

DISASTER RESPONSE PLAN

of the

**Kansas Area of the United Methodist Church
(Kansas East and West Conferences)**

(Revised May 2005 by the Kansas Area Disaster Response Committee)

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Preface

For the purpose of this document “crisis” refers to:

Any event or emergency associated in some way with the church, but beyond its control, which can be expected to become public. A crisis situation presents potential for damage to individuals or the image of the church, and hinders their abilities to be in ministry. In other words, a crisis is anything that could cause the public to lose faith in the Kansas East or Kansas West Conference leadership or the operations of these Conferences of the United Methodist Church.

- Crisis comes as a surprise. It occurs unexpectedly and probably when we are least able to deal with it. Surprise leads to insufficient information, and questions are difficult to answer. Almost immediately questions begin to surface from the media and constituents, which is the time to take control and not be hesitant or unprepared. (Refer to “90 Minute Plan.”) Demonstrating concern and ability to take control will probably result in being able to withstand outside pressures.

Variety of crises that might occur:

1. personal crisis (of a clergy or layperson)
2. legal or criminal crisis
3. corporate crisis (of a church, district, or the conference)
4. violent acts, demonstrations, death or injury
5. natural disaster crisis (resulting from tornadoes, floods, fires, accidents, etc.)
6. perceived crisis (not of true crisis proportion, but perceived to be such)

Crisis Management Team in Each Conference

The Crisis Management Team in each conference should include as many of the following as possible: Bishop, Conference Chancellor (or other legal representation when needed), Conference Director of Communications, Conference Director of Connectional Ministries, members of the Bishop's Cabinet affected by the crisis, Conference Treasurer and other church leadership as deemed appropriate and necessary by the Bishop. Depending upon the crisis, extended team members might include staff related to Camping, VIM, Youth, and Young Adults programming areas.

(All members of the Crisis Management Team should be equipped with cell phones for ready access during the crisis. Also, FAX machines should be readily available to all team members.)

The First 90 Minutes – Mobilizing and Responding

1. The first person aware of crisis should contact appropriate members of the Crisis Management Team immediately.
2. Crisis Management Team members should convene in person or by conference call.
3. Crisis Management Team needs to immediately assess the nature and extent of the crisis.
4. Questions to ask:
 - Who knows about the situation (firsthand knowledge, if possible)?
 - What do they know?
 - What is the current status of the situation?
 - What can be expected to occur over the next few hours?
5. Crisis Management Team should prepare a one-paragraph statement to be distributed as soon as facts are known--facts about what has happened and intended follow-up response. Provide background information about the involved church(es), district, and/or conference, the people involved, and who to contact for follow-up information.

Appropriate Media Response:

Respond as soon as possible to all inquiries. It is important to deliver a statement to the media within the first 90 minutes, if possible. The statement doesn't have to be lengthy, but will serve to appease the media. Responding to inquiries from reporters with factual information is important.

Possible responses to the media "to buy time": "We're looking into the situation. I understand you have a job to do and that you need to get the facts. At this time we can't tell you any more than this: _____. As soon as we know more, we will share it with you immediately. When is your deadline?"

Get busy to uncover as many facts as possible that are needed to share with the general public. Provide the media with factual statements.

Introduction

For years United Methodist Disaster Response efforts have represented a significant ministry. Disaster response is a multifaceted caring ministry of Christ's church with theological, physical, mental health, advocacy, and social service dimensions. This caring ministry is an effort to respond to all the survivors--the elderly, adults, children and anyone (handicapped, non-English speaking, etc.) with special needs. It is the goal of this ministry that in the midst of their situational turmoil all the affected people will experience God's grace and mercy through the response efforts of this program.

Disasters can erode or strain relationships of those affected with their churches, families, communities, and with God. All response efforts should be made in the spirit of building and restoring relationships, taking care not to cause further stress.

