

**Southern Baptists of Texas
Disaster Relief**

**INTRODUCTION TO DISASTER RELIEF
PHASE I TRAINING**



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Introduction to Southern Baptists of Texas Disaster Relief

1) Introduction

- a) Explanation - This manual is designed to present the ministry of Disaster Relief from a Southern Baptists of Texas perspective.
- b) Purpose - To provide volunteers information concerning the Southern Baptists of Texas Disaster Relief Ministry and its relationship to the agencies of the Southern Baptist Convention, government agencies, and non-government agencies.
- c) Biblical foundations - **“Serving Christ in Crisis”** is our motto. The love of Jesus “compels” us to serve Christ by serving others during their time of need and is truly a ***“Mission Action.” “Mission Action is an organized effort of a church or association to minister and witness to people with special needs or circumstances who are not part of the congregation or any of its organizations.”***
 - i) Matthew 25: 31-36 - Our call to ministry in the name of Jesus.
 - ii) 11 Corinthians 4:5-6 - We serve Christ by serving others.
 - iii) Luke 10-25-37 - “Our Neighbors” are those persons who are in need of ministry
- d) Objectives - After taking this course, participants should:
 - i) Know what a **disaster** is and how it **impacts** people and their communities.
 - ii) Know the relationship between Southern Baptists of Texas Disaster Relief, the **North American Mission Board**, and **The American Red Cross**, and other government and non-government agencies in alleviating the effects of a disaster.
 - iii) Know Southern Baptists of Texas **policies and procedures** as they apply to the ministry of Disaster Relief.
 - iv) Know the scope of the Southern Baptists of Texas Disaster Relief Ministry and the availability of **assistance** for disaster victims.
 - v) Know the importance and fundamentals of disaster **preparedness planning**.

2) What is a disaster and how does it affect people and their communities?

a) Definition

- i) “A disaster is an **unexpected** event that disrupts or brings to a halt the normal routine of an individual’s life. Usually there is an element of danger, and it usually affects more than one person.”¹
- ii) “A disaster is an occurrence that causes human suffering, or creates human needs that the victims cannot alleviate without **assistance**.”²

¹ SBC, Disaster Relief Operations Manual (DROP), 23.

² American Red Cross, Introduction to Disaster Services: a Video-Based Course (ARC 3066A)

iii) Truly a disaster is a *natural occurrence*, usually at an unexpected time, that results in the devastation of lives. Tornadoes, airline crashes, home fires, and other disasters happen on a daily basis and are naturally occurring events. The difficulty is, we just don't expect them to happen to us. But, when they do, we are *disaster victims*.

b) Types of Disaster

- i) single family fire, apartment fire, church fire
- ii) hurricanes, tornadoes, high winds
- iii) flood, high water, tidal waves
- iv) Earthquake, explosion, HAZ. MAT.
- v) drought, famine, disease outbreak
- vi) aircraft, ground transportation or marine accident

3) Levels of Disaster Relief Organization in the SBC - From one concerned church member to a national organization, Southern Baptist bring unique skills and approaches to the ministry of disaster relief.

a) Individual or team response

- i) Make your availability known
- ii) Complete required training in a selected ministry area
- iii) Participate on a unit
- iv) Be ready when called

b) Church

- i) Pray and ask God for a vision in your church for disaster relief
- ii) Look for potential ministry opportunities should a disaster take place
- iii) Get disaster relief training
- iv) Organize a team to work on a disaster relief unit

c) Association

- i) Pray for a vision for disaster relief ministries in your association
- ii) Coordinate disaster relief ministries at the association level
- iii) Provide leadership to encourage churches and volunteers to be involved in disaster relief ministries

d) Regional

- i) Coordinate the efforts in disaster relief ministries for two or more associations

e) State

- i) Provide training for volunteers
- ii) Provide guidance to associations and regions in planning and preparing units

- iii) Coordinate the disaster relief ministry of the SBTC
 - iv) Cooperate with other agencies in providing disaster relief assistance
 - v) Cooperate and participate in multi-state, national, and international disaster relief responses through the disaster relief ministry of the SBC.
- f) National (North American Mission Board)
- i) Provide funding and coordination for the disaster relief ministries of the SBC
 - ii) Coordinate multi-state responses
 - iii) Provide leadership for the on-going ministry of disaster relief in the SBC
- g) International (Baptist Global Response)
- i) Provide funding and coordination for international disaster relief ministries of the SBC
 - ii) Coordinate International responses
 - iii) Provide training for international disaster relief
- 4) How Southern Baptists of Texas provide Disaster Relief
- a) The State Disaster Relief Director for the Southern Baptists of Texas Convention
- b) The State Disaster Relief Director appoints a **State Disaster Relief Task Force**. The State Disaster Relief Task Force assists the state director in leading the different ministry areas of disaster relief, establishing and implementing disaster plans, and disaster relief training. The members are:
- i) The State Disaster Relief Director
 - ii) The Task Force Directors for Clean-Up and Recovery
 - iii) The Task Force Director for Feeding
 - iv) The Task Force Director for Chaplaincy
 - v) The Task Force Director for Operations
 - vi) The Task Force Director for Communications
 - vii) The Task Force Directors for Child Care
 - viii) The Task Force Directors for Showers and Laundry
 - ix) The Task Force Director for Hispanic Development
 - x) The Task Force Director for VOAD Relations
- 5) Volunteer Preparation
- a) Spiritual preparation is essential for Southern Baptists of Texas Disaster Relief volunteers. It is very important that we realize that Disaster Relief is a ministry where we take the opportunity to share the love of our Lord Jesus with those who are the victims of disaster. We realize that volunteers must examine themselves and prepare for this ministry. Therefore, those volunteers involved in the Disaster Relief Ministry of the SBTC should:
- i) Be a Christian, one who has trusted Jesus as their personal Lord and Savior.

- ii) Be an active member in a Southern Baptist church, or one of like doctrine and practice.
 - iii) Realize that God is leading them to be involved in the ministry of Disaster Relief.
 - iv) Be a person of prayer and Bible study.
 - v) Be familiar with “Hope in Crisis”, as this is the primary tract we use in disaster relief. “Hope in Crisis” takes the trauma in the life of Job and encourages disaster victims to trust Jesus for their hope in their crisis.
 - vi) Be prepared to share your reason for hope and share your faith in Jesus.
 - vii) Remember that disaster victims have suffered loss in many ways; emotional, physical, and spiritual. They need a reason and resource for hope.
 - viii) Provide a listening ear, a compassionate heart, and a comforting spirit.
- b) Emotional preparation
- i) We must realize that on a disaster scene we experience many different sights, sounds, and smells. Many of these bring about different *emotional* responses from the disaster worker as well as the disaster victim. The disaster worker must prepare for these emotions in order to minister to the needs of the victims.
 - ii) Remember, if you are experiencing emotional distress, while on the field; let your *Unit Director* know. It is of great importance that these emotional situations be resolved as soon as possible.
 - iii) Remember, the evening *devotion* and *debrief* is for a purpose; to give the disaster worker an opportunity to vent the emotions of the day and to have an opportunity to look to God’s Word for guidance and prayer.
- c) Physical preparation
- i) All volunteers in Southern Baptists of Texas Disaster Relief must be trained. So get the appropriate training for the area of ministry you wish to be involved in.
 - ii) Pack and take vitamins, as this is stressful work.
 - iii) Pack and wear the appropriate clothing for your area of ministry.
 - iv) Pack and take your prescribed medications.
 - v) Pack reading material to help you relax.
 - vi) Pack pictures of your family to give you pleasure.
 - vii) Pack a funny book to give you some humor.
 - viii) Get plenty of rest.
- 6) Volunteer guidelines
- a) Practical helps

- i) Discuss your involvement with your employer. Get approval to be absent from work. We will provide a letter to your employer explaining disaster relief, at your request. **DO NOT PUT YOUR JOB IN JEOPARDY!!**
- ii) Look over the list of what to take and add anything that you need for your health, safety, comfort, or efficiency.
 - (1) Bible and devotion materials
 - (2) “Hope in Crisis” tract
 - (3) Disaster Relief Identification Card
 - (4) Drivers license
 - (5) Important phone numbers
 - (6) Insurance ID card
 - (7) Emergency money
 - (8) “Disaster Relief Manual”
 - (9) Appropriate clothing for four to seven days
 - (a) Look at type of work to be done
 - (b) Look at work environment
 - (10) Personal health items
 - (11) Personal hygiene items
 - (12) Special dietary needs
 - (13) Bedding
 - (14) Flash light
 - (15) Watch or clock
- b) Volunteer traits - The Disaster Relief ministry of the SBC is **multi-state, multi-racial, multi-talented,** and **inter-related** as we all work together to bring the love of our Lord Jesus into a disaster situation. The following are traits that will help the volunteer get along better on the disaster site:
 - i) Genuine loving spirit - patient and caring, having a spirit of love and concern and a desire to share the love of Jesus with those around them
 - ii) Willing spirit - willing to be trained in disaster relief and a desire to learn about ministry in disaster situations, a willingness to serve
 - iii) Cooperative spirit - cooperate with those in leadership and realize a spirit of cooperation with other agencies will open more doors of ministry
 - iv) Leadership - provide leadership as assignments are made and needs arise
 - v) Flexible - the disaster environment is constantly changing and no two disasters are exactly alike, this requires flexibility as we work together

