**MNA DISASTER RESPONSE**

**DISASTER PREPAREDNESS, RESPONSE & RECOVERY PLAN**

This MS Word template can be used to help create a disaster preparedness, response and recovery plan for your presbytery. Fill in the three fields below; Presbytery Name, Presbytery Abbreviation and Create / Modify Date. These fields automatically flow throughout the Disaster Preparedness, Response & Recovery Plan, pages 2 – 10 of this document.

|  |  |
| --- | --- |
| **Presbytery Name:** | Click here to enter text. |
| **Presbytery Abbreviation:** | Click here to enter text. |
| **Create / Modify Date:** | Click here to enter a date. |

Customize the plan as needed for your presbytery and then save the MS Word document. This page can be deleted after the three fields have been filled in but it is not necessary that you do so. It is recommended that you save this document as a pdf for distribution.

Click here to enter text. **(**Click here to enter text.**)**

**DISASTER PREPAREDNESS, RESPONSE & RECOVERY PLAN**

Click here to enter a date.

*“Then I heard the voice of the Lord saying, "Whom shall I send, and who will go for us?" And I said, "Here am I; send me!" Isaiah 6:8*

**The Plan**

The following describes the plan for disaster preparedness, response, and recovery within the Click here to enter text.. Hereafter, ‘The Plan’ refers to the Click here to enter text. Disaster Preparedness, Response & Recovery Plan.

The goal of the plan is to have a high level of disaster preparedness and quick response capabilities within the Click here to enter text. by helping churches and families plan in advance for emergencies, become aware of potential disasters in their community, and develop a plan to survive after a disaster as well as minister to others. We take seriously our stewardship of the resources God has provided that we may be prepared to serve in both the “*day of prosperity*” and the “*day of adversity*” (Ecclesiastes 7:14).

The Plan also allows Click here to enter text. to pull together resources which may include funds, volunteers, equipment and facilities to respond to disasters locally and/or regionally as an act of mercy, to give that community relief from a calamity and, at the same time, to plant seeds for the Kingdom of God.

1. The Click here to enter text.’s role is to provide a Subcommittee for Disaster Preparedness and Response, which will develop, administer and maintain The Plan.
2. Also, the Click here to enter text., through the Click here to enter text. Mission to North America (MNA) Committee, is the point of approval for The Plan.
3. Even though The Plan is developed at the Click here to enter text. level, the information is collected and provided by the local church. Each church should provide a Coordinator who will work with the subcommittee and MNA Disaster Response. The Coordinator should be someone that the local church leadership has identified as having the necessary leadership and management skills as well as the heart for this vital mercy ministry.
4. The PCA has a nationwide disaster response program using presbyteries and churches to respond regionally as well as nationally. By General Assembly assignment, the role of PCA MNA Disaster Response is to train, prepare, and coordinate the response of the PCA to/for disasters. The Plan is a tool to be implemented in times of disaster at the presbytery level, if needed. When a disaster arrives, overwhelming presbyteries, MNA Disaster Response is available to come alongside local churches and presbyteries to coordinate the response by mobilizing the greater PCA to assist. They bring a proven leadership team and strategies learned during past responses to mobilize volunteers, channel prayer focus and appeal for finances on behalf of affected churches.
5. Since The Plan is a work in progress, we earnestly solicit your comments to improve The Plan. Based on their individual needs and capabilities, local churches may want to develop a customized plan which supports The Plan (see Appendix D). The intent is not to dictate but to offer assistance and work side-by-side with the Coordinator and the local church. Send comments to ahooten@pcanet.org.

**The Concept**

“Carry each other's burdens, and in this way you will fulfill the law of Christ.” Galatians 6:2

Disasters can strike quickly and without warning. There are numerous examples of disasters both natural and man-made, such as chemical spills, earthquakes, fires, floods, lightning strikes, thunderstorms, hurricanes, pandemics, industrial accidents, power failures, terrorist attacks, tornadoes and straight-line winds, gas explosions, volcanic eruptions, building or bridge collapses, transportation accidents, snow/ice storms, tsunamis, landslides, dam failures, etc.

