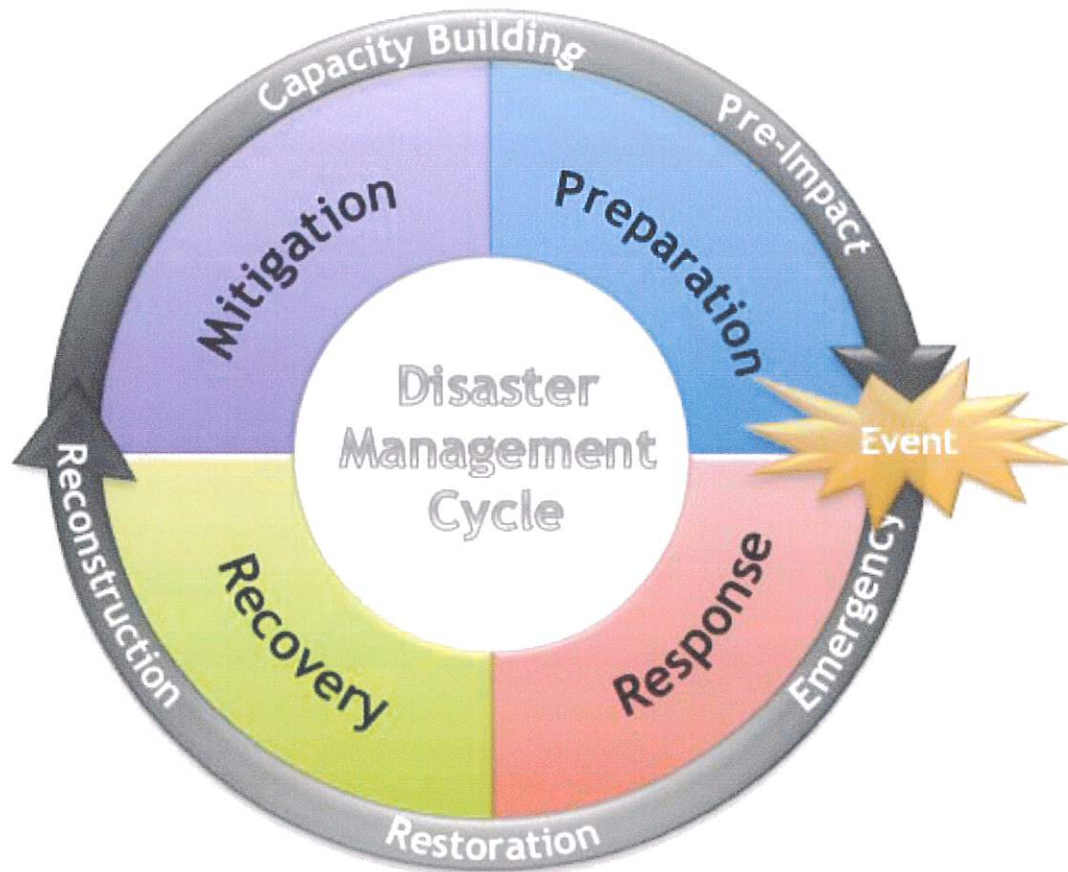


Background

The Disaster Management Cycle – this manual is meant to guide you through “Preparation” and some immediate Response. Go to www.ucc.org/disaster to find more resources and learn about other stages of the Disaster Management Cycle.



Source: <https://www.quora.com/What-is-disaster-management-cycle>

Section 1. Preparing the physical building of your church

Part 1. What to do today – ‘Blue Sky Days’:

- ☐ Post emergency phone numbers and the church’s address at each physical phone inside the church.
- ☐ Make an asset list of church property. (2) hard copies, one kept at the church, one kept offsite; (1) digital copy that is accessible from outside the church’s physical computer (accessible remotely).

