

SOMEBODY CARES AMERICA/INTERNATIONAL

Are You Prepared For The Next Disaster?

*A Church-Based/Christ-Based
Disaster Preparedness & Response Manual*

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ACKNOWLEDGMENTS



This manual was developed with the input of individuals from a number of organizations who participated in a "Think Tank" hosted in 2006 in Washington D.C. by the Somebody Cares America/International Disaster Response & Preparedness Network as a follow-up to the unprecedented collaborative response required by three national disasters in 2005: the tsunami, Hurricane Katrina, and Hurricane Rita.

The information compiled comes not only from lessons learned during that time, but also from years of experience on the front-lines of life, meeting the needs of individuals in daily crisis and in times of national catastrophe.

We salute each of these heroes for their diligence, faithfulness, and most of all for their willingness to contribute to the greater cause of the Kingdom with their contribution to this work.

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FOREWORD: AN OCCASION FOR OUR TESTIMONIES!

From Texas to California, from Florida to New England, many people and ministries who are in direct relationship with Somebody Cares America are moving forward at different levels with disaster relief coordination. As I have met with and spoken with many of you, we all seem to agree that preparedness is the key. As my spiritual father the late Dr. Ed Cole used to say, “Fail to plan, plan to fail.”

Throughout the local, regional, and international disasters of the past few years, we learned a lot, through the grace of God and the leading of the Holy Spirit. There is a sense of urgency now, however, that at any given time anything could happen and the church must be prepared. We need to take what we’ve each learned and pull it together into a common language, or “relief speak,” so we can more effectively dialogue when the next disaster strikes.

With the seasonal threats of hurricanes and tornadoes—along with the escalating threats of terrorism, bio-chemical warfare, and pandemic catastrophes—we can and should as the body of Christ be the first responders, ultimately becoming a tangible expression of Christ’s love. This is, of course, not limited only to the situations named above but to any human tragedy, from a national disaster to an individual crisis, such as a family who loses their home in a fire.

We now have a window of opportunity. It was ultimately the church which shone so brightly by responding with sacrificial love during the disasters of the last few years, and it is the church who can shine even brighter in the coming days when we are “first responders,” providing quick and ongoing assistance in times of crisis.

That’s because we know our communities at a grassroots level better than anyone else. When we can connect at a broader level and know where the resources are located—not only across our communities, but across the nation—we can better assist one another in times of emergency. We can also effectively articulate our needs to all types of relief agencies, while imparting to them the importance of knowing how to work with Christ-based and church-based organizations.

I often quote Luke 21:13, that these disasters are an occasion for our testimony. In fact, while I was in the San Diego area in the Spring of 2006, the former president of the largest Muslim country in the world requested a private lunch with myself and a colleague. It was the tangible expression of love from the Christian community during tsunami relief that opened the door for this woman to share her heart and concern for her country to two followers of Christ. We have found this locally, as well, from fire departments, judges, police departments, and government officials with whom we have developed relationship during our disaster response initiatives.

The Kingdom of God is built on relationship, and we are thankful for the relationships God has given us. May we continue to labor together in building His Kingdom as we bring hope to those who suffer from tragedy. Thank you for your partnership, and thank you for caring!

DR. J. DOUG STRINGER
Founder and President
Somebody Cares America/International

INTRODUCTION: A CHURCH-BASED RESPONSE

Throughout the many disasters the Somebody Cares network has been part of—from Tropical Storm Allison flooding in 2001 to the Southeast Asia tsunami to Hurricanes Ivan, Wilma, Katrina, Rita, and Ike—we’ve seen over and over again how the church can respond quicker and more precisely than any other agency. Even the government has taken note of this as secular organizations have issued reports heralding the “significant” role that faith-based organizations played during Hurricanes Katrina and Rita. A Homeland Security Institute report issued in December 2006 states: “It was neighborhood congregations...the local fabric of America—that appeared to have carried the day to a great degree.” The same was true in the aftermath of Hurricane Ike in 2008.

That’s because the church is the heart of its community, and our highest common denominator is Jesus. We were made for adversity because we were made to be the peacemakers in the midst of the storms. We were made to be the ones who bring hope in the midst of despair.

After Hurricane Katrina, the U.S. government proposed to spend billions of dollars to create networks that would be in place before the next disaster. And yet, the greatest network is already in place. When the church is operating as God intended, it is the best care provider in any community. Being a tangible expression of God’s love to our neighbors means we must excel at unity, organization, and giving.

Our Somebody Cares Disaster Response and Preparedness network has adopted the terms “church-based” or “Christ-based” to replace the common term, “faith-based.” That is because Christ is at the center of all we do. If we take Him out of the equation, we take away the very source of our power to be effective. Everything we do is a passion of our heart; we do it because God has put it in our hearts to do it. If we lose the heart of what we do, we become just another institutional structure. But if we bring heart back to the structure, we can see transformation in our communities. Our desire is to see the church empowered to do what we were created to do, while recognizing that we need to be able to work with government agencies and other organizations.

When disasters happen, real people have very desperate needs. Often, resources to meet the needs become tied up in bureaucracy and bottlenecks. We want to work with the other agencies—FEMA, the Red Cross, etc.—to be an asset, but not to be

“Through all the relief work I’ve been part of during the past 10 years at locations around the world, I’ve learned that no matter where you go or what kind of disaster there is, the church is always on the frontline. The way disasters will be dealt with in the future has changed because the church is organizing. The government is saying, ‘We can’t make it happen,’ and the church is saying, ‘We can!’ Large organizations have funds coming in, but the small organizations are working at the grassroots. They are a point of distribution that government doesn’t have, and distribution is a key to success when dealing with crisis. Who has a better pulse on the community than the church?”

**LEO ABDELLA
CHRIST FELLOWSHIP
WEST PALM BEACH, FL**

controlled. They have great systems, but the church has people who know their communities. We can be their greatest asset if we are allowed to be who we are supposed to be. We cannot look to agencies as our source, but we must instead, look at ourselves as a resource *for them* to facilitate what they are doing.

The Heritage Foundation recognized the importance of this grassroots response by issuing a paper in response to Katrina relief and hosting a panel discussion entitled, “A Grassroots Response to Disaster.” Doug Stringer was a part of the panel, representing the faith-based community. “The grassroots response,” he said, “should be the cornerstone of any national effort.”

“The problems arise when a system no longer has the human touch and the relational equity of a community,” he added. “That’s why what we’re doing here is so critical—to help empower other entities who know how to work with those of us who are the practitioners on the ground.”

THE IMPORTANCE OF PREPAREDNESS
PART 1: BEING PREPARED RELATIONALLY

THE IMPORTANCE OF PREPAREDNESS

PART 1: BEING PREPARED RELATIONALLY

MENDING THE NET

In 1995, Somebody Cares Houston was unveiled as a citywide effort to reach out at a grassroots level to at-risk youth and those in the inner city. There was a need to link those working in the inner city with suburban churches so the church in Houston could reach an entire city for Christ. Doug Stringer calls this “co-pastoring a city.” “When you think in terms of co-pastoring a city of four million people—such as Houston—you realize this is something you cannot do alone,” he explains. “You realize you need to be part of something bigger than yourself.”

Never was this more true than during Hurricane Katrina. Imagine your city’s population growing in a matter of two days by over 250,000 people—all of them homeless, jobless, with literally no money or belongings except what they carried with them. It was a monumental task, but the body of Christ rose to the occasion like never before to meet the needs. Churches in Houston connected with one another throughout the city, and also with churches, ministries, businesses and individuals across the country! One of our partners estimates that Somebody Cares and all the ministries we networked with during that time facilitated over \$40 million worth of goods and supplies to aid a sea of desperately hurting humanity.

The Homeland Security Institute reports, “Many organizations had local and national support networks to draw upon, at times surpassing the capabilities of government agencies.” And H. James Towey, director of the White House Office of Faith-Based and Community Initiatives, said, “[The churches] are doing more than what they say they’re doing—on nothing, because that’s the passion of their heart.” How incredible are the possibilities available to us when we work together. They are so incredible that even the secular world will take notice!

This is the principle of “mending the net.” Throughout Scripture, we read that we must first spread the net, wash it, mend it, and then cast it to reap a mighty harvest.

Jesus instructed His disciples to cast the net to bring in the harvest (Luke 5:4-6). The harvest required a net. An individual or a church with only one fishing pole can catch only one fish at a time. But together, we become a net that is mended and interlinked, even with our diversities and our distinctives. To work together, we must agree on the essential tenants of our faith: Christ’s death, burial and resurrection, the Holy Trinity, the inerrancy of Scripture. This is our “highest common denominator.” **If we can agree on these essentials, we can join hand-in-hand and become a NET that WORKS!**

"I'm glad we connected so many years ago," said Richard Hinojosa from Resurrection Life Church/Somebody Cares Picayune. "It's paying off now."

Richard was part of the original advisory board for Somebody Cares Houston before he moved to Picayune. Because of that connection, Resurrection Life was immediately connected with resources and assistance after the eye of Hurricane Katrina passed over their community. Somebody Cares was one of the first organizations to send trucks and food to Picayune.

"In the first 2 1/2 weeks, over 23,000 cars came through the church," Richard says. "and we were able to help 100,000 people. And that's a lot of people, especially when you're talking about a town that only has 15,000 residents!" It was an impossible task to do alone, and Richard said it was only through relationship that the task was accomplished.

"For years, I heard Doug Stringer teach on the importance of relationship. But you don't fully understand the important significance of relationship until you are at a place where you really can't do something by yourself. After Katrina hit, we watched the body of Christ be the body of Christ. We lived it, it's real, and it works."

Whether in times of disaster or in times of prosperity, the Kingdom of God is built on relationship. The time to build relationships is now!

Times of disaster are truly times of harvest. As Jerry Davis from Christian World Embassy says, "Disaster creates seekers. Crisis time is 'Good News' time."

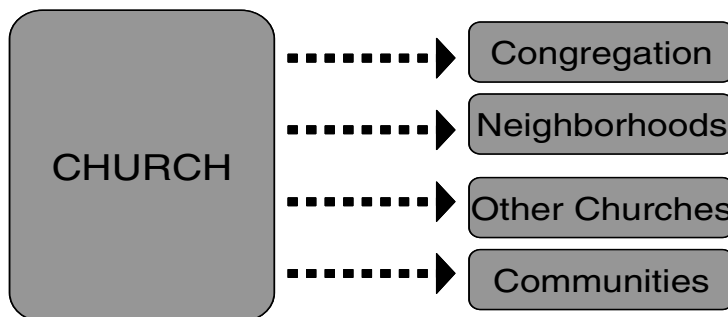
In 2 Peter 3:6, Jesus gives specific instructions to the fishermen to cast out their nets.

"And when they had done this, they caught a great number of fish, and their net was breaking. So they signaled to their partners in the other boat to come and help them. And they came and filled both the boats, so that they began to sink."

These fishers of men found there were so many fish to be harvested that their net was breaking! They had to signal for their neighbors to help them. It was a task they could not do alone. They could only do it with the help of those who were laboring alongside them.

In times of disaster, we can work together by sharing manpower, resources, facilities, and more. But the time to build relationships is now! The time to mend the net is before the disaster strikes. Then we can be an integral part of the net that rescues the hurting, offering healing and hope to those in despair.

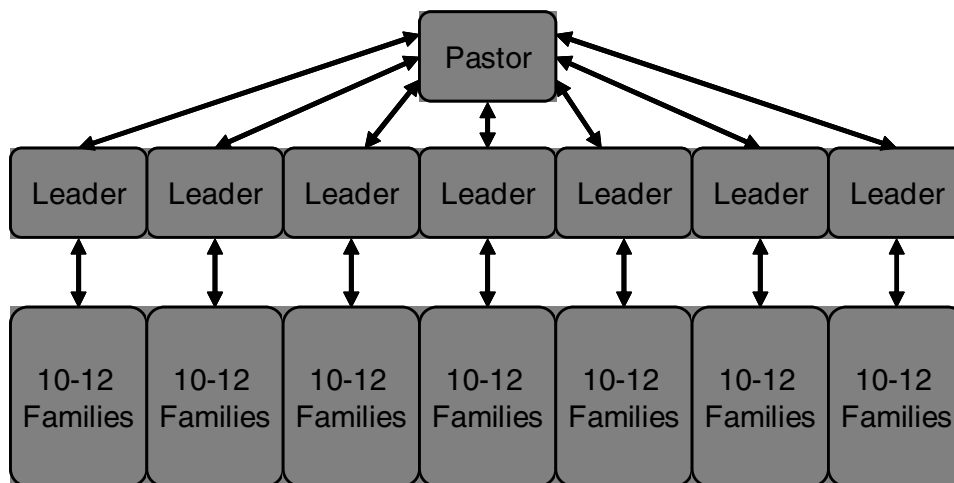
The following figure illustrates the four areas in which your church should be building and nurturing relationships:



CHURCHES TO CONGREGATIONS



In the aftermath of Hurricanes Katrina and Rita, we heard stories of church leaders who could not locate their congregations, and we heard of church members who could not locate their pastors and leaders. To avoid such lapses, a basic “phone chain” system can be implemented. Begin with church leadership and assign 10-12 individuals or families for each to call in case a disaster strikes. The second tier of individuals can be assigned a group of families to contact as well, and so on. In disasters such as hurricanes where there is advance notice, home group leaders or leaders of other small ministries within the church can be responsible to find out who is evacuating (or staying) prior to the disaster, where they are going, and how they can be reached. If certain individuals cannot be reached after a disaster—or if there is no telephone service available—their homes should be visited, if possible. Churches with an IT department can augment phone contact with on-line registration and information for their congregation. (Sample phone chain spreadsheets are in the Appendix).

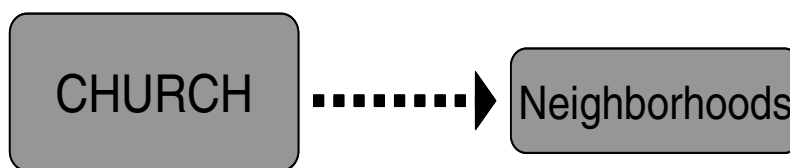


The phone chain system and web-based communication are valuable for a variety of reasons, but primarily to make sure everyone is safe; to assess needs and provide assistance; to communicate with those who have evacuated when it is possible, wise, or even necessary that they return; and to spread out the calls and communication so the burden does not fall on the pastor. The task is too large for the pastor alone, but when each person accounts for an assigned

group, no one will slip through the cracks. We recommend that you begin grouping families to be assigned to leaders as soon as possible so they can touch base with their assigned families.

We also suggest surveying your church members to find out who has special vocational training that could be helpful during a disaster (i.e. doctors, nurses, NIMS certified, retired military, government employees, amateur radio operators, etc.) and any equipment they have available to use during disaster relief (i.e. generators, chain saws, smokers and gas grills, etc). This information can be obtained by the leaders as they contact assigned families. Compile this in the church database.

CHURCHES TO NEIGHBORHOODS



During the founding of our country, the church was considered the cornerstone of the community. Today our church buildings may not be in the center of our communities, but we can revive that concept as congregations reach out to their neighbors, becoming a tangible expression of the love of Christ.

One couple who volunteers for Somebody Cares Houston was ministering to a New Orleans evacuee after Hurricane Katrina. His mother was an invalid, and she was too heavy for him to carry by himself. He had to leave her behind, helpless, to drown in the flood.

How can the church be prepared to help in situations such as these? By knowing our neighbors.

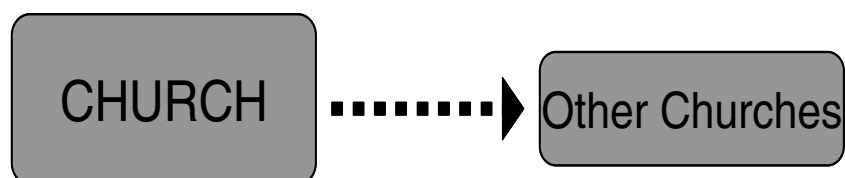
This same couple went door to door prior to the anticipated arrival of Hurricane Rita, just a few weeks later, to ask their neighbors if they needed help preparing for the storm. Although Rita took a turn and hit Southeast Texas instead of Houston, these acts opened doors for long-term ministry to their neighbors that was still going on long after the storm.

Pending times of tragedy can be an open door for evangelism as the church reaches out to neighbors. A simple survey can help church members find out who will need extra assistance with elderly parents, small children, and physically disabled members in their households, while opening the door for long-term relationships. We have included a sample survey in the Appendix. Some people may understandably be reluctant to give out their personal information, so we also

suggest that you provide a church business card or some type of flyer that your members can give to neighbors along with their own contact information. An informational mailing to neighbors may also help.

Home-owner associations are another way to get plugged in with your neighbors. Church members can coordinate with area home-owner associations to insert a short article in the newsletter for anyone to contact the church if they need extra assistance in case of an emergency. Your neighbors who are not part of a local church body may not have anyone helping them in times of a disaster. We, therefore, need to bring the church to them!

CHURCHES TO CHURCHES



When disaster strikes, denominational walls come down. But the time to build relationships is before disaster strikes. We have to come together now, with one mind, one sound, and one voice, realizing we may have different styles of worship, but we have a highest common denominator: Jesus.

How do you connect the churches of a community? Begin with cohesion rather than inclusion, collaborating with those who have the same heart to build relationship across racial and denominational lines. You can get a lot more accomplished with cohesion than you can when you try to include a number of opposing agendas. Once you have built a solid foundation with groups who are cohesive, it's easy to invite others to come on board with what you already have established.

