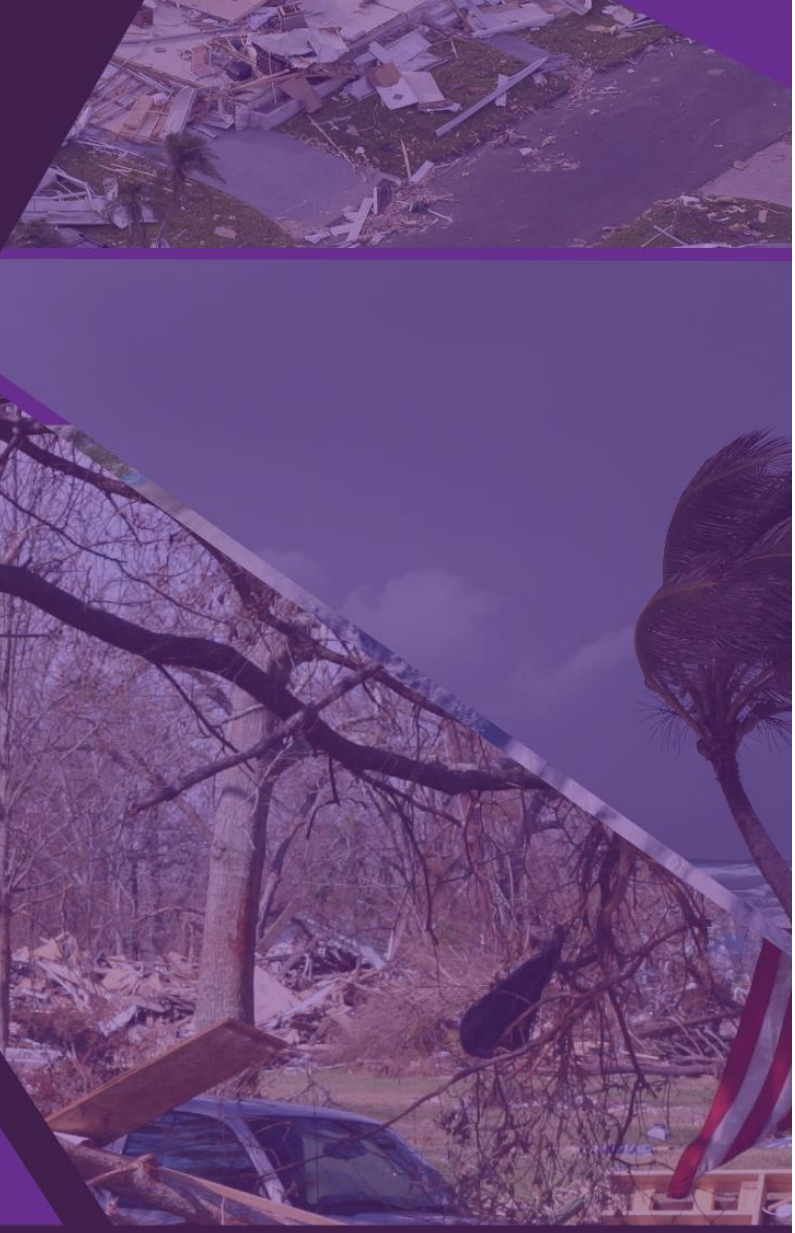


11th EPISCOPAL DISTRICT DISASTER RELIEF MINISTRY:
A MANUAL FOR IMPLEMENTATION

Bishop Marvin C. Zanders, II, Presiding Prelate
Supervisor Winifred Houston-Zanders

