

This plan is prepared for *Lyttleton Street United Methodist Church (LSUMC)*

Location of church: 1206 Lyttleton Street, Camden, SC 29020
In the downtown area of Camden.

Church phone numbers: (803) 432-3191, 4773, 4106 and 425-4874
Church fax number: (803) 424-1363
Church website: www.lsumc.net
Church email: church@lsumc.net

Parsonage location: 511 Pine Street, Camden, SC 29020
Between Broad and Lyttleton Streets below the Catholic Church.

Senior Pastor: Reverend Steve Allen Patterson, Jr.
Home: (803) 432-2009 Cell: (803) 416-3042

Associate: Reverend David Weaver
28 Southern Oaks Drive, Camden, SC 29020
Home: (803) 425-9679 Cell: (803) 427-1468

Date Plan was prepared: March 30, 2012

Local Church Disaster Team Leader: Walter Smith
Home: (803) 432-3265
Email: smithlsu@bellsouth.net

Table of Contents

Overview	1
Disaster Response Guide.....	2-3
Disaster Response Team (DRT).....	4
Volunteer Coordinator / Trustee Rep.....	5
Members of Disaster Planning Team.....	6
Emergency Telephone List	7
Facilities Maintenance Checklist	8-9
Inventory Form	10
Shelter Operations (FLC)	11-12
Collection / Distribution Operations (FLC)	13

Annex A

Individuals with special needs	14
Tips for those who need help.....	14
Individual needs survey.....	15

Other documents:

Disaster Preparedness and Response for Pastors Checklist	
Role of the Local Church Disaster Coordinator	

Overview

DISASTER RESPONSE COMMITTEE: *The SC Conference* has tasked all churches to develop a written plan to deal with disasters in their community as well as helping other communities to recover post-event. This plan will cover composition of the LSUMC Disaster Response Committee, identify and describe PRE and POST event actions, and provide guidance in several related missions. This plan is not all-encompassing but is the beginning of a long process to better serve our congregation and the community we call home.

Pre-event planning: assisting elderly or shut-in members who need assistance; preparing and protecting church assets; notification of key personnel; coordinating with State and County Emergency Operations Centers (EOC).

Post-event recovery: assessing damage and emergency repair; organizing and equipping Early Response Team (ERT); establishing distribution complex and/or shelter operations in the FLC.

Donations: collection, sorting and either delivering locally or shipping contributions; coordinating with EOC to avoid waste and ensure useful efforts.

Shelter operations: housing and feeding ERTs that are sent in to assist locally; overseeing the FLC during shelter-type operations; arranging for feeding volunteers; providing clean-up as necessary.

Coordinating volunteers: ERT, Shelter, Transportation, temporary housing and feeding both within our area and those sent to other areas; coordinating with the Red Cross and Faith-Based Coordinator on the EOC to receive and/or provide requested assistance; tracking volunteer hours and facility expenses for reimbursement.

Disaster Response Guide for LSUMC

(NOTE☺ While Camden, SC is not prone to a multitude of natural disasters, it is likely that LSUMC will experience one at some time or another. This guide will primarily focus on such an event. Separate annexes will cover Shelter and/or distribution center operations, assistance for elderly members, Pastor's guide, Role of Disaster Response Coordinator, DRT makeup, and others as needed.

To prepare for and recover from a catastrophic event, natural or manmade, LSUMC must plan for, train, and be prepared to execute a viable plan of action to preserve life and protect property. This plan should be organized around a 72, 48, 24 hour planning schedule. Each 24 hour period will require certain preparatory items. The plan may be activated at any point. Complete all previous requirements if time and safety permits.

72-48 hours in advance of event:

1. Check on shut-ins to determine if they have a storm plan and if they need help from the church. ((Annex A – Individual Needs Survey))
2. Identify the location of all documents and valuables which may need to be evacuated. Update all computer backups.
3. Update and verify all contact information for key church leaders that will be involved in evacuation and recovery.
4. Any loose external items on the exterior grounds should be identified for possible removal.
5. Church buses should be serviced, fueled, and readied for use.
6. All emergency instructional information should be uploaded to the church website.

