



Alabama- West Florida Conference Disaster Response Team

District Disaster Response Plan Guidelines

Disaster Response Checklist for _____ District,
Alabama/West Florida Conference UMC

I. Pre-Disaster

A. Administrative

1. District Properties
Offices, Parsonage, etc.
Adequately insured including flood
2. Inventory and record by video All District property
3. DS and staff personal property inventoried and recorded
4. Train District Superintendent & staff for Disaster Response
5. Instruct and monitor local churches to accomplish inventory and Training

B. Appointments: District Disaster Response Coordinator & Committee

1. Name 2 assistant DRC's Lay or Clergy -
2. Committee for district should include Lay and Clergy
3. DRC should be able to communicate with Conference Response via email and cell phone

C. District Planning

1. Identify District Disaster Coordination Team (3 members)
Coordinator, Volunteer Manager, Logistics Manager
2. Develop an ICS plan for district response
3. Update and Complete all plans and reviews by June 30 each year
4. Assign and train individuals and staffs on roles and responsibilities
5. Update communication information for key district staff and team responders
Telephone/cell/and email information
6. Exercise Plan annually with agencies, local authorities and local churches.
7. Brief all district agencies and boards on district plans
8. Approved by DCOM
9. file and coordinate with Conference Disaster Relief Coordinator
10. Place a representative for the district on VOAD and meet with local planners for response.

D. Staffing for Emergency/Disaster -- Clergy

1. Develop a communication tree for support of local pastors
2. Implement a pastoral care plan (UMCOR handbook)

E. Staffing for Emergency/Disaster-Volunteers

1. Assemble trained Early Responders
2. Provide volunteers for Volunteer Center (set up by local EMA)
3. Provide volunteer management of teams responding to district
4. Provide volunteer for distribution of goods

II. Disaster Imminent

A. Communications

1. Monitor media
2. Alert District Coordinator - Ask him/her to monitor and establish contact with key churches in district
3. Establish contact with Conference Disaster Response Coordinator
4. Establish contact with local EMA VOAD
5. Alert trained Early Responders in District

III. Disaster

A. Impacted District Plan of Action

1. Care for yourselves and your families
2. Activate staff and District ICS plan
3. Select alternate operational location if facilities are damaged
4. Notify Bishop of your personal location
5. Monitor damage to your district through media response and disaster coordinators from local churches
6. Assess damage in the area with District Coordinator
7. Establish contact with local EMA, Red Cross, Salvation Army, VOAD, etc.
8. Send preliminary damage report to Conference Disaster Response Coordinator
 - Follow on with reports until damage assessment is complete
9. Assist survivors in coordination with local EMA and Responders Shelter, church feeding, clean up teams, etc.
10. Communicate & Report daily to Conference Disaster Coordinator
11. Tour damaged area with Bishop, Conference DRC, and district staff as soon as possible
12. Execute pastoral care/ child care plan
13. Transition to recovery phase as response phase begins to slow
14. Provide funding and volunteer teams for "un-met needs"
 - Coordinate closely with Conference Response Team
15. Monitor pastors for "burn-out," trauma - Assist with retired Ministers

B. Non-Impacted District Support Plan

1. Instruct District Coordinator to assist Conference as needed
2. Assess status of work teams and equipment
3. Offer resources available to Impacted Areas through CDRC
3. Assess status of local Disaster staff and offer assistance to Conference staff as needed.

IV. Post Disaster

A. During Long Term Recovery-

1. Provide representative on Long Term Recovery Boards/VOADs
2. Critique response
3. Revise plans and staffing accordingly

B. When recovery is ended

1. Finalize reports
2. Brain-storm with Conference and District Coordinators to improve recovery efforts
3. Identify resources or programs to be continued