processes and procedures are developed, reviewed and updated on a regular basis
9. Recruit and train a cadre of Long Term Recovery Team (LTRT) team leaders
10. Ensure background checks, recurrent training requirements, identification badges and vaccinations are current for all Early Response Team members
11. Screen Early Response Team applications and background checks to ensure the applicants meet the qualifications for team membership
12. Review and update the Early Response Team and Long-Term Recovery Team processes, procedures and training at least once per year and after each disaster response

C. RELIEF PHASE

1. Respond to requests from the Conference Disaster Response Coordinator (CDRC) or Incident Coordinator (IC) for Early Response Team support in the disaster area
 - i. Determine if the task is within our capabilities (in consult with CDRC or IC)
 - ii. Determine if the area is safe for our team(s) to enter (in consult with CDRC or IC)
 - iii. Determine availability of utilities, gas, emergency services, and sanitary facilities (in consult with CDRC or IC)
 - iv. Determine availability of ERT(s)
 - v. Determine if ERT(s) are qualified for assigned tasks
 - vi. Determine if ERT(s) are adequately equipped for assigned tasks
 - vii. Determine if an adequate number of ERTs are available to fulfill the request
 - viii. Notify CDRC or IC of availability of team(s)
2. Notify Team Leader(s) to prepare for dispatch
3. Coordinate with the Logistics Coordinator to secure food and lodging for ERT team(s)
4. Ensure Early Response Team trailer is prepared for dispatch
5. Brief team leader(s) on dispatch details
6. Dispatch team(s) in coordination with the Conference Disaster Response Coordinator
7. Maintain communications and overall coordination with team(s) throughout dispatch
8. Keep the Conference Disaster Response Coordinator informed of progress and activities in the field

9. Keep current on the status of events and conditions in the dispatch area
10. Ensure continual safe conditions for team(s) in the dispatch area
11. Coordinate with the Conference Disaster Response Coordinator and the South-Central Jurisdiction UMVIM coordinator to request additional ERTs to support disaster response requests within our Conference when these requests exceed our ability to provide support.

D. RECOVERY PHASE

1. Determine when it is appropriate to begin sending Long Term Recovery Teams into the disaster area
2. Communicate the need for Long Term Recovery Teams to the Conference members in conjunction with the Conference Communications Coordinator.
3. Establish contact with the local Long-Term Recovery Group (LTRG)
 - i. Determine what assistance they need, what resources are available, select a Local Contact person, and identify what infrastructure is in place to support Long Term Recovery Teams who come to help;
 - ii. Inform the LTRG about the assistance our teams can provide and when
 - iii. Coordinate the dispatch of the LTRTs with the local point of contact and the LTRG point of contact
 - iv. Ensure the LTRTs have the skills, leadership and provisions to accomplish their assigned tasks
4. Coordinate with the Logistics Coordinator to secure lodging for the dispatched LTRTs
5. Coordinate with the Conference Disaster Response Coordinator and the South-Central Jurisdiction UMVIM Coordinator to request additional support from outside the Conference

E. MITIGATION

1. Review after action reports from ERTs and LTRTs
 - i. Make recommendations for changes to the Conference Disaster Plan to the Conference Disaster Response Team concerning processes, procedures and training
2. Provide UMVIM information for the UMCOR after action report to the Conference Disaster Response Coordinator

Conference Disaster Response Team Action Plan & Handbook

A. ACCOUNTABILITY

1. The Conference Disaster Response Team is responsible to the Connecting Council.
2. This Team shall recommend policy and procedures; it is not an operational group. Operations are the responsibility of the Disaster Response Coordinator and organized under an Incident Command Structure.

B. MEMBERSHIP

1. The membership of the Conference Disaster Response Team shall consist of:
 - a. Twelve (12) members elected by the Annual Conference to include eight (8) Regional Disaster Response Coordinators and four (4) at-large members.
 - b. The following members shall have voice without vote:
 - 1) Conference Disaster Response Coordinator who shall act as the staff liaison.
 - 2) The Conference Mercy and Justice Coordinator.
 - 3) The Director of Congregational Excellence.
 - 4) The Conference Treasurer or designee

C. DUTIES AND RESPONSIBILITIES

1. The Conference Disaster Response Team shall be responsible for overall coordination and control of the United Methodist disaster response.
2. The Conference Disaster Response Team shall be responsible for coordination of disaster response activities in cooperation with the Conference Disaster Response Coordinator, the conference Mercy and Justice Coordinator, the Early Response Team Coordinator, and the Conference Treasurer's Office.
3. The Conference Disaster Response Team shall write policies and procedures as needed to facilitate this coordination.
 - i. All written policies shall be approved by the Connecting Council or by the Annual Conference.
4. The Conference Disaster Response Team shall coordinate between the United Methodist Committee on Relief (UMCOR) and the Great Plains Annual Conference.
 - i. The Conference Disaster Response Team will consult with UMCOR on recommendations to improve the Conference Disaster operation.

