

Conference Disaster Ministry Response Plan

January 2024



Michigan Conference

The United Methodist Church

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About this document

This document is an evolving effort to establish and document the roles, responsibilities, specific tasks and processes associated with emergency preparedness and disaster response for the Michigan Conference of The United Methodist Church. Print this document out and keep it in a safe place, easy to find in a time of disaster.

Key Participants and Associated Acronyms

ATS	<i>After The Storm</i> (Mi-DRR)
ARC	American Red Cross
BSH	Bishop
C-DOC	Conference Director of Communications
C-DRC	Conference Disaster Response Coordinator
C-DRM	Conference Disaster Response Ministry
C-DRMC	Conference Disaster Response Ministry Committee
C-ERTC	Conference Early Response Team Coordinator
C-VIMC	Conference Volunteer In Mission Coordinator
C-LT	Conference Leadership Team
COAD	County/Community Organizations Active in Disaster
D-DRC	District Disaster Response Coordinator
DS	District Superintendent
EMA	Emergency Management Agency
EOC	Emergency Operations Center
ERT	Early Response Team
FEMA	Federal Emergency Management Agency
LC-DRC	Local Church Disaster Response Coordinator
UMCOR	United Methodist Committee on Relief
UMVIM	United Methodist Volunteers in Mission
VOAD	Volunteer Organizations Active in Disaster



"I tell you the truth, whatever you did for one of the least of these friends of mine, you did for me." -Matthew 25:40

Introduction

The Michigan Conference is called to respond to any disaster. Out of God's call to love one another, we respond when people are hurting. A disaster is any specific event, natural or man-made, which results in overwhelming physical, economic and/or emotional damage to a community. In the past 10 years, the conference has experienced 7 disasters, not including damage to individual churches such as fires. It is in these settings that the Church has both the opportunity and the responsibility to reach out in meaningful ways with the love and hope of Jesus Christ. Not all disasters which overwhelm a community's ability to respond are "declared." While disaster response may rise to the county, state, regional or federal levels, disasters are always experienced "locally." Thus, disaster response always begins locally.

To ensure timeliness, avoid redundancy and provide an effective and appropriate response, the church must be ready, at all levels, when disaster strikes. This means planning and preparation *before* disaster strikes.



Understanding the five R-stages of a disaster

There are five distinct stages in a disaster. The Michigan Conference is only involved in four of these stages: readiness, relief, recovery, and review.

Readiness The readiness stage includes training, planning, practicing and equipping for any disaster. A disaster plan should be developed during this stage and teams should be trained and equipped. Preparations are made and precautions are taken for potential events, including evacuation.

Rescue The rescue stage incorporates the time for the first responders to do what they do best. Among other emergency response activities, public responders work towards the preservation of life and property. While we are not first responders, the Conference Disaster Response Team when activated, monitors, assesses, and may stage supplies for response.

Relief The relief stage includes crisis intervention, emergency assistance, provision of shelter and housing, distribution of food and clothing, beginning the clean-up process (with Early Response Teams), assessment of the extent of damage and planning for long-term recovery if needed.

Recovery During recovery stage survivors are assisted in rebuilding their structures and lives in this stage. They are also helped in adjusting to the new normal.

Review The review stage is an intentional period following disaster, relief, and recovery stages where all actions are reviewed and ways to improve future readiness and response for the next disaster are considered.

Disaster Time Line - The "Rule of Ten"

In general, a given stage of a disaster, is ten times as long as the previous stage. For example, if the rescue stage lasts one day, the relief stage will last ten days, and the recovery stage will last 100 days.

With this in mind, the Michigan Conference of The United Methodist Church has organized a structure and guidelines to facilitate the ability of the local church to be in ministry to persons in need as a result of a disaster. This plan establishes guidelines for responding to disasters within the Michigan Conference.

Purpose

- To provide a structure for the conference to plan, recruit, and train people to be prepared to respond to disasters.
- To provide immediate relief for acute human need and to respond to the suffering of persons in our communities caused by natural or man-made disasters.
- To resource and equip local United Methodist churches and districts as they assist their communities and individuals to prepare, respond to and recover from disaster.
- To assist and train district and local church disaster response coordinators to address emerging and ongoing issues related to disaster relief.
- To work cooperatively with the appropriate conference units, ecumenical bodies, and interdenominational agencies in the identification of, advocacy for, and assistance with ministries for disaster response.
- To work cooperatively with United Methodist Communications in promotion of the UMCOR Sunday offering.
- To collaborate with *After The Storm* in long-term recovery case management following disasters.

Scope

In the event of a disaster, resources available to the local church (ie. volunteers, money, expertise, etc.) are sometimes limited or may not match the need. This is where the connectional system of the United Methodist Church can provide support and resources to the local church to respond effectively and appropriately. The following individuals and teams are typically active in disaster response in the Michigan Conference, depending on the nature, size and location of the disaster:

- Local Church Disaster Coordinators and local volunteers
- Seven District Disaster Response Coordinators
 - To be closer aligned with emergency managers in seven districts.
- Conference Disaster Response Coordinator
- Conference Disaster Response Committee
- Bishop, District Superintendents and extended Cabinet members.
- *After The Storm*
- This plan outlines the roles and responsibilities of those involved in disaster response in the Michigan Conference, as well as processes to ensure the seamless flow of information and

assistance to those affected by disaster.

Visibility

The visible presence of The United Methodist Church is essential in any type of disaster regardless of the scope. Specific responses by agents of the Michigan Conference are essential for the on-going well-being of God's people. These responses deal with three areas of life: spiritual, emotional and physical.

Spiritual response Addresses the issues of seeing how God's presence is available in the midst of suffering, despair and grief. The Church's primary task is to be present and act as an agent of reconciliation. It is the responsibility of the church to remind people that God really does care and to urge troubled hearts to trust God in times of stress and disaster.

Emotional response Must address the problems of loneliness, shock, disbelief, delayed grief and a multitude of related emotions that accompany those disasters that affect the lives of people. Pastors should seek specialized training to better equip them for meeting the needs of their people under such trying times. The individual districts and the Michigan Conference should be leading the way in providing such training and making it desirable for all pastors and other interested persons to attend.

Physical response To survivors of disasters, this response is the most expected and visible. But spiritual and emotional responses are just as important. The physical response must address immediate needs as well as the long-term scope of physical loss, finances, facilities, and an unending list of necessities that are unseen and unique to each particular situation.

Whom Do We Help?

We help all persons in need regardless of race, creed, religious affiliation, gender, etc. The love of Jesus Christ knows no limits, especially in times of disaster. We care for all of God's people.