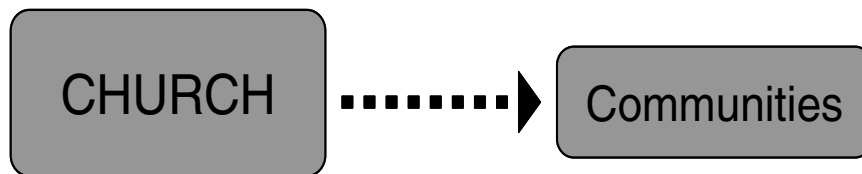
If you are not already involved in a ministry network in your city, see if one exists, or just begin meeting with other pastors and leaders. Embrace them and their differences. Build genuine, ongoing relationship. Include monthly corporate meetings for prayer, encouragement, and connection, as well as smaller groups or one-on-one times to have lunch or coffee. The **"NET that WORKS"** is already in place, we just have to work together. It is also important during times of disaster that you are connected to the larger body of Christ, as well, through your denomination or through other ministry networks. Pastor Tony Krishack, District Foursquare Supervisor and pastor of Victory Christian Center in Houston, shared this testimony of his denominational network meeting a very specific need during the chaos following Hurricane Katrina:

"I got a phone call from a pastor about a mother who had lost her daughter. They had never been out of the inner city. Her mother was frantic. I made a phone call to one of our churches that

was filled with evacuees sleeping on the floor, and within 10 minutes, the daughter was talking on the phone to her mother. Another church picked up the daughter, dropped her off at the Louisiana border, and that night she was in the arms of her mother.”

Andrew Benson, the Aid Distribution Coordinator for Somebody Cares New Orleans and an elder of City Cathedral in New Orleans, lost his home in the bulls-eye of Katrina. “As a New Orleanian, many thanks to all of you,” he said to those who gathered at our Think Tank in Washington DC. “You really have taken care of our people. You took care of the people that we couldn’t take care of, that we weren’t ready to take care of. From my heart, thank you for what you’ve done. It’s a great network.”

CHURCHES TO COMMUNITIES



Some of the most effective contacts during hurricane relief involved pastors and leaders who were connected with local authorities in their communities. At First Baptist Church of Kirbyville TX, the pastor’s son was also the fire chief. With his help, Somebody Cares was able to help the church set up the main relief staging area for the entire county almost immediately after Rita hit Southeast Texas. Others in our network are involved in their local Chambers of Commerce or serve on the Emergency Operations Centers for their communities. It’s also important to know which of your church members are involved in civic positions.

“We have a great emergency management coordinator, chief of police, and fire chief. And most of these individuals are believers,” said Lonny Robbins, who not only serves as a pastor and our Somebody Cares director in Pampa TX, but is also mayor of Pampa.

In Humble TX, Buddy Hicks is one of the first ministers to serve on the board of directors for the Chamber of Commerce. “We’re just living the life before them,” says Buddy, who has been recognized by the secular arena as a spiritual leader of the area.

One pastor in our network who served on the local board of the Red Cross said, “Most churches do not even think that they should be involved in activities with civic organizations. But we should be involved in doing those types of things, and we are able to do them much more efficiently and adequately.” For example, First Baptist Church in Kirbyville, a town of only 2,000 residents, became the staging area that assisted 8,000 people by helping the local government.

Being involved in organizations like these and establishing connections with local authorities helps in many practical ways during a disaster, especially with issues pertaining to transportation and entry access. Citizen Corps offers volunteer opportunities to support local fire, law enforcement, emergency medical services, and community public health efforts.

With the added support of citizen volunteers, emergency service providers have more time to perform the responsibilities that require their highly skilled personnel. You can find the Citizen Corps council in your area at <https://www.citizencorps.gov/cc/CouncilMapIndex.do>. If you don't have a Citizen Corps Council in your area, contact your state Citizen Corps delegate and work with your local officials to start one.

The following are a few suggestions on other ways to get involved in the community:

- Chamber of Commerce
- School Boards
- Citizen Corps
- Volunteer Citizen Groups (i.e. Citizens Organized for Rita Restoration)
- Community Emergency Response Teams
- Volunteer Civic Positions

ACTION ITEMS: BEING PREPARED RELATIONALLY

CHURCHES TO CONGREGATIONS

- Organize phone chain for post-disaster follow up with church members.
- Survey church members to identify useful skills/resources for disaster response.
- Compile into a database and print out hard copies as well whenever updated.
- Use information to set up a disaster response team for your church and delegate responsibilities.

CHURCHES TO NEIGHBORHOODS

- Create a survey for your church members to use when they offer assistance to their neighbors (preparing homes, helping with the elderly, sick or disabled).
- Supply business cards or other church information to be handed out by church members to their neighbors.
- Encourage church members to be involved in neighborhood associations.
- Consider running an ad in the local neighborhood association newsletter offering assistance to those who need it.

CHURCHES TO OTHER CHURCHES

- Connected to a local pastors or compassion network: _____

- Connected to a national/international network (or denomination):

- Need to start a local network because none exists; initial contacts:

CHURCHES TO COMMUNITIES

Identify any of your church leaders or members who are part of:

Chamber of Commerce: _____

Police Department: _____

Fire Department: _____

Local or Federal Government: _____

Red Cross: _____

Citizen Corps: _____

School Board: _____

Community Emergency Response Team: _____

Other: _____

THE IMPORTANCE OF PREPAREDNESS
PART 2: BEING PREPARED MATERIALLY

THE IMPORTANCE OF PREPAREDNESS

PART 2: BEING PREPARED MATERIALLY

“We went to Bridge City to set up a feeding station, an area that was totally blacked out—there was no power anywhere! We were actually one of the wealthiest locations: we had 10,000 gallons of gas, 5000 gallons of diesel that one of the guys procured from a chemical plant, a generator, and a smoker. In times of disaster, the rich and the poor are all the same. When we were feeding the poorest people in that community, the president of the bank was in the same line. Our mission wasn’t necessarily about preaching the Gospel; it was about feeding the Gospel and networking with people. We set up in the midst of total darkness and were able to feed 500 people that first night, because we had our smoker. People were bringing all the food from their freezers because it was going to ruin. Our first meal that night was shrimp, redfish, steak and elk. People just started bringing us stuff, and we started cooking it!”

Mark Roye
**BloodNFire Ministries/
Somebody Cares
San Antonio**

Preparing your ministry materially involves an initial assessment of your current situation along with an assessment of what a pending disaster in your area might look like. For example, your region of the country might not be an area where hurricanes hit, but you may have flooding. Colder climates need to consider back-up sources for heat. Rural areas have different needs than urban areas. FEMA’s “Plan Ahead” website (<http://www.fema.gov/plan/index.shtm>) is an excellent source to assist you in assessing your current situation and helping you prepare for disaster. It contains great disaster planning information relevant to specific disasters.

Once you complete the assessment, you will need to conduct an inventory of what you already have. Many purchases will be one-time expenses or even major capital expenses, such as generators. Other ministries or businesses in the community, or even church members, may have larger items such as forklifts that can be borrowed during the disaster.

Pantry, hygiene, and first aid items can be kept on hand for ongoing ministry to your church body or your community and replenished as needed. Keep in mind the ages of people in your church and community (do you have elderly people who will need oxygen?) and even ethnicity. When evacuees arrived in Houston from New Orleans, there was a need for African American hair products. The idea is not to hoard materials, as we saw during the Y2K scare, but to have basic materials available for daily on-going ministry so that when a disaster does strike, your church will be ready because you have been doing it all along.

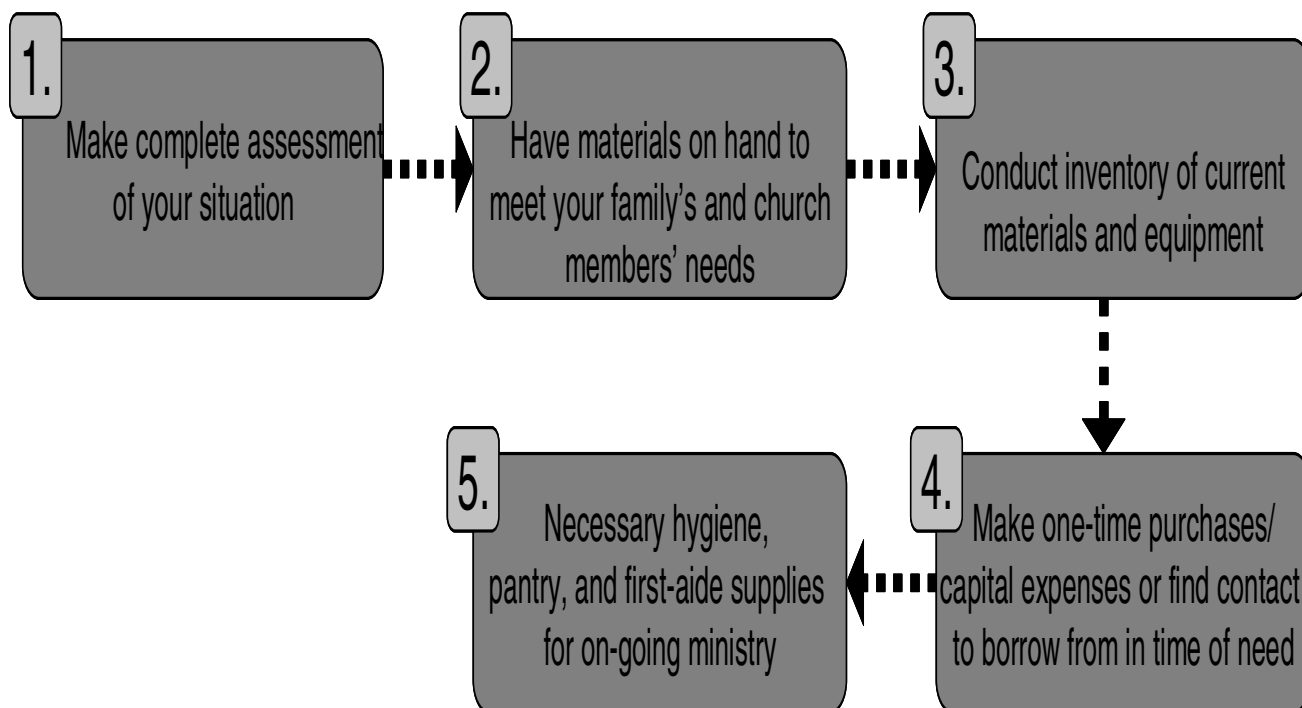
“If the lights were to go out in the room right this second, does anybody here have a flashlight? I am so serious! That’s something I learned during CERT training. Shortly after that, our Christian high school had a gas leak and had to move temporarily to the basement of another church. Two weeks later, we lost power completely, and I was the only person who had a flashlight! I had put one in my desk the very first day I finished my CERT training and got my certificate.”

**CINDI WEBSTER
SOMEBODY CARES
NEW ENGLAND**

MOST IMPORTANT OF ALL: You and your church members should assess your own families’ needs and have those materials on hand first. Knowing your families are taken care of will give you the peace of mind you need to reach out to others in need.

Once your family inventory and church inventory are in place, churches can work together to meet the greater needs of the community.

BEING PREPARED MATERIALLY FLOW CHART



BEING PREPARED MATERIALLY

Assess types of disasters you might have to deal with:

Assess special material needs associated with these types of disasters:

Take inventory of current supplies on hand. Below are some key items you might want to consider having in your inventory. A more complete list is in the Appendix.

- LED flashlights (burn brighter, last longer)
- Smokers (using wood and matches), gas/charcoal grills
- Tarps
- Large tent (for shelter or for warehousing)
- Tables and shelving for distribution/warehousing
- Non-perishable food
- Water (for drinking, cooking, cleaning, hygiene)
- Paperware, utensils, and “clam shells” for serving food
- Can openers
- Baby supplies
- Laundry supplies
- Bleach, other cleaners
- Outdoor sound system
- Bathroom supplies/toilet paper
- Personal hygiene items (“Care Kits”)
- Disposable blankets (like airlines use)
- Cots/air mattresses/pillows/blankets
- Generators (battery powered or diesel operated)
- Batteries (all sizes)
- Battery-operated lanterns
- Back-up communication (HAM radio, satellite systems)
- Back-up transportation (golf carts, ATVs)
- Chain saws, other tools
- Bibles and other appropriate spiritual materials
- Hand sanitizer
- Rubber gloves and boots, face masks
- Bug spray
- Kerosene heaters
- Oxygen
- Insulin and coolers
- Other medications/first aid kits
- Wheelchairs

REMEMBER: Make sure your family’s needs are met first, then focus on the church!

THE IMPORTANCE OF PREPAREDNESS
PART 3: BEING PREPARED LOGISTICALLY

THE IMPORTANCE OF PREPAREDNESS

PART 3: BEING PREPARED LOGISTICALLY

“One thing that’s important about an incident command center concept is that it will give us credibility as a national organization. We will speak with one voice. And we will be focused on how we do this. The federal government right now is clamoring to find an answer. I want to tell you right now that we have the answer.”

**PASTOR RODNEY BRYANT
CALVARY CHRISTIAN FELLOWSHIP
KINGWOOD TX**

“There were a lot of people doing things, but there was no time to prepare. After it was over with, we all began to say that we need to get some kind of system going. We need to coordinate...”

**BUDDY HICKS
SOMEBODY CARES
HUMBLE TX**

Logistics can include several aspects of any operation, but at the core of it all is COMMUNICATION: when to communicate, how to communicate, what to communicate, and to whom you communicate. Communication is vital, as a disaster can be exacerbated by poor communication. Below are some suggestions to enhance your communication during a time of disaster.

LINES OF COMMUNICATION: THE INCIDENT COMMAND CENTER

With the implementation of a military-style Incident Command Center, a flow of communication is established that will allow operations to be implemented as smoothly as possible under otherwise adverse conditions.

An Incident Command Center may be operated locally through a community response task force, or a trained team from another community can come in immediately after the disaster and set up the operations until it can be operated locally. All needs, assessments, donations, volunteers, and resources are communicated through the central office—located on-site in the disaster area—to the “hub” office (like Somebody Cares America) through a web-based database, satellite communications system, amateur radios, or cell phones. Retired military and CEOs are excellent candidates to help operate the ICC. Having these people available “is like gold,” said Pastor Rodney Bryant, who set up an Incident Command Team in Kingwood TX following Hurricane Katrina.

The command structure is divided into four categories: planning, operations, logistics, and administration. An advance team will include one individual experienced in each area. They coordinate and manage supplies and manpower coming in from the Hub (SCA)

and other locations to the areas on-site where they can be best used.

TECHNICAL ISSUES

Databases and web-based communication are another key aspect of successful logistics. For example, Homeland Compassion—a church-based compassion ministry in the hurricane target of Palm Beach Gardens FL—has a database through which small entities around the country can register, so that when a storm is coming they can be contacted to send supplies and/or volunteers.

Because churches typically are the shipping destination, this type of database allows for the specialization of resource collection (i.e Church X is the clothing warehouse, Church Z is the medical supply warehouse, etc). In this way resources can be procured effectively and efficiently. The model is fairly simple, “nothing more than a conduit of information, because communication is so important when volunteers and supplies need to be directed,” says Leo Abdella, the founder of Homeland Compassion.

Other database communication needs include:

■ Good, current databases for communication with:

- Church members
- Other pastors/ministry leaders in your denomination/network
- Donors and suppliers

■ Databases for tracking:

- Who received assistance (for follow-up)
- Who donated goods
- Who supplied goods
- Value of goods supplied
- Testimonies (to communicate to your donors and/or congregation)

■ Web-based systems for **real-time** communication of rapidly changing needs and available resources during the crisis.

COMMUNICATION HARDWARE

Cell phones are not always dependable during a disaster; lines may be jammed or towers down. Satellite phones may work better, but cost more and reception can also be affected by the weather. Amateur radio emergency systems are available even if the phone lines are completely down. Find your local amateur radio club online, and call them to see how they can help you with communications during disasters. They can become an important asset.

The internet is often accessible through Broadband, DSL, and cable if you have a back-up power source. And systems such as Winlink 2000 will send email through amateur radio systems with no internet or power.

Portable satellite communication systems are available from companies such as Assemble Communications and others (see Appendix for a list of suppliers). Keep up to date on technology advances that may provide better communication than what is currently listed in this manual.

TRANSPORTATION ISSUES/SECURITY CLEARANCE (IN COORDINATION WITH LOCAL, REGIONAL, AND FEDERAL AUTHORITIES)

It is important to have relationship with local authorities so you can be approved for entry into disaster areas. CERT training is helpful in gaining access. Find out who in your congregation already has connections. In disasters such as a hurricane where there is advance notice, contact officials in advance so you can have your access documentation, emergency badges, or whatever is required. Find out if your ministry can register with VOAD, as well.

Be sure to know your transportation routes. Churches along these roadways can be prepared as “respite centers” providing water, restrooms, and shelter.

Other helpful items to have access to:

- Gasoline: Have access to back-up supplies.
- Non-gasoline or easy-on-gas back-ups (golf carts, ATVs, etc.).
- Wrecker trucks for pulling trees and debris from blocked roadways.

WAREHOUSES, PROCUREMENT, AND POINTS OF DISTRIBUTION

- Identify these sources in advance: warehouses, suppliers, and local staging areas.
- Have back-up staging areas in case the disaster makes your selected location inoperable.
- Be prepared with paperwork/databases for tracking what is coming in, what is going out. You will need to enter and calculate all information after the “Rapid Response” phase has ended for your own records as well as to supply reports to donors and suppliers.