The parable of the Good Samaritan (Luke 10:30-37) tells of the responses of two religious officials and a man from Samaria to a man on the roadside who had experienced "a personal disaster." The Samaritan held no known religious office, and was, in fact, of a race despised and considered "unclean" by those arrogant officials. When the three were confronted with a call to care, it was the Samaritan who answered and got the approving nod from Jesus. He performed his caring ministry at some personal cost and risk.

This story is a powerful reminder to any who profess to be followers of Christ. When disaster strikes and strangers lie wounded, Christians (lay and clergy) are called to respond, setting aside personal agendas and embracing inconvenience in order to offer care, always at some personal cost and risk. Christians are some of God's designated caregivers, urged by Jesus to "go and do likewise."

Section One: THE BASICS

Why have a conference plan?

Why prepare for disaster? Obviously, disasters of some sort have affected every community at some time in the past and will again in the future. No community or region is immune to natural or human caused disaster. Every area in the U.S. is vulnerable to flooding, windstorms, fire, airplane crashes, toxic spills, nuclear accidents, civil unrest, and now, sadly, terrorism. So, it is never a matter of *IF DISASTER WILL STRIKE, BUT RATHER, WHEN DISASTER WILL STRIKE!*

Unfortunately, many United Methodist Church leaders do not recognize the likelihood of potential tragedy within the borders of their local churches, districts, or conferences. They dismiss concern by saying, "We've never had any disaster here." Parsons, Kansas, could have said that before being struck by a F3 tornado on Good Friday 2000. Hoisington, Kansas, could have said the same before being struck by a F4 tornado on April 21, 2001. However, both communities were devastated by violent tornados.

"If something happens, we'll deal with it then." A foolish attitude! Many leaders would rather devote time and energy to more immediate business than plan for potential disasters. Likelihood of disaster is greater than most imagine.

There is a critical problem associated with this attitude. Too many times those regularly involved in disaster response have seen well-intentioned Christians delay, complicate, and confuse recovery efforts, because they operate by impulse rather than by casework information and an understanding of how disaster response works. Without preplanning, training, or coordination, response efforts are duplicated for some victims, while genuine need is overlooked for others.

Additional harm to disaster victims can be caused by well-intentioned helpers who rush to do home repairs. Untrained volunteers who do not understand the law, insurance assessment procedures, or how certain repairs made too hastily might jeopardize a survivor's health, can cause additional hardships for the victims. One example is when flood damage is covered over before interior segments of wall and floors are completely dry. Without training, well-intentioned volunteers can imperil a survivor's health and eligibility for financial assistance from insurance and government agencies.

There are moral and legal reasons to be prepared. If Christians take seriously the ministry to relieve suffering, then planning and response training becomes a priority to prevent further victimization of already hurting people.

Factors Contributing to Increased Vulnerability in the United States

Most rail lines and highways go through the heart of towns and cities, carrying an ever-expanding quantity of hazardous chemicals and radioactive materials.

Of approximately 38,000 chemical dumps in the U.S., 800 are still active. Oil refineries, storage tanks, and chemical plants are located alongside major waterways. A tragedy upstream affects millions downstream. Oil and chemical spills threaten coastlines.

The New Madrid earthquake fault in the middle of the country appears to be a greater hazard than thought in the past. Ignorant of these dangers for many years, older buildings, utilities, roads, and bridges were not constructed to withstand even moderate shaking.

With increased population growth and development, cities have spread onto historically disaster prone areas, which in the past had low population density. For example, where once only a field of corn or wheat might be affected by a tornado, now a cluster of homes built upon the same location might be destroyed by a similar tornado. Development of low lying areas increases the possibility of flash floods.

Many insurance companies no longer conduct business in traditional disaster prone states, citing the tremendous cost of repair. With fewer companies offering coverage and with skyrocketing premiums, more and more medium, low, and fixed income homeowners have only partial insurance coverage or none at all. Many Americans of all ages now look to governmental and non-governmental aid as their sole source of help after a disaster.

Because of the increased effectiveness of governmental and non-governmental agencies in responding to major disasters in the U.S., many citizens now expect the same degree of response to their disasters, no matter how small. They demand a major response for three blocks of tornado damage. Expectation of an agency performance is higher and tolerance of incompetence is lower.

