

## Mission and Ministry Coordinator Actions

### A. DISASTER IS IMMINENT

1. **Monitoring.** Listen to news, weather radio, or web site reports of any pending storm activity or other event, which could lead to a disaster.
2. **Initial Contacts:** Contact the Conference Coordinator of Disaster Preparedness and Response, the Conference United Methodist Volunteer in Mission Disaster Coordinator, and Early Response Team Coordinator, and prepare for possible action should a disaster strike. Make certain that you all know each other's location and the ways in which you can remain available to each other.
3. **Personal Safety.** If your immediate area is likely to be affected and an evacuation is recommended, move out of the area, but be certain that the Conference Coordinator of Disaster Preparedness and Response and the Bishop know where you are.
4. **Relocation of Conference Office.** Consider possible alternative locations away from the anticipated area of damage, such as a larger church away from the danger zone that might be able to house at least a skeleton Conference operation on a temporary basis.

### B. RESCUE OR EMERGENCY RESPONSE PHASE

1. **Personal Assessment.** Assess your own damage first. See if anyone in your household is injured. Unless it is unsafe to remain, stay with your family and property until emergency personnel get to you.
2. **Avoid relying on personnel judgment.** If you are a victim, do not rely upon your own judgment. Do not rely upon the judgment of other victims either. Listen to emergency personnel and follow their instructions.
3. **Monitor the Event.** Monitor the damage to the Conference by monitoring news reports on radio, television, and internet. Do not interfere with any ongoing relief efforts. Stay in your home or office until the danger is past. It will be easier for leaders within and outside your Conference to reach you if you remain at home or in your office during this phase. Others, including the Conference Coordinator of Disaster Response and Preparedness and the district superintendent(s) of the affected area, may be on an assessment tour and you may be the one remaining person that Methodists can reach.
4. **Consider a Conference wide appeal for Disaster Relief Donations** to be sent to the Conference Treasurer's Office and/or UMCOR. This money can be used by ecumenical Long Term Recovery Organizations in the disaster area.

### C. RELIEF PHASE

1. **Initial Contacts**

- i. Alert Conference staff and leaders on ways they may be of assistance to the relief and recovery effort. Some of these resources may include:
  - ii. United Methodist Women and United Methodist Men:
    - A. Work teams to help with clean up
    - B. Child-care arrangements
    - C. Feeding stations, etc.
  - iii. Volunteers in Mission:
    - A. Professional medical services
    - B. Counseling
    - C. Other specialty services
    - D. Special teams of volunteers prepared to do labor needed for cleanup and repair with United Methodist church properties.
  - iv. Early Response Teams
  - v. United Methodist Youth:
    - A. Clean-up teams
    - B. Elder care
    - C. Food drives (but only if called for)
  - vi. Church and Society Groups:
    - A. Assistance for persons with disabling conditions
  - vii. Conference Worship Leadership
    - A. Plan special services for those who have suffered loss or to fill in for pastors who have suffered loss themselves or who may be unable to serve temporarily.
  - viii. Christian Educators' Fellowship:
    - A. With some training, numbers of these people could assist those in the Conference who have been trained by UMCOR/CDCC to work with children and/or youth recovering from disaster trauma.
2. Looking Ahead. As the scope and severity of the disaster become known, prepare the Conference for the fact that it will not be "business as usual." Prepare the Conference for the "long haul" of recovery.
3. Using the System. Attempt to conduct the affairs of the Conference as much as possible in a normal fashion (in accord with #2 above), but realizing that some of the Conference leaders and staff may be among those who have suffered loss.

4. Help Provide a Vision for the Conference. Besides preparing the Conference for the "long haul" of recovery, provide the opportunity for those who have not been affected by the disaster to contribute to the recovery of those who were affected. This should be done in consultation with the Bishop and the Conference Treasurer and such other Conference leadership as deemed prudent.
5. Prepare for Outside Assistance. Prepare the Conference to receive assistance from UMCOR consultants when invited by the Bishop in consultation with the Conference Coordinator of Disaster Preparedness and Response. Often the Conference Director of Connectional Ministries can assist in providing temporary office space and equipment, or give advice on such logistical matters.

#### D. RECOVERY PHASE

1. Focusing on Recovery. Keep the focus of the Ministry of Recovery before the Conference so that all the important rebuilding of lives does not get lost among the pressures of the everyday business of the Conference.
2. Episcopal Tour. Accompany the Bishop and Conference Disaster and Preparedness Coordinator on the Episcopal Damage Assessment Tour if your presence in the Conference Office can be spared for such time as is necessary for the tour. This is a good publicity event and local press should be notified. Remember the Bishop is the "Awesome Presence" for all United Methodists.
3. Communications. Work closely with the Conference Media Center to see that the stories are told of individuals, churches and communities that have been affected by the disaster; of the Church's efforts to minister to those who have suffered loss; and, of situations where continued assistance is needed and how church members may help.
4. Recovery Updates. Keep the Conference Connectional Table informed of the progress of recovery, and how the various program areas are assisting and may assist - reminding all that the recovery work is a ministry.

#### E. THE AFTERMATH

1. Take some time to assess yourself and others' performance during and after the disaster using the "Assessment Form" found in the Appendix.