

Disaster Response Guide

Surfside United Methodist Church

800 13th Ave N. Surfside Beach, SC

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Disaster Response Guide for SUMC

Surfside Beach, SC, is not prone to a multitude of natural disasters. We could experience a Hurricane, a Tornado, or possibly a small earthquake. Another likely catastrophic event would be a structural fire. This plan will cover required actions Surfside United Methodist Church (SUMC) as a congregation must take to ensure the survival of members and the rapid reconstitution of our Church's property to enable continued ministry to the community. This plan will list preparations for pre-event, during, and post event recovery operations. Separate annexes will cover Shelter and/or Distribution Center Operations, assistance for elderly members, Pastor's Guide, Role of Disaster Response Coordinator, Disaster Response Team (DRT) makeup, and others as needed.

To prepare for and recover from a catastrophic event, natural or manmade, SUMC must plan for, train, and be prepared to execute a viable plan of action to preserve life and property. This plan is organized around a 72, 48, 24 hour planning schedule. Each 24 hour period will require certain preparatory actions. The plan may be activated at any point. Complete all previous requirements if time and safety permits.

Hurricane: When notified of an approaching hurricane, any member of the Disaster Response Team (DRT) may choose to activate the plan. The DRT Coordinator will establish contact with local Emergency Operations Centers (EOC) to coordinate requirements and keep the EOC apprised of ongoing preparations. The DRT Coordinator will also establish contact with Marion District and/or SC Conference EOC as necessary.

Actions: Pre-event

72-48 hours in advance of a storm:

- 1) Check on homebound persons to determine if they have a storm plan and if they may need help from the church. (see Appendix C - list of homebound persons)
- 2) Identify the location of all documents and valuables which may need to be evacuated. Update all computer backups.
- 3) Update and verify all contact information for key church leaders that will be involved in evacuation and recovery. (see list of key leaders/phone numbers, maintained by Church Secretary)
- 4) Any loose external items on the exterior grounds should be identified for possible removal.
- 5) Church vans should be serviced, fueled, and readied for use.
- 6) All emergency instructional information should be uploaded to the church web site for dissemination to the congregation.

48-24 hours in advance of a storm:

- 1) Volunteers should begin fortifying the facilities. i.e. sandbags, boarding, etc.
- 2) Remove any loose objects from the grounds including playground equipment, vegetation containers, and other loose items.
- 3) Prior to evacuation, shut off power, remove all important documents, backup computers, turn off gas, and read all meters.

24 hours in advance of a storm:

- 1) Ensure that all interior and exterior doors are shut and locked.
- 2) Position church vans that are to remain in front of large, vulnerable windows and doors.
- 3) Review all above actions and complete any that are still outstanding.

At this point, personal safety takes priority. Evacuate or shelter as required.

NOTE: Following a disaster, many people and organizations, including the faith-based community, immediately respond. They provide many services including support of first responders (fire, police, Emergency Medical Technicians (EMT), Search & Rescue, provide assessment and Early Response Teams (ERT), hot meals, distribution of non-perishable food and water, and are active in rebuilding, and many other ways.

These coordinated and collaborative actions of community organizations are not done alone but are coordinated with the local county/city government (Emergency Management) who is in charge of the disaster and in doing so lead to the best possible recovery of disaster survivors.

The role of SUMC in post-disaster operations is to assess and recover our own property, if possible, and provide services to the community through the EOC. We do not undertake any other action on our own without proper coordination with and through the EOC and/or District/Conference Emergency Management personnel. To do so would endanger both our own volunteers and the very people we are trying to help.