- vi) “Can Do” attitude - a willingness to do what ever it takes to get the job done
- vii) Availability - make yourself available to serve in this ministry
- viii) Witness - a willingness to share a witness for Jesus and a willingness to get witness training
- ix) Must exhibit:
 - (1) Spiritual strength
 - (2) Physical strength
 - (3) Moral strength
- c) Ethical guidelines
 - i) Attitudes and action should reflect your faith in Jesus, remember, you are representing your church and your Lord
 - ii) Personal words and actions effect everyone
 - iii) Listen to victims with a heart of love and compassion
 - iv) Only do those things that you are qualified to do
 - v) Respect the belongings, property, and feelings of the victims
 - vi) Never request or accept donations for services rendered
 - vii) Be prepared to share your faith
 - viii) Respect the confidentiality and privacy of victims
 - ix) Be sure the information you are sharing with victims concerning available assistance is accurate.
 - x) State facts not speculation, rumor, or personal opinion
- d) Safety guidelines:
 - i) Have your shots and immunizations up to date
 - ii) Take prescriptions as directed by physician
 - iii) Know your limitations
 - (1) Physical
 - (2) Mental
 - (3) Emotional
 - iv) Avoid over exposure to heat, cold, sun, and water
 - v) Eat regular meals
 - vi) Drink plenty of **good** water
 - vii) Get plenty of rest
 - viii) Use caution in disaster area
 - (1) Consider all electric lines to be live
 - (2) All gas lines are dangerous
 - (3) Check all road ways and buildings for damage

- (4) Remember, disaster areas are full of debris and are **dangerous.**
- ix) Wear all safety equipment
- x) Work safely
- xi) Look out for animals that are hurt or disoriented or sick
- xii) Watch for snakes, rats and other dangerous animals
- e) Reimbursement of expense for units during a deployment
 - i) Task force directors
 - (1) Phone bills and cellular bills for disaster relief communications
 - (2) Meals, mileage, and other travel cost when deployed
 - (3) Other disaster relief expenses as approved by state disaster relief director
 - ii) Trained volunteers
 - (1) Tow vehicle for unit
 - (a) \$.50 per mile or actual expenses with receipts
 - (b) Meals and other travel expenses for deployment
 - iii) Other volunteers
 - (1) Designated drivers (drivers will be designated by the unit-offsite in consultation with proper task force director; volunteers may drive their own vehicles even if they are not the designated drives, however only the designated drivers will receive mileage. This is to encourage car pooling, good stewardship of finances, and promote cooperation. Owner of the vehicle is required to have proper insurance coverage for the vehicle.)
 - (a) All trained volunteers will receive reimbursement for travel expenses and meals
 - (b) \$.25 per mile or actual expenses with receipts (for designated vehicle)
 - (c) Meals and other travel expenses
 - iv) All requests for reimbursement will be submitted within two weeks (or as soon as possible) on a “SBTC Reimbursement form” to the state disaster relief director.
 - v) Proper documentation or receipts will be submitted with the “SBTC reimbursement forms”
- f) Hotel accommodations in route
 - i) It is the desire of the disaster relief leadership team that all of our volunteers be encouraged to stay in nationally recognized hotel chains that have a good reputation for service, security, and quality.
 - ii) It is further recommended that no more than 2 adults stay in the same room.
- g) Meals
 - i) It is the desire of the disaster relief leadership team that all of our volunteers eat good nutritious meals while being deployed and in route to a disaster site.

- ii) The disaster relief leadership team encourages all of our volunteers to eat at clean reputable restaurants in route.
- iii) The reimbursement rate for meals will be up to \$15.00 per day.

7) Effects of disaster

a) Scenario

- i) Hurricane Katrina has made land fall
- ii) Alabama, Mississippi and Louisiana have received damage
- iii) Katrina has maintained tropical storm strength across Louisiana and Mississippi
- iv) transportation, electric service, phone service, and utilities have all been affected in Alabama, Mississippi and Louisiana
- v) Many have sustained personal injury and property damage

b) Southern Baptists of Texas Disaster Relief has been called to all three states

c) Exercise:

- i) What have been the effects of this disaster? List below the effects of the disaster on individuals, families, and the community.

(1) **EFFECTS ON THE COMMUNITIES**

- (a) _____
- (b) _____
- (c) _____
- (d) _____

(2) **EFFECTS ON THE INDIVIDUALS**

- (a) _____
- (b) _____
- (c) _____
- (d) _____

8) Southern Baptists of Texas Disaster Relief Response

a) Disaster Units

- i) Definition - Vehicles that are used to house and transport tools and other equipment used in disaster relief childcare, clean up and recovery, communications, feeding, or other disaster relief response.

ii) Sponsored by

- (a) Local Churches

(2) Associations

(3) Regions - Two or more associations going together

iii) It is vital to remember that, before a unit can respond to a disaster, the **Task Force Director Feeding** or the **State Disaster Relief Director** must be notified. Once the unit responds to a disaster, it becomes a Southern Baptists of Texas Disaster Relief Unit under the direct supervision of the State Disaster Relief Director or whomever he assigns to **direct** the operation.

iv) Types of units

(1) Child Care

(a) One of the newest areas of disaster relief is childcare. Often after a disaster it is difficult for families to find someone to care for their children while they apply for assistance through relief agencies such as **ARC**³ and **FEMA**⁴ or while they work to clean their homes and make them habitable again. Southern Baptists are sometimes called upon to furnish appropriate childcare for such families.

(b) The Southern Baptists of Texas Disaster Relief Child Care Unit, Unit # 17-K, is used to store and transport equipment needed to set up a temporary ChildCare Center. It is staffed by teams of trained **volunteers** who are experienced in working with younger children. Equipment from the unit is set up in a location designated for this purpose. The Child Care Center is usually located in an ARC Service Center or a FEMA Disaster Assistance Center, but it can be at a school, a church, a shopping center, or a store, depending upon the availability of suitable facilities. Information about the location of the center and its operating hours will be published to the community.

(c) Disaster Relief Child Care is provided without cost and is **temporary**. It is not meant to compete with existing commercial child care facilities in the community, but to assist families who are unable to make other arrangements for the care of their children.

(2) Clean-Up and Recovery

(a) Another area of service in the Disaster Relief Ministry of the SBTC is Clean up and Recovery. These would be units equipped with **emergency equipment** to be able to go into a disaster area and make the emergency **repairs** to help individuals, churches, and associations react to their initial needs.

(b) Examples of the initial clean-up would be removal of trees blocking roads, removal of trees from roofs, spreading plastic over roofs to prevent more rain damage, filling and placing sand bags, mudding out a home, etc. This is considered the **emergency phase** of a disaster.

³ American Red Cross

⁴ Federal Emergency Management Agency

(c) The second function of these units would be to help in the recovery phase of disaster relief.

It may take two weeks

(d) Or two years for total recovery to occur. Recovery is helping individuals and churches return to their normal routine of life, by cleaning up a yard or home and helping in the rebuilding process.

(e) A unit must be prepared to stay and utilize its own personnel in a disaster area for one week. After which the State Task Force will provide additional personnel.

(3) Communications

(a) Communications has been identified as an important aspect of the disaster relief response. Utilizing various means of communication, each feeding, clean-up & recovery, child care or other unit will be regularly providing appropriate parties with timely information regarding the operation of their unit. Requests for supplies, personnel, equipment, special assistance (i.e. police, National Guard, fire department, or EMS), as well as, meal counts, number of victims assisted, and new assignments must be handled in a timely manner to avoid unnecessary delays and/or unit shut down due to a lack of materials or personnel. Unit safety is also enhanced by use of electronic communications to convey emergency messages (i.e. call for EMS).

(b) We have five means of communications currently available.

(i) First, and preferred whenever available and reliable, is the telephone. If telephone service is available, be sure to keep an up-to-date list of important phone numbers. During the early days of a major disaster normal telephone service will probably not be available.

(ii) Cellular telephones provide a second means of communications. During a time of disaster, cellular phones may or may not be available and/or reliable. Several factors determine the availability and/or reliability of cellular phones: 1) ability to access an operational cellular site, 2) ability to get a line out due to system saturation, 3) ability of others to call in to your number, 4) the expense of cellular calls and roaming charges.

(iii) A third means of communications is Business Band radio. The Disaster Relief Ministry of the SBTC has been granted a nationwide (48 contiguous state). Anyone working with Southern Baptists of Texas Disaster Relief is authorized to communicate via Business Band. Handheld radios can provide effective communications for members of the same unit working within a mile or so of each other. A 35 watts base unit (SBTC license is only for 35 watts) with an outside antenna (overall legal length for antenna and mast is 20

feet) could provide direct communications to a comparably equipped unit 10 to 25 miles away. This would depend upon the terrain and other conditions.

- (iv) **Amateur Radio** provides us with a fourth means of communications. An Amateur Radio Operator (Ham) with General, Advanced, or Extra Class license can operate on the amateur high frequency bands (HF). This will enable a disaster relief unit to communicate over considerable distance (i.e. disaster site in another state directly to the state office). The amateur HF bands can also be used for local (less than 50 miles) communications. In addition, the Hams mentioned above, plus those with a Technician license, can operate on the VHF and UHF amateur bands. Two meters (VHF) is typically used in disaster settings for local communications and has been the "work horse" band for Hams on SBC Disaster Relief units. Both of our Southern Baptists of Texas Communications Units also have a portable UHF repeater on them. When the State Disaster Relief Director deploys a disaster relief unit on a solo mission, the unit director will work with the Task Force Director for Communications to secure a HAM to accompany the unit into the field. When a unit is part of a multiple unit deployment, then a communications unit and its radio operators will serve the communication needs of the units in the disaster area.
- (v) **A field phone** system is the fifth means of communications available to us. This system is used to provide a self-contained telephone communications capability between a communications unit and a command center, office, or office type unit in close proximity to a communications unit.
- (c) **Specialized communications units** utilizing various combinations of the above means of communications are available to assist multiple disaster relief units in a given area.
- (d) The Disaster Relief Ministry of the Southern Baptists of Texas Convention has worked with Hams to establish the Southern Baptists of Texas Hams Net. The net is available in times of emergency to pass messages between the Baptist Center and units deployed to a disaster area.
- (4) Feeding
- (a) Southern Baptists have traditionally responded with **feeding** units. Southern Baptists have been involved in this type of disaster response for more than thirty-four years. Southern Baptist and the American Red Cross work together according to the **Memo of Understanding Revised 2001** between Southern Baptist Convention and the American Red Cross. According to the American Red Cross (ARC), Southern Baptists have cooked 85% of the meals that the ARC has provided to disaster victims.

- (b) A Disaster Relief Feeding unit can cook large quantities of meals per day. These units will provide meals for a **shelter** or provide meals for delivery by ARC **Emergency Response Vehicle**.
- (c) When we refer to a feeding unit we mean a cooking unit that is mobile and equipped to **cook**, **serve**, and **prepare** meals as requested by the ARC.
- (i) Each unit is capable of cooking a minimum of **5,000** meals a day.
- (ii) Each feeding unit is required to take **5,000** meals with them to the disaster area.^{5 6}
- (iii) The Southern Baptists of Texas Convention has purchased and set up a supplemental feeding unit. This unit is equipped to cook **25,000 to 35,000 meals a day** with out a significant increase in volunteer support.
- (iv) Once a unit has responded to a disaster, the unit must **remain** in operation until the State Disaster Relief Director, in **agreement** with the American Red Cross, The Task Force Director Feeding, and the National Disaster Relief Coordinator/Director (in the case of multi-state disaster response), relieves the unit of its obligation.
- (v) It is important that multiple **teams** from the associations surrounding the unit be **trained** and **available** to respond with the unit. There is a need of 18-20 persons per feeding unit every three days.
- (vi) A feeding unit must be prepared to stay and utilize its own personnel in a disaster area for **two** weeks. After two weeks the State Task Force Director will provide additional personnel.
- (vii) Each person volunteering to work on a feeding unit is agreeing to a **five-day commitment**. This commitment means two (2) travel days and three (3) (one day in, three days work, and one day out), for a total of **five (5)** days.
- (d) Southern Baptists of Texas Disaster Relief Feeding Ministry now provides a “fly-away” feeding unit. A “fly-away” feeding unit is a special unit. The equipment is stored in crates, which can be flown by commercial or military aircraft into a disaster area. Trained feeding volunteers from around the state will man this unit. Volunteers wishing to work with this unit must have a valid **passport** and be able to make a fourteen **(14) day** commitment for international responses and a **seven- (7)** day commitment for domestic responses.
- (e) The Disaster Relief Feeding Ministry is also responsible to provide **low volume** feeding support for the **Clean Up and Recovery** Disaster Relief Ministry. In this type of disaster

⁵ As per National Disaster Relief Roundtable, 1997.

⁶ It should be noted that Southern Baptist and Southern Baptists of Texas work with the American Red Cross according to “Statement of Understanding (ARC 2279) 1994.” This agreement outlines the responsibilities of the ARC and the SBC Disaster Relief Feeding Ministry during a disaster response.

response a feeding team of 2-3 people goes into a disaster area with a Clean-Up and Recovery unit and feeds the Clean Up and Recover volunteers. If more than 20 people are to be fed, the Feeding Unit Off-Site Director has the option of sending his feeding unit along with the Clean-Up and Recovery unit or units.

(i) In this operation the 2-3 man team leader must be Phase 2 trained.

(ii) If a feeding unit is sent then a Unit Director must go with the unit.

(f) The Disaster Relief Feeding Ministry is ready to “*Serve Christ In Crisis*” by providing hot nourishing meals to disaster victims and volunteers in the disaster area.

(5) Chaplaincy

(a) Chaplains

(i) Ministers attached to a special group or ministers providing ministry to a special group

(b) Crisis/Trauma intervention

(c) Introduce people to Jesus and point them to their spiritual resources available through Him

(d) Encourage local churches and associations to provide additional ministry as appropriate

v) Use of Southern Baptist Convention disaster relief emblem

(1) Units must be in cooperation with their state Baptist Convention in order to display the SBC Disaster Relief Emblem.⁷

(a) The SBC Disaster Relief Emblem is owned by the Southern Baptist Convention.

(b) The SBC Disaster Relief Emblem is protected by copyright laws and cannot be used for any personal purpose and is strictly to be used for official Disaster Relief operations and training exercises. Any violation of this is a violation of copyright law.

vi) When deployed, the unit responds under the direction of the State Disaster Relief Director of the SBTC and the unit becomes a state unit.

b) Disaster Relief Teams

i) Definition - Trained Volunteers equipped to work on a disaster relief unit. Volunteers respond under a written agreement with the Disaster Relief Ministry of the Southern Baptists of Texas Convention.

ii) **Volunteers must be at least 18 years of age to be trained in and work in the Disaster Relief ministry of the SBTC.**

iii) Volunteers must have two forms on file with the SBTC.

(1) Volunteer’s Agreement with the State Disaster Relief Director of the SBTC

⁷ DROP

(2) **Personal Information and Release and Indemnity Agreement**, must be filled out for each disaster

iv) Training

(1) The **Disaster Relief Ministry** is responsible for offering state wide disaster relief training for all ministry areas of the disaster relief ministry of the SBTC.