Because of the exorbitant cost of recovery in the past decade, the federal government has enacted legislation requiring communities and homeowners to take steps to reduce their risk of future damage in order to be eligible for governmental assistance. By law, any home rebuilding or repair effort undertaken by United Methodist Disaster Response efforts must meet these requirements.

The Role of the United Methodist Committee on Relief (UMCOR)

What UMCOR Can Do

- Provide pre-disaster training and counsel to annual conference and district Disaster Response Committees, and others who might work in your disaster operations. Emphasis is on special long-term needs of children, youth, and adults; recovery organization management; and management of volunteers and donated goods, as well as case management.
- Provide cash grants to an affected conference upon request of the presiding bishop. This money may not be used for repair of church property damaged in a disaster. (Every church should have adequate property and liability insurance, including flood coverage, which requires a separate policy.)
- If needed during disaster response, upon request of the conference Disaster Response Coordinator and at UMCOR's expense, volunteer consultants can be sent following a disaster.
- Lend power washers and generators. (*Chainsaws are not available on loan.*) Borrowed equipment must be returned to the UMCOR Sager-Brown Center in Baldwin, Louisiana, when no longer needed
- In conjunction with other participating denominations, assist with the formation of a community-based interfaith recovery organization. United Methodists are asked to participate in an interfaith context whenever possible.

Disaster Response Funding Sources

Kansas Area United Methodist Church funding for disaster response comes from two sources:

- **UMCOR grants** dispensed to a disaster-affected conference from the denomination-wide *One Great Hour of Sharing* offering taken during Lent
- **The Kansas Area Disaster Fund** is funded when the residing Bishop issues a special disaster offering appeal to the churches of the Kansas area following a major disaster. (See pages 20 and 21 for guidelines and application).

Every church should have adequate property and liability insurance, including flood coverage (which requires a separate policy).

Four Levels of Disaster

Geography and amount of devastation determine the extent of response.

- **Level I** A small local disaster (affecting less than 50 homes), such as a toxic spill, explosion, air crash, tornado, or limited flooding affecting one to roughly thirty households. Determining factor: Is this within the response capability of the local church(es) with limited conference and UMCOR assistance?
- **Level II** A medium-sized disaster (affecting 50—200 homes), which could be caused by localized flooding, a moderate earthquake, a small hurricane, or a tropical storm. Determining factor: Is this beyond the response capability of the local congregations and community? If conference and UMCOR resources are needed, then consider this disaster at least a Level II. District and Conference Disaster Response Coordinators should be contacted as soon as possible.
- **Level III** A large disaster (in terms of geography and/or severity) is usually eligible to receive a presidential declaration. Examples include widespread and/or long-term flooding, severe earthquake, or hurricane with significant damage. A disaster this size requires resources from the conference and UMCOR.

Level IV A Catastrophic Disaster as defined by Public Law 93-288: “An event resulting in a large number of deaths and injuries; extensive damage or destruction of facilities that place an overwhelming demand on state and local response resources and mechanisms; a severe impact on national security facilities and infrastructures that sustain them; a severe long-term effect on general economic activity and severe effects on state, local and private sector initiatives to begin and sustain initial response activities.” Martial law will be declared and access to the area severely limited. A number of people in conference leadership positions may be victims themselves. The entire conference response organization must be mobilized.

KNOW THE LOCAL LAWS AND CODES ABOUT REPAIRING A HOMEOWNER’S PROPERTY. Do not do any repairs before the insurance or FEMA assessors visit. It is permissible to tarp and secure items, but do not start repairs too soon.

The Early Response Team

What is the Early Response Team, and why is there a need for Early Response Teams?