Presiding Elder Gregory V. Gay, Sr., District Coordinator

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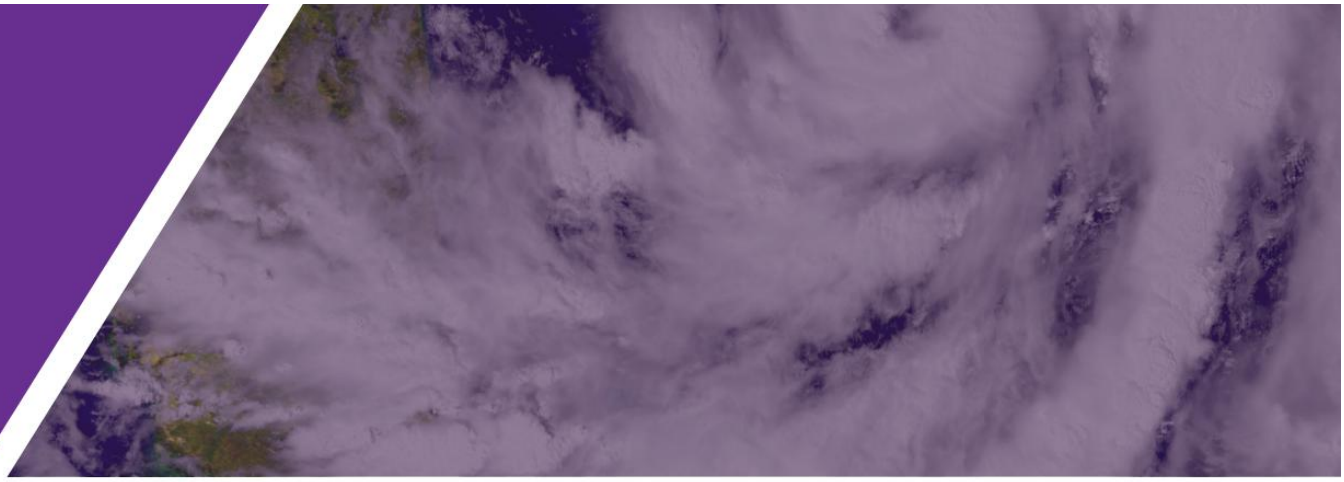


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INTRODUCTION

Note: see Partnerships and Resources section for Bahama Islands specifics. However, all general information is applicable for both Florida and the Bahama Islands.

The State of Florida and the Bahamas (11th Episcopal District EED) are vulnerable to an array of natural hazards that could occur at any time; the major threats being tropical cyclones (hurricanes), tropical depressions, tropical storms and hurricanes. Forty percent of all hurricanes that make landfall in the Unites States hit Florida, as more than 76% of the state's 18 million residents live in one of the State's 35 coastal counties. While all areas within the State are vulnerable to the impacts of the tropical cyclone (i.e., high wind, tornadoes, and inland flooding in low-lying areas), coastal counties will experience the greatest impact of a land falling tropical cyclone-the storm surge which always poses a great risk to lives and property. Although a tropical cyclone event could strike during any month of the year, the official hurricane season lasts from June 1 until November 30.

In addition to the EED's vulnerability to the tropical cyclone, there are huge sections of the EED that are vulnerable to a nuclear release hazard that could occur at any time from either of four nuclear power plants (NPP). These plants are located in Citrus County (Crystal River NPP), Indian River County (St. Lucie River NPP), Miami-Dade County (Turkey Point NPP), and the Farley NPP in Alabama (Houston County). Should an accidental release occur at one of these facilities, everyone living within a 50 mile radius of the plant will be impacted, as well as everyone within a 10-mile radius would have to evacuate.

> Therefore, because of the EED's vulnerability to these two major hazards that can strike huge sections of the population at anytime, preparedness for an eventual event is essential.

It is therefore, suggested that our Church (Episcopal, Conference, District, and Local levels) consider a program or an approach on how to best inform and aid all AME Congregations about disaster preparedness and their vulnerability to certain major hazards. Thus, this manual has been prepared.

The Florida Division of Emergency Management along with the sixty-seven County Emergency Management agencies have been authorized by Florida Statute to "*prepare for, respond to, recover from and mitigate the impact of*" any natural or man-made emergency/disaster that impacts the State of Florida.[1] It is the position of the emergency management community; the most crucial time-period following any major disaster

[1] Chapter 252, Florida Statutes, (*The Emergency Management Act)*.

is the first seventy-two hours (3 days). This period of time is crucial because very minimal to "***no***" outside federal, state, of county emergency assistance or help should be anticipated. In fact, the major planning assumption that the State of Florida Emergency Response Team and the sixty-seven Counties Emergency Response teams operate under is that; "*constant public awareness and education programs to ensure people take appropriate advance actions to reduce their vulnerability during at least the initial 72 hours following an emergency or disaster.*" [2]

[2] Section II.B.1, of The State of Florida, *Comprehensive Emergency Management Plan (CEMP)*, February, 2014, page 12.

