



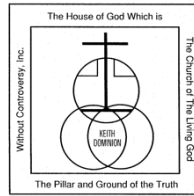
NORTH CAROLINA RAPID RESPONSE MANUAL

***POWERED BY REGULATIONS OF THE NATIONAL DISASTER RELIEF
DEPARTMENT OF THE HOUSE OF GOD CHURCH, INC.***

***BISHOP CHARLENE M. JAMISON, JURISDICTIONAL PRELATE
TR. BISHOP MARY LEBBY, ASSISTANT BISHOP***

NORTH CAROLINA DIOCESE

MEMO



FOR INTERNAL USE ONLY

To: NC Diocese at large

From: Bishop Charles M. Jamison, Jurisdictional Prelate

Date: Wednesday, October 2, 2024

Re: **DISASTER RELIEF**



“Be strong and of a good courage, fear not, nor be afraid of them: for the Lord thy God, he it is that doth go with thee; he will not fail thee, nor forsake thee.” Deuteronomy 31:6.

The State of North Carolina, along with surrounding areas and neighboring states, has been severely affected by Hurricane Helene's catastrophic nature. The repercussions of this storm have devastated the lives and businesses situated within its trajectory. As of now, the aftermath of this dreadful hurricane has reportedly resulted in the loss of over 100 lives, according to information from ABC News, with the toll continuing to rise.

The storm has generated substantial rainfall, flooding, and strong winds across the region, affecting numerous communities and prompting the issuance of storm surge watches in Florida, Georgia, as well as North and South Carolina. News outlets nationwide are consistently reporting on the extensive devastation caused by this hurricane. I am profoundly saddened by the widespread suffering evident in the daily news reports and through communications with individuals who are endeavoring to rebuild their lives.

In the immediate aftermath of the storm, my office established communication with Trial Bishop Mary Leiby, Assistant Bishop of the North Carolina Diocese, as well as numerous church families both within and outside of North Carolina. Subsequent discussions with many of you revealed that a considerable segment of the diocese was insufficiently prepared for this storm, lacking an officially recognized action plan.

I have contacted State Elder Troy Jackson of The House of God Church, Inc., serving as the National Disaster Relief Agent, Deacon Alvin Fonville, Assistant Project/ Facilities Manager for the General Church along with representatives from various organizations, including the American Red Cross and Helping Hands International Relief Agents. These agencies, in conjunction with private contributions from sponsors, have facilitated the delivery of multiple 40 pallets of water (each pallet measures 48x40 inches and contains 24 bottles per case, times 24 cases per pallet) and over 300 hygiene kits, which can assist one person's needs for a minimum of 7 days, to areas in dire need. As it is articulated in Matthew 22:36-40, “Master, which is the great commandment in the law? (37) Jesus said unto him, Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. (38) This is the first and great commandment. (39) And the second is like unto it, Thou shalt love thy neighbor as thyself. (40) On these two commandments hang all the law and the prophets.”

In all endeavors, we must act with a spirit of love, exemplifying the compassion of Jesus Christ.

In times past, we successfully navigated through a multitude of dangers, trials, and challenges, and I do believe that we will again reclaim the stability that we once knew and do it better than before. In the days ahead, I want to enact the **North Carolina Rapid Response Team**, this team will follow the guidelines that are set forth in the National Disaster Response Manual of The House of God Church, Inc. My office has reached out to State Elder Lillie James of the Florida East Coast Diocese in her capacity as a National Disaster Relief Team Leader. She has supplied us with some of the information that has been prepared from the initiation of the National protocols. This information is now available for download at www.HOGCKD.org/LIT.

Since the territory of the North Carolina Diocese is spread out throughout the state, I am asking that each local church provide the names of 3 individuals who will be willing to become agents to be Rapid Response Team Members. Before any decisions are made to the diocese, I ask that you read through the information and see if you can help us, help somebody else.

Finally, it is imperative that each member of this diocese and their family and friends abroad know that this team of special agents is not just here to help those of the local churches but also those in the community. In the days ahead, I will be in touch with each Pastor to ensure that we are prepared for the natural and spiritual storms of life. My prayers are with you all. May God continue to bless each of you, the church, and the United States of America.

