

First Baptist Church



Disaster Preparedness & Response Plan

First Baptist Church of Sequim
Disaster Preparedness and Response Plan

1323 Sequim-Dungeness Way,
Sequim, WA 98382

Revisions & Page Updates

Date	Pages	Version
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First Baptist Church of Sequim Disaster Preparedness and Response Plan

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PURPOSES & GOALS

Purpose of the church: The purpose of First Baptist Church of Sequim is to “Help People Find Life in Jesus” by proclaiming the Gospel of Christ and to urge its personal acceptance; to promote the fellowship, training and enlistment of its members; the co-ordination and guidance of evangelistic and missionary effort of its fellowship that they may cooperate heartily by prayer, gift, and service in the effort to establish Christ’s Kingdom throughout the world.

Purpose of the plan: To facilitate the ability of our church to be in ministry to persons in need as a result of a disaster and in furtherance of the Southern Baptist North American Mission Board Disaster Response Ministry (NAMB Send Relief).

Goals:

1. To provide pastoral care and support to disaster victims, from congregants to community members.
2. To make individual and family disaster planning and training available to the congregation and to our immediate community.
3. To identify and mitigate the risks from likely disasters.
4. To protect church property and ensure the continuation or quick resumption of worship services and ministry tasks.
5. To identify and organize resources, equipment, and facilities of the church, including its membership, that could be of benefit in the time of a disaster and recovery.
6. To plan ways to meet spiritual, emotional, and physical needs during and after a disaster, especially for those persons with special needs.
7. To offer a "ministry of presence" in the event of a disaster.
8. To create an Emergency Response Team to be used in the event of a local emergency or disaster.
9. To work cooperatively with the appropriate conference units, NW Disaster Relief, VOAD (Volunteer Organizations Active in Disasters), and local government agencies in the identification of, advocacy for, and assistance in disaster recovery.
10. To provide direct communication from the church to the NW Baptist Conference Disaster Relief to obtain needed resources and assistance or to provide available resources and assistance to areas in need outside of the immediate community.

INTRODUCTION

The American Red Cross defines a disaster as: "An emergency that causes injury or loss of life and property damage, and a disruption in which survivors cannot manage without spiritual, monetary, or physical assistance."

Disaster preparedness and response must be a vital part of our church mission. We are called to love one another. One of the ways we can show the love and act as the hands, feet and face of Jesus is through the efforts we make in the community and around the world.

The church is not just four walls and a roof. Some people may never attend church normally but, in a disaster or time of loss, they immediately turn to the church for help. In a disaster situation the church is not only a spiritual center but can also a resource hub of the community.

Levels of Disasters:

There are four levels used to describe the severity of disasters:

Level I: A **small** local disaster usually affecting one to thirty households, which is within the capabilities of local community resources to handle.

- **Relief:** Initially our church may need some help. Volunteers from within the community and nearby churches will assist with crisis counseling, cleanup and emergency repairs.
- **Recovery:** Just a few people could perform all of the management functions- i.e. provide ministry of caring, manage cases, and coordinate volunteer management, donations, and networking of resources.

Level II: a **medium**-sized disaster usually affecting 40 to 150 households, which is beyond the capabilities of local community resources to handle.

- **Relief:** Local churches may need assistance. Assistance may come from local community resources, American Red Cross and NAMB NW Disaster Relief. Site management of volunteers must be in place as soon as possible for crisis counseling, cleanup and emergency repairs.
- **Recovery:** An interfaith recovery team is necessary. The Emergence Response team will transition to a recovery team and will administer the operation, assisted by volunteers and a case manager. CERT (Community Emergency Response Team) members may be called upon to assist with recovery.

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Level III: These are **large** disasters in terms of severity or geography which cause significant damage and destruction and will usually receive a presidential declaration. A disaster this size within the area requires the mobilization of the Federal, State, County emergency response resources.

- Relief: Clallam County Command Area 5 (includes both the Emergency Operation Centers for Fire District 3 and the City of Sequim) will assume full operational functions and depending on emergency declarations will coordinate area CERT Teams, Emergency Resources and State and Local Resources.
- Recovery: Case management within community-based recovery organizations, and Area Command 5 coordination of volunteers is necessary. Numerous teams of short-term volunteers for repair and rebuilding are important and will be needed for a year or more.

Level IV: A **catastrophic** disaster is defined by Public Law 93-288 as: "An event resulting in a large number of deaths and injuries; extensive damage or destruction of facilities that place an overwhelming demand on state and local response resources and mechanisms; a severe impact on national security facilities and infrastructures that sustain them; a severe long-term effect on general economic activity and severe effects on state, local and private sector initiatives to begin and sustain initial response activities."

- Relief: FEMA, State Emergency Resources, Clallam County resources, American Red Cross, Salvation Army and Southern Baptist Disaster Response resources will all be needed. Clallam County Command Area 5 (includes both the Emergency Operation Centers for Fire District 3 and the City of Sequim) will assume full operational functions and depending on emergency declarations will coordinate area CERT Teams, Emergency Resources and State and Local Resources.
- Recovery: as in Level III, staff for leadership positions is needed. Again, case managers and workers will be necessary. Numerous teams of short-term volunteers are required over a period of several years.

To ensure timeliness, provide the maximum available resources, avoid redundancy and provide an effective and appropriate response, the church must be ready, at all levels, when disaster strikes. This means planning and preparation **before** disaster strikes.

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Types of Responses:

The visible presence of the church is essential in any type of disaster, regardless of the extent of damage. The association, conference, and local churches with their many volunteer groups are vital links to a huge network of caring responders from faith based organizations. Together they will provide to people in need three types of response:

The spiritual response addresses the issue of seeing how God's presence is available in the midst of suffering, despair and grief. The primary task is to be present in the midst of suffering and spiritual crisis, acting as an agent of reconciliation with spiritual support and encouragement. Local pastors should wear identification, clerical collars, or special vests to provide a visible example of the presence of the church. Teams of people trained in giving spiritual and emotional care (Care Teams), retired pastors and chaplains are available. Just being there allows the Holy Spirit to work through you.

