



# DISASTER PREPAREDNESS & RESPONSE PLAN

## Mission Presbytery

**Primary Responsibility: Executive Presbyter**

**Coordinating Responsibility: Presbytery Disaster Preparedness Coordinator**

### Statement of Purpose

This Disaster Preparedness & Response Plan establishes guidelines and provides tools for Mission Presbytery in the preparation of and response to disasters that occur within its boundaries.

Disaster preparedness and timely response is essential for the protection of lives and property as well as mitigating the sense of loss and hopelessness in the aftermath of a disaster. Assisting affected individuals, groups, and churches through disasters witnesses to the love and healing of Jesus Christ and builds up the resiliency of the body of Christ.

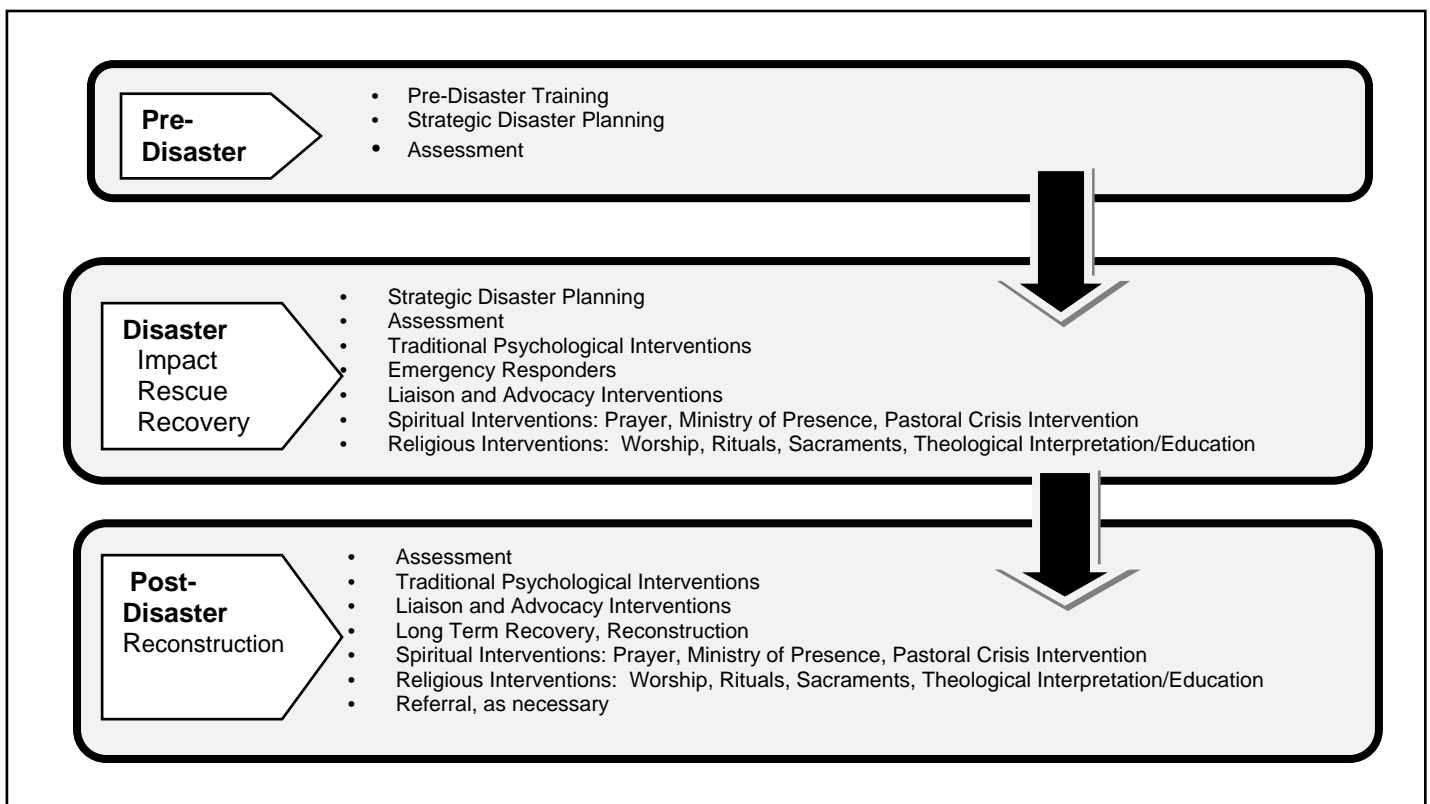
In addition, the Plan supports partnerships and participation in long-term operational response for disasters within and beyond the Presbytery by using available resources.

### Situational Environment

The offices of Mission Presbytery and its congregations are situated in areas that could sustain damage, irreversible changes, or destruction due to natural and human caused disasters such as: fires, floods, tornadoes, hurricanes, earthquakes, landslides, ice storms, drought, epidemics, hazardous material spills, technological failures, environmental contamination, major accidents, and acts of terrorism or war.

### Cycle of Disaster Preparedness & Response

The Plan provides a *comprehensive* (full spectrum), *integrated* (multi-faceted), and *flexible* (needs-based) set of guidelines for pastoral leadership and mission response before, during, and after a disaster.



### **Executive Presbyter:**

1. Oversees establishment of Disaster Preparedness & Response Plan
2. Presents budget to General Council
3. Appoints Disaster Preparedness Coordinator
4. Reviews Disaster Preparedness & Response Plan annually
5. Staffs Disaster Control Center at the Presbytery office during normal office hours
6. Directs the Disaster Control Center to relocate from the Presbytery office to an alternate location in order to continue operations if the office is directly impacted by a disaster
7. Provides ministry of presence to pastors and congregations in affected areas as soon as possible
8. Requests Presbyterian Disaster Assistance support, as needed
9. Decides, in consultation with General Council, to transition from a Disaster Control Center to a Call Center operations for long-term recovery and reconstruction activities within the Presbytery and participating with Presbyterian Disaster Assistance as necessary
10. Requests, in consultation with General Council, chaplains and retired ministers to augment the Presbytery's disaster response as needed
11. Participates in opportunities for worship leadership with the impacted community(s)

### **General Council:**

1. Reviews after-action reports of disasters to determine the effectiveness of available resources and Plan implementation to meet the Presbytery's and congregations' needs
2. Functions as the Presbytery's Task Force for Disaster Preparedness & Response
  - a. Supports development of disaster resources for churches' training and preparation
  - b. Establishes criteria for designated offerings disbursements during and after disasters
  - c. Establishes criteria for disbursement or classification of leftover designated funds
  - d. Coordinates with the Pastoral Care Committee and Committee on Ministry to provide care and support to ministers during and immediately following a disaster
  - e. Coordinates with the Pastoral Care Committee and the Committee on Ministry to activate chaplains and retired ministers to augment the Presbytery's disaster response efforts
  - f. Requests the Pastoral Care Committee to recommend worship options for churches inaccessible and/or damaged beyond immediate use as well as churches without pastoral leadership due to the disaster
  - g. Encourages participation in religious observances within the impacted community(s)
  - h. Decides, in consultation with the Executive Presbyter, to transition from a Disaster Control Center to a Call Center operations for long-term recovery and reconstruction activities within the Presbytery and participating with Presbyterian Disaster Assistance as necessary

### **Presbytery's Disaster Control Center:**

1. Maintains a control center log of events, contacts, maps, changes, and communications
2. Utilizes the appropriate checklists for specified disasters
3. Establishes and maintains regular communication updates with Presbytery staff, Disaster Preparedness Coordinator, and churches in path of disaster
4. Coordinates with Synod for temporary back-up server capability for impacted churches' data
5. Maintain roster of pastors and stay-in-place or evacuation status
6. Receives home, church, and community damage reports from pastors

### **Disaster Preparedness Coordinator**

1. Reports to the Executive Presbyter
2. Develops Disaster Preparedness & Response Plan and budget
3. Coordinates with churches and sessions developing local disaster preparedness plans
4. Staffs Disaster Control Center after Presbytery's normal office hours
5. Maintains resources needed for the Disaster Control Center's operation
6. Keeps informed of responses by and participates in forums with interfaith agencies
7. Keeps informed of responses by and participates in forums with disaster management agencies
8. Recruits and trains churches' Disaster Preparedness & Response Representatives
9. Provides communications and information for the webpage, newsletters, e-mails, Minutes for
10. Missions, Cluster and Presbytery Meetings
11. Provides periodic assessments to Executive Presbyter
12. Assists preparing for opportunities of religious observances for the impacted community(s)
13. Staffs the Presbytery's Call Center, if activated, and participating with Presbyterian Disaster Assistance operations within the Presbytery

### **Church Disaster Preparedness & Response Representatives**

1. Appointed by their respective sessions
2. Assists their church in establishing a disaster preparedness & response plan
3. Coordinates with local/county emergency management operations and interfaith disaster response organizations
4. Attends local disaster preparedness training
5. Provides pastoral care to individuals, families and churches
6. Physically checks on facility damage and reports back to the Disaster Control Center
7. Contacts Disaster Preparedness Coordinator to assist with plan development, training, or Minute for Mission opportunities
8. Participates in local religious observances in the impacted community(s)

### **Sessions or Church Disaster Preparedness & Response Teams**

1. Appoints and works with their Church Disaster Preparedness & Response Representative
2. Develops local church disaster plan
3. Maintains emergency data form on each family unit and pastor(s)
4. Monitors who is going to shelter in-place and who will evacuate
5. Assesses physical needs of congregational members
6. Informs the Disaster Control Center of church shelter capabilities
7. Supports pastor(s) responding to the needs of community survivors
8. Plans and responds according to local emergency management operations requirements
9. Enables the pastor(s) to spiritual support members and the community
10. Determines what programs and services may be reduce, relocated, or temporarily stopped
11. Back-ups church data on a remote server and/or portable storage located offsite
12. Safeguards titles, deeds, membership, minutes, and funds
13. Plans for disruptions in utility service and how to access financial resources
14. Knows what the church's insurance policy does and does not cover
15. Teams up with other church organizations to avoid duplication of efforts
16. Plans religious observances, worship, rituals for the needs of the impacted community(s)
17. Communicates to Presbytery structural, financial, emotional, and spiritual needs