

**Virginia Baptist
District Association
Suggested Disaster Response
Plan**



**Virginia Baptist Disaster Relief
Disaster Relief Response
Ministries**

Disaster Relief Response Components

Incident Command Ministries

Communications -develop and maintain communication links between victims and assistance. (Think of various types of Communication: amateur radio, telephone, cell phone, email, web)

Interpretation/Language - provide interpretation and translation services for victims speaking languages other than English.

Transportation/Supply -coordinate the delivery of materials in disaster areas to maintain supplies of field units.

Support -provide other units with personnel assistance as needed.

Recovery Ministries

Debris Removal – mud out, tear out, chain saw, clear debris

Repair -assist with emergency repair of homes and other structures. Response in first two weeks after disaster.

Rebuilding -assist with reconstruction of structures after initial clean up. Carpentry, plumbing masonry and other such skills needed. During major local disasters responsibility also includes warehousing and distribution of building materials received. Response after first two weeks after disaster.

Crisis Care Ministries

Victim Assistance –Trained DR Crisis Care volunteers offering support to victims of disasters during and after the crisis.

Advocacy- help disaster victims in securing available assistance from federal, state, county and private agencies.

Mass Care Ministries

Mass Feeding -develop and staff a mass feeding unit crew; provide hospitality to victims and volunteers during short term relief. Volunteers for mass feeding must have Virginia Baptist Disaster Relief training

Food Collection/Distribution -provide staff and organization for designated collection sites and oversee packaging and transportation or distribution of food; provide guidance for local church emergency food distributions.

Shelter - assist in finding temporary housing for victims and volunteers. Training and assistance for the preparation of church facilities for use as emergency housing. Register with American Red Cross Chapters.

Medical -aid local Emergency Medical Services and Hospitals and support other response units. (Nurses, Doctors, Dentists, Pharmacists, Paramedics, Emergency Medical Technicians, First Responders, and Veterinarians.)

Virginia Baptist Disaster Relief Classification System

Class 1 Disaster -A localized disaster with affects less than 5 families within the area of the association

Class 2 Disaster -A localized disaster which affects more than 5 families but less than 25 families within the area of the association

Class 2A Disaster -A localized disaster which occurs in the area in which the association ministers which may or may not directly affect residents. (*i.e. -Plane crashes, major vehicular pile-ups, etc*)

Class 3 Disaster -A wide-spread disaster which affects a large portion of the county or counties in which the association ministers

Class 4 Disaster -A widespread disaster which affects Virginia

Class 5 Disaster -A widespread disaster which affects any other area of the United States

Class 6 Disaster -A widespread disaster which affects countries other than the USA

Class 1 Disaster

A localized disaster with affects less than 5 families within the area of the association.

Notification Procedure:

- 1. Churches ministering in the affected area or County officials should notify the associational office or the Associational Disaster Response Team regarding the nature and size of the disaster as soon as possible.**
- 2. Associational Disaster Response Team will visit the site as soon as possible and contact churches within the area regarding needs.**
- 3. In the event of a disaster in which no associational area church is involved with relief efforts the Associational Disaster Response Team shall seek to inform churches within the area of the need and offer assistance.**

Response Plan: Associational Disaster Response Team will contact by phone appropriate persons in the area of the disaster, then visit the site to evaluate the scope of the disaster. Associational Disaster Response Team will advise component coordinators of needs.

Incident Command Ministries

Communications - not normally needed with the exception of cellular telephone and/or walkie-talkie communications.

Interpretation/Language- provide translation services, if needed.

Transportation/Supply - provide transportation to emergency shelters.

Support - contact needed personnel for responding units.

Recovery Needs Ministries

Debris Removal - assemble and dispatch appropriate work crews.

Repair - provide assistance as needed.

Reconstruction - stand-by for potential need.

Crisis Care Ministries

Victim assistance - demonstrate concern and offer services as needed.

Advocacy - contact persons and information regarding assistance should be shared with victims.

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Mass Care Needs Ministries

Mass Feeding - not normally needed. (Local churches may wish to serve meals to those families affected.)

Food - should be made available to victims through local church "poundings" and established food banks.

Shelter - assist regarding temporary or emergency shelter.

Class 2 Disaster

A localized disaster which affects more than 5 families but less than 25 families within the area of the association.

Notification Procedure:

- 1. Churches ministering in the affected area or County officials should notify the Associational Disaster Response Team regarding the nature and size of the disaster as soon as possible.**
- 2. Associational Disaster Response Team will visit the site as soon as possible and contact churches within the area regarding needs.**
- 3. In the event a disaster occurs and no area church is involved with relief efforts the Associational Disaster Response Team shall contact churches within the area first to offer assistance.**
- 4. Association contacts Virginia Baptist Disaster Relief if help is needed**

Response Plan: Associational Disaster Response Team will contact by phone appropriate persons in the area of the disaster, visit the site and evaluate the scope of the disaster. Associational Disaster Response Team will advise component coordinators of needs.

Incident Command Ministries

Communications - minimal response with the emphasis on cellular telephone and/or walkie talkie communications.

Language - provide translation services as needed.

Transportation/Supply - provide transportation to emergency shelters.

Support - contact needed personnel for responding units.

Recovery Needs Ministries

Debris Removal - assemble and dispatch appropriate work crews.

Repair - provide assistance as needed.

Reconstruction - stand-by for potential need.

Crisis Care Ministries

Victim assistance - demonstrate concern and offer services as needed.

Advocacy - contact persons and information regarding assistance should be shared with victims.

Mass Care Needs Ministries

Mass Feeding - may be needed for short-term feeding of victims and volunteers. (Local churches may wish to serve meals to those families affected.)

Food - should be made available to victims through association wide "poundings" and established food banks.

Shelter - assist regarding temporary or emergency shelter.

Class 2A Disaster

A localized disaster which occurs in the area of the association which may or may not directly affect residents. (i.e. -Plane crashes, major vehicular pile-ups, etc.

Notification Procedure:

- 1. County Emergency Preparedness officials contact Associational Disaster Response Team or vice versa. Associational Disaster Response Team will evaluate the immediate need as soon as possible and make contact with churches regarding needs.**

Response Plan: Associational Disaster Response Team will contact by phone appropriate persons in the area of the disaster. I visit the site and evaluate the scope of the disaster. Associational Disaster Response Team will advise component coordinators of needs as follows.

Incident Command Ministries

Communications -minimal response with the emphasis on cellular telephone and/or walkie talkie communications.

Language -provide translation services as needed.

Transportation/Supply -provide transportation to emergency shelters; provide transportation or directions to survivors and/or family members.

Support -contact needed personnel for responding units.

Recovery Needs Ministries

Debris Removal -assemble and dispatch appropriate work crews.

Repair -Stand by for potential need but not normally needed.

Reconstruction -Stand by for potential need but not normally needed.

Crisis Care Ministries

Victim assistance -demonstrate concern and offer services as needed.

Advocacy -contact persons and information regarding assistance should be shared with victims.

Mass Care Needs Ministries

Mass Feeding -Short-term hospitality may be needed for victims and volunteers.

Food -not normally needed.

Shelter -assist regarding emergency shelter and/or morgue space.

Class 3 Disaster

A widespread disaster which affects a large portion of the county or counties in which the association ministers.

Notification Procedure

- 1. Disaster should be evident. Associational Disaster Response Team will evaluate the immediate need as soon as possible and make contact with churches regarding needs.**
- 2. Associational Disaster Response Team shall contact VBMB Disaster Relief office to request other assistance and shall advise government Emergency Preparedness officials of availability.**

Response Plan: Associational Disaster Response Team will evaluate the scope of the disaster and the need for component assistance responses and set up a central information and command center. Associational Disaster Response Team will advise component coordinators of needs as follows. State Disaster Relief Incident Command Team can be requested.

Incident Command Ministries

Communications -Amateur radio, cellular telephone, fax, CB and/or walkie talkie communications.

Establishment of communication links with Emergency Preparedness and VBMB top priority.

Interpretation/Language -provide translation services as needed. Transportation/Supply -provide transportation to emergency shelters, direct supplies to areas of need

Support -contact needed personnel for responding units.

Recovery Needs Ministries

Debris Removal -coordinate, assemble, and dispatch both local and incoming work crews and chain saw repair units.

Repair -poll those not directly affected as to availability. Oversee damage assessment and direct incoming crews to areas of need.

Reconstruction -poll those not directly affected as to availability .The strategy for reconstruction should be developed and placed in effect to insure comprehensive assistance to all families. This component is also responsible for coordinating warehousing and distribution of building materials received.

Crisis Care Ministries

Victim assistance -Information regarding counseling services should be given to victims and local media. Counseling centers should be established as quickly as possible.

Advocacy -begin documentation needed for assistance with aid and claims. (Video Tape as much as possible.) Information regarding advocacy services should be given to victims and local media. Coordination with the American Red Cross and FEMA shall take place.

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Mass Care Needs Ministries

Mass Feeding -Mass feeding units will be directed to areas of greatest need. Utilization of undamaged or minimally damaged church facilities should be emphasized. Have a pre list of available church sites for feeding units

Food Collection/Distribution -Previously collected food items should be made available through local churches as much as possible. Designated collection stations should prepare to receive and distribute food donations. Directors should staff locations as soon as possible.

Shelter - assist regarding temporary or emergency shelter; direct Incoming temporary shelter units to areas of need.

Class 4 Disaster

A wide-spread disaster which affects Virginia other than the area of the association.

Food Collection/Distribution - Collection stations should receive and pack items. Medical - respond as requested.

Notification Procedure:

- 1. Associational Disaster Response Team will contact VBMB Disaster Relief office or vice versa for instructions regarding needed response.**
- 2. Associational Disaster Response Team will contact associational churches by telephone and through direct mail, if possible, regarding coordinated relief efforts. The media shall also be used to publicize efforts.**

Response Plan: Associational Disaster Response Team will serve as a liaison with VBMB and other Disaster Relief organizations by means of a central information center. Associational Disaster Response Team will advise component coordinators to poll volunteers as to availability for service.

Incident Command Ministries

Communications - establish links with VBMB Command Center. Cellular telephone and fax should be checked for availability. Amateur radio operators establish and maintain contact with affected areas.

Interpretation/Language - dispatch personnel as directed.

Transportation/Supply- deliver food, supplies, and work crews to affected areas. Support -contact needed personnel for responding units.

Recovery Needs Ministries

Debris Removal -organize available volunteers; coordinate transportation and tools. Directions provided through Associational Disaster Response Team and VBMB.

Repair -organize available volunteers; coordinate transportation and tools. Directions provided through Associational Disaster Response Team and VBMB.

Reconstruction - prepare response crews.

Mass Care Needs Ministries

Mass Feeding - prepare unit for departure. Associational Disaster Response Team will dispatch of mass feeding units under the direction of VBMB.

Shelter -provide those in the affected area with assistance regarding provision of temporary or emergency shelter .

Class 5 Disaster

A wide-spread disaster which affects any other area of the country.

Notification Procedure:

- 1. Disaster Response Team will contact VBMB Disaster Relief office for instructions as to needed response.**
- 2. Disaster Response Team will contact associational churches by telephone and through direct mail, if possible, regarding coordinated relief efforts. The media shall also be used to publicize efforts.**

Response Plan: Associational Disaster Response Team will serve as a liaison with VBMB and other Disaster Relief organizations by means of a central information center: Associational Disaster Response Team will advise component coordinators to poll volunteers as to availability for service.

Incident Command Ministries

Communications - establish links with VBMB Command Center. Cellular telephone and fax should be checked for availability. Ham operators maintain contact with those in affected areas.

Interpretation/Language - dispatch personnel as directed.

Transportation/Supply- deliver food, supplies, and work crews to affected areas. Support -provide relief supplies and personnel to operating units.

Recovery Needs Ministries

Debris Removal- organize available volunteers; coordinate transportation and tools. Directions provided through Associational Disaster Response Team and VBMB.

Repair- organize available volunteers; coordinate transportation and tools. Directions provided through Associational Disaster Response Team and VBMB.

Reconstruction - prepare response crews.

Crisis Care Ministries

Victim assistance – dispatch personnel as directed.

Advocacy – dispatch personnel as directed.

Mass Care Needs Ministries

Mass Feeding - prepare unit for departure. Associational Disaster Response Team will dispatch of mass feeding units under the direction of VBMB.

Food Collection/Distribution -Collection stations should receive and pack items.

Shelter -provide those in the affected area with assistance regarding provision of temporary or emergency shelter.

Class 6 Disaster

A wide-spread disaster which affects countries other than the USA.

Notification Procedure:

- 1. Disaster Response Team will contact VBMB Disaster Relief and Global Missions and Evangelism office for instructions as to needed response.**
- 2. Disaster Response Team will contact churches by telephone and through direct mail, if possible, regarding coordinated relief efforts. The media shall also be used to publicize efforts.**

Response Plan: Associational Disaster Response Team will serve as a liaison with VBMB and other Disaster Relief organizations by means of a central information center. Associational Disaster Response Team will advise component coordinators to poll volunteers as to availability for service and organize them according to requests from VBMB

Incident Command Ministries

Communications - establish links with VBMB Command Center. Cellular telephone and fax should be checked for availability. Ham operators maintain contact with those in affected areas.

Interpretation/Language - dispatch personnel as directed.

Transportation/Supply- deliver food, supplies, and work crews to affected areas. Support -provide relief supplies and personnel to operating units.

Recovery Needs Ministries

Debris Removal- organize available volunteers; coordinate transportation and tools. Directions provided through Associational Disaster Response Team and VBMB.

Repair -organize available volunteers; coordinate transportation and tools. Directions provided through Associational Disaster Response Team and VBMB.

Reconstruction - prepare response crews.

Crisis Care Ministries

Victim assistance - dispatch personnel as directed.

Advocacy - dispatch personnel as directed.

Emergency Child Care -prepare any mobile units and stand-by.

Mass Care Needs Ministries

Mass Feeding - prepare unit for departure. Associational Disaster Response Team will dispatch of mass feeding units under the direction of VBMB.

Food Collection/Distribution -Collection stations should receive and pack items.

Disaster Relief Call Out Procedures and Suggestions For Associations

Associations are called out in the following ways:

Feeding Call Out: Associations called out based on location of disaster and previous call outs.
Recovery Call Out: Normally all associations are called out to respond unless only a limited number of teams are requested.

Suggestions for Association Call Out Organization:

- 1. Designate a person to be the first Point Of Contact (POC) for a disaster callout.**
 - a. Recruit a person that is passionate concerning disaster relief ministry.**
 - b. A person who is available to begin calling as soon as a callout occurs**
 - c. Having email capabilities would be very useful but not essential**
 - d. Have a back up person listed to call if the primary POC is unavailable.**
- 2. Develop a call out system that works for your association**
 - a. Enlist team leaders for the different disciplines of disaster relief. (feeding mud out, chain saw, rebuild, etc.)**
 - b. Develop a calling tree with contingencies if people are not at home**
 - c. Leave voice mail messages but return the call to try and talk to the real person**
 - d. Make sure all lead people, the association office, and state office has a copy of your calling list and plan.**
- 3. Have DR volunteers to form pre-assigned disaster teams where you can call on a particular team to respond.**
 - a. Organize teams for feeding mud out, chain saw, and rebuilding**
 - b. Identify a team leader who can then contact rest of volunteers**
 - c. Identify First Responders (volunteers that agree ahead of time to be 90% available to respond)**
 - d. Identify volunteers that are used as lead cooks, clean up, and packaging with the feeding operation.**
 - e. Teams can be organized as church groups, skills, from the volunteer list, etc.**
- 4. Time is Critical –**
 - a. Stress with volunteers the importance of making disaster relief service a priority when called, the timing of disasters is never convenient.**
 - b. Immediately begin the callout when notified**
 - c. Give a specific time when volunteers let you know of their availability**
 - d. Don't wait for every individual to return your call, keep calling through your list until a team has been secured.**
 - e. If volunteers are not able to go immediately but are available for the next team, make a list of those as well**
 - f. Phone the Disaster Relief Offsite Coordinator in Global Missions and Evangelism Team every two hours to make known the progress of recruiting volunteers**

Virginia Baptist Disaster Relief Response Overview

Disaster Classification	Classification Examples	Association DR Response	State DR Response	VBMB/VBRC DR Response
Class 1 Disaster Localized - Less than 5 families affected	House fire, neighborhood affected	- Contact local church - Small scale clean up, repairs	Respond if needed	On Alert
Class 2 Disaster Localized - 5 to 25 families	Localized flooding	- Feeding out of local church - Recovery teams	On Request (ICS) Incident Command Team	On Alert
Class 3 Disaster Widespread affects Association	Flash Flood, Tomado, Ice Storm	- Contact State DR - Food Distribution out of local church - Mass Feeding if needed	On Request: - ICS Team - Mobile Feeding Unit - Recovery Teams	On Stand By Executive Dir. Treasurer On Go GME Web
Class 4 Disaster Widespread that affects Virginia	State Wide Major Hurricane Terrorist Attack	Contact State DR Volunteers on stand by Put units on stand by	ICS Activated All units on stand by	GME activated VBRC Task Force activated
Class 5 Disaster Widespread in U.S.	9/11/01 Hurricane Hugo	Put volunteers and units on alert Contact State DR	Units and volunteers called out as requested by national partners	On Alert Executive Dir. Treasurer GME Web VBRC
Class 6 Disaster International Response	Honduras El Salvador Iraq Food Boxes	Contact State DR	Volunteers called out as requested by international partners	GME Activated On Alert Executive Dir. Treasurer Web VBRC