VISION and MISSION

Mission: The Disaster Relief Ministry (DRM) was organized to:

1. Inform educate and assist the members of the EED on how to prepare for disasters, helping to ensure the health and safety of the membership with appropriate response actions.
2. Develop a Disaster Relief Plan (DRP) including resources and pre, during and post event responses.
3. Coordinate with other Eleventh Episcopal District (EED) components (WMS, SOA, Lay, YPD, etc.)
4. Provide resources and support to churches and families suffering physical damage and destruction of property. Provide limited funds where no other avenue of support is available.
5. Extend EED acts of benevolence beyond our boundaries to other AME Districts as needed.

Vision: The EED, Florida and Bahamas, Disaster Relief Plan (DRP) will be collaborative, comprehensive and effective to meet the needs of the constituency in varied disaster situations.

ORGANIZATIONAL CHART

Organizational Chart

Bishop Marvin C. Zanders, II

Presiding Elder Gregory V. Gay, Sr., EED Coordinator

Partnerships and Resources—**DRC--** SOA, WMS, YPD, Lay

18 Presiding Elder District Coordinators/18 Co-coordinators

Local Church Contacts
(NO names just position title on above and these)

DUTIES of the

A. LOCAL CHURCH CONTACTS
B. PRESIDING ELDER DISTRICT COORDINATORS/CO-OORDINATORS
C. EED DISTRICT COORDINATOR

Duties of the local church contact, co-presiding elder coordinator, EED coordinator

Steps:

1. The pastors will assign a contact from their local church to coordinate with the PE District Coordinator.
2. If needed the PE District Coordinator will identify a possible co-coordinator from the local contacts. Submit the name(s) to their Presiding Elder for approval of 1 or 2 to also serve as co-coordinator as well as local church contact.
3. The Presiding Elders will assign a coordinator(s) for their district.
4. The EED Coordinator will contact appropriate EED officers to assign at least 2 youth and at least 2 young adults to the DRM.
5. The Bishop appoints the EED Coordinator.

A. Duties of the Local Church Contact (LCC):

1. Resources should be posted in each church as well as have brochures and other information on disaster preparation.
2. Invite local resource persons (organizations or the Presiding Elder District Coordinator) to speak at church events or services as appropriate and with pastors' approval.
3. Direct members to appropriate agencies pre and post disaster with as needed.
4. Notify Pastors and Presiding Elder District Coordinator of the status of met and unmet needs before and after a disaster.
5. Work with the local church components pre and post disaster to identify persons who can respond to the needs of the congregation and community for food, shelter, clothing, etc. For example, other churches, American Red Cross, WMS, SOA, Lay, YPD, etc.
6. Share your local plan with the pastor and congregation annually. Seek input from other church members and get pastor approval.

B. **Duties of the Presiding Elder District Coordinator (PEDC)**:

1. Work closely with the EED Disaster Relief Coordinator to implement the DRP.
2. Communicate at least 3-4 times per year with churches or agencies as assigned.
3. Consistently assist the local coordinator with implementation of their plan.
4. If assigned, the co-PEDC will assist with these duties as well as maintain their local church responsibility.

C. Duties of the EED Disaster Relief Coordinator (DRM):

1. Develop a Disaster Relief Plan with the assistance of appointed committee members for the EED.
2. Annually review and update the plan as necessary, especially prior to hurricane season.
3. Ensure that the vision and mission of the plan are efficiently and timely executed.
4. Maintain timely communication with the Bishop and Presiding Elders on the progress of the plan and the status of relief efforts during a disaster.
5. Serve as a resource for the committee.
6. Hold meetings of the DRC as needed to execute the duties of disaster relief.
7. Maintain all records, minutes and finances related to disasters in the EED.
8. Coordinate any activities needed to carry-out the vision and mission of the plan.
9. Notify all PEDC in the event of a disaster in the Episcopal District.
10. Any other duties as directed by the Bishop.

PRE-PLANNING and the FIRST 72 HOURS

Pre-planning and the First 72 Hours

Goal: This plan is to help inform, educate, and assist the membership on how to be prepared for a disaster situation. It will focus on what each family should do *during* and *after* a disaster to ensure its health and safety for the first 72-hours. The best time to prepare for any disaster is ahead of time during a position of safety and calm when we can better cope with an emergency response before it happens.

Information is included for our congregations on emergency preparedness and awareness issues such as evacuation - *county evacuation route, hurricane evacuation zones, storm surge maps, public sheltering, the registration of people with special needs,* etc.). [3] In addition,

much information can be garnered from the State and County regarding the work of the State's volunteers and donations capability during a disaster. [4] Reminder, information specifically for the Bahamas is located in the Partnerships and Resources section.