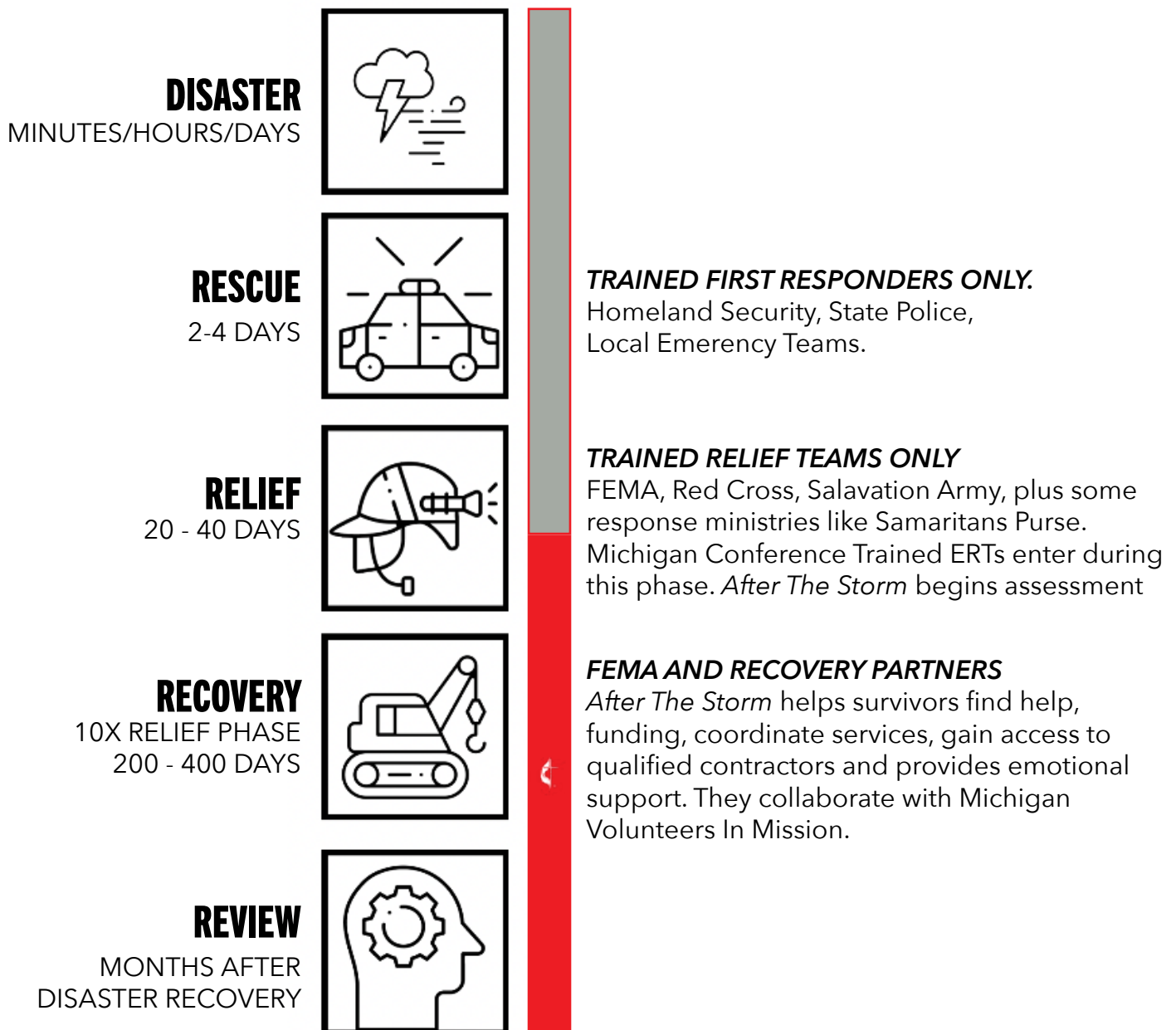


WHO DOES WHAT WHEN?

This question is the one to which the majority of this plan addresses itself. In answering the question of "Who does what when?" the concept of "turf" must be set aside. "Who is in charge?" is not the primary concern because the plan is in charge of the situation and we all function under its guidance. Laity, Local Church Pastors, Disaster Response Coordinators, District Superintendents, Conference Staff, Bishops, Volunteers in Mission, Early Response Teams, and *After The Storm* all must work together to achieve the common goal of reaching out to and helping God's people in the name of Christian love.

Response and recovery is a team effort!

Federal, state, local agencies, public partnerships, and faith groups work together. Each organization plays a critical role. United Methodists go into action as soon as a disaster happens, but our role really begins after the media attention has moved on. *Our role is to be there until the very end of recovery.*



ORGANIZATION

The Michigan Conference Disaster Response Plan defines the responsibilities of the local church, the district and the conference. It also includes an overall plan of ministry towards those who are affected by a disaster.

Conference Disaster Response Ministry Committee (C-DRMC)

The Conference Disaster Response Ministry Committee is a committee of the Michigan Conference charged with the responsibility of responding to disaster(s) in the conference.

The membership consists of:

- Conference Disaster Response Coordinator (C-DRC)
- District Disaster Response Coordinators (D-DRC)
- Conference Volunteer in Mission Coordinator (C-VIMC)
- Conference Early Response Team Coordinator (C-ERTC)
- Conference Director of Communications (C-DOC)
- Executive Director of *After The Storm* (ED-ATS)

C-DRMC may be activated to meet the needs of a disaster by:

- Bishop or Bishop's designee
- Conference Director of Connectional Ministries (C-DCM)
- Conference Disaster Response Coordinator (C-DRC)
- Affected Districts Disaster Response Coordinator/Superintendent

Upon such activation of the C-DRMC, the following persons shall automatically become ex-officio members with voice and vote:

- Bishop or Bishop's designee
- Director of Connectional Ministries
- District Superintendent(s) of the affected area
- Conference Treasurer or Assistant Treasurer

The C-DRMC shall:

- Coordinate the Conference response, establish policies, procedures, and funding guidelines, plan for the disbursement of funding, arrange for evaluation and an accountability report.
- Assist districts and local churches in the preparation of disaster ministry plans in cooperation with District Disaster Teams.
- Provide training opportunities and resources in all stages of disasters including, but not limited to:
 - Early Response Teams (ERT)
 - Local Church Disaster Planning
 - Spiritual and Emotional Care (Ministry of Caring)
 - Disaster Case Management - *After The Storm*
 - Coordinate with Volunteers in Mission (C-VIM)
 - Work collaboratively with other Conferences of The United Methodist Church, The United Methodist Committee on Relief (UMCOR) and other organizations active in disaster as appropriate.
 - Develop a plan for the coordination of volunteers.
 - Collaborate with District Disaster Teams for the location of supply depots, distribution and collection sites.

Conference Disaster Response Coordinator (C-DRC)

- Support the C-DRMC in carrying out the plan. Responsibilities include administrative oversight and implementation of the plan, policies and funding procedures.
- Shall see to the provision of reports, materials, and secretarial services to facilitate the implementation of the plan.
- Coordinate disaster response, disaster ministry, and preparedness training opportunities throughout the conference.
- Assign and deploy Early Response Teams as needed and/or requested.



Office of the Bishop (BSH)

Leadership by the resident bishop is extremely important. For many, a bishop's appearance at the disaster site symbolizes the "awesome presence" of Christ and the commitment of the church to the relief of suffering. Don't dismiss or minimize the value of "symbols" to people in need. The bishop's role as the symbol of a caring church cannot be filled by anyone else.

Communities receiving a visit are grateful that their pain was important enough for the bishop to set aside routine business. Communities not receiving a visit won't forget the slight. Unfortunately, district superintendents and other well-intentioned staff members often try to protect a bishop's time by wrongly advising that it isn't necessary for him or her to go to the disaster area. This protection does much damage to the conference in the long run. A disaster is a tragedy, and the conference cannot conduct "business as usual." Don't delay too long. A visit long after the crisis gives the impression that the bishop couldn't be bothered enough to drop everything and come when people needed it.

The Bishop, Clergy Assistant to the Bishop, or the Conference Council Director shall:

- Serve as the official liaison with the General Church and contact the United Methodist Committee On Relief (UMCOR) and arrange for an on-site visit by an UMCOR Disaster Response Coordinator, if necessary.
- Make a request to UMCOR for relief funds, if needed, in consultation with a representative of the C-DRMC and the Conference Treasurer.
- Be the official spokesperson and information officer in consultation with the Conference Director of Communications.
- Offer pastoral care and oversight either directly or through the cabinet.

Conference Director of Communications (C-DOC)

- During all stages of disaster response, the Conference Director of Communications will coordinate and oversee Michigan Area communications under the direction of the Bishop and in cooperation with the Conference Disaster Response Coordinator (C-DRC), the Conference Director of Connectional Ministries and the District Superintendent of the location affected.
- The CDOC will work with the C-DRC to collect information and "tell the story" through media sources of the conference response.
- The CDOC shall be a member of the Conference Disaster Response Ministry Committee.

District Superintendent (DS)

The District Superintendent is responsible for oversight and supervision of churches and local pastors in the district where they serve. Therefore, in the event of a disaster affecting their district, it is imperative that the District Superintendents are kept informed so that they, in turn, can inform the bishop as well as minister to those in their care. Including the DS as a member on the District Disaster Team improves communication and ensures that everyone has input into the response effort. See page 23 for details.

The DS shall:

- Contact and coordinate response with the District Disaster Response Coordinator (D-DRC).
- Coordinate the compiling of needs assessment for the area or District.
- Contact all churches and pastors involved in the disaster as soon as possible. If contact is by telephone, personal contact should be made within 24 hours.
- Physically survey damage within 24 to 48 hours.
- Provide support and guidance for the pastors involved.
- If the DS is not functional or if the disaster affects more than one-quarter of the churches, an active or former DS will be assigned by the bishop to the affected area.
 - This Superintendent will assume responsibilities for the district in consultation with the presiding DS and will function as long as necessary.
- If the district office is not operational, the DS shall set up at the closest operational church to the district parsonage with the necessary facilities.
 - The closest operational local church shall provide space to the District Superintendent.

District Disaster Response Coordinator (D-DRC)

The District Disaster Response Coordinator is the point of contact for coordinating disaster response and disaster-related efforts at the district level. See page 32 for details.

