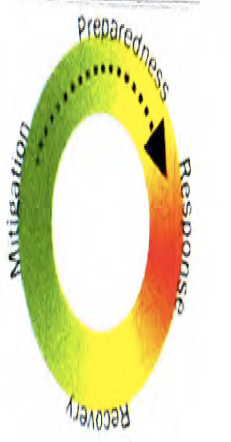
**Hope United Church PC-USA**

Disaster Preparedness

And

Recovery Plan

See [www.hopeunitedchurch.net](http://www.hopeunitedchurch.net)



This plan was prepared in 2006, is updated periodically and is current as of May 2017

USEFUL TELEPHONE NUMBERS

Cell Phone World Wide Emergency Number 112

American Red Cross 278-3401 & 1-800-435-7669

Catholic Charities 337-4193

Center for Independent Living 277-1447

Children’s Home Society 334-0220

Church World Service (Disaster Assistance) 1-212-870-3151

Community Cooperative Ministries 332-7687

Compassion Alliancde 1-417-725-8761

Dr. Ella Piper Center for Social Services 332-5346

Emergency Medical Services 335-2000

Faith in Action of SW FL 936-4544

Family Health Centers of SW FL 278-3600

FEMA (Fed’l Emergency Mgmt. Agency) 1-800-462-9029

Fire District – Bonita Springs 949-6200

Fire District – Estero 947-3473

Fire District – San Carlos 267-7525

Fla Dept of Fin Services (Insurance Questions) 461-4000

Florida Power & Light (downed power lines) 1-800-468-8243

Germaine Arena 948-7825

Good Wheels 768-2900

Goodwill of SW FL 995-2106

Lee County Emergency Medical Services 335-1600

Lee County Sheriff 477-1323 & 477-1000

Lee County Health Department 332-9501

Lee County Utilities (Customer Service) 936-0247

Lutheran Services of Florida 275-1126

National Hurricane Center 1-305-229-4483

NOAA Weather Radio 1-813-645-2506

Peace River Presbytery-Graham Hart 1-941-539-3235 & 941-924-3418

Bruce Wismer 1-941-356-3406 & 941-925-0863

Personal Crisis Hotline 275-4242

POLICE-FIRE-EMERGENCY 911

Presbyterian Disaster Assistance 1-303-433-2812

Project Help 262-7227

Ruth Cooper Center 275-3222

St. Vincent de Paul Society 267-7088

Salvation Army 278-1551

Senior Friendship Centers SW FL 275-1881

United Methodist Disaster Recovery 1-863-688-5563

United Way 433-3900 & 211

Visiting Nurse Assoc of SW FL 337-4848

YMCA 275-9622

Lee County Emergency Operations 239-355-1600 or 911

WEATHER TERMINOLOGY AND PRECAUTIONARY MEASURES

TORNADO: If conditions are favorable for a tornado, the National Weather Service issues a tornado watch. A tornado watch means that tornadoes are possible in our area. A tornado warning means that a tornado has been sighted or indicated by weather radar. Once a warning has been issued, shelter should be sought immediately.

TROPICAL DISTURBANCE: First stage of unstable weather which may develop into a hurricane.

TROPICAL DEPRESSION: A weather disturbance with a clearly defined low pressure area (highest wind speed is 38 miles per hour).

TROPICAL STORM: A well defined low pressure area with a rotating circulation with winds of 39-73 miles per hour.

THUNDERSTORM WATCH: A public announcement that a thunderstorm (or the potential for a thunderstorm) poses a threat within the ensuing 36 hours

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THUNDERSTORM WARNING: A public announcement that thunderstorm conditions, including possible sustained winds within the 39-73 hour mph range, are expected within the ensuing 24 hours.

The National Weather Service issues a thunderstorm watch when the weather conditions are such that a severe thunderstorm is likely to develop. A thunderstorm warning is issued when a severe thunderstorm has been sighted or indicated by weather radar. ONCE A WATCH IS ISSUED, CHURCH LEADERS SHOULD CONSIDER INITIATING IMMEDIATE ACTION TO SAFEGUARD CHURCH PROPERTY.

HURRICANE: When thunderstorm winds reach 74 miles per hour, they are classified as a hurricane.

HURRICANE WATCH: A public announcement that a hurricane or hurricane conditions pose a threat, generally within 36 hours.

HURRICANE WARNING: An alert that a hurricane is expected within 24 hours. When issued, precaution should be placed in effect immediately. If the hurricane’s path is unusual or erratic, the warning may be issued only a few hours before the beginning of the hurricane conditions.