- ii. The Conference Disaster Response Team shall request through the Bishop's Office, UMCOR participation within the conference when needed and necessary.
 1. UMCOR must have a specific invitation from the Bishop before they are able to provide disaster assistance.
5. The Conference Disaster Response Team shall assume such other duties as assigned or as deemed necessary.

Disaster Response Coordinator Job Description

Great Plains Conference of the United Methodist Church

Job Summary: The coordinator provides support and oversight to the response of the Great Plains Annual Conference in times of disaster. Relates to denominational (UMCOR) and secular disaster response organizations (VOAD, FEMA, etc.). Arranges and coordinates ongoing disaster response trainings. Assures that administrative procedures are followed. This is a full-time, exempt position.

Qualifications: All staff of the Great Plains Conference shall have at a minimum the following:

1. Be sympathetic with the Christian faith and the purposes of The United Methodist Church.
2. Exhibit a strong faith commitment to making disciples of Jesus Christ.
3. Possess the special aptitudes, skills, and capacities that are required in their respective fields of work. In this position that includes:
 - Knowledge of and experience in disaster response and long-term recovery.
 - Excellent networking and communication skills.
 - Thorough knowledge of the National Incident Management System or ability to receive training in the system in a timely fashion.
 - A degree from an accredited post-secondary educational institution
 - Knowledge of the Incident Coordination System
 - Hold trainer status in Basic Disaster Response, Early Response Team, and Long-Term Recovery or be able and willing to obtain such status.
 - Familiarity with the organization of the UMC and its polity
 - Willingness to travel
 - Ability and commitment to function as a member of a team
 - Basic computer and e-mail skills
 - Safe Gatherings certified
 - Commitment to program innovation and excellence.
 - Ability to lift 25 lbs.

Duties and Responsibilities

1. Function as a member of the Congregational Excellence staff team.
2. Guide the vision for excellent, Christ-centered, compassionate response to disasters in the Great Plains.
3. Represent the Great Plains Conference and coordinate with UMCOR, Kansas and Nebraska VOADs, FEMA, and other appropriate disaster response agencies.
4. Arrange for disaster response training for volunteers, cabinet, and appropriate conference staff.
5. Serve as the staff liaison to the Great Plains Disaster Response Team.

6. Connect Regional and District Leaders and engage them in strengthening the Disaster Response program.
7. Manage the Disaster Response budget, apply for UMCOR grants, and oversee the area disaster fund grants.
8. Provide regular updates about the response to the Communications staff, the Mercy and Justice Coordinator, the Bishop and Cabinet
9. Supervise any temporary staff which might be hired in response to a particular disaster.
10. Relate to appropriate jurisdictional and general church disaster response organizations.
11. Perform other duties as assigned by the immediate supervisor

Credentials and Experience: The coordinator must exhibit evidence of developed vocational identity through:

1. Three or more years' experience in disaster response, either paid or volunteer.
2. A track record of visionary thinking and leadership

Accountability: The coordinator is supervised by the Director of Congregational Excellence.

APPENDIX D - DISASTER RESPONSE FORMS



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Homeowner Release of Confidential Information

- A. _____, hereby authorizes the Long-Term Recovery
Client Name
Committee and _____ to release to the agency or person
designated below any information maintained by these groups that is relevant for the purpose of
providing assistance for my disaster needs caused by _____.
Name of Disaster
- B. _____, hereby authorizes the agency or person designated
Client Name
below to release to the Long-Term Recovery Committee and _____
any information maintained by the agency or person relevant and necessary for the purpose of
providing assistance for my needs caused by _____.
Name of Disaster
- C. I further understand that the release of information does not guarantee that assistance will be
provided, but that without the information my case cannot be presented to the Long-Term
Recovery Committee for consideration.

Name of Agency(ies) or Person(s) Designated: _____

Signature of Client (Head of Household)

Signature of Client (Spouse)

Identification

Date

Identification

Date

FEMA Registration Number

Pre-disaster address of client



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Homeowner Release of Liability

*This is to be filled out by the homeowner **BEFORE** any of the volunteers do ANY work on the house.*

DATE: _____ DAYTIME PHONE: _____

NIGHT PHONE: _____

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

I, _____, am the owner and occupant of the above listed
Homeowner name

property. I give permission to volunteers from the Great Plains Conference of the United Methodist Church Disaster Recovery Ministry to work on my property for the purpose of repairing my home due to the recent disaster. I understand that these are volunteers, not professionals working for profit, and that no warrant is made as to the quality of work done.

In consideration of the volunteer services to be rendered to me or on my property by the volunteers, I the undersigned release and agree to hold harmless the volunteers, Great Plains Conferences of the United Methodist Church, and any related agency, from any liability, injury, damages, loss, accident, delay or irregularity related to the aforementioned volunteer services.

