

**PLAN FOR DISASTER PREPAREDNESS AND RESPONSE MINISTRY
INDIANA-KENTUCKY CONFERENCE OF THE UNITED CHURCH OF CHRIST
UPDATED APRIL 9, 2021**

(This plan for the Indiana-Kentucky Conference is designed to provide a method of 1) preparedness, 2) mitigation, 3) early response, 4) long-term recovery to disaster events, and 5) to respond to unmet needs in underserved communities.

Mission Statement

- A) Jesus Christ calls us as Christians to assist those in need as the result of a disaster event by providing physical, spiritual, and emotional support.
- B) As good stewards of our God-given resources, we are called to: 1) prepare before a disaster strikes in order to lessen the impact, and 2) educate and train volunteers to respond effectively to disaster events.

I. Relationship to the Indiana-Kentucky Conference (IKC) Structure

This is a ministry within the IKC with a specific focus on disaster preparedness, mitigation, early response, and long-term recovery. The priorities of this ministry are as follows:

- A. Top Priority – respond to disaster events in all regions within the geographic boundaries of Indiana and Kentucky.
- B. Secondary Priorities – 1) respond to disaster events in regions outside the geographic boundaries of Indiana and Kentucky, and 2) respond to non-disaster unmet needs in underserved communities within the geographic boundaries of Indiana and Kentucky.

II. Disaster Preparedness and Response Ministry Team (DPRMT)

- A. Organization - Within this ministry a team shall be organized according to the interests and skills of the members. This team shall be known as the Disaster Preparedness and Response Ministry Team (DPRMT). A team leader shall be appointed by the IKC Conference Minister. That team leader will have the title, “IKC Disaster Coordinator,” and shall work in collaboration with the UCC Disaster Ministries and the other UCC Conference Disaster Coordinators. Five

sub-teams shall be formed from within the DPRMT to facilitate the following tasks:

1. Local Church Resources – This sub-team shall provide leadership resources to local IKC churches, local church teams, and associations as they prepare readiness plans for each local congregation and its facilities. Local churches shall be encouraged to appoint a local church disaster coordinator who is responsible for leading the development of a readiness plan in each congregation. These local church coordinators shall also serve as the “eyes and ears” in the community to alert the Damage and Repair Assessment sub-team (see below) when outside resources may be needed to respond to a disaster event in their community or near-by communities.
2. Donations Management – This sub-team shall coordinate the promotion, collection, storage, and distribution of materials which have been donated by local IKC churches and other organizations for distribution following disaster events.
3. Early Response Volunteer Management – This sub-team shall coordinate a group of IKC volunteers, “Stand-By Responders,” who shall assist in the early response of a disaster event. This sub-team shall maintain a list of “Stand-By Responders” which shall include individual skills, talents, and other resources. This sub-team shall provide the orientation and training for these volunteers.
4. Long-Term Recovery Volunteer Management – This sub-team shall promote, recruit, and coordinate IKC work Teams that shall participate in long-term recovery work. This sub-team shall maintain a list of persons who are prepared to assist at various points in the recovery efforts. This list shall include individual skills, talents, and other resources. This sub-team shall provide the orientation and the training for the IKC work team/camp volunteers.
5. Damage and Repair Assessment – This sub-team shall include IKC volunteers trained for assessing disaster events. This sub-team shall be responsible for assessing any disaster event, its severity, and any resulting needs in collaboration with local Voluntary Organizations Active in

Disaster (VOAD), Community Organizations Active in Disaster (COAD), Long Term Recovery Group (LTRG), and Case Manager (CM). The goal of this sub-team is to promote a pro-active role in the early response and long-term recovery phases of disaster events. This shall be the responsibility of one or more persons. The duties of this sub-team are:

- a. In preparation for a disaster event, one or more of the members of this sub-team shall regularly attend the meetings of both the Indiana VOAD and Kentucky VOAD. These organizations provide valuable networking bodies so that all persons are aware of the roles of the various disaster recovery related agencies. At the time of a disaster event, this is intended to facilitate effective communications.
 - b. One or more of the members of this sub-team shall determine which community and faith-based agencies are responding to a particular disaster event before recommending the role of the IKC in the early response and long-term recovery efforts.
 - c. This sub-team's information and action recommendations shall be shared with the DPRMT, the IKC staff, and the local IKC churches.
 - d. This sub-team shall be responsible for the evaluation of the IKC disaster early response and long-term recovery effort. The evaluation should be ongoing during the entire early response and long-term recovery period. Periodic verbal reports shall be provided to the DPRMT (typically every three to six months).
 - e. A copy of this sub-team's written evaluation(s) of the IKC disaster early response and long-term recovery efforts shall be sent to all members of the DPRMT, as well as to the Conference Minister, and Associate Conference Minister(s).
 - f. This sub-team shall be responsible for informing contributors about the use of their gifts.
- B. Ongoing training for the DPRMT members shall be encouraged. On-line FEMA courses, such as Introduction to Incident Command System (IS-100c), Basic Incident Command System for Initial Response (IS-200c), and Introduction to the National Incident Management System (IS-700.b) are highly

recommended. This training shall be provided to ensure that the DPRMT members are empowered to carry out their work as follows:

1. Workshops may be held at Association meetings, IKC meetings, local church meetings, and at other educational programs in order to train as many people from local churches as possible. Materials for this training shall be provided by the UCC Disaster Ministries, as well as from subject matter experts within Indiana VOAD and Kentucky VOAD and other appropriate disaster response agencies.
 2. Training for work groups shall be appropriate to the needs of particular work group. Much of the training and preparation shall be carried out by the work group and the “on-site” leader(s).
 3. Training for the Damage and Repair Assessment sub-team shall be provided by persons who have been trained by the UCC Disaster Ministries, as well as from subject matter experts within Indiana VOAD and Kentucky VOAD, and other appropriate disaster assessment agencies.
- C. A background check for each member of the DPRMT shall be conducted through the Indiana-Kentucky Conference office. Once approved, the member shall be provided credentialing with a badge with his or her photo.

III. Finances

A designated fund for disaster preparedness, mitigation, early response, and long-term recovery shall be set up and administered by the Business Manager of the IKC. The Business Manager shall make a complete report at least once a year. (Interim reports concerning a particular disaster event may be needed to inform contributors.) This fund shall be used in the following ways:

A. Administrative and Program Expenses

The designated fund shall be used to cover the Damage and Repair Assessment expenses following a disaster event and in determining the role the IKC shall have in the response and recovery effort. The designated fund shall be used to cover per diem training expenses, including transportation, meals, and lodging for local church and work camp leaders. The designated fund may be used to cover the costs for leadership training courses. Most

leadership training courses are provided at minimal cost by the UCC Disaster Ministries, and other organizations experienced in disaster response and recovery.

B. Early Response and Long-Term Recovery Expenses

This designated fund shall allow monies received from United Church of Christ Ministries, One Great Hour of Sharing, local churches, individuals, and other outside organizations to be collected for use in the early response and long-term recovery effort following a disaster, as well as for the non-disaster related unmet needs as identified in this plan. The DPRMT shall recommend the use of the expenditures of the designated fund. Final authorization shall come from the Conference Minister or Associate Conference Minister acting on his or her behalf.

Approved by the DPRMT on May 14, 2021

Approved by the IKC Board of Directors on June 11, 2021