(a) Phase I Training

(i) **Required for all disaster relief volunteers**

(ii) **Introduction to Southern Baptists of Texas Disaster Relief**

(iii) **Basic Manual** in selected ministry area (child care, clean-up and recovery, communications, or feeding)

(iv) **Hands on Training** in selected ministry area

(v) **Yellow Hat** is awarded for the completion of Phase I Training

(vi) All Disaster Relief volunteers must be recertified every three years

(b) Phase II

(i) Must have completed Phase I in selected ministry area

(ii) Must have completed Chain Saw School for Clean-up and Recovery⁸

(iii) CPR and Basic First Aid (can be received from American Red Cross, or American Heart Association, or other nationally recognized provider of this specialized training)

(iv) **Advanced Manual** in selected ministry area

(v) Disaster Drill or SBTC Round Table

(c) Unit Director Training (Team Leader for Clean-up and Recovery)

(i) Must have completed Phase I and Phase II in selected ministry area

(ii) Must be recommended from the leadership of a cooperating Southern Baptists of Texas Disaster Relief Unit.

(iii) **Unit Director - Team Leader Manual**

(iv) Stress Management

(v) Table Top Drill

(vi) Awarded appropriate **Blue Hat** upon completion. (Blue hat with scrambled eggs for Unit Director, Plain blue hat for team leader.)

(d) Phase III

(i) Must have completed Phase I and Phase II in a selected ministry area, as well as, Unit Director - Team Leader Training

(ii) Must be recommended by the State Disaster Relief Director of the SBTC

⁸ Chain Saw School - and intense two day training of Manual and Hands-on training enhancing chain saw skill and safety

- (iii) Coordinators Manual
 - (iv) Observe Hands-on in all ministry areas of Southern Baptists of Texas Disaster Relief
 - (v) Must complete the FEMA MIMS online courses
 - 1. NIMS 100
 - 2. NIMS 200
 - 3. NIMS 700
 - (vi) Actual experience in a disaster relief response
 - 1. Serving as coordinator in 2 different disasters
 - 2. Serving under two different supervising White caps.
 - (vii) Table Top Drill
 - (viii) Awarded the *White Hat* upon completion
- c) Immediate Response Notification - When a disaster occurs or is pending the following action should be taken:
- i) Notify your *Church* Disaster Chairperson.
 - ii) The Association Disaster Relief Coordinator
 - iii) The Association Disaster Relief Coordinator will notify the *Director of Missions*.
 - iv) The Director of Missions will then notify the *State Disaster Relief Director* in the Disaster Relief Ministry of the SBTC.
 - v) The State Director for the Disaster Relief Ministry of the SBTC will *direct* all disaster relief operations and will coordinate all operations with the American Red Cross, North American Mission Board, and other states as necessary.
- d) Deployment procedures
- i) A disaster event takes place
 - ii) The State Director for the Disaster Relief Ministry of the SBTC is notified by:
 - (1) *local church*
 - (2) *association*
 - (3) *other agency*
 - (4) *task force directors*
 - iii) Task Force Directors are notified
 - (1) a decision is made as to the type of response to be made
 - iv) Designated units are notified by their Task Force Directors
 - v) Volunteers are requested to respond by their Unit Off-site Director
- e) Line of communication at the state level, when not deployed:
- i) State Disaster Relief Director

- ii) Task Force Director for ministry area
 - iii) Unit Director
 - iv) Team Leader
 - v) Volunteers
- f) Line of communication at state level, when deployed:
- i) On-site communication
 - (1) State On-site Director
 - (2) On-site Unit Director
 - (3) Team Leaders
 - (4) Volunteers
 - ii) For state off-site communication:
 - (1) State On-site Director
 - (2) State Off-site Director
 - iii) For unit off-site communication:
 - (1) State On-site Director
 - (2) Task Force Director
 - (3) Unit Off-site Director
 - (4) Volunteers

9) **Stages of Alert System**

- a) Alert—the first stage of response at any level, national, state, or person, is ALERT. There is potential response. Can you go? If so, start making plans. If no immediate response is needed, this stage is updated about every 12 hours.
- b) Standby—the second stage of response for disaster relief is STANDBY. There is probable need for response. Will go as soon as called. Get all personnel and equipment ready to go. If there is some delay, this stage is updated every six hours. If the unit and team cannot go within 24 hours, they will revert to alert or be taken off the potential response plans.
- c) 3. Go/No-Go—the third stage of response designates GO/NO-GO.
 - i) If the decision is “NO-GO,” status may revert to standby or alert, or be taken off the response plans entirely.

(a) “GO” means that response is definite. Unit will move in six hours or less. Vital information is given or will be coming:

(b) S—Situation: Specific circumstances at the location.

(c) E—Environment: Location and how to get there or to the staging area.

(d) M—Mission: Specific assignment of services.

(e) A—Administration: Contact person, who to report to.

(f) C—Communication: Report to disaster relief director every six hours while en route.

(2) What happens next is briefly summarized below.

(a) The state director activates the state team (driver, unit and on-site directors, cooks, and all other volunteers) giving any essential details and determines number and length of shifts.

(b) A designated phone caller begins contacting other people to go as relief teams at intervals determined by the circumstances, usually four days to a week.

(c) Federal Emergency Management Agency, American Red Cross, national disaster relief director, and state disaster relief director will coordinate location and length of service.

d) Closing—the final stage of response is CLOSING. The mobile unit is no longer needed at that location. It may be reassigned to another location or allowed to return home. (The decision to close or terminate will be made in collaboration with the affected state disaster relief director, the national director and the American Red Cross job director.

10) Important weather terms

i) Hurricane Watch - A hurricane **may** threaten your area.

ii) Hurricane Warning - A hurricane **is expected** to strike your area within 24 hours.

iii) Tornado Watch - There is the **possibility** for a tornado to develop in your area. Continue normal activities but watch for tornadoes.

iv) Tornado Warning - A tornado has been **seen** or **detected by radar** and may be approaching your area. Seek shelter immediately.

11) Southern Baptists of Texas Disaster Relief and relations with other agencies

a) The Southern Baptist Convention

i) North American Mission Board^{7,8}

(1) The National **Coordinator** for Disaster Relief works in the Adult section of Volunteer Mobilization of NAMB. He coordinates the Southern Baptist Disaster Relief in **multi-state** disasters.

(2) The National **Coordinator** for Disaster Relief also serves as **liaison** between Southern Baptist and other agencies involved in disaster relief.

(3) The National Coordinator for Disaster Relief is responsible for:⁹

(a) Working with state conventions in the development and implementation of national disaster relief **plans**.

(b) Serve as coordinator for **multi-state** disaster responses.

(c) Serve **as requested** by the affected state during a disaster.

(d) Provide **up-to-date** information to state conventions on disaster relief ministries.

(e) Assist states upon request with **leadership** training.

(f) Serve as liaison with ARC¹⁰ **(The American Red Cross) and FEMA¹¹(The Federal Emergency Management Agency)**.

(4) Southern Baptist plan for national disasters

(a) Representatives from NAMB and the **disaster area** will make contact as soon as the disaster strikes.

(b) If help from other states is needed, the **National Coordinator for Disaster Relief** at NAMB will contact the state whose assistance is needed.

(c) The State Disaster Relief Director for the state affected will contact NAMB for **Disaster Aid**.¹²

(d) When needed and coordinated by NAMB, other states will **respond** with disaster relief units and/or volunteers as needed.

(e) NAMB's **designated** person will go to the affected state when there is a multi-state response or when asked by a state to assist.

(f) In the event **communication** is impossible between the affected state and NAMB, the state should contact other states as needed.¹³

ii) SBC plan for International Disasters through Baptist Global Response (BGR):

(1) In the event of an **international disaster**, Baptist Global Response responds through state conventions with manpower, units, and other disaster relief resources as requested.

b) Government agencies

i) Local Government

⁹ DPOP, 60.

¹⁰ The American Red Cross

¹¹ Federal Emergency Management Agency

¹² Funds from NAMB can only be requested by the designated person in the state

¹³ DROP, 53-63, 331-334

(1) Local governments are generally responsible for the safety and welfare of their citizens. They act to protect the lives and property of the people, provide for the public health, carryout evacuation plans, rescue victims, and maintain public works.

(2) The local emergency management agency is called EMA.¹⁴

ii) State Government

(1) State governments generally provide financial support to local governments for disaster relief. They also provide coordination when a disaster strikes multiple jurisdictions.

(2) When a disaster strikes in Texas, the governor has Texas Emergency Management to coordinate disaster response within the state of Texas.

iii) Federal Government

(1) The federal government generally enacts laws and provides funds that support state and local efforts in disaster relief. In 1979 FEMA¹⁵ was established by federal law to coordinate federal disaster assistance.¹⁶

(2) When a disaster strikes a community and the severity or size of the disaster is such that the local and state governments need assistance with the disaster relief efforts, the governor can request the President of the United States to declare the state or a portion of the state a “disaster area.” If the President makes such a declaration, FEMA coordinates a broad range of relief programs available to disaster victims and assigns each declared disaster an identifying number.

c) Non-government agencies

i) National Volunteer Organizations Active in Disaster¹⁷ coordinates the efforts of many volunteer organizations that are involved in disaster relief. These organizations are church groups, veterans groups, civic organizations, and other volunteer organizations.

ii) In Texas, Texas Volunteer Organizations Active in Disaster coordinates many volunteer organizations in disaster relief. Some of those participating organizations are American Red Cross, American Radio Relay League, Southern Baptists of Texas Convention, Salvation Army, Seventh-day Adventists, United Methodist Committee on Relief, and others.

iii) The American Red Cross (taken from ARC 3066):

(1) ARC was founded in 1891 by Clara Barton as a voluntary agency and was granted a charter in 1905 by the Congress of the United States. The ARC acts as the primary voluntary national disaster relief agency for the American people.

(2) Responsibilities of ARC

¹⁴ Emergency Management Agency

¹⁵ Federal Emergency Management Agency

¹⁶ DROP, 337-339.