This release covers all rights and causes of action of every kind, nature, and description, which the undersigned ever had, now has, or but for this release, may have. This release binds the undersigned and his heirs, representatives, and assignees.

Signature: _____ Date: _____

Witness: _____ Date: _____

Return to:

United Methodist Recovery Center

Great Plains Disaster Fund Guidelines

- 1) The Great Plains Conference Disaster fund is for the relief of persons who have suffered from a disaster (s) within the Great Plains Conference and are not to be used for ongoing socio-economic concerns. This guideline is mainly a reference from the Policy and Procedures of Grant Funds.
- 2) Financial assistance will be considered upon submission of a Great Plains Disaster Fund Financial Assistance Request Form ***submitted by a United Methodist Pastor, the Conference Disaster Response Coordinator, a Regional Disaster Response Coordinator, or a person appointed to represent the Great Plains Conference on a Long-Term Recovery Committee.***
- 3) Amount of assistance will be dependent upon the unmet needs expressed, the number of requests and the availability of funds. Priority is given to low income homeowners, persons with disabilities, and those without insurance.
- 4) Grants up to \$5,000 may be made to ministerial alliances, long-term recovery organizations, or local United Methodist churches where major disasters occur. The alliance, long-term recovery organization or church can use these funds to provide financial assistance for disaster-related costs (except for church property) and must provide documentation of the expenditure of those funds to the Conference Disaster Response Coordinator monthly to prevent duplication of benefits.
- 5) Disaster funds may be used to reimburse owners of equipment that respond to requests for clean-up and recovery ***by*** the Great Plains Disaster Coordinator, Regional Disaster Response Coordinator, or Conference Disaster Response Team. Reimbursement will be limited to the actual expenses incurred in transporting and operating the equipment. NOTE: This provision is for reimbursement of responders who provide equipment that the Conference Disaster Response Coordinator, Regional Coordinator, or Local Church request them to bring. It is not to reimburse homeowners for equipment that they may use.
- 6) Personal out of pocket expenses are not reimbursable. This includes, but is not limited to, insurance deductibles, expenses paid from savings account, credit cards, or other personal resources of the homeowner.
- 7) The Great Plains Disaster Response Coordinator can approve grant requests up to \$1,500.00. Grant request that exceed &1,500.00 must be presented to the Great Plains Disaster Response Team for determination. The Great Plains Disaster Team may consider requests in conference call meeting or by e-mail majority vote when the matter is time sensitive.

- 8) At the time of a disaster the Great Plains Conference Disaster Response Coordinator may request up to \$1,000.00 cash advance to meet emerging needs. Appropriate documentation of expenditures must be submitted to the Conference Treasurer.

- 9) Some administrative costs and conference-wide event expenses may be paid from the Great Plains Disaster Fund if prior approval is granted by the Great Plains Disaster Response Team. This would include UMCOR Basic or Advanced Disaster Response Training, South Central Jurisdictional Disaster Academy, etc.



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Disaster Fund Assistance Request

GREAT PLAINS UNITED METHODIST DISASTER RESPONSE

Home Property Assessment

DATE: _____

General	
NAME: _____	Directions to property:
ADDRESS: _____	
Home () _____	
Work () _____	
Cell () _____	
E-Mail () _____	
FAMILY CONSTRUCTION REQUESTS:	
1.	
2.	
3.	
CONSTRUCTION TYPE: <input type="checkbox"/> Site built <input type="checkbox"/> Modular <input type="checkbox"/> Mobile home/trailer <input type="checkbox"/> Combination <input type="checkbox"/> Other _____	
NOTES:	
HOME SIZE: <input type="checkbox"/> n/a Square Footage _____ # of Bedroom _____ # of Baths _____	
NOTES:	
UTILITIES: Electrical <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> None	
Electrical service <input type="checkbox"/> Overhead <input type="checkbox"/> Underground Meter Location _____	
Water <input type="checkbox"/> Well <input type="checkbox"/> Municipal <input type="checkbox"/> None	
Sewage <input type="checkbox"/> Septic <input type="checkbox"/> Municipal <input type="checkbox"/> Outhouse <input type="checkbox"/> None	
NOTES:	

GREAT PLAINS CONFERENCE OF THE UNITED METHODIST CHURCH DISASTER RESPONSE PLAN

Lay of Land: n/a flat on a slope sunken area Notes: _____

Adequate water drainage from house: n/a no yes Notes: _____

Standing water under house: n/a no yes Notes: _____

NOTES:

Delivery of materials: n/a no yes, location: _____

Worker's parking: n/a no yes, location: _____

Portable toilet: n/a no yes, location: _____

Storage container: n/a no yes, location: _____

NOTES:

Pests: none observed dogs snakes wasp/bees/hornets rats termites or ants Other _____

SAFETY CONCERNS: n/a If applicable, please note:

EXTERIOR

FOUNDATION (N/A NEED REPAIR)

TYPE: concrete slab raised slab block (solid) block (pier) wood pilings
 combination other _____

UNDERPINNING: n/a block wood vinyl metal none other _____

VENTILATION: n/a adequate * inadequate (*Recommend repair)

VAPOR BARRIER: n/a no yes

SUMP PUMP: n/a no yes

CLEARANCE UNDER HOUSE: n/a (if applicable, note # of _____ inches)

CRAWL SPACE OPENING: n/a no yes, location _____

REPAIR NOTES:

SIDING (N/A NEED REPAIR)

TYPE: n/a vinyl brick block wood masonite cement board stucco asbestos
 aluminum combination other _____

REPAIR NOTES:

PORCHES, DECKS AND STEPS (N/A NEED REPAIR)

DECKING TYPE: n/a wood concrete combination other _____

*HANDICAP RAMP NEEDED? no yes (if yes, give location and height from ground to floor level)

Location: _____

Height: _____

REPAIR NOTES:

WINDOWS AND DOORS (N/A NEED REPAIR)

WINDOW TYPE: n/a wood vinyl other _____

DOOR TYPE: n/a wood metal fiberglass other _____

REPAIR NOTES:

ROOF (N/A NEED REPAIR)

ROOF TYPE: n/a asphalt rolled wood metal combination other _____

ROOF SIZE: n/a LENGTH_____ WIDTH_____ TOTAL AREA_____ SLOPE_____

VENTILATION: n/a adequate *inadequate (*Recommend repair)

Location of ventilation visible: none roof gable soffitt

GUTTERS: n/a no yes NOTES: _____

DRIP EDGE: n/a no yes NOTES: _____

FLASHING: n/a no yes NOTES: _____

CHIMNEY: n/a no yes NOTES: _____

REPAIR NOTES:

ELECTRICAL: (N/A NEED REPAIR)

SERVICE CABLE/METER BOX: n/a acceptable UNSAFE need repair

BREAKER/FUSE PANEL BOX: n/a acceptable UNSAFE need repair

LIGHT FIXTURES: n/a acceptable UNSAFE need repair missing

SWITCHES/RECEPTACLES: n/a acceptable UNSAFE need repair missing

REPAIR NOTES:

MECHANICAL: (N/A NEED REPAIR)

HVAC TYPE: n/a window unit split package none other _____

AIR CONDITIONING: yes no

HEAT: yes no

HEAT SOURCE: gas electric kerosene wood coal other _____

REPAIR NOTES:

PLUMBING: (N/A NEED REPAIR)

SUPPLY PIPE TYPE: n/a pvc copper metal black plastic other_____ not visible

PLUMBING FIXTURES: n/a acceptable UNSAFE need repair

VISIBLE LEAKS: n/a none yes, location_____

REPAIR NOTES:

INTERIOR

FLOORS: (N/A NEED REPAIR)

FLOOR TYPE: n/a dirt OSB boards linoleum/rug carpet
 hardwood ceramic tile combination other_____

GENERAL CONDITION: n/a acceptable UNSAFE yes, need repair (if yes, give location)

Location:_____

WATER INFILTRATION VISIBLE: n/a yes, need repair (if yes, give location)

Location:_____

REPAIR NOTES:

WALLS: (N/A NEED REPAIR)

WALL TYPE: n/a sheetrock paneling plywood other_____

GENERAL CONDITION: n/a acceptable UNSAFE yes, need repair (if yes give location)

Location_____

WATER INFILTRATION VISIBLE: n/a yes, need repair (if yes give location)

Location_____

REPAIR NOTES:

CEILING: (N/A NEED REPAIR)

CEILING TYPE: n/a sheetrock paneling plywood other _____

GENERAL CONDITION: n/a acceptable UNSAFE yes, need repair (if yes give location)

Location _____

WATER INFILTRATION VISIBLE: n/a yes, need repair (if yes, give location)

Location _____

REPAIR NOTES:

Miscellaneous

Smoke Detectors: no yes (min of two) working not working, need batteries/replacing

NOTES: _____

Carbon monoxide detectors: n/a no yes working not working, need replacing

NOTES:

Kitchen countertops: n/a acceptable not acceptable, need repair (please specify)

NOTES:

Appliances: n/a appliances need repair/replacement

Washer _____

Dryer _____

Stove _____

Microwave _____

Refrigerator _____

Dishwasher _____

NOTES:

Home Property Assessment Comments/Additional Notes/Diagrams



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Long Term Recovery Needs Assessment/Information and Referral



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Volunteer Team Work Order

Home Owner: _____ Date _____

Address of Home to be repaired: (directions if needed) _____

How can we contact you now? _____

It is our primary goal to make houses *safe, sanitary, and secure*. We have begun taking work requests for house repairs.