- ☐ Identify your insurance information and insurance agent. Make sure you have:
 - A physical copy of this information located in the church building.
 - A digital copy that is accessible from outside the church's physical computer (accessible remotely). Often during or immediately after a disaster, roads are blocked, power is down or buildings have been damaged. You need to be able to get this information, even when you cannot physically get to your church.
 - A physical copy that is stored in a separate location – maybe this is a good opportunity to create an 'exchange' with a church across town or in the town next to you, each storing each others' documents in case of emergency.
 - Review your budget and ensure you have enough money in your reserve to pay your insurance deductible should an event occur.
- ☐ Compile a 3-day supply of sustainable foods and water to keep at the church.
 - See www.ucc.org/disaster_resources or the Appendix.
- ☐ Identify the location of the church's emergency plan and ensure there is a physical copy of which you know the location, as well as a digital copy, accessible remotely.
- ☐ Fill out the **Quick and Critical Info for Churches to Know in a Disaster** sheet in the Appendix.

Part 2. What to do before a specific type of event may hit:

- ✓ Access Insurance Board preparedness, loss control and safety information at www.insuranceboard.org/safety-resources/ Step-by-step guides to prepare your church building for specific events are continuously updated, included on the following items, available in the Appendix of this manual.
 - **Disaster Readiness – Tornado**
 - **Disaster Readiness – Winter Storm**
 - **Disaster Readiness – Hurricane**
 - **Disaster Readiness – Earthquake**
 - **Disaster Readiness – Wildfire**
 - **Disaster Readiness – Lightning Strike**
 - **Disaster Readiness – Flood**

Along with emergency specific checklists, information pertaining to additional topics surrounding the protection of your congregation and your church facilities is available. For additional questions please email losscontrol@insuranceboard.org

Section 2. Preparing to care for your church community in the event of disaster

Part 1. What to do today – ‘Blue Sky Days’:

- ☐ Fill in this chart: When an event occurs or we anticipate an event will occur, the following people will be responsible for executing our church’s emergency plan:

Name	Role in the Church	Phone Number(s)	Email	Social media account(s)
1.				
2.				
3.				

- ☐ Ensure you have a current list of those who are part of your church community¹ that includes:
- ☐ An emergency contact for each individual, including an out of town contact.
 - ☐ Notes on any specific mobility limitations or health-related needs the individual may have.
 - ☐ Ensure there is a hard copy of this list, as well as a digital copy that is accessible remotely.
- ☐ Create a plan that works for your community as to how you will account for all those who are part of your church community after a disaster occurs. Will you have a phone tree? Will different individuals be responsible for following up with a certain number of people on your roster?
- ☐ Identify multiple locations where your congregants can meet should an event occur while you are at the church:
- The location we will meet when there is an emergency at church is:
1. _____
 2. _____
- ☐ Make a monthly announcement in church to remind the congregation where this place will be.
- ☐ Develop a plan for what services you will continue to provide in the event of a disaster and how you will continue them.

¹ We use “those who are a part of your church community” instead of the word “members” as there may be individuals who are very involved in your church but who are not yet official ‘members’ in the way the church understands that term. We want to be able to prepare you to care for your whole flock.

- ☐ Develop a Disaster Planning Team for your church community, including a Disaster Coordinator.

The members of our disaster planning team are: _____

- ☐ Identify church community members who have specific skills and who are willing to lead in their areas of expertise such as doctors, nurses, EMT's, fire department personnel, police and law enforcement officers, CERT members, ham radio operators.

Individual	Disaster Response Skills

Part 2. What to do before a specific type of event may hit:

- ☐ Identify community members who need to evacuate but need extra help and mobilize resources to assist them. If they plan to stay where they are, ensure they have three days worth of supplies and a plan for emergency evacuation should they need it. See the Appendix for the 3-day list of supplies each individual should have.
- ☐ Maintain a list of community members who have evacuated ahead of the event as well as their locations and contact information.
- ☐ Connect with local emergency response networks through your City or County Emergency Manager to know local response plans.

Section 3. Preparation so that you can serve others

Part 1. What to do today – 'Blue Sky Days':

- ☐ Get connected to your Conference Disaster Coordinator to learn about the support the Conference and UCC Disaster Ministries can offer when an event occurs
<https://www.ucc.org/disaster-us-disasters-ucc-disaster-coordinators>
- ☐ Get connected to your local Voluntary Organizations Active in Disaster group
<https://www.nvoad.org/voad-members/stateterritory-members/> or Community Organizations Active in Disaster group.

