

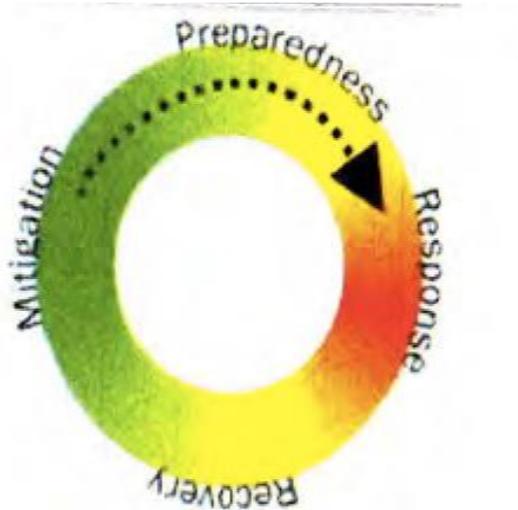
Hope United Church PC-USA

Disaster Preparedness

And

Recovery Plan

See www.hopeunitedchurch.net



This plan was prepared in 2006, is updated periodically and is current as of June 2019

USEFUL TELEPHONE NUMBERS

Cell Phone World Wide Emergency Number	112
American Red Cross	278-3401 & 800-435-7669
Catholic Charities	337-4193
Center for Independent Living	277-1447
Children's Home Society	334-0220
Church World Service (Disaster Assistance)	212-870-3151
Community Cooperative Ministries	332-7687
Compassion Alliance	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)	800-462-9029
Fire District – Bonita Springs	949-6200
Fire District – Estero	947-3473
Fire District – San Carlos	267-7525
Florida Dept of Fin Services (Insurance Questions)	461-4000
Florida Emergency Info 24-hour Hotline	211
Florida Power & Light (downed power lines)	800-468-8243
Germaine Arena	948-7825
Good Wheels	768-2900
Goodwill of SW FL	995-2106
Lee County Emergency Mgmt	533-0622
Lee County Emergency Medical Services	335-1600
Lee County Emergency Operations	239-355-1600 or 911
Lee County Govt.	533-2111
Lee County Sheriff	477-1323 & 477-1000
Lee County Health Department	332-9501
Lee County Utilities (Customer Service)	936-0247
Lee County Storm Info Hotline	211
Lee Health	800-936-5321
Lutheran Services of Florida	275-1126
National Hurricane Center	305-229-4483
NOAA Weather Radio	813-645-2506
Peace River Presbytery-Graham Hart	941-539-3235 & 941-924-3418
—Randy Moody	239-694-2444 & 239-694-4922
—Alesia Sharpe	941-426-8421 & 941-875-5954
FLAPDAN & Presbyterian Disaster Preparedness Team	
—Bruce Wismer	941-356-3406 & 941-925-0863
—Ed Milde	239-322-7828
—Jim Padula	941-359-2917 & 770-355-2283
Personal Crisis Hotline	275-4242
POLICE-FIRE-EMERGENCY	911
Presbyterian Disaster Assistance	303-433-2812
Project Help	262-7227

Ruth Cooper Center	275-3222
Safe & Wellness Hotline	800-733-2767
(see if people are in a shelter or are OK)	
St. Vincent de Paul Society	267-7088
Salvation Army	278-1551
Senior Friendship Centers SW FL	275-1881
United Methodist Disaster Recovery	863-688-5563
United Way	433-3900 & 211
Visiting Nurse Assoc of SW FL	337-4848
YMCA	275-9622

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.

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 & www.lee.gov/hurricane

National Weather Service: www.nws.noaa.org

Florida Division of Emergency Management: www.floridadisaster.org

American Red Cross: www.redcross.org

Salvation Army: www.salvationarmyusa.org

I. INTRODUCTION

- A. 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.
- B. 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

- A. 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.
- B. 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.
- C. 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
- F. 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.
- G. 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.

H. 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 and Facebook Page to serve as a congregational and community information source.

I. 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: Dave Rea; Alt. Lanell Shields

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

Lanell Shields 239-595-5746

Jane Woolbert 239-498-0942

Tom Miner 239-676-7313

Norm Parker 239-218-9778

Fred Ebitino 239-498-7275

Mary Lou Ohrman 239-947-9981

DEAC

Tom Lewis 239-770-3660

Son Chae Thompson 239-464-9073

Carlin Miner 239-676-7313

Marilyn Pasquini 239-470-0320

Ruth Marie Hackney

ruthmarie@yahoo.com

Freda Moore 239-947-1236

OTHERS

Bud Roedema 239-948-4046

Steve Powell 239-498-9944

III SAFEGUARDING MEMBERS OF THE CONGREGATION AT HOPE

- A. 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.
- B. 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.
- C. 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.
- D. 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.

- E. 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.
- F. 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:

- A. 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:

- A. 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 and Facebook Page 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.
- B. 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 or emptied?
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? Vulnerable Church Member form at end of this document.
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.; Pastor and/or Clerk have authority.
17. Those evacuating should call the church office and advise of plans.
18. Musical instruments should be secured; consult with the Music Director.

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 from 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 and video.

