

**KANSAS AREA OF THE UNITED METHODIST CHURCH  
DISASTER RESPONSE PLAN**

Faith in Action

**Adopted by Kansas Area Disaster Response Committee April 5, 2008**

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## **PURPOSE:**

**The Kansas Area Disaster Response is a Ministry of Care that has theological, material, mental health, advocacy, and social service components designed to provide for the spiritual, emotional and physical recovery of disaster survivors and for the well-being of their caregivers.**

**This manual provides an organized structure so these components are included in our disaster response.**

## ***INTRODUCTION***

For years United Methodist Disaster Response efforts have represented a significant ministry. Disaster response is a multifaceted caring ministry of Christ's church with theological, physical, mental health, advocacy, and social service dimensions. This caring ministry is an effort to respond to all the survivors—the elderly, adults, children and anyone (handicapped, non-English speaking, etc.) with special needs. It is the goal of this ministry that in the midst of their situational turmoil all the affected people will experience God's grace and mercy through the response efforts of this program.

Disasters can erode or strain relationships of those affected with their churches, families, communities, and with God. **All response efforts should be made in the spirit of building and restoring relationships, taking care not to cause further stress.**

The parable of the Good Samaritan (Luke 10:30-37) tells of the responses of two religious officials and a man from Samaria to a man on the roadside who had experienced "a personal disaster." The Samaritan held no known religious office, and was, in fact, of a race despised and considered "unclean" by those arrogant officials. When the three were confronted with a call to care, it was the Samaritan who answered the call and got the approving nod from Jesus. He performed his caring ministry at some personal cost and risk.

This story is a powerful reminder to any who profess to be followers of Christ. When disaster strikes and strangers lie wounded, Christians (lay and clergy) are called to respond, setting aside personal agendas and embracing inconvenience in order to offer care, always at some personal cost and risk. Christians are some of God's designated caregivers, urged by Jesus to "go and do likewise."

## SECTION ONE: THE BASICS

### WHY HAVE A CONFERENCE PLAN?

Why prepare for disaster? Because we have seen many disasters in the past and we know that they can, and will, strike again. No region is immune to natural or human caused disaster. We have communities that are subject to tornadoes, ice storms, and floods. It is still easy for us to think that we are disaster-free. Every area in the U.S. is vulnerable to flooding, windstorms, fire, airplane crash, toxic spill, nuclear accident, civil unrest, and now, sadly, terrorism. So, it is never a matter of *if disaster strikes, but when!*

Too many times, well-intentioned Christians delay, complicate, and confuse recovery efforts because they operate by impulse rather than with preplanning, training, and coordination. Aid is often duplicated to some while genuine needs of other survivors are overlooked.

Worse yet, sometimes “good doing” inflicts additional harm. This most often happens as helpers rush to do home repairs. Untrained volunteers don’t understand the law, insurance assessment procedures, or how certain repairs made too hastily can jeopardize a survivor’s health, such as when flood damage is covered over before interior segments of wall and floors dry completely. Without training, well-intentioned volunteers can imperil a survivor’s health as well as eligibility for financial assistance from insurance and the government.

There are moral and legal reasons to be prepared. *If we take seriously our ministry to relieve suffering, then we Christians must do all we can to prevent further victimization of already hurting people.*

### **FACTORS CONTRIBUTING TO INCREASED VULNERABILITY IN THE US**

- Most rail lines and highways go through the heart of towns and cities, carrying an ever-expanding quantity of hazardous chemicals and radioactive materials.
- Of the over 38,000 chemical dumps in the U.S., 800 are still active. Oil refineries, storage tanks, and chemical plants are located alongside major waterways. A tragedy upstream affects millions downstream. Oil and chemical spills threaten our coasts, too.
- The New Madrid earthquake fault in the middle of the country, and others in Utah, Washington, Oregon, and New England, now appear to be greater hazards than thought in the past. Many older buildings, utilities, roads, and bridges were not constructed to withstand even a moderate earthquake.
- Cities have spilled out onto disaster prone areas.
- Many insurance companies no longer conduct business in traditionally disaster prone states, citing the tremendous cost of repair. Many Americans of all ages now look to governmental and non-governmental aid as their sole source of help after a disaster.
- Because of the increased effectiveness of governmental and non-governmental agencies in responding to major disasters in the U.S., many citizens now expect the same degree of reaction to their disaster, no matter how small. Expectation of an agency’s performance is higher and tolerance of incompetence is lower.

- Because of the exorbitant cost of recovery in the past decade, the federal government has enacted legislation requiring communities and homeowners to take steps to reduce their risk of future damage in order to be eligible for governmental assistance the next time a disaster occurs. By law, any home rebuilding or repair effort undertaken must now include these new risk reduction requirements.

## **OVERVIEW OF DISASTER RESPONSE**

There are three stages of disaster response. Each one lasts about 10 times the amount of time of the previous stage.

1. **RESCUE:** This phase begins from the time of impact until people have been found, accounted for, the danger of continued destruction is over, and some kind of shelter is available to all. State Emergency Management, fire departments, and local law enforcement are responsible for protection of life and property, but the main actors are the local people caring for each other, their families and neighbors. During this phase, Organizations open shelters and organize mass feeding. It is usually a few days, but in a major disaster may last longer.
2. **RELIEF:** This stage lasts roughly 10 times as long as the Rescue stage. Organization opens assistance centers to get families reunited and functioning with vouchers to purchase pressing, immediate needs. The governor may request and get full presidential declaration for a major disaster. If so, Federal Emergency Management Agency (FEMA) will coordinate the process of making a number of federal helps available for the victim's applications.
3. **RECOVERY:** This phase begins when debris removal and temporary repairs are completed and permanent repairs and rebuilding begins, During this phase the Long Term Recovery Organization is functioning with case management to coordinate rebuilding efforts. It lasts roughly 10 times as long as the Relief stage.

## ***THE FOUR LEVELS OF DISASTER***

Geography and amount of devastation determine the extent of response. These are referred to as "levels" of disaster.

- **Level I.** A small local disaster, such as a toxic spill, explosion, air crash, tornado, or limited flooding affecting one to roughly thirty households. *Determining factor: Is this within the ability of the local church(es) to respond to with little or no conference and UMCOR assistance?*
- **Level II.** A medium-sized disaster (affecting about 40-150 homes), which could be caused by localized flooding, a moderate earthquake or tornado, a small hurricane, or a tropical storm. Determining factor: *Is this beyond the ability of the local congregations and community to respond? If conference and UMCOR resources are needed, then consider this disaster at least a Level II.*
- **Level III.** A large disaster (in terms of geography and/or severity) that is usually eligible to receive a presidential disaster declaration. Examples include widespread and/or long-term flooding, severe earthquake, tornados, or hurricane with significant damage. A disaster this size requires full mobilization of the conference disaster relief group

- **Level IV.** A Catastrophic Disaster as defined by Public Law 93-288: “An event resulting in a large number of deaths and injuries; extensive damage or destruction of facilities that place an overwhelming demand on State and local response resources and mechanisms; a severe impact on national security facilities and infrastructures that sustain them; a severe long-term effect on general economic activity and severe effects on State, local and private sector initiatives to begin and sustain initial response activities.” Martial law will be declared and access to the area severely limited. A number of people in conference leadership positions will probably be victims themselves.

## **SECTION TWO: THE CONFERENCE PLAN**

### **KANSAS AREA POLICY AND PROCEDURES**

#### **DISASTER RESPONSE COMMITTEE**

The Kansas Area Disaster Response Committee is under the Boards of Global Ministries of the Kansas Area conferences. The co-chairs of the committee are elected by the membership with one co-chair representing each conference.

Membership includes: one District Disaster Response Coordinator from each district, associate conference Disaster Response coordinators, VIM coordinators, chair of the Kansas West Disaster Response Committee, three (3) at-large members from the Kansas West Conference and five (5) at-large members from the Kansas East Conference.

#### EX-OFFICIO MEMBERS

The following shall be ex-officio members of the committee and shall have voice without vote: the Bishop, or his or her representative; Conference Disaster Response Coordinators, Area Director of Clergy and Congregational Excellence, Conference Financial Officers, and the Area Director of Marketing and Communications.

#### EXECUTIVE COMMITTEE

An Executive committee will be formed and is empowered to make decisions on allocation of funds for disaster response in accordance with current Area Disaster Fund Guidelines. This committee shall be composed of members of the Area Disaster Response Committee.

**THE DISASTER RESPONSE COMMITTEE DOES NOT MANAGE OPERATIONAL ASPECTS OF THE DISASTER RESPONSE EFFORT.** This group sets broad policies and procedures related to disaster response. This does not however restrict a member from serving on a team in a disaster response area.

Although the committee as a whole does not perform disaster relief, some of its members are likely to be involved. For example, the Conference Disaster Response Coordinator would probably be one of the operational team leaders, as described in the Incident Coordination System (ICS) section, Page 15.

The District Coordinators on the committee interpret the work of the committee to local pastors and congregations and provide an initial on-site assessment as soon as possible after disaster strikes in their district.

**COMMITTEE MEMBERSHIP** If possible, find laity to represent the districts on the committee. Clergy are often transferred from their district just before they are needed. Nor can local church pastors devote the time necessary if they are thrust into the role of incident coordinator while attempting to fulfill their duties as clergy. If a clergy serving on the committee is thrust into the role of incident coordinator, then the pastor must be relieved of pastoral duties in the local church for at least one month. A supply pastor should be appointed and compensated. The cabinet should interpret this necessity to the congregation. Funds will be sought from the United Methodist Committee on Relief to cover this expense.

## **THE CONFERENCE DISASTER RESPONSE COORDINATOR**

*The Coordinator* should be recruited with the understanding that he/she will enroll in training classes at least two times at UMCOR's Training Academy. The Kansas Area Disaster Fund will provide funds to pay for transportation to the academy at UMCOR's Sager Brown Center in Louisiana.

A job description for the Disaster Response Coordinator is available from the conference offices

In Level II, III and IV disasters, any clergy serving as a Conference Disaster Response Coordinator must be relieved of pastoral duties in the local church for at least one month. A supply pastor should be appointed and compensated. The cabinet should interpret this necessity to the congregation. *A pastor cannot do both jobs.* Funds will be sought from UMCOR.

The conference disaster response coordinator is **responsible for activating the Disaster Response System as described below.**

## **THE DISTRICT COORDINATORS**

**The District representative should attend at least one session of the Training Academy at UMCOR Sager Brown, if possible. Other members of the committee would also benefit from attendance. The Kansas Area Disaster Fund will provide funds to pay for transportation to the academy at UMCOR's Sager Brown Center in Louisiana.**

District Coordinators are responsible for providing important on-the-ground information about the size and scope of the disaster. District Coordinators also may be called upon to attend local disaster meetings that include representatives from local emergency management and other disaster response organizations.

The District Disaster Coordinator also may serve as the Local Incident Coordinator for United Methodist Disaster Response. For description of this position and the Incident Coordination System, see Page 16.

As District Coordinator your task is to coordinate relief and work effort... not become involved in the actual work itself.

## **ACTIVATING THE DISASTER RESPONSE SYSTEM**

1. When alerted to a possible disaster, District Coordinators shall contact the Conference Coordinator or Associate Coordinator and their district co-coordinator to report the disaster. *If unable to contact any of the Coordinators, then contact the Kansas East or Kansas West Conference Office.*
2. The District Coordinators shall make arrangements to visit the disaster site as soon as possible to make an initial assessment of the disaster.
3. Procedure in assessing damage upon arriving at the scene:
  - a. If the American Red Cross (ARC), Salvation Army (TSA), or Mennonite Disaster Services (MDS) are present, we are to discuss the needs with their coordinators.

- b. If ARC, TSA, or MDS is not present, make initial contact with local authorities, i.e. Sheriff, Emergency Management, etc. as to what is needed. Make a quick visual assessment of damage yourself, if possible.
4. The District Coordinators will report to the Conference Coordinator (or Associate coordinator).
  5. Based on the reported magnitude of the disaster, the Conference Coordinator (or Associate Coordinator) will determine whether to activate a Disaster Assessment Team. (See next page.)
  6. If the disaster is large enough, the Conference Disaster Response Coordinator will request the Bishop and Area Communications Office begin preparations for a conference or area-wide appeal for funds for the Kansas Area Disaster Fund. The Bishop also may request an emergency grant from the United Methodist Committee on Relief of \$10,000 if the disaster will exceed the local community and conference's ability to meet the financial needs of response and recovery.
  7. If the disaster is large enough, a Disaster Response base of operations will be set up with phone access as close to the disaster as possible. Phones staffed at all times.
  8. If damage has been sustained within the bounds of the Kansas Area conferences, the conference coordinator(s) need the following information from the District Coordinators and Local Church Pastors.
    - The number and skills of volunteers needed
    - What equipment is needed?
    - Where volunteers are to report (Be very specific in the location).
    - Time they are to report
    - Any damage to United Methodist property i.e. churches, parsonages, etc.
  9. The Conference Coordinator will:
    - Contact the Area Communications Office to provide regular updates to be e-mailed out to the annual conference.
    - Contact the Area Communications Office to request an appeal for volunteers, equipment and/or materials (water, gloves, flood buckets, etc.) that are needed to address the disaster work.
  10. The District Coordinator will:
    - Consult with the Conference Coordinator(s) and determine which Local Church contact persons will be called to obtain information on the current situation.
  11. The District Coordinator will keep the Conference Coordinator(s) informed of any persons and equipment that will be responding.
  12. If the Conference Coordinator and/or Associate are not present at the disaster scene, the District Coordinator will attend the local disaster meetings and call the Conference Coordinator or Associate at least daily to keep them informed of the progress being made. If the District Coordinator is also unable

to be present in the community or at the meetings, the Conference Coordinator in consultation with the District Coordinators will appoint another person to serve in this capacity.

## **IMMEDIATE NOTIFICATION TO CONFERENCE MEMBERS**

It is important for the Bishop to issue an appeal for funds as soon as possible after a disaster occurs. Any delay will cause members to assume the church is not involved in the response, and they will donate to other agencies.

An appeal from the bishop may be issued in three ways.

- A letter mailed from the Bishop's office to pastors and church leaders asking that an offering be taken within the next two Sundays following the disaster urges them to do it while the news is fresh.
- A video appeal may be filmed with the bishop either in his office, or if possible, at the disaster site. The video appeal may be posted to the conference website and made available for download by congregations to show in worship when the offering is taken.
- During an emergency, e-mail communication is often the fastest way to distribute an appeal. Both conferences have special e-mail lists for Disaster Response and will issue an appeal via e-mail as well.

## **DISASTER ASSESSMENT TEAM**

It is the Conference Disaster Assessment Team that is responsible for surveying the scope of the damage and managing an appropriate response in the early days after a disaster event. That group reports to the conference Disaster Response Coordinator and other conference decision makers with recommendations.

*All management and deployment decisions for volunteers (including Early Response Teams) are under the direction of the Conference Disaster Response Coordinator, or designee.*

The Disaster Assessment Team should be made up of as many of the following persons as possible. (Note: it may not be possible to contact all of the listed persons, especially if they are affected by the disaster.)

- District Superintendent
- Conference Disaster Response Coordinator or Associate Coordinator
- District Disaster Response Coordinator
- Local Church Pastor or Neighboring Pastor
- Local Church Disaster Contact Person

## THE EARLY RESPONSE TEAM

Early Response Teams (ERT's) come out of the denomination-wide United Methodist Volunteers in Mission (VIM) movement. The Early Response Team has a very narrow function and has no management or administrative responsibility for the overall disaster response.

Their purpose is to give visibility of our United Methodist presence, reassuring victims that the church cares enough to respond immediately to their needs.

Teams provide immediate assistance, usually to those who are older or disabled and others who might not have their support system nearby to help them with the hard work of debris cleanup or to make temporary repairs to their home.

Early Response Teams speed the immediate response to victims.

### ***WHAT DO EARLY RESPONSE TEAMS DO***

#### **Their primary duties are:**

- Remove debris
- Make temporary repairs, following the guidelines on how to make a home, structurally safe, sanitary, and secure.

#### **Their secondary duties are:**

- Observe victims' needs and report these to conference staff and the Incident Coordinator.
- Be part of a caring ministry of listeners who will help the victims begin to heal.

The purpose of temporary repairs is to reduce future damage, make the building safe, and reduce health hazards to the survivors.

*Teams are not to perform any rebuilding or other repair work that may jeopardize a victim's eligibility for financial assistance from insurance and government agencies.*

### **GUIDELINE FOR DEPLOYMENT OF EARLY RESPONSE TEAMS (ERT's)**

All early Response Teams follow the Disaster Response guidelines.

- Early Response Teams will be composed of members who have been trained, certified **and recognized by** the Conference Disaster Response and the South Central Jurisdictional UMVIM.
- Early Response Teams will be deployed by the Conference or Jurisdictional VIM Coordinator **ONLY** when requested by the Conference Disaster Response Coordinator or designee.
- Early Response Teams will report to the Disaster Response Coordinator or Incident Coordinator at the designated location for work assignments.
- Early Response Teams will work under the direction and control of the Conference Disaster Response Coordinator and/or Incident Coordinator.

- Early Response Teams must be self-sufficient and must provide their own food, water, housing (tents, etc.), fuel, transportation, and tools. (The Conference Disaster Response Coordinator will inform the VIM coordinator if any of these items can be provided when they make the request for ERT's.)

#### ERT'S DO NOT:

- Make permanent repairs or begin rebuilding. To do so before insurance and government assessments are done and permission to proceed is given may reduce or eliminate any assistance from those sources. This can become a liability issue for team members, churches, and the conference if teams are thought to hinder a person's access to benefits.
- Come into a disaster area without an invitation from the Conference Disaster Response Coordinator. That invitation will be issued only after the conference Disaster Assessment Team has ascertained the scope of what is needed, the safety of teams entering the disaster area, and where the greatest need might be. Out-of-conference teams do not come in until invited by the Bishop. All teams are to report to the Conference Disaster Response Coordinator, or designee for assignment.
- Make promises. In these early days of response, no one can know how things will turn out and whether anyone from our group or any other group will be able to do anything further. Victims are desperate, and often a *maybe* or *we'll check on it, can sound like a yes*.

#### ***EARLY RESPONSE TEAM STAFF***

The tasks to be performed will determine the size of team. From 6 to 12 people on a team is recommended. (Recruit at least three times as many as the size of the team you want to deploy that gives a better chance of fielding a full team at any time, and offers the possibility of deploying two or three teams at one time).

#### ***ROLE OF EARLY RESPONSE TEAM MEMBERS***

One team member should fill each of these necessary roles:

- Team Leader
- Assistant Team Leader
- Logistics Manager - responsible for supply and team safety
- Base Camp Manager - responsible for food, cooking, and water
- Equipment Maintenance
- First Aid (Basic First Aid training minimum)

**Everyone on the team will work in debris removal and temporary repairs.**

**It is important that each team member has a valid ERT credentials, which may be necessary to access the disaster site.**

## **DONATED FUNDS**

Larger disasters generate significant amounts of donated money from within and outside the conference, most of it arriving during the first one or two months following the disaster event.

The conference(s) fiscal officer will assign an accounting number for these designated funds as soon as possible after a disaster occurs.

The executive committee of the Kansas Area Disaster Response Committee may allocate these funds for disaster response needs in accordance with the current Area Disaster Fund Guidelines.

## **KANSAS AREA DISASTER FUND**

The Kansas Area Disaster Fund was established to provide a method for collecting funds to assist disaster survivors within the bounds of the Kansas East and Kansas West Annual conferences. These funds are administered by the Area Disaster Committee and the accounting is done by the Kansas West Conference treasurer's office. Funds are distributed in accordance with the Kansas Area Disaster Fund guidelines. Requests may be made by clergy on behalf of individuals in their communities, Conference Disaster Response Coordinators, or Co-chairs of the Area Disaster Response Committee. The Bishop issues appeals for funds whenever they are needed to replenish the funds available for use during a disaster.

## **DISBURSEMENT OF FUNDS**

Paper trails and good accounting are essential for all transactions, but quickly evolving disaster operations require considerable flexibility in disbursing money. While conference procedures must be followed, we must be able to dispense funds rapidly. The Conference Coordinator(s), upon request, shall be granted an advance from the Kansas Area Disaster Fund in accordance with the current Area Disaster Fund Guidelines.

Spending decisions shall be made by the disaster response committee. The conference fiscal officer is responsible for disbursing disaster funds as per UMCOR policy.

Let other agencies and the government spend their money first! Church funds are needed most during the long-term recovery phase, long after contributions have dwindled or stopped completely.

Wait to dispense funds until case management is in place to set priorities and determine where the real needs are.

## **REPAIR OF DAMAGED CHURCH PROPERTY**

The Bishop may generate a special appeal for the repair of church property following a disaster.

Every church within the Kansas Area should have adequate insurance, including flood coverage (which requires a separate policy).

UMCOR and Area Disaster Funds cannot be used for the repair of church property.

## **RELIEF OF HUMAN SUFFERING**

Our caring ministry often called "pastoral care," is the reason we are involved in disaster response. Too often these days, pastoral care is so narrowly defined that it is thought to mean mental health counseling, or something that only pastors can do, or exclusively care for pastors.

Pastoral care, the spiritual and emotional care of disaster survivors and caregivers, is our multifaceted ministry with theological, physical, mental health, and social service components. This caring ministry is to reach to all the survivors. We must remember the marginalized. Do not allow anyone to fall through the cracks and feel that within the midst of the turmoil that they do not matter.

