

Southwestern Ohio District Nazarene Disaster and Relief Procedure Manual

July, 2022

A plan designed to help the district and local churches prepare before a disaster strikes and then respond to the needs of the local church, community and affected area following a disaster.

This manual is a living, working document and will be updated periodically to meet the needs of the District.

Table of Contents

| | |
|--|---------|
| INTRODUCTION..... | 3 |
| OVERVIEW..... | 4 |
| DISTRICT NATURAL DISASTER RESPONSE TEAM..... | 4 |
| THE LOCAL CHURCH..... | 8 |
| OVERVIEW FOR THE LOCAL CHURCH..... | 9 |
| THE LOCAL CHURCH TEAM | 9 |
| CHURCH ORGANIZATIONAL ROLES | 10 |
| IDENTIFY NEEDS | 14 |
| RESPOND TO NEEDS | 15 |
| LOCAL CHURCH AS A SHELTER | 16 |
| HOSTING VOLUNTEERS | 17 |
| CONCLUSION | 18 |
| Attachments | 19 - 31 |

Introduction

Disasters are a regular fact of life for many parts of our world. Ohio happens to be a place where floods and tornados are likely. We are in an area where our surrounding neighboring states may be affected and in need of help. These disasters have left a trail of destruction, loss and even death. But there have also been amazing stories of churches taking the opportunity to demonstrate the love of Christ in very practical ways. We have seen churches set up shelters, feed and clothe people, distribute supplies and even provide teams to help with the cleanup and rebuilding.

The Church is called to reach out to the community they serve by “proclaiming and demonstrating the gospel” in relevant ways. This is the mission of the church at all times, but maybe more so when communities are in crisis. We are called to demonstrate the love of Christ in practical ways and that need elevates when a community is traumatized by a disaster event.

This manual is meant to help the local church see the strengths and abilities they possess in the face of disasters. The local church can play a positive role during a crisis by using its resources, (people, facilities and skills) to render assistance to the community in which they serve. This assistance should be extended not only to the church properties and congregation, but those affected in the surrounding areas.

It is our hope that this manual will help the district as well as the local churches to develop plans for future disasters and to develop ways to respond when the need arises. It is also our prayer that this manual helps to establish a team of coordinators and workers that will carry out the mission of being the hands and feet of Jesus at the time of a disaster.

Following a disaster, there are a number of tough questions to be answered when everything around the church may be seriously damaged or destroyed. The key is to be prepared to save valuable time and reduce frustration in the days and weeks pre and post disaster. It is the hope that being well prepared will help accomplish this.

This plan will focus on steps for each of the following areas:

- Assisting, where needed and practical.
- Disaster response with a focus on the church, community and the Southwest Ohio District.

Overview

The SWO Disaster Response is designed to care for the victims of any type of disaster including the people in our congregation and our community, in the event a disaster strikes at home or in the surrounding area. In order to do this, we will establish a two-fold approach to disaster response.

The first being the District Disaster Response Team. The second will be the role of the Local Church should a disaster affect the immediate community, a community within the district, or a neighboring state.

District Natural Disaster Response Team

This team will represent the district and consist of the following:

1. Natural Disaster Response Coordinator.

Currently the NDR coordinator for the Southwestern Ohio District is: Ed Dyer, 3502 State Route 125 Bethel, Ohio 45106. Phone: 513-615-4659 and Email: sworddisasterresponse@gmail.com

The Southwestern Ohio District NDR Coordinator will assist in determining needed supplies, resources and personnel to best suit the area and the nature of the disaster. The duties will also include working with the local church and other response teams throughout the SWO District in order to arrange for adequate response assistance. The SWO NDR Coordinator will communicate with the NDR Coordinator in the area where the disaster has occurred and will help to establish a team within the district to assist in the relief efforts that may arise.

2. Logistics/Material Coordinator. Ron Fullmer

The Resource Manager is responsible to gather a list of resources available. This may include, but not limited to, Crisis Care Kits, Response Trailers and equipment, agencies that may provide assistance, supplies and other much needed materials.

3. Treasurer/Donations Coordinator. Matt Wagner

The Treasurer/Donations Coordinator is responsible to track monetary resources, collect and record donations, distribute funds as needed and help in ways to gather much needed funds before and during a disaster.

4. Volunteer/Operations/Innovation Coordinator. Troy Redinbaugh

The Volunteer Coordinator is responsible to establish a database of volunteers and response teams throughout the district. He/she is also responsible to coordinate the efforts of where and when these volunteers will be utilized. Additionally, this person will oversee the Operations when on a response mission.

5. Communications Coordinator. Ed Dyer

The Communications Coordinator is responsible for distributing the needs of the affected areas to other agencies and churches. They will use social media, email, phone and mail to articulate the needs and to establish a line of communication between the affected area and the people willing to help.

6. Local Church Response Team Coordinators.

The Local Church Response Team Coordinator is responsible to gather a team of volunteers and resources from their local church that are willing to respond when a disaster strikes. This team will be made available to assist when called upon and will be vital in rendering help to those affected. The role of this member will be to help the District team understand the capabilities and limitations that may be available.

This team will be under the supervision of the Disaster Response Coordinator/Volunteer Coordinator and will work with his/her staff in order to better support the district and the local churches.

The role of this team consists of:

1. The NDR Coordinator, the Operations Coordinator and the local church will identify the details of the project, to include, but not limited to:

- a. Date and length of project (Typically Monday-Friday)
- b. Availability of housing, meals, showers, etc. Determine who is going to provide these items, what will be the cost, and who will be responsible for the expenses.
- c. Tools, supplies, and skills that will be needed. Determine who will supply these and pick up/delivery times and dates.

- d. Age or physical restrictions of participants.
- e. Who is responsible for the expenses of the trip/project.
 - Will the cost of the project be covered by the District, Church, or some other entity?
 - Will the cost be covered by a registration/project fee from each member?
 - Will the cost be covered from donations received for the project or affected area?
 - What other avenues can be used to cover or offset costs?

2. Once the needs have been determined and a course of action identified, the NDR Coordinator will assist in promoting the project through every means available including email, instant messaging, text messaging, Facebook, church bulletins and newsletters, public announcements, web pages, word of mouth, e

3. If the teams need to be registered, the Response Team Coordinators will need to purchase Work and Witness Insurance for every member of your team.

5. The NDR Coordinator and the Response Team Coordinators will assemble a list of needed tools, supplies, food items, Crisis Care Kits, etc. A sample packing list is attached to this document as Attachment 2.

6. The NDR and Disaster Operations Coordinator will:

- a. Double-check with your host coordinator about logistical details. Make any motel or other reservations that are needed to provide for your team.
- b. Recruit a prayer support team from your local church, District, contact lists, etc. to surround your team and the affected people throughout the course of the project.
- c. Schedule a Pre-Project meeting with your team to provide information, training, organization, transportation plan, and motivation for the project.
- d. Have each member fill out and sign a Medical Release Form (Attachment 3)
- e. Encourage team members to gather at an appointed time to load tools, supplies, and other necessary items in preparation for the trip. Give yourself plenty of time. Check and double-check the list that you have assembled.
- f. Form a caravan and proceed to your project destination. Be aware of road closings, fuel shortages, and other complications that may be created by the disaster. The smartphone app. WAZE can provide up-to-the-minute updates and alternate directions.
- g. Meet with your host coordinator upon arrival for organization and instructions. REMEMBER, you are guests on location and need to carefully follow

instructions. You may think you have a better idea, but they know the local situation, complications, preferences, and needs.

- h. Immediately inform your host if you think a particular assignment is too difficult or dangerous for your team to handle.
- i. Prior to beginning work assignments, meet with your team to go over a plan of action. Go over safety measures, work assignments, communication protocol, etc. Remind them of meal schedules and meeting times. Be sure and have your host coordinator brief the team about local hospitals, medical services, and emergency plans in case of an accident.
- j. Pray for and with your team and proceed to work assignments.
- k. If possible, appoint a person to take photos, make notes of “God moments”, and summarize each days events in order to tell the story of your trip to your local church and share with the district.
- l. At the end of each day, clean up your work areas, account for all tools and personnel, and determine a plan of action for the next day. One person should be assigned on each project site to coordinate this.
- m. Upon completion of the project, express gratitude to your host and others that have been instrumental in the project, gather all tools and supplies, determine what is to be left with the host church or individual, and proceed toward home.
- n. Upon completion of the project, carefully fulfill all of these follow-up steps.
 - Use the attached form (Attachment 4) to report expenditures of each team member, complete with the local Church that each one attends.
 - Send this report to the pre-determined source identified to cover expenses and a Copy to the NDR Coordinator.
 - Write a brief report about your project. Share one copy with your local congregation and email a copy to your District NDR Coordinator.

7. Miscellaneous:

- a. Potential Response teams should have volunteers fill out a Team Member Information Sheet. (Attachment 5)
- b. Compile a list of churches and individuals interested in being on/or a Response Team.
- c. Compile a list of resources available for potential use (i.e. trailer, tools, equipment...)
- d. Team Leader must submit Team Information Sheet (Attachment 6) prior to mission departure.
- e. The District will also be putting together a Disaster Response Trailer equipped with the necessary tools to be utilized for cleanup and rebuilding a community. This trailer will be made available to Response Teams once the team is called into action.

The Local Church

Churches have the distinct ability to extend a helping hand when disaster strikes. Some disasters strike suddenly, others develop over the course of time. The local church can be ready to help by planning ahead for a disaster. By putting a few people in place, educating and resourcing them, the local church can be a beacon on a hill for a community in need.

The local church can be:

- A community asset.

The local church that is organized has the potential to provide assistance not only their own, but the entire community in which they reside. With a well laid out plan, the local church can provide a place of gathering, shelter, spiritual help, as well as a resource for manpower to help those who will need help.

- A connection to other areas affected.

The local church that is organized can have a plan in effect that can provide assistance to neighboring communities, as well as other locations that have been hit with a disaster. The local church can collect and deliver supplies, send persons, funds, etc. to render aide to those in need, no matter where that may be.

- A provider of spiritual support.

The local church can set itself up to be a place where people can go for spiritual support, prayer and care. The local church can be crucial at a time of disaster by keeping its doors open and ensuring people's spiritual needs are met.

- A provider of resources.

The local church has the assets to respond to personal needs. By utilizing its facilities, people, and being a possible place for the distribution of relief supplies, such as Crisis Care Kits and other much needed items. If the local church has the facilities available, it could become a place to provide meals, showers, shelter and skilled helpers.

Overview for the Local Church

The local church has the power to provide immediate, as well as long term assistance after a disaster strikes. The local church, equipped with compassionate people, can become the place people go to when their need is greater than what they can handle. We believe that compassion during a disaster equates to people coming to know Jesus in real, relevant ways.

This manual will help to outline ways the local church can put together a twofold plan. Part one is what to do when a disaster is pending. This will outline things that the local church can do to get ready, collect supplies, call for assistance, put together a response team and workers.

Part two will consist of steps necessary to put together a Response Team to go help when the call comes. This plan will include the things necessary to plan, organize, gather supplies and call together a team. This will include the steps necessary to arrange for shelter, food and what skills may be necessary to render the necessary assistance.

We encourage each local church to read over this manual and gather a team of people willing to put together an action plan for both parts. The District is ready to assist and will also be organizing a team of volunteers that will help in the planning and execution once a disaster strikes.

The Local Church Team

This team can be vital in responding when a disaster is pending or has already hit. The team should plan before hand as to how it will react and respond to a disaster. Some of the things this team should consider are:

1. Organize and train volunteers in disaster response, from early responder phase through recovery phase.
2. Designate the church as a point of contact for assistance after any disaster.
3. Immediately follow up with the congregation and the community in which it serves to identify needs, and offer assistance, when possible.
4. Establish a calling process to check on the needs of members and their families.
5. Establish a method of gathering information on the needs of the local community in which the church serves.

6. Relay information to the pastor and district about the needs and any resources that the local church can provide.
7. Organize volunteer teams to help feed, shelter, offer pastoral counseling, and repair or secure homes in the surrounding community.
8. Cooperate with emergency response personnel and damage assessors by passing along information about needs in particular areas.
9. Cooperate with other local churches and the district disaster relief coordinator.
10. Become a spiritual and resource hub of the community.
11. If the local church is not impacted directly, you may be a center of mission coordination, funding, distribution, and sending volunteer in mission teams as needed.

Church Organizational Roles

The Pastor and leadership should read this manual and take the appropriate steps to identify team leaders, and recruit a team of volunteers willing to step up in case of a disaster. This team should meet and begin the organization process as soon as possible in order to be prepared should an emergency arise.

The below list is merely a suggestion. Each church can modify according to their needs and resources. The idea is to organize and put together an action plan that can be implemented when needed. Each member of this team should be equipped to succeed and given the power and resources to accomplish the task in which they are given.

The team member should be:

- Flexible
- Available
- Detail orientated and self-motivated
- Able to work well with others in difficult situations
- Able to work/serve during a disaster
- Ensure that the action plan is in accordance with church leadership and policy
- Ensure during a disaster the action plan is carried out
- Coordinate activities before and during a disaster
- Participate in planning and training sessions as necessary
- Cooperate with and willing to work with outside agencies
- Recruit and motivate volunteers
- Fully support the role of the local church during a disaster

Pre-planning is critical. A good team of volunteers can be crucial in completing the tasks associated with disaster response. Recruitment of help is vital.

Disaster preparation activities include:

- How you can, as a team, help prepare the church body and facilities for a disaster.
- How you can help families in our community by being prepared with an action plan prior to a disaster.

It is important to document activities during the entire disaster planning process since the roles and responsibilities of the team and its members may evolve over time. The documentation of how an action plan was derived, as well as executed, is vital in updating your plan.

It is important to track volunteers, record what worked and what didn't work, how teams responded, what can be done better, so that the plan can be modified to better serve your church and community.

It is important to decide how long your team members will serve. This can be a stressful assignment and will require time and effort to keep the plan active, updated and in the event of implementation, can require a lot of time and energy to execute the plan. So it may be necessary to rotate volunteers, ensuring that they stay fresh and ready to serve.

Meetings are important, so determine when meetings will take place and what items will be discussed at each meeting. Be mindful of everyone's time, plan for meetings in advance and stick to the agenda.

It is important to be realistic in planning for and protecting your community, church body and facilities. It is impossible for one church to do it all during a disaster, so prioritize and partner with other churches and organizations.

Determine ahead of time what your church will do. Examples include, but not limited to:

- Shelter evacuees
- Set up a distribution center for supplies (food, cleaning supplies, baby needs, water, etc.)
- Assemble Response Teams to cut trees, clear debris, tarp roofs, etc.
- Set up to feed people in need
- Host Response Teams

Some things to consider as you plan for a pending disaster or how to respond to a disaster includes:

- The Pastor has a host of responsibilities, so a person to lead the disaster efforts is critical.
- Critical needs following a disaster includes clearing driveways and roads. This helps people get out, as well as in the the affected areas. Since phone service may be interrupted, a designated meeting place to discuss immediate needs, locate help and resources, and dispatch teams is vital.
- Having a designated place and someone to coordinate receiving and distributing supplies is vital.
- How to communicate to the community that supplies are available should be identified beforehand. Use local media, law enforcement and emergency agencies and other churches when possible.
- Gift cards can help with immediate needs. Donated cards can be a quick way to help those affected.
- If your church has the facilities to cook, consider offering hot meals for those who may need them.
- Stay in contact with local authorities and other churches to determine needs and the status of what other local and federal agencies are offering.
- When hosting work crews, appoint someone to keep ice chests full of ice and water for each crew.

Recognize over time what activities were effective and include them in your future plans. Identify things that need attention and may need to be added to that plan. Remember this manual is a guide, so develop your own policy and allow that to be a working/living document, modified when necessary to best support your needs.

Remember, you are God's representative. Be open to the Holy Spirit and allow God to use you how He sees fit. Equip your team to carry out the churches mission and best represent God.

Your team should consist of:

1. Emergency Coordinator.

Responsible for keeping the pastor and Response Teams notified of emergency situations. Coordinates with teams as necessary. Coordinates with the District NDR Coordinator and

any local agencies. Provides guidance and support during the event. Oversees the formation of the response to the disaster.

The Emergency Coordinator will meet with the District NDR Coordinator and other Local Church Leaders to establish roles and responsibilities during a disaster. The Emergency Coordinator is the point person during a disaster and will work closely with the District team and all other leaders of the local team to ensure the mission is accomplished.

2. Response Team Coordinator.

This is the key position in disaster planning and response. Responsible for recruiting volunteers, as well as training, supervising and organizing teams and individuals. Responsible for arranging materials and equipment necessary to respond to a disaster either locally or elsewhere. Responsible for the assembly of volunteers to cleanup church grounds and to respond to members who may have been affected by the disaster.

Also responsible to gather information as to how to help the community in which the church serves to provide for clean up and assistance when necessary. Responsible to assemble teams who can help surrounding counties, churches throughout the district and neighboring states. Identify people within the congregation who may have the ability to help by providing special equipment such as, but not limited to, 4 wheel drive vehicles, tractors, trailers, generators, etc.

3. Congregational Contact Person.

Responsible for making contact with every household in the congregation to identify needs, status and situation prior to and after the disaster. This may include a record of addresses and phone numbers for each of the members.

4. Administrative Coordinator.

Responsible for preparing and keeping up to date any and all disaster response plans that may be developed. Should keep records of all activities, manage financial records and oversee the availability of funds to be used to respond to disasters. Responsible for planning for adequate supply to execute the mission. Also should be responsible to ensure the safeguarding of church and member records.

5. Supplies Coordinator.

Responsible for the maintenance of any disaster relief supplies, incoming supplies and helping to implement a system of calling for, receiving and distributing such supplies. Responsible to keep records of all incoming and outgoing supplies and provide that record to the church staff and board as necessary.

6. Pastoral Care Coordinator.

Responsible for establishing a prayer meeting, prayer tents, helping to arrange for counseling and following up on home bound members. Responsible for the care and, if possible, the feeding of any home bound members when necessary.

7. Logistics Support Coordinator.

Responsible to gather supplies such as water, Crisis Care Kits, food items, cleaning supplies, etc.. Responsible to assist in setting up housing if teams will be received and or help with coordinating support as teams are sent out. This includes lodging, meals, supplies, etc. Helps in the distribution of much needed supplies and or the transport of collected supplies to the destination in which it is needed.

8. Church Property Coordinator.

Responsible for ensuring the grounds and facilities are secure and safe before and after the disaster. Responsible for assessing any damage and facilitating the efforts to restore the campus in order to provide spiritual support to the congregation and surrounding community. Responsible to assist in utilizing the facilities in the best possible way to facilitate support and recovery efforts. Coordinates any and all repairs to the grounds.

Each of these positions may need a group of volunteers to enable the tasks to be accomplished. It will be the responsibility of each coordinator to recruit and train their team in order to carry out the tasks necessary. This group will fall under the control and supervision of the NMI President and the Pastor.

The local church will follow the guidelines and directives of all local authorities. The local church will keep a record of everything done; record the events with pictures and videos if possible in order to document the disaster and efforts to recover. This will assist in further development of the action plan and to help in future efforts to ensure the right people, material and resources are made available.

We will remember in all that we do, that God calls us to serve with our hands and hearts, following the lead of the Holy Spirit as a witness to God's love in the world.

Identify Needs

The first priority for the local church is its staff, members and facilities, then the community in which the local church serves and then the state. The existing church directory is a vital tool in contacting its members to ensure the safety of each one. The response team should make contact with all members and then report back to the Disaster Response Committee regarding the specific needs following a disaster.

The steps in accomplishing this include:

1. When a disaster is pending, it is recommended to contact the members with the purpose of identifying who will be evacuated and who will stay in the area.
2. After the disaster, concentrate on person-to-person contacts to identify conditions and needs. Be aware, due to the type of disaster, communications such as phone and cellular service may not be available, so take every means available to ensure the safety of each member.
3. If a person does not answer, the caller continues until someone is reached and the list is complete, or someone makes a visit to that house.
4. Record the situation, noting injuries, crises, and special needs and if the home is damaged in any way. Some questions to help glean a better understanding of urgency and needs:
 - Do you have any damage to your home?
 - Do you need help?
 - What are your needs?
 - Can you continue living in your home? Do you have a place to stay?
 - Are your driveway and doors clear?
 - Have you recorded any damages and taken pictures for your insurance company?
 - It is recommended that you contact your insurance company and take photos?
 - If you are okay, are you willing to offer help to others and if so, what type?

The Assessment Worksheet (Attachment 7) should be used to record findings and then passed to the Response Team Coordinator.

The Response Team Coordinator should dispatch volunteers to survey the community in which your church serves. The local church should extend, when and where possible, assistance to the community in need. The same list of questions as above should be used when talking to local residents.

Things to look for include, downed trees, debris, damaged roofs and structures, etc. When residences are identified, make contact with the occupant to assess what the local church and its volunteers can do.

Respond to Needs

The local church should be prepared as early responders, to organize volunteers that can help with debris clearance, temporary safety repairs, roof coverings, food supplies, and other needs as they arise. The District owns a Disaster Response Trailer that is equipped

with tools and the necessary equipment for emergency response. Contact the District NDR Coordinator or Disaster Response Coordinator to arrange for the usage of this trailer.

The Response Team Coordinator will prioritize the Assessment Worksheets and dispatch teams and volunteers as necessary. If more teams are needed, the NDR Coordinator should be notified immediately in order to call for much needed assistance. Time is crucial, so the faster the local church responds, the better they can assist their members and neighborhoods.

Volunteer teams will be organized and routed on assignments in response to the needs identified on the Assessment Worksheets and the Response Team Coordinator. Under no circumstances will teams be sent until the Emergency Management Agency has given clearance for volunteers to be on site. This is a safety issue and should be strictly observed due to the possibility of downed power lines and dangerous conditions of the affected areas.

Volunteers can bring their own equipment, i.e. chain saws for debris removal, etc., but each volunteer must operate and be responsible for their own equipment. The local church will not be held liable for damage to individuals equipment.

Volunteers must sign a waiver of liability and medical information forms prior to being dispatched on a volunteer team. If insurance is necessary, the Response Team Coordinator must work through the NMI President to obtain Work and Witness insurance for volunteers. For more information, your NMI representative can assist you.

The Logistics Support Coordinator should put together an action plan to gather much needed supplies in as orderly fashion as possible. This may include contacting the NDR Coordinator for additional supplies. Some things to consider when gathering supplies include tarps, water, food items, cleaning supplies, blankets, Large garbage bags, paper goods (plates, cups, utensils), and Cleaning Buckets (Attachment 10).

Local Church as a Shelter

If the local church is offered to be a designated emergency shelter, an approved agency, such as the American Red Cross, will first need to inspect the building and facilities and accept it as a shelter. Once that is completed, the local church must follow the guidelines of that agency in order to be in compliance with all regulations and practices.

It is important to think ahead on this decision prior to a disaster. The Pastor and Board should determine to what extent the facilities will be utilized and include that in its action plan prior to any disaster and implementation of its action plan. Things to consider are liability, security, etc.

If the facility will be used to facilitate Response Teams who come to help, then that should be treated differently than above. The Pastor and Board will determine the extent of usage, the number of people, the duration and any restrictions of access and availability. Again, this should be determined prior to a disaster and put into the action plan.

Hosting Volunteers

If the local church will be utilized to host Response Teams from the District or other areas, you may want to make available your facilities to accommodate volunteers. This section can also be used if you are sending Response Teams to other locations to render assistance. This will give the local church and the Response Team Coordinator a guideline as to what to look for when hosting volunteers.

Typical sites for hosting volunteers after a disaster include churches. Some things to consider when determining if you will utilize your facilities are:

- Will there be a cost associated with the usage? If so, what does it cover? If so, how will that be collected/paid and when?
- Are separate arrangements available for males and females?
- What facilities are available and how will the volunteers have access?
 - Showers
 - Restrooms
 - Kitchen Facilities
 - Laundry
 - Bedding
 - Privacy
 - Security
 - Internet/phone
 - RV Hook-up
 - Meals

- Maps of area
- Emergency Facilities

Again, Response Coordinators should use this list to plan for sending teams to other locations. Be sure to ask the hosting facility/church if these are available for your team prior to departure. Otherwise, other lodging arrangements should be made.

Some additional things to consider before sending Response Teams out.

- Will there be age limits?
- What type of work will be needed?
- What skills are necessary to accomplish the task?
- Do you have teams with the appropriate skills necessary to accomplish the task?
- What is the appropriate number of volunteers needed?
- Supervision - Local church provided? Supplied? Or will team be self managed?
- Housing and meal arrangements.
- Transportation to location and from location to job sites.
- Will this be a short term mission? (1 to 5 days)
- Will this be a long term mission? (2 weeks or more)
- How will expenses be met?
- Liability issues?
- Emergency needs?
- Who supplies materials needed to accomplish tasks?
- Point of Contact at location?

Conclusion

The information in this manual should be used as a guideline to establish Disaster Response planning, preparation and action in the case of a natural disaster. By no means is this a complete work and should be considered merely a starting point. Any information that may need added, modified or deleted, should be brought to the attention of the District NDR Coordinator. That information can be used for further editions of this manual.

Disaster Response is a ministry opportunity for the church, as with all ministries, it is very important to have the agreement and support of the local church leadership in developing

this ministry. The Disaster Response ministry needs to support the mission and vision of the local church and the Church of the Nazarene.

It is suggested that a complete Disaster Response plan include working with other local churches, agencies and businesses to form an alliance that can best serve your community. No one group can do it all, so team work is vital. It is encouraged that the Pastor and local church leadership do all they can to facilitate a working and cooperative environment in their area that best serves the community in which it serves. This will go a long way in recovering after a disaster.

May the Lord equip and use you as you organize your body to serve your local community. May the Lord use you as a beacon of light to a community in need and may you rise to the occasion and serve Him well.

Sample Project announcement

1. State plans for a Disaster Relief Project (location to include town, state, etc.)
2. Details of mission:
 - Dates/duration of mission.
 - Location: City/town, state, church name....
 - Accommodations: xx Church of the Nazarene, Address. Shower facilities will be available, but you will need to bring an air mattress and your own bedroll.
 - Meeting Location, Point of Departure: xx Church of the Nazarene, address...
 - Time of Departure: 8:00 a.m.
 - Cost: You will be responsible for your own expenses. NOTE: Unless I have a member of the team volunteer to provide food service, we will be eating most of our meals out.
 - Contact Person: Name, phone number, email.... PLEASE contact me ASAP if you plan to participate. I will need to register you and arrange for Work & Witness Insurance for you.
 - Registration deadline is: date/time
3. Supplies needed: The xx Collection Center has published this updated list of needed supplies: Tarps, Dry Goods, Gloves, Shovels, Cleanup Items, Trash Bags, Totes Up to 18 Gallons. (List any and all supplies asked for)
4. The Collection Centers that have been designated across the District are: names, locations, points of contacts, etc...
5. Items not received by date may be stored for future disasters situations

Sample Packing List

Personal Items:

Passport (If going out of country)
Bible
Sun Glasses
Personal Snacks
Toilet Paper
Camera (plenty of film or cards)
Water Bottle
Sunscreen
Insect repellent
Hand Sanitizer
Flashlight (extra batteries)
Towels & washcloths
Soap
Toothbrush & toothpaste
Shampoo
Anti-diarrhea medication (If going out of country)
Pain reliever/Medication
Tissues
Cough Syrup
Mouthwash/mints
Sheets/Bedding (if necessary)

Pillow (if necessary)
Clothesline/pins
Band-Aids
Other Personal Toiletries
Small games
Personal cash
Journal/notebook/pen

Clothing:

Work socks
Work shoes or boots
Work clothes
Casual clothes (for church too)
Casual shoes
Hat
Swim suit
Flip-flops

Work Items:

Rubber gloves
Leather work gloves
Tape Measure
Personal tools

SWO Disaster Response

Pastoral Reference

Participant: _____

Project: _____

Local Church: _____

Pastor: _____

Signature: _____

Comments:

Pastor, please sign and mail this reference form to the address below indicating that you are comfortable recommending the individual named above to participate in the SWO Disaster Response trip listed. Feel free to contact Ed Dyer to discuss this trip before signing.

Send directly to:

Ed Dyer
3502 State Route 125
Bethel, OH 45106
513-615-4659

sworddisasterresponse@gmail.com

Nazarene Disaster and Relief (NDR) Procedure Manual - Attachment 3

Trip expenditures

Team name: _____ Project Name: _____

Today's Date: _____ Dates of

Trip: _____ to _____

Total Amount of Credit: \$ _____

| Item | Amount | Cost per | Total |
|------|--------|----------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Southwestern Ohio Disaster Response Information and Skillset Sheet

Name (Please Print) _____

Street _____ City _____ State _____ Zip _____

Email _____ Phone _____

Home Church _____

Emergency Contact _____ Phone _____

Physical Limitations _____

Skillset

Your Skillset information will help team leaders to make the best use of your talents. Please check any item you have an interest in and have previously performed those skills. Based on the mission, your skill sets will be matched up to best respond to the needs of those we will serve.

| | |
|----------------------------|----------------------------|
| Air conditioning / Heating | Appliance repair / Service |
| Cement Work | Carpentry |
| Framing | Trim Work |
| Drywall | Electrical |
| Brick / Block | Roofing |
| Insulation | Tile Work |
| Painting | Plumbing |
| Siding | Cabinetry |
| Chain Saw | Debris Clearing |
| Digging | Raking |
| Heavy Lifting | Ladder Climbing |
| Cooking | Cleaning |
| Laundry | Yard Work |

Please return this form to Ed Dyer @ 3502 State Route 125, Bethel Ohio 45106 or edyer927@gmail.com

Nazarene Disaster and Relief (NDR) Procedure Manual - Attachment 5

**Southwestern Ohio Response
Team Information Sheet**

Team Leader Information:

Name (Please Print) _____

Street _____ **City** _____ **State** _____ **Zip** _____

Email _____ **Phone** _____

Home Church _____

Team Member Information

| Name | Phone Number | Email | Emergency Number |
|------|--------------|-------|------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Project Information:

Dates of Mission:

Travel Arrangements:

Food / Lodging Arrangements:

Special Instructions:

Nazarene Disaster and Relief (NDR) Procedure Manual - Attachment

ASSESSMENT WORKSHEET

Client Name: _____ Date: _____

Disaster Type and Month/Year Occurred: _____

Case number: _____ (Create your own # system for tracking)

Address of property: _____

Phone Numbers: _____

Needs: (Include overview of work to be done, special needs, brief story of homeowner/family, etc.)

Materials Needed: _____

Volunteers Needed: _____

Skills Necessary: _____

Estimated Time to Complete: _____

Actual Time to Complete: _____

Date/Time of Completion: _____

HOMEOWNER RELEASE FORM
ACCESS TO PROPERTY AND RELEASE OF LIABILITY WAIVER

Home Owner Name: _____

Telephone: _____

Address: _____

I am the owner and occupant of the above listed property. I give permission to volunteers from Southwest Ohio District Disaster Response Team work on my property for the purpose of the removing debris and or repairs associated with the recent natural disaster. 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 those representing the Southwest, Ohio Nazarene District Disaster Response Team and "Disaster Relief" 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:

_____(USE BACK IF
NECESSARY)

Date Started: _____

Date Completed: _____

Owner Signature: _____

Date: _____

Southwest Ohio Nazarene District Disaster Response Team Volunteer Signature:

Date: _____

Emergency Medical Release

PLEASE PHOTOCOPY THIS RELEASE FOR EACH TEAM MEMBER

Each team member is to complete the following medical release, and have it notarized before departure. In the case of a minor, the parent or legal guardian should complete, sign and have notarized.

NOTE TO TEAM COORDINATOR: The signed and notarized copies of the medical release **must be taken to the field by you** since they may be required by the hospital or doctor before medical assistance can be given.

Date: _____

I hereby give _____ (team coordinator) and _____ (team member) permission to secure immediate medical treatment for me in the event that I am not able to make that decision due to an injury or illness. In the case of a minor, I, the legal guardian, give permission to the aforementioned to secure immediate medical treatment for my child in the event of accident or illness. In either case it will be from the date of

_____, _____ to _____, _____.

NAME: (Print) _____

SIGNATURE: _____

(If minor-guardian's signature)

STATE OF _____

COUNTY OF _____

Sworn to before me and subscribed in my presence this _____ day of _____, _____

Notary _____

Expiration and seal _____