IN THE BEGINNING:

Reprint: May 2013

Disaster Relief Networking Team

Introduction/ Historical Beginning

Disaster Relief is Christians working together, in love, in the service of Jesus Christ, to relieve hurting and suffering people affected by disasters. It is **CHRISTIAN LOVE IN ACTION**. “Then the Disciples, every man according to his ability, determined to send relief unto the brethren which dwelt in Judaea: Which also they did, and sent it to the Elders by the hands of Barnabas and Saul”, Acts 11:29-30.

We thank God for our Chief Overseer, our Leader, who went before us to show us the way. We thank God for the great sacrificial workers who gave of themselves untiringly when disaster hit our mainland in 2005.

Hurricane Katrina hit the states of Louisiana, Alabama and Mississippi, August 28, 2005, with devastating and destructive results. Nearly 2000 people lost their lives, mostly in New Orleans, making it the most deadly hurricane. The Chief Overseer was moved with passion and great love for the people of God as well as all people. The House of God Church wherever it is established, must stand ready to provide basic needs of assistance, prayer, and evangelistic efforts in order to bring comfort and salvation to the people. By the guidance of the Holy Ghost, she laid the foundation in the founding of the Disaster Relief Networking Team in the House of God Church to help all hurting people wherever she could. The Chief Overseer sent a generous donation from the headquarters to the Red Cross, earmarked for Biloxi, Mississippi and Alabama. The local churches stood strong with the Chief Overseer and sent in generous donations to help in this effort. We thank God for love in action.

During the Leadership Conference, September 15, 2005, the Chief Overseer appointed a committee of Diocese Representatives to use their skills, and volunteer their services, in managing the necessary needs, both spiritual and temporal, for persons affected by Hurricane Katrina, and other disasters. Presiding State Bishops and State Elders from all Dioceses identified two or more Contact Persons to volunteer their services on behalf of Hurricane Katrina. Chief Helper Henry Dillard was appointed Chairperson and Reverend Clara Williams appointed Project Manager.

The Dioceses included: Alabama/North; California; Connecticut; Florida, East Coast; Florida West Coast; Florida #4; Georgia #1; Georgia #2; Georgia, #3; Illinois; Kentucky; Maryland; Massachusetts; Michigan; Mississippi; New Jersey; New York; North Carolina; Ohio; Pennsylvania; South Carolina: Upper, Middle and Lower Districts; Tennessee; Washington DC/Virginia; Wisconsin. These Dioceses and their Representatives were the beginning foundation for the Disaster Relief Networking Team (DRNT).

The Committee met and identified goals and objectives:

- To provide network within in the church to assist evacuees and individuals affected by Hurricane Katrina and other disasters.
- To provide help in various cities to Hurricane Katrina evacuees, including, serving as Red Cross Volunteers.
- To make soul winning the priority by evangelizing and providing prayer for those in shelters and other areas where the evacuees are housed.
- To provide Christian counseling to those in need.
- To provide housing on National Headquarters campus for Hurricane Katrina evacuees.

The Disaster Relief Networking Team Committee met September 17, 2005 to discuss an Action Plan of what would be needed to provide services for the evacuees. The Action Plan included: Vision Statement, Goals and Objectives, and Action Steps: What We Are Going To Do.

The major cost for the bus and trailer was donated by two of the committee members. They would need a banner and tracts containing the address where the church revival was re-scheduled for October 8, 2005, in Biloxi, Mississippi.

The Disaster Relief Team volunteers gave liberally, and generously of their time, skilled services, and financial contributions, for the banner and tracts, travel expenses, generators, grills, water and food. They also purchased gift cards in order to enable the evacuees to shop for their needs. Many other necessary items were also provided by the volunteers willing to help.

East Coast Florida Organized

The following month, October 24, 2005, Hurricane Wilma hit East Coast Florida with widespread devastation and property destruction. The Presiding State Bishop, Rebecca W. Fletcher, held two meetings during the Florida State Assembly, 11/2005, to organize, and to clarify what the Disaster Relief Networking Team could do to provide assistance to those persons impacted by Hurricane Wilma. Elder Lillie James was appointed the Diocese Team Leader. Contact Persons and Volunteers were identified in all nineteen local churches. Under the leadership and guidance of Trial Elder Clara Williams, Project Manager, East Coast Florida became the first organized Diocese.

As requested by the Chief Overseer, application documents, Data Collection Forms A-F, were drafted, and approved to be used by all the saints requesting financial assistance. All requests must be made in writing using the approved documents. We thank God for a loving and caring Chief Overseer who saw the need and guided us through a trying and difficult time.