48-24 hours in advance of event:

1. Volunteers should begin fortifying the facilities (i.e., sandbags, boarding, etc.)
2. Remove any loose objects from the grounds including playground equipment, vegetation, and other loose items.
3. Prior to evacuation, shut off power, remove all important documents, back up computers and turn off gas.

24 hours in advance of event:

1. Ensure that all interior and exterior doors are shut and locked.
2. Position church buses that are to remain in front of large, vulnerable windows and doors.

At this point, personal safety takes priority... Evacuate or Shelter as required.

NOTE: Following a disaster, many people and organizations, including the faith-based community, immediately respond. They provide many services including support of first responders (fire, police, EMT, Search & Rescue), provide assessment and early response teams, hot meals, distribution of non-perishable food and water, and are active in the rebuilding, and many other ways.

These coordinated and collaborative actions of community organizations are not done alone but are coordinated with the local county/city government (Emergency Management) who is in charge of the event and in doing so lead to the best possible recovery of disaster survivors.

The role of LSUMC in post-disaster operations is to assess and recover our own property, if possible, and provide services to the community through the EOC.

After the event passes and people are allowed to return to the area, the DRT will reassemble at a predetermined location and complete the following actions:

1. Nobody enters the facilities until someone from the DRT has inspected everything and deemed it safe for entry. Notify EOC and District of any damage to and availability of facilities.
2. If the damage assessment indicates unsafe conditions – the church will remain closed until inspected by the insurance adjuster and temporary repairs are made by a licensed contractor.
3. If phone service is available, use a phone tree to establish contact for all needed items and volunteers. (Suggestion – the current list of Church Council members should include phone numbers.)
4. Outside clean up may begin prior to the buildings being deemed safe.
5. Once the buildings are deemed safe, interior clean up may begin.
6. In coordination with the EOC, consider using church facility as a distribution center or shelter for its members and the community at large.

Disaster Response Team (DRT)

The DRT will be minimally composed of the following individuals:

Disaster Team Leader
Volunteer Coordinator
Pastoral Staff
Representative from:

Trustees	Finance	Administration
Maintenance	Staff/Parish	United Methodist Women

Additionally, someone from the team will be designated and trained as:

Donations Manager	Secretary / Records Keeper
Shelter Manager	Food Service Coordinator

NOTE: The *Local Church Disaster Team Leader (Team Leader)* should NOT be the Pastor. The *Team Leader* should have access to keys for the facility and an intimate knowledge of the facility layout as well as the local community.

The TEAM LEADER should be:

FLEXIBLE

- 1) detail-oriented and self motivated
- 2) able to work well with many persons in difficult situations
- 3) able to work fulltime or nearly fulltime during a disaster

The Team Leader is crucial for:

- 1) ensuring that the church has a plan for disaster
- 2) coordinating activities during disaster
- 3) participating in local disaster organizations (VOAD, COAD, LTRO)
- 4) helping the church decide their role in the local community during a disaster
- 5) coordinating disaster training for the church

The Team Leader will meet with the *District Disaster Coordinator* and other *Local Church Disaster Team Leaders* to establish roles and responsibilities during disaster.

The Team Leader is the point person during disaster and will work very closely with the *Volunteer Coordinator*.

The Volunteer Coordinator

1. The Volunteer Coordinator is a key position in disaster planning and response.
2. The Volunteer Coordinator will collaborate closely with the Conference Disaster Recovery Center during a disaster.
3. The role of the Volunteer Coordinator is to develop a plan for:
 - recruiting
 - training
 - supervising
 - organizing
 - logging volunteer hours
 - recognizing volunteers

The Trustees Representative or Maintenance Staff Representative

1. The maintenance staff or trustee representative could be assigned supervision of all facility preparation before a known disaster strikes.
2. This does not mean that this position will perform all necessary tasks; instead, this person will serve as the lead contact for those types of activities in an emergency.

Other Team Members

Other responsibilities may be assigned to team members according to interest, expertise or current area of church service. These areas of responsibility may include:

1. Staffing church phones to answer inquiries.
2. Communicating with the congregation regarding emergency situations, evacuations, etc.
3. Coordinating the protection of archival records and church data.
4. Coordinating the protection of electronic equipment.