[3] Florida Division of Emergency Management, *the State Hurricane Program: Regional Evacuation Studies,* 2014.

[4] The State of Florida, *Comprehensive Emergency Management Plan (CEMP); Appendix XV* – Volunteers and Donations, February, 2014.

1. **Consider the Special Needs Individuals** – An emergency or disaster may present

unique challenges for people with disabilities, special needs, and the young and elderly. If someone in a family, or who lives alone, has a disability or a special need additional steps may be necessary to prepare for their care. Some things that maybe considered are the following: **Form Personal Support Networks:** Families with members with disabilities, special needs, young or elderly (as well as such persons living alone) should plan ahead for an emergency situation and know what to do. Therefore, a *"Personal Support Network"* should be encouraged in every congregation. These networks should be comprised of people who can help these families and individuals in an emergency situation. That could include nearby family, friends, caregivers, and neighbors.

People with special need situations (especially if they live alone) should give at least one trusted member of their Support Network a key to their home. Also, let a member(s) of the Network know where they store their emergency kit. Most importantly, they should not rely on just one person, but when possible have two people they can call on for help. In addition, members with special needs should complete a **"Personal Assessment"** i.e., make a list of personal needs and resources for meeting contacts in a disaster environment. List also what they will be able to do for themselves and what assistance they may need before, during and after a disaster. This should include daily living needs: personal care/personal care equipment, adaptive feeding devices and electricity-dependent equipment, the ability to get around before, during and after a disaster (cleaning up disaster debris, transportation and blocked roads) and evacuating if necessary.

2. **Get Informed:** Inform the Congregation about the specific hazards that threaten their community (hurricanes, tornadoes, wildfires, etc.), learn .about community disaster plans and community warning systems and find out more about special assistance programs. Florida citizens with disabilities and special needs should register with their county emergency management office. Utilize their local church contact and the PEDC to help get information.

3. **Make a Plan:** The Florida Division of Emergency Management website includes an interactive planning tool that can enable each family to create their own personalized **Family Disaster P**lan. Creating a plan is simple, easy and only takes about 10 to 15 minutes.[5] The following website is provided; http://www.floridadisaster.org.
4. **Create an Emergency Kit:** When a disaster strikes, or is about to strike, it is likely members will not have time to shop for essential items. Whether they are sheltering in place or need to evacuate, there are a number of basic items they will need at their disposal. That is why it is critical that every household assemble an emergency kit ahead of time and keep it current. They should review the contents of their kit at least once a year and refresh any expired or outdated items. Below is a list of basic items to include in most emergency kits, as well as items Floridians with disabilities/special needs should consider including, as well.

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[5] Florida Division of Emergency Management, http://www.floridadisaster.org. v

SUGGESTED EMERGENCY/DISASTER KIT (ADAPT FOR YOUR NEEDS)

Large Storage Container - to keep all of the supplies of the kit in one spot

Water at least 1 gallon daily per person for 3 to 7 days

Food - at least enough for 3 to 7 days, including:

- any special food needed for dietary purposes
- non-perishable packaged or canned food / juices
- snack foods
- non-electric can opener
- cooking tools / fuel
- paper plates/cups/ plastic utensils

Written instructions regarding care and medication

- list of all medications and their dosages
- list of all doctors
- list of the brand name, model and serial numbers of medical devices you use

First Aid Kit - medicines / prescription drugs including:

- an extra supply of required prescription medications (you should have medication for at least two weeks)
- extra oxygen if necessary
- adhesive bandages
- bug repellent
- antibiotic cream
- aspirin
- pain relievers
- rubbing alcohol
- hydrogen peroxide

Extra Set of Eyeglasses and Hearing Aid Batteries Blankets/Pillows/Bedding supplies

Clothing - seasonal /rain gear/ sturdy shoes (Sleep! Ready! Roll!)

Toiletries – personal hygiene items / moisture wipes

Flashlights - each family member should have their own flashlight. Have extra **Batteries**

Radio - a hand-cranked or solar powered radio is ideal; if using a battery operated radio, buy at least seven sets of batteries for the kit

Telephones - fully charged cell phone with extra battery and a traditional (not cordless) telephone set

Cash and Credit Cards - banks and ATMs may not be available for extended periods; make sure cash is in small bills

Extra Set of Keys - home and car

Toys, Books and Games (For children place their items in a pillow case kept near their bed.)

Important documents - Place in a waterproof container or watertight plastic bag.

- copies of medical insurance documents and Medicare/Medicaid cards
- other insurance records (home, car, etc.)
- medical records if you have your own
- bank account numbers
- Social Security card, etc.
- Addition of a thumb drive
- Take a video of your valuables and tangible properties before and after a disaster strikes

Tools - keep a set with you during the storm; gather together sheets of plastic, tools, nails, duct tape and paint

Vehicle fuel tanks filled Pet care

items

- proper identification / immunization records / medications
- ample supply of food and water
- carrier or cage
- muzzle and leash

Whistle-to blow if you're trapped

People with mobility disabilities should consider including the following in their emergency kit:

- Pair of heavy gloves to use while wheeling or making your way over glass and debris
- Extra battery for your motorized wheelchair or scooter
- Jumper cables or specific recharging device to be connected to an automobile's cigarette lighter
- Patch kit or can of "seal-in-air product" to repair flat tires
- Cane or walker
- Food, medicine, favorite toy, and other care items for your service animal
- Plastic bags, disposable gloves and other items for the animal's care

People with sensory disabilities should consider including the following in their emergency kit:

- Pad of paper with pens or pencils for writing notes
- Extra batteries for tape recorders, portable TTYs, etc.
- Extra pair of eye glasses
- Extra pair of dark glasses, if medically required
- Extra set of hearing-aid batteries
- Folding mobility cane
- Food, medicine and favorite toy for your service animal
- Plastic bags, disposable gloves and other items for the animal's care

People with developmental or cognitive disabilities should consider including the following in their emergency kit:

- Alternate power source or spare batteries for communication device
- Paper and writing materials

Medication Requirements - One of the most critical preparation steps that should be taken is ensuring they have enough of their required prescription medications available should the aftermath of a disaster prevent them from getting a refill. It is recommended that they have a minimum two-week supply of all their prescription medications. Be sure an extra supply is kept current and has not expired. It is also recommended that they keep a list of all their prescription medications, dosages and any other special instructions with their emergency medication supply.

Emergency 30-Day Refills - According to Florida law, you can obtain a 30-day refill of your prescription medication - even if you have just refilled it - ONLY if you reside in a county that:

- Is under a hurricane warning issued by the National Weather Service; or
- Is under a state of emergency executive order declared by the Governor; or
- Has activated its emergency operations center/emergency management plan Under these specific circumstances listed above, any health insurer, managed care

organization or other entities licensed by the Office of Insurance Regulation must waive the "refill too soon" restrictions on prescriptions.

Evacuations and Shelters

5. **Should you go or should you stay? -** One of the most important decisions made during an emergency situation is whether to evacuate or stay home. Determining factors such as their unique circumstances and the nature of the emergency should be carefully evaluated before either option is decided upon. As a person with disabilities, special needs, and elderly or a caretaker of individuals with special needs, their disaster plan should consider and have options for both situations. It is also important that they use all of the information they can from local officials or the news to determine if there is immediate danger. Use their best judgment as no one knows their needs as well as they do.

However, certain emergency and disaster situations require immediate evacuation. If they are specifically ordered to evacuate, it is vital that they do so immediately. If they daily activities require additional travel time or transportation assistance, their emergency plan should include prior travel arrangements

6. **If You Stay: Shelter In-Place** – If evacuation is not necessary and their residence can provide a safe environment during a storm or other emergency situation, then they may want to take shelter at their own home or that of a family member, neighbor or friend. If their special needs require assistance for day-to-day tasks, make sure they have a caregiver, family member or friend that can stay with them at all times. Remember, the best place to shelter for every Floridian is outside the evacuation area, in a safe and secure structure. If your home meets safety requirements though, it may just be their best option.