- ☐ Have your Disaster Planning Team take emergency response training, such as, Community Emergency Response Team (CERT) training.
<https://www.ready.gov/community-emergency-response-team>
- ☐ If you want to be eligible to serve as a shelter when a disaster occurs, contact your local American Red Cross chapter to get certified. <https://www.redcross.org/find-your-local-chapter.html>
- ☐ Make a list of the current ministries your church has and how/if they can be mobilized to serve the community in the aftermath of a disaster.

Ministry	Description	Point person
<i>Ex. Food pantry</i>	<i>Dry and canned goods, milk and cheese</i>	<i>Michelle Sawyer</i>

Part 2. What to do before a specific type of event may hit:

- ☐ Be in contact with your local American Red Cross chapter to confirm your availability and eligibility as a shelter location.
- ☐ Contact members of your church ministries that can be mobilized for disaster response and ask them to be on stand-by.
- ☐ Connect with your Conference Disaster Coordinator, local Emergency Management and VOAD to get information on local needs and coordination efforts.
- ☐ Remember the 4 C's of National Voluntary Organization's Active in Disaster (VOAD) in your response: Collaboration, Cooperation, Communication and Coordination!

Important Online Resources

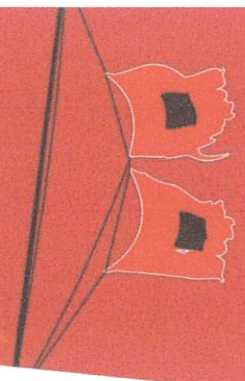
www.insuranceboard.com/safety-resources

www.ucc.org/disaster_resources

www.fema.gov



DISASTER SUPPLIES AND PREPAREDNESS



► Do you have flood insurance?

► Get a refrigerator thermometer. Food keeps at 41 degrees or lower.

► Designate a safe room in your home's interior.

► Bridges lock down when sustained winds reach 39mph.



volusia.org/emergency

Disaster Supplies Checklist

Have a 5 - 7 day supply of water, non-perishable food, medication and other necessary items per person and per pet. To calculate the amount of water and food, remember:

• 1-2 gallons of potable water per day, per person

• ½ - 1 gallon of water per day, per pet

• 3 meals per day, per person

• store water for non-potable uses in clean tubs or other suitable containers

Below are suggested food items. Selections should be based on family needs and preferences. When possible, choose low-salt, water-packed varieties.

► Food/drink items

- | | | |
|--|--|---|
| ☐ bottle/canned/powdered drinks | ☐ canned vegetables | ☐ jelly |
| ☐ bottled water | ☐ cereal | ☐ peanut butter |
| ☐ bread | ☐ crackers | ☐ shelf-stable milk |
| ☐ canned fruits | ☐ granola bars | ☐ sugar or sweetener |
| ☐ canned meats | ☐ infant food and formula | |

► Personal items

- | | | |
|---|--|--|
| ☐ baby bottles | ☐ eyeglasses (<i>extra pair</i>) | ☐ sewing kit |
| ☐ cash/coins | ☐ feminine hygiene products | ☐ shaving supplies |
| ☐ clothes (<i>extra</i>) | ☐ hearing aid batteries | ☐ soap |
| ☐ comb | ☐ medications | ☐ toothbrush/toothpaste |
| ☐ denture care | ☐ paper towels | ☐ vitamins |
| ☐ diapers | ☐ saline solution/contact lens case | ☐ wet wipes |

► First aid supplies

- | | | |
|---|--|---|
| ☐ anti-diarrhea medicine | ☐ ipecac syrup and activated | ☐ scissors |
| ☐ aspirin/acetaminophen | ☐ charcoal (<i>for accidental poison</i>) | ☐ sunscreen |
| ☐ assorted adhesive bandages | ☐ ointment (<i>for cuts/insect bites</i>) | ☐ thermometer |
| ☐ compresses | ☐ peroxide | ☐ tweezers |
| ☐ cotton balls | ☐ Q-tips | ☐ two pairs of latex gloves |
| ☐ first aid tape | ☐ rolls of gauze /bandages | ☐ water purification tablets |
| ☐ insect repellent | ☐ rubbing alcohol | |

