

Local Church
Disaster Planning
Guide

Prepared by

**The Disaster Recovery Ministry
of the
Florida Conference of The United Methodist Church**

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Local Church Disaster Planning Guide

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Disaster Recovery Ministry

Caring for People - Caring for Church Facilities Caring for Community - Caring for Others in the Conference and Beyond

Introduction

1. This guide is designed to assist you in preparing a disaster plan for your local church. When a church knows in advance how they will protect church property and care for their people in the event of a disaster, they are better prepared to minister to their community.
2. Depending on the size and needs of both your church and your community, you may want to expand the scope of your plan to include details not covered by this guide. To assist you in that process, a more detailed explanation of disaster planning and preparation is available on the Florida Conference Web site, www.flumc.org. Under Disaster Recovery Ministry, look for the Local Church Disaster Workbook and the Conference Disaster Plan.
3. We encourage you to check the conference Web site for updates to these documents and for suggestions for responding to current and future disasters.
4. Please share your completed disaster plan with your district disaster coordinator so that all the churches in your district and the conference may be connected if a disaster occurs.
5. In the event of a disaster, the Disaster Recovery Center located in the Conference Center in Lakeland will assist you and your community in coordinating recovery efforts. The Disaster Recovery Center may be reached at 1-800-282-8011 x 149 or stormrecovery@flumc.org.

We hope you find this guide helpful. Your questions and suggestions are always welcome.

***"I tell you the truth, whatever you did for one
of the least of these friends of mine, you did for me."***

Matthew 25:40 (modified)

Church Plan Information

This plan is prepared for:

Church Name: _____

Location of church (please include the physical address as well as nearby landmarks):

Church Phone Number(s): _____

Church Fax Number: _____

Church Web site: _____

Church email: _____

Parsonage Location (please list physical address and nearby landmarks)

Parsonage Phone Number: _____

Date Plan was Prepared: _____

Local Church Disaster Team Leader: _____

Home Phone: _____ **Cell Phone:** _____

Email: _____ **Other:** _____

Purpose

Establishing a Disaster Planning, Preparation and Response Team

1. Local churches are encouraged to identify a disaster planning, preparation and response team.
2. The team will design a plan specific to the needs and desires of the local church, including suggestions for:
 - a. who should be involved in the physical preparation of the church facilities for disaster;
 - b. how the church will care for the congregation during disaster;
 - c. how existing resources in the church can be used during disaster;
 - d. how the church will serve the community before, during and after a disaster.

Church Support

Establishing a Local Church Disaster Team

1. 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.
2. The disaster response ministry needs to support the mission and vision of the church.

Organization

The Local Church Disaster Team

- The pastor may identify a team leader who then recruits a team, or a team may be appointed by church leadership and then select their leader.
- Keeping the initial team to 6 to 10 members may facilitate functionality
- Suggested team positions:
 - Disaster Team Leader*
 - Volunteer Coordinator*
 - Trustee representative*
 - Finance Representative*
 - Administrative Staff member*
 - Maintenance Staff member*
 - Pastor*
 - Representatives from other vital areas of local church*
 - *Donations manager*
 - *Secretary/records keeper*
- The *Local Church Disaster Team Leader (Team Leader)* should NOT be the pastor.
- The *Team Leader* should have access to keys for the facility and an intimate knowledge of the facility layout as well as the local community.
- The *Team Leader* should be
 - FLEXIBLE*
 - detail oriented and self motivated*
 - able to work well with many persons in difficult situations*
 - able to work full time -- or nearly full time – during a disaster*
- The *Team Leader* is crucial for
 - Ensuring that the church has a plan for disaster*
 - Coordinating activities during disaster*
 - Participating in local disaster organizations (VOAD, COAD, LTRO)*
 - Helping the church decide their role in the local community during disaster*
 - Coordinating disaster training for the church*
- The *Team Leader* will meet with the *District Disaster Coordinator* and other *Local Church Disaster Team Leaders* to establish roles and responsibilities during disaster.
- The *Team Leader* is the point person during disaster and will work very closely with the *Volunteer Coordinator*.

The Volunteer Coordinator

- The *Volunteer Coordinator* is a key position in disaster planning and response.
- The *Volunteer Coordinator* will collaborate closely with the Conference Disaster Recovery Center during a disaster.
- The role of the *Volunteer Coordinator* is to develop a plan for
 - recruiting
 - training
 - supervising
 - organizing
 - logging volunteer hours
 - recognizing volunteers

The Trustee Representative or Maintenance Staff Representative

- The maintenance staff or trustee representative could be assigned supervision of all facility preparation before a known disaster strikes.
- This does not mean that this position will perform all necessary tasks; instead, this person will serve as the lead contact for those types of activities in an emergency.

Other Team Members

Other responsibilities may be assigned to team members according to interest, expertise or current area of church service. These areas of responsibility may include:

- Staffing church phones to answer inquiries
- Communicating with the congregation regarding emergency situations, evacuations, etc.
- Coordinating the protection of archival records and church data
- Coordinating the protection of electronic equipment

General Information and Suggestions

1. Disaster preparation activities include:
 - a. How will we, as a team, help prepare the church body and facilities for disasters?
 - b. How will we help the families in our community to be better prepared for a disaster?
 - c. Many agencies such as The American Red Cross, Salvation Army and your county Emergency Management Department offer printed material and training for informing and preparing the community.
2. It is very 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.
 - a. Information should include (but is not limited to) types of activities undertaken, not undertaken, and why.
 - b. It is especially critical to keep a concise record of activities during and after a disaster so that future disaster relief, response and recovery efforts benefit from this experience.
 - c. It is equally important to track all volunteer hours served during disaster response and report these to the county as well as the Disaster Recovery Center at the conference. Currently, each volunteer hour is worth approximately \$18.00 in reciprocal recovery money from the federal government.

IMPORTANT: Specific assistance information about individuals (addresses, names, financial information, services rendered, money given, etc.) should never be publicly disclosed.

3. It is important to decide the length of time team members will serve. This can be a high stress job during disasters and experience is valued. However, members may need to rotate out more often due to the nature of the work and all members should have trained back up in case they are unable to respond after a disaster
4. Teams should decide how often they will meet during the planning process as well as after the plan is in place.
5. It is important to be realistic in planning for and protecting the community, church body and facilities. It is impossible for one church to “do it all” during a disaster.

6. It is useful to recognize that many churches have historically participated in disaster relief activities in informal ways, such as:
 - cleaning out homes after floods
 - cooking food for disaster survivors
 - distributing donated non-perishable foods and baby items
 - distributing water and ice
 - providing for emergency expenses, etc.
7. Recognize which activities are already taking place at the church, assess their utility, and include them in the formal plan.
8. Remember that this is a *GUIDE* for your church to plan and prepare an appropriate response to disaster in your church, in your community and beyond. Be selective, be creative and above all, be open to the Holy Spirit so that your church plan is uniquely yours.

Past Church Experience

If your church has experienced previous disasters, it is important to review that experience and apply the lessons learned to this planning and preparation process.

Planning Questions

- How did the church respond after the disaster?*
- Was the pastor adequately able to contact church staff after these events?*
- How long did it take the church to address the needs of the community?*
- Was the church able to worship together on the Sunday following the event?*
- List actions taken that facilitated a quick response to the disaster by the church.*
- List the problems encountered that made it difficult for the church to respond to the community or re-establish church activities.*
- List outreach activities that the church undertook after the disaster to help the community.*
- Identify additional activities, training, ways to strengthen response with the community after a disaster.*

Caring for Church Facilities

Planning Questions

- What does the church currently do to prepare the physical church buildings and contents (including the parsonage) for a disaster?*
- When disaster is approaching, who is responsible to initiate and coordinate these activities?*
- How will the church protect electronic equipment (musical instruments, sound equipment, projectors, computers, copiers, etc.) in the event of a disaster? Don't forget to consider flood and storm waters.*
- What is the plan for protecting church documents and data? Don't forget to consider flood and storm waters.*
- What routine maintenance should be performed to mitigate damage from a disaster?*
- In the event of damage from a disaster, who is responsible for assessing the damage, contacting appropriate personnel at the district and/or conference and initiating an insurance claim?*
- Where will the Local Church Disaster Team meet and set up as a central area of decision making if the church is inaccessible after a disaster? Be sure to inform your District Disaster Coordinator, the District Office and the Disaster Recovery Center at the conference of the church's alternate location.*
- In the event the church sustains significant damage and must be relocated, where will the church go and how will that be communicated to the congregation, the district and the conference?*
- What are the plans if a church needs to evacuate during a worship service or other event? How would this be communicated to those present and by whom?*
- What are the plans for communicating to the district and/or the conference in the event of an evacuation?*

PLEASE NOTE:

For the safety of those seeking shelter as well as those offering shelter, UMCOR advises churches **NOT** to shelter people at the church unless the church is trained and certified as an official RED CROSS SHELTER.

Caring for People

Planning Questions

- How does the church currently care for its people through existing ministries and services (home repair program for senior citizens, Care Teams, other Senior ministries, ministries for disabled people, etc.)*
- Which of these ministries/services might be useful in disaster response and how?*
- What are the ways your church can help people prepare for disaster? Be specific.*
- How will the church communicate with the people before and after disaster?*
- If you have a day care, pre-school or other ministry that cares for people or children, does the church have procedures in place to communicate about closings and/or evacuations in the event of a disaster?*
- How will the disaster team distribute general disaster preparation information to the congregation?*
- How will the disaster team distribute information about the church's disaster plan to the congregation?*
- Who are the people in your church who might need additional assistance (seniors, disabled, shut-ins, single mothers, etc.) and who would coordinate the assistance?*
- How will you assist the vulnerable people in your congregation; i.e., people with inadequate financial resources to provide daily necessities in a disaster and/or people with inadequate or no insurance?*
- After a disaster, how will you manage the good intentions of your church?*
- How will you track volunteer hours and who will be responsible for reporting these to the appropriate agencies?*
- How you will respond to those outside your church and/or community offering to donate material goods or send in volunteer teams?*

Caring for the Community

Planning Questions

- How does the church currently care for the community?*
- Will the church distribute general disaster preparation information to the community?*
- List existing programs that may be useful in disaster response (i.e. a home repair program for senior citizens, Care Teams, other senior ministries, etc.)*
- List the role(s) of the church during a disaster (is the church a certified Red Cross Shelter, collection site for canned goods, baby needs, flood buckets, health kits? Distribution site for food, water, ice? District depot site?)*
- What type(s) of community outreach will the church provide after a disaster?*
- How will the disaster team distribute information about the church's disaster plan to community groups?*
- How will the church partner with other churches or faith-based groups in the community?*
- How will the church partner with government and social service agencies in the community?*
- How does the church plan fit into the District and county Disaster Plan?*

Caring for Others **in the Conference and Beyond**

Planning Questions

- How does your plan fit with the Conference Disaster Plan?*
- Who in your church will communicate with the Disaster Recovery Center at the Conference in the event of a disaster?*
- Does your church have trained teams that can assist in other areas of the conference after a disaster and have you registered those teams through the Disaster Recovery Center at the Conference?*
- How do you educate your church about the disaster ministries of the Conference and the United Methodist Committee on Relief (UMCOR)?*
- Does your church support “One Great Hour of Sharing”?*
- Does your church have plans to financially support the Florida Conference Advance #605 in the event of a disaster within the conference?*

APPENDIX

Forms and Additional Information

GLOSSARY OF DISASTER-RELATED ACRONYMS AND TERMS

ABC	American Baptist Churches in the USA, which do disaster work through Church World Service (CWS). Not to be confused with the Southern Baptists who do feeding in the emergency phase in some parts of the country.
AMEZ	African Methodist Episcopal Zion church. They are active in disaster response in some areas of the country and through CWS.
ARC or AmRc	American Red Cross
ARRL/ARES	The amateur ('ham') radio network
CDRC	Conference Disaster Response Coordinator
CENTER MANAGER	The person in charge of the Red Cross Service Center. A good person to get to know.
CME	Christian Methodist Church
COB	Church of the Brethren. Assists with clean-up and rebuilding.
CORA BROWN FUND	This is the last stop for federal funds for people who haven't qualified for loans or the IFG.
CRWRC	Christian Reform World Relief Committee. Provides advocacy and rebuilding.
CWS	Church World Service. The relief arm of the National Council of Churches, also the umbrella for the work of major denominations. Provides trained volunteer consultants to assist in the formation of Interfaith recovery agencies.
DRC	The FEMA coordinated Disaster Recovery Center (formally called the DAC - Disaster Assistance Center) where victims can go in person to make application to various federal/state assistance. These centers have largely been replaced by toll free telephone application centers. Some agencies present are: Social Security Administration, Small Business Administration, Department of Agriculture, and Internal Revenue Service.

DFO	Disaster Field Office of the Federal Emergency Management Agency (FEMA). This is where the FEMA field operations take place. Usually the OFO and the DRC are in different locations.
DWI	Disaster Welfare Inquiry. A service of the Red Cross, often in cooperation with the ARAL/ARES in locating persons in the area of disaster.
ESA	Employment Security Administration
FEMA	Federal Emergency Management Agency. FEMA coordinates the Federal Response Plan of the various federal agencies that have responsibility in disaster assistance. Most assistance is directed to the repair of infrastructure, i.e., bridges and roads. Individual Assistance is largely in the form of low interest disaster loans administered by the Small Business Administration. Some grant money is awarded through the Individual and Family Grant program, coordinated between federal and state agencies. FEMA can only come to a state's aid at the invitation of the governor and approval of the President in the form of a disaster declaration.
FCO	Federal Coordinating Officer. This is the 'boss' on site of the federal response.
INTERFAITH	A local non-profit recovery agency made up of representatives of local faith groups and largely funded by their denominations.
LDS	Church of Jesus Christ of Latter Day Saints. Have a strong emergency relief program, especially where their congregations are located.
LDR	Lutheran Disaster Response which provides case management and funds for recovery.
MASS CARE	A sheltering service for a large number of persons displaced by the disaster provided by the American Red Cross. Mass care involves mass feeding. Often in a large scale disaster, food is prepared and transported to shelters or distributed by mobile feeding vans. The Salvation Army, Seventh Day Adventists and Southern Baptists also do feeding. United Methodists should not open their own shelter. Red Cross approved shelter includes liability and damage insurance. Local churches that open shelters without this approval will be responsible for any risk or damage to the facility or its residents.

MDS	Mennonite Disaster Service, through which 30 Mennonite and Amish groups cooperate in clean-up and rebuilding for those who cannot do it alone.
MITIGATION	“Reducing the hazard.” Any attempt to reduce future damage and harm such as relocating or elevating homes, building infrastructure to reduce flooding, etc. FEMA's Project Impact" is an effort to build disaster-resistant communities to help reduce the high cost of recovery.
MOBILE FEEDING VANS	Panel trucks that agencies bring to disaster sites to feed workers and victims during the emergency and relief phases. Red Cross, Salvation Army, Seventh Day Adventists and Southern Baptists are the major organizations who operate these.
NVOAD	National Voluntary Organizations Active in Disaster, which, for some reason, some transpose letters and call it NOVAD. This is the umbrella group for all the recognized non-profit agencies that have a national presence in disaster response. It is not an operational entity, but a coordinating, communicating, educational coalition. NVOAD is linked by agreement to the state VOADS and to FEMA.
PIO	Public Information Office, the group responsible for media relations.
PRESBYTERIAN DISASTER RESPONSE	An emerging program operated by the Presbyterian USA denomination similar in scope to that of UMCOR.
REACT	Radio Emergency Associated Communications Team. These are the Citizen Band folks interested in assisting with disaster.
RESOURCE COORDINATING COMMITTEE	Formerly called the Unmet Needs Committee. This is a gathering of the case supervisors of the various recovery agencies on site to resources and avoid duplication. The FEMA VOLAG will often call this group together.
SALVATION ARMY	This international agency's disaster arm is noted for its feeding, casework, warehouse management and other relief efforts. What most people don't know is that the Salvation Army is a church denomination and very much a part of our Wesleyan heritage.

SBA	Small Business Administration, an arm of the federal government charged with administering low interest disaster loans to businesses and homeowners. Most governmental disaster assistance to individuals and families is in the form of loans. Applicants must be turned down for a loan before they are eligible for the IFG program.
SDA	Seventh Day Adventist Church. Best known for its work in the emergency and relief stages for operation of distribution of water and pre-cleaned, packaged and sized clothing. Their volunteers are excellent when it come to handling donated goods.
SERVICE CENTER	Operated by the Red Cross and separate from the FEMA Disaster Recovery Center (DRC). Victims must register with FEMA and the Red Cross to get full assistance. Red Cross disbursement orders are written to the family and merchant of their choice to cover the cost of basic immediate needs for clothing and furniture, etc.
UCC	United Church of Christ which works primarily through Church World Service, but in some places is developing its own program.
UMCOR	United Methodist Committee on Relief, the avenue through which United Methodists work in refugee resettlement, world hunger and disaster response in over 90 countries.
UNMET NEEDS	see Resource Coordinating Committee
UMVIM or VIM	United Methodist Volunteers in Mission. A program of the church that links volunteers with projects worldwide. UMVIM and UMCOR have developed a partnership for disaster response.
VOAD	Voluntary Organizations Active in Disaster. For the state or regional group of NVOAD, sometimes you'll hear the postal abbreviation of the state linked to the VOAD acronym, i.e. LAVOAD, for Louisiana; COVOAD, for Colorado
VAL	Voluntary Agency liaison. Each FEMA region has a VAL whose job it is to interface between the governmental response and the voluntary sector. Red Cross will also appoint a VAL to provide a link between that agency and the other volunteer groups on site.
VOLAG	Voluntary Organization Liaison Agent

Members of the Disaster Planning Team

Team Leader	Finance Representative
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:
Volunteer Coordinator	Maintenance Staff Representative
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:
Trustee Representative	Pastor
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:
Administrative Staff Representative	Additional Team Members:
Role:	Role:
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:
Role:	Role:
Name:	Name:
Address:	Address:
Phone number(s)	Phone number(s)
Email:	Email:

Emergency Telephone List

Pastor	Home	
	Pager	
	Cell	
Church Disaster Coordinator	Home	
	Office	
	Cell	
Conference		
District Office		
District Superintendent		
Office of Ministry Protection		
Insurance TPA		
Third Party Administrator		
Fire Department		
Police Department		
Sheriff Department		
Nearby Shelters		
Other		

Preparing and Planning with Individuals with Special Needs

Tips for those who help:

Disability/Special Need	Additional Steps
Visually impaired	May be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster.
Hearing impaired	May need to make special arrangements to receive warnings.
Mobility impaired	May need special assistance to get to a shelter.
Single working parent	May need help to plan for disasters and emergencies.
Non-English speaking persons	May need assistance planning for and responding to emergencies. Community and cultural groups may be able to help keep people informed.
People without vehicles	May need to make arrangements for transportation.
People with special dietary needs	Should take special precautions to have an adequate emergency food supply.
People with medical conditions	Should know the location and availability of more than one facility if dependent on a dialysis machine or other life-sustaining equipment or treatment.
People with mental retardation	May need help responding to emergencies and getting to a shelter.
People with dementia	Should be registered in the Alzheimer's Association Safe Return Program

(The chart above and additional information may be found at www.fema.gov)

Individual Needs Survey

Name: _____ Spouse: _____

Address: _____ Phone: _____

Alternate Contact (person or phone) _____

List names and ages of additional members in household:

Do you only speak a foreign language? No Yes Language _____

Residence Type: Single Family Mobile Home Apt. ___ Floor

Name of Residential Complex: _____

Medical Disability: _____

Are You Legally Blind Deaf Mute Aphasic

Are you homebound? Yes No

Do you use a wheelchair? Always Most of the Time Sometimes

Do you use a walker/cane? Always Most of the Time Sometimes

Do you require a special diet? No Yes Type: _____

Special Medical Needs (Ex: homeless, severe cardiac, diabetic on insulin)

Do you rely on electricity for home medical treatments? Yes No

Have you registered with the County Emergency Management Department for help in an evacuation? Yes
 No

Family Physician: _____ Phone: _____

Emergency Contact: _____ Phone: _____

(NOT living with you)

Do you have any dog(s)? Yes How many? _____ Cats? Yes How many? _____

(Note: Pets are NOT allowed in all shelters. Make evacuation-shelter arrangements for them BEFORE a disaster.)

Do you have transportation in an emergency? Yes No Maybe

Would you need transportation in an emergency? Yes No Maybe

If yes, what type? Standard vehicle Wheelchair access Ambulance

A-9

Facilities

Maintenance Checklist -- Routine

- _____ Check roof and foundation of building annually. If roof is leaking, or foundation has problems, schedule for repair.
- _____ Monitor use of candles and open flames. Assign someone to be in charge of knowing when these will be used.
- _____ Test smoke detectors annually. If the alarms are battery operated, replace batteries.
- _____ Inspect HVAC equipment annually. If HVAC needs maintenance, schedule for repair.
- _____ Have an electrician inspect the wiring, power connection, and circuit boxes annually.
- _____ Inspect water heaters annually.
- _____ Provide backups and surge protection for all power sources.
- _____ Clean out gutters and drains annually or as needed.
- _____ Maintain grounds and fences.
- _____ Trim all trees away from the rooflines annually.
- _____ Check the security of canopies and covered walks on a regular basis.
- _____ Check emergency supplies. Exchange food and water supplies every 6 months.
- _____ Ensure vehicles have updated preventative maintenance.
- _____ Ensure jumper cables are on hand.

Facilities

Maintenance Checklist -- Hurricane Warnings Issued

- _____ Close blinds and curtains to minimize damage from broken windows.
- _____ If possible, position computers and other electronic equipment away from windows.
- _____ File and secure all papers, books, and archival materials.
- _____ Cover computers and furniture with heavy plastic to prevent wind and rain damage from broken windows. Elevate computer towers off floor if computers are located on ground floor.
- _____ If high winds are anticipated, board vulnerable windows.
- _____ If high winds are anticipated, remove outside furniture and store inside.
- _____ If high winds are anticipated, remove satellite rooftop dishes.
- _____ Check the integrity of storage sheds; close and lock the doors.
- _____ Check the security of all doors.
- _____ Check attic spaces and windows for leaking after every storm.
- _____ Contact the Florida Conference Office of Ministry Protection for claim reporting guidelines (1-800-282-8011 x 144) or check the conference website www.flumc.org

Local Church Emergency Supplies List

Equipment for Facility Preparation and Clean-up

- Copy of disaster plan
- Plastic garbage bags
- Sealable plastic bags
- Waterproof boxes
- Flashlight/ extra flashlight batteries
- Plastic sheeting/ tarps
- 2-way radios/extra batteries
- Plywood (for boarding windows)
- Ladders
- Hammer and nails
- Mops
- Buckets
- Brooms
- Disinfectant/cleaning compounds
- Bleach (at least 3 gallons)
- Rubber boots
- Rubber gloves
- Work gloves
- Masks
- Duct tape
- Small dehumidifiers/portable fans
- Wet Vac
- Extension cords/50', 3 wire grounded
- Portable incandescent lamps/extra bulbs
- Power saws/hand saws
- Shovels
- Crowbar
- Wheelbarrow/cart
- Jumper cables
- Cameras (standard, digital, or video)
- Battery operated radio/weather radio
- Portable gas/electric stove
- Ice chests

Disaster Supplies for Persons Onsite

- Blankets/ sleeping bags
- Sun screen
- Canned goods
- Water
- First aid kits
- CPR kits
- Paper, goods, plates, cups, plastic utensils
- Insect repellent

Family Disaster Supply List

Household Items

- Battery-powered radio
- Battery-powered flashlights
- Extra batteries
- Cash or travelers checks and change
- Map to follow evacuation routes/ find shelters
- Minimum 3-day supply of nonperishable, packaged or canned food (e.g. canned or dried juice mixes, powdered or canned milk, peanut butter, jelly, crackers, unsalted nuts, trail mixes, cereals, rice, cookies, hard candies, instant coffee, tea bags)
- Basic food seasoning (salt/pepper)
- Manual can opener
- Paper plates
- Cups
- Minimum 3-day supply of bottled drinking water – one gallon of water per person per day. Don't forget water for pets. Store water in sealed unbreakable containers. Replace every 6 months.
- First aid kit
- Fire extinguisher (small ABC type)
- Duct tape
- Waterproof matches
- Sewing kit
- Plastic storage containers
- Paper, pencils and pens
- Aluminum foil
- Plastic sheeting/tarps
- Basic tool kit (adjustable wrench, screwdrivers, hammer, etc.)

Family Documents (stored in a waterproof container):

- Birth certificates
- Marriage certificates
- Death certificates
- Ownership documents
- Insurance policies
- Passports/ visas
- Social Security cards
- Bond/stock issues
- Wills/ living trusts
- Medical records/ children's vaccination histories

- ❑ Photocopies of all cards carried in wallet
- ❑ Backup disks of computer information
- ❑ Irreplaceable photographs/videotapes/family heirlooms
- ❑ Inventory of personal property for filing insurance claims. List everything and include receipts of big ticket items.
 - ❑ Videotape or photos of home(s) contents to supplement your written inventory of your home.
 - ❑ Clothing and bedding (for each family member)
 - ❑ Sturdy shoes or work boots
 - ❑ Rain gear
 - ❑ Blankets and sleeping bags
 - ❑ Hat and work gloves
 - ❑ Thermal underwear
 - ❑ Sunglasses
 - ❑ Insect repellent and sun screen

Sanitation Supplies

- ❑ Toilet paper, towelettes
- ❑ Soap, liquid detergent
- ❑ Feminine supplies
- ❑ Personal hygiene items
- ❑ Plastic garbage bags with ties
- ❑ Plastic bucket with tight lid
- ❑ Disinfectant
- ❑ Unscented household bleach

Baby Needs

- ❑ Disposable diapers
- ❑ Formula
- ❑ Bottles
- ❑ Powdered milk
- ❑ Medications
- ❑ Changes of clothing

Adult/Elderly Needs

- ❑ Extra months' supply of prescription medicine refills (Store in easily accessible bag in medicine cabinet, rotate pills as prescription is refilled).
- ❑ Walkers/ wheelchairs/canes
- ❑ Denture needs
- ❑ Extra set of prescription glasses/ contacts.
- ❑ Don't forgot these odds and ends...
- ❑ Entertainment – Books, Toys, and Games
- ❑ Extra set of car keys.

Storing your Kit

Choose a cool, dark location in which to store your kit (i.e. a closet or “safety corner” in the garage). If you live in an apartment or have limited space, be innovative. Other possible storage locations include under stairways or in a large box or plastic tub that can be covered with a tablecloth and used as an end table.

Layer and Monitor Your Supplies

Layer supplies and keep them together in a container such as a plastic garbage can with wheels. Check the items every 6 months for expiration dates, changes in your children’s clothing sizes and weather requirements. A good way to remember to inspect your kit is to do it when you set your clocks back and change your smoke detector batteries.

Use What You Already Have

Use what you already have and prepare as if you are going camping for 3 days in the mountains with no facilities. If you are a camper, you have a head start: camping supplies, tent, camp stove, and water jugs can double as emergency supplies.

Tips for Storing and Using Water

Purify water by boiling it for 5 –10 minutes or by adding drops of unscented household bleach containing 5.25% hypochlorite. FEMA recommends using 16 drops of bleach per one (1) gallon of water. Purification tablets or a filter system designed for backpackers also work well. Store water in plastic three-liter soda bottles instead of plastic milk-type jugs. Milk jugs will break down over time, while soda bottles last considerably longer. Consider freezing water so it will last until needed. Frozen water also can be used for non-emergency situations like camping, fishing, hunting, etc. However, don’t forget to replace the water jugs when you get home.

Assembling kits before a disaster for distribution to the community during a disaster is a great activity that the entire church can get involved in. Below are some examples:



Healthkits

Health kits provide basic necessities to people who have been forced to leave their homes because of human conflict or natural disaster. Health kits are also used as learning tools in personal hygiene, literacy, nutrition and cooking classes. When people gain the knowledge and materials to maintain personal hygiene, their overall health improves. **Health Kit Items:** Value: \$12 per kit

Place these items inside a sealed one-gallon plastic bag.

- 1 hand towel (15" x 25" up to 17" x 27", No kitchen towels)
- 1 washcloth
- 1 comb (large and sturdy, not pocket-sized)
- 1 nail file or fingernail clippers (no emery boards or toenail clippers)
- 1 bath-size bar of soap (3 oz. and up)
- 1 toothbrush (single brushes only in original wrapper, No child-size brushes)
- 1 large tube of toothpaste (expiration date must be 6 months or longer in advance of the date of shipment to UMCOR Sager Brown)
- adhesive plastic strip sterile bandages

Important Kit Assembly Information

- All items included in kits must be NEW items.
- All emergency kits are carefully planned to make them usable in the greatest number of situations. Since strict rules often govern product entry into international countries, it is important that kits contain only the requested items—nothing more.
- Do NOT include any personal notes, money or additional materials in the kits. These things must be painstakingly removed and will delay the shipment.



FLOOD BUCKET

These supplies enable people to begin the overwhelming job of cleaning up after a flood or hurricane.

Flood Bucket Kit Items Value: \$45 per bucket.

Note: if the requested item size is not available, go down to the next available size. If nothing is available in the requested or smaller size, put masking tape on the outside of the bucket saying, "This bucket contains no _____."

- 5-gallon bucket with resealable lid
- Bleach (two 1-quart or one 82 oz. bottle. Do not include bleach if you are shipping the bucket through the US Postal Service, UPS or FedEx)
- 5 scouring pads
- 7 Sponges
- 1 scrub brush
- 18 cleaning towels (reusable wipes)
- Liquid laundry detergent (two 25 oz. or one 50 oz. bottle)
- 1 household cleaner, 12-16 oz. bottle
- Disinfectant dish soap, 16-28 oz. bottle
- 50 clothes pins
- Clothes line (two 50 ft. or one 100 ft.)
- 5 dust masks
- 2 pair latex gloves
- 1 pair work gloves
- 24-bag roll of heavy-duty trash bags, 33-45 gallon (remove roll from box before placing in bucket)
- 1 Insect repellent spray, 6-14 oz. can (If aerosol, cans must have protective caps. [See Special Requirements](#) below.)
- 1 Air freshener, 8 or 9 oz. can (If aerosol, cans must have protective caps. [See Special Requirements](#) below.)

Thank you for your donation— it helps sustain lives!

Important Kit Assembly Information

- All items included in kits must be NEW items.

A-19

Please see separate file: Organization Chart