Leadership Transition

Trial Elder Clara Williams served as the National Project Manager from September, 2005 to June, 2010. We thank God for her leadership, training and guidance, provided to the Disaster Relief Networking Team. We thank God for her support, and direction in a smooth transition to new leadership that proved very significant in the continuity of the Team's vision, goals, and objections. Because of this, we continue to look for the prize of the high calling of God in Christ Jesus.

Continuation of the Work

Elder Lillie James was appointed National Project Manager June 16, 2010 by the Chief Overseer during the General Assembly.

The Disaster Relief Networking Team has been committed to continue the great work of the Lord. We have been commanded by Jesus Christ to do greater works.

We are now in the expansion phase to expand and organize in every diocese as mandated by the Chief Overseer. We want every diocese to be organized, ready, and prepared. Disasters are happening every where, even spreading across the whole earth that no place and no one can escape, except thru Jesus Christ.

Now, in these last days, we have added terrorism to the list of disasters, starting with 9/11/2001 terrorist attacks, New York, City, and Pennsylvania. Nearly 3000 people lost their lives. Most recently, terrorists attacked the Marathon Runners in Boston with fatalities and many injuries. As you can see, we must not stop now, but be more diligently, and determined to work harder in the service of the Lord.

1. **COMMUNICATION:** Diocese Organization letters were sent to all Presiding State Bishops and Presiding State Elders to appoint a Diocese Team Leader.
2. **ACTION PLAN:** Reviewed, updated and expanded.
3. **EXPANSION:** Began expanding and organizing DRNT in each Diocese.
4. **JOB DESCRIPTIONS:** Developed job descriptions for Team Leader and Local Contact Person.
5. **TRAINING MANUAL:** Developed a Training and Instruction Manual to be used in all Dioceses by Bishops, State Elders, Pastors, Team Leaders, and Contact Persons.
6. The Manual was submitted to the Chief Overseer September, 2010, and to the Supreme Executive Council and Trustee Board, June, 2011. We thank God for their interest, support and encouragement.
7. **WORKSHOPS:** Began Training Workshops in the Dioceses.
 - o Atlanta Georgia, October, 2010: Albany, Corel, Cairo, Douglas, Macon, Phoenix City, Quitman, Riverdale and Valdosta
 - o Nashville, Tennessee, March, 2011: Antioch, Alcoa, Chattanooga, Knoxville, and South Pittsburg.
 - o Rockford and Chicago, Illinois, May, 2011
 - o East Coast Florida, September, 2011: Brownsville, Deerfield, Fort Pierce #1, Miami Liberty City, Oslo, New Liberty City, Perrine, Pompano Beach, West Coast Florida, and West Hollywood(West Park)

Disasters

Since the 5th Administrator, Chief Overseer, Bishop Rebecca W. Fletcher, founded the Disaster Relief Networking Team (DRNT) in the House of God Church, we have experienced several devastating, and destructive disasters, where you, the people of God, have come to the rescue of hurting souls.

- Hurricane Katrina, September, 2005
- Hurricane Wilma, October, 2005
- Tornado Lady Lake, February, 2007
- Haiti Earthquake, January, 2010
- Hurricane Irene, August, 2011
- Super-Storm Hurricane Sandy/United States and Haiti, October, 2012.

Thank God, for the love of the saints who gave from to the depths of their hearts to help our sisters and brothers in Haiti to recover from a destructive and deadly earthquake and Hurricane Sandy that destroyed everything that they had, including the Church and their homes. You just gave and gave and gave. It was an awesome, and overwhelming experience, and we thank God that He allowed us to be a part of it. We thank God for our Chairperson, Chief Helper Bishop Henry Dillard. He has been a rock of support and encouragement for the Team, and the first to give.

We pray that this Training Manual will be of help to everyone who will use it to organize, plan, instruct, and train in every diocese. We truly desire the prayers of the Chief Overseer and the Church to pray for us that we will continue to serve in the work of the Lord Jesus Christ.

We desire that this Introduction has given you a deeper and clearer understanding of the vision of our Leader and what the Disaster Relief Networking Team is all about. The vision and goal of this Chief Overseer is to

establish a worldwide, global, independent, non-profit, faith based Disaster Relief Organization in the House of God Church.