The emotional response can address the problems of loneliness, shock, disbelief, delayed grief, and a multitude of related emotions that accompany those disasters that affect the lives of people. Pastors, and other lay leaders who have received appropriate training can be present to help meet the needs of people in such trying times.

The physical response will be the most visible, needed to help provide safety, security and sanitation. Trained individuals and teams are needed, such as Emergency Response Teams, Spiritual & Emotional Care teams, volunteer management, plus teams to man shelters and mass feeding locations. All help meet physical needs and thus alleviates some of the spiritual and emotional anxiety. No matter how inadequate you may feel your skills and talents are in responding to people in need, never underestimate the power of presence. The physical response must address itself to facilities, finances and an unending list of unique needs that may or may not be immediately recognized, but your mere presence is immediately seen.

Situations and Types of Hazards:

Our disaster plan needs to cover all hazards to address the wide range of human-caused and natural disasters, including incidents related to public violence, terrorism, chemical explosions, transportation accidents, hazardous waste spills, fires, winter storms, floods, earthquakes, and severe thunderstorms. Initially, it may seem that such a wide range of potential disasters makes prior planning an impossible task. However, most disasters have similar preparatory and post hazard responses. Identifying our actions and completing the plan will considerably improve our congregation's response to any disaster. Positive preplanning can help save our church assets. However, in the execution of the plan, we must remember that the people of our congregations and the residents of the community are far more important than facilities. Our plan will cover both church assets and the safety of the people of the church.

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Planning Assumptions About Catastrophic Disasters:

1. Utility services (gas, electricity, and water) may be unavailable for extended periods. Keep drinking water on hand for your family.
2. Telephone service, including cell phones, may be interrupted.
3. Cable television service may be disrupted. Keep a battery-operated radio to listen to emergency bulletins. In the Sequim area the emergency radio station is KSQM 91.5 FM.
4. Police, fire, paramedics, and 911 response will be overrun the first 3 to 5 days after a major disaster. Do not expect their help initially. Be prepared to perform light-duty rescue, fire suppression and first aid with your neighbors. Be CERT (Community Emergency Response Team) trained and participate in Clallam County sponsored "Map your Neighborhood" activities.
5. Hospitals, clinics and other medical service providers will be overwhelmed. Maintain your own first aid kits and be prepared to perform first aid yourselves.
6. There will be serious problems with transportation. Road closures will occur and when stores and other supplies run out, they will not be replaced for some time. The Olympic Peninsula could be isolated into 20 "islands."
7. Many people will abandon their jobs to be with their families, further disrupting normal services.
8. People will largely be "on their own" in the initial days following a major disaster. IF a major or catastrophic disaster it could be up to 30-45 days we will be on our own.
9. Members of the congregation may be limited to working only with the resources within their homes and their immediate neighborhoods.

With this in mind the First Baptist Church of Sequim has organized this plan as a structure to facilitate the ability to be in ministry to persons in need as a result of a disaster.

DISASTER RESPONSE

When a disaster is imminent or has occurred, local authorities take immediate steps to warn and evacuate its citizens, alleviate suffering, and protect life and property. The disaster authority and responsibility is a function of state and local governments, usually centered in the state Emergency Management Agency and local counterparts. The local Emergency Operations Center (EOC) will call upon the American Red Cross (ARC), Salvation Army, Southern Baptist Disaster Relief and other government recognized disaster response agencies for support. After the initial emergency response, the member organizations of Volunteers Organizations Active in Response (VOAD) and similar volunteer groups respond. If the situation exceeds local relief resources, regional, state and federal assistance can be asked for. When federal assistance is requested, and the United States President declares a “federal disaster,” the Federal Emergency Management Agency (FEMA) will bring support.

In the event of a disaster, existing local resources of our church (i.e. volunteers, money, expertise, etc.) are oftentimes limited. This is where the Cooperative Program of the Southern Baptist Convention can provide support and resources to our church to respond effectively and appropriately. The following individuals and teams may be active in disaster response in the Olympic Peninsula as a positive force, independent of the nature, size and location of the disaster:

- NM Baptist Conference and Association Disaster Response Coordinators
- The Conference Disaster Response Committee
- Local Church Pastors and Disaster Response Coordinators

The objective of the FBC of Sequim Disaster Preparedness and Response Plan is to help our church learn about disaster response needs and resources in the areas, evaluate the disaster response capabilities and develop plans and protocols to assist in responding to the community following a disaster through preparing the facilities, training members, securing supplies, and responding to the needs of the congregation and community.

This plan outlines the roles and responsibilities of those involved in disaster response as well as outlining processes to ensure the seamless flow of information and assistance to those affected by disaster.

DISASTER MINISTRY FUNCTION OF THE CHURCH

The point of contact at the community level for all Southern Baptist assistance in a disaster is the local church. However, local churches are not expected to respond alone or in a vacuum as there are many resources available to assist. Working together with a church disaster team and local, and county Disaster Response Coordinators, many connections are easily made that will ease the process.

A disaster may take considerable time (years) to resolve. Our church should recognize and acknowledge its limitations in the response and recovery effort. The NW Baptist Disaster Response Coordinator and the NAMB Disaster Response Coordinator should work with our church to identify its role in long-term recovery, should that be necessary in the community.

Our church Disaster Response Coordinator is the point person for ensuring fulfillment of the disaster management roles and responsibilities of our church, of course working closely with the church staff.

The actions the church should take in fulfillment of its' disaster ministry role are best seen when broken down into the stages of disaster response.