The D-DRC shall:

- Partner and advocate for the local churches in their district as it relates to disaster issues.
- Serve as the liaison to the district office and the Conference Disaster Response Committee.
- Interface with Emergency Managers in related zones.
- Assume primary responsibility for implementing the conference plan in his/her district.
- Operate out of the nearest functioning local church.
- Coordinate relief efforts in the area: who, what, when, where, how.
- If the District Coordinator is unable to function the D-DRC from the closest unaffected district will function in his/her place.
- Develop a District Disaster Team that includes the DS.
- Develop a District Disaster Response Plan in concert with the Conference and District Disaster Team.
- Work with local churches and extension ministries to assist them in the preparation of their disaster ministry plans.
- Cooperate and coordinate with the DS, local church pastor(s), and laity on relief efforts.
- Participate in and build relationships with agencies active in disaster response in the district
 - VOAD, COAD, LTRO, EOC, interfaith organizations, etc.
 - If unable to participate, select a representative from the district team so that The United Methodist Church continues to be recognized, at all levels, as a valuable partner in the disaster response community
- Identify locations for supply depots, identify and inventory available equipment, update forms and procedures as necessary.
- Collaborate with other District Disaster Teams for locations of supply depots, distribution sites, etc..
- If not contacted by the local church(s) or the DS within 24 hours of the disaster, they shall initiate contact.
- Serve as a member of the C-DRMC

Pastor

The faith leader is responsible for the local parish.

The pastor shall:

- Be the primary contact person unless they have specified someone else.
- Provide a general needs assessment within 12 hours to the DS.
- Provide a specific needs assessment within 24 to 48 hours including names and needs and submit it to the DS.
- If unable to function, name the church Lay Leader, Chairperson of the Trustees or other specifically named individual as the primary contact person and assume responsibility for the needs assessment.
- If operational, work out of the church office.
- If not operational, work out of the parsonage.
 - If the parsonage is not operational, it should be assumed that the local church is unable to provide any type of meaningful leadership.
 - The DS should then immediately assign another qualified person to go into the charge as the primary contact person.



PASTORS: Immediately following a disaster!

CHECK IN

Let people know where you are and that you are ready to work!

CHECK UP

Contact each family, and make a report to the District Disaster Coordinator and the District Superintendent.

CHECK OUT

*Physically get out of your office and visit your church and community, ASAP!
Take photographs of damage and send materials to the Conference Director of Communications .*

Local Church

The point of contact at the community level for all United Methodist assistance in a disaster is the local church. However, the local church is not expected to respond alone. There are many resources available to assist the church. Many of the necessary connections are easily made by working with a local church disaster team, District Disaster Coordinator and Conference Disaster Response Ministry Committee. The Local Church Disaster Coordinator is the point person for ensuring fulfillment of the roles and responsibilities of the local church. See page 26 for more information.

The responsibilities of the Local Church include but are not limited to:

- Work with the pastor or designated church leadership to identify a Local Church Disaster Response Coordinator and recruit a disaster response team. If the pastor is not part of the team, ensure that the team includes a process for keeping the pastor informed and updated regarding activities before, during and after a disaster.
- Develop a local church plan that includes:
 - Caring for individuals in crisis.
 - Caring for church facilities.
 - Caring for the community.
 - Caring for others in the conference and beyond.
- Annual review of insurance coverage by the Board of Trustees.
- An annual inventory by the trustees of church property and contents and provide for a safe repository of valuable records.
- Communicate with the D-DRC regularly to ensure knowledge of the church plans in the event of a disaster.
 - Be sure to include any plans the church has to partner with other organizations, such as the American Red Cross as a shelter, the county as a point of distribution, etc.
- Send a copy of your plan to the D-DRC and the district office.
- Encourage those with special needs to register with the county.
 - To evacuate special needs persons.
- Know where your district depot(s) are located.
 - Does your church have a plan to contribute to the depot regularly?
- Keep strict and separate accounting of disaster funding and document all expenditures and receipts of money.

If a church wishes to become a shelter or work as a service center during a disaster, a written agreement between the American Red Cross and the local church is required. If the church contracts with the Red Cross, a signed copy of this agreement must be sent to the conference office. With an agreement, the American Red Cross covers the liability and damage that might occur while operating the shelter and also provides staff to run the operation.

Local Church Disaster Response Coordinator (LC-DRC)

For local congregations, the Local Church Disaster Response Coordinator is the point person when a disaster strikes. The LC-DRC teams with the pastor and District Disaster Response Coordinator. Disaster response is a team effort! By working with the District Coordinator, the Conference Coordinator, the pastor, lay leader, and church officials, many connections can be easily made. There are resources in all of these areas.

The LC-DRC shall:

- Work with the pastor and trustees in developing a disaster response plan.
- Develop a Disaster Response Team to help the pastor and trustees make an assessment of special needs populations within the community.
 - The elderly, poor, unemployed, immigrants, disabled, shut-ins, children, and other persons who are most vulnerable in a disaster.
- Compile a list of persons willing to volunteer to implement a disaster plan.
 - Help serve food, do cleanups, provide transportation, child care, reconstruction, organize support groups, etc.
- Keep church plans updated and apprise the congregation of those plans.
- Communicate with the District Disaster Coordinator and inform them of the scope of the church plans and the churches' availability to help in a disaster that might occur outside of their local community.
- Encourage the church's participation in UMCOR Sunday and other special advances for the purpose of disaster relief.
- Establish communication with the District Disaster Coordinator and maintain a list of phone numbers to be used to connect with the appropriate Conference Disaster Response Committee members.
- Develop contacts with the local relief agencies:
 - County Emergency Management, American Red Cross, Salvation Army, faith based groups, etc., through participation in the local VOAD (Volunteer Organizations Active in Disasters.)
 - If there is no local VOAD, then connect with the Conference Disaster Coordinator about either helping set up a local VOAD or working with some other local group.
 - * As a conference we encourage working with the VOAD if at all possible.
- Become familiar with existing community service agencies.
 - Learn if they have a plan to help the needy in a disaster as an extension of their normal services.
- Develop an Assessment Team and allow conference trainers to teach this team how to effectively do assessment work following a disaster.

After The Storm

After The Storm is a 501(c)3 nonprofit organization launched by the Michigan Conference of The United Methodist Church in 2022. The original conference ministry was launched in response to a flood in Detroit and Southeast Michigan. That same year, the ministry also responded to a tornado in Gaylord, working with more than 100 families to rebuild and recover.



The Michigan Conference quickly became the expert in long-term disaster response and recovery in Michigan, trusted by federal, state, and local partners. Conference leadership felt the best way to sustain this expertise and attract recovery funds was to form an independent organization. *After The Storm* works with people and organizations of any religious persuasion and all donations are tax deductible.

The Michigan Conference continues to work in close partnership with *After The Storm* and to receive gifts for this organization from our members to continue this important work.

WHEN DISASTER STRIKES

Remember that the first response in a disaster is through the Emergency Management Division of the Michigan State Police - Emergency Management Homeland Security Department. The next line of response is by the American Red Cross and/or the Salvation Army. These groups are responsible for the immediate needs of a disaster including rescue, mitigating the results of the disaster, providing food, shelter and other physical needs.

- While needs assessments are immediately necessary, the churches' real response must come after three days to three weeks following the disaster.
- The conference response depends on what agencies such as the American Red Cross, the Salvation Army, state and federal agencies are doing.
- We need not and should not, duplicate their work.
- We need to respond to those who are left out of the system, meet the needs that the other agencies cannot, and to build on what they have done.
- We must be careful not to interfere with the services that they are mandated to provide.

Pastor of the local church

- Takes charge of the local situation.
- Provides an assessment to the District Disaster Response Coordinator and the District Superintendent as soon as possible.

District Disaster Response Coordinator

- Coordinates all relief efforts within the district.
- Maintains contact with:
 - The local church pastor(s) or designated contact person.
 - The District Superintendent
 - The Conference Disaster Response Coordinator
- Makes an assessment of the situation as needed.

District Superintendent

- Makes contact with the local church(es) and pastor(s).
- Assimilates reports and forwards them to the conference level.
- Works with the District Disaster Response Coordinator and provides oversight and support.

The Bishop

- Provides pastoral oversight through the cabinet.
- Makes an on-site visit within 72 hours if possible.

Conference Disaster Response Coordinator

- Coordinates relief efforts within the conference.
- Meets with the Disaster Response Ministry Committee within 72 hours to receive reports and coordinate action plans.