It is very important to document activities during the entire event.

- Information should include (but not limited to) types of activities undertaken, not undertaken and why.
- It is especially critical to keep a concise record of activities during and after a disaster so that future disaster relief, response and recovery efforts benefit from this experience.
- It is equally important to track all volunteer hours served during disaster response and report these to the county as well as the Disaster Recovery Center at the conference. Currently, each volunteer hour is worth approx. \$18 in reciprocal recovery money from the federal government.

Members of Disaster Planning Team

CHURCH OFFICE (803) 432-3191

<p>Team Leader Name: Walter M. Smith Address: 1210 Mill Street, Camden, SC 29020 Phone(s): 803-432-3265 Email: smithsu@bellsouth.net</p>	<p>Assistant Team Leader Name: Debra Patterson Address: 511 Pine Street, Camden, SC 29020 Phone(s): 803-432-2009 Email: damselves11@hotmail.com</p>
<p>Volunteer Coordinator Name: Sonny Smith Address: 1819 Hobkirk Court, Camden, SC 29020 Phone(s): 803-713-3414 Email: swendell@live.com</p>	<p>Pastor Name: Rev. Steve A. Patterson, Jr. Address: 511 Pine Street, Camden, SC 29020 Phone(s): 803-432-2009 Email: stevepatterson@lsumc.net & scbirder@aol.com</p>
<p>Trustee Representative Name: Scott Rankin Address: 1704 Fair Street, Camden, SC 29020 Phone(s): 803-424-1449 Email: mscottrankin@hotmail.com</p>	<p>Logistics Name: Col Tim Webb Address: 108 Laurel Court, Lugoff, SC 29078 Phone(s): 803-420-0408 Email: timothy.webb@kcsdschools.com & bulldog197759@yahoo.com</p>
<p>Administrative Staff Representative Name: Anita K. Crowley Address: 903 Dacey Creek Rd, Camden, SC 29020 Phone(s): 803-243-2525 Email: anita@lsumc.net</p>	<p>Public Safety & Maintenance Name: Chuck Elders Address: 77 Burbage Street, Camden, SC 29020 Phone(s): 803-713-8588 Email: cmelders@bellsouth.net</p>
<p>Financial Representative Name: Richard Guffy Address: 2203 Moultrie Road, Camden, SC 29020 Phone(s): 803-425-5639 / 803-427-4298 (c) Email: rguffy@truvista.net</p>	<p>Staff / Parish Representative Name: Walter "Buddy" Clark Address: 1810 Lyttleton Street, Camden, SC 29020 Phone(s): 803-432-6673 Email: buddyclark12@gmail.com</p>
<p>UMW Representative Name: Linda Smith Address: 1210 Mill Street, Camden, SC 29020 Phone(s): 803-425-3265 Email: smithsu@bellsouth.net</p>	<p>Other Name: Address: Phone(s): Email:</p>

Emergency Telephone List

<p>Pastor Reverend Steve A. Patterson, Jr.</p>	<p>Office: 803-432-3191 Home: 803-432-2009 Cell: 803-416-3042 stevepatterson@lsumc.net & scbirder@aol.com</p>
<p>Church Disaster Coordinator Mr. Walter M. Smith</p>	<p>Home: 803-432-3265 Email: smithlsu@bellsouth.net</p>
<p>Conference Personnel Reverend George Olive</p>	<p>Home: 843-293-8713 Cell: 843-446-4237 geolive@umcsc.org</p>
<p>District Office / District Superintendent Reverend Lillian Washington</p>	<p>108 West Pinewood Avenue, Hartsville, SC 29550 Office: 843-332-1631</p>
<p>District Disaster Coordinator Reverend Paul Wood, Jr.</p>	<p>117 Third Street, Cheraw, SC 29520 Office: 843-537-7220 pawoodjr@umcsc.org</p>
<p>Insurance TPA (Third Party Administrator)</p>	
<p>Fire Department</p>	<p>803-425-6040 or 911</p>
<p>Police Department</p>	<p>803-425-6035 or 911</p>
<p>Sheriff's Department</p>	<p>803-425-1512 or 911</p>
<p>Nearby Shelters</p>	<p>Camden Elementary School 803-425-8960</p>
<p>Other: American Red Cross KC Emergency Preparedness</p>	<p>803-432-3383 803-425-1522 or 911</p>