Stage 1: Planning and Preparation – Before Disaster Strikes

Working with the pastor or designated church leadership, identify a Disaster Response Coordinator and recruit a disaster team. The pastor should not be our church disaster team leader, though the pastor is encouraged to be an active part of the team. If the pastor is not part of the team, ensure that the pastor is informed and updated regarding activities before, during and after a disaster.

Support the development of a church plan that includes:

- Caring for people
- Caring for church facilities
- Caring for community
- Caring for others in the conference and beyond

The senior pastor and the Board of Trustees/ Finance Committee should review insurance coverage annually.

1. The Board of Trustees/Building and Grounds Committee should make an annual inventory of church property and contents and provide a safe repository of valuable records.

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2. Communicate with the District Disaster Response Coordinator regularly to ensure knowledge of the church plans in the event of a disaster.
3. Set up a Disaster Response Center and disaster team work area and, in the event that the disaster has a severe adverse impact on that location, identify an alternative location to work from. To be used in the event of a disaster.
4. Make full use of resources from other disaster-related organizations, such as the local county Office of Emergency Services or local city Police and Fire Departments, the American Red Cross, and others. First Aid and CPR training, shelter management and certification of facilities are available from your local chapter of the American Red Cross and should be taken advantage of prior to any disaster. Clallam County Area Command 5 and Clallam County Fire District 3 may also provide shelter management certification.
5. Encourage the congregation to support the efforts of the Area Command 5, Fire District teams (CERT and Map Your Neighborhood) and other groups actively participating in disaster response, whether here or elsewhere.
6. Encourage the congregation to support appeals regarding disaster relief (supplies, collections, food drives, aid to other conferences, etc.)

Stage 2: Warning – Disaster is Imminent

1. Working with the church disaster team, confirm communication channels and review response plans within the church, city and county.

Stage 3: Emergency Response – After Disaster Strikes

Implement the church Disaster Plan including:

1. Checking on the safety of the pastors, the staff and their families;
2. Assessing damage to church property;
3. Using information from local emergency service organizations, assess the overall damage to the community you serve. Then develop a general assessment of the safety of members of the congregation and property damage within the congregation.

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Stage 4: Relief

1. Determine if telephone communications are functioning.
2. Continue to implement the church Disaster Plan.
3. Establish the immediate needs for food and shelter to the community.
4. If buildings are damaged prepare to file a claim with the insurance carrier.
5. Keep strict and separate accounting of disaster funding and document all expenditures and receipts of money.
6. Concentrate on making folks safe, sanitary and secure by meeting the basic needs of food, water, sanitation and shelter.
7. When permitted, send out care teams to check on the most vulnerable church members and prepare early response teams to go into neighborhoods; contact the District Disaster Response Coordinator to request CERT teams from outside areas when appropriate. Report what level of support you can provide incoming disaster workers, particularly if you cannot support them and they need to be self-sufficient and self-supporting.
8. Prepare to receive work teams that may show up to help. Contact other faith based operations through the local VOAD, Area Command 5 and Fire District 3 and coordinate your efforts.

Stage 5: Long-Term Recovery

1. Working with your conference and Association Disaster Response Coordinators, determine the level of involvement appropriate for your church in long-term recovery.
2. Develop a procedure for referrals of people who contact the church asking for assistance.
3. Develop a procedure for managing volunteers who contact the church.
4. Develop a procedure for handling supplies offered to the church.
5. If our church is not in the impacted area, determine the level of involvement our congregation can make in long-term recovery by providing work teams, supplies, funds, etc.

STAFF PERSONAL DISASTER PREPAREDNESS

It is normal human behavior that one of the first mental responses following any major emergency is concern for the welfare of the individual's family and home. Staff persons who are worried about their family's well-being will not be effective until they have reassurance that their family is all right. Knowing that their family has planned, prepared and rehearsed what to do in a disaster will go a long way in providing such reassurance. We encourage all congregants and especially the staff to develop their own, personal, family/home emergency plan. At a minimum, individual/family disaster preparedness requires the following:

- Enough emergency supplies to last an initial 3-5 days and 30-45 days for a major disaster, to function without the normal utility, supply and transportation infrastructure, i.e. without phones, trips to the stores, electricity or an outside source of water.
- Preparations for taking care of the children if the event happens while the parents are at work.
- The identification of an out-of-area telephone number or e-mail address and person to be contacted for family check-in and to serve as the point of communication between family members until they can rejoin. Connecting out-of-area calls often happens quicker than local calls after a disaster. However, remember that the telephone and internet communications may be unusable for a period of time after a disaster.
- Evacuation and reassembly instructions if evacuating your home. Identify the new spot where the family will gather and determine what will each person needs to take. Be sure to plan for your pets.

After your plan is worked out and your family members know what to do, review your disaster plan with some or all of your co-workers. Then be prepared to help each other out.

Also:

- Know how & when to shut off utilities both at home and at work
- Know how to use fire extinguishers and where they are located.
- Pre-assign immediate response tasks at work.
- Make a realistic plan for staff coverage in emergencies.

THE DISASTER RESPONSE CENTER

The role of the Disaster Response Ministry following a local disaster is to effectively manage the response efforts and resources available to our church including information, supplies, volunteers and financial assistance. This resource management is coordinated in the Disaster Response Center (DRC) where volunteers work closely with church staff, the local authorities, and outside relief agencies to ensure clear lines of communication and effective coordination of resources. The size and nature of the disaster dictate the nature of the DRC. In a small event it could be a single desk and telephone in a corner of the church office, while a catastrophic event could require a large room, several tables with multiple phone lines, maps, charts, displays and other facilities accommodating 15 to 20 workers, such as the fellowship hall, library or classrooms.

