

Flow Sheet for Local Churches

in the Event of a Disaster

Preparedness Phase

- Develop a local, church-specific disaster response plan. Contact the District Disaster Coordinator to assist in this task. (Connecting neighbors is an important topic to learn.)
- The local church personnel will develop a local disaster response plan (see above for assistance).
- Organize volunteer teams to assist in the recovery work and identify a trained UMVIM team leader (contact the DS or District Disaster Response Coordinator for help).
- Direct any volunteers to a local emergency management volunteer system until the Conference determines the need to set up volunteer management.

The Board of Trustees

- Review insurance coverage
- Inventory church property and store inventory off-site
- Provide safe repository for valuable records
- Secure the church and property, remove swinging signs and board or shutter windows, etc.

Rescue/Emergency Phase

- Monitor the media for updates.
- Secure your safety and the safety of your family first. Make sure you are safe, secure, and that you have shelter.
- If the church is damaged, notify your insurance carrier and take pictures!
- Assess the safety of your faith community members by following your church's disaster plan.
- If the church is certified to assist in a disaster (sheltering, etc), follow the instructions of the agency in charge.

Relief Phase

- Local church personnel will activate its disaster response plan.
- Assess the welfare of the parishioners and special-needs populations within the community.
- Work with Board of Trustees to determine if church property is damaged and report to DS.
- Let local emergency personnel and law enforcement manage volunteers.
- If the local church is involved in the clean-up, **do not** do any repairs until government and insurance companies have assessed the damage and **take photos - with permission - of any damage before clean-up**, preferably with church officials (Conference Disaster Coordinator).
- - *Note: An ecumenical effort may be necessary. Emergency living expenses are handled by the American Red Cross. Survivors can receive vouchers for temporary housing, food, and clothing. If the disaster is federally declared, FEMA will open a disaster recovery center in the area.*

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Recovery Phase

- Be an active part of the local religious community’s long-term response.
- Focus on things your church can do.
- Promote offerings for disaster relief in response to any episcopal appeal, channeling funds to the Upper New York Disaster Response fund.
- Organize volunteer teams to assist in the recovery work and if your team doesn’t have a trained UMVIM team leader, contact the Conference UMVIM team to learn how to create one.

Review-Aftermath Phase

- Provide an assessment of procedures followed and services utilized during the disaster.
- Revise church disaster response plan accordingly.

Who to call in the case of a disaster:

Pastor of the Church	
Local Church Disaster Coordinator	
District Office	
District Disaster Coordinator	
DS to notify the Bishop	
Conference Disaster Coordinator	Mike Block (315) 898-2064 or (315) 491-0497