POWER SOURCES THAT WILL ASSIST IN LOGISTICAL OPERATIONS

- Generators (fuel and battery operated)
- Lighting (battery operated or kerosene lanterns, long-life flashlights)

- Heat/Air Conditioning
- Refrigerated Trucks

VOLUNTEER COORDINATION AND DEPLOYMENT

Another crucial area of logistics and communication involves volunteer coordination and deployment. During a disaster, the man-power needs are overwhelming; therefore, having someone to recruit, train, and coordinate volunteer activity is crucial. Depending on what role your church or ministry is playing in the relief efforts, (i.e. shelter, central command center, warehouse, food distributor, etc.) your volunteer needs will vary, so plan ahead accordingly.

Assigning volunteers to the appropriate task is critical. Some areas obviously require more physical strength than others. Answering telephones requires relational skills as well as enough knowledge of the situation, your ministry, and your community to assist the callers. As information changed daily during Katrina relief regarding FEMA procedures, housing, and locations where various types of assistance were offered, we found an easy-to-update 3-ring binder was effective. This binder included information on the ministry and situation-specific data like phone numbers and websites for locating specific persons. If your computer system is operating, everything can be updated online so multiple locations have access to the latest data.

Your volunteer coordinator will be responsible for:

- Assessing where the needs are/taking requests for volunteers
- Recruiting volunteers/responding to offers to volunteer
- Assigning volunteers to the appropriate task
- Processing volunteer applications and/or background checks (See Appendix for a sample volunteer application)
- Tracking volunteer hours
- Coordinating volunteer orientation
- Assembly and daily updating of a volunteer manual with current information needed to answer questions or making on-line updates.

Background checks are very important, particularly at shelters and disaster sites. One of our ministry partners tells the story of a volunteer who had come from Canada to work at their relief camp. A doctor who felt suspicious of the man went online to check him out, and found out that he was a pedophile who was wanted for 20 counts. Anyone wanting to volunteer should sign a form giving permission to do a background security check. A sample form can be found in the Appendix.

ACTION ITEMS: BEING PREPARED RELATIONALLY

COMMUNICATIONS:

- Develop a communications plan for your church or network (who to call for what; see diagram on next page)
- Develop a database to track your church or network members, their skills, and resources (see *Being Prepared Relationally/Churches to Congregations*)
- Develop a database for tracking resources coming in and going out during disaster relief:
 - Who received assistance (for follow-up)
 - What they received
 - Value of the goods they received
 - Who supplied/donated the goods
 - Testimonies
- Develop a web-based communication system for your church or network for real-time communication of needs and available resources, which change rapidly during the Rapid Response stage.
- Back-up communications hardware (write down numbers or contact information for suppliers):
 - Cell phones: _____
 - Satellite phones: _____
 - Amateur radio system access (can send emails through amateur radio with Winlink 2000): _____
 - Internet access through Broadband, DSL, or cable: _____
 - Portable satellite communication system: _____

TRANSPORTATION:

- Local network approved for access into disaster area
- Back-up gasoline supplies: _____
- Back-up vehicles (golf carts, ATVs): _____
- Wrecker trucks: _____

- Learn evacuation routes
- If church is located on evacuation routes, be prepared as a “respite center”

WAREHOUSES AND DISTRIBUTION:

SOURCES IDENTIFIED:

- Warehouses (preferably with loading docks): _____

- Suppliers for specific anticipated needs (see Appendix for some suggested suppliers)
- Local staging areas for food, other goods: _____

- Databases and paperwork for tracking (see pages 26, 29)

BACK-UP POWER:

Back-up power sources located (write quantity, location):

- Generators (fuel or battery?): _____

- Lighting:
 - LED flashlights: _____
 - Battery-operated lanterns: _____
 - Other: _____
- Refrigerated trucks/other types of refrigeration: _____

VOLUNTEER COORDINATION & DEPLOYMENT:

- Volunteer coordinator identified.

- Anticipated volunteer needs identified.

- Volunteer applications developed, including background checks (see samples in Appendix).

- Tracking forms developed for volunteer assignments, hours.

- Volunteer manual in progress (3-ring binder with information about your church and the community, important contact info, staff, general phone etiquette, etc.; disaster specific info can be added later).

THE IMPORTANCE OF PREPAREDNESS
PART 3: BEING PREPARED VOCATIONALLY
(WITH TRAINING)

THE IMPORTANCE OF PREPAREDNESS

PART 4: BEING PREPARED VOCATIONALLY

“While I was flying back from the 2005 Somebody Cares International conference in Houston, I could just picture my church as an emergency shelter. When I got back, I told the pastor and he said it was a great idea. Three weeks later, a man from the Red Cross came to our church and asked if we knew anybody who wanted to be trained. So we trained 42 people in emergency response through CERT! We’re just in New England, and it’s a little thing. You guys are all doing these big disasters. But we’re prepared now on a tiny scale, and hopefully we’ll get more and more prepared.”

**CINDI WEBSTER
SOMEBODY CARES
NEW ENGLAND**

Note: Cindi shared the above statement at our Disaster Preparedness & Response Think Tank in May 2006. Less than a week after returning home, Lowell was in the national news headlines, along with Haverhill MA, with some of the the most severe flooding in their history. Not only were Cindi and her church prepared, she and Marlene Yeo from Somebody Cares New England became major players in the relief efforts, and their work was recognized by local and state governments and agencies.

In this section, we describe several courses and seminars that can equip you to handle various needs that may arise during a disaster.

NIMS TRAINING (NATIONAL INCIDENT MANAGEMENT SYSTEM)

This course will help in communicating with federal agencies deployed to your area during disaster relief. “I know what these guys are thinking and I can tell you why they did not work with the church,” explained Rodney Bryant, a pastor in Kingwood TX, police officer, and military veteran. “It wasn’t because they didn’t love us. It was because we didn’t speak the same language. That’s all it is.” Lonny Robbins, mayor of Pampa TX and pastor of Trinity Fellowship/Somebody Cares Pampa, agreed: “We have to see that understanding the language is important.” A NIMS self-study course (IS 700) is conveniently offered online at www.fema.gov.

CERT TRAINING (COMMUNITY EMERGENCY RESPONSE TEAM):

“The Community Emergency Response Team concept was developed and implemented by the Los Angeles City Fire Department (LAFD) in 1985. The Whittier Narrows earthquake in 1987 underscored the area-wide threat of a major disaster in California. Further, it confirmed the need for training civilians to meet their immediate needs. As a result, the LAFD created the Disaster Preparedness Division with the purpose of training citizens and private and government employees...The CERT course will benefit any citizen who takes it. This individual will be better prepared to respond to and cope with the aftermath of a disaster” (quoted from the CERT website). CERT training will equip you and your church members for hands-on disaster relief. For information, visit www.citizencorps.gov/cert.

“During our 9/11 relief efforts, we noticed that a lot of Christians were there who had good intentions but did not have a clue how to share the Gospel to someone who has been traumatized. When we went to Honduras after Hurricane Mitch, the churches themselves were so victimized they were really not able to minister to folks who had been displaced.”

**JACK MUNDAY
BILLY GRAHAM
EVANGELISTIC
ASSOCIATION**

The basic program is a 24-hour course, typically delivered one evening per week over an 8-week period. Training sessions cover disaster preparedness, fire suppression, basic disaster medical operations, light search and rescue, disaster psychology, team organization, and a new module on terrorism.

COUNSELING & CHAPLAINCY FOR WORKING WITH VICTIMS OF TRAUMATIC SITUATIONS

A number of Christian counseling agencies train churches on how to do post-traumatic stress ministry. One such agency is First Fruits Crisis Response based in Virginia Beach VA, which was created in the aftermath of 9/11 and has served in several disasters since. The Billy Graham Evangelistic Association offers chaplaincy training and deployment at three levels:

1. Active and retired chaplains from the FBI or military;
2. Pastors, hospice workers, and Christian counselors;
3. Those who are “just off the pew” but have a heart for people and want to share God’s love.

The American Association of Christian Counselors offers Christian Crisis Response Training Program. Graduates receive a Christian Crisis Response Chaplain Credential (CRC). More than preparing you to adequately minister to people in crisis, credentials and formal training could be the factor that gives you goodwill with authorities to access restricted areas. Crisis counseling is not just for the initial or “rapid response” stages, but for the longer term as well. (See page 43 for other recommended courses.)

“People feel forgotten when the agencies move out,” Jodie Nelson Chiricosta said. “They’re still depressed, and now they feel abandoned unless the church is here to say, ‘We’re here with you.’”

MARRIAGES AND CHILDREN

The needs of children who have been traumatized in disaster are often overlooked. A video training course is offered by the American Association of Christian Counselors, and the Southern Baptist Association can even bring in portable facilities designed especially for children.

Marriage counseling is also a tremendous need during the long-term stages of relief. “The pressure is terrible,” Pastor Allen Hickman from

Resurrection Life/Somebody Cares Picayune MS told us. Picayune was hit with the brunt of Hurricane Katrina. “Marriages began disintegrating rapidly, especially for people who already had problems before Katrina hit.”

“So here’s an opportunity for the church to be a conduit,” says Doug Stringer. “Resources without a human touch don’t go very far, but if you can get the church, which knows the community, to offer the human touch by meeting these critical needs, we can see long-term healing in the communities. That’s part of the restoration process.”

CITIZEN/COMMUNITY PREPAREDNESS TRAINING

Are you Ready: An In-depth Guide to Citizen Preparedness is FEMA’s most comprehensive source on individual, family, and community preparedness. The manual can be used as a study guide with credit awarded for successful completion and a 75 percent score on a final exam. A facilitator’s guide is also available for a small group or classroom setting. This is an easy to use manual that has instruction modules for adults, older children, and younger children. A resource CD is packaged with the facilitator guide that contains customizable presentation materials, sample training plans, and other disaster preparedness education resources. Copies of *Are You Ready?* and the facilitator guide are available through the FEMA publications warehouse (1-800-480-2520). Other resources and disaster-specific preparedness information can be found at <http://www.fema.gov/plan/index.shtm>.

Furthermore, many conferences ranging from “The Billy Graham Chaplain Training Conference” to “The Texas Hurricane Conference” are hosted each year throughout the country. Sending members of your churches or organizations to these events will not only provide your organization with valuable training, but they will also provide great networking opportunities. A listing of a few annual conferences is included in the “Action Steps: Being Prepared Vocationally” section later in the manual.

SCA DISASTER RESPONSE & PREPAREDNESS SEMINARS

Somebody Cares can help you conduct a one-day or two-day training seminar, incorporating practitioners who are experts in one or more of these areas of preparedness and relief. Below is a sample list of topics from which you can choose along with possible presenters:

BUILDING A COMPASSION COALITION/”THE NET THAT WORKS”

Doug Stringer, *Somebody Cares America*

NETWORKING WITH LOCAL AGENCIES

Pastor Buddy Hicks, *Somebody Cares Humble TX*

Pastor Lonny Robbins, *Mayor of Pampa TX/Somebody Cares Pampa*

Pastor Charles Burchett, *Somebody Cares Jasper/Newton Counties, Citizens Organized for Rita Restoration*

COMMUNICATIONS SYSTEMS & LOGISTICS

Pastor Rodney Bryant, *Calvary Church, Kingwood TX*

COUNSELING TRAINING

Jack Munday, *Billy Graham Evangelistic Association*
Gene Grounds, *Victim Relief Ministries*

VOLUNTEER TRAINING AND DEPLOYMENT/PASTORAL CARE

Lisa Penberthy, *Foursquare National Office*
Pastor Charles Burchett, *Somebody Cares Jasper/Newton Counties*

WAREHOUSING/PROCUREMENT

Mark Roye, *BloodNFire/Somebody Cares San Antonio*
Mike Lynch, *BloodNFire/Somebody Cares America*
Himawan Djuhana, *World Blessing Foundation/Indonesian Relief Fund*
Seth Kuehn, *Daily Bread/Somebody Cares San Antonio*

MOBILE KITCHENS/EMERGENCY FEEDING

Mark Roye, *BloodNFire/Somebody Cares San Antonio*
Denny Nissley, *Christ in Action*
Jerry Davis, *Christian World Embassy*

SETTING UP A LONG-TERM BASE CAMP

Jerry Davis, *Christian World Embassy*

MOBILIZING MEDICAL ASSISTANCE

Jodie Nelson Chiricosta, *Somebody Cares America*
Dr. Todd Price, *International Medical Outreach*
Dr. Stuart Quartemont, *Medical Missions International*

HIGH-RISE RESCUE

Daniel Salazar, *Houston TX*

INTERNATIONAL DISASTER ISSUES

Himawan Djuhana, *World Blessing Foundation/Indonesian Relief Fund*
Jodie Nelson Chiricosta, *Somebody Cares America*

REACHING OUT IN THE MIDST OF YOUR NEED

Andrew Benson, *City Cathedral/Somebody Cares East New Orleans*
Richard Hinojosa, *formerly with Resurrection Life/Somebody Cares Picayune*

LONG-TERM RELIEF & REBUILDING STRATEGIES

Jodie Nelson Chiricosta, *Somebody Cares America*

For contact information on the individuals above or others in our Somebody Cares network, please call us at 713-621-1498 or email somebodycares@somebodycares.org.

ACTION ITEMS: BEING PREPARED VOCATIONALLY (WITH TRAINING)

- Schedule the following trainings for yourself and/or your church members:
 - **National Incident Management System (NIMS)** (take online at www.fema.gov)
 - **CERT training** (can possibly schedule at your church, with minimum enrollment requirements)
 - **Counseling & chaplaincy training for post-traumatic stress**
 - **Counseling training for marriages, families, and children**
 - **Basic preparedness training:** FEMA's *Are You Ready?* and the accompanying facilitators guide.

- Schedule customized Disaster Preparedness Response Training for your network or community through Somebody Cares America.

- Suggested Conferences:
 - **Texas Citizen Corp Annual Preparedness Conference:** www.texascitizencorps.org
 - **Texas Hurricane Conference:** (If you live in another state contact your state government for disaster conferences in your region) www.txdps.state.tx.us/dem/pages/hurricaneconference.htm
 - **Billy Graham Chaplain Training Conference:** www.billygraham.org/RapidResponse_Index.asp
 - **Disaster Preparedness and Emergency Response Association:** See upcoming events at www.disasters.org/dera/weblink.htm#Events
 - **National Voluntary Organizations Active in Disaster:** Look online for a local chapter and get involved as well as the annual national conference at www.nvoad.org
 - **Somebody Cares America/International:** Annual Summit/Training www.somebodycares.org
 - **Victim Relief Chaplaincy Training:** www.victimrelief.org
 - **Faith-Based First Responders Training:** www.christinaction.com

THE IMPORTANCE OF PREPAREDNESS
PART 4: BEING PREPARED SPIRITUALLY

THE IMPORTANCE OF PREPAREDNESS

PART 5: BEING PREPARED SPIRITUALLY

Disaster relief can be a very draining and stressful time for those serving and ministering. Moods are on edge, and the stress levels are very high; therefore, we need to continually be deeply abiding in Jesus, with His Word richly dwelling in us, as apart from Him we can do nothing (John 15:5). We need to deal with our selfishness, wounds, and issues beforehand, so that when disaster strikes, we will be ready to selflessly offer ourselves in service and love. During times of crisis, people are so much more open to spiritual things. We need to be ready to give an answer for the hope we have (1 Peter 3:15), as we see in the following article written by Doug Stringer:

As leaders, we need to know the times and the seasons. We need to be like the sons of Issachar, hearing God's voice and responding accordingly. At the end of 2006, the Lord began speaking to me about three key concepts: foundation, alignment, and consistency.

FIRST, WE MUST BUILD ON THE RIGHT FOUNDATION, WHICH IS JESUS CHRIST

(I CORINTHIANS 3:11-15)

Just as houses built on the sands of our beaches were not able to withstand Hurricanes Ivan, Katrina, and Ike, neither will we withstand the shaking that is coming if our very lives are built on an unstable foundation. We must dig deep and build on the solid rock foundation of Christ so that we can stand when the winds, the rains, and the floods of life come upon us.

"Therefore whoever hears these sayings of Mine, and does them, I will liken him to a wise man who built his house on the rock: and the rain descended, the floods came, and the winds blew and beat on that house; and it did not fall, for it was founded on the rock. But everyone who hears these sayings of Mine, and does not do them, will be like a foolish man who built his house on the sand: and the rain descended, the floods came, and the winds blew and beat on that house; and it fell. And great was its fall." (Matthew 7:24-27)

"He is like a man building a house, who dug deep and laid the foundation on the rock. And when the flood arose, the stream beat vehemently against that house, and could not shake it, for it was founded on the rock. But he who heard and did nothing is like a man who built a house on the earth without a foundation, against which the stream beat vehemently; and immediately it fell. And the ruin of that house was great." (Luke 6:48-49)

SECOND, WE MUST BE IN ALIGNMENT IN ALL AREAS OF OUR LIVES. THIS INCLUDES KINGDOM ALIGNMENT, PERSONAL ALIGNMENT, AND BODY ALIGNMENT.

Spiritually, we must be in alignment with God personally and within in the body of Christ, as well. Practically, we must recognize our function and honor the leadership God has placed over us. And physically, we must take care of bodies, which are the temples of the Holy Spirit.

FINALLY, WE MUST BE CONSISTENT IN OUR SYSTEMATIC AND INTENTIONAL DISCIPLINES OF PERSONAL GROWTH AND DISCIPLESHIP:

Personal prayer life: As I always say, what we do behind closed doors, where no one can see, determines the power of God, or the lack of it, in public.