Knowing what to do is the best protection and everyone’s responsibility. We can, and should, be prepared in the event a disaster occurs. With God’s help, families and churches, can, and do, cope with disasters by preparing in advance and working together.

*“As those who have been chosen of God, holy and beloved, put on a heart of*

*compassion, kindness, humility, gentleness and patience.”* (Colossians 3:12)

The Click here to enter text. can multiply its efforts by working together as a team. Does God call your church to respond with compassion, kindness, generosity and the Word during disasters? How can you prepare yourself and your church? How can you help protect your community? We can begin to build a more robust Click here to enter text. response toward disasters by:

* Coordinating our efforts locally and nationally.
* Collaborating on disaster response to take advantage of our individual church resources.
* Communicating so all within the presbytery are aware of opportunities and to become more efficient and effective in disaster response ministry.
* Cooperating on training and responding.
* Celebrating what God is doing in our midst.

The PCA has responded enthusiastically to this vital ministry over the years to alleviate suffering from the seemingly growing number of disasters. The key to being effective during the time of a disaster is preparation. When a disaster occurs, there is no time to discuss issues and approve courses of action that require immediate attention.

MNA’s goal is to help restore PCA churches and the homes of pastors, staff, members, and then to reach out to the community. It does this by working through and coming alongside presbyteries and local churches.

Before Disaster Strikes

A structure needs to be in place in order to mobilize the volunteers and to put into motion the chain of events that begins the response to victims of disaster. In general, disaster preparedness begins with the individual member, then the church body as a whole. From there the church, with support from the Click here to enter text. and MNA, can support other PCA churches.

After Disaster Strikes

Once we receive a call for assistance, we would solicit volunteers and/or disaster response teams and dispatch them based on availability and the type and extent of the disaster. This mobilization is done in coordination with PCA MNA Disaster Response, the Volunteer Organizations Active in Disaster (VOAD) and local and state emergency management offices.

**Roles and Responsibilities**

*“As each has received a gift, use it to serve one another*

*as good stewards of God’s varied grace.” 1 Peter 4:10*

Subcommittee:

1. Develops, administers and maintains The Plan.
2. Elects a Chairman, Vice Chairman and Secretary and appoints other officers as necessary.
3. Meets as needed to discuss the action items necessary for the development and execution of The Plan.
4. Appoints a Click here to enter text. Coordinator and Alternate to make or receive calls for assistance. Normally this would be the Chairman and the Vice Chairman.
5. Encourages each church in the presbytery to pray about disaster response and to appoint a Church Coordinator that allows for immediate contact to be made in the event of a disaster.
6. Develops a database of resources to be used in the event of a disaster.
7. Promotes disaster preparedness and response within the Click here to enter text..

Chairman or Alternate (if the Chairman is unavailable):

1. Reports to the Click here to enter text. MNA Committee on matters concerning disaster response and subcommittee actions.
2. Investigates if funds are available within the Click here to enter text. that can be used in the event an affected church has damages that exceed their ability to meet financially.

Click here to enter text. Disaster Response Coordinator or Alternate:

1. Takes calls from MNA, Click here to enter text., individual PCA churches, governmental agencies, or volunteer agencies requesting assistance after a disaster.
2. Contacts the Click here to enter text. churches in a disaster area to determine if they need assistance.
3. Contacts the MNA Disaster Response Director if a disaster strikes within the region.
4. After consulting with the Subcommittee, sends out requests to Click here to enter text. churches for volunteers, equipment or other resources.
5. Coordinates the dispatching of disaster response teams and volunteers.
6. Keeps the MNA Disaster Response Director apprised of events where action may be necessary or may be of interest.
7. Reports back to the Subcommittee after a disaster response action has been completed and sends reports to the Click here to enter text. MNA Committee.