Conference Communications Director

- Gathers critical response information and photos from the bishop, DS, and others for alerting the conference on how the area will respond.
- Creates any necessary fundraising or response communications.
- Serves as a spokesperson for the conference with secular media.

FUNDING IN DISASTER RESPONSE

Policies and Procedures Related to Funds/Financial Limitations

- UMCOR money is to provide immediate relief of acute human need.
- UMCOR money cannot be used to repair or rebuild disaster-damaged church property.
- General appeal money can only be used for its designated purpose.
- No money will be given to victims or survivors.
 - All disbursement of funds will be made to approved vendors.
- Annual Conference money will be used for needs designated by the C-DRMC.
- Conference money must be used first before General Appeal and UMCOR money can be used.
- All unused UMCOR money must be returned to UMCOR at the time of close out.

Resources Available From UMCOR

- A \$10,000 Relief Grant will be sent to the Conference Treasurer after the Bishop requests UMCOR assistance.
 - This is start-up money for disaster relief.
 - UMCOR money can be requested for any additional amount over the original \$10,000.
 - Detailed budgets need to accompany the request.
 - Requests for more than \$100,000 need the approval of the entire UMCOR Board of Directors which only meets periodically.
- Upon invitation UMCOR personnel will assist the Conference and the Conference Disaster Response Coordinator following a disaster.
- Equipment such as generators, pressure washers, ice coolers for bulk ice, etc. can be requested.
 - UMCOR takes care of transporting the equipment to the scene at no cost to the conference.
- Cleaning Kits (aka Clean Up Kits and Hygiene Kits) are available through Sager Brown and/or Midwest Mission Distribution Center at no cost to the conference.
 - The Conference Disaster Response Coordinator is the authorized person to request UMCOR/Midwest Mission kits, for Michigan.
 - * Translates to a delivery from the Midwest Mission Distribution Center in Illinois.

General Fund Information

There are many possible paths of fund donations:

- UMCOR
 - National
 - International
- Michigan Conference Disaster Preparedness & Response
 - Emergency Response Training
- Volunteers in Mission
- *After The Storm*

Donated funds before and after a disaster

- Large disasters may 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 event.
- All Michigan Conference churches will be encouraged to participate in EngageMI giving and UMCOR Sunday.
 - Funds will go to the United Methodist Committee on Relief.

Bishop

- The Bishop will make the decision to request moneys for the disaster response.

Conference Disaster Response Coordinator/Conference Communications

- As soon as possible following a disaster, the Conference Disaster Response Coordinator will use the network of the conference and district leadership to notify congregations of the need for money.
- It is important that we vigorously generate local funds for local disasters.
 - UMCOR expects to spend conference-generated funds before denominational money is used.
- A conference mailing to congregations, e-mail to pastor and the conference website may be used to inform churches of the disaster and ask that an offering be taken during two Sundays following the disaster.
 - Congregations will be asked to help while the news is top-of-mind.
 - Any delay may cause members to assume the church is not involved in the response, and they will donate to other agencies.

Conference Treasurer

- Unless specified, the moneys collected during a disaster will be placed in a Conference Disaster Response Fund and administered by the Conference Treasurer.
 - In such cases, the Conference Treasurer will assign an accounting number for these designated funds.
- The Conference Treasurer will keep a record of expenditures based on the purpose of expense (i.e., materials/furnishings, utilities, contractor services, etc.) and not according to districts or disasters.
- Request for money from the Disaster Response Fund will follow rules governing check requisition as set forth by the conference.
- The Conference Treasurer is not responsible for spending decisions for a disaster. Because of the nature of disasters, funds must be distributed during the relief stage in a timely manner.
- Paper trails and good accounting are essential for all transactions, but quickly launching disaster operations requires considerable flexibility in disbursing money.
 - In most instances, once a week disbursements work well.
- Church funds are needed most during the recovery stage, long after contributions have dwindled or stopped completely.
 - For this reason, it is necessary to let government and other agencies spend their money during the relief stage while church funds are conserved.
 - Special circumstances may make it necessary to provide small amounts of emergency assistance to a few survivors during the relief stage.
 - Any assistance should be based on documented need, and pre-set equal amounts should not be provided to survivors. Wait until disaster case management is in place to set priorities for genuine needs before dispensing most funds.

District Disaster Coordinators

- District Disaster Coordinators requesting funds are expected to keep a record of moneys spent on a disaster response under their leadership and make the necessary report.

UMCOR Funding Guidelines

Part I - Relief Stage

- Request for funds must come from the Bishop's office with the assistance of the Conference Disaster Response Coordinator.
 - To meet immediate emergency needs; food, clothing, and shelter.
 - To begin set-up of response organization.
 - To assist local churches with added burdens caused by the response needs.
- *After The Storm* begins initial local incident point of contact
- Relief Stage request may not exceed \$10,000 per disaster incident.

Part II - Recovery Stage

- Request for UMCOR grants must be accompanied by a preliminary budget and come from the Bishop's office, with approval from the Conference Treasurer.
 - To provide direct assistance to clients.
 - To help set up the disaster-recovery organization.
 - To cover administrative costs; which will be less than 20% of total request.
- *After The Storm* makes the initial contact with the Incident Point of Contact for Disaster Case Management.
 - Assistance and format for this procedure can come from the Conference Disaster Response Coordinator in consultation with *After The Storm's* Executive Director.
 - Funds may not be used to repair church owned property unless specified in the funding request.

Repair of Damaged Church Property

- Unless specifically given for that purpose, money from the United Methodist Committee on Relief cannot be used for repairing churches.
 - Under certain conditions, the district may seek to help churches raise money to repair churches damaged in a disaster.
 - The conference takes seriously the mandate that church-owned properties have adequate insurance, including flood coverage (which requires a separate policy).
 - The task of rebuilding or repairs is the responsibility of each church and it's trustees.

Donated Goods

- Do not solicit donations for clothing.
 - Refer all such donations to the Seventh-day Adventists and/or the Salvation Army.
- Never send supplies unannounced or unexpected.
- In-kind (non-cash) donations will be received based on specific needs or otherwise redirected to other agencies.
- Location for collection/distribution of donated goods will be determined by the local coordinator based on available space and specific needs.
- Materials or financial assistance should be distributed through the direction of the local response unit.
- Cash donations are recommended and should be sent to the local church.
 - Excess funds should be forwarded to the Conference Treasurer designated for the Michigan Conference Disaster Response Fund.

Management of Volunteers

General Information Regarding Volunteers

The role of volunteers is to assist people in the devastated area to rebuild their lives, often through rebuilding damaged structures. This work should be done to reduce the trauma and chaos of the situation as much as possible. The primary concern should be the survivor!

The Conference Disaster Response Coordinator, or designee, in conjunction with the Conference UM-VIM Coordinator, makes all management and deployment decisions for volunteers (including Early Response Teams).

The first response in a disaster is through the Emergency Management Division of the Michigan State Police and Department of Homeland Security. The next line of response is by the American Red Cross and/or the Salvation Army. These groups are responsible for the immediate needs of a disaster including rescue, mitigating the results of the disaster and providing food, shelter, and other physical needs. We must be careful not to interfere with the services that they are mandated to provide.

Volunteers should:

- Be Safe Sanctuary Certified by the conference. This is required for all ERT/VIM members.
- Be willing to listen and assist survivors in obtaining a range of disaster related services.
- Be ready and willing to go when their skills are needed and their team can be accommodated.
- Be caring, understanding, sensitive, and nonjudgmental.
- Be willing to do the tasks assigned.
- Know and understand the disaster stages and timelines.
- Contact the UM-VIM Coordinator, Early Response Coordinator or the designated contact in devastated areas to see when and how they can offer assistance.
- Check in with local coordinators and authorities for task assignments.
- Communicate so adequate time is available to prepare work assignments for the skill level of each volunteer and the time they have available to serve.
- Leave for the affected area with all personal needs for housing.
- Only work on assigned projects by the appropriate coordinator.
 - Unauthorized repairs can prevent owners from receiving insurance payments or federal assistance.
- Relief stage volunteers should be ERT-certified.
- Be flexible.

Volunteer teams should:

- Be led by a trained ERT/UM-VIM team leader.
- Do not go unprepared, unannounced or uninvited.
- Appoint a leader or liaison to coordinate with the local response group.
- Plan on providing needed materials for rebuilding or cleanup.
- Provide your own transportation, food, lodging and first aid. (ERTs)
- Set aside time for sharing group experiences, rest, and worship.