The staff of the Disaster Response Center runs the initial relief phase of the church's response operation. For planning purposes, we will plan for a catastrophic event, the worst-case scenario. Lesser events would require lesser actions and a smaller organization. The relief phase is fast-paced. Its work is done on a broad scale, providing only a temporary fix to as many survivors as possible in a short amount of time. More permanent fixes which require longer time to accomplish are a function of long-term recovery. Figuratively speaking, the DRC could be viewed as the first aid station of disaster response, putting on bandages and stopping bleeding to provide safety, sanitation and security to the vulnerable effected by the disaster. Other functions of the Disaster Response Center in a major disaster include:

- Determining the status of the pastors, staff; and physical facilities;
- Determining immediate needs and coordinating outside resources to provide help;
- Coordinating with local emergency service providers;
- Informing Area Command 5/Fire District 3 of details and needs.

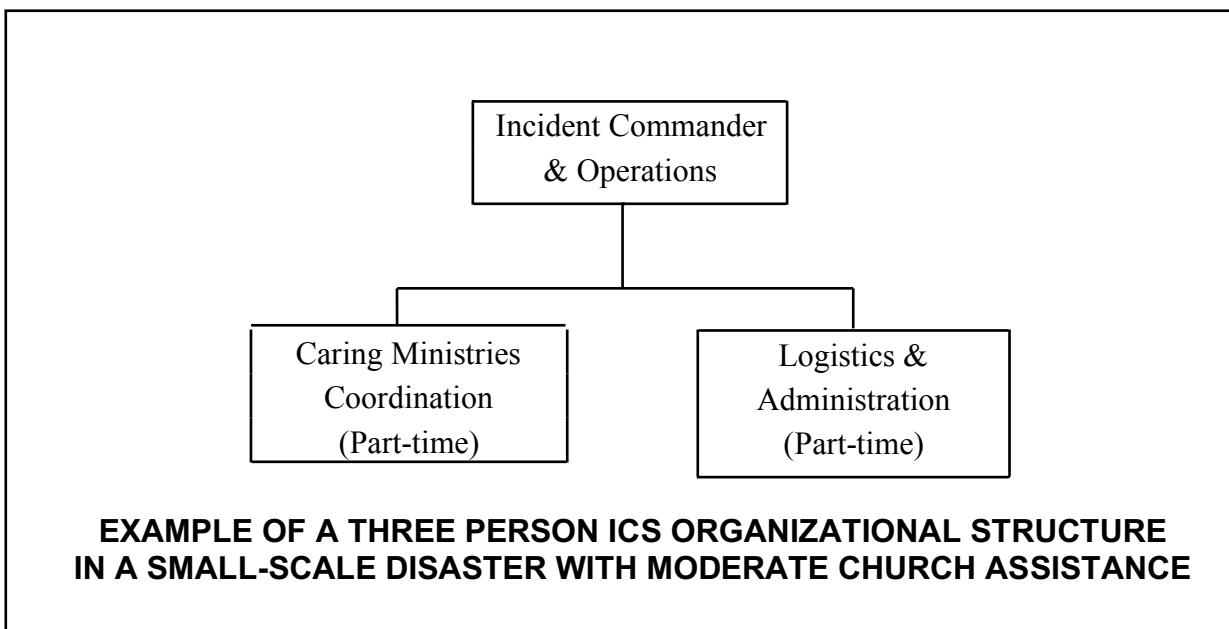
Disaster operations are organized differently in the relief and long-term recovery phases. The DRC is utilized only in the relief phase, when the disaster seems to have a life of its own. The situation and reactions to it are very fluid and almost chaotic at times. Consequently, a deliberate and structured management system is required. The Incident Command System (ICS), is the structure of choice for Southern Baptist Churches and is used by the Southern Baptist NAMB Disaster Relief Ministry. In Washington state, the ICS is required of all governmental agencies under the state's Standardized Emergency Management System.

ICS breaks disaster response management into manageable segments, specifically the five functions of leadership, planning, logistics, operations, and administration/finance. Each function does not necessarily require independent staffing. Initially, or in a small event, a single person may perform several functional roles. As the complexity of the response increases, so does the size of the staff. When things calm down and workload diminishes, the ICS structure can scale back and reduce its size to one or two people to perform all the functions.

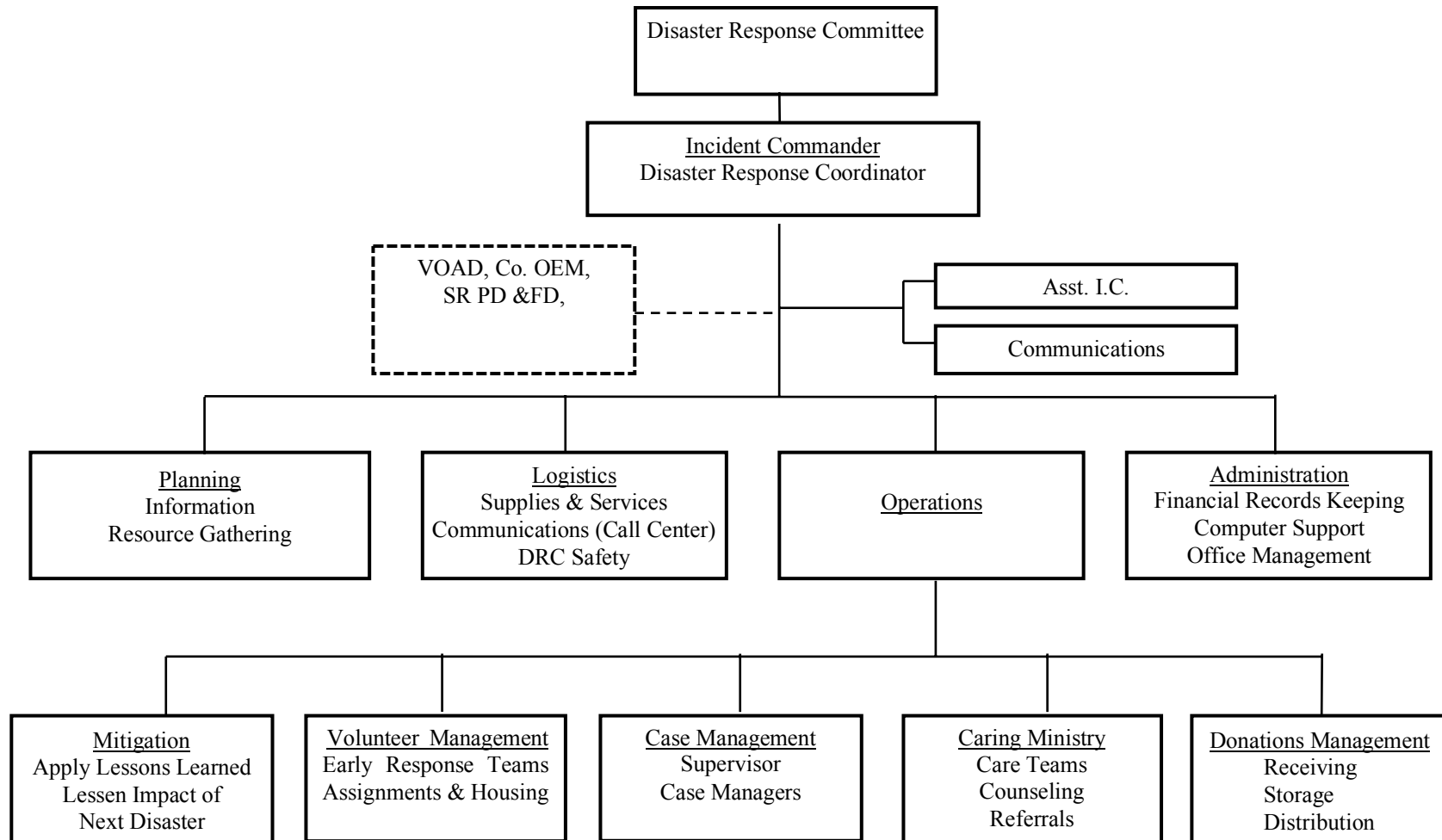
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A short version of the function of the five main ICS positions is:

- **Incident Commander** - *the person who will lead and make decisions.* This function manages the overall response and recovery to an emergency and directs the other functions.
- **Operations** - *the person who will do the work.* Has responsibility for whatever the church does to respond to disaster needs.
- **Planning** - *the person who keeps everyone in the know.* Monitors the news; comes up with short (i.e., what are we going to do in the next 24-hours), and long-term plans for the congregation's recovery. Records lessons learned and suggestions for improvement.
- **Logistics** - *the person to get the resources.* Responsible for getting everything operations needs to ensure the health and safety of staff, congregants and other persons.
- **Administration/Finance** - *the person who will track all activities and costs.* This person must also ensure there are safe backup copies for the following documents: 1. Articles of Incorporation (e.g., verification of tax exempt status); 2. Recent photographs documenting the interior and exterior of your facility; 3. Insurance documentation; 4. Licensing documentation for the Child Care Center.



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DISASTER RESPONSE CENTER ORGANIZATIONAL STRUCTURE (FULL-SCALE OPERATION FOR LARGE OR CATASTROPHIC DISASTER)

ROLES AND RESPONSIBILITIES

ROLES AND RESPONSIBILITIES OF THE PASTORS

Leadership by the pastors is extremely important. For many, a pastor's appearance at the disaster site symbolizes the awesome presence of Christ and the commitment of His church to relieve the suffering. Don't dismiss or minimize the values of symbols to people who are hurting. The pastor's role as a symbol of a caring church cannot be filled by anyone else! Wear something that indicates you are a minister.

Congregants receiving a visit in aid stations and hospitals are grateful that their pain was important enough for the pastor to set aside routine business. A disaster is a tragedy and the church cannot conduct "business as usual" in the aftermath.

Stage 1: Planning and Preparation – Before Disaster Strikes

1. Appoint, or have the Leadership Committee select, a Disaster Response Coordinator. Support formation of a Disaster Response Committee to oversee the church Disaster Preparation and Response Plan. Members of this committee should include: the Disaster Response Coordinator, Church Administration or Operations Manager, two or three interested members of the congregation be sure that you are represented on the committee and/or informed about its work.
2. Advocate and support other organizations or groups preparing to take part in disaster response in addition to their normal functions, Trustees, Finance, Buildings and Grounds and Woman's ministries. A combined, coordinated effort may be essential to surviving a disaster.
3. Inform whoever acts on your behalf when you are out of the office that he or she has the responsibility to implement the disaster response plan when disaster strikes (this authority should also be given to your Disaster Response Coordinator).
4. Provide appropriate assistance to the Disaster Response Coordinator in establishing the Church's Disaster Response work center. This may require that a room or an office, telephones and other office equipment be reassigned to the Response Center function when the plan is implemented.

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Stage 2: Warning – Disaster is Imminent

1. Implement the Disaster Preparedness and Response Plan.
2. Provide whatever staff assistance is available to the Disaster Response Coordinator in setting up the Disaster Response work center.
3. See that your families and those of the staff take whatever actions are appropriate to prepare for the event.

Stage 3: Emergency Response – Immediately After Disaster Strikes

1. Assess damage to your household and check the status of your family. If you are a victim, do not rely solely on your own judgment, listen to others. If you cannot perform your duties, call upon the Deacons. Ask for help.
2. If away from the church, let the office know where you are and have them notify the Disaster Response Coordinator.

Stage 4: Relief

1. As soon as possible make a site visit to the church to survey the extent of damage to the facilities and confer with Disaster Response Coordinator and the staff regarding needs.
2. If it becomes clear that you may be overwhelmed by duties of family, church and community as relief and recovery takes place, look among the ranks of the retired pastors for assistance. If a suitable person isn't available or appropriate, notify the Deacons and request assistance.
3. See that whoever on the staff carries the disaster response liaison portfolio is relieved of as many other routine duties as possible for as long as is appropriate.
4. Provide additional temporary support staff as needed (volunteers)

Remember that the church office cannot act as if it were “business as usual” if the disaster is large or catastrophic. A whole new way of doing business will be required.

Stage 5: Long Term Recovery

1. Have all involved leaders meet periodically for reports and evaluations.
2. Have the church office publish timely updates in the recovery phase.
3. Publicly acknowledge workers and work done.
4. Plan for a service of praise and memorial a year from the date of the disaster.

ROLES AND RESPONSIBILITIES OF THE DISASTER RESPONSE COMMITTEE

The Disaster Response Committee provides the framework that enables the Disaster Response ministry to function in an effectively and timely fashion.

This committee is responsible for planning (Establishing a Disaster Response Team) and/or manning the management positions in the ICS structure that manages the disaster response effort in the Disaster Response Center. In addition, a small executive group should be formed and empowered to make decisions, especially on release of funds up to a certain level, without having to poll the full Finance committee, Trustees and Church Council and Congregation.

The team's purpose is to set policy and monitor progress as it supervises and supports operations and provides oversight so that actions taken during a disaster response abide by the rules and procedures of the church.

Stage 1: Planning and Preparation – Before Disaster Strikes

1. Assist in maintaining the disaster response ministry and disaster response plan.
2. Assist in maintaining the Disaster Response Center (DRC) operations location and the team that staffs it. The work area should be flexible to adjust to the number of people mobilized for the DRC staff, and have the necessary communications equipment, maps and charts.
3. Assist in building relationships with agencies active in disaster response in the local area: governmental organizations, volunteer organizations active in disasters, long term recovery organizations, interfaith organizations, etc.
4. Assist in disaster training. This may include identifying training opportunities, helping to host training sessions, serving as a trainer or following up after training events, etc.

Stage 2: Warning – Disaster is Imminent

1. Assist in implementation of the Disaster Preparation and Response Plan.
2. Activate the DRC Team and confirm communications capabilities.
3. Assist in setting up and staffing the DRC and, if the disaster is likely to have a severe adverse impact on the location, assist in setting up and staffing an alternative location to work from.

Stage 3: Emergency Response – After Disaster Strikes

1. Assess damage to your household and check the status of your family. If you are a victim, do not rely solely on your own judgment, listen to others. If you cannot perform your duties, notify the church office and get help.
2. Assume your role in the DRC.

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3. Assist the pastors, staff and church office in meeting their needs

Stage 4: Relief

1. Continue to implement the church Disaster Plan.
2. Assess the DRC positions to determine the size of the structure required to continue. Prepare for expansion and obtaining other persons to assist in the functions needed, or for reducing and merging various functions under a single manager.
3. As the relief phase wanes and recovery is about to start, prepare to phase out the DRC and be replaced by a recovery organization.

Stage 5: Long Term Recovery

1. No long-term recovery actions.
2. Review and critique actions taken during disaster. Seek improvement.

ROLES AND RESPONSIBILITIES OF THE DISASTER RESPONSE COORDINATOR

The Disaster Response Coordinator is:

- The point of contact for coordinating disaster response and disaster-related efforts at our church level.
- An advocate for disaster preparation and response issues
- . The chair of the Disaster Response Committee.
- The Incident Coordinator of the Disaster Response Center.
- Responsible for collaborating with the Area 5 Command/Fire District 3 about recovery actions.

Stage 1: Planning and Preparation – Before Disaster Strikes:

1. Work with church leadership to assist in the development and maintenance of a disaster response ministry and the disaster response plan.
2. Develop and equip a Disaster Response Center (DRC) operations location and a team to staff it. The work area should be flexible to adjust to the number of people mobilized for the DRC staff, and have the necessary communications equipment, maps and charts.
3. Participate in and build relationships with agencies active in disaster response in the local area. If unable to participate, the Disaster Response Coordinator should select a representative so that the church continues to be recognized as a valuable partner in the disaster response community.
4. Coordinate the possible use of church facilities as a training center, crisis counseling, ministry, temporary shelter, and supply or distribution center during disaster response.
5. Collaborate with the NW Baptist Conference Disaster Relief to receive disaster training. This may include identifying training opportunities, serving as the trainer or designating others active in the disaster response ministry to be a trainer, following up after training events, etc.

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Stage 2: Warning – Disaster is Imminent

1. Implement the Disaster Preparation and Response Plan.
2. Activate the DRC Team and confirm communications capabilities.
3. Set up and secure the DRC and, if the disaster is likely to have a severe adverse impact on the location, identify, set up and staff an alternative location to work from.
4. Check for updates from EOC, the media and other sources.
5. Check for updates from Area Command 5/Fire District 3

Stage 3: Emergency Response – After Disaster Strikes

1. Assess damage to your household and check the status of your family. If you are a victim, do not rely solely on your own judgment, listen to others. If you cannot perform your duties, notify the church office and get help.
2. Assume the role of Incident Coordinator for the DRC and manage DRC operations.
3. Assist the pastors, staff and church office in meeting their needs

Stage 4: Relief

1. Continue as Incident Coordinator for the DRC and manage DRC operations.
2. Develop a system to rotate team members in and out of their positions so they are not working over 12 hours at a time. Remember to take care of yourself so that you continue to be able to lead the others.

Stage 5: Long Term Recovery

1. Close out the DRC and transition to long-term recovery operations.
2. Identify people to work in recovery.
3. Collaborate and cooperate with agencies and organizations involved in long-term recovery to provide assistance and training as appropriate.
4. Function as disaster recovery liaison for the church.

ROLES AND RESPONSIBILITIES OF THE DRC EXECUTIVE TEAM

Stage 1: Planning and Preparation – Before Disaster Strikes

1. In the event of a major disaster involving all the resources of the church, actions will be required to be taken in extremely short time frames. In the event of having to make emergency financial expenditures, conditions will not allow the normal process of obtaining the Senior Pastors' approval, the finance committees' approval, the Board of Trustees' approval and then presenting it for the approval of the Church Council. To this end the DRC Executive Committee will be convened. The DRC Executive Committee will be empowered to make decisions representing the members full committee bodies without having to hold meetings of the full committees.
2. The members who will comprise the Disaster Response Center (DRC) Executive Team will be selected. As this team will not function until called for in a major disaster and people come and go on the supporting committees, it may be appropriate to designate members based on positions rather than naming specific individuals. Membership should consist of the:
3. Senior Pastor or designated representative.
4. Chair of the Church Council or designated representative.
5. Trustee, and should live in the Sequim East Island for reference.
6. Chair of the Finance Committee or designated representative.
7. The Disaster Response Coordinator or designated representative.
8. Financial expenditure decisions will normally be limited to funds within the various groups which have been pre-designated for use during or in support of disasters, and to funds coming to the church in support of the disaster, for example: congregational donations, funding from the Association or Conference

Stage 2: Warning – Disaster is Imminent

No action is required at this point, other than individual protective actions to survive the disaster.

Stage 3: Emergency Response – After Disaster Strikes

Prepare to convene at the call of the senior pastor or the Disaster Incident Coordinator (Disaster Response Coordinator).

Stage 4: Relief

Respond and take actions as required.

Stage 5: Long-Term Recovery

The DRC Executive Team will be disbanded as the disaster enters the long-term recovery phase.

ROLES AND RESPONSIBILITIES OF THE TRUSTEES

Stage 1: Planning and Preparation – Before Disaster Strikes

1. Authorize the appointed Trustee to take actions in the name of the board as a member of the DRC Executive Team and appoint a member to sit on the Disaster Response Committee if desired.
2. Together with the Finance Committee/Chairman of Building and Grounds, review insurance coverage annually.
3. Make an annual inventory of church property and contents and provide a safe repository of valuable records.
4. Have copies of the church's blueprints stored safely and accessible.
5. Maintain copies of Certificates of Liability Insurance from all "outside" agencies using the facilities. Ensure the church is named as an "additional insured" on their insurance policies.
6. In concert with the Disaster Response Coordinator, develop an action plan for establishing a Disaster Response Center under varying levels of disaster, including a secondary location if the primary location is rendered uninhabitable.
7. Act to ensure the safety of the physical facilities in conjunction with the Chairman of the Building and Grounds:
 - Inspect campuses for hazards and mitigate any obvious problems. Fasten shelving, bookcases and other items so they won't fall in an earthquake, move heavy items from top to lower shelves and secure items that might topple.
 - Check cabinet doors to ensure secure closure.
 - Insure all chemical and flammable materials are properly stored.
 - Clearly mark gas and water shut-off valves with instructions for shut off. (Turn off utilities only if there is a leak or if you suspect damage to the lines)
 - Ensure working status of fire extinguishers and smoke detectors. □
 - Ensure proper location and stocking of all first aid kits.
 - Take photographs documenting the interior and exterior of your facility to help later in recovering costs due to facility damage or equipment loss.
 - Post facility evacuation diagrams (with exit and assembly information).

First Baptist Church of Sequim Disaster Preparedness and Response Plan

Stage 2: Warning – Disaster is Imminent

No action is required at this point, other than individual protective actions to survive the disaster.

Stage 3: Emergency Response – After Disaster Strikes

1. The appointed Trustee must prepare to convene as a member of the DRC Executive Team at the call of the senior pastor or the Disaster Incident Coordinator (Disaster Response Coordinator).
2. Assist as appropriate to maximize the usefulness of the physical facilities in whatever ways the church may be used.
3. Contact the insurance company to initiate an insurance claim if required.

Stage 4: Relief

1. Ensure the continuation or quick resumption of worship services.
2. Assist in resumption of the other activities of the church

Stage 5: Long Term Recovery

Routine functioning of the Board of Trustees resumes

ROLES AND RESPONSIBILITIES OF THE FINANCE COMMITTEE

Stage 1: Planning and Preparation – Before Disaster Strikes

1. Authorize the Chair of the Finance Committee to take actions in the name of the committee as a member of the DRC Executive Team and appoint a member to sit on the Disaster Response Committee if desired.
2. Ensure safe storage and back-up of all vital financial records.

Stage 2: Warning – Disaster is Imminent

No action is required at this point, other than individual protective actions to survive the disaster.

Stage 3: Emergency Response – After Disaster Strikes

The Chairperson must prepare to convene as a member of the DRC Executive Team at the call of the senior pastor or the Disaster Incident Coordinator (Disaster Response Coordinator).

Stage 4: Relief

Assist the trustees, pastors etc. in resumption of the normal functions of the church.

Stage 5: Long Term Recovery

Routine functioning resumes.

APPENDICIES

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First Baptist Church of Sequim Disaster Preparedness and Response Plan

GENERAL CHURCH INFORMATION AND CONTACT DATA

Church's location: (separate listings if church has more than one campus)

First Baptist Church of Sequim
1323 Sequim-Dungeness Way,
Sequim, WA 98382
Main Phone Number: 360-683-2114
Fax Number: 360-504-5707
Website: www.fbcsequim.com
Email: office@fbcsequim.com

Senior Pastor: Wes Funkhouser

Office phone:
e-mail:
Home phone:
Cell phone:
Home address:

Pastor to Seniors: (Name)

Office phone:
e-mail:
Home phone:
Cell phone:
Home address:

Disaster Response Coordinator: (Name)

Office phone:
e-mail:
Home phone:
Cell phone:
Home address:

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CHURCH STAFF:

Chairman of Deacons):

(Name)

Office Phone:

e-mail:

Home phone:

Cell phone:

Director of Bible Study:

(Name)

Office Phone:

e-mail:

Home phone:

Cell phone

Director of (Title):

(Name)

Office Phone:

e-mail:

Home phone:

Cell phone

Business Administrator:

(Name)

Office Phone:

e-mail:

Home phone:

Cell phone

Administrative Assistant:

(Name)

Office Phone:

e-mail:

Home phone:

Cell phone

OTHER KEY PERSONS:
(Essential to disaster response operations)

Chair of the Board of Trustees: (Name)

Home phone:
Cell phone:
e-mail:

Chair of the Finance Committee: (Name)

Home phone:
Cell phone:
e-mail:

Church Council Chair: See Sr Pator

Church Nurse: (Name)

Home phone:
Cell phone:
e-mail:

Emergency Response Team Leader: (Name)

Home phone:
Cell phone:
e-mail:

Care Team Leader: (Name)

Home phone:
Cell phone:
e-mail:

CHURCH PROFILE

(One paragraph history of church)

Physical Facilities:

The physical location of the First Baptist of Sequim is 1323 Sequim-Dungeness Way, Sequim WA. Corner of Sequim-Dungeness Way and Rainview Ln. North Side of the city of Sequim.

The church is accessed by Sequim-Dungeness Way on the East Side, and Rainview Ln on the South.

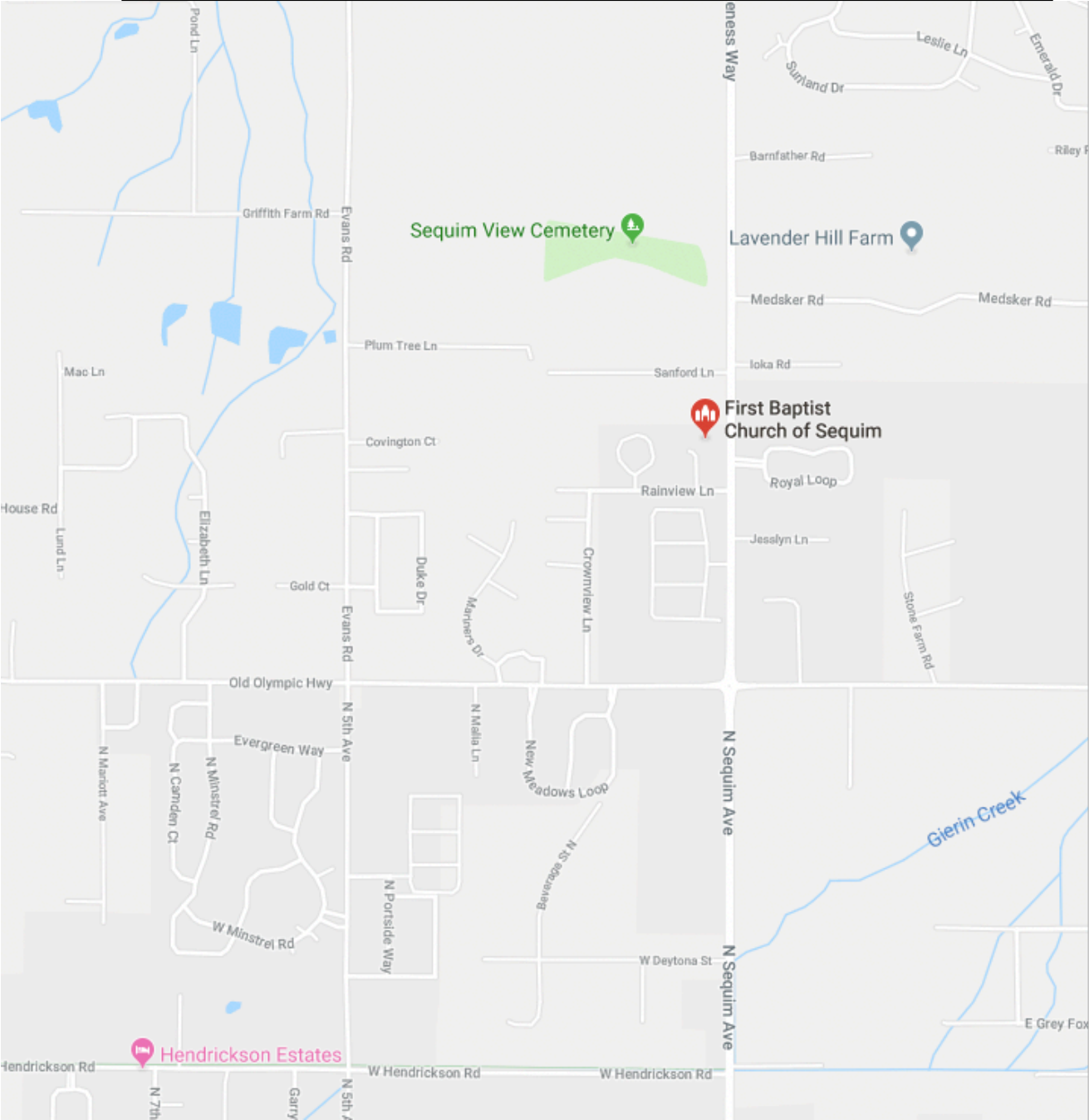
Currently the First Baptist Church of Sequim contains 1 major building: Main Building, and two smaller buildings on the West side of the property, a small well house and the larger maintenance storage building.

- Built in the 1980's
- Wood frame construction
- Building is used for main worship facility
- What potential uses could be made of it: Shelter, Distribution of goods
- On a well for water, and commercial septic system.

Include a narrative description of any parking lots and outdoor areas, including:

- Used for general parking and recreation
- What potential uses could be made of it: Staging for emergency personnel. Open land on the West and North side of the building could be used for helicopter landing and set up of tents for shelters or emergency relief workers, or feeding stations.
- Limitations or hazards present: parking lot has light poles, and the South side of the parking lot has the septic drain field. This should not be used for vehicles, tents etc the area should be kept clear.

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