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. **IF POWER HAS BEEN OFF, SHUT OFF CIRCUIT BREAKERS SO THAT WHEN POWER RETURNS, FIRE RISK IS ELIMINATED.**

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.

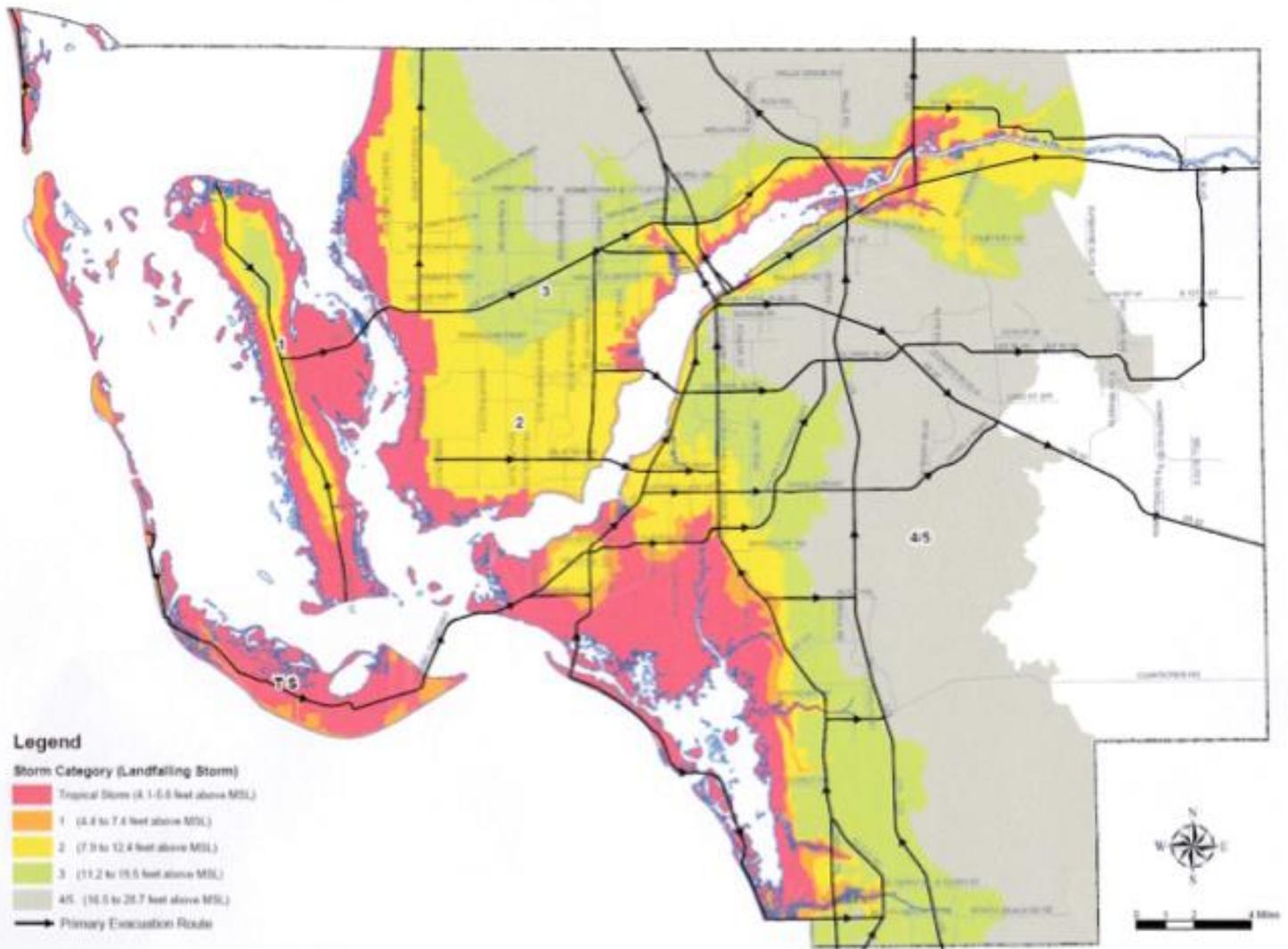
If church facilities are completely unusable because of severity of damage, implement plans to relocate essential activities off site until emergency repairs can be made.

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

Use the Volunteer Recovery Need Form at the end of this document to assist church members and friends in need.

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

LEE COUNTY FLOODING



Vulnerable Church Members

Caller: _____

Name: _____

Are you planning to stay or leave? _____

If leaving, where are you going and when do you plan to leave? (write their answer and include name, city, state, and if they have it, phone number)

If there is a mandatory evacuation, do you know where you will go? (write their answer and include name, city, state, and if they have it, phone number)

Are you able to get there on your own? _____

If not, do you have a friend or relative who is going to take you there? (name and cell#)

We have water that we can deliver. Do you need water or anything else?

Do you have pets? If so, do you need anything for them?

Remind them that if they are leaving their home, they should take with them:

- Medications
- I.D.
- Insurance cards
- Hearing aids and batteries for hearing aids
- Glasses
- Copies of your prescriptions, medical records
- If on oxygen, make sure you have a couple extra oxygen tanks.
- Pet supplies

Be sure to get their cell number: _____

