

Conference Volunteers in Mission Coordinator Actions

A. PREPARATION

1. Ensure the Conference early response and long term recovery capability is in compliance with the agreements and covenants between the General Board of Global Ministries United Methodist Committee On Relief and the United Methodist Volunteers In Mission
2. Recruit and train an adequate number of Early Response Team (ERT) members to facilitate the dispatch of at least two ERTs in the event of a natural disaster
3. Ensure all ERT members are adequately trained to respond to anticipated disasters and to comply with UMCOR requirements
4. Ensure tools, equipment and supplies are properly maintained, procured, stocked, and stored
5. Ensure the Conference ERT trailer is properly maintained, insured, stored, and licensed
6. Develop and maintain a volunteer management database for the geographical area of responsibility
7. Ensure proper forms and documents are available and accessible to ERT members
8. Ensure ERT processes and procedures are developed, reviewed and updated on a regular basis
9. Coordinate with the UMVIM Co-coordinator to recruit and train a cadre of Long Term Recovery Team (LTRT) team leaders
10. Ensure background checks, recurrent training requirements, identification badges and vaccinations are current for all ERT members
11. Screen ERT applications and background checks to ensure the applicants meet the qualifications for team membership
12. Review and update the ERT and LTRT processes, procedures and training at least once per year and after each disaster response

B. RELIEF PHASE

1. Respond to requests for ERT support in the disaster area
 - i. Determine if the task is within our capabilities
 - ii. Determine if the area is safe for our team(s) to enter
 - iii. Determine availability of utilities, gas, emergency services, and sanitary facilities
 - iv. Determine availability of ERT(s)

- v. Determine if ERT(s) are qualified for assigned tasks
 - vi. Determine if ERT(s) are adequately outfitted for tasks
 - vii. Determine if an adequate number of ERTs are available to fulfill the requested support
 - viii. Notify local contact of availability of team(s)
2. Notify Team Leader(s) to prepare for dispatch
 3. Coordinate with the Logistics Coordinator to secure food and lodging for ERT team(s)
 4. Ensure ERT trailer is prepared for dispatch
 5. Brief team leader(s) on dispatch details
 6. Dispatch team(s) in coordination with the Conference Disaster Response Coordinator
 7. Maintain communications and overall coordination with team(s) throughout dispatch
 8. Keep the PNW UMC Disaster Response Coordinator informed of progress and activities in the field
 9. Keep current on the status of events and conditions in the dispatch area
 10. Ensure continual safe conditions for team(s) in the dispatch area
 11. Coordinate with the Conference Disaster Response Coordinator and the Western Jurisdiction UMVIM coordinator to request additional ERTs to support disaster response requests within our Conference when these requests exceed our ability to provide support

C. RESCUE OR EMERGENCY RESPONSE PHASE

1. Determine when it is appropriate to begin sending Long Term Recovery Teams (LTRT) into the disaster area
2. Communicate the need for LTRTs to the Conference members
3. Establish contact with the local Long Term Recovery Group (LTRG)
 - i. Determine what assistance they need, what resources are available, the local contact person, and what infrastructure is in place to support LTRTs
 - ii. Inform the LTRG about the assistance our teams can provide and when
 - iii. Coordinate the dispatch of the LTRTs with the local point of contact and the LTRG point of contact
 - iv. Ensure the LTRTs have the skills, leadership and provisions to accomplish their assigned tasks

4. Coordinate with the Logistics Coordinator to secure lodging for the dispatched LTRTs
5. Coordinate with the Conference Disaster Response Coordinator and the Western Jurisdiction UMVIM Coordinator to request additional support from outside the Conference

D. MITIGATION

1. Review after action reports from ERTs and LTRTs
 - i. Make recommendations for changes to the Conference Disaster Plan to the Conference Disaster Coordinating Committee
 - ii. Make recommendations for changes to the ERT and LTRT processes, procedures and training
2. Provide UMVIM information for the UMCOR after action report to the Conference Disaster Coordinator