Local Church Disaster Response Coordinator:

1. Works together with the Subcommittee to customize the role of Local Church Coordinator.
2. Assesses, with local church leadership, the capabilities of the church to provide volunteers, equipment, finances, and facilities.
3. Keeps the information updated at the local church level including the need for resources such as volunteers, equipment and facilities.
4. Contacts the Click here to enter text. Disaster Response Coordinator or Alternate, and the MNA Disaster Response Director when a disaster occurs and help is needed.
5. Receives calls from the presbytery Disaster Response Coordinator or Alternate, MNA Disaster Response Director requesting or offering assistance to meet a disaster response need.
6. Works with MNA Disaster Response Facilitator to solicit disaster response volunteers, gathers equipment and materials, and schedules the dispatching of teams/individuals in coordination with the Click here to enter text. Disaster Response Coordinator.
7. Prepares a Site Fact Sheet for the site to inform volunteers of exact need. This includes explanation of the event, scope of work, items to bring, schedule, etc.
8. If the event warrants the mobilization of outside volunteers, works with MNA Disaster Response to establish a Volunteer Staging Area. Lodging and meal information should be added to the Site Fact Sheet
9. Keeps the Subcommittee apprised of local church efforts in disaster response.
10. Promotes disaster preparedness and response in the church.

Click here to enter text. **Preparedness and Response to Disasters**

*“…whatever you do, do all for the glory of God” 1 Corinthians 10:31*

**Coordinating** –our efforts locally and nationally.

1. The Click here to enter text. Disaster Response Coordinator or Alternate may receive a call for help from a Local Church Disaster Response Coordinator, the Presbytery, the MNA Disaster Director, and governmental agencies or VOAD.
2. The Click here to enter text. Disaster Response Coordinator or Alternate may become aware of a disaster within the presbytery area and may initiate calls to a local PCA church, the MNA Disaster Director, or governmental and volunteer agencies.
3. The Click here to enter text. Disaster Response Coordinator or Alternate would then work with the MNA Disaster Response Facilitator to solicit volunteers and/or disaster response teams from Local Church Disaster Response Coordinators based on availability and the type and extent of the disaster in coordination with the Subcommittee, the Click here to enter text. MNA Committee, MNA Disaster Response and/or VOAD and local and state emergency management offices.
4. Teams and volunteers dispatched will coordinate their work through the local PCA church and/or MNA Disaster Response or the locally established emergency disaster response center. No one should go uninvited as this can cause problems for local officials, the emergency operations center and/or the local PCA church.
5. The Local Church Disaster Response Coordinator should, to the extent possible, coordinate with the Click here to enter text. on disaster response to maximize the impact of the response.

**Collaborating** – on disaster response to take advantage of our individual church resources.

1. The Subcommittee will provide questionnaires to each Click here to enter text. church to assist the leadership in assessing their ability to respond to disasters and the resources they have available (see Appendices A & B).
2. The Click here to enter text. Disaster Response Coordinator or Alternate will solicit volunteers and/or disaster response teams and dispatch them based on availability and the type and extent of the disaster.
3. Volunteers may go individually or as part of teams of the Click here to enter text.. There may be other PCA groups there as well.
4. We also may be collaborating with other denominations or organizations in response to a disaster.

**Communicating** –so all within the Click here to enter text. are aware of opportunities and to become more efficient and effective in disaster response ministry.

1. The Click here to enter text. Disaster Response Subcommittee will provide information about opportunities for training and for volunteering for disaster response. The Local Church Disaster Response Coordinator should keep the Click here to enter text. Disaster Response Coordinator apprised on local church disaster response efforts outside of a Click here to enter text. response.

**Cooperating** – on training and responding.

1. The Click here to enter text. Disaster Response Subcommittee will develop a training schedule which will be provided to all Click here to enter text. Local Church Disaster Response Coordinators.
2. The Local Church Disaster Response Coordinator should provide information of any local or national disaster response training which could benefit others in the Click here to enter text..
3. Individuals and teams must be flexible and patient when responding. The on-site manager may have to change the schedule and type of work to be accomplished so there may be downtimes during a disaster response trip. Also, when working on disaster victims’ property, individuals and teams need to be respectful and nonjudgmental.