Remember: Volunteers are guests and servants!

Early Response Teams (ERTs)

An Early Response Team is a specialized, trained and certified collection of volunteers that arrive self-contained into an area, if and when they are requested. The purpose of an Early Response Team is to provide a caring Christian presence in the aftermath of a disaster.

The tasks of an ERT are:

- Take steps to prevent further damage to a family's personal property (stabilize).
 - Such steps may include applying roof tarps, debris removal, chainsaw work, and cleaning out flooded homes.
- To be part of a caring ministry of listeners who will help the survivors begin to heal.

Early Response Teams DO NOT:

- 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.
 - * These actions can become a liability issue for team members, churches, and the conference if teams are thought to hinder or duplicate a person's access to benefits.
- Arrive in a disaster area without an invitation from the Conference Disaster Response Coordinator.
 - Out-of-conference teams do not arrive until invited by the North Central Jurisdiction UM-VIM Office.
- Serve unless they are trained, certified and recognized by the conference and the UM-VIM Jurisdiction Office.
- Make promises to the survivors.

UM-VIM and Disaster Recovery Teams

Rebuilding and permanent repairs will be done by UM-VIM teams and others who will work during the recovery stage, supported by construction managers, Disaster Case Management teams and Ministry of Caring teams. These teams go in under the direction of the Conference Recovery and UM-VIM Coordinator. Once *After The Storm* is engaged, the volunteer teams will work together to schedule service.



When Disaster Strikes:

Overview of Major Roles and Responsibilities

Local Church Pastor

- Assesses the general situation and physical needs of the people and area.
 - Forwards initial assessment to the District Superintendent and the District Disaster Response Coordinator.

Local Church Disaster Coordinator, Pastor, Lay Leader or Trustees Chair

- Establishes contact with the local Emergency Management Team as soon as possible.
- Provides specific needs assignments within 24 hours.
- Begins seeking response to needs; general and specific.
- Coordinates relief efforts on a local basis.

District Superintendent

- Contacts pastor(s) involved and the District Disaster Response Coordinator as soon as possible.
- Receives report of pastor(s).
- Conducts an on-site visit within 24 hours.

District Disaster Response Coordinator

- Conducts an on-site visit with the District Superintendent.
- Coordinates relief efforts for the district.
- Contacts the Conference Disaster Response Coordinator.

Conference Disaster Response Coordinator

- Conducts an on-site visit with the bishop.
- Coordinates relief efforts, in cooperation with the D-DRC's on a conference level.
- Works in consultation with the bishop and the Conference Director of Communications.



Conference Disaster Response Committee

- Meets within 72 hours of the disaster.
- Receives reports, requests for funds, and dispenses necessary funds as available.

Bishop

- Provides press information through the Conference Director of Communications.
- Visits the area(s) within 72 hours, where applicable.
- Contacts the District Superintendents.
- Requests funds from UMCOR as needed.

Director of Communications

- Monitors the event and damage.
- Communicates information for safety and rescue.
- Provides media information from the Bishop.
- Takes an assessment tour of the affected area led by C-DRC with the Bishop, District Superintendent, and District Disaster Coordinator.

Task Lists with supporting detail

Bishop

Advance preparation

- Become familiar with the Michigan Conference Disaster Response Plan.
 - Keep this protocol on file, both on paper (binder) and electronic, so that it is easily retrievable when needed.
 - * There may be no electricity, limiting computer and/or printer access, when this information may be most needed.
- Actively encourage pastors, churches and the cabinet to use the policy to prepare for disasters.
- Actively encourage all committees, boards, and agencies to cooperate with implementation of the Michigan Conference Disaster Response Plan to prepare for disasters.
- Appoint Conference Disaster Response Ministry Committee Chair, Disaster Response Coordinator, and Early Response Team Coordinator.

Preparation for impending disaster

- Monitor news reports.
- Contact the cabinet and the Conference Disaster Response Coordinator.
- Make sure everyone knows the location of other leaders.
- Evacuate as necessary.
 - If an evacuation is recommended, move out of the area and be certain the cabinet knows where you will be located.
 - If presently located within a danger zone, create a temporary Episcopal Office.

Rescue Stage- 2 to 4 days

- If personally affected, make an assessment of damage and injury and respond accordingly.
 - Assess your own situation first.
 - Unless it is unsafe to remain, stay with your family and property until emergency personnel arrives.
 - Listen to emergency personnel and follow their instructions.
 - * Do not rely on your own judgment or on the judgment of other survivors.
- Monitor events and learn all you can about damage in the Michigan Conference by listening to news reports.
 - Do not interfere with any ongoing relief efforts.
 - Stay in your home or office until the danger is over.
 - * It will be easier for the cabinet and the C-DRC to reach you if you remain at your home or office during this stage.

Relief Stage - 20 to 40 days

- Be in communication with the C-DRC.
- Call to arrange an initial damage assessment tour by the C-DRC and DS.
 - Assess impacted areas to gain a sense of the magnitude and severity of the disaster.
- Conduct an episcopal tour if requested by the DS after their damage assessment report.
 - Coordinate the tour through the C-DRC who should have contacts with the appropriate county FEMA officers who can authorize access to the affected areas. The tour should not be conducted without prior arrangements.
 - Include the DS, C-DRC, DRC, DR Ministry Chair, CDOC.
 - Visit shelters to determine the involvement the church has in caring for evacuees.

- A tour of the disaster area provides:
 - This provides assurance that the conference is committed to response and recovery.
 - An opportunity to provide support and care for the pastors of the affected areas.
 - Personal contact with those who have suffered losses.
 - * Be sensitive and respond by keeping their feelings and needs in mind.
 - * Do not make specific promises of aid to survivors until a more complete assessment of damage and available resources can be furnished.

Recovery Stage - 200 to 400 days

- Monitor progress.
 - The recovery process may last more than a year for some disasters.
 - The highest level of involvement will be in four to six months after the event.
 - * Therefore, it is very easy for other priorities to gain attention just when the church needs to be most active.
 - Maintain communication with the C-DRC and the affected churches.



District Superintendents (DS)

Advance Preparation

- Become familiar with the Michigan Conference Disaster Response Plan.
 - Keep this protocol on file, both on paper (binder) and electronic, so that it is easily retrievable when needed.
 - * There may be no electricity, limiting computer and/or printer access, when this information may be most needed.
- Select a District Coordinator for Disaster Response.
 - Key attributes:
 - * Dependability in an emergency.
 - * Credibility with yourself and your peers.
 - * An interest in volunteers in mission work, disaster preparedness and response, and a desire to do a good job.
 - * Initiative and a willingness to do the job on a purely voluntary basis.
 - * Ability to organize.
- Develop a District Disaster Response Plan in cooperation with the D-DRC.
- Maintain a list of all C-DRC Coordinators.
- Get to know relief agencies in your district.
 - Includes American Red Cross, Salvation Army, etc.
- Direct and assist local church pastors and their churches in identifying Local Church DRCs and how to develop local church disaster plans.
 - This should be in cooperation with the D-DRC, and consistent with Michigan Conference policy guidelines.
- Encourage local churches to receive UMCOR disaster response training through the Conference Disaster Response Ministry (C-DRM).

Preparation for Impending Disaster

- Monitor news reports.
- Contact the D-DRC to prepare for possible action should a disaster occur.
 - Have the DS report their locations so you can remain available to each other.
- Evacuate when necessary.
 - If an evacuation is recommended, move out of the area but assure that your pastors and the bishop know where you will be relocating.
- Create a temporary district office as necessary.
 - Consider temporarily relocating to a church that is outside of the danger zone.
- Advise the bishop of your location and situation as needed.

Rescue Stage - typically 2-4 days

- If personally affected, make an assessment of damage and injury and respond accordingly.
 - Assess your own situation first.
 - Unless it is unsafe to remain, stay with your family and property until emergency personnel arrives.
 - Listen to emergency personnel and follow their instructions.
 - * Do not rely on your own judgment or on the judgment of other survivors.
- Assist local pastors with coordinating relief efforts on a local level.
- Encourage and assist local communities and clergy to hold worship and/or memorial services.

