

## Conference Disaster Preparedness Coordinator Actions

### A. DISASTER IS IMMINENT

1. Ascertain the availability of each of the Disaster Response Team members for activation.
2. Request a meeting of the Disaster Response Committee, if it can be done safely.
3. Reinforce ecumenical contacts and coordinate plans.
4. Be responsible for leading the process of problem resolution.

### B. RESCUE OR EMERGENCY RESPONSE PHASE

1. Work with the Director of Communications to post Disaster News on the Conference website and Facebook page.
2. Report damage to United Methodist churches or church-related properties to the Annual Conference.
  - i. Request assistance in damage assessment from the District Superintendents.
  - ii. Notify the Conference office of any church property or church-related property damage.
3. Request that the Pastoral Care Team member contact each of the pastors whose church property has been damaged and offer psychological first aid, encouragement and advice.
4. Order relief kits and supplies as needed (e.g., flood buckets, etc.) from UMCOR Depot.
5. Monitor the response and update the Disaster Response Team.

### C. RELIEF PHASE

1. Post Disaster News on the Conference website and Facebook page.
2. Coordinate with UMVIM on the deployment of Early Response Teams for cleanup.
  - i. Each team needs a place to stay and a point of contact.
3. Monitor the cleanup and update the Disaster Response Team

### D. RECOVERY PHASE

1. Administer any relief goods or funds provided by the UMCOR, Annual Conference, local churches or individuals in the event of a disaster.
2. Assist the Disaster UMVIM Coordinator in the deployment of UMVIM teams.
3. Post Disaster News on the Emergency Response Web Site blog.

4. Assist residents of stricken communities to establish their own long-term relief assistance management programs.
  - i. Provide financing from UMCOR for Case Management and other allowable direct client services in the long-term relief organizations.
  - ii. Encourage United Methodist Pastors to take part in the Long Term Recovery Organizations.
5. Report to the Annual Conference through the Connectional Table how much aid was distributed, and to be accountable for records of said distribution.
  - i. Prepare an After Action Report.
  - ii. Submit the report to the Bishop and to UMCOR.