**Celebrating** – what God is doing in our midst.

*“Let your light so shine before men, that they may see your good deeds*

*and praise your Father in heaven”. Matthew 5:16*

1. The most critical part of preparing for and responding to disasters is seeking God’s will, asking for His help and giving Him praise and thanks throughout the process.
2. The spiritual aspect of a disaster response effort has as high of priority as any of the physical labor being accomplished. Give God the glory!
3. First, we should be “door openers” for the local PCA church following up, inviting and building a relationship with disaster victims.
4. Second, that doesn’t mean we can’t share the gospel with victims of disasters. Each day during a disaster response, the leaders should give the team members adequate time in the morning to ask God to provide opportunities to witness leaving the results to Him. Also, during the work day, leaders should encourage prayer breaks.
5. Third, a key part of any disaster response effort should be gathering the team together daily to pray and worship God as well as discuss the day’s activities and the interactions with disaster victims. A sample Devotional Guide for Disaster Response Volunteers is available. Use this guide or develop your own for prayer and worship prior to, during and upon conclusion of your effort.

**Appendix A**

**CHURCH MEMBER**

**DISASTER RESPONSE INTEREST & SKILLS SURVEY**

Name:

Street Address: Home Phone:

City/State/Zip: Work Phone:

E-mail: Cell Phone:

Church: Church Phone:

Church Address:

Would you be interested in assisting with a disaster relief project by our church? In this community?

In this county? Within the Presbytery? In this state? In the USA? Internationally?

How much lead-time would you need to get ready to participate in a project?

**Interest/Experience/Training**

Check the disaster ministries that interest you. Place **two checks** by areas where you are experienced.

\_\_\_ Advisory/advocacy

\_\_\_ Bulk distribution

\_\_\_ Caring for pets

\_\_\_ Casework

\_\_\_ Chainsaw crew/tree removal

\_\_\_ Child care

\_\_\_ Cleanup crew/debris removal

\_\_\_ Clerical assistant

\_\_\_ Communications

(including Ham Radios)

\_\_\_ Computers

\_\_\_ Counseling

\_\_\_ Damage assessment

\_\_\_ Driver

\_\_\_ Elderly care

\_\_\_ Employment assistance

\_\_\_ Evacuation of persons

\_\_\_ General handyman

\_\_\_ Housing coordinator

\_\_\_ Interpreter/translator:

Language(s)

\_\_\_ Legal aid

\_\_\_ Meal preparation

\_\_\_ Medical emergency team

\_\_\_ Prayer team coordinator

\_\_\_ Procurement

\_\_\_ Reconstruction team

\_\_\_ Repair (emergency)

\_\_\_ Resources/logistics

\_\_\_ Safety

\_\_\_ Salvage

\_\_\_ Sanitation

\_\_\_ Security

\_\_\_ Shelter management or care

\_\_\_ Site manager

\_\_\_ Special needs care

\_\_\_ Transportation

\_\_\_ Other

Check if you have **specialized training** in the following (please add comments below):

\_\_\_ Advanced first aid and CPR

\_\_\_ Bricklayer

\_\_\_ Carpentry

\_\_\_ Chaplain

\_\_\_ Crisis counseling

\_\_\_ Disaster relief

\_\_\_ Dry walling/Painter

\_\_\_ Electrician

\_\_\_ Emergency child care

\_\_\_ Evangelism

\_\_\_ General contractor

\_\_\_ Heavy equipment operator

\_\_\_ Mass Feeding

\_\_\_ Nurse

\_\_\_ Paramedic

\_\_\_ Physician

\_\_\_ Plumbing

\_\_\_ Roofer

\_\_\_ Safety

\_\_\_ Other

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**Appendix B**

**CHURCH POTENTIAL FOR DISASTER RESPONSE**

The following may be available during disaster response in or near our community:

**Church Facilities**

\_\_\_ Classrooms

\_\_\_ Dining room

\_\_\_ Dumpster

\_\_\_ Fellowship hall

\_\_\_ Food bank

\_\_\_ Gymnasium

\_\_\_ Ice makers

\_\_\_ Kitchen

\_\_\_ Nursery

\_\_\_ Outside electric hookup

\_\_\_ Outside sewage hookup

\_\_\_ Outside water hookup

\_\_\_ Refrigerators/freezers

\_\_\_ Rest rooms

\_\_\_ Showers

\_\_\_ Storage/vacant buildings

\_\_\_ Other

**Communication Equipment**

\_\_\_ Cell phones

\_\_\_ Ham Radios

\_\_\_ Satellite phones

\_\_\_ Other

**Equipment**

\_\_\_ Air compressors

\_\_\_ Chainsaws, etc.

\_\_\_ Generators

\_\_\_ High volume pumps

\_\_\_ Oxygen tanks

\_\_\_ Portable stoves

\_\_\_ Power painters

\_\_\_ Power washers

\_\_\_ Sanitation equipment/supplies

\_\_\_ Submersible pumps

\_\_\_ Other

**Vehicles**

\_\_\_ 4x4’s

\_\_\_ Aircraft

\_\_\_ ATVs

\_\_\_ Back hoes

\_\_\_ Boats

\_\_\_ Bobcats

\_\_\_ Buses

\_\_\_ Campers/RVs

\_\_\_ Cargo Trailers

\_\_\_ Dump trucks

\_\_\_ Front loaders

\_\_\_ Portable showers

\_\_\_ Tractor-trailers

\_\_\_ Flat bed trailers

\_\_\_ Trucks

\_\_\_ Vans

\_\_\_ Other

**Construction Supplies**

\_\_\_ Electrical

\_\_\_ Hardware

\_\_\_ Lumber

\_\_\_ Plumbing

\_\_\_ Other

**Medical Supplies**

\_\_\_ Crutches

\_\_\_ First-aid kits

\_\_\_ Medical supplies

\_\_\_ Wheelchairs

\_\_\_ Other

**Supplies**

\_\_\_ Cots

\_\_\_ Drinking Water

\_\_\_ Ice

\_\_\_ Non-perishable food

\_\_\_ Sanitizing liquids

\_\_\_ Tarps

\_\_\_ Tents

\_\_\_ Other

**Tools**

\_\_\_ Brooms/mops

\_\_\_ Electric extension cords

\_\_\_ Garden hoses

\_\_\_ Hand tools

\_\_\_ Paint brushes/rollers

\_\_\_ Power tools

\_\_\_ Rakes

\_\_\_ Shop vacuums

\_\_\_ Shovels

\_\_\_ Other

**Appendix C**

**Key People in the PCA, State, County, City, and Community**

After listing the officials, list any church members or friends who may work in a particular office or agency. Sometimes, the personal contact is helpful.

|  |  |  |
| --- | --- | --- |
| **Title** | **Name** | **Contact Information** |
| **Presbyterian Church in America** | | |
| MNA Disaster Response Director | Arklie Hooten | 678-294-3011  ahooten@pcanet.org |
| Click here to enter text. MNA Committee Chairman |  |  |
| Click here to enter text. Disaster Response Coordinator |  |  |
| Click here to enter text. Disaster Response Alternate |  |  |
| Local Church Disaster Response Coordinator |  |  |
| **State Government** |  |  |
| State Representative |  |  |
| State Senator |  |  |
| Office of Public Safety or Emergency Management |  |  |
| Area Coordinator |  |  |
| **County Officials** |  |  |
| Emergency Mgmt Director |  |  |
| Commissioner or Judge |  |  |
| Sheriff |  |  |
| Fire Marshal |  |  |
| **City Officials** |  |  |
| Emergency Mgmt Director |  |  |
| Fire Chief |  |  |
| Fire Marshal |  |  |
| Council Member |  |  |
| **Volunteer Organizations** |  |  |
| American Red Cross |  |  |
| The Salvation Army |  |  |
| VOAD |  |  |
| **Other Contacts** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |