

ABBREVIATED DISASTER RESPONSE PLAN FOR W.N.Y. CONFERENCE

Definition of Disaster for Response by UMCOR:

“A disaster is a severe disruption of personal and community life, involving a significant number of people and causing spiritual, emotional, physical, and social crises to which the church can respond with God’s love and help. Such disasters may include tornadoes, hurricanes, floods, earthquakes, fires, toxic poisonings, and other community-wide occurrences. The United Methodist Committee on Relief seeks to provide relief for acute human needs that might otherwise go unheeded. This assistance may come in the form of cash allocations, specialized services, volunteer ministries, or other avenues of mission service”. (p. 59, UMCOR Disaster Training Manual)

CHECKLIST OF RESPONSIBILITIES

Local Church Pastor and/or Lay Leader and/or Chair of Trustees

1. Assess general situation and physical, emotional and spiritual needs of people and affected area and forward initial assessment (by telephone or by email) to the District Superintendent and the Conference Chair of the Disaster Response Team.

Done _____ Date _____

2. Establish contact with any local community emergency management committees or agencies as soon as possible.

Done _____ Date _____

3. Provide specific needs assessment to the District Superintendent (within 24. hours if possible) of any damage to their church or parsonage.

Done _____ Date _____

4. Begin seeking local response to needs: general and specific.

Done _____ Date _____

5. Coordinate relief efforts on the local level.

Done _____ Date _____

District Superintendent

1. Contact pastor(s) involved and the Conference Disaster Response Coordinator (Chair of Disaster Response Team) as soon as possible.

Done _____ Date _____

2. Receive the report of the local pastor(s) and/or Trustees Chair.

Done _____ Date _____

3. Conduct an on-site visit (within 36 hours if possible) sooner if situation allows.

Done _____ Date _____

4. Make initial contact with the Bishop and Conference Director of Connectional Ministries.

Done _____ Date _____

Conference Disaster Response Coordinator, Chair of the Conference Disaster Response Team

1. Contact Bishop and UMCOR Network Manager in Washington, D.C. to give initial report.

Done _____ Date _____

2. Conduct an on-site visit with the Bishop, DS, and the Conference Director of Connectional Ministries to the affected area (within 72 hours if possible) sooner if situation allows.

Done _____ Date _____

3. Coordinate effort on Area-wide or statewide basis working ecumenically and along side Red Cross and Gov’t Emergency Management Agencies.

Done _____ Date _____

4. Work with Bishop and/or the Conference Director of Connectional Ministries to coordinate communication efforts about the disaster and about the response to the disaster.

Done _____ Date _____

Conference Director of Connectional Ministries

1. Receive the initial report of the District Superintendent and the Conference Coordinator of Disaster Response and contact the Bishop immediately to see what assistance the Conference agencies can be to the situation.
Done _____ *Date* _____
2. Go with the Bishop and/or Conference Disaster Coordinator to visit the area affected.
Done _____ *Date* _____
3. Meet with the Bishop, Local DS, and Conference Disaster Response Committee to assess the needs and help coordinate the response.
Done _____ *Date* _____
4. Coordinate the work of the Early Response Teams (if deployed to the disaster).
Done _____ *Date* _____
5. Coordinate with the Bishop to provide media information.
Done _____ *Date* _____
6. Assist Bishop in preparing and sending out any appeal for assistance including special financial appeal within the Conference/Area.
Done _____ *Date* _____

Conference Disaster Response Committee

1. At the time of an emergency is composed of elected member, the Bishop, Conference Disaster Response Coordinator, Conference Director of Connectional Ministries, Director of Administrative Services/Conference Treasurer, Cabinet Dean, Director of Communications and Conference VIM Coordinator(s).
Done _____ *Date* _____
2. Review initial assessments of disaster and affected areas to determine whether to deploy Early Response Teams.
Done _____ *Date* _____
3. Design a plan for the total Conference response to the disaster, including the use of VIM teams.
Done _____ *Date* _____
4. Be available to advise the Bishop on what resources may need to be requested from UMCOR.
Done _____ *Date* _____

Early Response Teams

1. Must be specially prepared persons (pre-trained). Will be dispatched by the Bishop and/or the Conference Director of Disaster Response Coordinator, based upon the decision of the conference Disaster Response Committee.
Done _____ *Date* _____
2. Move into the affected area to establish an additional United Methodist presence, to further assess needs, and to begin the coordination of response to the disaster where needs exceed the resources of the local community working ecumenically wherever possible.
Done _____ *Date* _____
3. Report directly (Team Leader of Early Response Teams) to the Bishop and/or Conference Disaster Response Coordinator.
Done _____ *Date* _____

Bishop

1. The Bishop is in charge of the disaster response for the New York West Conference.
2. Conduct on-site visit of the affected area (within 72 hours if possible) sooner if it can be arranged.
Done _____ *Date* _____
3. Work with the Conference Director of Disaster Response Coordinator and the Director of Connectional Ministries to provide media information about the disaster response.
Done _____ *Date* _____
4. Make the request for funds and other resources from UMCOR as needed.
Done _____ *Date* _____