Early Response Teams come out of the denomination-wide United Methodist *Volunteers in Mission (VIM)* movement. Early Response Teams for Kansas are organized in the Kansas East Conference. *All management and deployment decisions for volunteers (including Early Response Teams) are under the direction of the Conference Disaster Response Coordinator, or designee. This is the person in charge.*

The Early Response Team has a very narrow function, as described below, and has no management or administrative responsibility for the overall disaster response. Their purpose is to give visibility of a United Methodist presence, reassuring victims that the church cares enough to respond immediately to their needs. Teams provide immediate assistance, usually to those who are older or disabled and others who might not have their support systems nearby to help them with the hard work of debris cleanup or to make temporary repairs to their home. Early Response Teams speed the immediate response to victims. (Unfortunately, in the past this relief has been delayed for as long as a month as local recovery agencies organize.) The Kansas East Conference utilizes an ability survey to create a database of volunteer workers and their talents. This is where the VIM and Disaster Response Committee work hand in hand.

What do Early Response Teams do?

Their *primary duties* are to remove debris and make temporary repairs following the guidelines on how to make a home or structure safe, sanitary, and secure. The purpose of temporary repairs is to reduce future damage, to make the building safe, and to reduce health hazards to the victims. Teams are not to perform any rebuilding or other repair work that may jeopardize a victim's eligibility for financial assistance from insurance and government agencies

Their *secondary duties* include observing victims' needs and reporting these needs to District and/or the Conference Disaster Response Coordinator(s), and to be part of a caring ministry of listeners who will help the victims begin to heal.

Disaster Assessment Team

District Superintendent

Conference Disaster Response Coordinator

District Disaster Response Coordinator – See list of Coordinators on pages 22 and 23.

Local Church Pastor or Neighboring Pastor

Local Church's Disaster Contact Person

Note: Don't confuse the Early Response Team with the Disaster Assessment Team. The Disaster Assessment Team is responsible for surveying the scope of the damage and the response in the early days after a disaster event. This group reports to the Conference Disaster Response Coordinator and other conference decision-makers with recommendations.

Activating the Disaster Response System

1. When alerted to a possible disaster (by the media, local pastors, conference coordinators, local authorities or other sources), District Disaster Response (DR) Coordinators shall contact the Conference DR Coordinator, and advise them where the District DR Coordinator can be reached. If unable to contact any of the Coordinators, then contact the Kansas East or Kansas West Conference Office.
2. Procedure in assessing damage upon arriving at the scene:
 - a. If the American Red Cross (ARC) or Mennonite Disaster Services (MDS) are present, United Methodist personnel are to discuss the needs with the ARC and/or MDS coordinators.
 - b. If ARC or MDS are not present, make initial contact with local authorities, i.e. Sheriff, Emergency Preparedness and/or others to what is needed. Make a quick visual assessment of damage, if possible.
3. It is recommended that a disaster response base of operations be set up with phone access as close to the disaster location as possible. Have phones manned at all times.

4. If damage has been sustained within the bounds of the Kansas East or West Conferences and the United Methodist Disaster Response network should be activated, the Conference DR Coordinator(s) will trigger the activation of the network after receiving the following information.
 - a. The number of volunteers and volunteer skills needed
 - b. Equipment needed
 - c. Where volunteers are to report (Be specific.)
 - d. Time volunteers are to report
 - e. Any damage to United Methodist property, for example churches, parsonages, etc.
 - f. Contact phone numbers where coordinating personnel can be reached
5. The District DR Coordinator will consult with the Conference DR Coordinator(s) and determine which local church contact persons should be called. Calls are then made to these local church contacts for the purpose of sharing the above information (4a-f) with them. Local church contacts should write down the information they are receiving and then read it back to the caller. The local contact will be instructed to call back and report the number of volunteers who will be responding and when to expect them.
6. After the local church contacts have reported back, the District DR Coordinator will call the Conference DR Coordinator(s) with the number of persons and equipment that will be responding.
7. If the Conference DR Coordinator or designee are not present at the disaster scene, the District DR Coordinator will attend the local disaster meetings and call the Conference DR Coordinator daily to keep them informed of the progress being made. If the District DR Coordinator is also unable to be present in the community or at the meetings, the Conference DR Coordinator in consultation with the District DR Coordinators will appoint another person to coordinate disaster response in the community.