Nature of Damage/ Work Required:

____ Clear limbs/trees from yard. (Only trees that are non-threatening to life and residences)

____ Remove flood damage from property/home.

____ Roof work --- Type of roof _____ Pitch of roof _____

Size of roof _____

Other (Please describe)

Has insurance and FEMA been notified and inspection(s) done? _____

Do you have a building permit? ____ Do you have the materials? _____

The following portion for team use only!

Team Assigned: _____ Date _____

Progress report from team:

Please put team comments above or on the back and return to project coordinator.



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Volunteer Hours Report

Team Leader: _____

Work Location: _____

Travel Dates: _____

Work Dates: _____

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Number of Volunteers							
Hours Worked							
Total Hours Worked							

In-Kind Donations:

Monetary Donations:

Equipment Used (Any Powered Equipment):

Team Leader Signature: _____



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Volunteer Group Information Record

Date Called: _____ Date Confirmed: _____

Contact Person: _____

Telephone: (day) _____ (night) _____ (cell) _____

Address: _____

E-mail Address: _____

Arrival Date: _____ Time: _____

Departure Date: _____ Time: _____

Number/Age - Women: 15-19 _____ 20-35 _____ 36-49 _____ 50-65 _____ over 65 _____

Number/Age - Men: 15-19 _____ 20-35 _____ 36-49 _____ 50-65 _____ over 65 _____

Summary of Construction Skills

Please indicate the group's skill levels for the following skills by putting the appropriate number by those areas with #1 being highly skilled and can oversee, #2 being skilled, #3 being experienced, and #4 inexperienced but follows directions.

- | | | |
|------------------------------|-------------------------|-------------------|
| ___ Carpentry | ___ Heating and Cooling | ___ Office Typing |
| ___ Cleanup (light/heavy) | ___ Mason | ___ Data Entry |
| ___ Concrete (flat work) | ___ Painter | ___ Cook |
| ___ Construction Supervisor | ___ Plumber | ___ Child Care |
| ___ Drywall Finisher (taper) | ___ Roofer | ___ Teaching |
| ___ Drywall Hanger | ___ Electrician | ___ Errands |
| ___ Floor Covering | ___ Floor Underlayment | ___ Other |

Special skills within the group: _____

Special certifications for any of the above: _____



Great Plains Conference

Disaster Response Ministry

Volunteer Ability Survey

Thank you for your interest in volunteering through the Great Plains Conference Disaster Response Ministry. **YOU ARE NEEDED!** Please complete this survey as legibly as possible to help us determine your gifts and interests.

Name _____ Street address: _____

City, State, Zip _____

Phone(s): Home _____ Cell _____ Work _____

Email: _____

Local Church: _____ District: _____

Age (Check one): Under 18 18-25 26-45 56-60 Over 60

Below please place a check next to skills you have. If you are a professional or licensed in a particular skill, please indicate with a P for Professional or L for Licensed.

- | | | |
|---|--|---|
| <input type="checkbox"/> Construction | <input type="checkbox"/> Home repairs | <input type="checkbox"/> Equipment operator |
| <input type="checkbox"/> Cooking/meal prep | <input type="checkbox"/> Business | <input type="checkbox"/> Technology/computers |
| <input type="checkbox"/> Office assistant | <input type="checkbox"/> HAMM Operator | <input type="checkbox"/> Medical |
| <input type="checkbox"/> Signing for the deaf | <input type="checkbox"/> Other skills ⁽¹⁾ | |

Please give examples of your skills:

⁽¹⁾ There are always a lot of needs at any disaster site such as listening to people's stories, cooking and clean-up, transportation and running errands along with technical skills. What other skills would you offer and things you are willing to help with?

What tools or equipment would you be willing to make available on a limited basis for disaster response?

Do you have any physical limitations?

Please share your disaster response experiences:

Mail to: Great Plains Conference, Attn: Disaster Response Coordinator
9440 E. Boston, Suite #110, Wichita, KS 67207

rev. 2/2014



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Volunteer in Mission Covenant for Success

We are privileged to have the opportunity to serve our great God by being volunteers in mission and volunteering for disaster response. Our primary purpose as volunteers is to radiate the love of Jesus Christ. Site leaders and all volunteers are to invest ourselves in the mission and honor God in all we do.

We agree to be flexible, adaptable, sensitive, and patient. There will be times when we may want to hurry and get things done but delays happen. We will make the best of the quiet time to rest, get acquainted, and play with the children.

Cooperation is the key. We agree to cooperate with many, varied persons and conditions...Smile, a happy, positive attitude will go a long way, especially on hot muggy days. We agree to support and follow these guidelines for on-site behavior and service:

- We will abstain from all alcohol, drugs, or other illegal substances.
- We will refer to the leader for any changes, suggestions, or concerns.
- Our work will meet acceptable standards and we do our best and even better!
- We will ask questions if we don't know how or what to do next. We will remember there is no such thing as a dumb question.
- We will not assume we know the entire building plan and will ask before starting a new project or making commitments to enhance an existing project.
- We will wear modest clothing—shoulders covered and loose fitting shorts that are long enough—sensible, safe shoes.
- We will bring and use sunscreen lotion or oil for outside work or play.
- We will not use foul or undesirable language and acknowledge it is not permitted.
- We will keep our workspace and living space neat and clean.
- We will abstain from criticizing, gossiping, and will not start rumors.
- We are encouraged to BE CAREFUL WHEN OUT AND ABOUT IN THE EVENING and to USE THE BUDDY OR TRIAD SYSTEM wherever we go.
- We will HAVE FUN AND SPREAD THE WORD.

Volunteer in Mission Participant

Date



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

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Volunteer in Mission Insurance Coverage

- Insurance coverage is available through 3 UMC Jurisdictional offices as of 1/1/2014
- It is for UMVIM missionaries, regardless of the home jurisdiction.
- Domestic coverage is intended for those with no medical insurance to be used while on a mission within the U.S. and at least 100 miles from home.
- Insurance coverage is required by most disaster sites.
- Cost of insurance should be included in team budget
- Insurance may change mid-2014.
- Visit these sites to enroll:
 - The Great Plains Conference at: www.GreatPlainsUMC.org/TripInsurance, or contact TruDee Little, 1-800-745-2350, tlittle@greatplainsumc.org
 - Southeast Jurisdiction: at Gray Miller <Gray_Miller@umvim.org> or Tel.205.453.9480



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Volunteer in Mission Packing Information

Personal Items to Pack

Old work clothing (long pants)	Sleeping bag / twin sheets / pillow/blanket (if winter)
Long sleeved shirts / blouses	Water bottle / jug / cooler
Changes of clothing for after work	First aid supplies
Medical releases	Personal hygiene items
Use of equipment releases	Towels and washcloths
Name tags durable enough for the work site	Heavy work shoes / boots
Insect Repellant	Gel Hand Sanitizer
Flashlight	Shower Shoes
Sunscreen	Cap or Hat for protection from sun

Suggested Tools and Supplies

Leather work gloves	Rubber boots (for flooding responses)
Disposable face masks – N95 Rated	Utility knife and spare blades
Safety goggles (may be a team item)	Screwdrivers
Rakes	Channel lock pliers
Scoop Shovels	Power washer
Crowbars	
Hammers	
Wheelbarrows	
Lg. durable trash bags	
Wide push brooms	
Sledgehammer	



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Volunteer in Mission DR Tool List

Please bring these items. Other items are optional or job-specific.

*Some supplies are available but may be limited. If your team members can bring items specific to the jobs they will be doing, they will be assured of having the tools when needed.

**Due to liability concerns, Great Plains Disaster Response does not issue nail guns or chain saws.

TOOL LIST

Nail Aprons
Hammers
Sledge Hammer
Tape Measures
Drills and Bits
Screw Guns
Screw Drivers
Sheetrock Screw gun
Nails (all kinds)
Levels
Chalk Line and Chalk
Crow Bars/Wonder Bars
Speed Square
Framing Square
Skill saw and extra blades
Table Saw
Miter Saw
Hacksaw and extra blades
Keyhole Saw
Utility Knives
Floor Scrapers
Ladders
Reciprocating Saw
Cordless Drill
Generator

OTHER ITEMS

Brooms
*Dust Masks- “NIOSH” approved with N95 rating
Trash Bags
Knee Pads, if needed
Pencils
Mops
*Safety Goggles/ Glasses, OSHA approved
*Work Gloves
*Latex Gloves
Duct tape

PAINTING SUPPLIES

Paint Rollers
Roller Pans
Paint Thinner
Cotton Rags
Masking Tape—2 inches wide
Paint brushes
Levels
Pick ax / Maul
Roofing Shovel

ELECTRICAL SUPPLIES

* Extension Cords (heavy duty 50’-100’)
Drop lights and extra light bulbs
Screwdrivers, Cordless drills
Electric wire and black electrical tape



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Volunteer in Mission Adult Liability Release Form

Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer with The Great Plains Conference United Methodist Church Disaster Response / Disaster Recovery.

I, _____ acknowledge and state the following:
I am at least 18-year-old. I have chosen to travel to perform clean-up/construction work designed to repair or replace homes. I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting and other strenuous activity; and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work

I understand that I am engaging in this project at my own risk. I understand that this is a "grass roots" activity to support individuals adversely affected by Natural Disaster or are receiving assistance to repair or replace substandard housing. I assume all risk and responsibility for any damage or injury to my property or any personal injury, which I may sustain while involved in this project, and related medical costs and expenses.

In the event that my supervising organization arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items. I will hold them harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold The Great Plains Annual Conference UMC and the Great Plains Conference United Methodist Church Disaster Response, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their negligence.