VOLUNTEER AND JOIN THE TEAM, GOD BLESS ALL

Disaster Relief Networking Team (DRNT)

Bishop Rebecca W. Fletcher, General Manager, Chief Helper Bishop Henry Dillard, Chairman
Elder Lillie James, Project Manager and Elder Laretta Davis, Assistant Project Manager

ACTION PLAN: DISASTER RELIEF NETWORKING TEAM GOALS AND OBJECTIVES

VISION STATEMENT

To give relief, hope and comfort to those impacted by a catastrophic disaster by first providing life sustaining needs as food, clothing and shelter.

To provide spiritual support and serve as a beacon of light to lead the unsaved out of sin and degradation into the light and uplift of Christ and unto the Kingdom of God by promulgating the gospel of Jesus Christ.

DISASTER DEFINED

A catastrophic event, occurring suddenly and causing great loss of life or harm, substantial damage or hardship, as earthquakes, hurricanes, tornados, wildfires, floods, and terrorism. Disasters can occur anywhere, impacting entire communities, towns or cities, necessitating external assistance.

GOAL: TO STAY ALERT, AWARE AND INFORMED TO DISASTERS

OBJECTIVES:

- Immediate awareness and notification of a disaster.
- Be alert and watch before a disaster strikes.
- Immediately notify your Presiding State Bishop, State Elder, and Project Manager, as soon as a disaster strikes or before.
- Collect detailed information about the disaster to include date, time and locations impacted.
- Document the churches and members impacted.
- Include extent of property damages and bodily harm.
- Include as much information as possible.
- The State Bishop, Chairman, and Project Manager will Immediately notify the Chief Overseer.

- Provide short term temporal and financial relief to meet the immediate necessities of life for members of the Church and External Community impacted by Disasters.
- Each church Contact Person will identify the Community resources such as food banks, pantries, and other organizations.
- Identify Diocese Churches with a food bank or pantries that can be used as Distribution Centers.
- Large Dioceses will have a Distribution Center and a Field Coordinator.
- Each Local Church will maintain a Disaster Kit with recommended disaster supplies and equipment.
- Identify all Red Cross Shelters and other churches and homes that can provide shelter.
- Identify church and community members who are Elderly, disabled or anyone who requires special needs and services.
- Identify drivers with Class B licenses who will be able to drive vans, buses, and trucks.
- Contact Persons or Pastors will request financial assistance for persons with extensive damages caused by a disaster declared by the President of the United States.
- Contact Persons or Pastors will complete and submit appropriate forms A-F by following instructions in the Training Manual.
- Request assistance from other church dioceses.

Goal:

- Expand the Disaster Relief Networking Team (DRNT) in each Diocese to ensure Disaster Relief Networking Team representation from each Local Church.

Objectives:

- Bishops will appoint one Team Leader for each diocese.
- Pastors will approve one or two contact persons from each local church.
- Pastors will approve two or more volunteers from each local church.
- Send the approved letter to all Presiding State Bishops to request the information for Team Leaders, Contact Persons, and Volunteers.
- Compile a complete list of Diocese Team Members from information received from the Bishops/State Elders.
- The Project Manager will hold Training Workshops if invited.

DISASTER RELIEF NETWORKING TEAM CONTACT PERSON

Part I: Who is the Contact Person

1. The Contact Person is a volunteer in the local church approved by the Pastor and the Presiding State Bishop who will work under the guidance of the Diocese Team Leader to help meet the goals and objectives of the DRNT ACTION PLAN.
2. The Contact Person is the local church team member who works with the Diocese Team Leader to carry out the vision of the Chief Overseer/General Manager for the Disaster Relief Networking Team as stated in the DRNT ACTION PLAN.
3. The Contact Person is faithful to the church laws, rules, and code of conduct with a passion to serve others.
4. The Contact Person is a person of high moral ethical principles which forbids the betrayal of confidence.
5. The Contact Person maintains confidentiality of information received from the members of the church. No team member can disclose any information obtained from the Data Collection Forms nor any other supporting documents.

Part II: Disaster Relief Networking Team Contact Person Job Descriptions/Instructions

A. The Major Duties of the Contact Person

1. The Contact Person, in collaboration with the Pastor and DRNT Team Leader, will be responsible for completing the appropriate DRNT Forms to request financial assistance from the National Church.
2. Assess the extent of damages incurred by the members and/or the church. This person must be knowledgeable of what constitutes “Extensive Damages.”
3. When a disaster occurs, the Contact Person must immediately contact the State Bishop and the Diocese Team Leader to execute the Team’s Plan for the Diocese to provide life needs and services to individuals in the church and in the community.
4. All Contact Persons and Volunteers must be willing and available to work as a team with the Team Leader to provide services to help others.
5. Attend meetings or participate in conference calls scheduled by the DRNT Team Leader for the good of the diocese.
6. Each contact person will identify community resources such as food banks, pantries and organizations to provide short term temporal and financial relief to meet the immediate necessities for individual impacted by a disaster.
7. Identify church and community members who are elderly, disabled or anyone who requires special needs and services.
8. Maintain a Disaster Relief Kit with recommended supplies in each local church or a church within the district to offer immediate action until the DRNT Team can accurately understand the needs of those impacted.

9. Be knowledgeable of the kind of disasters and seasons of occurrences for your specific area.

Part III. What to Do After a Disaster

1. After a disaster, the Contact Person(s) will contact all the members of the local church to inquire of their safety, well-being, and property damages.
2. The Contact Person will communicate with the Pastor to assess the impact of the disaster to the local church members and the church.
3. Communicate with the Pastor, Team Leader and/or Field Coordinator to determine which members suffered extensive damages.
4. Help with disaster relief efforts when a disaster strikes in other states, cities and/or dioceses.
5. Visit shelters, churches, tents and homes where evacuees are placed. Assist with basic needs as water, food and clothing. Offer prayer and spiritual support with words of comfort and encouragement for individuals who desire it. This is an excellent time to lift up the name of Jesus to hurting people.

Part IV: How to Request Financial Help

1. Complete Application Findings of Damages from Disaster – DRNT Form A.
2. The Contact Person or Pastor will complete Operation Help Application (DRNT Form-B) (Diocese Courtesy Fund); obtain proper signatures and submit to the Diocese Courtesy Welfare Fund Chairperson.
3. The Operation Help Application must show the amount awarded and properly signed.
4. Attach all Supporting Documentation (See Sample Application in Training Manual).
5. Help guide the members in obtaining appropriate supporting documentation.
6. Submit to the DRNT Team Leader:
 - ✓ The original application (FORM-A) with supporting documentation.
 - ✓ A copy of Operation Help (FORM B) showing the amount approved with signatures.
7. The Team Leader will submit to the Project Manager.

Part V: Disaster Relief Networking Team Approved Attire

- Wear the approved DRNT Polo T-Shirts at disaster sites or when participating in disaster related activities.
- Wear the approved House of God Church Disaster Relief Identification Badge.

Disaster Training

- Take Red Cross training classes within your local area to become Red Cross Certified.
- Classes should include First Aid/CPR Certification, Shelter Operation, Mass Care and Damage Assessment.

The House of God Church, Inc.
Disaster Relief Distribution Centers

Please list below the local church facility in your diocese which can be used as a Disaster Relief Distribution Center. This form may be duplicated as needed. Be sure to obtain permission from the Pastor and Presiding State Bishop/State Elder before listing the facility as a Distribution Center.

DIOCESE: _____

State Bishop/Presiding State Elder: _____

Diocese Representative Completing Form: _____

Telephone Number of Representative: _____

Cell Phone or Alternate Number: _____

E-Mail Address of Representative: _____

Church to Be Used as Distribution Center: _____

Address of Church: _____

Church Telephone: _____

Pastor of Church _____

Telephone Number of Pastor: _____

Distribution Center Contact Person: _____

Telephone Number of Contact Person: _____

Send Form to The State Secretary Reverend Carol Jessup for record.

Once form is completed a copy of the form is to be sent to the State Bishop.

SEPTEMBER IS NATIONAL PREPAREDNESS MONTH

The State of Florida Governor's Office of Community Service and the Department of Disaster and Emergency Services join with organizations across the nation in recognizing September as National Preparedness Month. Citizens can get involved and prepare their community for emergencies by putting together an emergency supply kit, making an emergency plan, and joining in with local preparedness events.

"Preparedness is a shared responsibility," said Ed Tinsley, Administrator of Disaster and Emergency Services. "We encourage all Montanans to get involved by ensuring that their homes, workplaces, and communities are prepared for disasters and emergencies of all kinds."

The public is encouraged to be prepared in the event an emergency causes individuals to be self-reliant for three days. This means living without utilities and electricity, water services, access to a supermarket or local services, or maybe even without response from police, fire or rescue. Preparing can start with three important steps:

1. Get an emergency supply kit.
2. Make a plan for what to do in an emergency.
3. Be informed about emergencies that could happen in your community, and identify sources of information in your community what will be helpful before, during, and after an emergency or disaster.

National Preparedness Month was founded after 9/11 to increase preparedness in the U.S. Now in its eighth year, it is a nationwide, month-long effort hosted by the Ready Campaign and Citizen Corps, encouraging households, businesses and communities to prepare and plan for emergencies.

PLAN YOUR WORK AND WORK YOUR PLAN

“Go to the ant, thou sluggard; consider her ways, and be wise: (7) Which having no guide, overseer, or ruler, (8) Provideth her meat in the summer, and gathereth her food in the harvest.” Proverbs 6:6-8,

I. DISASTER SURVIVAL KIT AND DISASTER PLAN

- Water – One gallon daily per person for three days
- Food – At least enough for three days per person
- Non-perishable packaged or canned food/juices
- Food for infants/babies and other baby supplies
- Snack foods
- Non-electric can opener
- Paper plates/ plastic utensils
- Other paper goods
- Cooking utensils/grill/Charcoal/matches/lighter

II. MEDICINES

- First Aid Kit
- Children and Elderly medicines
- Doctor Prescriptions
- Eye glasses

III. HOUSEHOLD

- Blankets/pillows for a shelter
- Clothing/shoes (keep at bedside)
- Rain coat/boots
- Batteries
- Heavy duty Flashlights (several) and non-electric room lights
- Radio- Battery operated and NOAA weather radio
- Keys

IV. RECORDS

- Medical Records/Social Security/Medicare Card
- Insurance Papers
- Banking Records
- Credit Cards
- Important Documents
- Keep these records in a waterproof container, ready to go
- Keep copies of important documents and records in a second place

V. THINGS TO REMEMBER AND RESOLVE TO DO

- Know in advance where to seek help
- Remain calm as fear is your greatest enemy
- Keep car/s full of gas
- Keep car keys near by at all times
- Withdraw cash from Bank/ATM early as possible
- Keep your Bible with you at all times
- Biblical books and activities for the family
- Download and complete FEMA Emergency Family Plan/Cards

VI. CREATE AN EMERGENCY PLAN

- ✓ Meet with household members to discuss the dangers of fire, severe weather and other emergencies. Explain how to respond to each.
- ✓ Find the safe spots in your home to each type of disaster.
- ✓ Discuss what to do about power outages and personal injuries.
- ✓ Draw a floor plan of your home. Mark two escape routes for each room.
- ✓ Be familiar with designated evacuation shelters within your community.
- ✓ Pick one out-of-state and one local friend or relative for family members to call if separated during a disaster. It is often easier to call out-of-state than within the affected area.

VII. THE CHURCH'S ROLE

- Elderly, widowed and disabled saints who do not have relatives or caregivers should be assigned a caregiver.
- The Contact person should keep a file of these individuals and their specific needs and services.
- Planning and preparation should be done prior to any disaster. These individuals shall be responsible for their wellbeing throughout the disaster.
- The caregiver shall ensure that the individual(s) they are assigned to have an adequate supply of medication, non-perishable food and water.
- The caregiver shall assist them with a basic emergency supply kit.
- The caregiver shall ensure that transportation is provided to the elderly, widowed or disabled to and from a shelter should the need arise.
- The caregiver should ensure that the disabled person is registered with the fire and police departments.

Goal:

Identify local House of God churches that can be utilized as Distribution Centers.

Objective:

There will be a central location to store food, water, clothing, and supplies for distribution. Maintain an information data bank of churches within the organization and outside of the organization that can become beacons of light in the dark time of a disaster.

Goal:

Train all Team Leaders and Contact Persons in each Diocese.

Objectives:

- Train Disaster Relief Networking Team (DRNT) how to complete Data Collection Forms A-F.
- Train Team Leaders what actions to take immediately following a disaster and who to contact.
- Review Disaster Planning and Disaster Preparedness.
- Visit all Dioceses where Leadership desires training or Project Manager is invited to hold Training Workshops with Pastors, Team Leaders, Contact Persons and Volunteers.
- Team Leaders will be able to train in their dioceses.
- Do conference calls with DRNT Team Leaders
- Plan, Prepare and be Ready for a disaster.
- Make a video of the first Training Workshop

Goal:

Become trained American Red Cross Volunteers (CPR FIRST AID). Receive Red Cross Shelter Operations Management Training.

Objectives:

- Contact American Red Cross to take training classes as soon as possible.
- Request the monthly Training Schedule.
- Take Mass Care and Damage Assessment classes.
- Sign up to work in an emergency Red Cross Shelter.

Goal:

Deployment to Disaster Areas

Objectives:

- Volunteer for deployment to disaster areas. Red Cross teaches deployment classes.
- Assist with basic needs: food, water, clothing and shelter
- Volunteer to help rebuild and restore cities and towns affected destructive disasters.
- Deploy DRNT to go into disaster areas and/or accompany missionaries and evangelists on crusades to tell the people about Jesus to give them hope and to provide assistance for the body and soul.
- Ask for volunteers from other Dioceses to assist in disaster areas.

ALL Disaster Relief Networking Team Members/ Volunteers

Objectives:

- Invite the Local Red Cross Chapter Representative to speak on Disaster Preparedness /Volunteer Training, Community Services they provide.
- Invite to DRNT Meetings; State Meetings; Council Meetings; and/or Local Churches, etc.
- Enquire if the Red Cross could provide the training in a one day/eight hour workshop.
- Volunteer to work in Red Cross Shelters during a disaster
- Provide comfort and spiritual support in Red Cross Shelters.
- Offer available church resources such as housing or other sleeping accommodations for people who are displaced by Disasters with the Chief Overseer's approval.

THE DIOCESE TEAM LEADER IS APPOINTED BY THE PRESIDING STATE BISHOP/STATE ELDER.

THE DIOCESE TEAM WILL CONSIST OF:

- Pastors
- One Team Leader
- One or two Contact Persons from each local church
- Two or more Volunteers from each local church

A DIOCESE SHOULD NOT WAIT FOR A DISASTER TO HAPPEN BUT BE PREPARED AND READY TO RESPOND IMMEDIATELY FOLLOWING A DISASTER. THE BIBLE SAYS BE YE READY AT ALL TIMES.

PREPARE BE READY EXECUTE

DISASTER RELIEF NETWORKING TEAM LEADER

JOB DESCRIPTION

1. The Team Leader is the Disaster Relief Networking Team Coordinator for the Diocese.
2. Will be responsible for coordinating all disaster related activities when the Diocese is impacted by a disaster.
3. Must be knowledgeable of what to do immediately following a disaster and the chain of command in communicating the disaster.
4. Must submit written documentation detailing the impact of the disaster to the community and damages affecting the members and/or churches.
5. Will communicate with the Chief Overseer, Project Manager, and Presiding State Bishop.
6. The Team Leader, in collaboration with the DRNT Project Manager, is responsible for seeing that all forms are completed with proper documentation and signatures. The Team Leader is responsible for training the Local Church Contact Person how to complete Forms A-F.
7. Responsible for training the local church Contact Persons how to carry out their job responsibilities.

8. Teach Disaster Preparedness and Emergency Readiness.
9. Submit applications requesting financial assistance from the National Church.
10. Submit a detailed descriptive Report on the Disaster to the Chief Overseer,
The Presiding State Bishop and the Project Manager.
11. Submit a final Summary/Analysis Report of Findings.
12. Hold meetings with the Team where necessary and/or hold conference calls
when necessary if unable to hold a meeting.
13. Become Red Cross Certified.

DISASTER RELIEF NETWORKING TEAM LEADER

DETAILED JOB RESPONSIBILITIES

- ✓ Know the vision of the Chief Overseer for the Disaster Relief Networking Team as stated in the DRNT Action Plan.
- ✓ Willing to abide by the church laws, rules and code of conduct.
- ✓ Maintain confidentiality of information received from the members of the church. No team member can disclose any information obtained from the Data Collection Forms A-F and other supporting documents.
- ✓ Know the definition of a Disaster as defined in the DRNT Action Plan.
- ✓ Must have knowledge of the objectives and goals in the DRNT Action Plan.
- ✓ Work in your Diocese to help achieve the common goals and objectives of the Disaster Relief Networking Team Action Plan.
- ✓ Ensure that each local church in the Diocese is represented with one Contact Person and two or more Volunteers.
- ✓ Responsible for training all local church Contact Persons to include: Confidentiality; Data Collection Forms A-F; (Use Data Collection Forms A-F Instruction Guide); Verification Data; Supporting Documentation and Disaster Preparedness.

WHAT TO DO WHEN THERE IS A DISASTER

When a disaster strikes or is impending, the Diocese Team Leader must immediately notify the Presiding State Bishop/State Elder, and the DRNT Project Manager. The State Bishop, and the Project Manager, will immediately notify the Chief Overseer. The DRNT Team should always be alert and report impending disasters to the Project Manager immediately.

✓ Provide as much initial detailed information as possible regarding the extent of the damages resulting from the disaster. Describe the Disaster: Hurricane, Tornado, Flood, Uncontrolled Fire, Earth Quake, etc. Give the date and time of the disaster. What cities/states and specific areas were affected? Include bodily injuries and fatalities if known. Document the extent of property damages.

✓ Give updates as the situation changes with more developing information.

✓ Keep Project Manager, State Bishop/State Elder informed at all times, starting from the first day of the disaster. This will help the Project Manager keep the Chief Overseer updated at all times.

✓ Contact the Local Pastors immediately after a disaster to inquire of the safety and well being of the members of the churches in the areas affected by the disaster. Determine if there were extensive damages to the church property. Established how many members sustained extensive damages to their property and how many members sustained minor damages.

✓ Identify a Distribution Center in the Diocese for receiving water, food, clothes and other disaster related items.

✓ Select a Field Coordinator to help Team Leader coordinate activities in the field and/or at the Distribution Center.

✓ The Team Field Coordinator can help to assess damages in the field.

✓ The Field Coordinator can make an onsite visit to the member's home and to the church to assess the damages reported.

✓ Now complete a written detailed Report of Findings of the Disaster. A detailed Report should include Date, Time, Place, Cities, Towns and Locales impacted by the disaster. Document extensive damages and how widespread. Include injuries and fatalities caused by the disaster. Document the churches and members impacted by extensive damages to home and property, including all significant information. Include any injuries and/ or fatalities caused by the disaster. Give as much detailed information as possible.

✓ Communicate with the Contact Person of the local church to inquire if he/she has contacted all members of the church to determine if any members suffered bodily harm and/or any extensive property damages.

✓ The Team Leader must utilize all Local and State Diocese Resources before submitting requests for assistance from the National Church. This includes assistance from the Local Church and State Courtesy Funds. Also the member must disclose other assistance received from FEMA, Home Owner Insurance etc.

✓ The Team Leader must provide the Collection Data Forms A-F for the Contact Person to complete. The Team Leader will assist the Pastor or Contact Person to complete the forms and ensure that the proper supporting documentation is attached.

✓ Ensure that all financial resources received are reported on DRNT FORM-A. Also include any financial and /or temporal assistance provided by the local church.

✓ Analyze information given on the Data Collection Forms completed by the Contact Person or Pastor to determine if the member is qualified to receive additional disaster assistance from the National Church.

✓ ONLY SUBMIT APPLICATIONS THAT MEET THE DEFINITION OF “EXTENSIVE DAMAGES”. Collaborate with the Project Manager when in doubt.

OTHER DISASTER RELIEF INSTRUCTIONS:

✓ Take Red Cross training classes to become Red Cross Certified. Classes should include First Aid/CPR Certification; Shelter Operation, Mass Care and Damage Assessment.

✓ In disaster prone areas, invite the Red Cross Representative to speak on disasters. This could be done in your State meetings, Council or District meetings.

✓ Provide disaster relief preparedness information for each local church. This information can be obtained from the Red Cross, FEMA, Publix stores and others.

✓ In disaster prone areas, encourage each local church to maintain Disaster Kits.

✓ Encourage local churches or districts to set up Food Banks or Food Pantries.

✓ Keep a current Address/Communication file on all Diocese Team Members. The file should include Name, Address, Home and Cell Phone Numbers, Fax Numbers and E-Mail Addresses. In disaster prone areas such as East Coast Florida, and other costal line states and cities, another form of communication would be helpful.

✓ Help with Disaster Relief efforts when disaster strikes in other states, cities and/or Dioceses.

✓ Visit shelters, churches, tents and homes where evacuees were placed. Assist with life basic needs as water, food and clothing. Offer prayer and spiritual support with words of comfort and encouragement for individuals who desire it. This is an excellent time to lift up the name of Jesus to hurting people.

✓ Submit an annual Progress Report of your Disaster Relief Work in the Diocese to your Presiding State Bishop during your State Assembly. Send a copy to the Project Manager.