CAUTION! The primary task of the District Disaster Response Coordinator is to coordinate relief and work efforts, NOT become involved in the actual relief work itself.

Early Response Teams follow the VIM team guidelines

As has already been presented, Early Response Teams do not make permanent repairs or begin rebuilding. To do so before insurance and government assessments are done and permission to proceed is given may reduce or eliminate any assistance from those sources. (This can become a liability issue for team members, churches, and the conference if teams are thought to hinder a person's access to benefits.) Rebuilding and permanent repairs will be done by VIM teams and others during the recovery phase.

Early Response Teams come into a disaster area only upon being invited by the Conference Disaster Response Coordinator or his/her designee. That invitation will be issued only after the Conference Disaster Assessment Team has determined the scope of what is needed, the safety of teams entering the disaster area, and where the greatest need might be. Out of Conference teams do not come in until invited by Bishop. All teams are to report to the Conference Disaster Response Coordinator, or designee for assignments.

Early Response Teams members must be trained in advance.

Early Response Teams do not make promises. In the initial days of response, no one can know how things will turn out and whether anyone from one group or another will be able to do anything further. Victims are desperate, and often a “*maybe*” or “*we’ll check on it,*” can sound like a “*yes.*” Be careful in making any commitments!

How is an Early Response Team equipped?

The Conference may provide tools and equipment. The Conferences have several specially equipped trailers and tool boxes for use in a disaster. Contact the Conference Disaster Response Coordinator to request the use of these items. Contact list for Conference and District Disaster personnel are located on pages 22 and 23.

Important Note

Each team must be self sufficient and self sustaining, with its own food, fuel, water, and sleeping gear. In the initial stages of disaster response, an affected community is not able to support and entertain outside volunteer workers. It is important that each team member have photo identification issued by the Conference with issue and expiration dates. This will be necessary to enter the secured area.

Section Two: THE CONFERENCE PLAN

Kansas Area Policy and Procedures

Kansas Area Disaster Response Committee

The Kansas Area Disaster Response Committee is comprised of the Kansas Area Bishop, any UMCOR mentors residing within the KS area, and the following from each Conference:

Kansas East Conference

- Director of Connectional Ministries or designee
- Representative from Mission and Justice Committee
- Conference Disaster Response Coordinator
- Conference Associate Disaster Response Coordinator
- District Disaster Response Coordinators
- Representative from Volunteers In Missions (VIM)
- Two at-large persons who have been involved in Disaster Response (optional)

Kansas West Conference

- Director of Connectional Ministries or designee
- Representative from Commission on Global Ministries
- Conference Disaster Relief Coordinator
- Conference Associate Disaster Relief Coordinator
- Representative from District Disaster Response Coordinators
- Representative from VIM
- Two at-large persons who have been involved in Disaster Response (optional)

One of the district representatives from each Conference Disaster Response Committee will serve as the communication coordinator to help interpret the work of the committee to local laity and pastors.

Donated Funds

Larger disasters generate significant amounts of donated money from within and outside the affected conference, most of it arriving during the first one or two months following the disaster. **As a general rule, IMMEDIATE monetary disaster response support from the Kansas Area Disaster Funds will not be made to affected individuals or families. Other agencies and the government take care of immediate relief needs of the victims.** In exceptional cases it may be necessary to provide small emergency grants from the Area Disaster Fund to a few of the affected victims. Church funds are needed most during the long-term recovery stage, long after initial contributions have dwindled or stopped completely.

Management of Volunteers and Donated Goods

The Kansas East and Kansas West Conferences do not have a plan for receiving donated goods and managing volunteers. Local churches, working with their County Emergency Management Personnel, should make this a part of their disaster preparedness plan.

Whether or not to request specific donated goods from individuals through local churches is determined on a disaster by disaster basis. Other agencies do this work very well. If it is decided not to accept or manage donated goods for a particular disaster, then individuals and local churches need to be informed how to make such donations to other agencies. Rather than sending anyone away with items they wish to donate, they should be directed to the agencies that are accepting such donations. Such an approach should leave them feeling that the church does care about their efforts.