- Monitor damage
 - Gather information about the damage to your district, community, or region by listening to news reports.
 - Gather specific information concerning injuries to pastors and their families and any damage to church property.
 - * The assessment should be communicated to the bishop, C-DRC and D-DRC within 48 hours.
 - Do not interfere with any ongoing first responder relief efforts.
- Activate the District Disaster Response Plan as necessary via the D-DRC.
- Account for district pastors and respond to emergency needs.
 - Make sure everyone has access to shelter, food, and medical attention.
 - Provide emotional and spiritual support to survivors and to those who have experienced the loss of loved ones, friends or congregation members.
 - Initiate, if necessary, a meeting between the ministerial/clergy organization and the local pastors to determine a plan of action.
 - * This could occur after a meeting with the Red Cross.
 - Procure support of the D-DRC if the DS is personally impacted and/or has an overwhelming workload.

Relief Stage - 20 to 40 days

- Take a damage assessment tour with District and Conference Disaster Response Coordinators.
 - Conduct a tour as soon as entry into the affected areas are possible.
 - Confer with local emergency management first to provide you with a tour of the damaged sites and help you gain entry to controlled or restricted zones.
 - Expect to be in shock at what you see, and for others to be in shock also.
 - * Survivors will want to tell their stories over and over again. Be prepared to do a lot of listening.
 - * Listen carefully to the affected pastors. Assess whether they are truly functional and be prepared to ask other pastors to help when a pastor is personally impacted.
 - * Assess affected areas and gain a general sense of the magnitude and severity of the disaster. FEMA and the Red Cross will generate an accurate count of homes within two days.
 - Tour shelters if they are open.
 - * Check to see which churches are participating and assure that there is pastoral care available.
 - * Do not expect evacuated pastors to provide this presence as they may be overwhelmed looking after the needs of their own families.
- Compile and coordinate your estimates with those of the D-DRC and communicate to the C-DRC.
- Inform the bishop of your own situation.
- Request, organize, and conduct an episcopal tour if appropriate. See bishop's section on page 21.
- Organize district volunteers for response.
 - Call a meeting of the pastors in the affected area.
 - Have your D-DRC explain how local churches can respond to the crisis and which resources are at their disposal.
 - Consider community and interfaith collaborations such as a multi-agency resource center.
 - Identify a specific church or location for coordinating the effort.
 - * Be certain that both the pastor and the church are willing to serve in this role.
 - Encourage your pastors to work ecumenically and on an interfaith basis in the relief effort.
 - * Encourage them to spearhead such a joint response.
 - Remind them that the D-DRC and/or C-DRC are prepared to be of assistance to their community in organizing a response effort.

- Take the initiative to seek the resources of the district to respond to the affected local churches. Resources may include:
 - * United Women in Faith and United Methodist Men: work teams to help with cleanup, child care arrangements, feeding stations, etc..
 - * Short-term Volunteers in Mission: professional medical services, counseling, and other specialty services.
 - * United Methodist Youth: food drives (if requested) and cleanup teams.
 - * Church and Society Groups: assistance for persons with handicapped conditions.
 - * District Worship Leadership: special services for those who have suffered loss or to fill in for pastors who have suffered loss themselves.
- Look after the well-being of pastors.
 - Watch for and work to prevent burn out.
 - Frequently check on those who are heavily involved; do not expect them to call you.
 - If pastors need support, provide mental health time with their families outside the disaster zone.
 - Be ready to supply substitute pastors to fill their pulpit until they can recover from their loss.
 - If pastors suffer loss, make certain that local churches respond with sensitivity.
 - * Check to see how much of their loss is covered by church insurance.
 - * If a parsonage is uninhabitable, be certain that the local church is providing the pastor's family with a decent place to stay.
 - * The Red Cross may be able to furnish some initial living expense money.
 - * The local church should have a clause in its insurance policy that covers the cost of temporary housing. If this is not commonly covered, it should be part of disaster planning at the district and conference levels.
 - Find out if the affected pastors need financial help.
- Your direct involvement during a crisis will have a tremendous impact on pastors and their families.
 - Be insistent on helping even if they resist.
 - * Most survivors, especially those in the helping professions, will downplay their own needs during a crisis. Rely on your own judgment, not that of survivors.

Recovery Stage - 200 to 400 days

- Support the pastor in their recovery efforts.
 - The most likely period for clergy burnout is during the recovery stage.
 - * While a pastor may function well in the early stages of a crisis, the long hours and heavy responsibilities unfortunately will continue after the initial urgency is past.
 - * Regrettably, a local congregation may dislike how much time is required to help survivors even four to six months after the event.
 - Several things can be done to prevent burn out for the pastor.
 - * Let the congregation know how much the pastor's work is appreciated.
 - * If the workload is excessive, determine if a part time person can be hired.
 - * If a pastor has reached their limit, work with the Staff-Parish Relations Committee to provide some time away for the pastor and their family.
 - * Enlist retired clergy to temporarily fill in some of the pastoral duties.
 - * Stay in touch. Do not assume all is well if you don't hear from the pastor.
 - * Check on the pastor's family to assure they are not neglected during this time.
 - * Pastors may have difficulty accepting the fact that they are survivors. Focusing on the need of others may be a form of denying their own needs.
 - * Stay in touch with District DRC and C-DRC.
 - Do not let problems with the system fester. Let the C-DRC and D-DRC know about them right away.
 - Maintain a list of phone numbers with appropriate C-DRM Team members.

Pastors and Local Churches

Advance Preparation

- Become familiar with the Michigan Conference Disaster Response Plan.
 - Keep this protocol on file, both on paper (binder) and electronic, so that it is easily retrievable when needed.
 - * There may be no electricity, limiting computer and/or printer access, when this information may be most needed.
- Identify and appoint a Local Church Disaster Response Coordinator (LC-DRC)
 - Compile a list of persons willing to volunteer to implement the Disaster Plan
 - * (i.e. help serve food, do cleanups, provide transportation, child care, reconstruction, organize support groups, etc.)
 - Encourage the church's participation in UMCOR Sunday and EngageMI Projects along with other special advances for the purpose of disaster relief.
 - In the event that the local church does not have a LC-DRC, the pastor would serve as point person for ensuring fulfillment of the roles and responsibilities of the local church.
- Create a local church Disaster Response Team/Committee.
- Consult with your DS regarding Disaster Response Training for local churches.
- Consult with your DS and discuss preparing for possible actions should a disaster occur.
- Create a local plan in the event of a local disaster.
 - Determine a media spokesperson if necessary.
 - Include the church directory, this policy and all appropriate conference contacts in the response packet.
 - Appoint an ERT trained Disaster Response Coordinator for the local church.
 - Review the plan annually.
- Get to know your local relief agencies, including the Red Cross and Salvation Army, county VOAD, faith based agency, etc..
 - Discuss ways the local church and/or local church volunteers may help in times of disaster.
 - Consider offering shelter space to the Red Cross.
 - * If the local church sets up a shelter on its own, it will be solely responsible for maintaining the facility including supplying food and management, etc.
 - * The Red Cross should provide a Letter of Agreement if the church is to be a Red Cross shelter during a disaster.
- Find out the locations of Emergency Operation Centers (EOCs) and Emergency Management Agencies (EMAs) and if they have been established for counties in your district.
- Work with ministerial and clergy organizations in the area of the need to cooperate together in times of a disaster.
- Interpret to the local church the stages of a disaster (rescue, relief, recovery) and compile the names, addresses, emails and phone numbers of those who would be willing and able to help in a disaster.
 - For example: provide transportation to and from various helping agencies, help survivors complete forms as necessary for the processing of loans or grants, open and supervise the use of the church facilities as housing for outside volunteers, etc..
- Annually review with the Board of Trustees:
 - All insurance coverage.
 - An annual inventory of church property and contents and provide a safe repository of valuable records.

Preparation for Impending Disaster

- Monitor news reports.
- Contact the D-DRC to prepare for possible action should a disaster occur.
 - Make certain that you are aware of each other's location and remain available.
- Evacuate as necessary.
 - If an evacuation is recommended, move out of the area.
 - Assure that the DS, D-DRC, local church DRC, and pastor know each other's location and remain available.
 - Consider temporarily relocating to a church that is away from the danger zone.
 - Make sure DS knows the location of the pastor and other key church personnel.

Rescue Stage - 2 to 4 days

- If personally affected, make an assessment of damage and injury and respond accordingly.
 - Assess your own situation first.
 - Unless it is unsafe to remain, stay with your family and property until emergency personnel arrives.
 - Listen to emergency personnel and follow their instructions.
 - * Do not rely on your own judgment or on the judgment of other survivors.
- Coordinate relief efforts on the local level, working in cooperation with relief agencies, other pastors, and/or ministerial organizations.
 - If a meeting of helping agencies is called by the Red Cross during the latter days of the rescue stage, assign a person from your church to attend.
 - If needed, initiate a meeting of the ministerial organization during the rescue stage (perhaps after the meeting with the Red Cross) to determine a plan of action.
- Monitor damage.
 - Gather information about the damage to your district, community, or region by listening to news reports.
 - Gather specific information concerning injuries to pastors and their families.
 - Do not interfere with any ongoing first responder relief efforts.
- Make an assessment report.
 - Provide a needs assessment regarding the magnitude and severity (approximate survivors, affected areas, type of disaster, and damage) within 24 hours to the DS, District Disaster Response Coordinator, and Conference Disaster Response Coordinator.
 - If the local church pastor is a survivor or subject to an exhausting workload, procure the support of pastors outside the damaged area to make assessment calls.
- Follow guidelines of the local church disaster response plan.
 - Account for church members.
 - Make sure that the most vulnerable are looked after.
 - Make sure everyone has access to shelter, food, and medical attention.
 - Provide emotional and spiritual support to survivors and to those who have experienced the loss of a loved one or friend.
- Practice self-care plan for worship.
 - Be sensitive in worship to the congregation as the reality of the disaster hits home.
 - If your church is damaged, seek out an alternative place to worship.
 - * If another church is damaged, offer to share your building until arrangements are made.
 - Worship can be a form of pastoral care.
 - * There will be a variety of feelings (guilt, anger, grief, hopelessness, etc.).
 - The worship service is most effective in the process of dealing with the frustration created by the disaster. Things happen to the just and unjust, good and evil alike. God does not save us from disaster but God gives us strength to face whatever comes our way.

Relief Stage - 20 to 40 days

- Organize local church volunteers.
 - Help in the church office to facilitate communication, secretarial, and bookkeeping services.
 - Transport survivors to and from agencies that offer assistance.
 - Help survivors fill out forms for loans, grants, etc..
 - Make sure that survivors have maximized all agency help available.
- Facilitate local church communication.
- Submit requests for assistance as needed, working with the Conference and District Disaster Response Coordinators.
- Continue pastoral care and support.
- Continue to be in contact with D-DRCs.
- Advocate for issues of justice.
- Work with Conference ERT Coordinator and teams.

Recovery Stage - 200 to 400 days

- Care for those experiencing physical and emotional fatigue.
 - It is most important that churches, both local and cooperatively, continue to support and encourage the survivors through caring hands and listening ears.
 - Survivors of disaster experience "Grief and Disaster Syndrome" and require care over many months.
 - Volunteer groups must respond to disaster survivors with love, kindness, understanding, and especially patience.
- Partner with *After The Storm* to coordinate volunteers.
 - Volunteer are needed to clean up, repair, and rebuild, needed transportation, and help survivors who "fall through the cracks."
 - Contribute and secure funds through local offerings and through the C-DRC.
- Work with Michigan Conference UVMIM to recruit volunteers and develop work teams.
 - Support volunteer teams and agencies by providing shelter and/or food.
 - Continue pastoral care and support.

Conference Director of Communications

Advance Preparation

- Serve on the Disaster Response Ministry Committee.
- Become familiar with the Michigan Conference Disaster Response Plan.
 - Keep this protocol on file, both on paper (binder) and electronic, so that it is easily retrievable when needed.
 - * There may be no electricity, limiting computer and/or printer access, when this information may be most needed.
- Coordinate and oversee Michigan Conference Communications.
- Promote disaster response training opportunities.
- Assess conference communication practices and work for readiness in disaster.
- Maintain current contact information for the Bishop, C-DRC, and Cabinet.

Preparation for Imminent Disaster

- Monitor the news.
- Communicate with the Conference Disaster Response Coordinator.
 - Release information about disaster response preparation to the Michigan Conference churches.

Rescue Stage - 2 to 4 days

- If personally affected, make an assessment of damage and injury and respond accordingly.
 - Assess your own situation first.
 - Unless it is unsafe to remain, stay with your family and property until emergency personnel arrives.
 - Listen to emergency personnel and follow their instructions.
 - * Do not rely on your own judgment or on the judgment of other survivors.
- Monitor the event.
- Monitor damage.
 - Gather information about the damage to Conference or region by monitoring news reports
 - Do not interfere with any ongoing emergency safety personnel (Police, Fire Department, etc.) relief efforts.
 - Stay in your home or office until the danger is past. It will be easier for the Bishop and DS(s) to reach you if you remain at your home or office during this stage.
- Communicate information for safety and rescue.
 - Publish information that has direct bearing on the safety and rescue of those involved in the disaster in cooperation with the C-DRC.
 - Remind conference members to await instructions, to not self deploy or send donations.

Relief Stage - 20 to 40 days

- If necessary, take assessment tour of the affected area, led by the C-DRC with the bishop, DS(s), and D-DRC(s).
- Continue to gather information and coordinate conference communications in cooperation with the Bishop, Director of Connectional Ministries and the C-DRC.

Recovery Stage - 200 to 400 days

- Continue to monitor progress, offering updates through Conference media channels.
- Collaborate and communicate with ATS and C-DRC on volunteer opportunities.

Conference Disaster Response Coordinator (C-DRC)

Advance Preparation

- Become familiar with the Michigan Conference Disaster Response Plan.
 - Keep this protocol on file, both on paper (binder) and electronic, so that it is easily retrievable when needed.
 - * There may be no electricity, limiting computer and/or printer access, when this information may be most needed.
- Maintain trainings and certifications in compliance with UMCOR.
- Provide oversight for the entire Disaster Response Plan.
- Participate as a member of the Disaster Response Ministry Committee (C-DRMC).
- Coordinate an annual training event for District Disaster Response Coordinators and volunteers.
- Encourage pastors and churches to use this policy to prepare for disasters.
- Network with other denominational Disaster Response Coordinators, VOAD members and affiliated organizations.
- Keep updated information available for Disaster Response Coordinators, local churches and clergy.
- Make a report yearly for the Annual Conference Journal.

Preparation for Imminent Disaster

- Monitor the news.
- Contact the bishop, district superintendents, and Conference Director of Communications.
- Be prepared for contacts from VOAD, local church or District Disaster Response Coordinators.

Rescue Stage - 2 to 4 days

- If personally affected, make an assessment of your damage and injury and respond accordingly.
 - Assess your own situation first.
 - Unless it is unsafe to remain, stay with your family and property until emergency personnel arrives.
 - Listen to emergency personnel and follow their instructions.
 - * Do not rely on your own judgment or on the judgment of other survivors.
- Monitor the event.
- Alert early response leaders of potential for activation.



Relief Stage - 20 to 40 days

- Contact D-DRCs and receive an initial assessment or report.
- Contact the emergency management agency for initial report on damaged areas.
- Inform the bishop and district superintendents.
- Determine if assistance is required from UMCOR and/or local ERTs, and engage as appropriate.
- Lead damage assessment tours with the bishop, DS(s), D-DRC(s), and CDOC.
- Meet with Conference UMVIM and Disaster Response Ministry.
 - Disaster Response Ministry will develop the specific response steps for handling the disaster.
- Secure an accounting of the ways in which contributed funds are used in any given disaster.
 - This report from the funded relief group shall be forwarded to the Michigan Conference Treasurer and the C-DRC.

Recovery Stage - 200 to 400 days

- Transition the responsibility for recovery services to *After The Storm* Michigan.

Disaster Response Ministry Chair

- Facilitate the function and deliverables of the Disaster Response Ministry
- The role of the DRM team is to:
 - Oversee the implementation of the Conference Disaster Plan.
 - Meet a minimum of twice annually.
 - Coordinate Michigan response by establishing policies, procedures, and funding guidelines.
 - Develop and maintain a network of volunteers.
 - Schedule UMCOR training sessions.
 - Oversee disbursement of CDRFs as available.
 - Oversee the evaluation of disaster response within the conference.
 - In cooperation with the CDOC, "tell the story" of the conference disaster response.
 - Secure an accounting of how contributed funds were used.
 - Maintain relationship with ATS for ongoing ministry updates.
- Work with the bishop, DS(s), the Conference Board of Global Missions Chair toward the identification and appointment of C-DRC and DRM members.
- Schedule and facilitate C-DRC & DRM meetings and support meeting follow-up.
- Assure DRM members maintain their respective training and certifications in compliance with UMCOR rules and regulations.