Facilities

Maintenance Checklist – ROUTINE

1. Check roof and foundation of building annually. If roof is leaking, or foundation has problems, schedule for repair.
2. Monitor use of candles and open flames. Assign someone to be in charge of knowing when these will be used.
3. Test smoke detectors annually. If the alarms are battery-operated, replace batteries.
4. Inspect HVAC equipment annually. If HVAC needs maintenance, schedule for repair.
5. Have an electrician inspect the wiring, power connection, and circuit boxes annually.
6. Inspect water heaters annually.
7. Provide backups and surge protection for all power sources.
8. Clean out gutters and drains annually or as needed.
9. Maintain grounds and fences.
10. Trim all trees away from rooflines annually.
11. Check the security of canopies and covered walks on a regular basis.
12. Check emergency supplies. Exchange food and water supplies every 6 months.
13. Ensure vehicles have updated preventative maintenance.
14. Ensure jumper cables are on hand.

Maintenance Checklist – WARNINGS ISSUED

1. Close blinds and curtains to minimize damage from broken windows.
2. If possible, position computers and other electronic equipment away from windows.
3. File and secure all papers, books, and archival materials.
4. Cover computers and furniture with heavy plastic to prevent wind and rain damage from broken windows. Elevate computer towers off the floor if computer are located on ground floor.
5. If high winds are anticipated, board vulnerable windows.
6. If high winds are anticipated, remove outside furniture and store inside.
7. If high winds are anticipated, remove satellite rooftop dishes.
8. Check the integrity of storage sheds; close and lock the doors.
9. Check the security of all doors.
10. Check attic spaces and windows for leaking after every storm.

Inventory

A digital picture record of each room of the church is located on CD. This CD is located in the safe along with the historical records of the church.

Shelter Operations

In the event of a natural or man-made disaster requiring the deployment of official personnel or ERTs to the area, LSUMC / FLC may be used as a temporary shelter. The following guidelines will be followed by the Shelter Managers / Disaster Preparedness Personnel to ensure safety and accountability before, during, and after relief operations.

1. Upon notification by City, County, State, or Federal emergency preparedness officials, the FLC will be activated as a shelter. Shelter managers will be identified and assigned to manage the FLC during the relief operations. Shelter managers should (when possible) be CPR qualified, trained in basic First Aid and Safe Sanctuary procedures. All activities scheduled to use the FLC will be cancelled for the duration of the relief operations.
2. Designated shelter managers, Senior clergy, or Trustees designated by Senior clergy will read all meters (i.e., gas, water, electricity) prior to opening the FLC for occupancy to allow for post-operations billing to proper agencies.
3. Relief workers, civilian or military, will provide their own bedding. Space for each person is limited to one cot or sleeping bag and a small area adjacent to store personal items/bags.
4. All personnel will sign-in at the beginning of shelter operations and remain within the FLC confines until appropriate officials give the ALL-CLEAR to leave. The senior government or military official in the group will be expected to coordinate the use of the FLC with the shelter manager while maintaining proper discipline of his/her workers. The senior official will coordinate with the shelter manager for anyone requiring to leave and re-enter the shelter.
5. The use of the kitchen facilities will be controlled by the shelter manager. No free-use without approval. Volunteers will be staffed to provide at least one meal per day for shelter occupants. Shelter manager and senior official will coordinate which meal to serve and time to provide kitchen services. Shelter manager will track the use of all pantry items provided by LSUMC to allow for post-operations billing as appropriate.
6. No smoking, drinking, fighting, profanity, or other inappropriate conduct will be tolerated anytime on LSUMC property. Disruptive behavior will result in the person(s) responsible being removed, by request, or by force if necessary, from the shelter. The shelter manager will provide a detailed written report of all removals to the Senior official, Senior clergy, and law enforcement officials, as required.
7. Limited restroom and shower facilities are available within the FLC. Should conflicts arise for the use of the facilities; the shelter manager will post a schedule for their use. Anyone using the restroom/shower facilities will be required to clean up after their use. Shelter manager will check periodically to ensure the facilities are being properly cleaned and toilet supplies are maintained. Occupants will provide their own toiletries and towels.
8. Minimal laundry facilities are available but should be limited to staff use only.