7. **After a Hurricane** – After a major disaster situation: [6]

   - Continue listening to a NOAA Weather Radio or the local news for the latest updates.
   - Stay alert for extended rainfall and subsequent flooding even after the hurricane or tropical storm has ended.
   - If you have become separated from your family, use your family communications plan or contact the American Red Cross at 1-800-RED-CROSS/1-800-733-2767 or visit the American Red Cross Safe and Well site: www.safeandwell.org
   - The American Red Cross also maintains a database to help you find family. Contact the local American Red Cross chapter where you are staying for information. Do not contact the chapter in the disaster area.
   - If you evacuated, return home only when officials say it is safe.
   - If you cannot return home and have immediate housing needs. Text **SHELTER** + your ZIP code to **43362** (4FEMA) to find the nearest shelter in your area (example: ***shelter 12345***).
   - For those who have longer-term housing needs, FEMA offers several types of assistance, including services and grants to help people repair their homes and find

replacement housing. Apply for assistance or search for information about housing rental resources

- Drive only if necessary and avoid flooded roads and washed¬ out bridges. Stay off the streets. If you must go out watch for fallen objects; downed electrical wires; and weakened walls, bridges, roads, and sidewalks.
- Keep away from loose or dangling power lines and report them immediately to the power company.
- Walk carefully around the outside of your home and check for loose power lines, gas leaks and structural damage before entering.
- Stay out of any building if you smell gas, floodwaters remaining around the building or your home was damaged by fire and the authorities have not declared it safe.
- Inspect your home for damage. Take pictures of damage, both of the building and its contents, for insurance purposes. If you have any doubts about safety, have your residence inspected by a qualified building inspector or structural engineer before entering.
- Use battery-powered flashlights in the dark. Do NOT use candles. Note: The flashlight should be turned on outside before entering - the battery may produce a spark that could ignite leaking gas, if present.
- Watch your pets closely and keep them under your direct control. Watch out for wild animals, especially poisonous snakes. Use a stick to poke through debris.
- Avoid drinking or preparing food with tap water until you are sure it's not contaminated.
- Check refrigerated food for spoilage. If in doubt, throw it out.
- Wear protective clothing and be cautious when cleaning up to avoid injury.
- Use the telephone only for emergency calls.
- **NEVER** use a generator or charcoal fire inside homes, garages, crawlspaces, sheds, or similar areas, even when using fans or opening doors and windows for ventilation. Deadly levels of carbon monoxide can quickly build up in these areas and can linger for hours, even after the generator has shut off.

[6] FEMA Website, 8/21/2012. *Ready: Prepare, Plan, Stay Informed.*

POST DISASTER PLANNING

Post Disaster Planning

Goal:
To provide an assessment of the response in order to improve results.

Steps:

1. The EED Coordinator will convene by conference call the DRM not later than 5 days post disaster.
2. The PEDC(s) affected by the disaster will have gathered information to share: What, who, when, where, current status of people and property, ongoing plan to resolve issues, assistance needed.
3. The EED Coordinator will solicit assistance from other components as needed and share the information with the Bishop.
4. The Bishop may direct specific follow-up as appropriate for the EED Coordinator.
5. The EED Coordinator will at least weekly follow-up with the coordinator(s) in the affected area(s).
6. The PEDC (s) will follow-up at least every other day with the local church contact (s) to ascertain if needs are being met and direct them toward resolutions as needed. The EEDC will also assist.The PEDC (s) will give a status report to their Presiding Elder 24 to 48 hours post disaster and follow-up as directed by their Presiding Elder. The EEDC is available for consultation.
7. The EEDC will hold a second conference call debriefing 30 days post disaster or at an EED Conference meeting if within or close to that time frame.
8. The final debriefing written report will be compiled by the EEDC and shared with the Bishop, Presiding Elders and Disaster Committee members within 60 days. All reports will be permanently maintained by the EEDC in a Disaster Relief file.
9. **THE BISHOP OR THE BISHOP'S APPOINTEE ARE THE ONLY PERSON(S) TO SPEAK WITH MEDIA. No Social Media (Facebook, Twitter, etc.) posting of disaster situations unless cleared via District Coordinator and the Office of the Bishop.**

PARTNERSHIPS and RESOURCES

Partnerships and Resources

Goal:

The necessity for Disaster Relief Resource Partnership is to share in the work with the disaster relief community in its efforts to relieve pain and suffering. Logistically we need resources in order to accomplish this task. A partnership with Disaster Relief Professionals throughout Florida, the nation, the Bahamas and with other components of the AME Church (SOA, WMS, YPD, LAY etc.) can provide the support and timely response the Eleventh Episcopal District needs.

There are four Cs to which we should adhere:

Cooperation, Communication, Coordination and Collaboration.

These principles serve as the foundation for the EED as it collaborates with local, regional, national and international partners to coordinate disaster relief, response, recovery and mitigation of efforts in times of disaster.