District Disaster Response Coordinator (D-DRC)

Advance Preparation

- Become familiar with the Michigan Conference Disaster Response Plan.
 - Keep this protocol on file, both on paper (binder) and electronic, so that it is easily retrievable when needed.
 - * There may be no electricity, limiting computer and/or printer access, when this information may be most needed.
- Maintain training and certification compliant with UMCOR.
- Establish a working relationship with C-DRC and ATS.
- Develop a District Disaster Response Team including the DS.
- Become familiar and maintain a list of on-going relief ministries of district churches.
- Maintain a contact list and become acquainted with district clergy.
- Encourage and work with pastors to create their local church Disaster Relief Plan.
- Become familiar and build relationships with Emergency Operation Agencies (EOA) and centers established in your counties:
 - Red Cross
 - Michigan State Police Emergency Management Homeland Security Department (MSP-EMHSD) Managers
 - Volunteer Agency Liaison (VAL)
 - Volunteer Organizations Active in Disasters (VOAD)
 - Community/County Organizations Active in Disasters (COAD)
 - Long-Term Recovery Group(s) (LTRG)
- Identify locations for supply depots, identify and inventory available equipment, collaborate with other District Disaster Teams for location of supply depots, distribution sites, etc..
- Participate as a member of the Disaster Response Ministry (DRM).

Preparation for Imminent Disaster

- Monitor news reports.
- Be in contact with the district superintendent(s).
 - Know the locations of team members and how to contact one another.
- Evacuate as necessary.
 - If an evacuation is recommended, move out of the area, but be certain that your DS knows where you will be located.

Rescue Stage - typically 2 to 4 days

- If personally affected, make an assessment of your damage and injury and respond accordingly.
 - Assess your own situation first.
 - Unless it is unsafe to remain, stay with your family and property until emergency personnel arrives.
 - Listen to emergency personnel and follow their instructions.
 - * Do not rely on your own judgment or on the judgment of other survivors.
- Monitor damage.
 - Gather information about the damage to your community by monitoring news reports.
 - Do not interfere with any ongoing emergency safety personnel (police, fire department, etc..)
 - Stay in your home or office until the danger is past.
 - * It will be easier for the bishop and DS(s) to reach you if you remain at your home or office during this stage.

- Make assessment reports.
 - Affected pastor(s) will need to call you and the D-DRC(s) within 24 hours with an assessment of the disaster.
 - * The only specific information they should gather at this point concerns injuries to pastors and their families plus damage to church property.
 - * You may have to initiate calls to the EMs, affected pastor(s), or to a pastor in the area for information on the magnitude and severity of the damage.
 - * Set up and take a damage assessment tour with the DS.
- Bring everything you need to survive including food, transportation, fuel, etc.
 - The local people “own the disaster” and have a right to be consulted on decisions that directly affect them.
 - Be sensitive to the fatigue level of persons on site, especially during the emergency stage.

Relief Stage - 20 to 40 days

- Stay in contact with the DS, clergy, Disaster Response Ministry team (DRM).
- Monitor progress of ERT volunteer teams.
- If necessary, set up and take a damage assessment tour with the DS and C-DRC.
- Confer with local law enforcement first to provide you with a tour of the damaged sites and help you gain entry to controlled or restricted zones.
 - Expect to be in shock at what you see, and for others to be in shock also.
 - Survivors and near-survivors will want to tell their stories over and over again.
 - * Listen carefully to the affected pastors. Assess whether they are truly functional and be prepared to ask other pastors to help when a pastor is personally impacted.
 - Assess affected areas and gain a general sense of the magnitude and severity of the disaster. FEMA and the Red Cross will generate an accurate count of homes within two days.
 - Explore with pastors and churches how ERT & UMVIM work teams may help in your district to clean up and rebuild, during the recovery stage

Recovery Stage -200 to 400 days (D-DRC)

- Keep in contact with clergy, the DS, C-DRC and ATS.
- Explore inviting UMVIM teams.
 - Explore with pastors and churches the possibility of UMVIM work teams helping in your district to clean up and rebuild, during the recovery stage.
 - Monitor progress of UMVIM teams.

Early Response Team Coordinator (ERTC)

Advance Preparation

- Become familiar with the Michigan Conference Disaster Response Plan.
 - Keep this protocol on file, both on paper (binder) and electronic, so that it is easily retrievable when needed.
 - * There may be no electricity, limiting computer and/or printer access, when this information may be most needed.
- Maintain a contact list of ERT trained volunteers.
- Maintain training and certification in compliance with UMCOR.
 - Maintain an updated and accurate contact list of all people who have successfully completed ERT training.
 - See that ERT trained volunteers receive required certification upon completion of ERT training through UMCOR.
- Participate as a member of the Disaster Response Ministry team.
- Work with the Conference Disaster Response & D-DRCs to provide ERT training.
- Facilitate Conference ERTs to respond to disasters outside the Michigan Conference when requested by another conference.
 - Be on communication lists with the conference and the jurisdiction that will keep you informed regarding ERT needs across the country.

Preparation for Imminent Disaster

- Monitor the news.
- Notify all ERT trained volunteers of potential activation.
- Identify those who are available to respond to the crisis.

Rescue Stage - 2 to 4 days

- If personally affected, make an assessment of your damage and injury and respond accordingly.
 - Assess your own situation first.
 - Unless it is unsafe to remain, stay with your family and property until emergency personnel arrives.
 - Listen to emergency personnel and follow their instructions.
- Do not rely on your own judgment or on the judgment of other survivors.
- Maintain communication with the C-DRC.
- If the disaster is outside the Michigan Conference, monitor communication from the affected conference to assess potential needs for ERTs.
 - Never self deploy. Always await instructions.

Relief Stage - 20 to 40 days

- Activate ERTs as appropriate within the Michigan Conference.
 - If ERTS are activated, notify all trained ERTs.
 - Ask for volunteers to lead teams.
 - Inform the team leader of the specific needs of the affected area.
- Facilitate communication with ERT team leaders.
 - Facilitate communication with the team leader and other trained and available ERT volunteers in order to assist them in building a team.
 - Assist the team leader in any areas necessary to make the ERT experience successful in compliance with all UMCOR guidelines.
 - If the disaster is outside the Michigan Conference, an invitation must be sent from the C-DRC of the affected area.

Recovery Stage - 200 to 400 days

- Continue to communicate with all trained ERTs.
- Continue to encourage ERTs to respond as recovery workers.
- Facilitate communication between ERTs and the people who can help the ERT find appropriate places to assist.
 - Activate the District Disaster Response plan, if appropriate, via the D-DRCs.
 - During this stage people need to be found, rescued and given proper medical attention. They also need to be housed and fed. There may be loss of life as well as property.



Early Response Team Member

- Volunteers going into a disaster area must be able to care for their own needs.
- Bring your own supplies and necessities.
 - Do not add to the burden by counting on getting food and water in the disaster area.
- Local people “own the disaster” and have a right to be consulted on decisions that directly affect them.
- Be sensitive to the fatigue level of persons on site, especially during the emergency stage.
- Partner and maintain communication with *After The Storm* for ongoing support of survivors.
- Partner with UMVIM.

Advance Preparation

- Maintain your UMCOR training and certification in compliance with their rules and regulations.
- Become familiar with the Conference Disaster Response Plan.
- Create a network of United Methodist trained mental health professionals for crisis intervention and stabilization.
- Maintain a network of clergy trained in pastoral care and volunteers trained through UMCOR in emotional and spiritual care.
- Participate as a member of the DRM team.

Preparation for Imminent Disaster

- Make contact with professional and lay networks to check for availability.

Rescue Stage - 2 to 4 days

- If personally affected, make an assessment of your damage and injury and respond accordingly.
 - Assess your own situation first.
 - Unless it is unsafe to remain, stay with your family and property until emergency personnel arrives.
 - Listen to emergency personnel and follow their instructions.
- Do not rely on your own judgment or on the judgment of other survivors.
- Provide care within a United Methodist Church that is identified as a safe zone or recovery zone at the request of the DS or the C-DRC.
- Work only at the request of first responders.
- Provide care for affected clergy as requested.

Relief Stage - 20 to 40 days

- Work within a United Methodist Church focusing on Post Traumatic Stress Disorder.
- At the request of first responders, work with the community focusing on Post Traumatic Stress Disorder.

Recovery Stage - 200 to 400 days

- Provide support as needed on the assessment of the Conference Disaster Response Coordinator.