9. Use of the FLC telephone and internet facilities will be restricted to Shelter managers, Senior clergy, and Senior officials. No personal calls will be allowed without the approval of one of the above. Use of personal cell phones will be limited to the entry foyers and restricted from use inside the FLC.
10. Upon termination of shelter operations, the Senior official will task his/her workers to completely clean the facility, removing all personal items and disposing of all trash. The Shelter manager, Senior clergy, and Senior official will perform a “walk-thru” to ensure completion of all tasks. Any damage to the facility will be noted at that time and be turned over to the Senior clergy and Trustees for repair and billing. The Shelter manager will read all meters as before and provide all readings (before and after) to Senior clergy and Senior official.

COLLECTION / DISTRIBUTION OPERATIONS

Facilities of LSUMC may be called upon to be used as a collection / distribution point during local post-recovery operations or whenever a disaster strikes elsewhere. The following procedures will be followed to effectively use the FLC as a staging point.

1. Upon notification by higher authorities, civilian or clergy, the FLC will be established as a collection/distribution point for relief supplies such as: clothing, health kits, bedding, non-perishable food items, water, and other supplies as requested. The Donations Manager and Disaster Team Leader will, accompanied by Senior clergy and Trustee representative, read all meters, clear all furniture, and designate areas within the FLC for specific items. Items collected will be sorted to selected areas and inventoried when brought in.
2. The Donations Manager will provide periodic lists of items available to the Disaster Team leader who will coordinate with the EOC and Senior clergy for distribution. When requests for distribution come in, the Donations Manager will assemble all items, prepare for shipping, supervise loading, and keep a record of items that leave the FLC. LSUMC has limited numbers of vehicles suitable for transporting items locally and none for long-distance delivery. Agencies requesting items must provide suitable means of transport.
3. At the end of relief operations, the Donations Manager will coordinate for local distribution of excess donated items. Clean the FLC and dispose of all trash. Replace furniture as necessary. Provide all logs and a summary of collection/distribution activities to the Disaster Team Leader and assist in reading meters, if asked.

ANNEX A

PREPARING & PLANNING FOR INDIVIDUALS WITH SPECIAL NEEDS

The congregation of Lyttleton Street UMC has a moral and Biblical responsibility to watch over and assist elderly and infirm members in times of natural and man-made disasters and whenever special needs arise. This Annex will outline procedures to accomplish this.

In order to request assistance, the member needing assistance should contact the church office to be put on a master list. Since needs are often unforeseen, members requiring assistance should sign-up whenever they can no longer provide for themselves.

A list of volunteers with special job skills and unique talents will be compiled and matched to members requiring assistance. These lists will be maintained in the church office.

Whenever the situation requires, the assigned volunteer will provide whatever assistance is required. Some examples, but not all, of this assistance are:

1. Evacuation ordered for pending natural disasters. The volunteer will assist with transportation to a designated shelter. After the event, assist in getting the member back home.
2. Severe weather causing power outages in the area. The volunteer will check on the member to assist as required or relocate the member, if requested.
3. Normally, on a regular basis, at least weekly, the volunteer will check to see if the member requires assistance. If the member requests assistance, the volunteer will provide it or, if beyond their capabilities, will contact the church office. The need will be matched to someone on the volunteer list with the required skills who will be notified to respond to the need. Such needs may be as simple as requesting additional visitation or going shopping for the member. It may be as diverse as changing a light bulb to helping arrange minor repairs to the home or auto. Each volunteer is not expected to be a "Jack of all trades" but someone from the volunteer list should be able to provide the requested assistance.

