

Hudson River Presbytery

Emergency and Disaster Preparedness and Response Plans

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An Overview

A. Background

This plan defines the roles and responsibilities of the Presbytery for response to disasters affecting our immediate churches. It recognizes our relationships with local and national disaster assistance organizations and develops an organization structure and communication pathways within the Presbytery. This plan is tailored around training and materials provided by Presbyterian Disaster Assistance (PDA), a ministry of the PC (USA), supported primarily by One Great Hour of Sharing.

This plan serves as a beginning of an evolutionary and expanding system of connecting members of our Presbytery to resources and needs both inside and outside of our boundaries. It is hoped that future iterations of this plan can serve as a model for congregations to develop their own specific disaster plans and move outward into the community and nation.

It recognizes that all disasters are local. Therefore, pastors play a key leadership role in disaster situations and often require an extra measure of emotional and spiritual support.

B. Rationale

The Hudson River Presbytery, as an association of 85 church families, characterizes itself as a passionate people in partnership. As such, it is important to us to be a part of the healing love of Christ by caring for our communities adversely affected by crises and catastrophic events-both natural and human-caused. From PDA's perspective presbyteries are gateways for an organized response to disaster. To be effective in this ministry, we recognize the need for careful preparation, communication, and mobilization plans that reach across our many churches and can be activated in a timely manner.

Presbyteries and congregations need to have good communication plans in place in the event of an emergency or disaster. Often without reporting from the local community, the Presbytery (and Synod) is dependent on news accounts rather than first-hand information, which could lead to an uneven or inadequate response.

C. Scope

At the present time, the emergency or disaster response addressed by this plan reaches inward to churches experiencing events within the boundaries of the Hudson River Presbytery. It encompasses not only a response plan, but also addresses protection and recovery of the Presbytery office facility, a training plan and model disaster plan for congregations, and a list of disaster response resources.

The nature of emergencies or disasters covered by this plan is purposely left unspecified. This plan is not tied to a specific class of disasters. Disasters are events that cause human suffering or create human needs that survivors cannot alleviate without spiritual, monetary, material, and/or physical assistance. (www.pcusa.org/pda)

Disaster planning covers three distinct phases: preparation, immediate response, and recovery. Our response philosophy includes offering a ministry of presence, assessing need, and coordinating a response. An adequate response meets physical, emotional, and spiritual needs. Special attention must be paid to care of pastors who often bear a tremendous leadership role in local disasters. We will address these phases by:

- Identifying experienced individuals and congregational resources within the Presbytery that can respond to a disaster,
- Developing a response organization and communication protocols that can be activated as needed,
- Managing donated material and financial resources,
- Training teams and collecting resources for response, and
- Linking our resources among:
 - Presbytery churches
 - Community-based and ecumenical response organizations

We remain especially attentive to responding to those of our churches with limited personal options and resources to overcome the chaos often delivered by disasters.

We recommend using the resources and connections provided by PDA for response to national and international disasters.

Disaster Response Organization

Presbytery Disaster Preparedness Team

A Disaster Preparedness Team (PDPT) will be formed at the Presbytery level. The functions of this team are to:

- Organize itself to represent and be able to respond to the needs of the 4 regions of the Presbytery
- Coordinate a rapid response to local disasters and emergencies
- Form and activate communication protocols as needed
- Ensure that pastors affected by disasters receive pastoral care
- Disseminate assessment and response information to affected churches and responding churches, PDA, and other organizations including local inter-faith networks and Volunteer Organizations Active in Disasters (VOAD)
- Provide information for the news media
- Develop and maintain comprehensive Disaster Preparedness and Response Plans with provision for the formation of an Administrative Commission
- Plan training for DPT members and field volunteers
- Plan training for the COM and a pastoral care plan for clergy serving in areas affected by a disaster
- Liaison with inter-faith and civic disaster response agencies, and provide representatives as requested
- Develop and maintain master phone list of PDPT members and field volunteers
- Recommend creation of financial accounts to receive and disburse relief funds
- Review and revise this plan as needed
- Provide an annual report to Presbytery.

The Disaster Preparedness Team will be organized as a sub-committee of Budget, Property and Finance Committee of the Presbytery, reporting directly to the Committee. It will include the following members:

- Director
- Co-Director
- DPT representatives (minimum one from each region)
- Disaster Response Plan Coordinator
- Presbytery Facility Disaster Coordinator (General Presbyter)
- Disaster Preparedness Education Coordinator
- Presbytery Communications Coordinator. (Presbytery Administrative Assistant)
- Pastoral Care Coordinator

Non-staff PDPT members will be selected by the Nominating Committee and will normally serve a three-year term that may be renewed indefinitely. These individuals must have completed disaster response training (recommend GA PDA training). They will be organized into three classes designated by year so that one third of the members can be refreshed each year. Non-staff members may assume more than one role on the committee.

The responsibilities of the Director can often be shared or delegated. The Co-Director provides back-up availability and general assistance to the Director. Under the class rotation model, normally the Co-Director can move into the Director position during a three-year term. As a leadership team, their responsibilities include:

- During times of disaster or emergency, activate the PDPT and coordinate information flow to/from the appropriate regional members of the PDPT; communicate directly with the General Presbyter, Communications Coordinator, other members of the PDPT, and members of Budget, Finance and Property Committee
- Coordinate a Presbytery response to any disaster or emergency brought to the attention of the PDPT including ministry of presence visits, assessments of need, delivering spiritual care, and coordinating volunteer response
- Coordinate communication with other inter-faith and civil disaster response agencies, develop recommendations for partnerships, certifications, and memorandums of understanding with other organizations; recommend response requests to PDA
- Report training accomplished, disaster response actions, lessons learned and personnel status to the Budget, Finance and Property Committee.
- Convene and chair bi-annual meetings of the PDPT
- Coordinate with the Nominating Committee for the recruiting of members of the PDPT
- Maintain routine contact with and support for field volunteers
- Coordinate training of PDPT members and field volunteers across the Presbytery

Administrative Commission Activation

The formation of an Administrative Commission to act on behalf of the Presbytery in directing the Disaster Preparedness Team shall be made with the authorization of the Moderator of the Presbytery, President of the Board of Trustees, Stated Clerk of the Presbytery and the General Presbyter, who will assign specific duties and responsibilities according to guidelines fow1d at G-3.01/G-3.03, Book of Order, Presbyterian Church (USA). When called upon, the in place PDPT will act as this commission.

The formation of this Administrative Commission is to be in a holding or standby mode and only to be activated upon the determination by the above parties that it is necessary. This activation could come at the request of the affected congregation or may be due to such extensive damage that self-recovery may be determined to be unlikely.

Response and Communication Protocols

The principle methods of communication during disaster situations will be direct phone/cell phone contact among Pastors and DPT Directors. Information can be passed throughout the Presbytery via the clerk of session.

Guidelines for communication and response are provided by PDA. The following protocol is recommended for responding to disasters within the Hudson River Presbytery and is based on a PDA model.

A. Pastor

- 1. Remain sheltered until danger passes.
- 2. Assess your own damage and attend to loved ones and yourself first.
- 3. When it is safe, assess the general situation and physical needs of your neighbors, congregation, and community.
- 4. Respond to the immediate needs of survivors in cooperation with local emergency response agencles.
- 5. Report your status and immediate needs to the Presbytery DPT.
- 6. Under gird all efforts with spiritual support to the survivors in cooperation with other spiritual leaders of the community. (No secular agency is equipped to perform this unique and vital role.)
- 7. Coordinate efforts of the congregation, relying as much as possible on church members to lead work teams-focusing on those in the community with the most need.

B. Presbytery DPT

- 1. Remain sheltered until danger passes.
- 2. Assess your own dama and attend to loved ones and yourself first.
- Communicate with PDPT members via phone and decide if/when to activate the PDPT.
- 4. When it is safe, move to the Presbytery office (if necessary) to initiate and receive communications.
- 5. Contact regional DPT membe and the pastors in affected areas to begin an assessment of the local situation.
- 6. Send a communication to all clerks of session with initial information about the disaster and the areas affected.
- 7. Together make a "ministry of presence" visit to all affected areas. Report initial findings to PDA, Synod executive, and neighboring presbyteries.
- 8. Request PDA support as appropriate.
- 9. Assist regional DPT members in coordinating response from the region and other incoming resources.
- 10. Where appropriate, arrange for long-term recovery partnerships among Presbytery churches and other inter-faith and civic long-term recovery organizations.
- 11. Create financial accounts and authority to receive and disperse relief donations.

C. Presbytery Disaster Preparedness Team Director, Co-Director

- I. In addition to the above OPT items, assemble information to send an update communication to all churches via the clerks of session about the current status of areas affected and any expected needs.
- 2. Direct a complete assessment of damaged churches and community needs.
- 3. Communicate needs to regional DPT members and assist them with coordinating volunteer responses when it is safe to send in field workers.
- 4. Establish a regular meeting schedule for the PDPT as long as the situation warrants support from the Presbytery and national organizations including PDA.
- 5. If necessary, take the initiative to convene an Inter-faith Disaster Response Network. This may include representatives from VOAD, PDA, Red Cross, Salvation Am1y, FEMA, UMCOR, and other inter-faith response groups.
- 6. As FEMA and insurance companies respond, begin a list of "unmet needs" that can serve as an assignment guide for volunteer work teams. Enlist the aid of local church members in this survey, paying special attention to the poor, minorities, disabled, elderly, and uninsured. Coordinate this effort through the Inter-faith Disaster Response Network.
- 7. Assess and respond to spiritual care needs, especially for pastors of affected churches.
- 8. Seek profession advice as needed from a panel of advisors.
- 9. Assemble and deploy teams of field workers as requested by the regional OPT members.
- 10. Collect assessment information from work teams and report to the PDPT. Needs assessment may include contacting pastors and community leaders.
- 11. Coordinate requests for supplies with the PDPT and the Inter-faith Disaster Response Network, if applicable.
- 12. Maintain frequent communication with work team leaders to keep information current.
- 13. If necessary, appoint a Regional Disaster Director to coordinate multiple work teams over an expected long period of disaster assistance.

Ensuring continuing function of Presbytery Office

- A Develop Memoranda of Understanding with several churches/entities for temporary housing of the Presbytery Office, which may also include The Holmes and Stony Point Centers.
- B. Develop contingency staffing plans.
- C. Create a disaster "GO BOX" containing:
 - Current Directory
 - Hard copy of Presbytery Manual
 - Copy of Presbytery Disaster Response Plan
 - Community emergency contacts
 - · Current Planning Calendar
 - · Official copy of the property deed
 - List of credit card numbers and holders
 - Account numbers and contact information for all bank accounts
 - Copy of insurance policy
 - Copy of PDA Memorandum of Understanding
 - Complete computer record backup (flash drives)
 - Presbytery stationery/stamps
 - Business cards for all Presbytery staff
 - Memoranda of Understanding for temporary housing of Presbytery Office
 - Contingency staffing plan
 - Book of Order/Confessions
 - Book of Common Worship
 - Hymnal
 - Bible
- D. Secure equipment: (these may be existing personal property)
 - Four laptop computers (at least one capable of reading backup flash drives)
 - Four cell phones
 - One fax machine?
 - Copier
 - Surge protectors
- E. Other considerations:
 - Records preservation
 - Evacuation plan
 - Plan for sheltering in place.

Response Education

Objective:

This plan outlines educational processes that will encourage congregations to develop their own emergency or disaster response.

Goals - Local Disaster

- Provide list of resources for congregations to use in developing their congregational disaster plans
 - o Flash Drive of resources provided to congregations
- Provide list of resources for families to use in developing their family disaster plans
 - o See the PDA web site: http://www.pcusa.org/pda/
- Provide sample plans, as needed

Process

- Create list and Flash Drive of resources
- Develop a presentation for churches about disaster planning
- Schedule Presentations for Regional meetings
- Be prepared to make presentations to churches
- · Post materials for developing plans on Hudson River Presbytery website

Response Resources

Listed below are sources for disaster planning materials developed by PDA and other organizations regarding disaster planning, work team coordination, volunteer management, spiritual care, and long-term recovery. Many items are annotated with a summary of the content.

FEMA Are You Ready Guide

(http://www.fema.gov/areyoureadvlindex.shtm)

An Extensive guide on preparing for disasters. The entire document is available online, in pdf Copies of Are You Ready? and the Facilitator Guide are available through the FEMA publications warehouse (1.800.480.2520).

Presbyterian Disaster Assistance

http://www.pcusa.org/pda

The PDA web site has a number of resources for training.

(http://www.pcusa.org/pdalresponse/news!hopeheal.htm). HOPE, HELP, HEAL is an ecumenical curriculum designed especially for church leaders that will begin the planning process by introducing the holy-yet practical-ministry of disaster response.

Peace River Presbytery (Southwest Florida)

http://www.peaceriverpresbytery.org/cre.revised.htm

The American Red Cross

http://www.redcross.org/services/prepare/O,1 082,0 239 ,OO.html

Church World Service

Prepare to Care: Guide to Disaster Ministry In Your Congregation http://www.cwserp.org/training/ptc/carecon.php

Hudson River Presbytery

Resource Documents

http://www.hudrivpres.org/index.php?t=5&o=1

Sample Church Disaster Plan

Church Name Address

In case of Emergency:

- 1. Make sure all persons are safe.
- 2. Call 911 for community emergency response if needed.

Life threatening situation, fire, terroristic events.

- 3. Turn off gas, electricity and water as appropriate.
- 4. Secure important documents.
- 5. Call General Presbyter at Hudson River Presbytery Office (914-921-2100) to report disaster.
- 6. Arrange for an on site visit from Disaster Preparedness team ASAAP.
- 7. Take photos of al damage for documentation.

Suggested Go Box items

Document	Backed up	In Go Box
Insurance policy, insurance binder, insurance agent	1	
name and contact numbers	ļ	
Insurance Company home office contact		
Inventory of equipment, furniture, fixtures, manuals,		
warranties, supplies		
Written contact information for key congregation		
members and Presbytery		
Church member directory		
Copy of this plan		
Historic documents		
Tax exemption certificate with ID number		
Current brochures and literature		
List of places where copies of all pertinent		
information is stored		
Where is the Go Box in the church?		
Who is responsible for the Go Box?	***************************************	

Sample Church Emergency in the Building Information

Local phone nu	imbers for:	
	Ambulance Service	
	Police Department	
	Fire Department	
	-	
Important Cont	act information	
Church		
Name		
Church		
Address		
City, Sate,		
Zip		
Church		
phone		

Personnel contact information

	Name	Phone	Cell	Email
Pastor				
Clerk of				
session				
Secretary/				
Office Manager				
Presbytery		914-921-		
		2100		
Insurance				
Agent/company				
Disaster Prep				
Team leader				
Other				

		Church			
Physica	al Inventory Sheet				
Sheet#	Location				
Serial No	Item/Description	We need it 🗸	When acquired	Quantity	Value when purchase
	. The management and the managem				
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Counted by	Date
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Hudson River Presbytery Disaster Preparedness Team (HRP-DPT)

Appendix A – Checklist for Response to Localized Incident
How congregations can access support from PDA & HRP

Congr	egational representative or pastor, after noting damage, area affected, etc., contacts:
0	
0	Presbytery's General Presbyter
Gener	ral Presbyter contacts Disaster Preparedness Team (DPT) requesting site visit by:
0	Preparedness Team's Area Rep
0	Preparedness Team's Pastoral Care Coordinator (if deemed necessary)
After	visit, DPT Representative and DPT Pastoral Care Coordinator report findings to:
0	General Presbyter
0	Disaster Preparedness Team
If deer	med appropriate and with consultation with pastor and/or session, General Presbyter:
0	Contacts Presbyterian Disaster Assistance (PDA)
0	Gives permission to DPT Area Representative to assist Church with:
	 Securing assistance from Church's insurance agent/company
	 Securing professional first response contractor
	 Securing appropriate contractor repair services
If need	led, DPT Area Representative monitors:
0	Contracted work
0	Billing by contractor(s)
Fundin	g for payments are:
0	First – the Church's Insurance Carrier
0	Second - Presbyterian Disaster Assistance (PDA) grant
0	Third – congregational sources
0	Fourth - Dedicated Disaster Relief Fund established by the Presbytery*
*Currer	atly fund has not been established, but is being investigated by Prochutage

Hudson River Presbytery Disaster Preparedness Team (HRP-DPT) Appendix B — Guide for Response to Regional Incident how congregations can work proactively to assist our neighbors to recover

"For God so loved the world, that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life." — John 3:16

How can your faith community provide a witness to God's love in the midst of destruction or illness? How can your faith community practice generosity at a moment of disruption? Here are six simple steps you can take to prepare yourself to be in mission.

1. Convene a DPT

If you have not already, convene a Disaster Preparedness Team (DPT).

2. Inventory Your Congregation's Assets:

In what manner is your congregation best prepared to help? Do an inventory of the assets that your congregation has — both church-owned assets such as space that could be used for sheltering, kitchen that could provide meals, a mission fund, etc. — as well as assets of your members — people who have training in counseling, social work, first aid, nursing, construction; people with mission experience; other deployable skills.

3. Inventory Your Community's Needs & Resources

Based on your members' experience in Hurricane Sandy, Lee or Irene, and/or other emergency situations, assess the risks, needs and resources of your community.

- a. Where are the Red Cross shelter sites? Have they been sufficient thus far?
- b. Who are local incident commanders? (Fire Dept, County, other?)
- c. What languages are represented in your area? Who can provide translation for complex matters in this language? Will they be able to help your efforts?
- d. What are community resources to provide spiritual and emotional support to victims? If the need is too great for your clergy, what are the mutual support opportunities in an area or Presbytery?
- e. Case workers will be required for recovery what are the local resources for trained volunteers?
- f. What are other houses of worship in your community doing?
- g. What other need or gaps have emerged in recent disasters?

4. Identify Your Congregation's Area(s) of Focus:

Based on the above, decide on how it makes the most sense for your congregation to focus its energy in case of a community-wide or regional disaster. We encourage you to dialogue with other congregations in your region, and with your HRP-DPT liaison in making this decision.

Plan for the predictable questions/offers/challenges that will come up as you embark on your response:

- a. Will you accept donations of clothing/goods or food? How will you coordinate distribution? How will you manage receipts?
- b. Will you accept donations of cash? How will you assess the needs of potential recipients? How will you manage receipts?
- c. If you providing housing how will you manage meals?
- d. What is the time frame you can provide a response? What happens at the end of this

- time? (prepare for mixed messages from related relief groups).
- e. Is there a local national chain or discount store that will give an extra discount to disaster victims? Prepaid cards to distribute funds?
- f. How will you recruit, orient, train and communicate with volunteers?

5. Train Your Members:

Recruit volunteers from your congregation to complete FEMA, RED CROSS and other online training in Incident Management and other areas of activity. Complete training so that volunteers are prepared to join response groups. Here are some courses that HRP-DPT suggests you prioritize:

- Community Emergency Response Team (CERT) provided by local fire department or County emergency management unit
- Introduction to Incident Command System (IS-100.b in FEMA's online courses recommended by the Radio Amateur Civil Emergency Service)
- National Incident Management System Introduction (IS-700.a in FEMA's online courses recommended by the Radio Amateur Civil Emergency Service)
- Casework Training
- Trauma Counseling
- Translation
- Volunteer management

HRP-DPT may also coordinate training in specified areas based on the needs of the congregations.

6. Network:

Familiarize yourself with the other emergency response groups for your area:

- a. VOAD Volunteers Active Assisting Disasters
- b. LTRC Long Term Recover Committee (still active for Irene and Sandy)
- c. Interfaith Groups
- d. PDA Presbyterian Disaster Assistance
- e. CWS Church World Service
- f. NY Disaster Interfaith Services nydis.org (Planning guide NYC based group http://www.nydis.org/nydis/downloads/programs/Planning.pdf)
- g. Coordinated National faith response http://www.n-din.org/ndin_resources/tipsheets_v1208/03_NDIN_TS_NationalOrganizations.pdf

If you don't have relationships with these entities, delegate a member of your team to build a relationship, and/or reach out to HRP-DPT for assistance in making the connection.

Stay in touch with the HRP-DPT for opportunities to collaborate across the Presbytery.

Appendix C is available on-line as a fillable form: Go to www.hudrivpres.org and choose Forms and Resources and scroll to Church Preparedness Forms.



Hudson River Presbytery Church Emergency Preparedness Data

Review this information and resubmit to Presbytery by the end of January, each year.

Congregational Name:	
Address:	
Phone: Email:	'
Pastor: Address:	
Phone: Cell: Email:	
Clerk of Session: Address:	7
Phone: Cell: Email: Essential Document Storage Data Sheet	_

Documents Location of Backed up Copy in a original where GO Box Presbytery contacts Session/Trustee contacts Congregational contacts Member directory Insurance company contact numbers Insurance policy, binder, agent name and contact numbers Written inventory of equipment, furniture, fixtures and manuals, warranties, supplies. Photo record of inventory Essential written and computer records Historic Documents Bank and credit card information Tax exempt certificate with ID number Up to date brochures and literature List of places where copies of this information is housed Go Box - where and who responsible? This worksheet up to date

This is a fillable PDF, you may print it or save it.



Hudson River Presbytery

Disaster Response Team Church Contact Information

Review this information and resubmit to Presbytery by the end of January and when information changes.

Congregational Name:	***************************************			
Address:				
Phone:				
Email:				
Eman.				
Supply the following informa	tion as pertinent	to your congregat	tion:	
Title	Name	Phone	Cell	email
Pastor				
Asst. Pastor				
Clerk of Session				
President of Trustees				*****
President of Deacons				
Treasurer				
Property Committee Chair				
Sextant/Custodian				
Secretary				
Disaster Contact				
Disaster Contact				
Disaster Contact				
Supply the following informat		o your location:		
Supply the following informat	ion as pertinent t	o your location:	Phone	(non-911)
Supply the following informat Fitle Local Fire Company		o your location:	Phone	(non-911)
Supply the following informat Fitle Local Fire Company Local Police		o your location:	Phone	(non-911)
Supply the following informat Fitle Local Fire Company Local Police Local Sheriff Office		o your location:	Phone	(non-911)
Supply the following informat Fitle Local Fire Company Local Police Local Sheriff Office Local State Police		o your location:	Phone	(non-911)
Supply the following informat Fitle Local Fire Company Local Police Local Sheriff Office Local State Police Local Ambulance		o your location:	Phone	(non-911)
Supply the following informat Fitle Local Fire Company Local Police Local Sheriff Office Local State Police Local Ambulance Local Hospital		o your location:	Phone	(non-911)
Supply the following informat Fitle Local Fire Company Local Police Local Sheriff Office Local State Police Local Ambulance Local Hospital Local Government		o your location:	Phone	(non-911)
Supply the following informat Fitle Local Fire Company Local Police Local Sheriff Office Local State Police Local Ambulance Local Hospital Local Government Local Highway Department		o your location:	Phone	(non-911)
Supply the following informat Fitle Local Fire Company Local Police Local Sheriff Office Local State Police Local Ambulance Local Hospital Local Government		o your location:	Phone	(non-911)

This is a fillable PDF document, you may save it and print it.