The caregivers also are candidates for care. Caregivers have been guilty of wearing themselves out in disaster ministry, to the detriment of themselves, their families and their careers. Each worker should be given time to debrief. Also in large disasters the committee should provide for pastoral care for the workers on site.

## **MANAGEMENT OF VOLUNTEERS AND DONATED GOODS**

Volunteers and In-Kind (non-cash) donations will begin to arrive shortly after a major disaster.

It is important that the needs for both volunteers and donated items be well publicized through disaster updates, conference e-newsletters and other appropriate media. The requests should include specific information on what materials are needed, as well as a statement that materials not listed should not be sent. Encourage donors to call and schedule delivery rather than just showing up to help maintain control of both the type of items being donated and the quantities received.

The following general strategy should be used to handle these volunteers and donations:

- As soon as possible after a disaster, a damage assessment should be completed including an initial determination of needed resources (volunteers and materials). This initial resources list WILL change throughout the duration of the recovery, but this will allow the Incident Coordinator to request needed resources early while the interest in donating is still high.

### **DONATION OF GOODS:**

Prior to requesting in-kind donations a facility should be secured for storage and distribution of the materials. If in-kind donations will be accepted, the Incident Coordinator should determine what In-Kind (non-cash) donations are needed and what donations can and will be accepted. This determination should be based upon:

- what items are needed;
- what storage (warehouse) facilities are available;
- the availability of volunteers to manage the receiving, sorting, and distribution of the materials; and
- other factors relevant to the situation.

If donations are offered that are outside the scope of our ministry, we should refer the donor to other appropriate organizations.

### **VOLUNTEERS:**

Much harm has been done by well-intentioned volunteers.

If repairs are made before insurance and FEMA inspectors visit, the homeowner will be declared ineligible for financial compensation because the repairs go beyond the “safe, sanitary, and secure” requirement. Not only is this a moral issue, but also it puts the congregation, its officers, and the volunteers who did the work at risk of lawsuit should the homeowner find that is the only way to get help with the additional costs to redo the work.

Prior to requesting volunteers, the Incident Coordinator should attempt to locate a facility to accommodate the volunteers to provide housing (to include sleeping facilities, food preparation area, and showers), and an operations center to provide for survivor intake and volunteer assignment.

Phone service should be established ASAP and phones staffed. This facility should be as close as possible to the disaster site.

## **ORGANIZING FOR DISASTER**

### **OPERATIONS IN THE RELIEF PHASE**

The Disaster Response Committee's purpose is to set policy and monitor progress as it supervises and supports operations. The Operational Response Team is the group that runs the response.

The relief phase, when the crisis seems to have a life of its own, is very fluid and almost chaotic. Consequently, a more deliberate and structured management tool is required.

The Incident Coordination System (ICS), explained below, is one that has been used by many response agencies in their rescue and relief activities and has worked well.

First and foremost the church must be willing to work for and with others. If the community has already placed a relief plan in action then we must dovetail into it. **The important thing is that we do not duplicate services in an area.**

### **INCIDENT COORDINATION SYSTEM (ICS) OVERVIEW & FUNCTIONS**

Incident Coordination System (ICS) is a widely used management tool to organize personnel, facilities, resources, and communications in a crisis. ICS establishes coordination of management functions and can be used at any disaster regardless of size.

ICS is flexible and permits the insertion of additional resources as the incident grows and allows for the orderly transfer of personnel into and out of the disaster site.

Initially, or in small incidents, one or two people perform all of the functions. Duties are transferred to others only as the need arises due to escalation of the event. When things calm down, ICS scales back to where one or two persons again perform all duties.

**ICS depends on functions, not people.** Over time, several people may be rotated into the disaster to perform a particular role, as others are rotated out. In Level I and II disasters one, two, or three people may perform all of the functions.

### ***FUNCTION I: INCIDENT COORDINATOR***

The Local Incident Coordinator (IC) is in charge of the first response team and other work that will be done in the affected area. All tasks performed are under the overall direction of the Incident Coordinator. The community leaders of the area set the agenda for recovery work, not the IC or any other response personnel. Remember that people are always your first concern.

All other work areas in the affected area will report to this person. The primary responsibilities of the IC:

- Strategy
- Tactics
- Public Information

Resource allocation and coordination  
Conference and interagency relations

The individual in this position may change throughout the duration of the response, but **at any given time there must be only one person in charge.**

### ***FUNCTION II: OPERATIONS***

Staff members functioning in this area are responsible for performing the operational tasks of the team. These tasks are the reason we exist as a church response organization. Operations during the relief phase include:

- The caring ministry for children, youth and adults
- Casework
- Debris cleanup and emergency repair
- Limited building repair
- Volunteer management
- In-kind donations management
- Pastoral Care

In a complex response, there would be individuals assigned to each task under the leadership of an operation section coordinator.

### ***FUNCTION III: LOGISTICS***

This function is responsible for locating, organizing, and providing facilities, materials, and services for the team. This takes on great significance in long term or extended operations. Team safety and communications also fall within this area. It is common to have a logistics coordinator at most events to ease the load on the IC.

There needs to be a budget line item for cellular phone rental for all the staff members during the relief phase. In a Level II or higher disaster response, communications should also include land-line phone service to the operations center including answering machine or voicemail, computers with e-mail and internet connections, and FAX capabilities.

### ***FUNCTION IV: PLANNING AND TRAINING***

In small events this function would probably remain with the IC or be combined with Operations. In larger disasters, this is often established as an independent functional area.

Responsibilities include collection, evaluation, dissemination, and use of information about the evolution of the incident. This function provides information for realistic goal setting and helps in planning the next step.

Interagency relations could be a function of the planning area. This responsibility could also be assumed by the assistant team leader.

This function could also include orientation of teams as they arrive at the site, debriefing teams and collecting information on tasks completed.

## ***FUNCTION V: ADMINISTRATION AND FINANCE***

This area is often overlooked, but it has critical importance. Here is the office management and documentation function of the team, responsible for telephone communications, messages, accurate and complete incident files for legal, analytical, and historical purposes; providing copying services, and keeping record of the financial costs. Good record keeping in the early days of the disaster is essential, especially to make sure that offers of help and donations are not lost.

Some Support personnel are essential:

**Public Information Officer** - to deal with media. This designated person should be trained in crisis communication and be in frequent communication with the Area Communications Office and the Incident Coordinator.

**Team Chaplain** - to keep the group focused on who we are and whose work we are doing as well as to debrief the Team. Debriefing is critical pastoral care for the caregivers.

**Telephone Team.** The telephone team must be well trained and have accurate and current information. It is critical that all information given to the public is consistent and accurate.

This is very helpful in the early days when the phone is constantly ringing with offers of help and donations. The telephone team works under direction of the administration / finance function. Have plenty of people available. That is the only way to get accurate information and avoid having to spend time calling back.

Schedule phone staff hours to accommodate the various time zones from which offers of help might come.

## **SELECTION PROCESS FOR WORKERS**

**Conference leaders will need help from a large number of short-term and long-term volunteers, but they should only become involved after appropriate management systems are in place.**

Volunteers are needed in the relief phase to provide food, debris cleanup, emergency repairs, preliminary casework, and crisis counseling, however, **the main role our denomination plays is in long-term recovery.** It is at this last stage, long after the headlines are forgotten, that the hardest work is done and skilled volunteers are needed most.

**In the early days following a disaster, have a system for recording names, skills, and offers of donated goods. It is important to explain the process of disaster relief and recovery. Most volunteers do not understand the order of events that must take place to ensure survivors receive the best help possible.**

Selection, orientation, training, and debriefing must be thorough. **Check references.** Professionalism and a vital quality of caring are expected.

**CAUTION: Don't take everyone who offers to come. Be especially careful of people who seem to have their own agenda and will not work as team players. It is OK to "fire" volunteers and send them home!**

## ***VOLUNTEER TRAINING***

Two important pieces in training volunteers to work in Disaster Recovery is the stages of the grieving process survivors are going through and some strategies for handling the disillusionment phase survivors will eventually enter as they come to terms with their new reality.

The disillusionment phase tends to show up during relief or recovery, and when it comes, illusions fade, disillusionment flourishes, anger erupts, and major depression takes root.

Each phase, rescue, relief, and recovery, requires that caregivers approach survivors with a great deal of sensitivity.

In the early days following disaster, survivors alternate between numbing shock and excessive activity coming from adrenaline pumped emotional energy. They are not yet at their lowest point. Soon after a tragedy, they are sustained in part by an illusion that drives them to declare, “We’re going to be fine. We’ll be back where we were before you can even notice!”

The truth is that it’s never again going to be exactly like it was. Everyone must readjust to a new life, and this is difficult.

Caregiver strategies must help victims regain a sense of control over life. Everything we do for survivors must be done to preserve their dignity and not impede their movement through the four steps below.

## **THE GRIEVING PROCESS**

Grieving people must perform four tasks to achieve recovery. Each task must be completed by the survivor:

1. Accept the reality of what has happened.
2. Experience the pain.
3. Adjust to a new situation.
4. Withdraw emotional energy from the past and invest it in the new.

*Nothing we do should impede survivors in this grieving process.*

## **LONG-TERM RECOVERY COMMITTEE**

Long-Term Recovery Committees (sometimes called *Unmet Needs committees*), made up of representatives from community-based recovery organizations, are key in the recovery phase of a disaster. These community-based, disaster response recovery groups do most of the long-term recovery work. Often faith-based and named for the community in which they work, the recovery organization usually represents a number of the religious bodies active in the community. (See *UMCOR’s* “Casework in Disaster Response and Recovery” and “A Caring Ministry in Disaster” manuals for further information on community-based recovery organizations.)

## SECTION THREE

### UMCOR's ROLE

**To prevent confusion, here is a list of what UMCOR can and cannot do:**

#### **What UMCOR Can Do:**

Provide pre-disaster training and counsel to annual conference and district Disaster Response Committees, and others who might work in your disaster response operations. This training includes information on what to expect in the relief and recovery phases, and how you might organize an effective United Methodist response. Emphasis is on special long-term needs of children, youth, and adults; recovery organization management; and management of volunteers and donated goods, as well as case management.

Provide cash grants (see following section, UMCOR Funding Policies and Guidelines). During disaster response, provide consulting services to your committee and response personnel. Upon your request and at UMCOR's expense, volunteer consultants can be sent following a disaster. These persons have special skills in response management, ministry of caring, case management, logistical support, donations and distribution center management, public relations and communications, and coordination of volunteers. They can provide computer advice as well as technical consultation on rebuilding.

UMCOR specialists remain on site only a brief time, on average a few days, at most a week or two. They are consultants, there to share experience and insight on disaster management. In a pinch, they can work in some functional area to provide an "extra pair of hands" to buy you time as you recruit workers from within your conference for those tasks. However, the consultants will not take the place of local workers.

- After departure, all UMCOR staff and volunteers are always available for telephone consultation. They can return to the site, should it be necessary, if approval is given by the UMCOR Network Manager.

Lend power washers and generators. (*Chainsaws are not available on loan.*) Borrowed equipment must be returned to the UMCOR Sager-Brown Center in Baldwin, Louisiana, when no longer needed. This includes equipment you may purchase locally, if the invoice is sent to UMCOR for reimbursement. Use its depots (or other warehouse space UMCOR might rent) for receiving, processing, and shipping donated items from across the church sent in response to a disaster.

Provide a long-term loan of personnel with skills in case management, rebuilding, and coordination of volunteers to work under the direction of a community-based recovery organization.

In conjunction with other participating denominations, assist with the formation of a community-based interfaith recovery organization. United Methodists are asked to participate in an interfaith context whenever possible.

Make its nationwide toll-free numbers available for registration of volunteers and donations.

Send, UMCOR's volunteer disaster management specialists, for a maximum of 28 days to run some or all response functions in the relief phase. This service will only be provided for Level III or IV disasters (described below) where members of the conference disaster response leadership are themselves victims of the tragedy. An invitation by the resident bishop is required. The conference is expected to assume full responsibility for the relief and recovery operation as soon as possible within the 28 days.

### ***What UMCOR Cannot Do:***

Send personnel without an invitation from the bishop.

Send funds or material resources without a request from the bishop.

Administer or perform the work of a disaster recovery operation. This responsibility rests with the annual conference (except as described above).

Allow its funds to be used for the repair of damaged church property unless there is a Church-wide Appeal which clearly states that the money is to be used for property repair along with the relief of human need; (See section on use of UMCOR funds.)

**NOTE: The designation “UMCOR” is exclusively reserved for its staff and volunteers. A conference response team should identify itself as being from the affected conference or by the more general term: “United Methodists in Disaster Response.” The general population probably knows of The United Methodist Church and wants to see it working among them. The public has no knowledge of and little interest in the acronym “UMCOR.” It tells them nothing. Don’t use it to describe your Conference’s work.**

## **UMCOR FUNDING POLICIES AND GUIDELINES**

United Methodist Church funding for disaster response comes from three sources: grants dispensed to a disaster-affected conference from One Great Hour of Sharing offering which is sometimes followed by classification of the disaster as a Designated Advance Special. After a particularly large disaster, a denomination-wide Special Appeal for help may be made.

**NOTE:** Watch for the “Close-out Form” accompanying the initial UMCOR grant check. In addition to providing accountability to the general church on how funds were used in your operation, the form asks you to tell what you learned, and how UMCOR might improve its work, so we can help those in future disasters. We ask what was helpful; what wasn’t; how were volunteers utilized; what were some of the successes and pitfalls to avoid, how you spent the money, etc. In larger disasters, an UMCOR staff member may visit for a closeout debriefing.

The **One Great Hour of Sharing (OGHS)** offering is our most common source of funds. For most disasters, this is the **only** source of money beyond whatever the affected conference contributes. This annual denomination-wide offering taken during Lent allows UMCOR to use money already “in the bank” to provide an immediate response, rather than having to wait weeks or months for an offering taken in our churches to be passed along. Within 24 to 48 hours, a check can be issued to the annual conference after a request from the bishop is received.

A Bishop may ask for an initial grant of up to \$10,000 and/or additional emergency grants of not more than \$100,000 each. (Requests for amounts over \$100,000 require full UMCOR board approval and action must be delayed until its next meeting, which may be six months later.)

**All UMCOR grants are provided with the understanding that conference money will be used first, before UMCOR money is expended.** It is also assumed that UMCOR funds are needed only if projected recovery costs will exceed funds available within the affected conference, including any

money raised through special conference appeals for the disaster. **UMCOR money is to be used in addition to conference resources, not in place of them.**

All requests for UMCOR funds must be accompanied by a disaster grant application, along with a proposed budget outlining how disaster money is to be spent and describing how the response will be organized. (A copy of the disaster grant application form and sample budget are in appendix I.) The only exception is the request for the initial grant. We do not expect a plan and budget to be formulated within 24 hours of a disaster. However, the initial grant amount must be shown in the budget when written. The application and proposed budget must accompany further requests for funds. Given the fluid nature of disaster most budgets will be revised several times as a clearer picture of need emerges. But provide as much detail as possible then submit amendments to UMCOR whenever there is a change.

**NOTE: OGHS money may not be used for the repair or rebuilding of disaster-damaged church property. (See section on Special Appeals below.)**

**Any conference receiving OGHS funds is asked to do all it can to encourage its congregations to take the offering every year.** UMCOR receives no World Service apportionment money. Instead, the agency operates entirely with “second- mile” giving. UMCOR responds to a disaster somewhere in the world an average of once every 3 ½ days. One Great Hour of Sharing money is designated for emergency use throughout the world, not just in the United States and Central Conferences. OGHS money is also used to fund non-emergency hunger-poverty and refugee assistance projects worldwide.

When recovery operations “close out,” OGHS money not spent is to be returned to UMCOR so it can be used in other disasters and projects. If money remains, the amount of the OGHS grant(s) must be deducted from the balance and returned. An example: UMCOR sends \$20,000. The conference raises \$100,000. At “close out” there is a balance of \$30,000 left. The amount of the initial grant, \$20,000, must be returned to UMCOR.

After UMCOR funds are deducted, the remaining balance (\$10,000 in this example) represents unspent funds that were raised within the affected conference. These belong to the conference. (A suggestion: Set these funds aside for use in the next disaster.)

**A Designated Advance Special** is sometimes, but not always, created for a particular disaster. Perhaps the media generates such public interest that a significant number of people want to give directly to the United Methodist recovery work in that area. Churches and individuals are then invited to contribute through UMCOR and “designate” their money for use in that disaster

Once designated, these funds can **only** be used in the named disaster. The annual conference’s disaster response organization decides their appropriate disaster-related use. That can be anywhere in the recovery effort, as need requires. **UMCOR sends all money through the annual conference. UMCOR cannot accept designations for, nor forward funds to, a local church or community, but only to the named disaster and only to the annual conference.**

If no designated Advance Special is created for a disaster, which is usually the circumstance, UMCOR maintains two general Advance Special numbers through which contributors may still specify that their gifts be used in a particular disaster response (#901760-1 for Domestic Disaster Response and #982450-

8 for International Disaster Response). Donors must mark on the check or state in an accompanying letter where they would like their contribution to go.

As with OGHS funds, when response operations “close out,” any balance of these designated funds must be returned to UMCOR, which will either return them to the donors or, with the donors’ permission, re-designate them for use in another disaster.

A **Church-wide Appeal** is usually reserved for disasters of such magnitude that the projected cost of recovery is well beyond the ability of conference, Advance Special, and OGHS funds to cover it. In these giant disasters, great loss of life and massive destruction of property are common.

In a church-wide appeal all our members and friends are called upon to help, and in every conference, congregations are asked to take special collections. Monies raised by such an appeal are general church funds administered by UMCOR acting as steward. They are not the property of UMCOR.

- UMCOR and ultimately the receiving conference are held accountable for these funds. Since the money belongs to the general church, any balance remaining at the time of “closeout” must be returned to UMCOR, which will either return it to donors or, with their permission, re-designate it to another disaster.
- 
- If the Church-wide Appeal specifically mentions repair and rebuilding of church property, then these funds may be used for that purpose, in addition to our usual humanitarian recovery work. Remember, denomination-wide special appeals are rare. They are reserved for the worst that can happen when the resources of the entire church must be mobilized. If your conference is hit with a large disaster, you cannot assume a Church-wide Appeal will follow. Nor can you presume an appeal will be sufficiently funded to do both church property repair and the overwhelming humanitarian work needed. It may not be!

**Don’t let the hope of a fully funded Church-wide Appeal take the place of adequate insurance coverage on your church-owned property.**

Emphasize the importance of carrying adequate insurance to your conference and local church leaders, especially to those who have the attitude, “If it happens, we’ll deal with it then.” Without sufficient insurance, you won’t be able to deal with it.

“**Turn-around funds**” is a term applied to money collected within a disaster-affected conference, sent to UMCOR to be credited to the conference, then quickly sent back (“turned around”). This has two advantages: (1) The conference receives credit for the donation, and (2) the general church has a record of how much a disaster-affected conference is contributing toward its own recovery. Many United Methodists, generous as they are, still want to know what a conference is doing to help itself.

If speedy return of money is desired, the conference financial officer should send it directly to UMCOR’s Finance Office and clearly marked for turn-around. A check can be issued to the conference the same day the funds arrive in the Finance Office. (Don’t send turn-around funds with your regular contribution to the General Board of Global Ministries.)

**Money raised within the conference:** Conference churches are usually asked to take a special offering for disaster relief and recovery work. Since this is usually initiated by the resident Bishop, many conferences call this a **Bishop’s Appeal**, (*not to be confused with a Church wide Appeal*).

Funds raised within the conference belong to the conference and may be used for the disaster in any manner the conference disaster response organization determines, subject to conference and *Disciplinary* rules. However, if you plan to use this money for the repair of disaster-damaged church property, be sure to state it in your publicity so donors will know.

**Assurance must be given to all donors that their contributions will be used in a manner consistent with United Methodist disaster response guidelines—in an appropriate way for disaster-related need throughout the disaster area regardless of a person’s race, color, economic status, or religious affiliation. However, tell donors that you intend to give special consideration to marginalized persons.**

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# **Appendix I**

## **DISASTER RESPONSE FORMS**

**Kansas Area--United Methodist Church**

(This form should be completed by recovery site staff or coordinators in concert with the homeowner)

**ACCESS TO PROPERTY AND RELEASE OF LIABILITY WAIVER**

Home Owner Name: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ Night Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I am the owner and occupant of the above listed property. I give permission to volunteers from the ( \_\_\_\_\_ ) to work on my property for the purpose of repairing my home. I understand that these are not professionals working for profit, and that no warranty is made as to the quality of work done.

In consideration of the volunteer services to be rendered to me or on my property by the volunteers, I, the undersigned, release and agree to hold harmless the ( \_\_\_\_\_ ) and any related agency, from any liability, injury, damages, accident delay or irregularity related to the aforementioned volunteer services.

This release covers all rights and causes of action of every kind, nature and description, which the undersigned ever had, now has, or, but for this release, may have. This release binds the undersigned and his/her heirs, representatives and assignees.

In general the work to be done is described as \_\_\_\_\_

\_\_\_\_\_

Owner Signature: \_\_\_\_\_

Date \_\_\_\_\_

Witness or Representative of the Organization

Signature \_\_\_\_\_

Date \_\_\_\_\_





**Kansas Area**  
**Disaster Recovery Ministry**  
 An UMCOR Partner  
**Volunteer Team Work Order**

**Home Owner:** \_\_\_\_\_ **Date** \_\_\_\_\_

Address of Home to be repaired: (directions if needed) \_\_\_\_\_  
 \_\_\_\_\_

How can we contact you now? \_\_\_\_\_

It is our primary goal to make houses *safe, sanitary, and secure*. We have begun taking work requests for house repairs.

Nature of Damage/ Work Required:

\_\_\_\_ Clear limbs/trees from yard. (Only trees that are non-threatening to life and residences)

\_\_\_\_ Remove flood damage from property/home.

\_\_\_\_ Roof work --- Type of roof \_\_\_\_\_ Pitch of roof \_\_\_\_\_

Amount of roof \_\_\_\_\_

Other (Please describe)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has insurance and FEMA been notified and taken care of? \_\_\_\_\_

Do you have a building permit? \_\_\_\_ Do you have the materials? \_\_\_\_\_

**The following portion for team use only!**

Team Assigned: \_\_\_\_\_ Date \_\_\_\_\_

Progress report from team:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please put team comments above or in margins and return to project coordinator. (OVER)



**Kansas Area**  
**Disaster Recovery Ministry**  
**An UMCOR Partner**

**Homeowner Release of Liability**

*This is to be filled out by the homeowner **BEFORE** any of the volunteers do **ANY** work on the house.*

DATE: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_  
NIGHT PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

I, \_\_\_\_\_, am the owner and occupant of the above listed property. I give permission to volunteers from the Kansas East Conference of the United Methodist Church Disaster Recovery Ministry to work on my property for the purpose of repairing my home due to the recent disaster. I understand that these are volunteers, not professionals working for profit, and that no warrant is made as to the quality of work done.

In consideration of the volunteer services to be rendered to me or on my property by the volunteers, I the undersigned release and agree to hold harmless the volunteers, Kansas East Conference of the United Methodist Church, and any related agency, from any liability, injury, damages, loss, accident, delay or irregularity related to the aforementioned volunteer services.

This release covers all rights and causes of action of every kind, nature, and description, which the undersigned ever had, now has, or but for this release, may have. This release binds the undersigned and his heirs, representatives, and assignees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to:**  
**United Methodist Recovery Center**

(OVER)

**Kansas Area Disaster Fund Financial Assistance Request Form**  
**(to be submitted by a United Methodist pastor or Conference Disaster Response Coordinator)**

The United Methodist pastor or Conference DR Coordinator completing this form should visit with the affected individual or family to determine the unmet needs, to the best of their ability. Requests are considered by the Kansas Area Disaster Response Committee on an individual case by case basis.

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Type of disaster: \_\_\_\_\_

Location of disaster (city and county): \_\_\_\_\_

Head of household's name: \_\_\_\_\_

How many adults in household and their ages: \_\_\_\_\_

How many children in household and their ages: \_\_\_\_\_

Household income: \$ \_\_\_\_\_ per year

Pre-disaster address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Was household (check one) homeowners \_\_\_\_\_ or renters \_\_\_\_\_

Post-disaster address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail (if applicable): \_\_\_\_\_

List other agencies from which applicants will be receiving or have received financial assistance, dollar amounts and what it was for. Please list agencies such as FEMA; Insurance; Red Cross; Salvation Army.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there any additional information to be considered? \_\_\_\_\_

\_\_\_\_\_

Amount requested from the Kansas Area Disaster Fund: \$ \_\_\_\_\_

(must give a dollar amount)

Purpose of funds: \_\_\_\_\_

\_\_\_\_\_

Request submitted by:

Pastor's name: \_\_\_\_\_ Church serving: \_\_\_\_\_

Phone number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Case Manager, if applicable \_\_\_\_\_ phone \_\_\_\_\_

Requests in the Kansas West Conference are to be submitted to Sandy Hendrickson, 21110 S.W.214 Rd., Jetmore, KS 67854. Requests in the Kansas East Conference are to be submitted to Julie Pohl, PO Box 518, Elwood, KS 66024.

November 3, 2008

**Kansas Area United Methodist Church Disaster Response**

**VOLUNTEER HOURS REPORT**

Team Leader: \_\_\_\_\_

Work Location: \_\_\_\_\_

Travel Dates: \_\_\_\_\_

Work Dates: \_\_\_\_\_

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Number of Volunteers							
Hours Worked							
<b>Total Hours Worked</b>							

In-Kind Donations:

Monetary Donations:

Equipment Used (Any Powered Equipment):

Team Leader Signature: \_\_\_\_\_



## Kansas Area United Methodist Church Disaster Response

### A COVENANT FOR SUCCESS

We are privileged to have the opportunity to serve our great God by being volunteers in mission. Our primary purpose as volunteers is to radiate the love of Jesus Christ. We are to invest ourselves in the mission and honor God in all we do.

We will need to be flexible, adaptable, sensitive, and patient. There will be times when we may want to hurry and get things done but delays happen. We will make the best of the quiet time to rest, get acquainted, and play with the children.

Cooperation is the key. We will need to cooperate with many, varied persons and conditions...Smile, a happy, positive attitude will go a long way, especially on hot muggy days.

#### **On-Site Guidelines :**

No alcohol, drugs, or other illegal substances.

Refer to leader any changes, suggestions, or concerns.

Work to acceptable standards. Do the best you can-if not better!!!!

Ask questions if you don't know how or what to do next. Remember there is no such thing as a dumb question.

Don't assume you know the entire building plan. Ask before you start a new project.

Wear modest clothing—shoulders covered and loose fitting shorts that are long enough—sensible, safe shoes.

Use sunscreen lotion or oil for outside work or play.

Foul or undesirable language is not permitted.

Keep workspace and living space neat and clean.

Don't criticize, gossip, or start rumors.

BE CAREFUL WHEN OUT AND ABOUT IN THE EVENING... USE THE BUDDY OR TRIAD SYSTEM.

HAVE FUN AND SPREAD THE WORD.



**Kansas Area  
United Methodist Church  
Disaster Response**

**Volunteer Information**

**What You Need to Bring**

**Old work clothing (long pants)  
Long sleeved shirts / blouses  
Changes of clothing for after work  
Medical releases  
Use of equipment releases  
Name tags durable enough for the work site  
Insect Repellant  
Flashlight  
Sunscreen**

**Sleeping bag / twin sheets / pillow/blanket (if winter)  
Water bottle / jug / cooler  
First aid supplies  
Personal hygiene items  
Towels and washcloths  
Heavy work shoes / boots  
Gel Hand Sanitizer  
Shower Shoes**

**Suggested Tools for Mucking & Gutting:**

**Leather work gloves  
Disposable face masks – N95 Rated  
Safety goggles (may be a team item)  
Rakes  
Scoop Shovels  
Crowbars  
Hammers  
Wheelbarrows  
Lg. durable trash bags  
Wide push brooms  
Sledgehammer**

## UMCOR Disaster Grant Application Form

### **Conference Information:**

*Provide the name, address, phone, facsimile and E-mail for the person who will serve as point of contact on behalf of the Annual Conference for this project.*

### **Implementing Partner Information:**

*If the Annual Conference is requesting this funding on behalf of a long-term recovery agency or organization, please provide details of the relationship between this agency/organization and the Annual Conference. Also provide name, address, phone, facsimile and E-mail information for the person who would be the point of contact in the agency/organization.*

### **Description of the Situation:**

*Provide information regarding the origin of the situation. Information needed in this section must include: date of occurrence, affected location within the Annual Conference and other general information about the disaster.*

### **Description of Damages and Impact on Human Lives:**

*Provide disaster statistics -- such as numbers deaths and injuries, and percentage of damage to homes, businesses Note: This information is available from the American Red Cross and/or the Federal Emergency Managements Agency (FEMA). If there is more than one targeted location for the response, please give statistics for each location.*

### **Project Goal and Objectives:**

*Briefly state project goal and the objectives required to reach the goal.*

### **Targeted Beneficiaries:**

*Provide numbers and description of your targeted beneficiaries, i.e., men, women, children, aged, rural, special ethnic populations, etc.*

### **Description of Proposed Assistance:**

*Provide information regarding the quantities and type of assistance, the materials needed and other requirements. Examples include: houses to be repaired or constructed, food to be provided, medical or health assistance, bedding, clothing, counseling, etc.*

### **Implementation and Timetable:**

*Fully describe how each type of proposed assistance will be implemented or provided and the estimated time-line. Information should include necessary hired and/or volunteer personnel, office(s), and equipment required to accomplish the project as well as the anticipated length of the project's existence.*

### **Project Administration, Finance, Monitoring, Reporting**

Fully describe how the Annual Conference will administer/monitor the project. Indicate which person(s) are responsible for various functions and tasks. Indicate how the Annual Conference will disburse and control UMCOR funds and how it will monitor and report to UMCOR on their use. **ATTACH PROJECT BUDGET** (Use sample budget as a guide.)

*See section on UMCOR Funding Policies*

## SAMPLE BUDGET WORKSHEET

The scope of the disaster determines the number of line items you might include in your budget. (*See sections on "Stages and Levels of Disaster and the Recovery".*)

This sample budget includes categories that start with Relief and evolve into Recovery and is for a very complex response. Smaller disasters would have simpler budgets. Your first one will probably focus on projected relief expenses, such as rentals and travel and phone reimbursement for the ICS.

Other categories would be added to later amended versions after you decide on a long-term recovery response. Of course by then, most of the relief expenses would disappear. However, expense reimbursement to the Disaster Response Coordinator and/or Committee members should continue as long as they are actively involved, *i.e.*, traveling to meetings, telephoning, *etc.* Try to get as much donated as you can without taking unfair advantage of people or accepting junk equipment.

This sample is for a United Methodist response, with one category showing a contribution to an interfaith organization. Should you decide to participate only in an interfaith response, most of these categories would be in that agency's budget, not yours.

UMCOR and the other participating denominations will require a budget from the interfaith.

**Note: You can move money around within categories without notifying UMCOR. But if you add items, increase or reduce amounts in categories, an amended budget must be sent to the Network Manager.**

**Remember, all UMCOR money is sent to the conference, not directly to the interfaith. Your committee determines the level of your support to the interfaith.**

Disaster Name  
Budget effective from (*date*) to (*date*)

Salaries, Stipends, and/or Expense Reimbursement Estimates for Administrators  
Disaster Response Coordinator(s) and other committee and relief personnel  
Recovery Director  
Office Manager  
Volunteer Manager/Coordinator  
Casework Supervisor  
Bookkeeper  
Caring Ministry Coordinator  
Donations Manager  
Construction Site Coordinator  
Other Support Staff (*i.e.*, *Permit Puller*)  
Benefits for Salaried Recovery Agency Administrative Staff (*include FICA*)  
Office Expenses  
Space Rental  
Telephones/Fax  
Office Supplies

- Equipment Rentals and Purchases
- Insurance
- Postage
- Other Estimated Office Costs
- Other Projected Rentals and Purchases (*not in the office or warehouse*)
- Travel Reimbursement
- Telephone Reimbursement (*not related to the office or warehouse*)
- Caring Ministry (*Salaries, Stipends or Expense Reimbursement*)
- Direct Services to Victims and Volunteers (*e.g. crisis counselors, debriefing*)
  - Case Management
  - Pulpit Supply
  - Temporary Assisting Pastors
  - Supply Pastors
  - Temporary Conference Staff
- Benefits for Caring Ministry Staff (*include FICA*)
- Warehouse Expenses
  - Space Rental
  - Operating Equipment
  - Office Supplies and Equipment
  - Telephone
  - Postage
  - Insurance
- Publicity Costs
- Contracts/Stipends to Technical Experts (*i.e., architect, engineer, etc.*)
- Direct Assistance to Families
  - Case Managers (*salaries and their other costs including travel/expense reimbursement*)
  - Rebuilding Materials Purchases
  - Volunteer Team Expenses (*housing, supplies, site management, etc.*)
  - Long-Term Recovery Committee (*assistance to victims*)
  - Emergency Cash Grants to Victims
  - Other Direct Service Costs
- Benefits to Staff Providing Direct Services (*i.e., Case Managers. Include FICA*)
- Contribution to Interfaith Agency
- Staff Development

# **Appendix II**

## **KANSAS EAST - ONLY VOLUNTEERS IN MISSION FORMS**

# HOME ASSESSMENT

DATE: \_\_\_\_\_

General	
NAME: _____	Directions to property:
ADDRESS: _____	
Home (    ) _____	
Work (    ) _____	
Cell (    ) _____	
E-Mail (    ) _____	
FAMILY CONSTRUCTION REQUESTS:	
1. _____	
2. _____	
3. _____	
CONSTRUCTION TYPE: <input type="checkbox"/> Site built <input type="checkbox"/> Modular <input type="checkbox"/> Mobile home/trailer <input type="checkbox"/> Combination <input type="checkbox"/> Other _____	
NOTES: _____	
HOME SIZE: <input type="checkbox"/> n/a    Square Footage _____ # of Bedroom _____ # of Baths _____	
NOTES: _____	
UTILITIES:    Electrical <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> None	
Electrical service <input type="checkbox"/> Overhead <input type="checkbox"/> Underground    Meter Location _____	
Water <input type="checkbox"/> Well <input type="checkbox"/> Municipal <input type="checkbox"/> None	
Sewage <input type="checkbox"/> Septic <input type="checkbox"/> Municipal <input type="checkbox"/> Outhouse <input type="checkbox"/> None	
NOTES: _____	
Lay of Land: <input type="checkbox"/> n/a <input type="checkbox"/> flat <input type="checkbox"/> on a slope <input type="checkbox"/> sunken area    Notes: _____	
Adequate water drainage from house: <input type="checkbox"/> n/a <input type="checkbox"/> no <input type="checkbox"/> yes    Notes: _____	
Standing water under house: <input type="checkbox"/> n/a <input type="checkbox"/> no <input type="checkbox"/> yes    Notes: _____	
NOTES: _____	
Delivery of materials: <input type="checkbox"/> n/a <input type="checkbox"/> no <input type="checkbox"/> yes, location: _____	
Worker's parking: <input type="checkbox"/> n/a <input type="checkbox"/> no <input type="checkbox"/> yes, location: _____	
Portable toilet: <input type="checkbox"/> n/a <input type="checkbox"/> no <input type="checkbox"/> yes, location: _____	
Storage container: <input type="checkbox"/> n/a <input type="checkbox"/> no <input type="checkbox"/> yes, location: _____	
NOTES: _____	
Pests: <input type="checkbox"/> none observed <input type="checkbox"/> dogs <input type="checkbox"/> snakes <input type="checkbox"/> wasp/bees/hornets <input type="checkbox"/> rats <input type="checkbox"/> termites or ants <input type="checkbox"/> Other _____	
SAFETY CONCERNS: <input type="checkbox"/> n/a    If applicable, please note:	

**EXTERIOR**

**FOUNDATION**      ( N/A     NEED REPAIR)

TYPE:  concrete slab  raised slab  block (solid)  block (pier)  wood pilings  
 combination  other \_\_\_\_\_

UNDERPINNING:  n/a  block  wood  vinyl  metal  none  other \_\_\_\_\_

VENTILATION:  n/a  adequate  \* inadequate (\*Recommend repair)

VAPOR BARRIER:  n/a  no  yes

SUMP PUMP:  n/a  no  yes

CLEARANCE UNDER HOUSE:  n/a (if applicable, note # of \_\_\_\_\_ inches)

CRAWL SPACE OPENING:  n/a  no  yes, location \_\_\_\_\_

REPAIR NOTES:

**SIDING**      ( N/A     NEED REPAIR)

TYPE:  n/a  vinyl  brick  block  wood  masonite  cement board  stucco  asbestos  
 aluminum  combination  other \_\_\_\_\_

REPAIR NOTES:

**PORCHES, DECKS AND STEPS**      ( N/A     NEED REPAIR)

DECKING TYPE:  n/a  wood  concrete  combination  other \_\_\_\_\_

\*HANDICAPP RAMP NEEDED?  no  yes (if yes, give location and height from ground to floor level)

Location: \_\_\_\_\_

Height: \_\_\_\_\_

REPAIR NOTES:

**WINDOWS AND DOORS**      ( N/A     NEED REPAIR)

WINDOW TYPE:  n/a  wood  vinyl  other \_\_\_\_\_

DOOR TYPE:  n/a  wood  metal  fiberglass  other \_\_\_\_\_

REPAIR NOTES:

**ROOF**      ( N/A    NEED REPAIR)

**ROOF TYPE:**  n/a    asphalt    rolled    wood    metal    combination    other

**ROOF SIZE:**  n/a   **LENGTH** \_\_\_\_\_ **WIDTH** \_\_\_\_\_ **TOTAL AREA** \_\_\_\_\_  
**SLOPE** \_\_\_\_\_

**VENTILATION:**  n/a    adequate    \*inadequate   (**\*Recommend repair**)

Location of ventilation visible:  none    roof    gable    soffit

**GUTTERS:**  n/a    no    yes   **NOTES:** \_\_\_\_\_

**DRIP EDGE:**  n/a    no    yes   **NOTES:** \_\_\_\_\_

**FLASHING:**  n/a    no    yes   **NOTES:** \_\_\_\_\_

**CHIMNEY:**  n/a    no    yes   **NOTES:** \_\_\_\_\_

**REPAIR NOTES:**

**ELECTRICAL:**      ( N/A    NEED REPAIR)

**SERVICE CABLE/METER BOX:**  n/a    acceptable    UNSAFE    need repair

**BREAKER/FUSE PANEL BOX:**  n/a    acceptable    UNSAFE    need repair

**LIGHT FIXTURES:**  n/a    UNSAFE    missing    need repair

**SWITCHES/RECEPTACLES:**  n/a    UNSAFE    missing    need repair

**REPAIR NOTES:**

**MECHANICAL:**      ( N/A    NEED REPAIR)

**HVAC TYPE:**  n/a    window unit    split    package    none    other \_\_\_\_\_

**AIR CONDITIONING:**    yes    no

**HEAT:**  yes    no

**HEAT SOURCE:**  gas    electric    kerosene    wood    coal    other \_\_\_\_\_

**REPAIR NOTES:**

**PLUMBING:**      ( N/A    NEED REPAIR)

**SUPPLY PIPE TYPE:**  n/a    pvc    copper    metal    black plastic    other \_\_\_\_\_    not visible

**PLUMBING FIXTURES:**  n/a    acceptable    UNSAFE    need repair

**VISIBLE LEAKS:**  n/a    none    yes, location \_\_\_\_\_

**REPAIR NOTES:**

**INTERIOR**

**FLOORS**      ( N/A       NEED REPAIR)

FLOOR TYPE:  n/a    dirt    OSB   boards    linoleum/rug    carpet    hardwood  
 ceramic tile    combination    other \_\_\_\_\_

GENERAL CONDITON:  n/a    acceptable    UNSAFE    yes, need repair (if yes, give location)  
Location: \_\_\_\_\_

WATER INFILTRATION VISIBLE:  n/a    yes, need repair (if yes, give location)  
Location: \_\_\_\_\_

REPAIR NOTES:

**WALLS**      ( N/A       NEED REPAIR)

WALL TYPE:  n/a    sheetrock    paneling    plywood    other \_\_\_\_\_

GENERAL CONDITION:  n/a    acceptable    UNSAFE    yes, need repair (if yes give location)  
Location \_\_\_\_\_

WATER INFILTRATION VISIBLE:  n/a    yes, need repair (if yes give location)  
Location \_\_\_\_\_

REPAIR NOTES:

**CEILINGS**      ( N/A       NEED REPAIR)

CEILING TYPE:  n/a    sheetrock    paneling    plywood    other \_\_\_\_\_

GENERAL CONDITION:  n/a    acceptable    UNSAFE    yes, need repair (if yes give location)  
Location \_\_\_\_\_

WATER INFILTRATION VISIBLE:  n/a    yes, need repair (if yes, give location)  
Location \_\_\_\_\_

REPAIR NOTES:

## **Miscellaneous**

Smoke Detectors:  no  yes (min of two)  working  not working, need batteries/replacing

NOTES:

Carbon monoxide detectors:  n/a  no  yes  working  not working, need replacing

NOTES:

Kitchen countertops:  n/a  acceptable  not acceptable, need repair (please specify)

NOTES:

Appliances:  n/a  appliances need repair/replacement

Washer \_\_\_\_\_

Dryer \_\_\_\_\_

Stove \_\_\_\_\_

Microwave \_\_\_\_\_

Refrigerator \_\_\_\_\_

Dishwasher \_\_\_\_\_

NOTES:

Comments/Additional Notes/Diagrams

# NEEDS ASSESSMENT/INFORMATION AND REFERRAL

*Used for initial visit only if a recovery agency is ready for casework.*

*Then the following warning applies:*

**WARNING:** The information contained in this survey is protected by the federal Privacy Act laws and must be kept completely confidential. Upon completion, the client is entitled to review its contents, comment upon it, and sign it.