Daily reading of God's Word: The Word of God washes our minds and pulls down vain imaginations. Many voices are out there. We need to hear the voice of God and be led by the Holy Spirit, not by the voices or external influences of this world.

Giving of our time, our talents, and our tithes and offerings: We need to be systematic and intentional in our giving toward the advancement of the Kingdom of God.

If we begin practicing these principles now, we will be spiritually prepared when disasters come and able to offer hope during great times of need.

- Doug Stringer, 2007

COORDINATED PRAYER EFFORTS

In the frantic first days after the New Orleans levees collapsed and our city was flooded with a quarter million new residents, a leader from one of our city's prayer ministries came to our offices to help. The hallways were filled from one end of the building to the next with evacuees, many of whom had nothing except the shirts on their back. Phones were ringing non-stop. Staff members were working 20-hour days on very little sleep. The needs were overwhelming. As this leader began to serve, he realized that—more than anything else—we needed prayer. Immediately he contacted other prayer leaders and began coordinating 24/7 prayer in our meeting room.

District Foursquare Supervisor Tony Krishack had the same realization after trying to find ways to help a friend's church that went from a membership of 300 people to a shelter for 3,000 shell-shocked evacuees.

"At some stage in our lives, we feel like we have a fair handle on what we're doing and what God can do through us, then we discover there are some disasters that are really God-sized. Sometimes the situation is so big that only God can fix it, but God uses people."

These God-sized problems need His mighty intervention, which is why His people need prayer. The apostle Paul understood the importance of his fellow believers' prayers in his time of great distress, as he tells the church at Corinth:

"We do not want you to be uninformed, brothers, about the hardships we suffered in the province of Asia. We were under great pressure, far beyond our ability to endure... But this happened that we might not rely on ourselves but on God, who raises the dead... On him we have set our hope that he will continue to deliver us, as you help us by your prayers. Then many will give thanks on our behalf for the gracious favor granted us in answer to the prayers of many. (2 Corinthians 1:8-11)

What a marvelous outcome! Many will give thanks and praise to God, and the prayers of the saints play a crucial part.

We recommend that you have a prayer coordinator to:

1. Recruit and schedule prayer volunteers (on-site, if practical)
2. Email/distribute prayer requests to prayer networks/intercessors

You could also partner with an existing prayer ministry or network. Contact the prayer ministries in your area as soon as possible and tap into the infrastructures already in place amongst the people of God.

A guide for prayer coordinators and a sample "call for prayer" via email are included in the Appendix.

"I remember years ago, when the Rwanda refugee crisis happened and we were shipping supplies to Burundi and Tanzania because all the news media were saying that the refugees were headed there. Pat Robertson called and rerouted the shipment to Rwanda. 'They're not headed that way,' I thought to myself. But the day our supplies hit the ground was the day a million refugees flooded into Rwanda! We can listen to what the media says, but our ears need to be tuned to what God is saying. He can direct us so we are ahead of anybody else."

**JODIE NELSON CHIRICOSTA
SOMEBODY CARES AMERICA
FORMERLY WITH
OPERATION BLESSING
INTERNATIONAL**

ACTION ITEMS: BEING PREPARED SPIRITUALLY

Prior to disasters, examine daily:

- My personal life, family, and ministry are built on the foundation of Jesus.

- My personal life, family, and ministry are in proper alignment:
 - With God and His Kingdom purposes.
 - With those He has placed over me, under me, and alongside me.
 - With my body, as I properly care for His temple.

- My personal life, family, and ministry practice consistent, systematic, and intentional disciplines of:
 - Personal prayer.
 - Daily reading of God's Word.
 - Giving of time, talents, tithes, and offerings.

Coordinated prayer efforts during disaster:

- Prayer coordinator has been designated.

- Has list of prayer partners and their contact information (email, phone, cell phones) for emergency prayer.

- On-site location determined for 24/7 prayer during relief efforts, if practical.

- Connected to existing local prayer ministries and networks.

**WHEN DISASTER STRIKES:
DEFINING THE DISASTER &
RECOGNIZING THE STAGES**

WHEN DISASTER STRIKES: DEFINING THE DISASTER & RECOGNIZING THE STAGES

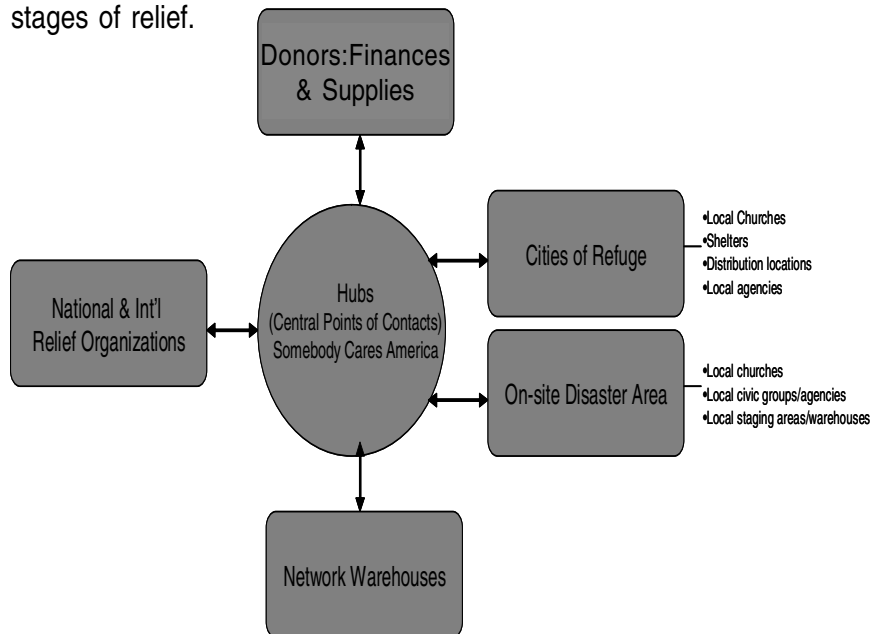
“Every disaster is different. When we were responding after 9/11, we had requests coming from the ground for things like dog boots because the dogs that were sniffing for bodies were getting their feet burned. And in New Orleans, we got a call from Mosquito Control saying, ‘We have a mosquito pandemic getting ready to happen, all our staff are gone, and we don’t have anybody to help! What can you do?’ So we sent out teams to go to the neighborhoods so they could put little fish that eat mosquito larvae into the swimming pools. You never know what needs are going to come up. You have to keep the discussion open because needs will arise that you just never could have dreamed of.”

**JODIE NELSON CHIRICOSTA
SOMEBODY CARES AMERICA
FORMERLY WITH OPERATION
BLESSING INTERNATIONAL**

Every disaster is different, and it is important to be aware of the various types of disasters that could strike your community, from natural disasters to acts of man:*

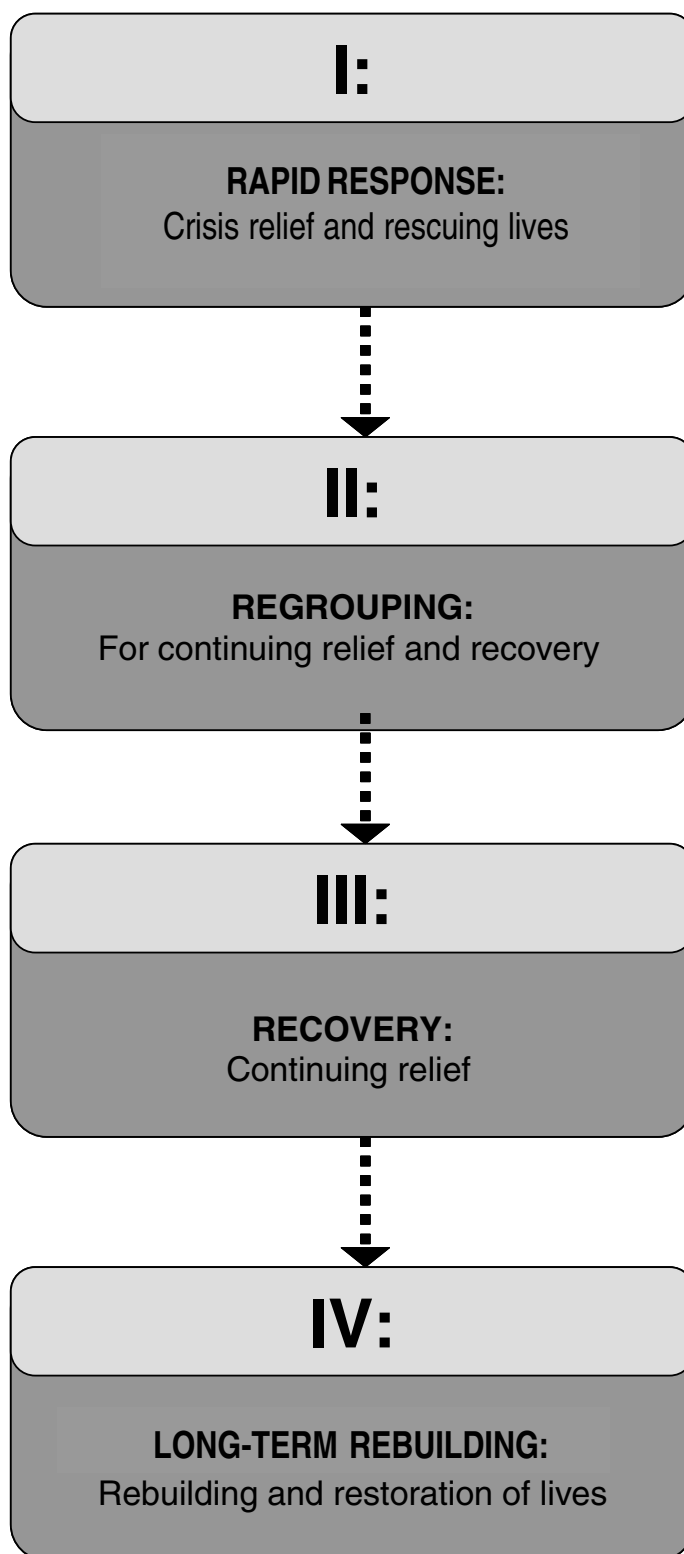
- HURRICANES
- PANDEMICS
- TORNADOES
- FLOODS
- EARTHQUAKES
- TERRORIST ACTS
- FIRES
- OIL, GASOLINE, CHEMICAL LEAKS/ EXPLOSIONS

It is also helpful to define the types of relief providers and the stages of relief.



*For a more detailed list and specific information on pandemic response, see pages xxiv-xxx of the Appendix.

During relief work in 2005, first with the tsunami then with Hurricanes Katrina and Rita, Doug Stringer identified the following four stages of relief. Each of these stages is explained in-depth in the following section.



THE FOUR STAGES OF RELIEF & THEIR CHARACTERISTICS

THE FOUR STAGES OF RELIEF & THEIR CHARACTERISTICS

When a crisis strikes and people's lives are affected, they have to rely on external assistance to make it through. In some cases, urgent rescue is needed in order for them to survive. But needs generally continue well beyond that initial rescue as they recover from the trauma and try to rebuild their lives. This section will define the four phases of disaster response and how the needs vary. In each one, however, it is important for the church to be a tangible expression of God's love to the hurting.

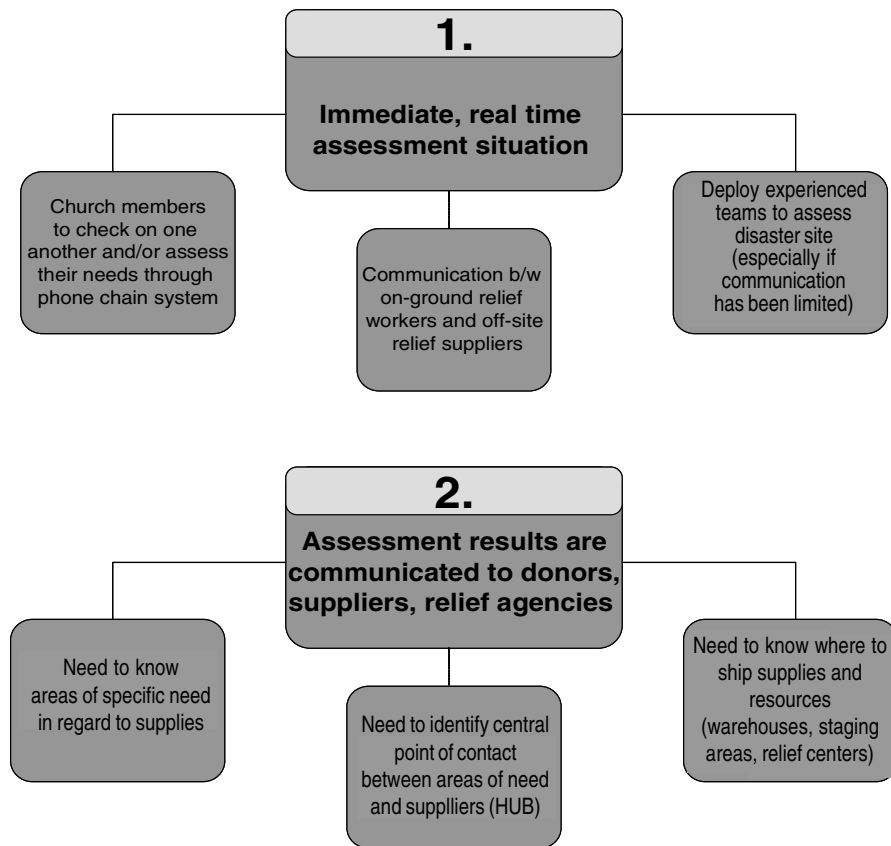
PHASE I: RAPID RESPONSE & CRISIS RELIEF

During this stage of relief, the disaster has hit, whether there was time to prepare and evacuate—as in the case of a flood or hurricane—or whether it came suddenly, such as an earthquake or a tsunami. All relief suppliers are affected during this stage. This is the time when preparedness will be your foundation. Are relationships in place between those in the disaster sites and those off-site who can help? Do you have supplies? Back-up communication? Transportation?

Immediate, real-time assessments of the situation are crucial at this time. This requires communication between those on-ground in the disaster site and those off-site who can meet the needs. Specially selected, experienced teams may also be deployed at this time for on-site visits, especially if communication has been limited or remote areas affected. Assessment results are communicated to donors, suppliers, relief agencies. During Hurricane Ike Relief, Somebody Cares hosted conference calls with sometimes up to 30 organizations represented—from pastors on-site in disaster areas to procurement specialists across the nation—to match needs with resources. Initially calls were held daily, then gradually decreased. This will also be the time for your church members to check on one another through your phone chain or other communication system to assess their needs as well.

The following pages include an easy-to-reference diagram as well as a list of issues and items needed in various disaster response locations and by responder type. The information presented is assuming a widespread, complex disaster. Since issues in each disaster are different, the information presented is a general guide to help responders think through what is required in each situation.

DIAGRAM OF PHASE I: RAPID RESPONSE & CRISIS RELIEF



ON-SITE DISASTER AREAS

- Determine distribution centers & staging areas: Able to receive and distribute truckloads of goods; can use large tents if necessary.
- Shelters: Churches set up with food, water, power, bedding, medicine, toiletries.
- Food: Procuring, storing, distributing.
- Mobile kitchens/refrigerated trucks
- Water: For drinking, cooking, cleaning, sanitation; may need water trucks for potable water.
- Cleaning & sanitation supplies
- Emergency medical: Mobile clinics, personnel, first aid, medicine, oxygen, dry ice (for insulin).
- Assessments: From on-ground residents, emergency teams.
- Access: Permission letters from authorities, magnetic signs, ID badges.
- Communication: Identify all possible back-ups—satellite phones (can be used for internet), cell phones, walkie-talkies, HAM radio.
- Identify emergency fuel resources

- Connect back-up power sources/generators
- Emergency clean-up: Chain saws, wrecker trucks to remove debris blocking roadways.
- Volunteer coordination: Assess, train, deploy. Initial volunteers need to be self-sufficient with water, food, shelter, etc. (unless they know where they are going and how that ministry is set up in advance) and be skilled in some way (there will be time for non-skilled teams to volunteer later). These volunteers must be willing to sleep in their vehicles if necessary, and they need to make sure they arrive with enough gas to make the trip back home.

CITIES OF REFUGE:

- Shelters: Churches, civic venues (arenas), hotels, private homes. For the evacuees' and volunteers' safety, we recommended a background check on everyone who requests refuge in your shelter. Volunteers should also be pre-screened to protect guests.
- Emergency needs: Bedding, food, clothing, toiletries, medicine, transportation/gas, communication (phones and internet), baby needs, elderly needs (wheelchairs), gift cards (gas, phone, clothing, food), medical care.
- Distribution centers and drop-off sites for donations: Use radio, TV, web, email to communicate needs, locations, procedures for donating/picking up.
- Manpower: Answering phones, receiving and distributing supplies, ministry and prayer, crowd control, trained and/or licensed counselors, updating website, writing and sending e-blasts, data entry.
- Toys and games for kids: Have trained children's workers and counselors.
- In-service training for volunteers
- Tracking: In-kind donations, intake forms for those receiving help (for tracking and follow-up), distribution of items (such as cots) to be collected later, databases to collect and store information.

NATIONAL AND INTERNATIONAL RELIEF AGENCIES:

- Need to know what specific needs are.
- Need to know where to ship supplies and distribute resources (including manpower, emergency clinics, and feeding stations).
- Need central point of contact between needs and suppliers (**hub**).
- Send basic necessities unless specific requests come in for something else.