Tips for those who help:

Visually impaired	May be extremely reluctant to leave familiar surroundings when the request for evacuation comes from a stranger. A guide dog could become confused or disoriented in a disaster. People who are blind or partially sighted may have to depend on others to lead them, as well as their dog, to safety during a disaster.
Hearing impaired	May need to make special arrangements to receive warnings.
Mobility impaired	May need special assistance to get to a shelter.
Single working parent	May need help to plan for disasters and emergencies.
Non-English speaking	May need assistance planning for and responding to emergencies. Community and cultural groups may be able to help keep people informed.
People without vehicles	May need to make arrangements for transportation.
People with special dietary needs	Should take special precautions to have an adequate emergency food supply.
People with medical conditions	Should know the location and availability of more than one facility if dependent on a dialysis machine or other life-sustaining equipment or treatment.
People with mental retardation	May need help responding to emergencies and getting to a shelter.
People with dementia	Should be registered in Alzheimer's Association Safe Return Program.

INDIVIDUAL NEEDS SURVEY

Name: _____ Spouse: _____

Address: _____

Cell phone: _____ Email address: _____

Alternate Contact Person/Phone: _____

List names and ages of additional members of household:

Do you speak a foreign language? No Yes Language: _____

Residence Type: single family mobile home apartment (floor _____)

Name of Residential Complex if any: _____

Medical Disability: _____

Are you: legally blind deaf mute aphasic

Are you homebound? No Yes

Do you use a wheelchair? No always most of the time sometimes

Do you use a walker/cane? No always most of the time sometimes

Do you require a special diet? No yes Type: _____

Special Medical Needs (ex: homeless, severe cardiac, diabetic on insulin – list all meds you currently use & allergies)

Do you rely on electricity for home medical treatments? No Yes

Have you registered with the County Emergency Medical Dept for help in an evacuation? No Yes

Family Physician: _____ Phone: _____

Emergency contact(not living w/you): _____ Phone: _____

Do you have Dogs? No Yes How many? _____ Cats? No Yes How many? _____

(NOTE: Pets are NOT allowed in all shelters. Make evacuation-shelter arrangements for them BEFORE a disaster.)

Do you have transportation in an emergency? No Yes Maybe

Would you need transportation in an emergency? No Yes Maybe

If so, what type? standard vehicle wheelchair access ambulance

Congregational Preparedness Questionnaire

“We can be anxious or we can be ready.”

Planning for emergencies means analyzing potential losses and planning how to minimize its effects. As you complete this questionnaire, ponder the implications and ramifications of a particular disaster happening to help you visualize what your answers may be.

Preparedness may make a great difference in depth of destruction and the speed of recovery. Some considerations are:

- Reviewing all insurance coverages
- Reviewing responsibilities of various staff members and church leaders in the event of an emergency
- Locating a qualified contractor and/or subcontractor in advance
- Relocation possibilities for worship
- Evacuation plan
- Assessing congregational members status and needs
- Protecting vital church records
- Documenting the building and its contents
- Establishing regular building inspection and maintenance
- Putting the plan down on paper and storing a copy off-site

1. Insurance Coverage

- Is the structure sufficiently covered?
- When was policy last reviewed?
- Do you have additional coverage for other costs such as sewer backup?
- Are the contents of the church sufficiently insured?
- Does it cover replacement costs?
- Does it pay actual cash value?
- Which company is most qualified disaster-recovery contractor in your area?
- Are recent photos, videos, blueprints available of the church structure and contents?

2. Member Safety

If disaster strikes during worship activities, do you have...

- An evacuation plan?
- Storm shelter readily identified?
- Someone identified as to who is in charge?

Calling tree for checking welfare of members affected and response needed...

- Who to call
 - Elderly
 - Infirm
 - Disabled
 - General membership

- Who will call whom
- What to do
 - Damage assessments
 - Needs identified – relocation of person(s)? shelter? Medical assistance?
 - Resources available – agencies and phone numbers
- What to do with the information
 - Who do you give it to
 - How to respond

3. Vital Church Records

Are records secured if _____ happens?

- Flood
- Flash flood
- Tornado
- Straight line winds
- Fire
- Terrorist attack
- Earthquake
- Vandalism

4. Church Functionality

If a pandemic outbreak occurs, how will these normal events be continued?

- Worship service
- Meetings
- Shut-in visits
- Pastoral care visits
- Hospital visits
- Funerals
- Weddings
- Other celebrations
- Educational functions
- Childcare
- Preschool

5. Serving the Community at large

How can the church serve its members and the community at large?

- Provide shelter
- Food distribution
- Daycare
- Pastoral care – what boundaries should be set, if any
- Contact list
- Fundraising
- Trained laity in spiritual care (SAID, Stephen Ministers, Gifts)
- Parish nurse availability
- Assess damage

- Identify needs
- Coordinate volunteers
- Provide meals
- House volunteers

6. Building Functionality

If the church building is heavily damaged or destroyed:

- Do you have another location secured to hold worship services?
- Do you have a written agreement securing that site? When is it reviewed/renewed?
- Contractors are in high demand after a disaster. Does your congregation have an agreement with a reputable contractor so restoration can begin as soon as possible?
- Is building maintenance current and inspections done at least yearly?
- Identify locations of chemical, electrical, gas, fire-fighting equipment, exits, emergency phone numbers, keys, first aid kits, wheelchairs, stretchers, radio

7. Is your plan in writing and a copy stored off church property?

Having considered your risk factors, remember to email the information at the end of this letter. For the guide or assistance, please call LDR 1-800-950-2901 or emailbturner@lssnd.org.

SC United Methodist Conference Disaster Response Call Sequence

Disaster Response in SC

1. Preparation for an anticipated disaster/approaching storm.
2. Disaster occurs
3. Local pastor/lay person from affected community contacts their local church's disaster coordinator who calls the district disaster coordinator. Local disaster coordinator starts making damage assessments by simply riding through (window assessments) the damaged area if safe to do so and coordinating with local emergency management officials. Local churches help disaster victims meet their basic needs.
4. District Disaster Coordinator (DDC) contacts the Conference Disaster Coordinator (CDC) *Reverend George Olive of Myrtle Beach (h) 843-293-8713, (c) 843-446-4237, geolive@umcsc.org* and then proceeds to help the local disaster coordinator with the assessments and coordination of any immediate response to meet people's basic needs.
5. Conference Disaster Coordinator contact the SC United Methodist Volunteers in Mission (UMVIM) Disaster Coordinator who is response for the response of the Early Response Teams (ERT) *Billy Robinson of North, SC (h) 803-247-5737, (c) 803-539-8429*. CDC then contacts the Bishop and others necessary for any further coordinated response from the SC UMC. If disaster is, or becomes, too big for our state resources to handle, then the United Methodist Committee on Relief (UMCOR) is notified for funding, help with coordination and support.
6. SC UMVIM Disaster Coordinator notifies the SC UMVIM Chairperson *Caroline Dennis of Columbia, SC (h) 803-426-8580, (c) 864-980-4678* of a possible or definite response from ERT teams. He also notifies the state ERT Assistant Coordinators *Darrel Briggs of Gilbert at (h)803-657-7876, (c) 803-381-5116* and *Terry Rawls of Pomaria, SC at (c) 803-924-2128* and the four ERT Regional Coordinators of a possible response and places the nearest equipped teams on stand-by unless it is already known that ERT Teams will be needed, then the team(s) are activated to respond. Coordination through Emergency Management Agencies (EMA) faith-based organizations, Red Cross, our UMC Disaster Coordinators, etc., is essential for a good and well-coordinated response where teams meet the needs of those needing it most as soon as possible. SC UMVIM ERT Teams have a goal of being on a disaster site ready to work within 24 hours of a call. The time frame can be shortened by several events such as the time of a call, date, and location. Teams have been on site in less than an hour's time in some situations.

There are several different ways that we get notified of a disaster in SC:

1. *Through SC & Regional Volunteer Organizations Active in Disaster (VOAD), which we encourage all coordinators to be active in.*
2. *Direct contact from the American Red Cross (ARC) – Charlotte Foster of Columbia, SC (803-920-6983) is the SC ARC Disaster Coordinator and she is also a very active United Methodist.*
3. *SEJ UMVIM, UMCOR, other states' Disaster Coordinators and Conferences.*
4. *County and State EMA's, Community Emergency Response Teams (CERT), and various emergency organizations.*