Organizing For Disaster

Operations in the Relief Phase

The Conference Disaster Response Committee will operate in the *relief phase* of the disaster, but in the *recovery stage* it will become the responsibility the Conference VIM Committees.

Some people serving on the Conference Disaster Response Committees may have the desire, skills, and time to give to both the relief and to the ongoing recovery efforts. The Conference DR Committee, composed of district representatives and top-level conference leaders, does not have time nor the skills to manage the ongoing daily disaster recovery operations. This committee's purpose is to set policy and monitor progress as it supervises and supports disaster response operations.

As previously stated, disaster operations are organized differently in the relief and recovery phases. The relief phase, when the crisis seems to have a life of its own, is very fluid and almost chaotic. First and foremost the church must be willing to work for others. If the community has already begun its relief plan, then the response of the church support the local community's action plan. The important thing is to not duplicate services in the disaster area.

Overview of Disaster Response Phases

- 1. Emergency Phase:** This stage begins from the time of impact until people have been found, accounted for, the danger of continued destruction is over, and some kind of shelter is available to all. State and county emergency management, local law enforcement, and fire departments are responsible for protection of life and property, but the main actors are the local people caring for each other, their families and neighbors. During this stage, Red Cross opens shelters and organizes mass feeding. The American Red Cross, by an Act of Congress (January 5, 1905), is the nationwide agency through which the American people voluntarily extend assistance to individuals and families in need. The Church will respond to disaster under the authority of the American Red Cross.
- 2. Relief Phase:** American Red Cross opens its assistance centers to get families reunited and functioning with vouchers to purchase pressing, immediate needs. The governor may request and get full presidential declaration for a major disaster. If so, Federal Emergency Management Agency (FEMA) will coordinate the process of making a number of federal helps available for the victim's applications.
- 3. Recovery Phase:** This stage is roughly that time when the relief agencies seem to have packed up and gone home. Red Cross still maintains an office but is less visible, a time when disaster does not have to be the primary agenda. The actors in this stage are again local, the local people and the local church.
- 4. Relapse or Disillusionment Phase:** The adrenaline is gone, the insurance and/or FEMA checks aren't as large as people hoped, and they are exhausted both physically and emotionally. They may cry or sit and stare into space. If you happen to be a volunteer at their home, they may snap at you. IT ISN'T PERSONAL; IT'S JUST THE NATURE OF DISASTER.

In Summary

The United Methodist Church responds to disasters in the following ways:

1. ***A caring presence:*** This encompasses spiritual and emotional components dealing with questions of life, death, and hope. This includes providing active listening skills and helping to re-establish a sense of community.
2. ***Physical Assistance:*** Volunteers are needed at every phase of disaster response and for many tasks such as debris removal, transportation, providing food for volunteers, and re-building. A new opportunity for service is working with one of the United Methodist district trailers dealing with food preparation and dispensing, tools distribution, and even provision of emergency accommodations in a camper.
3. ***Facilities:*** Churches' physical facilities may be needed through the phases of disaster response, for example immediate need of fellowship halls for shelters, offices and meeting space later on, and perhaps housing space for volunteer groups.

A CAUTIONARY NOTE: In a crisis, local churches are often tempted to use their facilities as a shelter. Congregations should be very careful about opening a shelter on their own. UMCOR advises against doing so unless the congregation has a written agreement that the American Red Cross will sponsor the shelter. The agreement must include a statement that the Red Cross and its insurance will cover provider liability and the cost of repair for damage incurred. Without this agreement, the local church and its officers assume all liability for everything happening in that shelter!