Post event:

After the storm passes and people are allowed to return to the area, the DRT will reassemble at a predetermined location and complete the following actions:

- 1) Nobody enters the facilities until someone from the DRT has inspected everything and deemed it safe for entry. Notify EOC and District of any damage to and availability of facilities.
- 2) If the damage assessment indicates unsafe conditions, the church will remain closed until inspected by the insurance adjuster and temporary repairs are made by a licensed contractor.
- 3) If phone service is available, use a phone tree to establish contacts for all needed items and volunteers. (Suggestion -- The current list of Church Council members should include phone numbers.)
- 4) Outside cleanup may begin prior to the buildings being declared safe.
- 5) Once buildings are deemed safe, interior cleanup may begin.
- 6) In coordination with EOC, consider using church facilities as a distribution center or shelter for ERT's, church members, and/or the community at large.

Tornados:

When notified of a tornado threat, immediately implement this plan. Abbreviated actions may be necessary but all items should be considered. As always, personal safety is paramount. Do not delay seeking shelter to complete items in this plan. After the storm passes, refer to the plan for actions similar to post-hurricane.

Earthquakes:

When the area is declared safe to enter, complete all actions similar to post-hurricane.

Structural Fire:

When the fire is extinguished and permission is granted by the Fire Chief, complete all actions similar to post-hurricane.

Appendix A to Disaster Response Guide for SUMC

Disaster Response Team (DRT)

The DRT will be minimally composed of the following individuals:

Disaster Team Leader

Pastoral staff

Representatives from:

- Trustees

- Finance

- Administration

- Maintenance

- UMM

- UMW

Additionally, someone from the team will be designated and trained as;

- Donations Manager

- Secretary/Records keeper

- Shelter Manager

- Food Service Coordinator

Appendix B to Disaster Response Plan for SUMC

Standard Operating Procedure (SOP) for using Surfside United Methodist Church (SUMC) Family Life Center (FLC) or other portions of SUMC campus for Shelter and Disaster Relief and/or Collection and Distribution Operations.

Shelter Operations:

In the event of a natural or man-made disaster requiring the deployment of Emergency Response Teams (ERT) or other official personnel to the area, SUMC FLC may be used as a temporary shelter. The following guidelines will be followed by shelter managers/disaster preparedness personnel to ensure safety and accountability before, during, and after relief operations.

1. Upon notification by City, County, State, or Federal emergency preparedness officials, or when requested by United Methodist District or Conference emergency preparedness personnel, the FLC will be activated as a shelter. Shelter managers will be identified and assigned to manage the FLC during the relief operations. Shelter managers should (when possible) be CPR qualified, trained in basic First Aid, and Safe Sanctuary certified. All activities scheduled to use the FLC will be canceled for the duration of the relief operations.
2. Designated shelter managers, Senior clergy, or designated Trustees will read all meters (i.e. gas, water, electricity) prior to opening the FLC for occupancy to allow for post-operations billing to proper agencies.
3. Relief workers, civilian or military, will provide their own bedding. Space for each person is limited to one cot or sleeping bag and a small area adjacent to store personal items/bags.
4. All personnel will sign in at the beginning of shelter operations and remain within the FLC confines until appropriate officials give the all-clear to leave. The senior government or military official in the group will be expected to coordinate the use of the FLC with the shelter manager while maintaining proper discipline of his/her workers. The senior official will coordinate with the shelter manager for anyone required to leave or re-enter the shelter.
5. The use of the kitchen facilities will be controlled by the shelter manager. No free-use without approval. Volunteers will be staffed to provide at least one meal per day for shelter occupants. Shelter manager and senior official will coordinate which meal to serve and time to provide kitchen services. Shelter manager will track the use of all pantry items provided by SUMC to allow for post-operations billing as appropriate.

6. No smoking, drinking, fighting, profanity, or other inappropriate conduct will be tolerated at any time on SUMC property. Disruptive behavior will result in the person(s) responsible being removed, by request, or by force if necessary, from the shelter. The shelter manager will provide a detailed written report of all removals to the Senior official, Senior clergy, and law enforcement officials, as required.

7. Limited restroom, shower, and laundry facilities are available within the FLC. Should conflicts arise for use of these facilities; the shelter manager will post a schedule for their use. Anyone using these facilities will be required to clean up after their use. Shelter manager will check periodically to ensure the facilities are being properly cleaned and toilet supplies are maintained. Occupants will provide their own toiletries and towels.