DONORS AND SUPPLIERS:

- Need to know what specific needs are.
- Need to know where and how to ship supplies (i.e. ship on pallets, provide bill of lading).
- Send basic necessities unless specific requests come in for something else.

WAREHOUSES:

- Locations with loading docks.
- Manual labor for unloading trucks.
- Forklifts and forklift operator.
- Communication: what's coming in, where it needs to go.
- Proper paperwork, control for receiving, distributing, tracking.
- Plan of action for overflow of items not needed (such as clothing).
- Procedures for distribution (warehouses should distribute to local churches and organizations, who would then distribute to individuals).

HUBS (CENTRAL POINTS OF CONTACT, LIKE SCA):

- Communicating and connecting at all levels.
- Directing supplies and assessment teams to disaster sites.
- Receiving, distributing, and directing donations where needed most.
- Procuring and distributing supplies needed to set up shelters, staging areas, warehouses, medical clinics, mobile clinics.
- Connecting with prayer networks.
- Working with local and state governments for transportation clearance.



We were some of the first people who got to go in to New Orleans after Katrina, and we started taking hot meals to the police officers. We need to take care of our military and our police departments, even if it's just a hot sandwich.

**MARK ROYE, BLOODFIRE
SOMEBODY CARES SAN ANTONIO**



PHASE II: REGROUPING FOR CONTINUING RELIEF

This is the time when the immediate crisis is somewhat under control and a working system has been established. Needs and supplies are evaluated for the transition from crisis mode to strategic planning. The central point of contact (Hub) is a key component of communication and evaluation during this period of time. Other relevant issues are listed below.

DISASTER SITES:

- Short-term volunteers begin to leave.
- Base camps transition for long-term workers.

CITIES OF REFUGE:

- Move distribution from central locations to churches throughout the city.
- Contact churches, shelters, etc., to find out needs and fill them.
- Connect with FEMA, other agencies to coordinate and update information.
- Short-term volunteers begin to leave.
- Find missing persons and reconnect them with loved ones.

WAREHOUSES:

- Enter and update inventories and supplies that have come and gone.
- Assess and communicate what is left and what is needed to Hub.

NATIONAL AND INTERNATIONAL RELIEF AGENCIES:

- Need updated information on specific needs.
- Will request testimonies, reports to communicate to their donors.

DONORS AND SUPPLIERS:

- Need updated information on specific needs.
- Need to send thank you letters with stories and testimonies.

CENTRAL POINTS OF CONTACT (HUBS):

- Review and evaluate reports from emergency assessment teams regarding on-site disaster areas.
- Identify specific needs in disaster areas and refuge cities vs. inventories of supplies in warehouses and distribution centers.
- Communicate specific needs to relief agencies and donors (phone, web, email, and media).
- Begin providing reports to relief agencies regarding distribution of their donations.
- Assess types of work teams and manpower needed at disaster sites, warehouses, refuge cities; determine where to direct work-teams from churches, businesses, and ministries.

PHASE III: CONTINUING RELIEF & RECOVERY

During this stage, the goal is to transition all affected by disaster (victims as well as workers) into a semblance of stability and normalcy. One of the key issues to be addressed here is burn-out and “compassion fatigue,” especially in the disaster sites. We need to pro-actively offer “care for the care-givers.”

Three months after Katrina, Somebody Cares covered the costs for some of the pastors and workers who had partnered with us on the front lines of Katrina and Rita to spend two nights in a hotel in Houston’s Galleria area, along with others we had partnered with here in Houston to minister to evacuees. We spent one afternoon sharing testimonies and ended with a beautiful Christmas banquet. Some of these pastors and their wives were in tears, so grateful for the time away from the daily hardships. “We didn’t know when we got the invitation how badly we needed it,” one of them said.

In Picayune, Pastor Allen Hickman and Resurrection Life Church threw a big block party for the city two months after disaster hit his town.

“Every once in a while, people just need something mindless,” he said, so the church rented carnival rides while church members set up booths to entertain the kids. The response was so overwhelming that they lost count after 7,000 people showed up! Even the interstate had to be shut down. “That night was the first time my kids and I had laughed since the storm,” said one dad who attended.

DISASTER AREAS:

- KEY GOAL is to get churches operating and functional at this time: Healing will come quickly to those churches who, out of their own desperate need, reach out to meet the needs of others (*Isaiah 58*).
- Continue ongoing relief for residents and workers.
- Continue housing long-term relief teams at base camps.
- Begin bringing in general volunteer teams.
- Solicit specific skilled labor.
- Churches can borrow staff from out of town churches in their denomination or association group so their own staff can get some time off.

CITIES OF REFUGE:

- Assist evacuees in transition from shelters to temporary housing (hotels, apartments).
- Help them find furniture and housekeeping items.
- Enroll children in schools (they will need school supplies, uniforms/clothing).
- Evacuees begin looking for employment.

- Need assistance navigating transfers of Medicare, Social Security, etc.
- Need assistance with insurance issues.
- Need to update policies and assistance offered by FEMA or other agencies.
- Need transportation back to homes for assessments, belongings, closure, etc.
- May still need assistance locating family members.
- Need assistance finding church homes.
- Continuing relief assistance (food, clothing, shelter, medicine, toiletries, gas, transportation).

CHURCHES, STAGING AREAS & DISTRIBUTION CENTERS:

- Many churches at this time go back to “business as usual.”
- Needs will continue but distribution may be scaled back; distribution centers phase out or return to normal operation.
- Churches should follow up with individuals and families who came in during crisis relief.
- Time to retrieve loaned items for the next disaster (cots, generators, lighting, etc.).
- Continue to keep needs in front of congregation and the public.

NATIONAL AND INTERNATIONAL RELIEF AGENCIES:

- Will sometimes set up teams for long-term operations.
- Will continue communicating to their donors.

CENTRAL POINTS OF CONTACT (HUBS):

- Continue evaluating, communicating, procuring, distributing, and connecting.

DID YOU KNOW...?

During disasters, cell phone companies reduce the bandwidth to the cell phones registered in the disaster area; therefore, use an out-of-area cell phone, as these are not affected by the bandwidth reduction.

Somebody said it will take many, many years to rebuild in Louisiana after Hurricane Katrina. In Indonesia, with the limited resources, it will take at least two generations. That's how I see it. Close to 150,000 people died in the tsunami. Water went several miles inland, so the damage is very, very extensive. Right now, it's not Indonesia any more.

**HIMAWAN DJUHANA
WORLD BLESSING FOUNDATION/
INDONESIAN RELIEF FUND
MAY 2006**

PHASE IV: LONG-TERM REBUILDING AND RESTORATION OF LIVES

When we look at disasters such as the tsunami and Hurricanes Katrina, Rita, and Ike, we must remind ourselves that rebuilding is a long-term process.

As benevolent as the church of America is, it's easy to go back to business as usual before the job is done. We must keep the mission before us. We are not only rebuilding structures, we're rebuilding lives of real people with names and very real needs.

"God intends us to be there all the way through — to be the re-builders," Jodie Nelson Chiricosta from Somebody Cares America said.

This may not take as many people as fully engaged as what is required in the earlier stages, but the church as a whole should remain conscious of the needs and continue praying for and supporting those who are still working to rebuild.

DISASTER SITES:

- Ongoing clean-up continues.
- Residents deal with insurance issues and delays.
- Donations drop off, needs continue.
- Media coverage ceases.
- Some residents begin returning, but many need temporary housing, food, other relief needs.
- Number of short-term volunteers and teams drops off.
- Long-term worker burn-out; need respite.
- Counseling is needed for marriages due to the stress; this is an opportunity for the church to be a conduit and meet a need.
- Continue to communicate needs.

CITIES OF REFUGE:

- Need for long-term affordable transitional housing. Be very careful of recommending people to church members' homes. Do a thorough background check, and set up strict protective parameters to protect your church members and their families.
- FEMA funding stops; need for employment and income.
- Evacuees have established sense of "home" and community, but continue dealing with loss, displacement, lack of closure, cultural adjustments; many still have to decide whether to stay or go back.
- The city's demographics have changed.
- Ideally, evacuees would have been imbibed into local churches where needs can be met by the church family.

DID YOU KNOW...?

LED flashlights are more efficient at lower power levels; hence they use less battery energy than normal light bulbs. Such flashlights have longer battery lifetimes, in some cases hundreds of hours.

NATIONAL AND INTERNATIONAL RELIEF AGENCIES:

- Continue long-term operations.
- Continue communicating to donors.

CENTRAL POINTS OF CONTACT (HUBS):

- Still available as needed for long-term support to the disaster site, but urgent needs have subsided.

**ISAIAH 58: CHURCHES REACHING OUT
IN *THEIR* TIME OF NEED**

ISAIAH 58: CHURCHES REACHING OUT IN *THEIR* TIME OF NEED

In Isaiah 58, God is calling the Israelites to a “true fast.” He tells Isaiah to declare to Israel their rebellion, for although they fast and seem eager to know His ways, they have really forsaken his commands and have not dealt with their wicked inner hearts. God wanted the Israelites to go beyond the outward religion to true religion that sought justice, freedom for the oppressed, food for the hungry, shelter for the poor wanderer, and clothing for the naked. If they took care of those in need, God promised them that their own healing would come quickly:

“Then your light will break out like the dawn, and your recovery will speedily spring forth; and your righteousness will go before you; the glory of the LORD will be your rear guard.” (Isaiah 58:8)

The following testimonies are from churches and individuals who reached out in the midst of their own time of need, and consequently, watched God bring healing and even revival!

In the midst of not having resources, God provided supernaturally for these churches to be able to serve their communities. As a result, people who had never come to church before are coming to church now because they saw the tangible expression of Christ come from churches that really do care about their communities and were ready to be a lighthouse in the midst of tragedy. We praise God for these heroes.

“Let your light shine before men, that they may see your good deeds and praise your Father in heaven” (Matthew 5:16)

ANDREW BENSON/CITY CATHEDRAL **SOMEBODY CARES EAST NEW ORLEANS**

“My 81-year old bishop got up and chastised the whole congregation and told us we were missing it because we thought we were all on vacation. Even though we had all lost everything in the flood like everyone else, he told us we needed to come back home and be a light. I received that rebuke. We came back and opened a distribution center, with the help of Somebody Cares, and the Lord began to bless us in so many ways!”

One day a businessman (who was not a Christian) stopped by as he was driving past and offered to donate his company’s services to help with the sanctuary repair and mold removal. Another company donated countertops for the dining hall, and they weren’t just Formica—they were top of the line granite.

Some of the people who were assisted began coming to volunteer and to help others, and many began attending church services. At one point, only 15-20% of the congregation had returned, yet the tithes and offerings had tripled!

“God restored our church, but it was almost supernatural!”

ALLEN HICKMAN/RESURRECTION LIFE MINISTRIES

SOMEBODY CARES PICAYUNE

“I’ve always believed that the church ought to be the answer to whatever the question is.

“We started assisting people from our parking lot after the storm. It looked like a bomb went off. I started telling people, ‘Look, you don’t have jobs to go to, so come work up here.’ I would have 150 to 200 volunteers every day.

“The mayor and the city council called us over to their office after about two and a half or three weeks and said, ‘Look, would you take over our city’s disaster relief. We’ll give you whatever we have, and y’all just do it.’ I told them I’m going to keep praying for people and handing out Bibles and tracks. They said, ‘We don’t’ care; just do it.’

“I told them I couldn’t keep doing it out of the parking lot, so they paid for a building for us to use through the end of the year. They paid the electric bill; they paid everything.”

DOUG STRINGER/

SOMEBODY CARES AMERICA

“A few weeks ago, Allen Hickman called me and was worried about me. He said, ‘When are you going to take a couple of days off and hang out and fish; we want to take care of you.’ I said, ‘Take care of me? You guys are the ones going through it.’

“That’s the kind of heart a true pastor has.”

“When Hurricane Katrina hit, we started making calls to find out how we could serve. We got hooked up with Baton Rouge Compassion in Southern Louisiana and sent a team down there that first week after. In fact, I was able to be with Pastor Randy Millette from St. Bernard Parrish.

“The first time he went back in, he saw his home destroyed, his associates’ homes destroyed, and their church destroyed. He saw all that in one day. When I was there, we went to the home of his wife’s aunt and uncle and found their bodies in the home. They had died in the flooding.

“Yet, his response to it all was that he wanted to set up a relief center for the community on his church property. We were able to send a few other teams to help him do that. “

**BOB GLAHN
CHERRYDALE BAPTIST CHURCH
ARLINGTON VA**

**FEEDING THE 5,000:
TESTIMONIES OF GOD'S FAITHFULNESS!**

FEEDING THE 5,000: TESTIMONIES OF GOD'S FAITHFULNESS!

DAVID GATLIN/GENESIS FOOD BANK, JACKSON MS

"In 2001, Steve from Operation Blessing called me one day and said, 'David, I have a company out in Texas that has about 100 truckloads of charcoal they want to donate. Pat Robertson had a dream or a vision that there would be a major disaster hitting the Gulf Coast of Mississippi soon, and we would like to send charcoal to you.' I started getting truckloads of charcoal. Guess what I had when Katrina hit? I had thousands and thousands of bags of charcoal to give out! God is way ahead of us."

MAX TORRES/SOMEBODY CARES AMERICA

"Time after time, we would need a certain item with no knowledge of where to get it, and there would be volunteers praying and worrying. They'd say, 'How are we going to do the project?' and I would say, 'Just trust me on this; just wait.' And as the days went along, every single day, on God's providential schedule and calendar, things would show up as they were needed. It was incredible—it's still incredible and it's still happening! I'm just in awe of what God is doing. I'm never surprised, but I'm constantly amazed that God is doing what He's doing."

DOUG STRINGER/SOMEBODY CARES AMERICA

"I got off the phone with Jerry Davis and some others in New Orleans who were saying there was a desperate need for school supplies. Seventeen of the 135 schools were re-opening. I said I would see what I could do, but I had no clue. Five minutes later I got a call from Himawan Djuhana from City Blessing Churches in California: 'Doug, we have some school supplies. Can you use them?' That's a God-thing! They provided two trailer trucks of school supplies, enough for 20,000 students. Max Torres then got a call that Harris County schools had a bunch of backpacks left over and they didn't know what to do with them—so we got those and sent them as well."

ANDREW BENSON/CITY CATHEDRAL SOMEBODY CARES EAST NEW ORLEANS

"At Christmas, we were planning to cancel our regular outreach to the community because we knew the people had greater needs than toys. Then we got a call from Youth With A Mission New

Orleans. They had 200 wrapped Christmas toys and asked if we could use them. With the help of YWAM, we were able to go door-to-door in the local Vietnamese community and give the children brand new toys.”

PASTOR CHARLES BURCHETT/FIRST BAPTIST CHURCH OF KIRBYVILLE, SOMEBODY CARES JASPER/NEWTON COUNTIES

“It was just one extended adventure for me, just a great spiritual adventure. I’ll give you one testimony.

“The head cook from the Southern Baptist Convention came over and said, ‘We’re your help; where’s the food?’ And I thought, ‘I don’t have any food.’ Eventually some food showed up, and they came over and said, ‘We don’t have anything to serve it in.’

“They were handing out food in pieces of aluminum foil, and I said, ‘All I know to do is pray.’ So I put my hand on his shoulder and said, ‘Lord, we know that you know where all the clamshell containers in the world are, and you know what we need, and I ask you to give us what we need.’

“I took my hand off his shoulder, and the phone rang. It was a volunteer from Pennsylvania who was serving in Doug’s office in Houston. She said, ‘I’m here volunteering, and I just got the call that somebody has some clamshells they’d like to give away. Would you like some?’ And I said, ‘Yes! I’ll take all you can give me!’

“One of my denominational leaders was going to drive that way and pick them up in his car, but I found out there were six pallets! I called him back and said, ‘Well, your car won’t do. I guess God is going to have to provide a 26-foot enclosed trailer with a one-ton Dooley truck if we’re going to get those clamshells.

“A little bit later my phone rang. My wife was calling from our distribution center and said, ‘Charles, a guy just drove in from West Texas with a 26-foot horse trailer with a one-ton truck. What do you want him to do with it?’

“Things like that happened every day, over and over.”

“How can I pray for you?” When Kathleen, one of our Katrina volunteers at the Somebody Cares America headquarters in Houston, asked that question to the woman who came to our office for hurricane relief assistance, she did not know God was using her in one of His “divine connections.”

“I haven’t been able to contact my brother. I don’t know where he is or even if he made it out of New Orleans.”

Kathleen prayed for this woman to get word of her brother’s whereabouts and gave her comfort and reassurance. She helped her complete the brief form we had everyone fill out for us for tracking purposes, then assisted her with her needs.

Later, as Kathleen went to file the paperwork, she remembered she had written down the brother’s name on the form before she prayed for him. “I thought, well, I’ll just look through the file and see if we have her brother’s paperwork in here, too—and we did!”

The woman’s brother had been through our facility, possibly even just hours before! Here was the proof he was alive and well! So Kathleen followed up and was able to reconnect this family.

JERRY DAVIS/CHRISTIAN WORLD EMBASSY

“I specialize in disaster-relief evangelism, going into crisis situations. As we went into a situation like New Orleans, I planned on doing what I normally do: set up situations and win souls. We went to the West Bank and some of the church guys who were already there were saying, ‘They’re not letting us minister or witness or do anything like that.’ I said, ‘I’m used to that in other parts of the world, but this is America. What are you talking about?’

“So we backed up our trucks right next to the big FEMA trailers and started pulling out these beautifully prepared packages that the churches had made with all different types of items that the individuals needed. The mayor came up, and I showed him what we were giving out. Then I reached in my pocket and pulled out one of the tracks we use. On the back it says, ‘Man can live without air for four minutes, he can live without bread for four days, but he can’t live a moment without hope.’ I read it to him, and said, ‘Mayor, don’t you think it would be a good idea to give these out so that as we’re giving these supplies, we’re also giving the people hope?’ He said, ‘Absolutely!’

“We suddenly went from not being able to talk about Jesus to being able to distribute tracks!

“After that he said, ‘I really appreciate you coming,’ then began giving instructions on where to set things up. I put my hand on his shoulder and said, ‘Mayor, I don’t know if it would be helpful to you, but I’ve done this in 59 countries over the last 20 years in disaster-relief situations. Instead of you having to decide where everything goes, I’d be glad to help coordinate things for you if you’d like.’ He brought the police chief over and said, ‘This guy’s in charge.’

“There were thousands of people and cars coming through the line, so the first thing we did was start praying for each of them. That calmed them down right away. We began singing praise and worship music, and I began preaching. In the middle, I said, ‘I want to dedicate this next song to the mayor and police chief and all the policemen out here. Let’s sing *Amazing Grace*.’ They loved it!

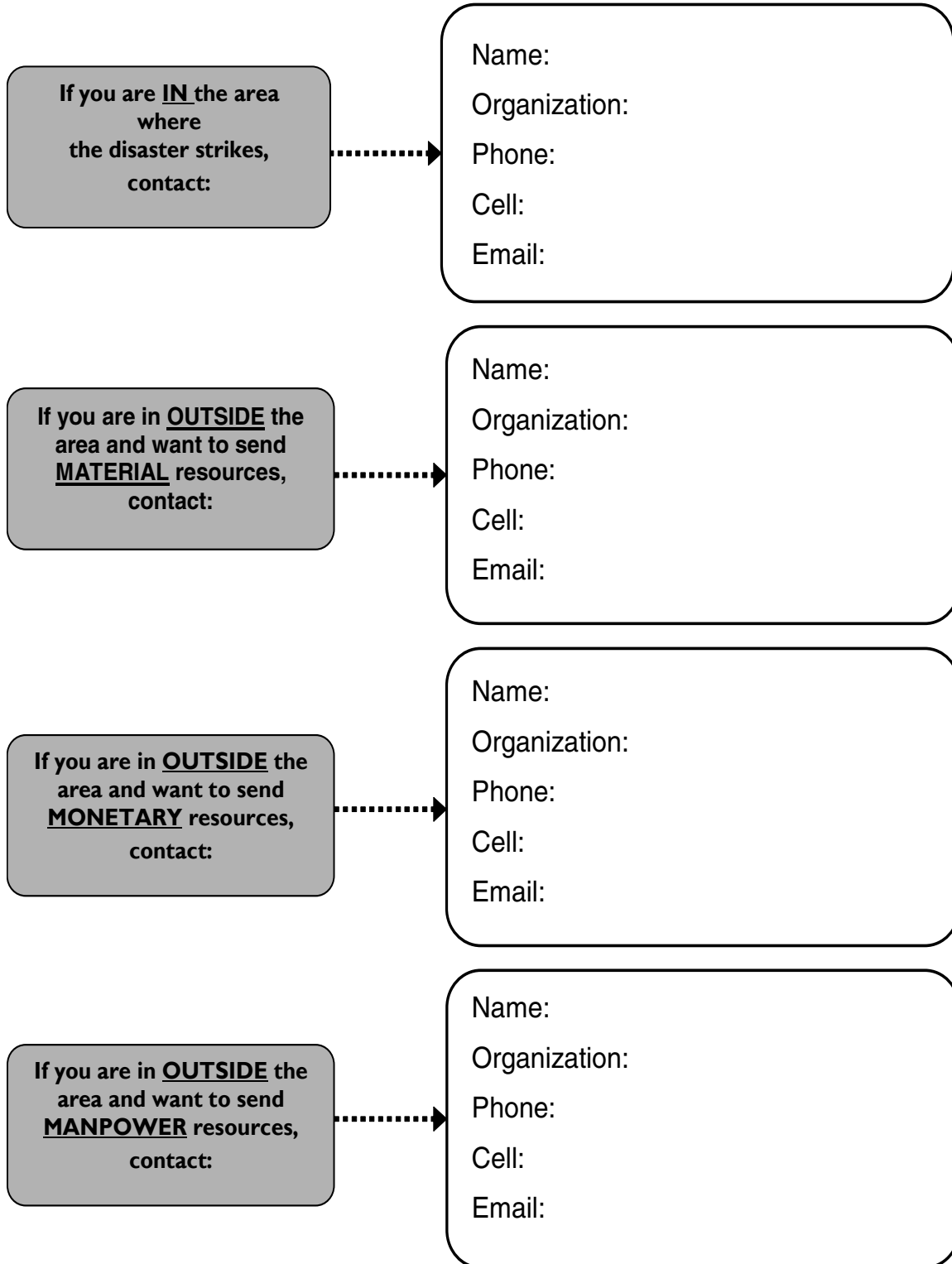
“When we took a break, I went over to the police chief, who said, ‘You can’t believe what a difference between yesterday and today, with you here. The people yesterday were cussing and honking. There’s none of that today.’ The relief workers and firemen who had come from all over the country were coming up and saying, ‘Thank you so much, what a difference. Yesterday was just so chaotic.’

“That’s what we can do and how we can make a difference in these situations.”

**APPENDIX:
SAMPLES OF FORMS &
OTHER HELPFUL INFORMATION**

WHO TO CONTACT WHEN DISASTER STRIKES

For use in your Incident Command Center; distribute to key staff and volunteers so they will know how to direct inquiries. This will help prevent bottle-neck of all calls going to one person.



SUPPLIES AND EQUIPMENT CHECK LIST

This list may not be complete, depending on what disasters are prone to occur in your area or of the needs in your community. Therefore, make a complete assessment of your area and use this list as a guide.

- ✓ Water (for drinking, cooking, cleaning, hygiene)

- ✓ Food
 - Ready-to-eat canned meat, fruits, and vegetables (self-heating meals can be obtained through www.heatermeals.com)
 - Canned juices, milk, soup
 - Staples (sugar, salt, pepper)
 - High energy foods (peanut butter, jelly, crackers, granola bars, trail mix)
 - Vitamins
 - Food for infants, elderly people, or persons on special diets
 - Comfort/stress foods (cookies, hard candy, sweetened cereals, instant coffee, tea bags)

- ✓ First Aid Kit
 - Sterile adhesive bandages in assorted sizes
 - 2-inch sterile gauze pads
 - 4-inch sterile gauze pads
 - Hypoallergenic adhesive tape
 - Triangular bandages
 - 2-inch sterile roller bandages
 - 3-inch sterile roller bandages
 - Scissors
 - Tweezers
 - Needle
 - Antiseptic
 - Thermometer
 - Tongue blades
 - Tube of petroleum jelly or other lubricant
 - Assorted sizes of safety pins
 - Cleaning agent/soap
 - Latex gloves
 - Sunscreen
 - Medicine dropper
 - Aspirin or nonaspirin pain reliever
 - Anti-diarrhea medication
 - Antacid (for stomach upset)
 - Laxative
 - Activated charcoal (use if advised by the poison control center)

- ✓ One-time Purchases/Capital Expenses
 - Smokers (use wood and matches), gas/charcoal grills
 - Battery-operated radio

- Tarps
 - Large tent (for shelter or for warehousing)
 - Generators (battery powered or diesel operated)
 - Tables and shelving for distribution/warehousing
 - Outdoor sound system
 - Battery operated lanterns
 - Back-up communication (HAM radio, satellite systems)
 - Back-up transportation (golf carts, ATVs)
 - Chainsaws, other tools
 - Kerosene heaters
 - Coolers (for ice, food, or medications such as insulin)
 - Wheelchairs
 - Tube tent
 - Signal flare
 - Plastic sheeting
 - Fire extinguisher (small canister, ABC Type)
 - Portable/hand-cranked washing machines
- ✓ Tool Kit
- Emergency preparedness manual
 - LED flashlights (burn brighter and last longer)
 - Non-electric can opener, utility knife
 - Pliers
 - Compass
 - Shut-off wrench (to turn off household gas and water)
 - Whistle
- ✓ Supplies
- Bibles and other appropriate spiritual materials
 - Cash or traveler's checks, change
 - Plastic storage containers
 - Plastic buckets
 - Duct tape
 - Batteries (all sizes)
 - Matches in a waterproof container
 - Mess kits, or paper cups, plates, and plastic utensils
 - Aluminum foil
 - Paper, pencil
 - Needles, thread
 - Garbage bags and plastic ties for personal sanitation
 - Rubber gloves and boots, face masks
 - Bug spray
 - Antibacterial soap
 - Hand sanitizer
 - Washcloths
 - Bath towels

- Personal hygiene items (“Care Kits”)
 - Soap
 - Shampoo
 - Conditioner
 - Razors
 - Moist towelettes
 - Toothpaste
 - Toothbrushes
 - Mouthwash
 - Toilet paper
 - Feminine supplies
- Hairbrush, comb
- Disinfectant household chlorine bleach
- Comet/Ajax
- Teflon scrub pads
- Laundry supplies
- Pet food

- ✓ Clothing and Bedding
 - Rain gear, rubber boots
 - Cots/air mattresses
 - Pillows
 - Pillowcases, sheets
 - Disposable blankets (like airlines use)

- ✓ Baby Supplies
 - Formula
 - Diapers
 - Rash cream
 - Baby spoons
 - Baby wipes
 - Bibs
 - Sippy cups
 - Pacifier
 - Pedialyte
 - Infant Tylenol
 - Bottles
 - Powdered milk
 - Medications

- ✓ Special Supplies for Adults
 - Heart and high blood pressure medication
 - Insulin
 - Prescription drugs
 - Denture needs
 - Contact lenses and supplies
 - Extra eyeglasses
 - Oxygen

- ✓ Entertainment
 - Games/books/toys for kids
 - Christian music on CD with battery operated player or MP3 system

LIST OF SUPPLIERS

EMERGENCY ESSENTIALS/ONE-STOP-SHOP SUPPLIERS

Nitro-pak

- Complete selection of emergency preparedness gear, survival kits, MREs (Meals Ready to Eat), water filters, food storage products, lanterns, radios, etc.
- Website: www.nitro-pak
- Phone: 1-800-866-4876

Emergency Essentials

- Food storage, emergency kits, water filtration, first aid, MRE (Meals Ready to Eat), survival kits, camping gear, etc.
- Website: www.beprepared.com
- Phone: 1-800-999-1863
- Email: sales@beprepared.com
- Email: group@beprepared.com

CERT Kits

- Disaster preparedness products including cots, trailers, canopies, first aid kits, safety supplies, hard hats, CERT kits and more.
- www.cert-kits.com
- Phone: 1-800-345-3036

COTS

ABC Homestore

- Website: www.abchomestore.com
- Phone: 1-800-939-3299
- May match competitors' prices, may work with you on shipping

Out in Style

- Website: www.outinstyle.com
- Phone: 1-888-667-3453
- Email: sales@outinstyle.com
- May work with you on price and shipping

FOOD

Heater Meals-Self Heating Meals

- Self-heating entrees that don't require refrigeration
- Phone: 1-800-503-4483
- Fax: 1-800-589-1528
- Emergency Contact 24/7 (513) 205-3188
- Email: info@heatermeals.com
- Website: www.heatermeals.com

COMMUNICATION

Assemble Communications

- Global satellite communications company.
- Custom builds communication response systems for state, county, and city responders, as well as third world countries.
- The Personal Communications Response System (PCRS) equips first responders and/or project managers to go on-site and assess a location and/or disaster, giving them the ability for phone and internet anywhere despite the local communication status. Three products in this line have additional features ranging from vehicle mobility to wi-fi options for internet sharing among laptops.
- The Communication Response System (CRS) incorporates access, telephone, and video surveillance, giving a base camp the ability to have telephone, laptop, computer, and video surveillance for asset management or image recognition. When power is not available, the system can run off its own power source for \$3.00 per day.
- Phone: 704-895-5454
- Fax: 704-895-8646
- Website: www.assemblecom.com

Care Plan Solutions, Inc

- The Evacuation Communicator is a reusable water resistant, first-responder care, handling and instruction tool for special needs people.
- A report issued by the government stated that one of the greatest areas of concern found in doing research on Katrina and Rita relief efforts was caring for people with 'special needs.'
- Phone: 1-888-771-6441

AlertFM

- ALERT FM is a personal alert and messaging system allowing emergency management officials to create and send digital alerts and messages to recipients such as first responders, school officials, businesses, and citizens based on geographic or organizational groupings, including NOAA weather warnings, evacuation instructions, homeland security notices, Amber Alerts, or school closings.
- Phone: 601-709-4240
- Website: www.alertfm.com

WATER PURIFICATION SYSTEM

First Water Disaster Strike Team

- Provides lifesaving water solutions in disastrous conditions
- Phone: 770-616-2186
- Email: wayneh@firstwaterinc.com
- Website: www.firstwaterinc.com

EMERGENCY FUEL

Sun Coast Resources, Inc.

- Emergency fueling for disaster response
- Phone: 1-800-677-3835
- Website: www.suncoastresources.com or www.emergencyfuel.net
- Headquartered in Houston TX, endorsed by the American Red Cross

ELECTRIC POWER

CAT (Rental)

- Complete mobile systems for emergency outages
- Equipment: Sound attenuated, packaged generator sets from 20kw to 2000kw; utility-grade power modules transfer switches, and distribution equipment; uninterruptible power supply (UPS) systems; mobile banks; and turbines
- Phone: 1-800-RENT-CAT
- Website: www.cat.com

STORM BAGS

Chwalek Safety

- Protects facilities from rising waters
- Lightweight alternative to traditional sandbags
- On the 2007 Department of Homeland Security "Approved Equipment" list
- Phone: 281-255-8721
- Email: chwaleksafety@aol.com
- Website: www.chwaleksafety.com

LED FLASHLIGHTS

Bayco

- Phone: 1-800-233-2155
- Website: www.baycoproducts.com

Lighthound

- Email Address: sales@lighthound.com
- Fax: 1-866-649-5834
- Website: www.lighthound.com
- Located in Pearland TX

Tactical Light Solutions, Inc

- Phone: 1-800-820-3124
- Website: www.opticshq.com

Pelican Products, Inc

- Phone: 1-800-473-5422
- Email: sales@pelican.com
- Website: <http://pelican.com>

COMMERCIAL CLEANING AND CONTRACTING SERVICES

Action Restoration

- 24/7 National Emergency Disaster Response
- Certified, licensed, bonded, and insured
- Drying services, cleaning, debris removal, water extraction, temp power, mold remediation, etc.
- Phone: 1-800-218-9556
- Fax: 409-962-7650
- Website: www.action-restoration.com

SAMPLE COMMUNITY NEEDS SURVEY

Introduction: We are your neighbors from down the street and members of _____
_____ Church. We are compiling a disaster response database so we can help those needing assistance in the neighborhood should we be affected by a disaster. We are checking with our neighbors to see who might need help preparing or evacuating should a storm or disaster hit so we can be prepared to help. If you would like to register with our church, we will include your information in our disaster response database so we can help should a hurricane/tornado/flood, etc., hit our area. **Or you can call the church directly at:** _____

Name: _____

Address _____

Phone: _____ **Number of people in home:** _____

If given warning, will you evacuate? _____

Intended evacuation site: _____

Contact info of evacuation site: _____

Is there anyone living here who will need assistance in the event a storm strikes?

Are there any medications that must be administered on a regular basis?

Do you have enough supplies for your basic necessities? _____

Do you need help preparing your home should a warning be announced? _____

Share the Good News of Jesus Christ (Preparing your house is important, but the most important preparation is your heart.)

Is there anything we can pray with you about? _____

Exchange contact information, or give them your church information.

SAMPLE PHONE CHAIN SYSTEM

Microsoft Excel - Appendix 1-Phone Chain Templates

Disaster Phone Chain System										
Pastor										
3	Leader 1	Leader 2	Leader 3	Leader 4	Leader 5	Leader 6	Leader 7	Leader 8	Leader 9	Leader 10
4	Family/Individual 1	Family/Individual 1	Family/Individual 1	Family/Individual 1	Family/Individual 1	Family/Individual 1	Family/Individual 1	Family/Individual 1	Family/Individual 1	Family/Individual 1
5	Family/Individual 2	Family/Individual 2	Family/Individual 2	Family/Individual 2	Family/Individual 2	Family/Individual 2	Family/Individual 2	Family/Individual 2	Family/Individual 2	Family/Individual 2
6	Family/Individual 3	Family/Individual 3	Family/Individual 3	Family/Individual 3	Family/Individual 3	Family/Individual 3	Family/Individual 3	Family/Individual 3	Family/Individual 3	Family/Individual 3
7	Family/Individual 4	Family/Individual 4	Family/Individual 4	Family/Individual 4	Family/Individual 4	Family/Individual 4	Family/Individual 4	Family/Individual 4	Family/Individual 4	Family/Individual 4
8	Family/Individual 5	Family/Individual 5	Family/Individual 5	Family/Individual 5	Family/Individual 5	Family/Individual 5	Family/Individual 5	Family/Individual 5	Family/Individual 5	Family/Individual 5
9	Family/Individual 6	Family/Individual 6	Family/Individual 6	Family/Individual 6	Family/Individual 6	Family/Individual 6	Family/Individual 6	Family/Individual 6	Family/Individual 6	Family/Individual 6
10	Family/Individual 7	Family/Individual 7	Family/Individual 7	Family/Individual 7	Family/Individual 7	Family/Individual 7	Family/Individual 7	Family/Individual 7	Family/Individual 7	Family/Individual 7
11	Family/Individual 8	Family/Individual 8	Family/Individual 8	Family/Individual 8	Family/Individual 8	Family/Individual 8	Family/Individual 8	Family/Individual 8	Family/Individual 8	Family/Individual 8
12	Family/Individual 9	Family/Individual 9	Family/Individual 9	Family/Individual 9	Family/Individual 9	Family/Individual 9	Family/Individual 9	Family/Individual 9	Family/Individual 9	Family/Individual 9
13	Family/Individual 10	Family/Individual 10	Family/Individual 10	Family/Individual 10	Family/Individual 10	Family/Individual 10	Family/Individual 10	Family/Individual 10	Family/Individual 10	Family/Individual 10
14	Family/Individual 11	Family/Individual 11	Family/Individual 11	Family/Individual 11	Family/Individual 11	Family/Individual 11	Family/Individual 11	Family/Individual 11	Family/Individual 11	Family/Individual 11
15	Family/Individual 12	Family/Individual 12	Family/Individual 12	Family/Individual 12	Family/Individual 12	Family/Individual 12	Family/Individual 12	Family/Individual 12	Family/Individual 12	Family/Individual 12
16										
17										
18										
19										
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25										
26										
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30										
31										
32										

Church Phone Chain System | Phone Chain Leader Template | Phone Chain Pastor Template

Microsoft Excel - Appendix 1-Phone Chain Templates

Disaster Phone Chain Leader Template												
Leader Name												
3	Family/Individual Name	Address	Home Phone	Cell Phone	Cell Phone	Out of Area Contact	Email Address	Special Needs	Vocational training	Civic Position	Available Equipment	Family Status (To be used during disaster)
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17	Suggested Vocational Training		Suggest Equipment									
18	Doctor		Generators									
19	Physicians Assistant		Trailers									
20	Nurse		Vans									
21	Dentist		Forklifts									
22	CERT certified											
23	NIMS certified											
24	EMT											
25	Paramedic											
26	Ham Radio Operator											
27	Firefighter											
28	EX/Retired Military											
29	Chaplains											
30												
31												
32												
33												
34												
35												
36												
37												
38												
39												

Church Phone Chain System | Phone Chain Leader Template | Phone Chain Pastor Template

PRAYER COORDINATOR GUIDE

1. Choose dates for your 24/7 prayer initiative (i.e. Somebody Cares had 21 days of 24/7 prayer during Hurricane Katrina relief).
2. Secure venue/prayer room (i.e. command center, church, etc.) and obtain key.
3. Divide 24 hours into 3-4 hour shifts to be lead by a shift leader, who will facilitate prayer time and host people coming by. For example, begin at 6 a.m. on your selected start date.
4. If website/webmaster is available, coordinate a volunteer sign up site where people can:
 - a. Log in and sign up to pray one hour or more ANYTIME and ANYWHERE
 - b. Log in and sign up to be a shift leader
 - c. Log in and come and join with others in prayer for one hour or more
5. Put out a call (email blast/phone calls, etc.) to intercessors, ministry partners, etc. for shift leaders. These people need to be individuals who you are in relationship with you, for safety and accountability.
6. Put out a call out for prayer volunteers.
7. Schedule shift leaders.
8. Schedule prayer volunteers.
9. Oversee prayer room/volunteers during 24/7 prayer.

SAMPLE PRAYER VOLUNTEER RECRUITMENT EMAIL

The following is an email sent by Hank Marion of New Haven House of Prayer from our Somebody Cares Houston network to gather volunteers for 24/7 Prayer Room during Hurricane Katrina Relief:

Greetings Prayer Warriors,

By divine choice greater Houston has become a city of refuge. There are responsibilities that come with being chosen. The Lord is saying, "Man your post." The prayer networks and relationships God has established are for this season. Watchmen, man your stations!

There is call to pray with some fasting for the 21 days starting Monday, September 12 through Sunday, October 2. The prayer rooms across the city must unite in this focused prayer. There are several expressions of united prayer being planned. They are:

- 1. A list of prayer points that we can all pray through together.*
- 2. The opportunity for individuals to sign up to cover all the one hour time slots during this period. Sign up for the 1 hour slots will be setup soon at <http://katrina.somebodycares.org>.*
- 3. A manned prayer room is being setup at the Somebody Cares offices where people can meet for prayer 24 hours a day during the 21-day period. Volunteers are needed to serve as 3-hour shift leaders. Somebody Cares offices are located at 5005 W. 34th St., Houston, TX 77292, phone 713-621-1498.*

*Praying this will be the church's finest hour,
Hank Marion*

Suggested Prayer Points:

- 1. Repentance from being lukewarm, harboring racial prejudice, living lives of leisure, and idolatry within the church. (Joel 1:8-14; Psalms 32:3-7)*
- 2. Revival, deliverance, and spiritual awakening to come to Houston. (Isaiah 4:4-6; Joel 2:28-29)*
- 3. The gift of administration and oneness of spirit to come upon those giving leadership in the relief efforts. (1 Cor. 12:28; Romans 12:8)*
- 4. Power, love, and a sound mind to triumph over chaos and confusion. (2 Tim 1:7)*
- 5. Hope and destiny to fill the hearts and minds of individuals where the spirit of fear seeks to minister. (Jeremiah 29:11-13)*
- 6. Healing and health to be released and infirmity defeated. (3 John 2)*
- 7. God to move on the hearts of Houstonians to give of their resources to meet the need of those working on the front lines in compassion ministry. (2 Cor 9:7; Luke 6:38)*

SAMPLE VOLUNTEER APPLICATION

I. GENERAL INFO

Name: _____ Place of Employment: _____

Address: _____ Occupation: _____

Phone: _____ Email: _____

II. CHURCH MEMBERSHIP

Current Church Home: _____

Number of Years Attended Consistently: _____

Please list any churches you have attended regularly during the past five years:

Church: _____ Number of Years Attended: _____

Contact Person: _____ Telephone: _____

Church: _____ Number of Years Attended: _____

Contact Person: _____ Telephone: _____

III. DISCIPLINARY AND LEGAL BACKGROUND

The following questions are asked in the interest of protecting our volunteers and clients. They are not meant to be intrusive or prying. Circle Y for yes or N for no. If you prefer, you may leave a question unanswered, in which case you will be contacted, in confidence, by a ministry leader to discuss your response. The information on this application will not be disclosed to unauthorized persons.

1. Have you at any time been arrested? **Y** **N**
2. Have you at any time been convicted, pled no contest, or pled guilty to any crime? **Y** **N**
3. Have you at any time been named as a defendant to any civil or criminal legal proceeding due to charges against you of sexual misconduct, violence, abuse, or as the result of an accident or mishap? **Y** **N**

4. Have you at any time been disciplined in, or dismissed from, a paid or volunteer position due to charges against you of sexual misconduct, violence, abuse, or as the result of an accident or mishap? **Y N**
5. Are you aware of any investigation, review, or disciplinary action pending against you by an employer, organization in which you volunteered, law enforcement agency, social or protective agency, or licensing authority for sexual misconduct, violence, or as the result of an accident or mishap? **Y N**
6. Are you aware of having any traits or tendencies that could pose any threat to the people you will be interacting with? **Y N**

IV: LANGUAGES

Language:	Speaking Proficiency				Read and Write?
	Fluent	Good	Fair	Basic	
Arabic					
Chinese					
Vietnamese					
Mandarin					
Dutch					
English					
French					
German					
Hindi					
Urdu					
Portuguese					
Russian					
Sinhala					
Somali					
Spanish					
Swahili					
Thai					
Other:					

SAMPLE CRIMINAL HISTORY AUTHORIZATION FOR VOLUNTEERS

Dear Volunteer:

An authorization to conduct a criminal history check is required by *(Name of Your Organization)*. Information obtained will be used solely to determine eligibility for service as a volunteer. Your completion of this form in its entirety and submission authorizes *(Name of Your Organization)* to conduct investigation inquiries into police records, the state prison system, the Department of Public Safety, and/or any other criminal records to determine your acceptability for volunteer service. **Filling out this form represents your consent for *(Name of Your Organization)* to conduct investigations into your background and for your police records, state prison system records, Department of Public Safety records and other records relevant to your legal background to be released to *(Name of Your Organization)* for evaluation on your suitability for this volunteer service.** Thank you.

FIRST NAME: _____ PHONE: _____

MIDDLE NAME: _____ DATE OF BIRTH: _____

LAST NAME: _____ GENDER: M / F

SUFFIX (Jr, IV, Sr): _____ DRIVER LICENSE NUMBER: _____

ADDRESS: _____ DRIVER LICENSE STATE: _____

CITY: _____ SSN: _____

ZIP CODE: _____

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

WITNESS PRINTED NAME: _____

WITNESS SIGNATURE: _____ DATE: _____

(Confirm with local law enforcement or attorney for proper wording).

SAMPLE APPLICATION FOR TEMPORARY RESIDENCE IN A SHELTER

NAME: _____ AGE: _____

SPOUSE: _____ AGE: _____

CHILD: _____ AGE: _____

CHILD: _____ AGE: _____

CHILD: _____ AGE: _____

CHILD: _____ AGE: _____

Where are you from (address/city/state/zip)?

Did you own or rent your housing?

Do you currently have missing family?

What do you consider to be your most immediate need?

If you are needing to work, what type of work do you normally do?

What are your other needs?

At this time are you planning on relocating?

Contact Numbers: Cell: _____

Hotel: _____

Room #: _____

Are you interested in daytime activities?

SAMPLE CRIMINAL HISTORY AUTHORIZATION FOR SHELTER GUESTS

Dear Guest:

An authorization to conduct a criminal history check is required by *(Name of Your Organization)*. Information obtained will be used solely to determine eligibility for your stay in our shelter. Your completion of this form in its entirety and submission authorizes *(Name of Your Organization)* to conduct investigation inquiries into police records, the state prison system, the Department of Public Safety, and/or any other criminal records. **Filling out this form represents your consent for *(Name of Your Organization)* to conduct investigations into your background and for your police records, state prison system records, Department of Public Safety records and other records relevant to your legal background to be released to *(Name of Your Organization)* for evaluation.** Thank you.

FIRST NAME: _____ PHONE: _____

MIDDLE NAME: _____ DATE OF BIRTH: _____

LAST NAME: _____ GENDER: M / F

SUFFIX (Jr, IV, Sr): _____ DRIVER LICENSE NUMBER: _____

ADDRESS: _____ DRIVER LICENSE STATE: _____

CITY: _____ SSN: _____

ZIP CODE: _____

PRINTED NAME: _____

SIGNATURE: _____ DATE: _____

WITNESS PRINTED NAME: _____

WITNESS SIGNATURE: _____ DATE: _____

(Confirm with local law enforcement or attorney for proper wording).

SAMPLE SHELTER REIMBURSEMENT CONTRACT FOR ORGANIZATIONS WHO DECIDE TO REGISTER AS OFFICIAL SHELTERS WITH THEIR LOCAL GOVERNMENT.

This form was available to Houston non-profits during Katrina relief:

Faith-based organizations, non-profit organizations, and other entities that have sheltered and are sheltering Hurricane evacuees may receive reimbursement for their expenses from FEMA through Harris County. Red Cross shelters are not eligible for reimbursement under this program.

For the purposes of this program, an emergency shelter is defined as a non-residential facility providing overnight sleeping accommodations at no cost to evacuees. Specifically excluded from this definition are hotels, apartments, and private residences.

Required Forms

To be eligible for reimbursement, entities must complete the following documents:

- **Harris County Shelter Contract**
- **Shelter Registration Form**
- **Shelter Survey**
- **Invoice Form**

These documents are available on-line at www.cedd.hctx.net/FEMA.htm, or may be obtained from the Harris County Community and Economic Development Department offices located at 8410 Lantern Point, Houston, Texas, 77054, (713) 578-2044.

Reimbursement Methods

Eligible shelters may request reimbursement by only one of the following two methods:

1. Per Diem: This method allows the shelter to seek reimbursement at \$30 per day per person. Reimbursement under the per diem method shall cover all shelter costs incurred in the operation of the shelter including but not limited to the cost of utilities, staffing, provision of food, and purchase of all equipment and supplies. Shelters may seek reimbursement under this method for operation of emergency shelters through October 31, 2005.

2. Cost Reimbursement: This method allows the shelter to seek reimbursement of actual eligible expenditures that are documented with receipts, invoices, time sheets, etc. For emergency housing provided to evacuees after November 1, 2005. *Cost Reimbursement* is the only allowed method of reimbursement.

Invoice Procedures and Required Documentation

Per Diem: Shelter must complete Per Diem Invoice Form and attach a head-count of the number of persons sheltered per day. This daily head-count is mandatory. The shelter must also use its best efforts to attach as many receipts and other documentation of expenses as may be available. Shelters that refuse to provide even minimal documentation cannot receive reimbursement under this program. Additionally, the shelter should also attach the following other information, *if available*: names, birth dates, social security numbers, FEMA registration numbers, pre-disaster address, and forwarding address for each person sheltered.

Cost Reimbursement: Shelter must complete Cost Reimbursement Invoice Form and attach source documentation to substantiate expenditures. A head count of number of persons sheltered per day is also required. Source documentation includes copies of receipts, invoices, time sheets, billing statements or any other documentation to prove the amount of expenditures incurred. The shelter should also attach the following other information, *if available*: names, birth dates, social security numbers, FEMA registration numbers, pre-disaster address, and forwarding address for each person sheltered.

All information should be submitted to the Harris County Community and Economic Development Department, 8410 Lantern Point, Houston, Texas 77054.

The undersigned understands and agrees that this Contract Addendum becomes a part of the previously executed agreement for Shelter Reimbursement.

Shelter Name: _____

By: _____

Print Name: _____

Title: _____

Date signed: _____

A grant application is helpful for assessing needs if your organization has funds to distribute to other churches or organizations.



Somebody Cares America

Relief and Recovery Application

Ike Disaster Relief Fund

2008



INSTRUCTIONS: This is an application to request funding for Ike disaster relief and recovery efforts. Funds requested must be related to disaster relief and recovery and are intended to support the local church and their efforts to assist their community. Your request must be supported by the information provided in this form and in follow up reporting which will include financial records of expenditures/costs. Please return completed form to somebodycares@somebodycares.org for consideration. Requests from individuals or families cannot be considered.

Office Use Only		
<input type="checkbox"/> Approved	<input type="checkbox"/> Waived	Amount Approved: _____
Approval Signature: _____		
Approval Date: _____		

DATE: _____

Contact Information

Organization Name: _____
 Contact Name: _____
 Contact Position: _____
 Address: _____
 City: _____ State: _____
 ZIP: _____
 Phone: _____
 Email: _____
 Office Use Notes: _____

Guidelines for Acceptable Requests:

Requests for disaster relief / recovery funds will be considered for those that meet the following criteria:

- Grant will benefit local churches and those they serve in Ike affected areas.
- Funds will be shared by requesting church/organization with other churches/organizations in their region.
- Funds will only be used to meet needs caused by Hurricane Ike.
- No funds will go towards needs that will be covered by insurance or any federal program.
- Proof of 501(c)3 or church incorporation is provided.**
- Recipient agrees to provide timely reporting on use of funds.**

Relief / Recovery Project Information

1. Geographical Area of Project (city or community name): _____

2. Select general areas of assistance requested (check all those that apply):

<input type="checkbox"/> Individual-Level Assistance Requests	<input type="checkbox"/> Community Level Project Request(s)
<input type="checkbox"/> Immediate Survival Supplies (water, food, clothing, shelter, power)	<input type="checkbox"/> Critical Construction Items (tarps, plywood, roofing, etc.)
<input type="checkbox"/> On-Site Support for Relief Workers (food, lodging, equipment)	<input type="checkbox"/> Essential Household Items (Bedding, Kitchen, Phone, Job)
<input type="checkbox"/> Support for area churches and their staff	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Regular church expenses uncovered due to reduced offerings	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

3. Provide information on the relief and recovery needs that you propose to meet in your community; explain specific needs:

4. Please list other churches and organizations you will partner with or support through this grant:

Relief Funds Requested

5. Total Funds Requested: _____

CONTINUED ON NEXT PAGE

6. Relief / Recovery Project Financial Breakdown:

Use the following spreadsheet to breakdown your request for assistance. Summarize into major expense areas if room does not allow for full expense description.

General Area (Sub Grants, Individual Assist, Supplies, etc)	Description (e.g.– Food, Cleaning Supplies, Assistance to # area churches, Assistance for # families; \$25 gift cards, Utilities)	Amount
	Total Request:	

7. Have you applied for assistance from another agency for the same request(s)? Yes No
 If yes, which organization is assisting you:
 How much financial assistance are they giving you?

8. Are any of the requested repairs covered by insurance? Yes No

9. Anything else you would like to add?

I agree that if approved I will use SCA Ike Disaster Relief funds for the sole purpose of disaster relief and recovery efforts as outlined in the guidelines provided above. I will also supply all necessary information needed to assist Somebody Cares America by completing a funding distribution report including a financial accounting of funding used (providing copies of invoices and receipts or a listing on church/organization letterhead of expenses). I also agree to send completed report in a timely fashion.

**Please email this form to: somebodycares@somebodycares.org
 Phone for verification is 713.621.1498**

Name: _____ Title: _____ Date: _____

Somebody Cares America

A form like this one is helpful for tracking items that need to be returned.



COT DISTRIBUTION SIGN-OUT/RETURN FORM

Cots have been issued by Somebody Cares America to:

Name of Church/Organization: _____

Name of Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____ Phone: _____

I understand these cots are the property of Somebody Cares America and that all cots will be returned to SCA to be used for future emergency situations.

Number of cots issued: _____

Date: ____/____/____

Received by (signature): _____

Issued by (SCA rep): : _____

Number of cots returned: _____

Date: ____/____/____

Returned by (name): _____

Received by (SCA rep): _____

SOMEBODY CARES E-NEWS ARTICLE ABOUT “HOME FAIR” OUTREACH (PHASE 4: LONG-TERM REBUILDING & RESTORATION OF LIVES)

FEBRUARY 21, 2009: Somebody Cares America/International partnered with Oak Island Baptist Church to host a “Home Fair” for local residents to assist in their rebuilding efforts following the devastation from Hurricane Ike.

While the primary purpose of the event was to collect damage and needs assessments from local residents, the day also included various demonstrations for “do-it-yourselfers,” legal advice, games for the kids, and a free hot lunch buffet for everyone. Residents were also able to sign up for free construction materials from Somebody Cares that will be distributed through the church.

Somebody Cares volunteers helped process 121 home assessment surveys. They were also joined by volunteers from long-time Somebody Cares Houston partner Vietnamese Baptist Church, who assisted with translation for the many Vietnamese residents in the community. According to SCA’s Vickie Dalton, over 70 of those homes need to be rebuilt completely.

“One common thing I noticed was that the people of Oak Island were hopeful,” said SCA volunteer Debbie. “With tearful eyes, they shared stories and pictures of trashed homeless lots, but at the end of completing their forms they were smiling, shaking our hands in gratitude for the help, and encouraged to know that there is a possibility of more assistance.”

“Listening to their stories was heart wrenching,” said Bob, another SCA volunteer. “So many have lost their homes and most everything in them. They have some FEMA money but it’s not sufficient to replace what they lost. Still, many of them exhibited a wonderful hope based on their faith in the face of what they have and are experiencing.”

While SCA volunteers were touched by the humble tenacity of Oak Island’s residents, staff members from the church were most impressed by the volunteers!

“I was most impacted by the heart of the volunteers for the plight of the people of our area,” said one member of the church’s volunteer staff. “As I worked with volunteers doing intakes for the homeowners, I saw how they responded to the needs of the people as individuals and not just numbers.

“An older gentlemen in our church congregation came to me Sunday morning and told me that he felt so good after he did his intake forms because the young lady didn’t just ask him questions, she prayed with him. He received comfort and hope through the prayer, not through the hope of a grant.

“The people came in a steady stream and the volunteers worked without much time to take a break. When there were lulls, the conversation was of spiritual things and meeting the needs of the people. Because of the spirit of the Somebody Cares volunteers, I was energized.”

Thanks to your faithful support, lives not only in Oak Island but across the globe see the tangible expression of Christ through our Somebody Cares chapters, staff members, and volunteers! Thank you for caring!

HOME ASSESSMENT SURVEY USED IN "HOME FAIR"

Date: _____

Homeowner: _____

Age: _____

Spouse: _____

Age: _____

Address of Affected House: _____ Community: _____

Telephone: _____ Cell: _____ Email: _____

Please check all that apply:

Elderly _____ Disabled _____ Medical _____ Other _____

Insurance: No: _____ Yes: _____ Amount Received: _____ Amount Left: _____

Other resources:

Applied for FEMA assistance? NO YES

Amount Received: _____ Amount Left: _____

Denied help by FEMA? YES NO

Materials Donated: _____ Purchased: _____

Is home repairable? YES ? NO ? If no, does home need to be demolished? _____

Have any repairs been made to the home? If so, what are they? _____

What needs to be done to the home? _____

Do you need appliances? YES ? NO ? List those needed: _____

Year affected house was homesteaded: _____

I give my permission to share this information with:

The State of Texas Grant: YES ? NO ?

Volunteer Teams from Churches/Others: YES ? NO ?

Other: _____

Signature of Homeowner: _____

LISTING OF POTENTIAL DISASTERS AND THE CHURCHES' ROLE IN CHEMICAL, BIOLOGICAL, AND NUCLEAR INCIDENTS

Below is a partial list of potential disasters for Preparedness Teams to use in identifying those that are more likely to threaten their community or region. It can also be used to discuss possible scenarios to see if a Disaster Plan takes into account necessary contingencies for each type of disaster for which it was prepared.

**List drawn from the CDC's Public Health Emergency Response Guide.*

Natural

Avalanche
Drought
Earthquake
Extreme Cold/Heat
Fire/Wild Fire
Flood
Hurricane/Tropical Storm
Infectious Disease Outbreak
Landslide/Mudflow
Snow/Blizzard
Thunderstorm/Lightning
Tornado
Tsunami
Volcano

Techonology/Man-Made

Airplane Crash
Biological Release
Building/Structural Crash
Chemical/Hazardous Substance Release
Civil Unrest/Disobedience
Critical Infrastructure Failure*
Explosion
Maritime Problem
Mass Immigration
Mass Public Gathering
Mine Collapse/Explosion
Radiological/Nuclear Leak
Train Derailment

*(telecommunications, electrical power, gas/oil, transportation, water supply, sanitation)

In some of these cases (***chemical, biological and nuclear incidents***) churches and community organizations should focus on assisting people who are displaced by the incident as well as providing pastoral care, hot meals, or other necessities *for the trained first responders* who are working within the disaster zone. Another critical role will be to rally prayer for wisdom for governmental leaders and first responders so there is a quick resolution of the crisis with no more loss of life. The CDC website at <http://emergency.cdc.gov> has excellent information on what the public should do in cases of a variety of critical incidents.

PANDEMICS

He who dwells in the shelter of the Most High will rest in the shadow of the Almighty. I will say of the Lord, "He is my refuge and my fortress, my God, in whom I trust." Surely he will save you from the fowler's snare and from the deadly pestilence. He will cover you with his feathers, and under his wings you will find refuge; his faithfulness will be your shield and rampart. You will not fear the terror of night, nor the arrow that flies by day, nor the pestilence that stalks in the darkness, nor the plague that destroys at midday. A thousand may fall at your side, ten thousand at your right hand, but it will not come near you. (Psalm 91:1-7)

There is a growing concern about the possibility and effects of a widespread outbreak of a disease like the SARS epidemic in China several years ago or the more recent Swine Flu scare in North America. A staggering number of problems could arise should a true epidemic or pandemic strike. As in other kinds of disasters, panic can set in causing irrational behavior. Should travel restrictions, school and business closings, or other government mandates be implemented, food and other shortages may come into play also as people prepare for long periods of confinement in their homes.

Regardless of the type of disaster that comes our way, we—as the church—need to be ready to help those who can not help themselves. While the complete set of consequences and challenges facing communities is hard to predict since our nation has not faced a deadly pandemic in recent history, there are some basic things that will enable you to start reaching out as you assess the situation in your area.

WHO IS AT RISK?

While the entire community will be at risk during a pandemic, there are several particularly vulnerable groups who may need help getting the basic necessities:

- the elderly
- those with disabilities
- those with HIV/AIDS or other immune deficiencies
- those living below the poverty line
- ministries serving the homeless, battered women, and the poor
- those who have contracted the disease

HOW TO PREPARE

The time to prepare for any disaster is before it hits! The first step is to establish a Task Force within your church, organization, or fellowship that will review a variety of disaster scenarios and determine how you will respond in each. When considering response to a pandemic, it is critical that you have relationships intact prior to an outbreak (see "The Importance of Being Prepared Relationally" section of this manual).

SURVEY

Begin now to survey your congregation, staff, volunteers, clients and neighborhood for those who could need extra help. Ask if they would like you to check in with them in the event of a disaster to see how they are doing. Also give them a phone number you plan to have manned in the event of a pandemic so that those in your service area can call in should they need non-emergency assistance (emergencies should be handled through 911). If a pandemic is announced, be sure to CALL those on your list to see what help they may need, explaining to them what you have available so their expectations are set correctly.

SUPPLIES

Cleanliness and limited personal contact are two of the best ways to hinder rapid spread of many diseases that may become pandemics. Basic supplies to have on hand should include but not be limited to:

- Bleach or other recommended disinfectants
- Disposable cloths for cleaning
- Alcohol-based hand sanitizers
- Disposable gloves in a variety of sizes (non-latex are best because of allergic reactions to latex)
- Hairnets (if you are making, serving, or delivering food)
- N95 Face Masks (N95 Masks meet CDC Guidelines for TB, SARS, smallpox, anthrax, and other airborne microorganisms. Be sure to check CDC recommendations for other types of health issues so you are properly protected as not all masks provide equal protection. And purchase from a reputable company.) Have enough on hand to give to your response team daily, as well as for distribution to those in higher risk categories, if you are able.
- Bottled water (water fountains are not a good idea during a disease outbreak)
- Non-perishable food to last several weeks for your response team, as well as those you are serving who can't get out themselves.

PARTNERSHIPS

Having key partnerships in place prior to any disaster is so important for seamless, effective service. Here are a few recommendations of partnerships you may want to begin working on now.

- *Media Partnerships:* If you plan to notify the community of what assistance you are providing, have key radio, television, and newspaper partnerships in place so you know who to contact with information and what their deadlines are for broadcast or publication. Limit your service area to your zip code or school district if you need to so you can serve those closest to you and let other churches/organizations serve those in their neighborhoods.
- *Area Churches:* Knowing what other churches in your community will be doing helps in your preparation. They may have specialty services that are appropriate for some of your congregation while you may be able to provide something for some of their congregants. You may also decide to place a bulk order of supplies to share so that you can all take advantage of bulk discounts and split the freight costs.
- *Medical Professionals:* Find medical professionals in your congregation, fellowship, or community who are willing to provide training for your staff and volunteers in palliative care and using infectious disease precautions. They can also give you counsel on proper protection for the specific disease threat.
- *Local Government:* Find out what the local emergency plans are for pandemic response, and let them know what you are willing and able to do. Know your government contact person so you can get up to date information if a pandemic occurs and be in the pipeline for any resources they may have to distribute.

BASIC RESPONSE IDEAS

The Presbyterian Church USA disseminated an article titled “Guidance for Congregations” during the swine flu scare in the spring of 2009. That document contains many excellent suggestions for dealing with disease outbreaks in general. It has been included, with permission, for your benefit. Here are a few other things you may want to consider.

- Distribution of masks to fixed income/low income congregants, clients, and neighbors.
- Delivery of groceries and/or meals to shut-ins, the elderly, and those who are sick (make sure your delivery team maintains proper health protocols such as wearing masks, gloves, and hairnets).
- Manning an “Assistance & Prayer Hotline” for neighbors to call should they need assistance.
- Helping clean and disinfect homeless and battered women’s shelters as well as food and clothing pantries. This will need to be done daily during a pandemic, so those organizations will welcome the extra help.

Most of all, **PRAY** – for wisdom, safety, health, and healing, as well as peace for your leaders and community. Make the most of every opportunity, *“always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have” (1 Peter 3:15).*

SAMPLE OF CHURCH PANDEMIC RESPONSE

Article used with permission from the Presbyterian Church (U.S.A.), A Corporation.

Guidance for Congregations

In response to H1N1 virus (swine flue) outbreak, spring 2009

As the media generates interest in the current outbreak of swine flu originating in Mexico, presbyteries and congregations have an opportunity for a 'teachable moment' about how to prepare for and respond to widespread contagious diseases. As you begin to plan, two items to address are what can/should be done NOW, and what may be necessary LATER.

WHAT TO DO NOW.....

Create a task force to coordinate the church's response within the congregation and in the community. Name one person the primary contact for all messages related to the response.

Precautions

Take common sense precautions to slow or prevent the spread of the flu among members:

- Ask ill members to stay home. Provide alternative spiritual care for those who cannot attend worship or other functions due to these precautions.
- Ask members to sit in alternate rows, to provide the recommended 3' social distance during an outbreak.
- Have facemasks available in the sanctuary for those who want them.
- Train ushers to assist those who may be affected. Tissues, small bottles of sanitizer, and masks can help.
- Have alcohol-based hand sanitizer in the restrooms for use after hand washing.
- Increase diligence when cleaning kitchens, restrooms, and classrooms. Use disinfectant spray on all hard surfaces, including door handles.
- Clean children's toys in Sunday school classes and day care facilities after each class. Mix one part household bleach to ten

parts water (make fresh solution for the day of use), or use Clorox® surface spray with bleach.

- Turn off and mark all water fountains "do not use".
- Increase the supervision of small children in hygiene habits (day care and Sunday school.)
- Consider changing communion practices (i.e. intinction rather than common plate and cups.) Prepare and serve elements wearing gloves and masks. Keep elements covered until used. Communicants can be brought forward by rows.
- During passing of the peace, simply smile and say the words, without hugs or handshakes.
- Ensure that those handling food (for any church functions including Meals on Wheels, food pantry or in-house food service) follow enhanced precautions for safe food handling, including the use of gloves, masks, and hair coverings.

Be aware of needs

Develop a list of individuals from the congregation and the community who may have special needs in the event of a medical emergency, and define how the church can be involved in their support.

Training

- Ask local hospital or health care agencies to provide training to members on palliative care and using infectious disease precautions when in the home of affected members.
- Those who will provide ongoing pastoral and spiritual care in homes during an outbreak should be REQUIRED to have infectious disease precaution training NOW.

Resources

Provide educational resources in simple, easily understood form.

- SIGNS – Make or ask children to make signs reminding people to wash their hands with soap and water frequently.
- BULLETIN INSERT – Create a bulletin insert encouraging best health practices. Inform members about “social distancing” so others will not be offended by a lack of hugs or handshakes, including during passing of the peace.
- HANDOUTS – prepare information (in the languages of the congregation and community) about caring for someone who has the flu. Include information about what services the church has available to help with home care.
- Order *Light Our Way – A Guide to Spiritual Care in Times of Disaster* online at www.pcusa.org/pda/tools/resources.htm. Provide copies for staff, church leadership, and those who may be engaged in spiritual and pastoral care.

PREPARING FOR LATER.....

Community

In a Stage 6 Pandemic, the method for containing the spread of the disease is to require social isolation of infected people; and to reduce opportunities for social contacts among the non-affected. Businesses could close; schools and day care centers would close; travel would be restricted.

Many governmental planners assume that churches will be the principle providers of palliative care and food distribution. There will be differing responses, depending on the state response plan and the perceived severity of the outbreak.

In order to know what your local plan will be, it is important to connect NOW with local

emergency management systems, either through the Emergency Operations Center or the local organization that responds in disaster. Many communities have a coordinating group called a VOAD (Voluntary Organizations Active in Disaster) or a disaster committee that is part of the American Red Cross. Someone from the congregation should register with at least one of these groups as a point of contact for the church.

Clergy and other staff should consider taking Red Cross training and registering with the Red Cross. Knowing the community plan ahead of time will make it possible for church leadership to effectively address issues and problems with less frustration.

Current Status

As of April 29, 2009, the World Health Organization lists the current level of influenza pandemic alert (for swine flu) at stage 5. Please monitor the CDC web site for current information, www.cdc.gov/swineflu.

If the outbreak moves to a Stage 6 Pandemic, state and local authorities may initiate mandatory closures of public events and gatherings. Churches would be impacted if worship and meetings are prohibited.

Plan for Ministry Continuation

Before a Stage 6 Pandemic is declared, the church should have a plan for governance and decision-making, considering the inability to meet face to face. Conference calls might be used to conduct Session business; actions would need to be confirmed at a regular meeting following the lifting of restrictions.

Congregations and presbyteries can write specific guidelines in their standing rules concerning electronic meetings. In 2004, the GA considered a question from the ACC about email voting, and their reflections provide a good context for thinking through these issues. Reference – 2004 GA, item 4-14 or get a copy at:

[http://index.pcusa.org/NXT/gateway.dll?fn=default.htm\\$f=templates\\$vid=GA216:10.1048/Enu\\$3.0](http://index.pcusa.org/NXT/gateway.dll?fn=default.htm$f=templates$vid=GA216:10.1048/Enu$3.0) (search for ACC email)

Develop a means for worship when the congregation cannot gather. Some options:

- Contact local radio stations to explore remote feeds or taped worship.
- Contact the local Cable TV network about broadcasting videotape of worship services, church messages, or other events.
- Ask your computer internet service provider about podcasts and live internet feeds of worship, Sunday school classes, or other events. While the initial investment may be costly, this could open up a whole new ministry for those unable to attend - at a very reasonable continuing cost. Web based conferencing video/audio services such as skype.com or gotomeeting.com might be helpful.

Develop a continuation of business plan.

- Plan ways to encourage congregants to make their pledges. Give simple, clear instructions about the options open to members.
- Talk to vendors and utility companies about reduced operations at the church due to closures.
- Plan for continuing office operations and whether increased security will be warranted during closures. Can some employees work from home?

Ensure congregational care and support for ongoing community ministry.

- Food pantry ministry – discuss a plan to continue operations within the guidelines for public gatherings and with precautions not to spread the flu. Is home delivery viable?
- Member care group - explore how to provide palliative care and nutrition support to those unable to care for themselves (because of prior conditions or the flu.)

Meals on wheels or other home feeding programs may be expanded to accommodate additional needs.

Develop plans for responding to new needs as they arise.

- How can the church provide support to families if businesses, schools and manufacturing plants close? How will the church care for the homeless and the displaced due to economic disruptions in the community?
- How can churches work together to provide support to those affected? Can churches share Parish Nurses and Stephen Ministers?



**PRESBYTERIAN
DISASTER ASSISTANCE**

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