Suggested Tool List For Disaster Relief Trailer

Generators (2)	Hard hats	Claw hammer
Compressor	Fire extinguishers	Pipe wrenches
Cook stove	Gas masks	Nail bars
Cots, sleeping bags	Plastic face shields	Hack saws
Electoral lineman gloves or welding gloves	Rubber boots	Pipe cutter
Shovels, hoses, picks	Rain suits	Wood chisels
Power washers	Extension cords	Cold chisels
Gas bottles	Chains	“C” clamps
Flood lights	Rope	Pipe clamps
Water pumps	Water cooler	Flashlights and extra batteries
Chain saws (2)	Water cans	Garage brooms
Handy man jacks	Water hoses	Saw horses
Hydraulic Jack	Lighters	Ladders
Hand tools (1/2” socket set, open box end wrench set etc)	Gas cans	Walkie talkies
Fencing tools (pliers, wire stretchers etc.)	Air hoses	Bailing wire
Post driver	Steel vise	Cotton cord
Heaters (portable kerosene heater, LPG heater)	Heavy Duty Trash Bags	Water purification tablets
Fans	Tarps	Come along
Coolers (R.V with refrigerator, cooking stove, awning, showers, etc.)	Flares	Safety vests (6)
Staple guns	Barrier tape	Tables
Dry-wet vacuum	Blankets in water tight box	Chairs folding
Cutting torch	Drill motor battery operated with chargers.	Wheel barrows
Hand metal grinder	Wood wedges	Skill saws
Bolt cutters	Axes	Bow hand saws
	Posthole digger	Dust masks
	Rock bars	Battery operated radio
	Sledge hammers	
	Shop hammers	

Guidelines for Use of Kansas Area Disaster Fund

- 1.** The Kansas Area Disaster Fund is for the relief of persons without respect for race, religion or gender who have suffered from disasters within the state of Kansas.
- 2.** A disaster is an event or occurrence having devastating effects in which needs cannot be met by the victims themselves.
- 3.** Funds will be granted upon the written request of a United Methodist pastor using the form on the next page. The request must be specific and designated to meet specific needs. The request will be sent to the Kansas East Conference Disaster Response Coordinator for processing.
- 4.** The Fund will be administered by the Kansas West Coordinator of Nurture, Outreach, and Witness according to the guidelines herein established by the Kansas Area Disaster Committee. If requests are made which do not exactly fit the guidelines, the Kansas West NOW Coordinator may approve the grant with the consent of the Kansas East Council Director.
- 5.** Grants of over \$750.00 per family will be made by the Kansas West NOW Coordinator only after consultation with at least one other member of the Area Disaster Response Committee with the suggested limit of \$1000.00.
- 6.** Without consultation, grants of up to \$5000.00 may be made to ministerial alliances or the local United Methodist Church(es) in areas where major disasters occur.
- 7.** Some administrative costs and area wide event expenses may be paid from the Kansas Area Disaster Fund if prior approval is granted by the Area Disaster Response Committee. (This would include UMCOR basic and advanced disaster response training in or out of state.)
- 8.** Kansas Area Disaster Funds may be used to reimburse owners of units used for clean up and recovery for operating expenses up to \$100.00 per unit per incident.
- 9.** At the time of a disaster, either the Kansas East or the Kansas West Disaster Response Coordinator (or both, if the disaster affects both Conferences) or a person designated as acting Disaster Response Coordinator may request up to \$1000.00 cash advance to meet emerging emergency needs. The Disaster Response Coordinator (or designee) shall provide to the treasurer proper documentation of expenditures.

**KANSAS AREA DISASTER FUND
GRANT REQUEST**

Date of Disaster:

Date of Request:

Type of Disaster:

Location (City & County):

Head of Household:

Number & Ages of Adults in Household:

Number & Ages of Children in Household:

Household Income:

Pre Disaster Address:

Post Disaster Address:

General circumstance surrounding family:

Has assistance from other sources been requested, please list:

Request amount:

To be used for:

Voucher should be payable to:

Has family been referred to any other organization(s), if so, please list:

Request submitted by (pastor of local United Methodist Church):

Contact phone number:

SEND COMPLETED FORM TO:

Julie Pohl, KS East Conference UMC

P.O. Box 518

Elwood, KS 66024

(785) 989-3237

Or E-Mail:

kseastvim@yahoo.com

FOR OFFICE USE ONLY

Approved by:

Date Approved:

Amount of Grant: