



Presbytery of Olympia Disaster Preparedness and Response Plan

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1. Glossary of Terms

- 1.1 DRT Disaster Response Team**
- 1.2 CDRC Congregational Disaster Response Coordinator**
- 1.3 VOAD Voluntary Organizations Active in Disaster**
- 1.4 PDA Presbyterian Disaster Assistance**
- 1.5 PDCN Presbytery Disaster Communication Network**
- 1.6 WAVOAD Washington Voluntary Organizations Active in Disaster**
- 1.7 PCUSA Presbyterian Church (USA)**
- 1.8 FEMA Federal Emergency Management Agency**
- 1.9 LTRO Long-Term Recovery Network**

2. Mission Statement

2.1 *The Mission of the Disaster Response Team:* *To prepare the Olympia Presbytery and its churches to witness to the healing love of Christ through caring for communities adversely affected by crises and catastrophic events.*

Because the Presbytery of Olympia is in a high-risk area for potential disasters, this plan establishes procedures to help our presbytery meet the needs our churches, congregation and communities in the event of a disaster. At the presbytery level the Presbytery of Olympia Disaster Response Team (DRT) is responsible for taking the lead in coordinating disaster planning, preparedness, response and recovery.

3. Disaster Response Plan at the Presbytery Level

3.1. Appoint a Disaster Response Team (DRT). The DRT will consist of a minimum of eight (8) volunteer members to serve on a three year, staggered, rotating basis. New members are nominated by the sitting DRT and elected by the Presbytery. Members of the Team are selected according to interest and gifts.

3.1.1. Members of the DRT will include:

3.1.1.1. Director - Overall leadership and coordination of the Presbytery disaster preparedness and response plan.

3.1.1.2. Finance Coordinator - Responsible for receiving and disbursing monies received from Olympia Presbytery Treasurer, maintaining records and full documentation as to disbursements.

3.1.1.3. Administrative Coordinator- Responsible maintaining the minutes of meetings, for handling communications from and to the DRT.

3.1.1.4. Volunteer Coordinator – Responsible for coordinating volunteers with, and for, the local **Congregational Disaster Response Coordinator (CDRC)** before, during, and after a disaster (to include long-term recovery efforts. This coordination will include tracking work-sites, volunteers, special skills of volunteers, and housing if needed. The Volunteer Coordinator will serve as a conduit between those needing help and those volunteers and will work closely with the Presbyter, DRT and affected communities through the local Presbyterian Church.¹

3.1.1.5. Training Coordinator – Responsible for planning and/or conducting training programs for disaster response.

3.1.1.6. Communications Coordinator – Responsible for maintaining the communication roster before a disaster and coordinating communications throughout and after a disaster episode.

3.1.1.7. Property Coordinator – Responsible for maintaining an inventory list of assets that can be used for disaster response. Work with local churches to inventory items donated for disaster relief, coordinating delivery of donations and maintain records and documentation of dispersal of donations.

3.1.1.8. Agency Liaison – Understand the roles of **Voluntary Organizations Active in Disaster (VOAD)** members. Work with agencies

¹ The responsibilities of this position will require more than one person. After a disaster occurs an Assistant Volunteer Coordinator, either from the team or a volunteer, will be appointed. Other staff/assistance may be needed.

prior to and throughout the disaster episode. Work closely with the Director to designate individuals to attend agency meetings as appropriate.

3.1.2. Olympia Presbytery will notify **Presbyterian Disaster Assistance² (PDA)** of changes in DRT membership so that a central data bank may be maintained and publicized throughout the denomination and for certification.

3.1.3. Each year, team members will:

3.1.3.1. Take part in on-going training.

3.1.3.2. Provide training and information to congregations, staff, members of the Presbytery and community members and develop resources (printed, video, or human) to be available to the Presbytery and its churches.

3.1.3.3. Share this plan and names of key people with other ecumenical partners active in disaster relief and with **Washington Voluntary Organizations Active in Disaster (WAVOAD)**.

3.1.4. Responsibilities of the DRT

3.1.4.1. Develop a roster of DRT members, presbytery and church contacts ([Appendix A-1&2](#)). Contact information to include home, work, pager, cell phone and e-mail address utilizing the Presbytery directory whenever feasible. Include an alternative communications network consisting of pagers, cell phones, and amateur radio (*see sections 3.2 & 3.3*).

3.1.4.2. Use the above information (3.1.4.1) to establish and maintain a **“Presbytery Disaster Communication Network (PDCN) (Disaster Communication Network)**. The General Presbyter (or person designated by him/her) is responsible, through the DRT, for activating the response system when a disaster is imminent, or when disaster has occurred (*see figure 1*).

3.1.4.3. Publicize the emergency phone numbers and email (DRT@olympres.org) on the website and hard copy annually, ensuring that each church and CDRC has access to the Team.

² Presbyterian Disaster Assistance (PDA) is the national organization of the Presbyterian Church (USA) providing for communities adversely affected by crises and catastrophic events. In accomplishing this mission, PDA provides training and support in disaster preparedness and response to congregations, middle governing bodies, and interfaith partners. Members of the Presbyterian Disaster Assistance Team are available to assist churches and middle governing bodies in both short and long-term recovery efforts. In addition, emergency assistance grants are available to help meet immediate needs and set up long-term disaster response. PDA is part of the Worldwide Ministries Division of the PCUSA and receives its primary funding from the One Great Hour of Sharing offering.

3.1.4.4. Maintain a disaster resources inventory. Initially survey each congregation to find what actions, if any, that they have taken to prepare for a disaster. Request that each congregation identify the Congregational Disaster Response Coordinator.

3.1.5. Role of the DRT When a Disaster is Imminent

3.1.5.1. Prepare yourself, family, church and your home in the best way possible for the impending disaster.

3.1.5.2. Activate the “Disaster Communication Network” (PDCN) working with pastors and CDRC for each church in the disaster area to provide assistance in terms of pre-disaster needs. Include updates/reminders of phone numbers that they may need (i.e. DRT Volunteer Coordinator).

3.1.5.3. Remind each pastor and CDRC to report by phone or e-mail to the Presbytery/DRT as soon as possible after the disaster with a preliminary estimate of damage to their home, church and neighborhood.

3.1.6. Role of the DRT immediately after a disaster

3.1.6.1. DRT Team

3.1.6.1.1. Stay where you are until danger passes.

3.1.6.1.2. Assess your own damage, and attend to family, loved ones and yourself first. When it is safe, assess the general situation and the physical and spiritual needs of the people in your congregation and community.

3.1.6.1.3. Respond to the needs of the survivors, in cooperation with local emergency response agencies--police, fire department, etc.

3.1.6.1.4. Report your findings to the Director of the Disaster Response Team as soon as possible.

3.1.6.1.5. The DRT will help the **Presbyterian Church-USA (PCUSA)** churches of the affected area set up a local Disaster Task Force to serve as a conduit of needs from the community - to the DRT and Presbytery.

3.1.6.1.6. As the **Federal Emergency Management Agency (FEMA)** and insurance companies respond, begin a list of "unmet needs" which can serve as an assignment guide for work teams who come to assist in recovery. Pay careful attention to the needs of the poor, minorities, handicapped, elderly, the uninsured and others who might "fall

through the cracks" when aid is dispersed. Ask each affected church to work with their local **Long-Term Recovery Network (LTRO)** if one is operational in the area and do what they can to help alleviate the unmet needs.

3.1.6.1.7. Assess physical as well as spiritual needs. Be available to meet these needs. Contact the General Presbyter regarding spiritual needs.

3.1.6.2. General Presbyter

3.1.6.2.1. Work with the DRT to monitor news reports of damage and forward information regarding those pastors or churches who have reported information to the Presbytery Office.

3.1.6.2.2. Be available to meet the spiritual needs of the community – specifically the pastors in the affected areas.

3.1.6.2.3. When appropriate, request initial \$10,000 funding from PDA.

3.1.6.2.4. After a disaster, Olympia Presbytery will receive donations from individuals and churches who want to give directly to those managing recovery efforts. These funds will be managed as outlined in *(Section 3.5)*.

3.1.6.3. Disaster Response Team Director

3.1.6.3.1. Convene the Disaster Response Team, as needed, for decision making, evaluating those situations that need the most immediate attention.

3.1.6.3.2. Work with the General Presbyter to monitor news reports of damage and contact those pastors or churches who have yet to report.

3.1.6.4. Communications Coordinator

3.1.6.4.1. Activate the emergency communications network.

3.1.6.5. Volunteer and Property Coordinators

3.1.6.5.1. Activate a need/have system that is updated regularly as the needs of the affected area become known, matching those needs to the skills and backgrounds of the volunteers.

3.1.6.5.2. When it is safe, deploy volunteers to the most critical places

to deliver immediate emergency assistance and provide for temporary shelter.

3.2 Develop a communication plan

3.2.1. Develop a roster or directory of DRT members, presbytery and church contacts (*Appendix A-1&2*). Contact information should include home, work, pager, cell phone and e-mail address. During a disaster many telephone, electric lines and cell towers are knocked out, therefore, consider alternative means of communication i.e. amateur radios (*see section 3.3*).

3.2.2. Establish a "telephone calling tree" for above. One person, the Presbytery executive or a person designated by him/her, is responsible for activating the system when a disaster is imminent, or when an unexpected disaster has occurred.

3.2.3. Web page

3.2.3.1. Work with the DRT Communication Coordinator to establish and maintain a page on the Presbytery's web-site to disseminate information on disaster preparedness and response. This site will include:

3.2.3.1.1. Contact information for members of the DRT

3.2.3.1.2. Standard report forms

3.2.3.1.3. Volunteer statement of skills

3.2.3.1.4. Volunteer waiver form

3.2.3.2. In the event of a disaster, the disaster response page will be prominently visible on the home page for the Presbytery.

3.2.4. Personnel Updates

3.2.4.1. The DRT Administrative Coordinator will be responsible for obtaining and distributing all updates on any personnel changes within DRT, local Congregational Disaster Coordinators and/or church representatives and provide this information to all relevant personnel.

3.3 Ham Radio

3.3.1. During any major disaster all non-emergency cell and landline communication will likely be disabled. Historically, amateur radio communication (Ham operations) is the most reliable form of communication during disasters. Certain members of the DRT, Congregational Disaster Coordinators, and/or church lay leaders are encouraged/advised to have

training (amateur radio licensing), as well as, access to a basic radio (eg. 5 watt hand-held radio – transmitter/receiver).

3.3.2. Primary resources for training/licensing and technical advice regarding local ham communication are the local amateur radio clubs. Local “amateur radio club” training costs (for example \$15 for taking exams, \$10 handouts and \$25-\$30 for books) are minimal and very helpful in passing certification exam. Also, local radio clubs are very helpful in setting up radio communications/equipment (*see Appendix B*).

3.3.3. The following DRT positions are recommended to be HAM certified or trained.

3.3.3.1. Highly recommended:

3.3.3.1.1. Communication Coordinator

3.3.3.1.2. Volunteer Coordinator(s)

3.3.3.1.3. Congregation Disaster Response Coordinator

3.3.3.1.4. Director

3.3.3.1.5. Agency Liaison

3.3.3.1.6. Property Coordinator

3.3.3.2. Convenient but not Critical:

3.3.3.2.1. Administrative Coordinator

3.3.3.2.2. Finance Coordinator

3.3.4. Equipment: Recommended or specific types of equipment will be added at later date.

3.4. Coordinate (should we remove this section?)

3.5. Financial Responsibility and Accountability

3.5.1. After a disaster, Presbytery will receive monies from PDA, other organizations and businesses as well as donations from individuals and churches who want to give directly to those managing recovery efforts. The Presbytery is expected to direct these funds in the most helpful ways to those with unmet needs, in collaboration with other agencies.

3.5.2. The Presbytery Treasurer, or someone appointed by the Treasurer and approved by General Council, will maintain a special account for funds received by the Presbytery for disaster response.

3.5.3. The Disaster Response Team, with input from the PCUSA/Congregational Disaster Coordinators and LTROs in the disaster area/s, has the authority to approve disbursement of disaster response funds.

3.5.4. The DRT Finance Coordinator and/or the Presbytery Treasurer will disburse funds as authorized by the DRT. The DRT Finance Coordinator is responsible for maintaining all records necessary to account for funds dispersed. Records must include documentation of restricted donations, including the specified uses of any restricted donations. Monies and goods that cannot be used in accordance with the donor's wishes must be returned to the donor.

3.5.5. Donations of goods and services will be recorded and tracked by the Property Coordinator.

3.5.6. Because every disaster has ongoing unmet needs, it is suggested that the DRT place 15% of all funds received under a line item for long-term needs.

3.6. Long-Term Recovery

3.6.1. It is important to remember that while immediate disaster response times can be counted in terms of days and weeks, long-term recovery efforts may stretch into many months and even years.

3.6.2. Where appropriate, begin to arrange for long-term recovery partnerships between damaged churches, or congregations whose members' homes have suffered damage, and other churches in the presbytery, synod or the General Assembly. These partnerships of mutual aid have potential for long-term reconciliation and spiritual development for all concerned.

3.6.2.1. In order that these disaster recovery workers and pastors may continue to be effective leaders they will need pastoral care for themselves and their families. Disasters always put great stress on persons and families involved in response and recovery. The Presbytery of Olympia will take responsibility to minister to the special needs of these persons.

3.6.2.2. Whenever possible the CDV and DRT Volunteer Coordinator will assign the same work group to families recovering from disaster. This will allow for long-term ministry, increased trust for the family, and a greater probability that the home will be repaired in a timely manner.

3.7. Advisory Services

3.7.1. These individuals are responsible for providing information to the DRT and disaster survivors. Such advice will generally have to do with **Protection and Safety** (of survivors, workers and the Presbytery), **Possibilities** (for advocacy, contacts, creative response), and **Propriety** (what norms, whose turf may be involved.). Advisors should be available in many areas: medicine, law, finance, banking, insurance, engineering, community organization, religion, psychiatry, agriculture, human rights, ecumenical and inter-faith relationships, governmental agencies, private enterprise, environment, etc.

3.7.2. The DRT will determine advisory needs and whether a panel is convened for a specific disaster.

3.8. Training *(see section 6).*

3.9. Resources *(see section 7).*

4. Disaster Response Plan at the Congregation Level

4.1. Appoint a Congregation Disaster Response Coordinator (CDRC)

4.1.1. Church's, especially those in high-risk areas, are encouraged to elect or appoint a Congregation Disaster Response Coordinator (CDRT) that will help the church respond to large or small disasters. This may be on a predetermined rotating basis. During the year, the CDRT would receive training; develop resources (printed, video, or human) to be available to the church leadership and congregation.

4.2. Communication

4.2.1. Staff & Leadership Directory

4.2.1.1. Develop a directory of staff, session, elders, deacons and the CDRT. Include all necessary communications information: home, office, church, work, cell and pager telephone numbers. Include E-mail addresses for any of the above. During a disaster many telephone, electric lines and cell towers are knocked out, therefore, consider alternative means of communication i.e. amateur radios (*see section 4.2.5 and Appendix A-2*).

4.2.1.1.1. Establish a "telephone calling tree" procedure for above. One person should be designated to activate the system when a disaster is imminent, or when an unexpected disaster has occurred.

4.2.2. Key Volunteer Help Directory

4.2.2.1. Compile and maintain a list of congregational members who can help with pre-disaster needs, assist with sheltering, evacuation etc.

4.2.3. Phone Tree Shepherding Ministry

4.2.3.1. Consider creating a Phone Tree Shepherding ministry that could be used to contact each and every congregation member before, during or after a disaster.

4.2.3.1.1. Could be activated and maintained by Deacons or other key volunteers.

4.2.3.1.2. Develop contact information for each person. Include list of individuals and families vulnerable to disaster (i.e. flood plain and/or their ability to survive well).

4.2.3.1.2.1. Include cell phone or alternative contact number and location the individual/family will evacuate to if evacuation is needed.

4.2.3.1.3. If possible, make sure that there is a person to person contact/connection (versus leaving message) for both pre- and post-disaster).

4.2.3.1.4. Communicate information with the Congregational Disaster Response Coordinator.

4.2.3.1.4.1. Post-disaster: Ask Phone Tree Shepherds to assess needs of individuals/families affected by the disaster & share information with the CDRC.

4.2.4. Emergency Voice Mail Box

4.2.4.1. Set up a voice mail line at the church that congregation can access to receive information

4.2.5. Ham Radio

4.2.5.1. During any major disaster all non-emergency cell and landline communication will likely be disabled. Historically, amateur radio communication (Ham operations) are the most reliable form of communication during disasters. The CDRC or recruited members of the congregation are encouraged/advised to have training (amateur radio licensing), as well as, access to a basic radio (eg. 5 watt hand-held radio – transmitter/receiver).

4.2.5.2. Primary resources for training/licensing and technical advice regarding local ham communication are the local amateur radio clubs. Local “amateur radio club” training costs (for example \$15 for taking exams, \$10 handouts and \$25-\$30 for books) are minimal and very helpful in passing certification exam. Also, local radio clubs are very helpful in setting up radio communications/equipment (*see Appendix B*).

4.3. Define Roles

4.3.1. Pastors/Elders

4.3.1.1. Pray

4.3.1.2. Develop your own personal preparedness plan (at home). Make sure your family is prepared so that you may be in the position to help others.

4.3.1.3. Appoint a Congregation Disaster Response Coordinator (CDRC). Provide support to the Coordinator in setting up a disaster coordinating team for the church.

4.3.1.4. Financial: work with the CDRC to make sure that the coordinating team has opportunity to continue training,

4.3.1.5. Support training for the congregation,

4.3.1.6. Support disaster response team.

4.3.1.7. Budget – include a budget line item for disaster relief.

4.3.2. Deacons

4.3.2.1. Pray

4.3.2.2. Develop your own personal preparedness plan (at home). Make sure your family is prepared so that you may be in the position to help others.

4.3.2.3. With the Elders and CDRC compile and maintain a list of congregational members who can help with pre-disaster needs or provide housing in case of evacuation (see section 3.2.2.)

4.3.2.4. Help develop congregation contact lists and a Phone Tree Shepherding ministry that could be used to contact each and every congregation member before, during or after a disaster (*see section 4.2.3*).

4.3.3. Congregation

4.3.3.1. Pray

4.3.3.2. Develop a Personal Disaster Preparedness plan. Make sure individual families are prepared – have everything ready for a disaster (*see section 5*.)

4.3.3.3. Each congregation member become aware of the needs of the people on their blocks/neighborhood – act as conduits to link the people in need to the church/municipality.

4.3.3.4. Keep phone numbers available for disaster relief.

4.3.3.5. Volunteer if not affected.

4.3.3.6. Give support – from labor to organized prayer, food or feeding teams support -- consider volunteering with a hospital.

4.3.3.7. Consider using a guest room, your RV/trailer or couch as a temporary shelter/house a family/individual during a disaster.

4.3.4. After a disaster - Role of Church and leadership

4.3.4.1. Pastors Residing/working in disaster area

4.3.4.1.1. Report your findings to the General Presbyter or Director of the Disaster Response Team as soon as possible.

4.3.4.1.2. Undergird all efforts with spiritual support to the survivors of the disaster. Execute this role, in cooperation with other pastors, priests, rabbis, and spiritual leaders of the community.

4.3.4.1.3. Assist the Presbytery response by working closely with the DRT Director and Volunteer Coordinator.

4.3.4.1.4. Beginning with the disaster relief phase and throughout the recovery phase, work with your Congregational Disaster Coordinator (CDRC), and the DRT to assist (if needed and able) the coordination efforts of the congregation on the local level, and cooperation with other pastors, interfaith response groups, FEMA, civil and governmental authorities, etc.

4.3.4.2. Congregation Disaster Response Coordinator (CDRC)/

Residing in the disaster, or neighboring, area

4.3.4.2.1 As soon as possible, contact the other CDRC in the affected area to form a response team. This response team will serve as the point of contact between the disaster area and the DRT. **(The above doesn't make sense, what "other" CDRC?)**

4.3.4.2.2. Appoint one or two people to serve as response coordinators, one as property coordinator, and one as a fiscal point of contact.

4.3.4.2.3. Relay the needs of the community, as you receive them to the DRT.

4.3.4.2.4. Work closely with the DRT Volunteer Coordinator, detailing the needs of specific families or situations.

4.3.4.2.5. Report your findings to the General Presbyter or Director of the Disaster Response Team as soon as possible.

4.3.4.3. Pastors Residing/Working Outside of the Disaster Area

4.3.4.3.1. Keep your congregation informed on the needs of the affected area and what they, as a congregation, small group or individual can do to help those whose lives have been affected.

4.3.4.3.2. Monitor, or appoint someone to monitor (CDRC) the daily

updates on needs (both goods and volunteers) that will come from the DRT. Have a means in place to send the updates to your congregation.

4.3.4.3.3. Be available to provide spiritual and emotional care to the pastors and lay leaders in the affected communities.

4.3.4.4. Volunteers Residing/Working in the Disaster Area

4.3.4.4.1. Stay where you are until the danger passes.

4.3.4.4.2. Assess your own damage first, and then check on your neighbors if possible. Call 911 if there is a life threatening situation.

4.3.4.4.3. Monitor damage in your area via news reports and Presbytery website if available.

4.3.4.4.4. Report damage in your area to the CRDC of your church. Let the person taking the information know whether you need assistance or if you are able to volunteer. *If you, your family, your home or those close to you have been affected by the disaster, DO NOT volunteer to help others at this time. Let us help you.*

4.3.4.5. Volunteers Residing outside of the Disaster Area

4.3.4.5.1. If you have not been affected by the disaster, when it is safe and permitted, enter the affected area with emergency relief supplies as directed by the DRT. Bring your own food and water. Bring extra to share with the homeowner. Not having to prepare a meal when your home and life is upturned is a blessing for those affected by disaster.

4.3.4.5.2. Continue to stay in communication with the local CDRC, Director, Volunteer Coordinator and the DRT, making contacts with assigned pastors, churches, and disaster survivors.

4.3.4.5.3. Compile a list of needs for your assigned area and convey this to the DRT.

4.3.4.5.4. Report daily to the Director/Presbytery Office and/or DRT Volunteer Coordinator/s detailing what was done, what still needs to be completed, the family/individual's specific needs (Spiritual, Clothing, Counseling etc) and other changing needs. Additionally, be aware of the needs of other families living in the vicinity of the place you were working.

4.3.4.5.5. Minister to the people you come in contact with at the disaster site; let this be a ministry of presence. Be particularly sensitive to their needs, fears and pain. Understand that pastors and lay-leaders are particularly vulnerable as they try to minister to those who have been affected, their frightened congregations and the people they love. *Let the Presbytery office/DRT know as soon as possible if there is a pastor in need.*

4.3.4.5.6. The disaster victims need to tell their story. Listen without telling them that things will get back to normal or everything will be ok. Understand that the people you are working with have been traumatized and may need to just sit and do nothing while you/your team works. Do not make decisions on what should be disposed of on your own, involve the family.

4.3.4.5.7. (We need to review the section(s) in [red] above. As written, the individual congregation level volunteers are reporting directly to the Presbytery, etc. Shouldn't the chain of command be to the local church CDRC?)

4.4. Church Preparation

4.4.1. Record keeping

4.4.1.1. Off-site backup of all computer files and information

4.4.1.2. Set up plan for disaster funds both incoming and outgoing (separate from general church budget)

4.4.1.3. Track volunteers – hours, site and work completed

4.4.1.4. Checklist specific to each church

4.5. Inventory Congregational/church resources

4.5.1. Identify skills, material and financial resources

4.5.1.1. Volunteer disaster skills assessment on file for congregation (*Appendix E*).

4.5.1.2. Tool inventory – including generators

4.5.1.3. Truck inventory

4.5.2. Identify Shelter resources

4.5.2.1. List of community shelter resources

4.5.2.2. List of church shelter resources

4.5.2.2.1. Number of people who can be housed

4.5.2.2.2. Cots and bedding available

4.5.2.2.3. Laundry

4.5.2.2.4. Back up power generation

4.5.2.3. List of Individual church member resources

4.5.2.3.1. List of congregation members who are able to take in people affected by the disaster – include number of people who can be housed, gender (if necessary) and time limits (if any).

4.5.3. Feeding resources

4.5.3.1. Members willing to cook (in home or in church)

4.5.3.2. Food delivery systems in place

4.5.3.3. Food for affected community members, volunteers and workers

4.6. Participate in training

4.6.1. Encourage your CDRC and coordinating team to receive training

4.6.2. Add disaster training to standard Session and Deacon training.

4.6.3. Provide congregational training for disaster preparedness

4.7. Encourage congregation to develop their own personal preparedness plans

4.7.1. Provide resources to congregation members so they may create their own family disaster preparedness plan. DRT to provide materials– churches to distribute (*see Appendix F*).

5. Disaster Response Plan at the Personal Level

5.1. Family Emergency Checklist + Kit

5.1.1. Many basic personal preparedness checklist plans are available through local emergency management agencies. A good example is FEMA-189/ARC 4463 developed by FEMA and The American Red Cross (*see Appendix F-1 to F-4*).

5.1.2. DRT will provide Congregations with Disaster Preparedness check sheet brochures.

5.2. Contact your local emergency management or civil defense office and your local American Red Cross chapter

5.2.1. Find out which disasters are most likely to happen in your community

5.2.2. Ask how you would be warned

5.2.3. Find out how to prepare for each

5.3. Meet with your family

5.3.1. Discuss the types of disasters that could occur

5.3.2. Explain how to prepare and respond

5.3.3. Discuss what to do if advised to evacuate

5.3.4. Practice what you have discussed.

5.4. Plan how your family will stay in contact if separated by disaster.

5.4.1. Pick two meeting places

5.4.1.1. A location a safe distance from your home in case of fire

5.4.1.2. A place outside your neighborhood in case you can't return home

5.4.2. Choose an out-of-state friend as a "check-in-contact" for everyone to call.

5.5. Complete these steps

5.5.1. Make and practice a disaster communication plan with your family

5.5.1.1. Prepare a basic emergency contact list

5.5.1.2. Post emergency telephone numbers by every phone

5.5.1.3. Necessary communication aids (what happens if your phone doesn't work?)

5.5.2. Show responsible family members how and when to shut off water, gas and electricity at main switches.

5.5.3. Install a smoke detector on each level of your home, especially near bedrooms; test monthly and change the batteries two time each year.

5.5.4. Contact your local fire department to learn about home fire hazards.

5.5.5. Learn first aid and CPR. Contact your local American Red Cross chapter, local fire department or church CDRC for information on training resources.

5.5.6. Many counties have Reverse 911 – call your county to find out if it is available and how to sign up. Reverse 911 sends an automated call to all telephones on the list in an area facing imminent disaster.

5.5.7. Know your school district's protocol

5.6. Meet with your neighbors

5.6.1. Plan how the neighborhood could work together after a disaster. Know your neighbor's skills (medical, technical). Consider how you could help neighbors who have special needs, such as elderly or disabled persons. Make plans for child care in case parents can't get home.

5.6.2. Consider joining a neighborhood preparedness organization. An example in Pierce County is "Pierce County Neighborhood Action Teams (PC-NET)" (*see Appendix D-3 under Local Agency Resources*).

6. Training

6.1. Disaster Response Team will be available to provide initial disaster response training.

6.2. Congregation Disaster Response Coordinator should receive as much training as possible in all areas of disaster response

6.3. First aid – Congregation members are encouraged to have up-to-date first aid training. Contact the local Red Cross or Fire departments to provide this training at the church

6.4. Ham radio – For training on Amateur Radio operation and certification (*see sections 3.3, 4.2.5 and Appendix B*)

6.5. CERT Training – Community Emergency Response Team (FEMA): Training in disaster preparedness, fire safety, light search and rescue, medical operations, etc. The course takes about 20 hours to complete.

6.6. Use of forms and information processing – All DRT and Congregation Disaster Response Coordinators must have training on the use of the forms and how to deal with the information on the forms.

6.7. Ministry of presence training

6.7.1. Grief counseling

6.7.2. Listening

6.7.3. Working in a disaster zone – what to expect, what needs to be brought to the work site, how to help the family

6.7.4. Going through a disaster recovery process – both as the survivor and the volunteer

6.8. Medical /First Aid Training

6.8.1. First Aid: Available from local Red Cross Chapters and local fire departments or certified trainer.

6.8.2. CPR training (**C**ardio-**P**ulmonary **R**esuscitation training) local fire department or certified trainer.

6.8.3. AED/Defibrillator training: local Red Cross chapters, local fire department or certified trainer.

6.9. Various Seminars:

6.9.1. Pastoral staff: financial, administrative, social interaction i.e. grief counseling, listening.

6.9.2. Lay leaders: organizing volunteers, setting up phone trees, and managing shelters

6.10. Formal Training Resources

6.10.1. American Red Cross has disaster response courses and remote first aid courses.

6.10.2. FEMA

6.10.3. Local Department of Emergency Management (DEM)

7. Resources

7.1. Forms and Information Gathering

7.1.1. Uniform collection of information

7.1.1.1. Volunteers

7.1.1.1.1. Skills inventory form (*section 4.5.1.1 and Appendix E*):
Overview of congregational skills.

7.1.1.1.2. Work party skills inventory (**Don't have this one?**): link
Specific skills of volunteers coming for a specific work party

7.1.1.2. Waiver on file at the presbytery office – hold harmless (**need**)

7.1.1.3. Children and teenagers – waiver for participation (**need**)

7.1.1.4. Rules for volunteer (**need**)

7.1.2. Homeowners/survivors

7.1.2.1. Disaster reporting/damage form (**need**)

7.1.3. Churches (**need all**)

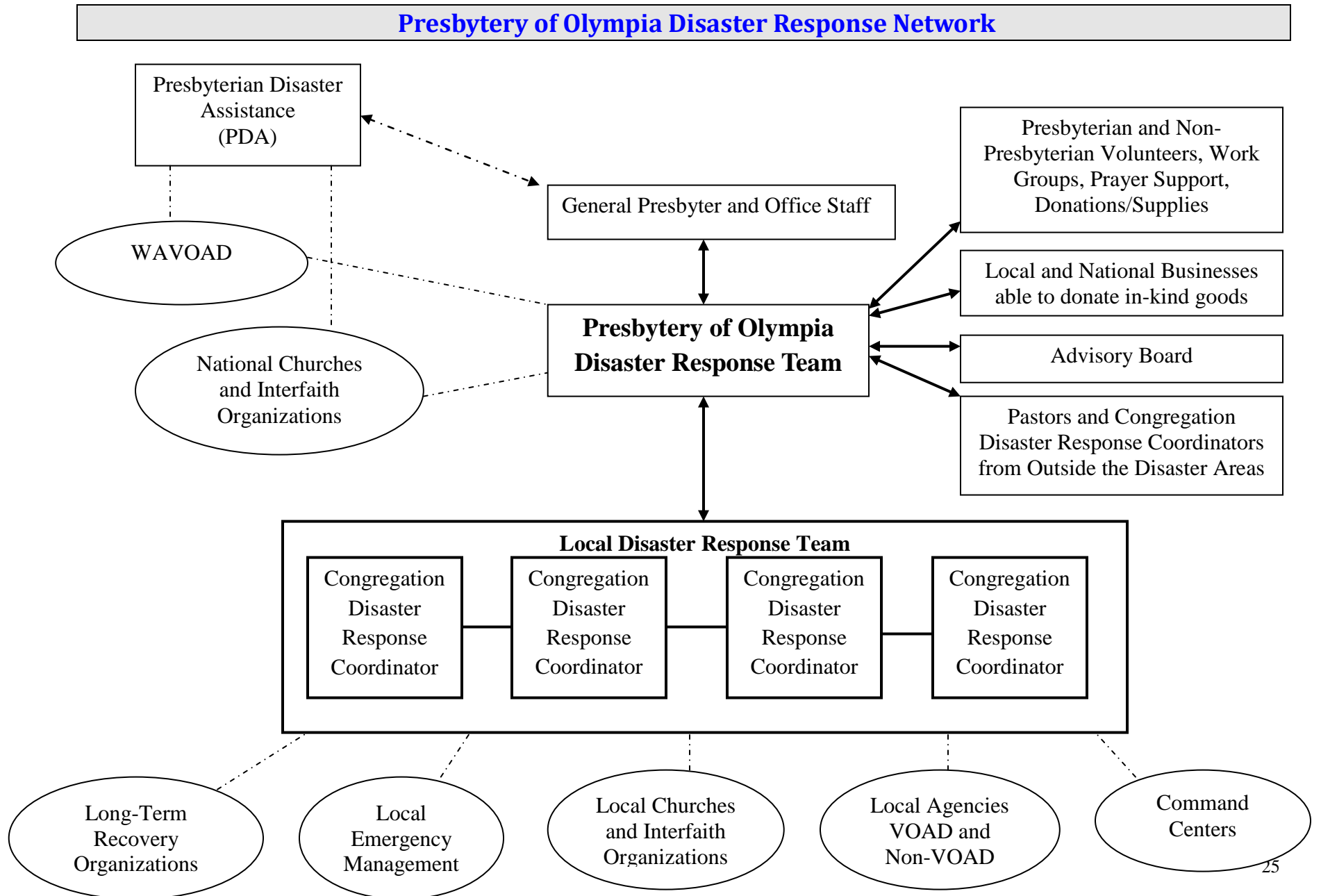
7.1.3.1. Resources for housing

7.1.3.2. Resources for feeding systems

7.1.3.3. Facilities

7.1.3.1. Storage space

Figure I



Appendix A-1

Contact Roster

**Presbytery Disaster Response Team
Contact Roster**

Name	Title	Work Phone	Cell Phone	Home Phone	E-Mail Address	Other
TBD	DRT Director					
TBD	DRT Finance Coordinator					
TBD	DRT Administrative Coordinator					
TBD	DRT Volunteer Coordinator					
TBD	DRT Training Coordinator					
TBD	DRT Communication Coordinator					
TBD	DRT Property Coordinator					
TBD	DRT Agency Liaison					
Tony Cook	Presbytry Stated Clerk	253-588-5141	253-208-5729		tony@olypres.org	
Lynn Longfield	General Presbyter	253-588-5204	253-651-2128		Lynn@olypres.org	
Steve Klump	Treasurer		360-219-8824	360-864-2482	presbyter@toledotel.com	

Appendix A-2

Contact Roster

Church Contact Roster

Name	Title	Work Phone	Cell Phone	Home Phone	E-Mail Address	Other
	Pastor					
	Clerk of Session					
	Session member					
	Elder					
	Deacon					
	Staff					
	Congregation Disaster Response Coordinator					

Appendix B

Ham Radio

Local Amateur radio clubs:

Chehalis Valley Amateur Radio Society PO Box 540 Centralia, WA 98531 www.cvars.org	Clark County Amateur Radio Club, Inc PO Box 1424 Vancouver, WA 98668 www.w7aia.org 360-989-9268
Federal Way Amateur Club PO Box 23415 Federal Way, WA 98093 www.fwarc.org	Lower Columbia Amateur Radio Assn. PO Box 906 Longview, WA 98632 www.w7dg.org
Olympia Amateur Radio Society PO Box 2861 Olympia, WA 98507 www.olyham.org	Pacific County Amateur Radio Club (Raymond, Long Beach and Pacific County) www.qsl.net/w7rdr/
<u>Radio Club of Tacoma</u> www.w7.dk.org	Thurston County Amateur Radio Emergency Services 2703 Pacific Ave Suite B Olympia WA 98501 www.Wa-district3-ares.org/thurstoncounty

Appendix C

Disaster Preparedness Check Sheets

Basic Disaster Supplies Kit

The following items are recommended for inclusion in your basic disaster supplies kit:

1. Three-day supply of non-perishable food.
2. Three-day supply of water-one gallon of water per person, per day.
3. Portable, battery-powered radio or television and extra batteries
4. Flashlight and extra batteries
5. First aid kit and manual
6. Sanitation and hygiene items (moist towelettes and toilet paper)
7. Matches and waterproof container
8. Whistle
9. Extra clothing
10. Kitchen accessories and cooking utensils, including a can opener.
11. Photocopies of credit and identification cards.
12. Cash and coins.
13. Special needs items, such as prescription medications, eye glasses, contact lens solutions, and hearing aid batteries.
14. Items for infants, such as formula, diapers, bottles, and pacifiers.
15. Other items to meet your unique family needs.

If you live in a cold climate, you must think about warmth. It is possible that you will not have heat. Think about your clothing and bedding supplies. Be sure to include one complete change of clothing and shoes per person **including:**

1. Jacket or coat.
2. Long pants.
3. Long sleeve shirt.
4. Sturdy shoes.
5. Hat, mittens, and scarf.
6. Sleeping bag or warm blanket (per person).

Just as important as putting your supplies together is maintaining them so they are safe to use when needed. Here are some tips to keep your supplies ready and in good condition:

1. Keep canned foods in a dry place where the temperature is cool.
2. Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend shelf life.
3. Throw out any canned good that becomes swollen, dented, or corroded.
4. Use foods before they go bad, and replace them with fresh supplies.
5. Place new items at the back of the storage area and older ones in the front.
6. Change stored food and water supplies every six months. Be sure to write the date you store it on all containers.
7. Re-think your needs every year and update you kit as your family needs change.
8. Keep items in airtight plastic bags and put your entire disaster supplied kit in one or two easy-to-carry containers, such as an unused trash can, camping backpack, or duffel bag.

Appendix D-1

Resources for Disaster Response

Publications

1. "Presbyterian Disaster Assistance Team Operating Guidelines," available from PDA – many resources are available from this site --
<http://gamc.pcusa.org/ministries/pda/who-we-are/>
2. Stephen B Roberts and Willard W. Ashley: *Disaster Spiritual Care: Practical Clergy Responses to Community, Regional and National Tragedy* (2008)
3. Grant H. Brenner: *Creating Spiritual and Psychological Resilience: Integrating Care in Disaster Relief Work*
4. Kathryn M. Haueisen and Carol Flores: *A Ready Hope: Effective Disaster Ministry for Congregations*
5. Peter L. Steinke: *Congregational Leadership in Anxious Times: Being Calm and Courageous No Matter What*
6. Papers and publication of the "Cities at Risk" 1996 Internet conference of the United Nations Secretariat of the International Decade of Natural Disaster Reduction (IDNDR), found at <http://www.quipu.net>.
7. "National Earthquake Probabilistic Hazard Mapping Program: Lessons for Knowledge Transfer" (WP92, 1996, 84 pp.), order from Publications Clerk, Natural Hazards Research and Applications Information Center, Campus Box 482, University of Colorado, Boulder, CO 80309-0482 (\$4.00 shipping and handling, in addition).
8. "The Extension Agent's Handbook for Emergency Preparation and Response", produced by the Hazard Reduction and Recovery Center at Texas A&M University. Fourth edition is available through FEMA's World Wide Web site: (<http://www.fema.gov>).
9. For presbyteries along our coastlines or in mountainous areas where there are many tourists, there is a new monograph: "Disaster Evacuation Behavior: Tourists and Other Transients:" (Monograph #58, 1996, 375 pp., \$20). May be ordered from National Hazards Research Center above.
10. Papers and session summaries of the 1996 Annual Hazards Research and Applications Workshop, especially R96-14, "Rural Areas and Disaster Planning" and PP96-7, "Disaster Resistant Communities Program." Order from National Hazards Research Center above.

11. A subscription to "National Hazards Observer," a bimonthly magazine published by the National Hazards Center at Boulder, address above. Cost: \$15/year. The magazine contains articles on hazard prevention and mitigation, as well as a review in each issue of helpful Internet sites.
12. A manual entitled: "How to Set Up and Run a Community Disaster Recovery Organization," by Drew Cathell. Edited and distributed by: Charitable Outreach Society (COS), 505 North Poplar Street, Charlotte, NC 28202. (Not for sale, free distribution. Excellent. Order from North Carolina Council of Churches, Interfaith Disaster Response Committee, 1307 Glenwood Avenue, Suite 162, Raleigh, NC 27605-3258).
13. "When Disaster Strikes," a publication of FEMA giving the steps in requesting and receiving Federal disaster assistance. Order by calling the FEMA Office of Congressional Affairs, 202-646-4500.
14. "Responding in Disaster: Work Group Opportunities in Disaster Response," a pamphlet available from PDA, 100 Witherspoon Street, Louisville, KY 40202-1396. An update on current work group opportunities for local churches and presbytery work teams.
15. "A Guide to Federal Aid in Disasters," FEMA publication #262, April, 1995, available along with other FEMA publications from FEMA Headquarters, 500 C Street, SW, Washington, DC 20472, 202-646-2500, or regional and area offices of FEMA in major cities.
16. "Missouri Interfaith Disaster Response Network: Work-team Manual," Revised, January, 1995. Available from PDA at above address.
17. "Presbyterian Disaster Assistance Team Operating Guidelines," available from PDA.
18. "Disaster Counseling Manual for Churches," by Virginia L. Soberg and Pastor Robert A Bremer, March, 1992, North Carolina Council of Churches, Methodist Building, 1307 Glenwood Avenue, Suite 162, Raleigh, NC 27605-3258, 919-828-6501. Contains very helpful information about dealing with the emotional and spiritual needs of people affected by disasters. For presbytery committees, local churches and pastors.
19. "Volunteer Considerations," a three part manual from the Lutheran Disaster Preparedness and Response Committee, 143 Oakdale Drive, Morganton, NC 28655, 704-433-8142, fax: 704-433-1287. Deals with all that you need to know about developing volunteer work groups, including sample forms and planning worksheets of various kinds.
20. "Leading A Workcamp," by Bruno D. Schroeder, United Church Board for Homeland

Ministries, Division of the American Missionary Association, Voluntary Service Program, September 1987. Available from PDA. Covers some of the same areas as above, but in a different way with additional information. Well done.

21. "Together We Triumph: Youth Response to Disaster," PDS# 74340-95-019, Free. A booklet for youth leaders to prepare young people for ministry in disaster situations. Order from Presbyterian Distribution Center, 100 Witherspoon Street, Louisville, KY 40202-1396, 800-524-2612.
22. Prepare to Care: Church Response to Disaster," a publication of Church World Service, Emergency Response Office, 475 Riverside Drive, New York, NY 10115, 212-870-3151.

Appendix D-2

Resources for Disaster Response

Disaster preparation booklets and information:

1. Federal Emergency Management Agency (FEMA)/American Red Cross brochure
"Your Family Disaster Supplies Kit"
(see copy in [Appendix F-1 through F-4](#)).
2. FEMA booklets
"Helping Children Cope with Disaster".
"Preparing Makes Sense for Older Americans".
3. Homeland Security with Citizen Corps booklet
"Preparing Makes Sense".
4. National Fire Protection Association (NFPA) has information at
["www.nfpa.org"](http://www.nfpa.org).
5. Salvation Army has a *"Disaster Readiness"* brochure for the family and a *"Family Disaster Preparedness Wallet Card"*.
5. Washington Military Department – Emergency Management Division Neighborhood training DVD.
"Washington is Earthquake Country".
"Emergency Resource Guide".

Appendix D-3

Resources for Disaster Response

Local Agency Resources

Planning

- Pierce County Alert (an emergency alert system)
<http://www.piercecountywa.gov/pc/abtus/ourorg/dem/PCAlert.htm>
- Pierce County Department of Emergency Management,
www.co.pierce.wa.us/pc/abtus/ourorg/dem/abtusdem.htm
Phone: (253) 798-6595
- CARD, <http://cardcanhelp.org/>

Personal Preparedness

- Pierce County Neighborhood Action Teams (PC-NET),
www.pep-c.org/nat
- Peninsula Emergency Preparedness Committee (PEP-C),
www.pep-c.org
- Map Your Neighborhood, www.emd.wa.gov/myn/myn_why.shtml
- Washington State Emergency Preparedness, www.emd.wa.gov/index.shtml
- CARD, <http://cardcanhelp.org>
- Citizen Corp, <http://citizencorps.gov>
- VOAD (Volunteer Organizations Active in Disaster), <http://www.nvoad.org/>
Phone: (800) 621-3362 / TTY (800) 462-7585
- Washington State VOAD, wavoadinfo@gmail.com

Support

- American Red Cross, National, <http://www.redcross.org/en>
- American Red Cross, Tacoma Chapter
<http://www.rainier-redcross.org/>
Phone: (253) 474-0400
- Salvation Army http://www.salvationarmyusa.org/usn/www_usn_2.nsf,
Tacoma Corp, Phone: (253) 572-8452

- Pierce County DEM,
<http://www.co.pierce.wa.us/pc/abtus/ourorg/dem/abtusdem.htm>
- Pierce County Medical Reserve Corps, <http://www.piercecountymrc.org/>
Phone: (253) 798-6548
- Pierce County Animal Response Team (PCART) <http://piercecarter.org/>

(Need to add additional agency contact info for the following presbytery/counties):

Cowlitz

Grays Harbor

Lewis

Mason

Pacific

Appendix D-4

Resources for Disaster Response

Misc Resources

Family Preparedness Resources:

Large water containers can be found at most local variety (i.e. Fred Meyers, Target, etc), hardware or sporting goods stores – check in the camping sections. Easy Water Storage has large water storage containers at “www.easywaterstorage.com”.

Food storage, stored foods, and disaster kits are available from the American Red Cross and many others. Do a Google search.

Appendix E

Skills Inventory Form

Volunteer Skills Name:	Trip Location:	Trip Date:					
Volunteer Skills Inventory							
<i>Check the best estimate of your ability for each skill from the fields on the right.</i>			Unable to Do	Willing to Learn	Limited Skills, Need Supervision	Can Do Without Supervision	Willing to Teach or Supervise
Trees/Debris Removal: Climb and cut trees with chainsaw.							
Mucking Flooded Houses: strip interior coverings, drywall, plaster, woodwork, etc. Note: Significant exposure to mold with this activity. Allergies may be a concern.							
Concrete: Pour and finish concrete slabs.							
Masonry: Lay concrete blocks & bricks.							
Framing: Construct and erect lumber interior & exterior walls.							
Drywall: Cut & hang drywall walls & ceilings.							
Finish Drywall: Taping, spackling, & finishing.							
Finish Carpentry: Install doors, windows, interior							
Rough Plumbing: Install PVC, copper, & PEX water/drain piping.							
Rough Electrical: Install Fixtures, appliances, devices and terminations.							
Ceramic Tile: Layout and install floor, wall, counter, & bath tiling.							
Interior Flooring: Lay carpet, hardwood/laminate flooring, vinyl sheet flooring.							
Exterior Siding: Layout and install vinyl, wood & composite siding.							
Roofing: Remove & install shingles or metal roofing.							
Equipment Operator: Operate forklift, "Bobcat", etc.							
Mechanical Repairs: Skilled at machinery repair, maintenance, & solving mechanical problems.							
Painting – interior							
Painting – exterior							
Cooking: Ability to prepare meals for large groups & assist in clean-up.							
Other:							
Other:							
Other:							

Additional Training and Volunteer Duties

Are you willing to drive a large van en-route or between job sites	Yes	No	Commercial driver's license not required.
Do you have special disaster response training?	Yes	No	If yes, please specify skills and certifications below.
Do you have medical training or experience?	Yes	No	If yes, please specify skills and certifications below.
Do you have any special health restrictions?	Yes	No	If yes, please specify any limitations or concerns below.
Do you have allergies to specific materials or activities?	Yes	No	If yes, please specify below.

Appendix F-1

Family Disaster Checklist + Kit

HURRICANE • FLASH FLOOD • HAZARDOUS MATERIALS SPILL • EARTHQUAKE • TORNADO • WINTER STORM • FIRE

Your Family Disaster Supplies Kit

Disasters happen anytime and anywhere. And when disaster strikes, you may not have much time to respond.




A highway spill of hazardous material could mean instant evacuation.



A winter storm could confine your family at home. An earthquake, flood, tornado or any other disaster could cut off basic services—gas, water, electricity and telephones—for days.

After a disaster, local officials and relief workers will be on the scene, but they cannot reach everyone immediately. You could get help in hours, or it may take days. Would your family be prepared to cope with the emergency until help arrives?



Your family will cope best by preparing for disaster *before* it strikes. One way to prepare is by assembling a Disaster Supplies Kit. Once disaster hits, you won't have time to shop or search for supplies. But if you've gathered supplies in advance, your family can endure an evacuation or home confinement.



To prepare your kit

- Review the checklist in this brochure.
- Gather the supplies that are listed. You may need them if your family is confined at home.
- Place the supplies you'd most likely need for an evacuation in an easy-to-carry container. These supplies are listed with an asterisk (*).




Appendix F-2

Family Disaster Checklist + Kit

SUPPLIES

T here are six basics you should stock in your home: *water, food, first aid supplies, clothing and bedding, tools and emergency supplies and special items.* Keep the items that you would most likely need during an evacuation in an easy-to-carry container—suggested items are marked with an asterisk (*). Possible containers include



a large, covered trash container,



camping backpack,



or a duffle bag.

Water

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers and ill people will need more.

- Store one gallon of water per person per day (two quarts for drinking, two quarts for food preparation/sanitation)*
- Keep at least a three-day supply of water for each person in your household.



Food

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight.

*Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits and vegetables
- Canned juices, milk, soup (if powdered, store extra water)
- Staples — sugar, salt, pepper
- High energy foods — peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins
- Foods for infants, elderly persons or persons on special diets
- Comfort/stress foods — cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags



First Aid Kit

Assemble a first aid kit for your home and one for each car. A first aid kit* should include:

- Sterile adhesive bandages in assorted sizes
- 2-inch sterile gauze pads (4-6)
- 4-inch sterile gauze pads (4-6)
- Hypoallergenic adhesive tape
- Triangular bandages (3)
- 2-inch sterile roller bandages (3 rolls)
- 3-inch sterile roller bandages (3 rolls)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pair)
- Sunscreen

Non-prescription drugs

- Aspirin or nonaspirin pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

Contact your local American Red Cross chapter to obtain a *basic first aid manual*.

Appendix F-3

Family Disaster Checklist + Kit

Tools and Supplies

- | | |
|---|---|
| <input type="checkbox"/> Mess kits, or paper cups, plates and plastic utensils*
<input type="checkbox"/> Emergency preparedness manual*
<input type="checkbox"/> Battery operated radio and extra batteries*
<input type="checkbox"/> Flashlight and extra batteries*
<input type="checkbox"/> Cash or traveler's checks, change*
<input type="checkbox"/> Non-electric can opener, utility knife*
<input type="checkbox"/> Fire extinguisher: small canister, ABC type
<input type="checkbox"/> Tube tent
<input type="checkbox"/> Pliers
<input type="checkbox"/> Tape
<input type="checkbox"/> Compass
<input type="checkbox"/> Matches in a waterproof container
<input type="checkbox"/> Aluminum foil
<input type="checkbox"/> Plastic storage containers
<input type="checkbox"/> Signal flare
<input type="checkbox"/> Paper, pencil | <input type="checkbox"/> Needles, thread
<input type="checkbox"/> Medicine dropper
<input type="checkbox"/> Shut-off wrench, to turn off household gas and water
<input type="checkbox"/> Whistle
<input type="checkbox"/> Plastic sheeting
<input type="checkbox"/> Map of the area (for locating shelters) |
|---|---|

Sanitation

-
- Toilet paper, towelettes*
-
-
- Soap, liquid detergent*
-
-
- Feminine supplies*
-
-
- Personal hygiene items*
-
-
- Plastic garbage bags, ties (for personal sanitation uses)
-
-
- Plastic bucket with tight lid
-
-
- Disinfectant
-
-
- Household chlorine bleach

Clothing and Bedding

*Include at least one complete change of clothing and footwear per person.

- | | |
|--|--|
| <input type="checkbox"/> Sturdy shoes or work boots*
<input type="checkbox"/> Rain gear*
<input type="checkbox"/> Blankets or sleeping bags* | <input type="checkbox"/> Hat and gloves
<input type="checkbox"/> Thermal underwear
<input type="checkbox"/> Sunglasses |
|--|--|

Special Items

Remember family members with special needs, such as infants and elderly or disabled persons.

For Baby*

-
- Formula
-
-
- Diapers
-
-
- Bottles
-
-
- Powdered milk
-
-
- Medications

For Adults*

-
- Heart and high blood pressure medication
-
-
- Insulin
-
-
- Prescription drugs
-
-
- Denture needs
-
-
- Contact lenses and supplies
-
-
- Extra eye glasses

-
- Entertainment**
- games and books

-
- Important Family Documents**
-
- Keep these records in a waterproof, portable container.

- Will, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)

SUGGESTIONS AND REMINDERS

- **Store your kit in a convenient place known to all family members. Keep a smaller version of the Disaster Supplies Kit in the trunk of your car.**



- **Keep items in air tight plastic bags.**
- **Change your stored water supply every six months so it stays fresh.**
- **Rotate your stored food every six months.**
- **Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.**
- **Ask your physician or pharmacist about storing prescription medications.**



Appendix F-4

Family Disaster Checklist + Kit

CREATE A FAMILY DISASTER PLAN

To get started...

Contact your local emergency management or civil defense office and your local American Red Cross chapter.

- Find out which disasters are most likely to happen in your community.
- Ask how you would be warned
- Find out how to prepare for each.

Meet with your family.

- Discuss the types of disasters that could occur.
- Explain how to prepare and respond.
- Discuss what to do if advised to evacuate.
- Practice what you have discussed.

Plan how your family will stay in contact if separated by disaster.

- Pick two meeting places:
 - a location a safe distance from your home in case of fire,
 - a place outside your neighborhood in case you can't return home.
- Choose an **out-of-state** friend as a "check-in-contact" for everyone to call.

Complete these steps.

- Post emergency telephone numbers by every phone.
- Show responsible family members how and when to shut off water, gas and electricity at main switches.

- Install a smoke detector on each level of your home, especially near bedrooms; test monthly and change the batteries two times each year.
- Contact your local fire department to learn about home fire hazards.
- Learn first aid and CPR. Contact your local American Red Cross chapter for information and training

Meet with your neighbors.

Plan how the neighborhood could work together after a disaster. Know your neighbor's skills (medical, technical). Consider how you could help neighbors who have special needs, such as elderly or disabled persons. Make plans for child care in case parents can't get home.


Remember to practice and maintain your plan.

The Federal Emergency Management Agency's Community and Family Preparedness Program and the American Red Cross Community Disaster Education Program are nationwide efforts to help people prepare for disasters of all types. For more information, please contact your local emergency management office and American Red Cross chapter. This brochure and other preparedness materials are available by calling FEMA at 1-800-480-2520, or writing: FEMA, P.O. Box 1012, Jessup, MD 20794-1012. Publications are also available on the World Wide Web at: FEMA's Web site: <http://www.fema.gov> American Red Cross Web site: <http://www.redcross.org>


Local sponsorship provided by:

FEMA L- 189
ARC 4463

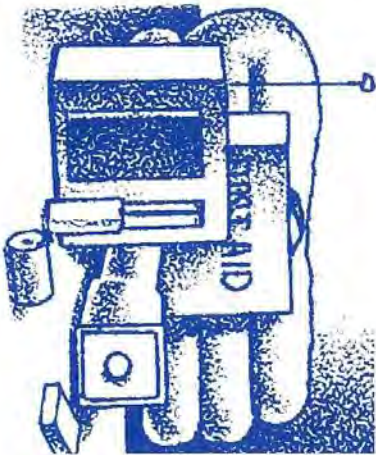
EARTHQUAKE • TORNADO • WINTER STORM • FIRE



 Federal Emergency Management Agency



 American Red Cross



HURRICANE • FLASH FLOOD • HAZARDOUS MATERIALS

Your
Family Disaster Supplies Kit