► Other necessary items

- | | | |
|--|---|--|
| ☐ ABC fire extinguisher | ☐ GPS device | ☐ plastic wrap |
| ☐ all-purpose cleaner/disinfectant | ☐ hammer | ☐ pliers |
| ☐ aluminum foil | ☐ heavy work gloves | ☐ plywood |
| ☐ battery-powered lighting with extra batteries | ☐ ice chest | ☐ safety pins, assorted |
| ☐ broom | ☐ large plastic food bags | ☐ screwdriver |
| ☐ bucket | ☐ light-weight, portable folding cots | ☐ screws |
| ☐ bungee cords | ☐ manual can opener | ☐ sleeping bags or blankets |
| ☐ camera with batteries with film or video tape | ☐ map or atlas | ☐ time-occupiers such as books, magazines, games, cards |
| ☐ cash (<i>bills and change</i>) | ☐ masking and/or reflective tape | ☐ toilet paper |
| ☐ cellphone and car-charger | ☐ mop | ☐ towels |
| ☐ chlorinated bleach | ☐ nails | ☐ utility knife |
| ☐ crowbar | ☐ napkins or paper towels | ☐ vice grips |
| ☐ disposable dishware/utensils | ☐ NOAA weather/AM/FM radio with an alarm feature and batteries | ☐ wash cloths |
| ☐ dust masks | ☐ non-electric clock | ☐ waterproof, portable plastic |
| ☐ Fix-a-Flat for punctured tires | ☐ pillows | ☐ container (<i>with lid</i>) for important papers |
| ☐ flashlight with batteries | ☐ plastic safety goggles | ☐ whistle |
| | ☐ plastic sheeting | |

Quick and Critical Info for Churches in a Disaster (2 pages)

Church Name: _____

Church Address: _____

Church Phone Number(s): _____

Name of pastor(s) and contact information

Name	Contact Phone Number, Facebook name ² , other	Emergency Contact (Name and Phone Number)

Name and contact info for church leadership

Name	Contact Phone Number, Facebook name, other	Emergency Contact (Name and Phone Number)

Name and contact info of the church Disaster Coordinator

Name	Contact Phone Number, Facebook name, other	Emergency Contact (Name and Phone Number)

Name and contact info of the Conference Disaster Coordinator

Name	Contact Phone Number, Facebook name, other	Emergency Contact (Name and Phone Number)

² Facebook or other social media is one of the most reliable ways to exchange information and messages after a disaster. It can be accessed from any location with an internet connection and is not dependent on having one's own phone/computer/tablet or having internet access in the immediate area as most shelters have internet access.

Name of Insurance Company: _____

Insurance Agent (name, phone, email): _____

Policy number: _____

Conference Minister (name, phone, email): _____

Associate Conference Minister(s) (name, phone, email): _____

Conference Disaster Coordinator (name, phone, email): _____

City Emergency Manager website: _____

County Emergency Manager website: _____

2-1-1 is where the most up-to-date information concerning shelters, street closures, missing persons, water/electricity access and safety, etc. will be. If you do not know something or a parishioner has a question, call 2-1-1.

Immediate Steps for Clergy/Church Leaders

- 1. Make sure everyone is accounted for.** Use your roster with emergency contact information and contact plan (see Church Disaster Preparedness Toolkit).
- 2. Check on the church building if possible, contact insurance company if there is damage.**
- 3. Contact Conference Minister/Associate Conference Minister to check-in.**
- 4. Contact Conference Disaster Coordinator (CDC).** This person will have been connected to technical information about what is happening where, where and what type of help is available and where and what type of help is needed. You should also share with the CDC what type of help or support your church community needs and where/what/if you are or desire to be engaged in any response efforts.
- 5. Put your oxygen mask, gloves and hard hat on first.** Ensuring you are taken care of might seem ridiculous, selfish, impossible, stupid, contrary to your call to ministry, etc. If you do not take care of yourself and your family, you will in no way be able to care for anyone else. Everything likely feels chaotic and like an emergency right now. It is, but there are systems in place, help is coming and then more help is coming. Recovery after a disaster is a marathon, not a sprint. We are praying for you.

DISASTER READINESS: HURRICANE

Hurricanes can cause catastrophic damage. While it is true that there is little you can do to avoid a natural disaster like a hurricane, there is plenty you can do to prepare for a hurricane, to mitigate the damage after a hurricane and to save lives!

