

# Shenandoah Presbytery

A Community of Christ for Worship, Nurture, and Mission

## Disaster Preparedness and Response Plans



**PRESBYTERIAN  
DISASTER ASSISTANCE**

OUT OF CHAOS, **HOPE**

June, 2014

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## **Acronym List**

COM	Committee on Ministry
DRT	Disaster Preparedness & Response Team, Shenandoah Presbytery
FEMA	Federal Emergency Management Agency
KCC	Key church communicators
LTRO	Long-term recovery organization
MC	Mission community
MOU	Memorandum of understanding
PC(USA)	Presbyterian Church (U.S.A.)
PDA	Presbyterian Disaster Assistance
PLT	Presbytery Leadership Team
VOAD	Voluntary Organizations Active in Disaster

## **Disaster Preparedness and Response Plans - Overview**

### **A. Background**

This Plan defines roles and responsibilities across the Presbytery for response to disasters. It recognizes our relationships with local and national disaster assistance organizations and develops an organization structure and communication paths within the Presbytery. These response protocols will facilitate the flow of information to bring appropriate resources to those most in need. This Plan is tailored around several unique characteristics of our Presbytery, but also is based on training and materials provided by Presbyterian Disaster Assistance (PDA), a ministry of the PC(USA), supported primarily by One Great Hour of Sharing.

This Plan serves as a beginning of an evolutionary and expanding system of connecting members of our Presbytery to resources and needs both inside and outside of our boundaries. It is hoped that future iterations of this Plan can serve as a model for congregations to develop their own specific disaster plans.

There are many volunteers in the Presbytery who have experience with disaster response efforts in the Gulf Coast, the Northeast, and in more local emergencies. This Plan is designed to focus this experience in an organized manner to prepare and respond to future disasters both within the Presbytery and reaching out to other parts of the nation and the world. For example, this experience has evolved into a shower trailer ministry. The Plan recognizes one of the key tenants of disaster response: **all disasters are local**. Therefore, pastors play a key leadership role in disaster situations and often require an extra measure of emotional and spiritual support. Even in widespread events, the effects of a disaster are always *localized* right down to individuals and their lives.

### **B. Rational**

Shenandoah Presbytery, as a collection of church families, characterizes itself as a *community of Christ for worship, nurture, and mission*. As such, it is important to us to be a part of the healing love of Christ by caring for communities adversely affected by crises and catastrophic events – both natural and human-caused. From PDA's perspective presbyteries are gateways for an organized response to disaster. To be effective in this ministry, we recognize the need for careful preparation, communication, and mobilization plans that reach across our many churches and can be activated in a timely manner.

Presbyteries and congregations need to have good communication plans in place in the event of a disaster. Often without reporting from the local community, the Presbytery (and Synod) is dependent on news accounts rather than first-hand information, which could lead to an uneven or inadequate response.

## **C. Scope**

Disaster response addressed by this Plan moves in two directions. It reaches inward to churches and communities experiencing disaster events within the boundaries of Shenandoah Presbytery. It also includes reaching out to areas in need beyond our Presbytery. It encompasses not only a disaster response plan, but also addresses shower trailer operations, protection and recovery of the Presbytery office facility, a training plan and model disaster plan for congregations, and a list of disaster response resources.

The nature of disasters covered by this Plan is purposely left unspecified. This Plan is not tied to a specific class of disasters. Disasters are events that cause human suffering or create human needs that survivors cannot alleviate without spiritual, monetary, material, and/or physical assistance. However, because Shenandoah Presbytery is in the unique position of being west of Washington, D.C., it may assume a role of providing sheltering for National Capital Region evacuees that should be addressed in disaster planning.

Disaster planning covers three distinct phases: preparation, immediate response, and recovery. Our response philosophy includes offering a ministry of presence, assessing need, and coordinating a response. An adequate response meets physical, emotional, and spiritual needs. Special attention must be paid to care of pastors who often bear a tremendous leadership role in local disasters. We will address these phases by:

- Identifying experienced individuals and congregational resources within the Presbytery that can respond to a disaster,
- Developing a response organization and communication protocols that can be activated as needed,
- Managing donated material and financial resources,
- Training teams and collecting resources for response, and
- Linking our resources among:
  - Presbytery churches
  - Presbytery mission communities
  - Community-based and ecumenical response organizations
  - National and international relief agencies.

We remain especially attentive to responding to those of our communities with limited personal options and resources to overcome the chaos often delivered by disasters.

Although this Plan focuses primarily on responding to disasters within the Presbytery, guidelines for responding to national situations are included. We recommend using the resources and connections provided by PDA for response to national and international disasters. A section regarding shower trailer operations is included.

## **D. Plan Contents**

This Disaster Preparedness and Response Plan organizes its contents in appendices to facilitate future plan expansion and revision. It is the responsibility of the Shenandoah Presbytery Disaster Preparedness and Response Team to review and coordinate development of the entire Plan content and to report to Presbytery on an annual basis.

Here is a description of each appendix.

Appendix A - Disaster Response Plan:

- Describes the organization structure for disaster response for both disasters within the Presbytery and for responding to events in other parts of the country
- Includes roles and responsibilities for the Presbytery Disaster Preparedness and Response Team (DRT) and mission community representatives.
- Outlines a communication plan and protocols for disaster response actions.

Appendix B – Administration Office Disaster Plan: Covers two scenarios:

- Using the Presbytery Center as a shelter, work camp, or material distribution site
- Protecting Presbytery resources and developing contingency operating and staffing plans.

Appendix C – Disaster Preparedness and Response Education Plan: Outlines educational processes for mission communities and congregations about disaster preparedness and response.

Appendix D – Disaster Preparedness and Response Resources: Lists materials developed by PDA and other organizations regarding disaster planning, work team coordination, volunteer management, emotional and spiritual care, long-term recovery, and volunteer hosting.

Appendix E – Sample Planning Guide for Church Disaster Response: Provides a guide for a local disaster plan with checklists of items to consider for disaster preparation.

Appendix F – Shower Trailer Operations

- Describes the concept of operations for two shower trailers owned by the Presbytery
- Includes the Memorandum of Understanding (MOU) with PDA for loan of the trailers for national responses.
- Includes a sample generic MOU for shower trailer deployment with Voluntary Organizations Active in Disaster (VOAD) or other regional and local agencies.

## **Appendix A**

# **Disaster Response Plan**

# **Appendix A**

## **Disaster Response Plan**

June 2014

### **I. Introduction**

This Disaster Response Plan is an appendix of a set of Disaster Preparedness and Response Plans developed within Shenandoah Presbytery. The Overview section discusses the background, rationale, and scope of preparedness and response plans being developed in the Presbytery. This Plan defines roles and responsibilities across the Presbytery for response to disasters. It recognizes our relationships with local and national disaster assistance organizations and develops an organization structure and communication paths within the Presbytery. These response protocols will facilitate the flow of information to bring appropriate resources to those most in need. This Plan is tailored around several unique characteristics of our Presbytery, but also is based on training and materials provided by Presbyterian Disaster Assistance (PDA).

Disaster response in Shenandoah Presbytery is organized around two key groups. First a Presbytery Disaster Preparedness and Response Team (DRT) will coordinate communication and response to both disasters within the Presbytery and our help with disasters nationally and internationally. Second, mission community representatives will help train and deploy volunteers as needed.

This specific Plan focuses on the Shenandoah Presbytery disaster response organization and communication protocols. It also addresses long-term recovery issues and response to national and international disasters.

### **II. Disaster Response Organization**

#### **A. Presbytery Disaster Preparedness and Response Team**

A Disaster Preparedness and Response Team (DRT) will be formed at the Presbytery level. The functions of this team are to:

- Assist Mission Communities (MCs) with organizing and training
- Coordinate a rapid response to local and national disasters
- Operate, maintain, and deploy shower trailers
- Form and activate communication protocols as needed
- Ensure that pastors affected by disasters receive pastoral care
- Disseminate assessment and response information to affected churches and responding churches, PDA, and other organizations including local inter-faith networks and Volunteer Organizations Active in Disasters (VOAD)
- Provide information for the news media
- Develop and maintain comprehensive Disaster Preparedness and Response Plans with provision for the formation of an Administrative Commission
- Plan training for DRT members and field volunteers
- Plan training for the Committee on Ministry (COM) and a pastoral care plan for clergy serving in areas affected by a disaster



- Liaison with inter-faith and civic disaster response agencies, and provide representatives as requested
- Develop and maintain master phone lists of MC and field volunteers
- Recommend creation of financial accounts to receive and disburse relief funds
- Review and revise this plan as needed
- Provide an annual report to Presbytery.

The Disaster Preparedness and Response Team will be organized as a sub-committee of the Presbytery Leadership Team reporting directly to the Team. It will include the following members:

- Director
- Co-Director
- Mission Community (MC) representatives (minimum one from each MC)
- Disaster Preparedness Education Coordinator
- Transitional Presbyter
- Presbytery Communications Coordinator.

Non-staff DRT members will be selected by the Nominating Committee after input from the DRT and will normally serve a three-year term that can be renewed.

The responsibilities of the Director can often be shared or delegated. The Co-Director provides back-up availability and general assistance to the Director. As a leadership team, their responsibilities include:

- Convene and chair bi-annual meetings of the DRT
- Coordinate with the Presbytery Nominating Committee for the recruiting of members of the DRT
- Maintain routine contact with and support for MC representatives
- Coordinate training of DRT members across the Presbytery
- During times of disaster, activate the Communication Plan via the DRT and coordinate information flow to/from the appropriate MC representatives; communicate directly with the Transitional Presbyter, Communications Coordinator, other members of the DRT
- Coordinate a Presbytery response to any disaster brought to the attention of the DRT including ministry of presence visits, assessments of need, delivering spiritual care, and coordinating volunteer response
- Coordinate the operation, maintenance, and deployment of shower trailers
- Coordinate communication with other inter-faith and civil disaster response agencies; develop recommendations for partnerships, certifications, and memorandums of understanding with other organizations; recommend response requests to PDA
- Report training accomplished, disaster response actions, and lessons learned to the Presbytery Leadership Team (PLT).

**B. Mission Community Disaster Response**

The ministry of disaster response fits well within the vision and structure of our Mission Communities. Each Mission Community is encouraged to form at least one informal DRT. An informal team can simply be a list of MC members who have had disaster response experience or who lead church mission committees. Recent success in coordinating Presbytery responses has come from mobilizing folks involved in church mission activities. It is very important to identify these leaders ahead of a disaster or response event. These teams are a critical part of disaster response because these are the people who can lead and coordinate a local response.

The functions of these MC teams are to:

- Facilitate communication among churches and ensure information is passed to the Presbytery DRT
- Form response teams to help assess the need for an expanded response
- Coordinate response from incoming teams (outside the MC)
- Assign a Disaster Coordinator in the case of a local disaster
- Provide support for pastors of affected churches
- Coordinate disaster response with local agencies.

The responsibilities of the Presbytery DRT MC Representatives can often be shared or delegated. Their responsibilities include:

- Assemble a list of potential disaster response leaders and volunteers from MC churches
- Establish an emergency communication plan within the MC (e.g., calling tree)
- Coordinate training of volunteers across the MC
- During times of disaster, activate the communication plan and coordinate information flow to/from the appropriate congregations; communicate directly with the Presbytery DRT
- Coordinate a MC response to any disaster brought to the attention of the MC DRT including ministry of presence visits, assessments of need, delivering spiritual care, and coordinating volunteer response
- Coordinate communication with other inter-faith and civil disaster response agencies; recommend requests for PDA assistance to the Presbytery DRT
- Report training accomplished, disaster response actions, and lessons learned to the Presbytery DRT.

### **C. Administrative Commission**

An Administrative Commission can be a very useful body to act on behalf of the Presbytery in directing a significant and/or long-term disaster response. The responsibilities of an administrative commission can include managing a response from PDA, creating and managing accounts to receive donations and grants, disbursing funds to congregations and long-term recovery organizations, forming partnerships with other disaster recovery agencies, managing volunteers, and hiring staff if needed. When warranted and within the guidelines of the Book of Order G-3.0109b, the Director of the Disaster Preparedness and Response Team shall make a recommendation to the Transitional Presbyter, Moderator of Presbytery, and Chair of the Presbytery Leadership Team to create an administrative commission for a specific disaster response. The recommendation will include specific responsibilities for the commission and an expected end date.

## **III. Response and Communication Protocols**

The principle methods of communication during disaster situations will be direct phone/cell phone contact among Pastors and DRT Directors. Information can be passed throughout the Presbytery via the Key Church Communicators (KCC).

Guidelines for communication and response are provided by PDA. The following protocol is recommended for responding to disasters within Shenandoah Presbytery and is based on a PDA model.

### **A. Pastors**

1. Remain sheltered until danger passes.
2. Assess your own damage and attend to loved-ones and yourself first.
3. When it is safe, assess the general situation and physical needs of your neighbors, congregation, and community.
4. Respond to the immediate needs of survivors in cooperation with local emergency response agencies.
5. Report your status and immediate needs to the Transitional Presbyter.
6. Undergird all efforts with spiritual support to the survivors in cooperation with other spiritual leaders of the community. (No secular agency is equipped to perform this unique and vital role.)
7. Coordinate efforts of the congregation, relying as much as possible on church members to lead work teams – focusing on those in the community with the most need.

### **B. Presbytery Disaster Response Team Director, Co-Director**

1. Establish a plan for maintaining communications with the Presbytery Communications Coord. & Transitional Presbyter. Advise PLT about contacting PDA and requesting a National Response Team deployment.
2. In addition to the above DRT items, assemble information to send an update communication to all churches via the KCCs about the current status of areas affected and any expected needs.
3. Direct a complete assessment of damaged churches and community needs.
4. Communicate needs to DRT MC representatives and assist them with coordinating volunteer responses when it is safe to send in field workers.

5. Establish a regular meeting schedule (conference calls) for the Presbytery DRT as long as the situation warrants support from the Presbytery and national organizations including PDA.
6. If necessary, take the initiative to convene an Inter-faith Disaster Response Network. This may include representatives from Voluntary Organizations Active in Disaster (VOAD), PDA, Red Cross, Salvation Army, FEMA, and other inter-faith response groups.
7. As FEMA and insurance companies respond, begin a list of “unmet needs” that can serve as an assignment guide for volunteer work teams. Enlist the aid of local church members in this survey, paying special attention to the poor, minorities, disabled, elderly, and uninsured. Coordinate this effort through the local long-term recovery organizations (LTROs) and VOAD.
8. Assess and respond to spiritual care needs, especially for pastors of affected churches.
9. Seek professional advice as needed from a panel of advisors (see Long-Term Recovery section below).

### **C. Presbytery DRT**

1. Remain sheltered until danger passes.
2. Assess your own damage and attend to loved-ones and yourself first.
3. Communicate with DRT members via phone/email.
4. Form a more formal MC DRT if necessary. Contact pastors in affected areas to begin an assessment of the local situation.
5. Send a communication to all KCCs with initial information about the disaster and the areas affected.
6. Together make a “ministry of presence” visit to all affected areas. Report initial findings to PDA, Synod executive, and neighboring presbyteries.
7. Request PDA support as appropriate.
8. Assist mission communities in coordinating response from the MC and other incoming resources.
9. Where appropriate, arrange for long-term recovery partnerships among Presbytery churches and other inter-faith and civic long-term recovery organizations.
10. Create financial accounts and authority to receive and disperse relief donations.

### **D. Mission Community DRT Representatives**

1. Remain sheltered until danger passes.
2. Assess your own damage and attend to loved-ones and yourself first.
3. Communicate via phone to Presbytery DRT Director if in an affected area, or remain accessible to receive phone calls from the DRT if unaffected.
4. Assist as needed with the Presbytery DRT functions above.
5. Assemble and deploy teams of field workers as requested by the Presbytery DRT.
6. Collect assessment information from work teams and report to the Presbytery DRT. Needs assessment may include contacting pastors and community leaders.
7. Coordinate requests for supplies with the Presbytery DRT and VOAD, if applicable.
8. Maintain frequent communication with work team leaders to keep information current.
9. If necessary, appoint a MC Disaster Director to coordinate multiple work teams over an expected long period of disaster assistance.

## **IV. Long-Term Recovery**

While immediate disaster response periods can be counted in terms of days and weeks, long-term recovery efforts may stretch into several months and even years. If these efforts continue for extended periods, it is very important to enlist help from long-term recovery organizations. In this situation the Presbytery DRT may recommend creation of an Administrative Commission (see Section II, C. above). During this extended period, pastors and relief workers will need pastoral care for themselves and their families. Disasters always put great stress on persons and families involved in response and recovery, especially those in leadership positions. Shenandoah Presbytery will make a special effort to minister to the special needs of these persons during times of crisis.

In most cases long-term recovery is managed by local (county) long-term recovery organizations (LTROs) that may be set-up as the recovery process proceeds. These organizations are aided by FEMA, VOAD, and other national agencies that may have partnerships with local jurisdictions. The DRT will identify all local LTROs and will foster participation by our congregations that will connect us to those with unmet needs. Support for this effort can come from PDA.

Another valuable resource during a long-term recovery situation is an Advisory Panel. The Presbytery DRT will foster relationships with specialists who can provide professional advice to guide the Presbytery in decision-making and recovery planning. Generally such advice will pertain to:

- Protection and safety of survivors and workers
- Possibilities for advocacy, relationships, and creative responses
- Propriety issues around norms and issue ownership
- Community re-development issues

Advisors will be available in many areas including medicine, law, finance, banking, insurance, engineering, community organization, psychiatry, agriculture, human rights, religion, ecumenical and inter-faith relationships, governmental agencies, private enterprise, the environment, etc.

## **V. Responding to National and International Disasters**

Responding to persons in need is a very natural way of showing Christ's love and putting faith and concern into action. An increasing number of congregations seek to respond to those in need by:

- Organizing and sending volunteer work teams to disaster sites
- Collecting and donating money
- Building or donating various disaster recovery kits for survivors (e.g., shelter, hope-in-a-box, medical, school, flood buckets).

Shenandoah Presbytery will use the resources of PDA to communicate need and coordinate management of work teams, monetary donations, and disaster kits. PDA maintains a list of disaster sites across the country in need of volunteer teams and can provide helpful information on forming teams and planning a work trip. Information about current national and international disaster response needs are contained on the PDA web site and are communicated via e-mail on the PDA Rapid Information Network. Monetary donations for disaster response may be given through One Great Hour of Sharing. During the year when a special appeal is made if there are significant recovery needs, the PDA office will assign a designated account number for giving to a specific disaster response. Even if there is no specific appeal issued for a disaster, gifts may still be sent to Presbyterian Disaster Assistance for general disaster response.

Congregations are encouraged to coordinate relief efforts through their Mission Communities. Mission Communities are encouraged to maintain lists of parishioners who have disaster response work trip experience and who can be mobilized in case of a disaster within the Presbytery or an urgent national appeal for assistance.

## **Appendix B**

# **Administrative Office Disaster Plan**

## **Appendix B**

### **Administrative Office Disaster Plan**

June 2014

#### **I. Introduction**

This plan is an appendix of a set of disaster preparedness and response plans developed within Shenandoah Presbytery. The Overview section discusses the background, rationale, and scope of preparedness and response plans being developed in the Presbytery. This appendix outlines the beginning disaster plans for the administrative functions and the Presbytery facility. The plan covers two scenarios:

- Using the Presbytery Center as a shelter, volunteer work camp, or material distribution site; and
- Protecting Presbytery resources and developing contingency operating and staffing plans.

#### **II. Scenario A – Using the Presbytery Center as a facility for Outreach**

A. Conduct a site review to determine changes needed to function as work camp.

- Well?
- Outside water hookups
- Generator/fuel
- Outside electrical hookups

B. Determine supplies needed to use facility as a temporary shelter.

- Cots/blankets
- Non-perishable foods
- Toiletries/hygiene

#### **III. Scenario B – Ensuring continuing function of Presbytery Office**

A. Develop Memoranda of Understanding with several churches/entities for temporary housing of the Presbytery Office.

B. Develop contingency staffing plans.



C. Create a disaster “Go Box” containing:

- Current Directory
- Hard copy of Presbytery Manual
- Copy of Presbytery Disaster Response Plan
- Community emergency contacts
- Current Planning Calendar
- Official copy of the property deed
- List of credit card numbers and holders
- Account numbers and contact information for all bank accounts
- Copy of insurance policy
- Copy of PDA Memorandum of Understanding
- Complete computer record backup (flash drives)
- Presbytery stationery/stamps
- Business cards for all Presbytery staff
- Memoranda of Understanding for temporary housing of Presbytery Office
- Contingency staffing plan
- Book of Order/Confessions
- Book of Common Worship
- Hymnal
- Bible.

D. Secure equipment:

- Four laptop computers (at least one capable of reading backup flash drives)
- Four cell phones
- One satellite phone?
- One fax machine?
- Copier?
- Surge protectors.

E. Other considerations:

- Records preservation
- Evacuation plan
- Severe storm shelter
- Plan for sheltering in place.

## **Appendix C**

# **Disaster Preparedness and Response Education Plan**

## Appendix C

### Disaster Preparedness and Response Education Plan

June 2014

#### **Objective:**

This plan outlines educational processes that will encourage congregations to develop their own emergency or disaster response, whether local, national or international.

#### **Goals - Local Disaster**

- Provide list of resources for congregations to use in developing their congregational disaster plans and print resources as needed.
- Provide list of resources for families to use in developing their family disaster plans and print resources as needed.
- Provide sample plans

#### **Goals - National Disaster**

- Provide list of resources for congregations to use in developing their response to a national disaster
  - How to organize and plan for a work team
  - Prepare “kits” to be available as Presbyterian Disaster Assistance (PDA) determines the need

#### **Goals - International Disaster**

- Provide list of resources for congregations to use in developing their response to an international disaster
  - How to connect with Presbyterian Disaster Assistance to determine needed resources
  - How to publicize information about needed resources

#### **Process**

- Create list and CD of resources
- Develop a presentation for churches about disaster planning
- Be prepared to make presentations to churches
- Post materials for developing plans on the Shenandoah Presbytery website

## **Appendix D**

# **Disaster Preparedness and Response Resources**

## Appendix D

### Disaster Preparedness and Response Resources

June 2014

Listed below are sources for disaster planning materials developed by PDA and other organizations regarding disaster planning, work team coordination, volunteer management, spiritual care, and long-term recovery. Many items are annotated with a summary of the content.

As this list evolves, it will be dumped to a CD for dissemination to Presbytery mission communities and congregations.

#### **FEMA Are You Ready Guide**

(<http://www.fema.gov/areyouready/index.shtm>)

An Extensive guide on preparing for disasters. The entire document is available online, in pdf format and in bookform. Also available is the Are You Ready? Facilitator Guide (IS-22FG). The Facilitator Guide is a tool for those interested in delivering Are You Ready? content in a small group or classroom setting. The Facilitator Guide has instruction modules for adults, older children, and younger children. Copies of Are You Ready? and the Facilitator Guide are available through the FEMA publications warehouse (1.800.480.2520).

#### **Presbyterian Disaster Assistance**

<http://www.pcusa.org/pda>

The PDA web site has a number of resources for training.

- **Community Arise** (<http://www.communityarise.com/>) curriculum is appropriate for a wide range of audiences: potential volunteers; faith-based and secular community groups; disaster response groups (long-term recovery, pre-disaster planning, or immediate post disaster); and denominational and community decision-makers.
- **God With Us** –(<http://www.pcusa.org/media/uploads/pda/pdfs/god-with-us-curriculum.pdf>) worship and Christian Education Resources for Congregational use after a local disaster with emphasis on the needs of children, youth, and families immediately after a disaster

#### **Peace River Presbytery (Southwest Florida)**

<http://www.peacriverpresbytery.org/cre.revised.htm>

Peace River Presbytery has an excellent plan with attachments that are easily adapted to the needs of any church. Although the Peace River Plan is strongly oriented toward hurricanes, many of the checklists are general.

**The American Red Cross**

[http://www.redcross.org/services/prepare/0,1082,0\\_239\\_,00.html](http://www.redcross.org/services/prepare/0,1082,0_239_,00.html)

The Red Cross provides a series of articles covering all aspects of disaster preparedness.

**Church World Service**

Prepare to Care: Guide to Disaster Ministry In Your Congregation

<http://www.cwserp.org/training/ptc/carecon.php>

This online resource provides an overview of church response to disasters in their communities and in the world. It does not provide detailed help for planning for local disasters, but is an excellent general resource.

## **Appendix E**

# **Sample Planning Guide for Church Disaster Response**

## **Appendix E**

### **Sample Planning Guide for Church Disaster Response**

2/5/07

This is a guide to help congregations prepare for disaster response in their church or local community. It consists of steps that can be accomplished in sequence or concurrently by a group involved in planning. The guide breaks the many important steps of disaster planning into smaller more manageable blocks. It covers many, but not all, of the topics that should be considered in making your church plan. Adapt this list to meet the unique needs of your congregation.

A church member emergency contact information form is included.

This checklist was adapted from:

*AT THE HEART OF THE STORM*

*Lessons learned from the Bush Disaster Recovery Foundation*

Sponsored by: Southern Minnesota Initiative Foundation and the Bush Foundation

[http://www.ncg.org/s\\_ncg/assets/dpri/HeartOfTheStorm.pdf](http://www.ncg.org/s_ncg/assets/dpri/HeartOfTheStorm.pdf)



**STEP ONE: INITIAL PLANNING**

<b>Task</b>
Determine each staff member's personal scenario and discuss how they might be impacted in a disaster
Plan for varying effects of disaster depending on time of day it occurs.

**Back-up of Documents and Off-site Storage.** Put the following documentation together, make copies and distribute to designated people in your organization. Have a copy in the office and several copies off-site. Create a **GO BOX**.

<b>Documents</b>	<b>Backed up</b>	<b>In GO BOX</b>
Insurance policy, insurance binder, insurance agent's name and contact numbers		
Insurance company's contact numbers		
Inventory of equipment, furniture, fixtures and manuals, warranties, supplies.		
Presbytery, Mission Community, congregation contacts and essential written and computer records		
Member directory		
Up to date copy of this worksheet.		
Historic documents		
Tax Exemption certificate with ID number		
Up-to-date brochures and literature		
List of all places where copies of all pertinent information is housed		
Where is the GO BOX?		
Who is responsible for the GO BOX?		

**Preparation for Disaster Kits:**

<b>Contents</b>	<b>Location</b>
Personal Hygiene Kits	
Shelter Kits	
School Kits	
Flood Cleanup Kits	

**Emergency Equipment List – In house (church) and membership**

<b>Equipment</b>	<b>Resource</b>	<b>Address</b>	<b>Phone</b>

**STEP TWO: CREATE AN ORGANIZATIONAL STRUCTURE**

<b>Position</b>	<b>Name</b>	<b>Contact Numbers</b>	<b>Responsibilities</b>
Team Leader			
1 <sup>st</sup> Back up			
2 <sup>nd</sup> Back up			

<b>Position</b>	<b>Name</b>	<b>Contact Numbers</b>	<b>Responsibilities</b>
Operations			
1 <sup>st</sup> Back up			
2 <sup>nd</sup> Back up			

<b>Position</b>	<b>Name</b>	<b>Contact Numbers</b>	<b>Responsibilities</b>
Logistics			
1 <sup>st</sup> Back up			
2 <sup>nd</sup> Back up			

<b>Position</b>	<b>Name</b>	<b>Contact Numbers</b>	<b>Responsibilities</b>
Finance			
1 <sup>st</sup> Back up			
2 <sup>nd</sup> Back up			

<b>Position</b>	<b>Name</b>	<b>Contact Numbers</b>	<b>Responsibilities</b>
Communications			
1 <sup>st</sup> Back up			
2 <sup>nd</sup> Back up			

**Related Tasks**

Name a staff member to each position	
Meet to determine how team will operate	

**Create an Emergency Portfolio with the following content. Keep a current copy in the GO BOX and in an off-site location.**

Chain of command worksheet	
Staff roster including home addresses, home phone numbers, cell phone numbers, pager numbers, email addresses and out of town contacts.	
Church Leadership contact information as above	
Church Membership contact information as above	
Emergency equipment resource list	
Non-profit status and Tax Identification Number	
Insurance documentation	

**Emergency contact numbers roster:**

	Contact	Phone
Ambulance		
Animal Control		
Attorney		
Electrician		
Fire department		
Glass company		
In-house security		
Insurance company		
Locksmith		
Maintenance company		
Plumber		
Police or sheriff		

**Utility companies:**

Electric	
Gas	
Telephone	
Water	
Computer technician	
Other	

**Roster of area response agencies**

911 NON-Emergency Number	
Emergency Management Office	
Red Cross	
Presbytery Disaster Response Team	
Interpreter(s)	
Others	

**STEP THREE: SECURING RESOURCES AND BUILDING**

Consider who should have this information and train all appropriate people. Designate primary and back-up responsibility.

<b>Task</b>	<b>Whose Responsibility</b>	<b>Back Up</b>
Learn how to shut off main electric power		
Learn how to shut off power to the sanctuary		
Learn how to shut off power to other buildings		
Learn how to shut off main water supply		
Learn how to shut off other buildings' water		

<b>Consider</b>	<b>Whose Responsibility</b>
Identify sources for emergency generators	
Identify location(s) of nearest pay phones	
Place multiples of correct change and/or phone cards in emergency kits	
Secure emergency bottled or other viable drinking water	
Plan for how interruption of normal transportation will affect Church operations.	
Consider needs for additional resources of staff, materials and funding and sources.	

**STEP FOUR: IDENTIFYING COMMUNITY RESOURCES**

Meet with Emergency Management Services director.	
Review Emergency Operations. Plan as it impacts agency.	
Make Emergency Management Service director aware of role Church resources can play in a disaster.	
Leave Church contact information with director.	
Locate potential sites for public care.	
Locate potential site(s) for Emergency Operations Center.	
Contact like agencies to determine their level of disaster preparedness.	
Discuss potential collaborating or mutual aid with other churches and non-profits.	
Visit appropriate businesses and organizations to make them aware of agency and determine possibilities for mutual aid and record findings.	
Consider potential need for interpreters and identify availability of such within community.	
Contact other response agencies as necessary (e.g. police, fire, public health, etc.)	

**STEP FIVE: DEVELOPING CONTINGENCY PLANS**

Brainstorm with full staff and Session on all possible "what if" scenarios	
Discuss possible unique area problems	
Flood	
Hurricane remnant	
Church fire	
Chemical accident	
School violence	
Severe storm	
Key Personnel major illness/death	
Leadership Crisis	
Impact of evacuation of nearby metro areas	
Document and rehearse final plan.	
Determine ways to keep your information accurate and current	

**STEP SIX: DEVELOP A CONGREGATIONAL COMMUNICATION PLAN**

Survey the congregation for individual preparedness plans	
Gather contact information including out-of-area contacts from members	
Identify at-risk members of the congregation who may need assistance (elderly, disabled, single parents of small children)	
Assign someone responsibility to check on and/or assist at-risk individuals.	
Consider establishing neighborhood or community groupings of members for follow-up and spiritual care	

*[Name of your Church]*

### Emergency Information Form

FOR THE FAMILY OF: \_\_\_\_\_

PRIMARY FAMILY ADDRESS: \_\_\_\_\_

INDIVIDUAL FAMILY MEMBERS NAMES AND NUMBERS:

NAME: \_\_\_\_\_ CELL #(\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME: \_\_\_\_\_ CELL #(\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME: \_\_\_\_\_ CELL #(\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME: \_\_\_\_\_ CELL #(\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME: \_\_\_\_\_ CELL #(\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME: \_\_\_\_\_ CELL #(\_\_\_\_) \_\_\_\_\_ EMAIL \_\_\_\_\_

### EVACUATION DESTINATION

EVACUATION/REGROUPING LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

PHONE NUMBER AT THAT LOCATION: (\_\_\_\_) \_\_\_\_\_

### ICE NUMBERS (In Case of Emergency)

Program into your cell phone, as ICE -1 and ICE -2 so emergency personnel reading your phone know whom to contact

1 <sup>st</sup> Out-of-area contact #	2 <sup>nd</sup> Out-of-area contact #
Name:	Name:
Address:	Address:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
Email:	Email:

ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO SHARE WITH THE CHURCH STAFF

*This form will be used by church staff only in the event of an emergency.*

## **Appendix F**

### **Shower Trailer Ministry**

# Appendix F

## Shower Trailer Ministry

June 2014

### I. Introduction

Shenandoah Presbytery responded to a plea from Presbyterian Disaster Assistance (PDA) for shower trailers. Mountain Valley Mission Community and Covenant Church raised funds to procure box trailer shells and outfit them for showers. PDA matched the funds donated to Covenant Church to complete that project. The two trailers are owned and operated by the Presbytery primarily for the use of PDA. The Presbytery also desires to provide assistance to not-for-profit organizations with a focus on disaster response, particularly those organizations working in cooperation with Presbyterian Disaster Assistance or other partners affiliated with Voluntary Organizations Active in Disaster (VOAD). A Memorandum of Understanding (MOU) with PDA governs deployment and management of the trailers when assigned to a PDA long-term disaster recovery site (see Section IV. below).

### II. Responsibilities

The trailers are permanently registered by the Presbytery in the Commonwealth of Virginia. The Presbytery holds the primary responsibility for insurance.

The Mountain Valley Mission Committee Shower Trailer Team manages the trailer they built and the Presbytery DRT manages the Covenant-built trailer.

Specific notebooks of operational specifications and guidelines, along with manuals and maintenance information are developed for each trailer and are maintained by their respective managing committee/team.

The respective trailer-managing committee/team is responsible for obtaining the annual Virginia Safety Inspection for each trailer.

### III. Descriptions

#### A. MVMC Trailer:

Title#: 53084051

VIN#: 53NBE2021D1008569

License#: 420408TL

Expiration: N/A (Permanent)

Characteristics: Twenty feet long box trailer, tandem axles, five showers

#### B. Covenant Trailer:

Title #: TBD

VIN#: 58ABE2025EN025143

License#: TBD

Expiration: N/A (Permanent)



Characteristics: Twenty feet long box trailer, tandem axles, four showers, washer/dryer, two inside sinks, two outside sinks

#### **IV. Memorandum of Understanding (MOU) with PDA:**

##### **MEMORANDUM OF UNDERSTANDING (MOU)**

**Between**

**Presbyterian Church (U.S.A.), a Corporation (“PCUSA”)**

**100 Witherspoon Street, Louisville, KY 40202-1396**

**And**

**The Presbytery of Shenandoah (“Presbytery”)**

**1111 North Main St, Harrisonburg, VA 22802**

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WHEREAS the Presbytery is a presbytery of the PCUSA, and

WHEREAS the Presbytery desires to aid PCUSA’s Presbyterian Disaster Assistance Ministry (“PDA”) in responding to disasters by maintaining and supplying equipment and developing disaster response capabilities.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**Presbytery shall:**

1. Title, license, and insure all Equipment in the name of the Presbytery and provide proof of such actions to PCUSA within thirty (30) days of the signing of this MOU.
2. Presbytery will provide space for Equipment to be safely stored and ensure the Equipment is fully stocked, maintained, and ready to be deployed.
3. Presbytery will respond within thirty (30) days to a request from PDA regarding the availability of the Equipment and Presbytery’s agreement to deploy the Equipment.
4. Designate at least one person who will be the Equipment contact at the Presbytery. When a disaster occurs where PCUSA determines the Equipment is needed, as described above, PCUSA shall arrange, with the designated equipment contact, the request for sending of the Equipment to the disaster location. If available, such Equipment will be transported using paid or volunteer staff from the Presbytery to transport and assist with set-up/knock-down as requested by PCUSA. When deployed by PCUSA, PCUSA will reimburse the Presbytery for the cost of travel (including lodging, food, etc) for persons accompanying the Equipment) at a rate agreed to at the time of PCUSA deployment.
5. Have the right to remove the Equipment at any time with two (2) weeks notice if, in the sole opinion of the Presbytery, the Equipment is being misused, abused, or otherwise neglected or not adequately maintained.
6. Have the right to remove the Equipment at any time, with thirty (30) days notice, if in the sole opinion of the Presbytery, a greater need for the Equipment exists elsewhere.

**PCUSA shall:**

1. Provide support, coordination, guidance, information, and promotion related to the Presbytery; specifically when requesting use of the Equipment, provide information about the nature of the disaster, site location, name of managing organization, and expected duration of deployment.
2. Assess and monitor the progress of the arrangements and provide feedback and reporting to the Presbytery.
3. Supply the Presbytery with quarterly reports within three (3) weeks of the end of the calendar quarter listing the number of total user days. User days shall be the number of persons staying overnight in the hosting facility multiplied by the number of nights stayed per person. These reports will be submitted to the Presbytery regularly and failure to report promptly shall be cause for the Presbytery to remove the Equipment from any PCUSA site.
4. Provide for the complete operation, and maintenance of the Equipment that may include, but is not limited to site preparation, electric, water, sewer, and propane.
5. Train on-site managers regarding the operation, maintenance, and security of the Equipment.
6. Provide liability insurance coverage for operation of the Equipment while at a PCUSA site.
7. Reimburse the Presbytery for expenses incurred in the use of the Equipment while deployed (including while in transport to and from) in response to PDA assignment, including all insurance costs within the financial limits agreed to in writing between the parties when the vehicles are deployed.
8. Reimburse the Presbytery for expenses incurred to maintain the Equipment while it is deployed.
9. Bear the cost of pre-approved maintenance or stocking needs related to the Equipment to ensure it is returned to the Presbytery in the same condition as it was upon delivery to disaster site, excluding normal wear and tear.
10. Be ultimately responsible to reimburse the Presbytery for any costs resulting from loss, theft, or damage resulting from misuse, abuse, neglect or inadequate maintenance, including those that might not be covered by insurance. The Presbytery will be the ultimate arbiter of these costs.
11. Receive written approval from Presbytery to move Equipment to a different site than specified for a current deployment.

The Equipment subject to this MOU is listed on Exhibit A, attached hereto and by this reference incorporated herein.

The Presbytery grants all decisions regarding governance, disposition, and operation of applicable Equipment to Mountain Valley Mission Community, a division of Presbytery, and/or to the Disaster Preparedness and Response Team, a sub-committee of the Presbytery Leadership Team (see Exhibit A).

This MOU is in effect for a five (5) year period with annual review by the parties. Either party may terminate this agreement with sixty (60) days' prior, written notice to the other party.

Both PCUSA and Presbytery understand and agree that they are at all times, and shall remain, independent contractors in the performance of the duties under this agreement and shall not be considered an agent or employee of, partner of, joint venture with, or joint employer with the other party. Presbytery hereby acknowledges that it is an independent contractor and has no authority to represent, obligate, or bind PCUSA in any manner or to any extent. PCUSA hereby acknowledges that it is an independent contractor and has no authority to represent, obligate, or bind Presbytery in any manner or to any extent.

This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, representations, and writings between the parties relating hereto. No modification, alteration, waiver, or change in any of the terms of this agreement shall be valid or binding upon the parties hereto unless expressed in writing signed by both parties.

It is understood and agreed that this agreement shall be construed in accordance with laws of the Commonwealth of Kentucky.

**IN WITNESS WHEREOF**, the parties hereto have signed this agreement as of the dates below written. This MOU becomes effective upon the date of signing of the last party to sign.

Presbyterian Church (U.S.A.), a  
Corporation

The Presbytery of Shenandoah

By: (Toni Carver-Smith)

By: (Roy A. Martin)

Date: 3/13/14

Date: 1/18/14

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Presbyterian Church (U.S.A.), Internal Signatures

Presbyterian Disaster Assistance

By: (Laurie A. Kraus)

Date: 2/28/14

**EXHIBIT A**  
**Of**  
**MEMORANDUM OF UNDERSTANDING (MOU)**  
**Between**  
**Presbyterian Church (U.S.A.), a Corporation (“PCUSA”)**  
**100 Witherspoon Street, Louisville, KY 40202-1396**  
**And**  
**The Presbytery of Shenandoah (“Presbytery”)**  
**1111 North Main St, Harrisonburg, VA 22802**

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The following Equipment is subject to this MOU:

1. Shower Trailer titled and registered in the Commonwealth of Virginia by The Presbytery of Shenandoah as follows:
  - Title#: 53084051
  - VIN#: 53NBE2021D1008569
  - License#: 420408TL
  - Expiration: N/A (Permanent)
  - Characteristics: Twenty (20) feet long box trailer, tandem axles, five (5) showers
  - Managed by: Mountain Valley Mission Community, a division of Presbytery
  
2. Shower Trailer to be titled and registered in the Commonwealth of Virginia by The Presbytery of Shenandoah as follows:
  - Title #: TBD
  - VIN#: 58ABE2025EN025143
  - License#: TBD
  - Expiration: N/A (Permanent)
  - Characteristics: Twenty (20) feet long box trailer, tandem axles, four (4) showers, washer/dryer, two (2) inside sinks, two (2) outside sinks
  - Managed by: Disaster Preparedness and Response Team, a sub-committee of the Presbytery Leadership Team, with maintenance support by Covenant Presbyterian Church

**V. Sample Generic Memorandum of Understanding (MOU):**

**MEMORANDUM OF UNDERSTANDING (MOU)**

**Between**

\_\_\_\_\_  
\_\_\_\_\_

**And**

**The Presbytery of Shenandoah (“Presbytery”)  
1111 North Main St, Harrisonburg, VA 22802**

WHEREAS the Presbytery is a presbytery of the Presbyterian Church (USA), and

WHEREAS the Presbytery desires to provide assistance to not-for-profit organizations with a focus on disaster response, particularly those organizations working in cooperation with Presbyterian Disaster Assistance or other partners affiliated with Voluntary Organizations Active in Disaster, and

WHEREAS the Presbytery desires to aid (agency name) \_\_\_\_\_  
affiliated with (organization name) \_\_\_\_\_ in responding to disasters by  
maintaining and supplying equipment and developing disaster response capabilities.

NOW, THEREFORE, in consideration of the mutual promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**Presbytery shall:**

1. Designate at least one person who will be the Equipment contact at the Presbytery.
2. Transport such Equipment using paid or volunteer staff from the Presbytery as available to assist with set-up/knock-down as needed. At the time of the Equipment deployment request Presbytery will negotiate a reimbursement amount from the requesting agency for the cost of travel (including lodging, food, etc) for persons accompanying the Equipment for set-up, operation training, and knock-down.
3. Have the right to remove the Equipment at any time with one (1) day notice if, in the sole opinion of the Presbytery, the Equipment is being misused, abused, or otherwise neglected or not adequately maintained.
4. Have the right to remove the Equipment at any time, with five (5) days notice if, in the sole opinion of the Presbytery, a greater need for the Equipment exists elsewhere.

**Requesting Agency shall:**

1. Provide support, coordination, guidance, information, and promotion related to the Presbytery; specifically when requesting use of the Equipment, provide information about the nature of the disaster, site location, name of managing organization, and expected duration of deployment.
2. Assess and monitor the progress of the arrangements and provide feedback and reporting to the Presbytery.
3. Supply the Presbytery contact with monthly verbal or written reports summarizing the frequency of use of the Equipment and any issues regarding operation and maintenance.
4. Provide for the complete operation, and maintenance of the Equipment that may include, but is not limited to site preparation, electric, water, sewer, and propane.
5. Train on-site managers regarding the operation, maintenance, and security of the Equipment.
6. Provide liability insurance coverage for operation of the Equipment while at the Agency site.
7. Reimburse the Presbytery for expenses incurred in the use of the Equipment while deployed (including while in transport to and from) in response to Agency assignment, including all insurance costs within the financial limits agreed to in writing between the parties when the vehicles are deployed.
8. Reimburse the Presbytery for expenses incurred to maintain the Equipment while it is deployed.
9. Bear the cost of pre-approved maintenance or stocking needs related to the Equipment to ensure it is returned to the Presbytery in the same condition as it was upon delivery to disaster site, excluding normal wear and tear.
10. Be ultimately responsible to reimburse the Presbytery for any costs resulting from loss, theft, or damage resulting from misuse, abuse, neglect or inadequate maintenance, including those that might not be covered by insurance. The Presbytery will be the ultimate arbiter of these costs.
11. Receive written approval from Presbytery to move Equipment to a different site than specified for a current deployment.

The Equipment subject to this MOU is listed on Exhibit A, attached hereto and by this reference incorporated herein.

The Presbytery grants all decisions regarding governance, disposition, and operation of applicable Equipment to Mountain Valley Mission Community, a division of Presbytery, and/or to the Disaster Preparedness and Response Team, a sub-committee of the Presbytery Leadership Team (see Exhibit A).

This MOU is in effect for a six (6) month period. Either party may terminate this agreement with five (5) days' prior, written notice to the other party.

Both the Agency and Presbytery understand and agree that they are at all times, and shall remain, independent contractors in the performance of the duties under this agreement and shall not be considered an agent or employee of, partner of, joint venture with, or joint employer with the other party. Presbytery hereby acknowledges that it is an independent contractor and has no authority to represent, obligate, or bind the Agency in any manner or to any extent. The Agency hereby acknowledges that it is an independent contractor and has no authority to represent, obligate, or bind Presbytery in any manner or to any extent.

This agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof and supersedes all previous negotiations, representations, and writings between the parties relating hereto. No modification, alteration, waiver, or change in any of the terms of this agreement shall be valid or binding upon the parties hereto unless expressed in writing signed by both parties.

It is understood and agreed that this agreement shall be construed in accordance with laws of the Commonwealth of Virginia.

**IN WITNESS WHEREOF**, the parties hereto have signed this agreement as of the dates below written. This MOU becomes effective upon the date of signing of the last party to sign.

The Presbytery of Shenandoah

Agency: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

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Presbytery, Internal Signatures

Director, Disaster Preparedness and Response Team

Mountain Valley Mission Community  
Shower Trailer Team

By: \_\_\_\_\_

By: \_\_\_\_\_

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

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

**EXHIBIT A**  
**Of**  
**MEMORANDUM OF UNDERSTANDING (MOU)**  
**Between**

---

---

**And**  
**The Presbytery of Shenandoah (“Presbytery”)**  
**1111 North Main St, Harrisonburg, VA 22802**

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2. Shower Trailer to be titled and registered in the Commonwealth of Virginia by The Presbytery of Shenandoah as follows:
  - Title #: TBD
  - VIN#: 58ABE2025EN025143
  - License#: TBD
  - Expiration: N/A (Permanent)
  - Characteristics: Twenty (20) feet long box trailer, tandem axles, four (4) showers, washer/dryer, two (2) inside sinks, two (2) outside sinks
  - Managed by: Disaster Preparedness and Response Team, a sub-committee of the Presbytery Leadership Team, with maintenance support by Covenant Presbyterian Church