NAME \_\_\_\_\_ CASE # \_\_\_\_\_

DISASTER \_\_\_\_\_

PRE-DISASTER ADDRESS \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

PHONE: DAY \_\_\_\_\_ NIGHT \_\_\_\_\_ CELL \_\_\_\_\_

NAME, ADDRESS, PHONE  
OF A PERSON TO CONTACT IF WE HAVE TROUBLE CONTACTING YOU

\_\_\_\_\_

\_\_\_\_\_

DESCRIBE LOSSES \_\_\_\_\_

\_\_\_\_\_

INSURANCE COVERAGE (*if known by time of interview*)

Type \_\_\_\_\_ Company Name \_\_\_\_\_

FEMA REGISTRATION # (*if known by time of interview*) \_\_\_\_\_

NAMES/AGES OF FAMILY MEMBERS LIVING IN HOME \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHO ELSE LIVES THERE? \_\_\_\_\_

DESCRIBE IF LOSS OF LIFE/BODILY

INJURY \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ASSISTANCE NEEDED**

- |                                                        |                                                  |
|--------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> None                          | <input type="checkbox"/> Resource information    |
| <input type="checkbox"/> Food                          | <input type="checkbox"/> Help with forms         |
| <input type="checkbox"/> Clothing                      | <input type="checkbox"/> Someone to talk to      |
| <input type="checkbox"/> Transportation (describe)     | <input type="checkbox"/> Visit from pastor       |
| <input type="checkbox"/> Furniture (describe)          | <input type="checkbox"/> Medication (specify)    |
| <input type="checkbox"/> Help with labor (describe)    | <input type="checkbox"/> Health needs (describe) |
| <input type="checkbox"/> Building materials (describe) | <input type="checkbox"/> Other needs (describe)  |

**TYPE OF HOME** \_\_\_\_\_

**OWN? Y N RENT? Y N FLOOD PLAIN? Y N**

**OTHER AGENCIES CLIENT HAS TALKED TO**

**Agency name** \_\_\_\_\_ **Help given** \_\_\_\_\_

**Agency name** \_\_\_\_\_ **Help given** \_\_\_\_\_

**Agency name** \_\_\_\_\_ **Help given** \_\_\_\_\_

Would you like to be referred to a consortium member with expertise in:

- disability-related case management services and/or information and referral?
- Yes  No Or, with expertise in:

- Hispanic-language and culture case management services and/or information and referral?
- Yes  No

**INTERVIEWER'S NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NOTES:**

I agree and affirm that I have freely given this information. I understand that the information given here will be utilized by the \_\_\_\_\_ to assist with my  
*(name of relief or recovery group)*

disaster-related needs. I understand that assistance is NOT guaranteed and that the person completing this form does not make the final determination of the availability of funds or other forms of help. My signature below signifies that I have read and/or understand this document and the service being provided me.

Signature of Survivor \_\_\_\_\_ Date \_\_\_\_\_

Witness (*I&R Worker's Signature*) \_\_\_\_\_

# WORK GROUP INFORMATION RECORD

Date Called: \_\_\_\_\_ Date Confirmed: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ (night) \_\_\_\_\_ (cell) \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number/Age - Women: 15-19 \_\_\_ 20-35 \_\_\_ 36-49 \_\_\_ 50-65 \_\_\_ over 65 \_\_\_

Number/Age - Men: 15-19 \_\_\_ 20-35 \_\_\_ 36-49 \_\_\_ 50-65 \_\_\_ over 65 \_\_\_

## Summary of Construction Skills

*Please indicate the group's skill levels for the following skills by putting the appropriate number by those areas with #1 being highly skilled and can oversee, #2 being skilled, #3 being experienced, and #4 inexperienced but follows directions.*

\_\_\_ Carpentry \_\_\_ Heating and Cooling \_\_\_ Office Typing

\_\_\_ Cleanup (light/heavy) \_\_\_ Mason \_\_\_ Data Entry

\_\_\_ Concrete (flat work) \_\_\_ Painter \_\_\_ Cook

\_\_\_ Construction Supervisor \_\_\_ Plumber \_\_\_ Child Care

\_\_\_ Drywall Finisher (taper) \_\_\_ Roofer \_\_\_ Teaching

\_\_\_ Drywall Hanger \_\_\_ Electrician \_\_\_ Errands

\_\_\_ Floor Covering \_\_\_ Floor Underlayment \_\_\_ Other

Special skills within the group: \_\_\_\_\_

\_\_\_\_\_

Special certifications for any of the above: \_\_\_\_\_

\_\_\_\_\_

**Kansas Area UMC**  
**Volunteers In Mission**  
**And**  
**Disaster Response**  
**Ability Survey**

**Please complete this survey to assist in determining your gifts and interests.  
Please print.**

**YOU ARE NEEDED!!**

*Name:*

*Address:*

*City, St., Zip:*

*Age (Check One):*

Under 18 \_\_\_\_\_ 18-25 \_\_\_\_\_ 25-45 \_\_\_\_\_ 45-60 \_\_\_\_\_ 60 and Over \_\_\_\_\_

*Phone Numbers:* Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Cellular \_\_\_\_\_ Fax \_\_\_\_\_

*E-Mail Address:*

*Local Church Membership:* \_\_\_\_\_ *District:* \_\_\_\_\_

*Please circle appropriate answer to the following questions:*

*I (Have / Have Not) completed VIM Team Leader Training.*

*I (Have / Have Not) completed Basic Disaster Response Training.*

**Below are examples of skills, please check next to skills you have (if you are a professional or licensed in a particular skill, please indicate with P or L in box):**

<b>Construction</b>		Carpentry		Concrete Work	
Architect		Electrician		Paving	
Building Contractor		Heating/Cooling		Heavy Equip. Op.	
Surveyor		Plumbing		Dry Wall Hanging CDW	
Building Consultant		Roof/Spouting		Dry Wall Finishing	
Security Consultant		Landscaping		Plastering	
		Brick/Block Layer		Painting	

Draperies	
Flooring	
Insulation	
Glass/Glazing	
Construction Helper	
<b>Automotive</b>	
Auto Repair	
Semi-truck Driver	
<b>Medical</b>	
Physician	
Nurse Practitioner	
Nurse	
Dentist	
Optometrist	
Pharmacist	
Dental Hygienist	
<b>HAMM Radio Operator</b>	

<b>Therapy</b>	
Signing for the Deaf	
Braille/Speech	
Hearing Therapy	
Occupational/ Physical Therapy	
<b>Business</b>	
Administrative	
Accounting	
Bookkeeping	
Business Mgmt.	
Computer Repair	
Computer Operator	
Computer Programmer	
Computer Consultant	
Lawyer	
Secretary	
Videographer BVD	
<b>Teaching</b>	
Teaching Youth	
Teaching Children	
Tutoring	
Preschool	
Day Care	
Music	
Bible School	

Puppets/ Clowning	
Crafts	
Canning/ Food Prep.	
Sewing/ Tailoring	
Gardening/ Agriculture	
Nutritional Planning	
Household Budgeting	
Weaving	
<b>Other Skills</b>	
Stain Glass Repair	
Organ Repair	
Furniture Repair	
Door/ Hardware Repair	
Electronics Repair	
Welding	
Metal Work	
Steeple Jack	
Cook/ Meal Prep.	
<b>Other (please describe)</b>	
Other Construction	
Other Automotive	
Other Medical	
Other Therapy	
Other Business	
Other Teaching	
Listening Skills	

**Please select the most desirable months of the year to serve as a volunteer:**

<b>JAN</b>		<b>FEB</b>		<b>MAR</b>		<b>APR</b>		<b>MAY</b>		<b>JUNE</b>	
<b>JULY</b>		<b>AUG</b>		<b>SEPT</b>		<b>OCT</b>		<b>NOV</b>		<b>DEC</b>	

**Please select the most convenient days for you to serve as a volunteer:**

<b>MON</b>		<b>TUES</b>		<b>WED</b>		<b>THURS</b>		<b>FRI</b>	
<b>SAT</b>		<b>SUN</b>							

*Would you prefer to serve (check all that applies):*

Local Volunteers In Mission \_\_\_\_\_ Domestic Volunteers In Mission \_\_\_\_\_  
 International Volunteers In Mission \_\_\_\_\_ International Disaster Response \_\_\_\_\_  
 Local Disaster Response \_\_\_\_\_ National Disaster Response \_\_\_\_\_

*Please list any foreign languages that you are fluent in:*

**Do you have any physical limitations?**

**Would you like to be informed of future trainings?**

Volunteer In Missions \_\_\_\_\_ Disaster Response \_\_\_\_\_

**Other Skills - Abilities - Tools and Equipment - Experiences**

Other skills, passions or learning you would be willing to share: there are always lots of needs at any disaster, and the ability to listen to people’s stories and honestly care about them is usually one of the biggest. There are always needs for cooks and clean up crews and people to be available to transport people and run errands and all kinds of miscellaneous needs besides technical skills. What else would you like us to know about you and what things would you be willing to do?

## **Previous Experiences and Available Equipment:**

Equipment or tools you own or have access to that you would be willing to use on a limited basis for disaster response or VIM activities: (Examples: chainsaw, backhoe, skid loader, flat bed trailer, stock trailer, four wheeler, pickup truck, farm truck, dump truck, heavy equipment, farm fencing tools, pressure washer, generator, portable welder, air tools, others. Please list and include distance you would be willing to travel.

**RV** (Recreational Vehicle) to be available for on site housing for workers (A huge need during any disaster response activities, for possible meal preparation, shower / bath facility or even as a command post).

Previous disaster response experiences:

Previous experiences with VIM trips or projects:

*Please mail completed form to:*

**Kansas East Conference UMC**  
**Disaster Response &**  
**Volunteer In Missions**  
P.O. Box 518  
Elwood, KS 66024  
[kseastvim@yahoo.com](mailto:kseastvim@yahoo.com)

*Or E-mail to:*



**Kansas East Conference  
United Methodist Church  
Disaster Response  
P.O. Box 518  
Elwood, KS 66024  
(785) 989-3237 \* (816) 390-0324**

## INSURANCE COVERAGE

Insurance coverage is obtained through the Kansas East Conference, team leaders are to provide the Conference Office with names of each team member prior to departure. The team roster along with the dates that your team will be traveling and the dates your team will be working should be sent to:

Kay Inman at [kinman@kansaseast.org](mailto:kinman@kansaseast.org)

For further information, please contact the UMVIM office listed above.

**INSURANCE SHOULD BE SENT IN TWO (2) WEEKS BEFORE TRIP WHEN POSSIBLE.**



**Kansas Area  
United Methodist Church  
Disaster Response**

**REBUILDING TEAM'S SUPPLY LIST**

**\*\*Some supplies are available but may be limited. If your team members can bring items specific to the jobs they will be doing, they will be assured of having the tools when needed.**

**TOOL LIST**

Nail Aprons  
Hammers  
Sledge Hammer  
Tape Measures  
Drills and Bits  
Screw Guns  
Screw Drivers  
Sheetrock Screw  
Nails (all kinds)  
Levels  
Chalk Line and Chalk  
Crow Bars/Wonder Bars  
Speed Square  
Framing Square  
Skill saw and extra blades  
Table Saw  
Chop Saw  
Hacksaw and extra blades  
Keyhole Saw  
Utility Knives  
Floor Scrapers  
Ladders  
Reciprocating Saw  
Cordless Drill  
Generator  
Pick Axe / Maul  
Roofing Shovel

**OTHER ITEMS**

Brooms  
\*Dust Masks- "NIOSH" approved  
and an N95 rating  
Knee Pads, if needed  
Pencils  
Mops  
\*Safety Goggles/ Glasses, OSHA approved  
\*Work Gloves  
\*Latex Gloves  
Duct tape  
Trash Bags

**PAINTING SUPPLIES**

Paint Rollers  
Roller Pans  
Paint Thinner  
Cotton Rags  
Masking Tape—2 inches wide

**ELECTRICIAL SUPPLIES**

\*Extension Cords (heavy duty – 50' & 100')  
Drop Lights and extra light bulbs  
Electric Wire

Cordless Drill  
Black Electrical Tape

**\*Please bring these items. Other items are optional or job-specific.**

**\*\*Due to liability concerns, Kansas Area Disaster Response does not issue nail guns or chain saws.**



**Kansas Area  
United Methodist Church  
Disaster Response**

**PARTICIPANT LIABILITY RELEASE FORM**

*Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer with The Kansas East Conference United Methodist Church Disaster Response Disaster Recovery.*

I, \_\_\_\_\_ acknowledge and state the following:

I have chosen to travel to perform clean-up/construction work designed to repair or replace homes.

I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting and other strenuous activity; and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I understand that this is a "grass roots" activity to support individuals adversely affected by Hurricane/flood disaster or are receiving assistance to repair or replace substandard housing. I assume all risk and responsibility for any damage or injury to my property or any personal injury, which I may sustain while involved in this project, and related medical costs and expenses.

In the event that my supervising organization arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items. I will hold them harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold The Kansas East Conference United Methodist Church and Kansas East Conference Disaster Response, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their negligence.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*DATES of WORK TEAM or DATES COVERED by THIS LIABILITY FORM* \_\_\_\_\_

*STREET ADDRESS* \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PERSON to CONTACT in CASE of EMERGENCY**

**PHONE** \_\_\_\_\_ **WITNESS** \_\_\_\_\_

**ORGANIZATION OR CHURCH NAME** \_\_\_\_\_



**Kansas East Conference  
 United Methodist Church  
 Disaster Response  
 P.O. Box 518  
 Elwood, KS 66024  
 (785) 989-3237 \* (816) 390-0324**

**Liability Release Form for Youth Group Leaders**

*Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer with The Kansas East Conference United Methodist Church Disaster Response.*

I, \_\_\_\_\_ acknowledge and state the following:

I have chosen to travel to perform clean-up/construction work designed to repair or replace homes.

I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting and other strenuous activity; and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I understand that this is a "grass roots" activity to support individuals adversely affected by Hurricane/flood disaster or are receiving assistance to repair or replace substandard housing. I assume all risk and responsibility for any damage or injury to my property or any personal injury which I may sustain while involved in this project, and related medical costs and expenses.

In the event of minors in my group, I certify that I have the appropriate parental release forms necessary to allow me to act in their behalf and, by my signature on the agreement, I certify that those in my care will be bound by the same terms and conditions. I understand that it is my responsibility and not of the supervising agency to verify these items.

In the event that my supervising organization arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock up or security for any items. I will hold them harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations may be in effect for the accommodations at that time.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold The Kansas East Conference United Methodist Church & KEC Disaster Response, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their negligence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Address** \_\_\_\_\_

Person to contact in case of emergency \_\_\_\_\_

Phone \_\_\_\_\_ Witness \_\_\_\_\_

1/3/12



**Kansas East Conference  
 United Methodist Church  
 Disaster Response  
 P.O. Box 518  
 Elwood, KS 66024  
 (785) 989-3237 \* (816) 390-0324**

## **Liability Release Form for Youth**

*Please read before signing, as this constitutes the agreement as a volunteer and the understanding of your working relationship as a volunteer with The Kansas East Conference United Methodist Church and KEC Disaster Response.*

I, \_\_\_\_\_ acknowledge and state the following:

I have chosen to travel to perform clean-up/construction work designed to repair or replace homes.

I understand that this work entails a risk of physical injury and often involves hard physical labor, heavy lifting and other strenuous activity; and that some activities may take place on ladders and building framing other than ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I understand that this is a "grass roots" activity to support individuals adversely affected by Hurricane/flood disaster or are receiving assistance to repair or replace substandard housing. I assume all risk and responsibility for any damage or injury to my property or any personal injury which I may sustain while involved in this project, and related medical costs and expenses.

In the event of minors in my group, I certify that I have the appropriate parental release forms necessary to allow me to act in their behalf and, by my signature on the agreement, I certify that those in my care will be bound by the same terms and conditions. I understand that it is my responsibility and not of the supervising disaster agency to verify these items.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold The Kansas East Conference United Methodist Church and KEC Disaster Response, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation in this project, and travel or lodging associated therewith, including any damages which may be caused by their negligence.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Youth \_\_\_\_\_ Date \_\_\_\_\_

**Address** \_\_\_\_\_

Person to contact in case of emergency \_\_\_\_\_

Phone \_\_\_\_\_ Witness \_\_\_\_\_

# APPENDIX III

## Kansas Area Crisis Plan

### Crisis Management Team

The team should include all or most of the following: the Bishop, the Conference Chancellor (or other legal representation when needed), the Area Director of Communications, the Conference Council Director, members of the Cabinet affected by the crisis, Conference Treasurer and other church leadership as deemed appropriate by the bishop. Extended team might consist of those persons relating to Camping, VIM, Youth, Young Adults, and the Associate Director of Communications.

All members of the Primary Team should be equipped with cell phones in order to be accessible at all times during the crisis. FAX machines should be readily available to all members of the team as well. (Refer to Crisis Contact Sheet for your Annual Conference)

### Immediate Actions of the Team

1. The Bishop, or his/her designee, will convene as many members of the team as possible immediately upon becoming aware of a crisis. In the event the team cannot meet in person in a timely manner, a conference call should be arranged. (Refer to First 90 Minutes Plan)
2. The Bishop, or his/her designee, will assign a spokesperson or persons to the media should the bishop not be available for this role. The spokesperson or persons must be thoroughly and regularly briefed before making any appearances or statements. The spokesperson(s) may refer news media representatives to others who can speak with authority on a particular subject. In the case of Sexual Misconduct, almost without exception, the pastor should not be the designated spokesperson because he/she needs to be able to devote full attention to the needs of his/her congregation during the time of crisis.
3. The bishop's spokesperson(s) (if someone other than the bishop or Director of Communications) should establish a schedule for regular briefing sessions of team members for the purpose of updates and discussion during the first few days of the crisis when media interest will be most intense.
4. The team is authorized to engage or to be in contact with other professionals as needed. The bishop, or his/her designee(s), and the team should determine who should receive information, updates and copies of all statements and releases.
5. The team will agree to provide 24-hour availability and access to one another at least during the first day of the crisis, and longer as necessary.

## The First Day - Mobilizing and Responding

First person aware, contact appropriate members of the Primary Team immediately.

Assemble crisis team either in person, if possible, or via a conference call. Conference call number information is available from the Area Communications Office, 866-915-3638.

The team will immediately assess the nature and extent of the crisis.

Questions to ask:

- What is the current status of the situation?
- What can we expect to occur over the next few hours?
- What can we expect to occur over the next few days or weeks?
- What do we need our congregations to know?
- What do we need the public to know?

Select a spokesperson to talk to the media. All communications with the media should be done by a single person to keep the message clear and consistent. This decision should be made by the permanent team.

**Appropriate Media Response:** Respond "immediately" to all inquiries. It is highly important that a statement be delivered within the first 90 minutes. It doesn't have to say much, but will serve to appease the media. Each inquiry from a reporter needs a response ASAP.

Get busy to uncover as many facts as you can, develop a factual statement and be back in touch with the media.

## Managing the Crisis

Management of the crisis begins as soon as any member of the permanent team is aware of the crisis.

Statements on behalf of the Annual Conference are to be made only by the bishop or the designated spokesperson. Other staff will be directed as to what, if any, responses they may make to media queries (confirmation of spelling of names, etc.).

Response will be made to all media queries as quickly and accurately as possible. The goal is to respond within 90 minutes. The response may just be that you are still pulling together the facts and will call them again in a specified period of time with the requested information.

All media will be treated fairly. The initial information about the crisis may be released in response to the question of one reporter. However, the information will be released to all media. There will be no "exclusive" interviews.

Telephone release of statements in response to queries will be followed by delivery of the information by fax, e-mail or in-person as soon as possible.

News conferences will be used when there is widespread interest in the event/incident or when vital information needs to be widely dispersed. This will most likely occur when there is loss of life or injuries. When used, they will be called and directed by the Area Marketing and Communications Director in consultation with the bishop and/or district superintendent.

Background information will be prepared which is readily accessible for distribution to the media as necessary. Examples include current biographical information on conference leaders, pertinent statements from The Book of Discipline, outline of the conference/denominational structure, **understandable**

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**statements of legal relationships with conference institutions and agencies, information concerning the trust clause regarding ownership of church property.**

## **Your rights with the media**

You have the right to:

1. Accept or decline an interview
2. Know the issues upfront
3. Be comfortable
4. Give reasons why you do not have information. It is okay to say "I don't know" if you don't but NEVER say "no comment." Be sure to get back with them when you "do know." Ask them when their deadline is. Give them a specific time that you will call back (1 hour, 3 hours, etc.) and stick to it.
5. Pause to think
6. Know who else has been or will be interviewed

## **When the media calls**

The media calls and what do you do? First of all, know that referring media inquiries to the spokesperson is always most appropriate. But if the spokesperson isn't aware of the crisis yet, or if you feel adequately informed on the crisis situation, you should:

1. Prepare mentally for the interview. What will you say?
  2. Remember your rights (above)
  3. Check your emotional attitude
  4. Don't under or over exaggerate the situation
  5. Choose your words carefully. A 15-minute interview could be edited down to a 15 second sound bite. Is it what you want repeated? Think carefully as you speak.
  6. Listen carefully to the entire question you are being asked
    - Respond briefly (don't give more than they ask for)
    - Summarize your response after delivering it
    - DO NOT use church speak (acronyms or words better suited to your theological thesis)
- Let them know you are available for further questions at a later time
  - Don't ever mislead the media. Always provide the truth and nothing but the truth.
  - NEVER, EVER say "this is off the record" or "no comment."

## **Other audiences to be provided crisis information**

Primary List (within the first 24 hours)

- District superintendents
- Conference Staff
- Key leaders (clergy and lay)
- People most directly affected

Secondary List (as the situation requires)

- Other clergy
- Other laity (example: members of the affected local church or churches)
- Jurisdictional or denominational leaders
- United Methodist Communications
- United Methodist News Service
- Other judicatory offices
- United Methodists involved in disaster response
- Other clergy (non-United Methodists in the affected area)
- Public officials

## **After the Crisis**

The Crisis Management Team will meet to review how the crisis unfolded and how it was handled.

The team will consider:

- what went well
- what missteps were made
- what problems could have been foreseen or avoided
- what adjustments in the crisis management plan are indicated
- what loose ends need to be tied up