Florida and the Bahama Islands have an umbrella organization of existing agencies. The EED maintains its own independence, yet, works closely with other agencies to improve service and to eliminate unnecessary duplication.

FLORIDA'S PARTICIPATING AGENCIES

2-1-1 Big Bend (Tallahassee)

211 Community Resources

Advocacy Center of Florida

American Red Cross – Agencies Across Florida

Broward Case Management and Relief

Catholic Charities Bureau, Inc. Lake City Regional Office

Catholic Charities Diocese of Venice

Catholic Charities of Jacksonville

Catholic Charities Central Florida

Catholic Charities St. Petersburg Community

Organizations Active in Disaster d/b/a BRACE

Community Rebuilding Ecumenical Workforce

Compassionate Alliance

Catholic Charities CROS Ministries

Diocese of Pensacola-Tallahassee

Flagler Volunteer Services Halifax

Urban Ministries HELP, Inc.

FRIEND, Inc.

Life Management Center of Northwest Florida

Love in the Name of Christ of Suwannee (aka Love Inc.)

Palm Beach County Disaster Recovery Coalition, Inc.

Paradise Interfaith Network

Partnership for Recovery

Project Hope

Rebuilding Okeechobee After Disaster (ROAD)

Sarasota COAD

St. Lucie INTACT

The Salvation Army Boca Raton

The Salvation Army Bradenton

The Salvation Army Clearwater

The Salvation Army Daytona Beach

The Salvation Army Fort Lauderdale

The Salvation Army Fort Myers

The Salvation Army Fort Walton Beach

The Salvation Army Gainesville

The Salvation Army Lake Worth

The Salvation Army Lakeland

The Salvation Army Leesburg

The Salvation Army Melbourne

The Salvation Army Miami

The Salvation Army Naples

The Salvation Army NC Brevard

The Salvation Army Ocala

The Salvation Army Panama City

The Salvation Army Pensacola

The Salvation Army Port Charlotte

The Salvation Army Sanford

The Salvation Army Sarasota

The Salvation Army Sebring

The Salvation Army St. Lucie

The Salvation Army St. Petersburg

The Salvation Army Stuart

The Salvation Army Tallahassee

The Salvation Army Tampa / Hillsborough

The Salvation Army Venice

The Salvation Army Vero Beach

The Salvation Army West Volusia

The Salvation Army Winter Haven

UMCOR Project Transitions

United Methodist Church Florida Conference

United Way of Escambia County

United Way of Pasco County

United Way of Suwannee Valley

United Way Northeast FL 2-1-1

Volunteer Action Center of Broward County, Inc.

Volunteer Florida Foundation

Volunteer Manatee

Workforce Florida

Worthy Endeavors Inc.

Resource-Only Agencies

ACTS World Relief
FEMA
World Foundation for Children

American Red Cross (ARC, 1.800.733.2767) -------- Federal Emergency Management Agency (FEMA, 1.800.621.3362-TTY 1.800.462.7585)

The Salvation Army (TSA, 1.800.725.2769) --------- The Christian Disaster Response (CDR, 1.863.4357)

Disaster Relief Resources in the Bahamas

National Emergency Management Agency
ICNL - The International Center for Not-for-Profit Law
http://ecbiz108.inmotionhosting.com/~icnlor5/index.html
World Summit on Social Development
http://www.un.org/documents/ga/conf166/gov/950308064938.htm

Natural Resource Aspects of Sustainable Development in the Bahamas http://www.un.org/esa/agenda21/natlinfo/countr/bahamas/natur.htm

The directory of development organizations found at: http://www.devdir.org/index.html has been prepared to facilitate international cooperation and knowledge sharing in development work, both among civil society organizations, research institutions, governments and the private sector.

UNITED NATIONS CONTACTS

Caribbean Regional Office for UNIFEM
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ADDENDUM

DISASTER RELIEF MANUAL

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3. **Rev. John Brown (East)**
4. **Rev. Jon Ingraham (East)**
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Secretary of the Ministry:

RESOURCES

Florida Division of Emergency Management, The State Hurricane Program: Regional Evacuation Studies, 2014.

The State of Florida, Comprehensive Emergency Management Plan (CEMP), Appendix XV-Volunteers and Donations, February 2014.

SEE ALSO: Partnerships and Resources section

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11th EPISCOPAL DISTRICT DISASTER RELIEF MINISTRY:

A MANUAL FOR IMPLEMENTATION