Before

- Develop and maintain an emergency response plan and communicate it to your staff and volunteers.
 - Provide instruction and training on your emergency response plan.
 - Sign up for local alerts and warning systems.
 - Outline shutdown procedures for the building and equipment.
 - Know how to shut off electric, gas and power.
 - Designate an emergency meeting location.
- Develop and evacuation plan with multiple evacuation routes and evacuate when told.
- Stock up and make accessible an Emergency Supply Kit.
 - First-aid kit.
 - Non-perishable foods and a non-electric can opener.
 - Bottled water.
 - Battery powered or crank radio. (The American Red Cross makes an excellent one)
 - Fully charges spare cell phone battery or portable charger.
 - Flashlight(s) or lanterns.
 - Extra batteries.
 - Extra blankets, sleeping bags and/or bedding.
 - Sanitation supplies.
- When possible, incorporate hurricane safe building materials during construction, renovation or repair of the building.
- If you have a generator, service it regularly.
- Prepare your building.
 - Consider installing backflow valves to prevent water backup
 - Make sure gutters remain free from debris to ensure proper run off of rainfall
 - Inspect the roof to ensure that it is water tight.
 - Make sure all roof mounted machinery is securely fastened.
 - Check all fire protection equipment such as sprinkler control valves and fire pumps.
 - Fuel all fire pumps, generators, vehicles and power equipment such as saws/etc.
 - Purchase any materials needed for storm protection and store them in an easily accessible location. (plywood, sandbags)
 - Make sure sump pumps (if any) are in working order.
- Keep important documents in a waterproof container. Create digital copies if possible.
- Make a list of building contents.
- Make sure you have adequate insurance coverage.

During

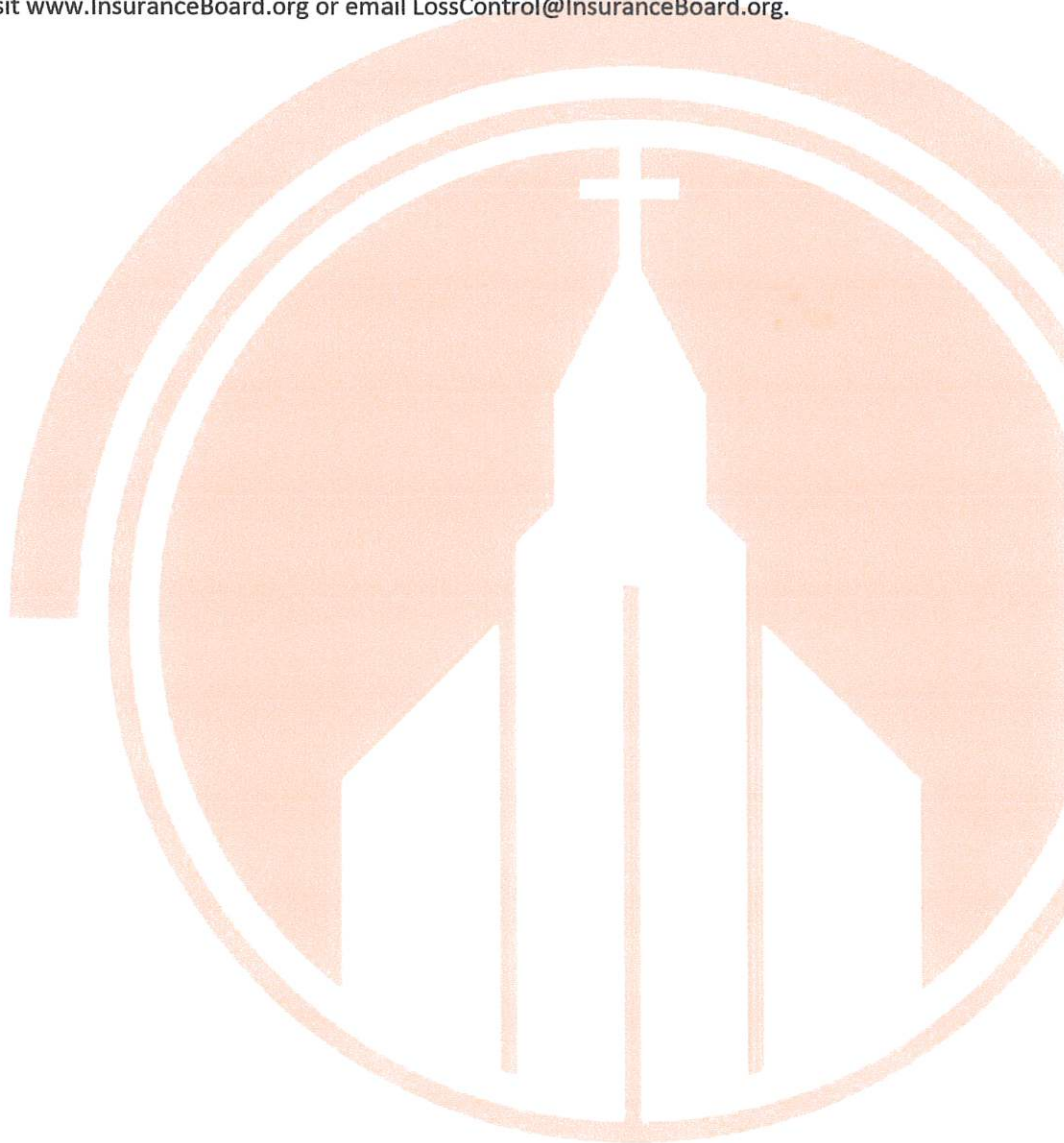
- Listen to authorities. If ordered to evacuate, do so immediately.
- Follow the steps of your emergency response plan.
- Protect your building(s).
 - Cover all windows with storm shutters with plywood.
 - Bring in all outdoor furniture and decorations.
 - Move any elevators within your building above flood level.
 - Ensure a large supply of water for sanitary purposes.
 - Filling the bathtubs with water before you leave might provide a supply when you return.
 - Shut off main water and electricity sources before you evacuate.
 - Have an electrician elevate electrical panels in to safe height.
 - If you have a heating fuel tank, make sure it is anchored and seal properly to avoid spillage.
 - Prune or remove trees close enough to fall on the building.
 - Cover computers, machinery and stock and supplies with tarpaulins.
- Never drive around barricades. Local responders use them to safely direct traffic out of dangerous areas.
- Close all doors, windows and roof vents.
- Shut down all HVAC systems.
- If possible, shut off gas lines to the building.
- Keep lights on to allow first responders to locate your building(s).
- Do not walk, swim, or drive through flood waters.
- Avoid bridges over fast-moving water. Fast-moving water can wash bridges away without warning.
- If trapped in a building, then go to its highest level. Do not climb into a closed attic. You may become trapped by rising floodwater.