8. Use of FLC telephone and Internet facilities will be restricted to shelter managers, Senior clergy, and senior officials. No personal calls will be allowed without approval of one of the above. Use of personnel cell phones will be limited to the entry foyers and restricted from use inside the FLC. The use of personal computers, iPads, iPhones or any WIFI appliance will be restricted to an as-needed basis after approval by one of the above.

9. Only the ground floor of the FLC will be used without consent of senior clergy or shelter manager. The second floor and all ground floor classrooms are off-limits. The shelter manager will make random checks of these areas to ensure compliance.

10. Upon termination of shelter operations, the senior official will task his/her workers to completely clean the facility, removing all personal items and disposing of all trash. The shelter manager, senior clergy, and senior official will perform a "walk-thru" to ensure completion of all tasks. Any damage to the facility will be noted at that time and turned over to senior clergy and Trustees for repair and billing. The shelter manager will read all meters as before and provide all readings (before and after) to senior clergy and senior official.

NOTE: Direct questions or suggestions to the shelter manager or senior clergy. All personnel using the FLC for shelter operations will read and comply with this SOP.

COLLECTION/DISTRIBUTION OPERATIONS;

1. To use the FLC as a collection/distribution center, prepare for operations by setting up as in shelter operations (number 2 above). Senior clergy will designate someone to manage the operations. Using volunteers, the manager will designate areas within the FLC for collection of items. All items brought into the FLC must be sorted, stacked, and an itemized list be completed to provide accountability.
2. If responding to an EOC request, coordinate with that agency for instructions for distribution of items. Keep track of all items leaving the FLC to match with the collection list. Use volunteers to aid in the distribution or delivery of items.
3. If church vans or volunteer's vehicles are used, read all odometers before and after completion of each day's event. Log hours spent by volunteers, both inside the FLC and delivery drivers, for post-event billing and reimbursement.
4. Upon termination of the need for using the FLC as a collection/distribution point, account for the remaining items and deliver all items to designated local agencies (i.e. South Strand Helping Hand) as instructed by EOC or senior clergy. Thoroughly clean the facilities, noting any damage, read all meters and notify senior clergy when everything has been accomplished.

Appendix C to Disaster Response Guide for SUMC

Assistance to members:

The congregation of Surfside United Methodist Church (SUMC) has a moral and Biblical responsibility to watch over and assist elderly and infirm members in time of natural or man-made disasters, and whenever special needs arise. This document will outline procedures to accomplish this.

In order to request assistance, the member needing assistance should contact the church office to be put on a master list. Since needs are often unforeseen, members requiring assistance should sign up whenever they can no longer provide for themselves.

A list of volunteers with special job skills and unique talents should be compiled and matched to members requiring assistance. These lists should be maintained in the church office. Copies of these lists should be given to the head of Stephen Ministries for SUMC.

Whenever the situation requires, the assigned volunteer will provide whatever assistance is required. Some examples, but not all, of this assistance are:

- 1) Evacuation ordered for pending natural disasters: The volunteer will assist with transportation to a designated shelter. After the event, assist in getting the member back home.
- 2) Severe weather causing power outages in the area: The volunteer will check on the member to assist as required or relocate the member if requested.
- 3) Normally, on a regular basis, at least weekly, the volunteer should check to see if the member requires assistance. If the member requests assistance, the volunteer will provide it or, if beyond their capabilities, will contact the church office. The need will be matched to someone on the volunteer list with the required skills who will be notified to respond to the need. Such needs may be as simple as requesting additional visitation or going shopping for the member. It may be as diverse as changing a light bulb to helping arrange minor repairs to the home or auto. Each volunteer is not expected to be a "Jack-of-all-trades" but someone from the volunteer list should be able to provide the requested assistance.

(See Appendix D – Sign-up sheet for elderly/homebound)