SIGNATURE _____ DATE _____

WITNESS SIGNATURE _____ DATE _____

Dates of VIM Team or dates covered by this liability form _____

Street Address _____

City _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION:

PERSON'S NAME _____

PHONE _____ RELATIONSHIP TO PARTICIPANT _____

ORGANIZATION OR CHURCH NAME _____



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Volunteer in Mission Youth Group Leader Liability Release

Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer with The Great Plains Conference United Methodist Church Disaster Response.

I, _____ acknowledge and state the following: I am at least 18-year-old. I have chosen to travel to perform clean-up/construction work designed to repair or replace homes. I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting and other strenuous activity; and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I understand that this is a "grass roots" activity to support individuals adversely affected by natural disaster or are receiving assistance to repair or replace substandard housing. I assume all risk and responsibility for any damage or injury to my property or any personal injury which I may sustain while involved in this project, and related medical costs and expenses.

For all minors in my group, I certify that I have the appropriate parental release forms necessary to allow me to act in their behalf and, by my signature on the agreement, I certify that those in my care will be bound by the same terms and conditions. I understand that it is my responsibility and not of the supervising agency to verify these items.

In the event that my supervising organization arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items. I will hold them harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold The Great Plains Annual Conference UMC and the Great Plains Conference United Methodist Church Disaster Response, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their negligence.

SIGNATURE _____ DATE _____

WITNESS SIGNATURE _____ DATE _____

Dates of VIM Team or dates covered by this liability form _____

Street Address _____

City _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION:

PERSON'S NAME _____

PHONE _____ RELATIONSHIP TO PARTICIPANT _____

ORGANIZATION OR CHURCH NAME _____



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Volunteer in Mission Youth Liability Release Form

Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer with The Great Plains Conference United Methodist Church Disaster Response.

I, _____ acknowledge and state the following: I am at least 16-year-old. I have chosen to travel to perform clean-up/construction work designed to repair or replace homes.

I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting and other strenuous activity; and that some activities may take place on ladders and building framing other than ground level. I understand that I will not be allowed to use power tools. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I understand that this is a "grass roots" activity to support individuals adversely affected by natural disaster or are receiving assistance to repair or replace substandard housing. I assume all risk and responsibility for any damage or injury to my property or any personal injury which I may sustain while involved in this project, and related medical costs and expenses.

I certify that I have provided the appropriate parental release forms necessary to allow me to participate in these activities and to allow my sponsor to act in my behalf. By my signature on the agreement, I certify that I will be bound by the same terms and conditions. I understand that it is my responsibility and not of the supervising disaster agency to verify these items.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold The Great Plains Annual Conference UMC and the Great Plains Conference United Methodist Church Disaster Response, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their negligence.

SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

SIGNATURE OF YOUTH _____ DATE _____

WITNESS SIGNATURE _____ DATE _____

Dates of VIM Team or dates covered by this liability form _____

Street Address _____

City _____ State _____ Zip _____

EMERGENCY CONTACT INFORMATION:

PERSON'S NAME _____

PHONE _____ RELATIONSHIP TO PARTICIPANT _____

ORGANIZATION OR CHURCH NAME _____



Great Plains Conference - United Methodist Church

Disaster Recovery Ministry

An UMCOR Partner

Volunteer in Mission Team Debriefing Questions

Your First Reactions

1. When you heard about this disaster, what was your first reaction?
2. What are some of the first stories about the disaster that stand out in your mind?
3. How did you hear of the opportunity to serve in this manner and how did your faith get you into this?

Your Relationship with the Survivors

1. Describe the state of mind or physical condition of most of the survivors you encountered?
2. How do you believe you were accepted by the survivors?
3. What helped you the most in your relationship with them?
4. What was hardest about working with them?

Joys and Concerns

1. What part of this event bothers you the most? (If you could erase one part of the situation, what would it be?)
2. How has your experience affected your faith and your faith affected this experience?
3. What things happened to give you hope in the midst of all of this difficulty?
4. In what ways do you feel the church has made a difference?
5. Where have you seen God working in this disaster?

We suggest that this form be used at the end of your time of service at a disaster site.

***Adapted from “The Debriefing Model: Journal Questions for Disaster Workers”, compiles by Rev. Charles Alexander and “Critical Incident Stress Debriefing” models.**

APPENDIX D - UMCOR DISASTER GRANTS

UMCOR Disaster Grant Application Form

Conference Information:

Provide the name, address, phone, facsimile and E-mail for the person who will serve as point of contact on behalf of the Annual Conference for this project.

Implementing Partner Information:

If the Annual Conference is requesting this funding on behalf of a long-term recovery agency or organization, please provide details of the relationship between this agency/organization and the Annual Conference. Also provide name, address, phone, facsimile and E-mail information for the person who would be the point of contact in the agency/organization.

Description of the Situation:

Provide information regarding the origin of the situation. Information needed in this section must include: date of occurrence, affected location within the Annual Conference and other general information about the disaster.

Description of Damages and Impact on Human Lives:

Provide disaster statistics -- such as numbers deaths and injuries, and percentage of damage to homes, businesses. Note: This information is available from the American Red Cross and/or the Federal Emergency Managements Agency (FEMA). If there is more than one targeted location for the response, please give statistics for each location.

Project Goal and Objectives:

Briefly state project goal and the objectives required to reach the goal.

Targeted Beneficiaries:

Provide numbers and description of your targeted beneficiaries, i.e., men, women, children, aged, rural, special ethnic populations, etc.

Description of Proposed Assistance:

Provide information regarding the quantities and type of assistance, the materials needed and other requirements. Examples include: houses to be repaired or constructed, food to be provided, medical or health assistance, bedding, clothing, counseling, etc.

Implementation and Timetable:

Fully describe how each type of proposed assistance will be implemented or provided and the estimated time-line. Information should include necessary hired and/or volunteer personnel, office(s), and equipment required to accomplish the project as well as the anticipated length of the project's existence.

Project Administration, Finance, Monitoring, Reporting

Fully describe how the Annual Conference will administer/monitor the project. Indicate which person(s) are responsible for various functions and tasks. Indicate how the Annual Conference will disburse and control UMCOR funds and how it will monitor and report to UMCOR on their use. **ATTACH PROJECT BUDGET** (Use sample budget as a guide.)

See section on UMCOR Funding Policies

SAMPLE BUDGET WORKSHEET

The scope of the disaster determines the number of line items you might include in your budget. (*See sections on "Stages and Levels of Disaster and the Recovery".*)

This sample budget includes categories that start with Relief and evolve into Recovery and is for a very complex response. Smaller disasters would have simpler budgets. Your first one will probably focus on projected relief expenses, such as rentals and travel and phone reimbursement for the ICS.

Other categories would be added to later amended versions after you decide on a long-term recovery response. Of course by then, most of the relief expenses would disappear. However, expense reimbursement to the Disaster Response Coordinator and/or Committee members should continue as long as they are actively involved, *i.e.*, traveling to meetings, telephoning, *etc.* Try to get as much donated as you can without taking unfair advantage of people or accepting junk equipment.

This sample is for a United Methodist response, with one category showing a contribution to an interfaith organization. Should you decide to participate only in an interfaith response, most of these categories would be in that agency's budget, not yours.

UMCOR and the other participating denominations will require a budget from the interfaith.

Note: You can move money around within categories without notifying UMCOR. But if you add items, increase or reduce amounts in categories, an amended budget must be sent to the Network Manager.

Remember, all UMCOR money is sent to the conference, not directly to the interfaith. Your committee determines the level of your support to the interfaith.

Disaster Name
Budget effective from *(date)* to *(date)*

Salaries, Stipends, and/or Expense Reimbursement Estimates for Administrators

- Disaster Response Coordinator(s) and other committee and relief personnel
- Recovery Director
- Office Manager
- Volunteer Manager/Coordinator
- Casework Supervisor
- Bookkeeper
- Caring Ministry Coordinator
- Donations Manager
- Construction Site Coordinator
- Other Support Staff (*i.e.*, *Permit Puller*)

Benefits for Salaried Recovery Agency Administrative Staff (*include FICA*)

Office Expenses

- Space Rental
- Telephones/Fax
- Office Supplies

- Equipment Rentals and Purchases
- Insurance
- Postage
- Other Estimated Office Costs
- Other Projected Rentals and Purchases (*not in the office or warehouse*)
- Travel Reimbursement
- Telephone Reimbursement (*not related to the office or warehouse*)
- Caring Ministry (*Salaries, Stipends or Expense Reimbursement*)
- Direct Services to Victims and Volunteers (*e.g. crisis counselors, debriefing*)
 - Case Management
 - Pulpit Supply
 - Temporary Assisting Pastors
 - Supply Pastors
 - Temporary Conference Staff
- Benefits for Caring Ministry Staff (*include FICA*)
- Warehouse Expenses
 - Space Rental
 - Operating Equipment
 - Office Supplies and Equipment
 - Telephone
 - Postage
 - Insurance
- Publicity Costs
- Contracts/Stipends to Technical Experts (*i.e., architect, engineer, etc.*)
- Direct Assistance to Families
 - Case Managers (*salaries and their other costs including travel/expense reimbursement*)
 - Rebuilding Materials Purchases
 - Volunteer Team Expenses (*housing, supplies, site management, etc.*)
 - Long-Term Recovery Committee (*assistance to victims*)
 - Emergency Cash Grants to Victims
 - Other Direct Service Costs
- Benefits to Staff Providing Direct Services (*i.e., Case Managers. Include FICA*)
- Contribution to Interfaith Agency
- Staff Development