After

- Listen to authorities for information and instructions. Return to the church only when authorities say it is safe.
- Survey for damage. Take pictures of any damage to the buildings and their contents.
- When entering the building, use caution.
 - Buildings may be damaged, especially foundations.
 - Protect yourself from exposure to mold and/or asbestos.
 - Check for loose or slippery floor boards.
- Do not touch electrical equipment if it is wet or if you are standing in water due to risk of electrocution.
- Avoid wading in floodwater, which can contain dangerous debris and be contaminated. Underground or downed power lines can also electrically charge the water.
- Use a generator or other gasoline-powered machinery outdoors and away from windows.
- Use pre-established property conservation programs such as sprinkler impairment procedures and cutting and welding permits when repairs commence.
- Clean and disinfect everything that got wet. Be sure to wear protective equipment when cleaning your facilities and removing flood debris.
 - Allow your building to air out before you begin clean up.
 - Hire a professional to perform the mitigation and repair work.
- Hire a contractor to check for gas leaks, look for electrical system damage and check for sewage and water line damage prior to turning utilities back on.

- Clean debris from roofs and property if safe to do so.
- Hire a contractor to inspect HVAC systems prior to restarting.
- Service damaged septic tanks and leaching systems as soon as possible.

For more information, please visit www.InsuranceBoard.org or email LossControl@InsuranceBoard.org.



References:

www.Ready.gov

AIG Client Risk Solutions – Before a Hurricane
FM Global – Prepare for Windstorm and Flood

TM

Our insurance serves you so you can serve God.

Serving God

700 Prospect Ave., Cleveland, OH 44115
PH: 800.437.8830 | FAX: 216.736.3239
www.InsuranceBoard.org



INSURANCE BOARD
Partners in Protection