HURRICANE HAZARDS: A hurricane creates four major hazards: storm surge, high winds, tornadoes and heavy rains.

Be alert for the eye of the hurricane and for the sudden, violent winds of tornadoes, because tornadoes are often caused by hurricanes. REMEMBER: After the eye of the hurricane passes and after the tornado passes, the winds can suddenly change direction and return.

EMERGENCY WEB SITES:

Lee County Emergency Management: [www.leecoema-al.org](http://www.leecoema-al.org) & [www.leegov.com/hurricane](http://www.leegov.com/hurricane)

National Weather Service: [www.nws.noaa.org](http://www.nws.noaa.org)

Florida Division of Emergency Management: [www.floridadisaster.org](http://www.floridadisaster.org)

American Red Cross: [www.redcross.org](http://www.redcross.org)

Salvation Army: [www.salvationarmyusa.org](http://www.salvationarmyusa.org)

**I. INTRODUCTION**

* 1. This plan is a survival guide primarily for the protection of lives, church and family assets from disasters of all kinds. Being prepared reduces risk.
  2. The purpose of this plan is to:
     1. Identify the emergency measures to be taken if a catastrophic event occurs while members of the congregation are within the church.
     2. Identify measures to secure the church property during times when it is unoccupied.
     3. Prepare means of contact in the immediate aftermath of a disaster and identify immediate needs of members of the congregation to include: spiritual, emotional and physical problems.
     4. Establish funding sources (contingency fund) and human efforts to secure the church property, as soon as possible, following a disaster.
     5. Prepare contingency plans for use of alternative systems should they be needed.

**II. ORGANIZATION**

* 1. It is the responsibility of the church leaders, Pastor, Session Members, Elders, Deacons and officers of the Corporation, known as Church Leadership Group, to create a Preparedness and Recovery Plan and to assume leadership roles in an emergency for the protection of church members, their homes and church property.
  2. Individual members of the Church Leadership Group who are ordered to evacuate their homes or who must leave the area should notify the church secretary (leave phone message) of their destination, contact phone and date of departure.
  3. A fundamental need is to have in place several persons empowered to make critical decisions. However for many reasons, these persons may not be immediately available so the first member of the Church Leadership Group to arrive on scene should assume temporary leadership.

D. The first member of the Church Leadership Group to arrive at the church should immediately walk around the boundaries of the property to survey damages, look for smoldering fires, broken water lines, exposed electrical wiring or looters.

E.If not already present, these individuals should be telephoned:

1. Pastor Morris 813-713-5117 & 239-301-0745

2.Church Property Chairperson (Bud Roedema) 239-405-1988

3. Church Leadership Group (see current list below)

4. Sheriff (if there is evidence of looting) 239 477-1323

5. San Carlos Fire Department (if there is fire or smoldering debris from fire) 911

* 1. Some crises, such as fires, explosions, severe thunderstorms and lightning strikes require an immediate response. Others such as hurricanes may occur with advance notice. In either case, having a plan can minimize personal injury.
  2. All members of the Church Leadership Group, on every occasion when passing by HOPE UNITED Church, should make a visual check of church buildings and grounds. When unusual situations or problems are noticed they should be reported as soon as possible.
  3. HOPE UNITED Church must have an alternate location so that communications, recovery activities and worship services can continue, if a disaster were to destroy existing facility. We must locate a suitable, alternate location (preferably another church so that we can prepare a reciprocal agreement). Our off-site capabilities should include maintenance of HOPE UNITED Church’s web site to serve as a congregational and community information source.
  4. Session should formally appoint following:

1. DIRECTORS--DISASTER AND RECOVERY EFFORT: person and alternate who will serve as leaders of overall team; recruit team members; plan orientations as needed for team members and establish communications with area disaster relief groups.
2. RESOURCE COORDINATORS: (Session Property Committee chairperson and alternate) who will maintain current inventory of supplies and equipment, maintain the supplies and equipment and replenish when needed.
3. MEDIA COMMUNICATIONS COORDINATORS: person and alternate selected to respond to media requests providing timely and accurate information.
4. MEMBER COMMUNICATIONS COORDINATORS: person and alternate who

will establish communications with more vulnerable members in the area (see list) first and the remaining members in the area second and check their status, assess their needs, and give them assistance if possible. Current information about conditions and recovery efforts may also be given as time permits.

**CURRENT RESPONSIBILITIES**

RESOURCE COORDINATORS: Bud Roedema; Alt. Steve Powell

MEDIA COMMUNICATIONS: Rev. Morris; Alt. Bob Pritt

MEMBER COMMUNICATIONS: Gary Seacat; Alt. Dave Rea

MEDICAL TEAM: Dr. Fred Ebetino and Lucia Roedema (RN)

ASSISTANCE TO HOPE MEMBERS: Deacons; Alt. Others as available

POSSIBLE ALTERNATE LOCATIONS: Karl Drews Recreation Center &/or Lamb of God Church

**CHURCH LEADERSHIP GROUP**

Pastor Morris 813-713-5117

**ELDERS DEAC** Lanell Shields 239-595-5746 Linda Mumpower 239-267-3947

Ginnie Haldeman 239-498-6047 Son Chae Thompson 239-464-9073

Tom Miner 239-676-7313 Carlin Miner 239-676-7313 Gary Seacat 239-410-434 MarilynPasquini 239-470-0320

Fred Ebitino 239-498-727

Mary Lou Dietz 239-590-0388

Herb Schmitt 239-287-6589

**OTHERS**

Bud Roedema 239-948-4046

Steve Powell 239-498-9944

**III SAFEGUARDING MEMBERS OF THE CONGREGATION AT HOPE**

* 1. If members of the congregation are present, members of the Disaster Recovery Committee and/or members of the Church Leadership Group must be prepared to act quickly at a time when confusion will reign. Special attention must be given to vulnerable members, the injured and children.
  2. If hurricane watch or thunderstorm warning occurs when church buildings are occupied, all activities should cease, persons present urged to return to their homes and Checklist #1 activated.
  3. Provide assistance to anyone who is injured and seek medical attention (911) immediately. Do not move injured victims unless additional threats to their safety are present. A lightning strike may cause a victim’s heart to stop beating. In such cases, cardio-pulmonary resuscitation (CPR) should be performed while awaiting medical assistance.
  4. Assembly locations should be pre-established (at least 150 ft. away from damaged buildings). All building evacuees should be held in the assembly location until an accounting is taken to assure that all persons have been removed from the building. If there are injured or trapped persons, provide as much assistance, first aid and comfort as possible.
  5. Damaged buildings should be secured as soon as possible for the safety of bystanders. Signs and barriers should be posted to keep people at a safe distance from the damaged buildings.
  6. As soon as possible, Pastor should hold Session/Staff meeting to assess current conditions of buildings and grounds and a line of authority can be established for continuation of recovery efforts.

**IV. CHECK LISTS:**

1. A packet of check lists for use of Church Leaders and Disaster Committee Members is attached:

1.CHURCH – PREPARATION

2.CHURCH – DURING THE CRISIS

3. CHURCH - AFTER THE CRISIS

**V. COMMUNICATING WITH OUR CONGREGATION AND THE MEDIA:**

1. General Communications info.
   1. Peace River Presbytery will provide limited communications that should be in place within 24 hours after the need is reported.
   2. Members of the Church Leadership Group should agree to a predetermined meeting time and place (either at the church or at the alternate location) so that all information and updates can be shared by all.
   3. Cell phones, land line phones and HOPE UNITED’S web site as well as FM radio, Marine radio, HAM radio and satellite phones (whatever is readily available; even vehicle messengers) should be utilized to maintain communications.
2. Communicating with the media.
   1. Designate a specific individual to handle media inquiries.
   2. Media inquiries to any church member should be referred to the person designated.
   3. Take the initiative in communicating with the media during a crisis.
   4. Compile lists of media addresses, phone and fax numbers and email addresses in order to provide timely and accurate information.

C. Communicating with the congregation

1. At the beginning of hurricane season, a local website for the latest hurricane preparedness document will be obtained and communicated to members of the congregation.

2. Before an anticipated event such as a hurricane occurs, calls should be made to more vulnerable members first and then other members in the area as time permits.

3. After an event occurs, as quickly as possible calls should be made to more vulnerable members to assess their situation and provide assistance if possible.

4. Subsequently, calls should be made to other members in the area to assess their situation and provide assistance if needed.

**VI. IT IS IMPORTANT THAT THIS PLAN BE REVIEWED AND UPDATED/CORRECTED WHERE NECESSARY BEFORE THE BEGINNING OF EACH HURRICANE SEASON.**

CHECKLIST #1

**CHURCH PREPARATION**

* + 1. Review this Disaster Preparedness and Recovery Plan and communicate broadly the need for preparedness and a plan.
    2. Facilities Inventory Up-to-Date? Copy to insurance agent? Digital photos taken of facilities for the record?
    3. Church buildings secure (including Mobile Unit)?
    4. There is no safe area in the building; all persons present should seek shelter elsewhere.
    5. Is property cleared of all possible flying objects and debris?
    6. Fire Extinguishers in working order?
    7. Flammable liquids, pesticides, and grills stored adequately?
    8. Supplies of rope, wire, plastic sheeting, plywood and tools (hammer and nails), flashlights and batteries adequate
    9. Refrigerator and freezer set to coldest temperatures?
    10. First Aid Kit(s) inspected for completeness?
    11. Surge protectors installed for organ, computers, copy and fax machines?
    12. Essential computer files backed up? Duplicate copies in alternate location? Back-up to Carbonite daily.
    13. Copies of lists of emergency phone numbers and church directory available?
    14. Congregation notification system prepared for activation? Anyone with special needs?
    15. Communications established with Disaster Preparedness Coordinators. Peace River Presbytery, and alternate site officials?
    16. Cancel scheduled services and/or meetings if there is a hurricane watch or warning.

CHECKLIST #2

**CHURCH – DURING THE CRISIS**

1. Hopefully, all church activities will have been shut down and members of the congregation warned to proceed to their homes. **NONE OF THE CHURCH FACILITIES ARE SECURE HURRICANE LOCATIONS.**
2. If the crisis occurs without advance warning, keep all persons indoors (preferably in the church building because it appears to be the most secure of the three buildings. Secure all doors and windows and prepare to sit out the crisis. Keep all interior doors closed.
3. When winds increase in strength, stay away form windows and doors and brace the doors with furniture.
4. Power failures can be expected. We may lose air conditioning and lights. A supply of flashlights and batteries is essential. Water supply also may be lost and a supply of bottled water is essential.
5. If not already completed, shut off water, power etc.
6. Do not leave the building until there is an **ALL CLEAR** notification which may come by phone or official messenger.
7. Provide First Aid for any person(s) who may have been injured. If there are serious injuries phone 911 as soon as there are open communication lines.
8. When area is pronounced **ALL CLEAR**, advise all non-essential persons to proceed to their homes.

CHECKLIST #3

**CHURCH – AFTER THE CRISIS**

Survey church property identifying areas needing priority attention. Initiate whatever salvage tasks that can be accomplished. Document losses, condition of property, damage to facilities and debris in order to speed processing of insurance claims.

Make certain that buildings are safe to enter. If there is any question, get a qualified engineer to determine what needs to be done before re-entry. Document any repairs with photos.

Look for downed power lines and obvious building damage. Inspect roofs for loose/missing shingles and other damage. Remove downed tree limbs and other debris on walkways and outdoor stairways. It may be necessary to employ debris/tree removal service because of extent of damage.

Keep sightseers away from damaged buildings; it may be necessary to hire security guard(s) to prevent theft and vandals.

Contact Peace River Presbytery with initial estimate of damages.

Be cautious about electrical hazards and flammable liquids. Clean up any spills of flammable liquids.

Examine church buildings for structural damage, cracks or other signs that damage has occurred.

Check building drains for sewer back up.

Dispose of refrigerated food supplies if electricity has been off for 24 or more hours.

Do not drink any water from taps on premises until clearance from Health Department.

In the immediate aftermath of the crisis, take steps to mitigate damages --- this includes “drying in” which is the placement of tarps on openings in the roof and plywood over blown out doors and windows and “drying out” which is removal of wet carpet to prevent growth of mold. Make certain that freezers, refrigerators and other appliances have a chance to dry thoroughly before they are used. All electrical appliances that have been exposed to water should be inspected and tested by a qualified technician.

Water soaked items from the church nursery must be replaced to avoid risk to children. Replace wet insulation since it can harbor biological pollutants.

Contact church insurance agent to arrange survey of property. Have church members accompany insurance adjustor when surveying property.

Maintain communications with the members of the congregation as well as other congregations that may be able to provide support during this time of recovery.

Check for availability of any public funds that may be available for emergency repairs.

If church facilities are completely unusable because of severity of damage, implement plans to relocate essential activities off site until emergency repairs can be made.

If church facilities are usable work with community authorities to open the facilities as shelter, emergency distribution center or registration center.

Review HOPE Church entire Disaster Preparedness and Recovery Plan to identify strengths and weaknesses and rewrite as necessary.