¹⁷ National Voluntary Organizations Active in Disaster

- (a) **Damage assessment** - Survey the physical damage accurately and immediately. This helps to establish priorities, evaluate relief needs, determine staff and supply needs, provide information, and estimate Red Cross costs.
- (b) **Mass care** - Provides food, shelters and supplies to disaster victims. Churches can help by making their facilities available to the Red Cross for shelters. Red Cross provides trained teams to operate these shelters.
- (c) Mass care feeding - ARC operates **ERV's**¹⁸ to deliver food during a disaster response. **Southern Baptist** Feeding Units manned by **Southern Baptist** volunteers work under and agreement with ARC to cook for mass care feeding.
- (d) Health services - ARC provides medical, nursing and health care personnel in shelters, emergency aid stations, and temporary infirmaries.
- (e) Family service - ARC administers an emergency assistance program, which includes food, clothing, shelter, medical needs, household furnishings, and occupational supplies and equipment.
- (f) Welfare inquiry service - ARC gathers information about disaster areas and those individuals that have suffered physical injury. This information is available to concerned relatives through local ARC chapters.

12) Southern Baptists of Texas Disaster Relief “Serving Christ in Crisis”

- a) Disaster Relief “response” or “ministry”
- b) Providing the hope of our Lord Jesus to those whose lives are in crisis
 - i) 1 Peter 3:15
 - ii) Disaster Relief tract “Hope in Crisis”

¹⁸ Emergency Response Vehicle

VOLUNTEER AGREEMENT WITH THE STATE DISASTER RELIEF DIRECTOR OF THE SBTC:

As a volunteer member of the Southern Baptists of Texas Convention Disaster Relief Ministry, I agree to:

- complete a “Personal Information” form to be on file with the Disaster Relief Ministry Department of the SBTC
- complete the required training, updated training and special training as required for my area of disaster relief
- take preparation for my spiritual, emotional, physical well being
- exhibit those attitudes, behaviors, speech, and dress that represents my Lord, my church, my fellow Christians, and my fellow team members
- wear official disaster relief clothing and SBC disaster relief logos **only** while engaged in a disaster relief function
- protect health and safety of myself, team members, victims, and all others while involved in a disaster relief response
- inform my Unit Director of my limitations and availability to serve in disaster relief
- pay my on expenses, arrange my own transportation, bring clothing, bedding, and personal items I’ll need on a disaster
- provide for my health, accident, liability and other needed insurance
- assist with unit preparation, training and other unit non-emergency events as availability and ability allow
- sign the “Release and Indemnity Document”
- Therefore I, _____, volunteer to do my best to carry out the purposes of SBC and SBTC disaster relief in the manner stated above.

DATE _____

SIGNED _____

Disaster Relief Volunteer Release and Waiver of Liability

This release and waiver of liability is executed by me, the Volunteer, on the date shown below. I hereby acknowledge and state the following:

I am at least 18 years of age. I desire to volunteer with Southern Baptists of Texas Convention to provide disaster relief services. I have chosen to travel and to perform clean-up, remediation or repair work, and to otherwise assist the victims of disaster. I understand that engaging in these activities may be hazardous to my health, may involve inherently dangerous activities, hard physical labor, heavy lifting and other strenuous activity, working with and around dangerous tools and equipment, in an environment and under conditions that may be without power, sanitation, and otherwise damaged by disaster. I understand that my service entails risks of physical injury, and even death.

I am engaging in this activity at my own risk. I assume all risk and responsibility for any damage or injury to my property or any personal injury or death, and related medical costs and expenses, which I may sustain while involved in this effort.

For and on behalf of myself, my heirs, administrators, executors, next of kin, and all other persons, firms or corporations, I do hereby release and discharge from liability and agree to defend, indemnify and forever hold harmless all other volunteers engaged in this project, Southern Baptists of Texas Convention, the Southern Baptist Convention and those corporations in which the Southern Baptist Convention is the sole member, Southern Baptist state conventions and associations, the churches which are in friendly cooperation with these Baptist conventions, associations or churches, and the members, volunteers, employees, servants, agents, officers, and directors of all these, hereafter referred to as releases, from any and all causes of action arising from or relating to my participation in this effort, including but not limited to travel, lodging, transportation in vehicles, for damages I may suffer, including but not limited to claims for personal injury, disability, sickness, loss of limb or life, even if said claims arise from injuries or illnesses or other damages caused by the sole negligence or fault of releases.

I hereby release and forever discharge releases from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my time of service as a volunteer.

I understand that I am solely responsible for my personal effects and property and that no one will provide security for any of my items and I will hold the above releases harmless in the event of theft or for loss resulting from any source or cause.

I understand that none of the releases carries or maintains health, medical, disability, or life insurance coverage for me, and I acknowledge that I have been encouraged to carry such insurance prior to beginning this service.

I state that I undertake to perform this volunteer service without compensation and that, in performing said services, I acknowledge that I am not acting as an employee of Southern Baptists of Texas Convention.

This release and waiver is fully understood by me and I enter the same willingly for the purposes herein above stated on this _____ day of _____, 20____.

Print Name: _____

Volunteer

Signature: _____

Witness Signature: _____