

CROSSROADS UNITED METHODIST CHURCH

Disaster Response Plan

Member of:

The Holston Conference

Of the

United Methodist Church

Crossroads UMC Disaster Response Plan Mission Statement

To provide relief and resources to support community recovery for disaster victims. Provide support for our Pastor, church family, and ensure the continuation of worship services for our church.

2013

Church Plan Information

This plan is prepared for:

Church Name: Crossroads United Methodist Church

Location of church (please include the physical address as well as nearby landmarks):

200 Bays Cove Trail

Kingsport, TN 37660

Borders Holston Army Ammunitions Plant to the West

Church Phone Number(s): 423-246-2982; 423-246-3509

Church Fax Number: 423-246-3509

Church Web Site: www.crossroadskingsport.org

Church email:

janecumc@charter.net

Parsonage Location (please list physical address and nearby landmarks): N/A

Date Plan was Prepared: 9/29/2011

Date Plan Updated: 1/23/2013

Local Church Disaster Team Leader: Jack Gillespie

Home Phone: 423-357-7879 **Cell Phone:** 423-534-2422; 423-534-1894

Email: jjillespiech@charter.net **Other:** _____

Notes:

Vice Leader: James Hartley: phone 423-357-4586

Caring for Church Facilities

Plan Information

- *What does the church currently do to prepare the physical church buildings and contents (including the parsonage) for a disaster?* **Fire protection through "Fleenor Security" monitoring the church 24/7. Annual fire marshall inspection.**
- *When disaster is approaching, who is responsible to initiate and coordinate these activities?* **Disaster team leader and trustee chair.**
- *How will the church protect electronic equipment (musical instruments, sound equipment, projectors, computers, copiers, etc.) in the event of a disaster? Don't forget to consider flood and storm waters.* **The equipment is physically secure where it is located at any given time. The church is physically at an elevated location. The equipment is located at the center of the building. If time permits, equipment will be moved to someone's home.**
- *What is the plan for protecting church documents and data? Don't forget to consider flood and storm waters.* **Documents and data are kept on compact discs and memory stick located in safe deposit box located at ECU. Church inventory kept on camera card located in safe deposit box. These documents and data are also kept on computer and hard copies located at the church office.**
- *What routine maintenance should be performed to mitigate damage from a disaster?* **Fire protection monitored 24/7. Heating/cooling in sanctuary programmed in conservative setting when unoccupied. Classroom heating/cooling units turned off when unoccupied.**
- *In the event of damage from a disaster, who is responsible for assessing the damage, contacting appropriate personnel at the district and/or conference and initiating an insurance claim?* **CUMC Disaster Team Leader, disaster team coordinator, Trustee Chairperson and Finance chairperson.**
- *Where will the Local Church Disaster Team meet and set up as a central area of decision making if the church is inaccessible after a disaster? Be sure to inform your District Disaster Coordinator, the District Office and the Conference Disaster Recovery Coordinator and Center of the church's alternate location.* **(1) Holston Electric Building, South Central Avenue Church Hill, TN (2) Disaster Team Leader's Residence.**

- *In the event the church sustains significant damage and must be relocated, where will the church go and how will that be communicated to the congregation, the district and the conference?*
Congregation disbursed among other district churches until church is reconstructed.
Another option would be to have our services at another church at a different time period. Communication to congregation would be through phone tree, telephone calls, emails, regular postal service and/or post on church's web site.
- *What are the plans if a church needs to evacuate during a worship service or other event? How would this be communicated to those present and by whom?* Pastor, ushers, trustee or member of disaster committee would direct people to safety.
- *What are the plans for communicating to the district and/or the conference in the event of an evacuation?* Communicate by phone or email.

Please Note:

For the safety of those seeking shelter as well as those offering shelter, UMCOR advises churches NOT to shelter people at the church unless the church is trained and certified as an official A. RED CROSS SHELTER. Read the ARC contract requirements for detailed understanding.

Caring for People

Planning :

- How does the church currently care for its people through existing ministries and services (home repair program for senior citizens, Care Teams, other Senior ministries, ministries for disabled people. etc.) **Care through volunteers by preparing food and providing transportation, benevolence fund, and food pantry.**
- Which of these ministries/services might be useful in disaster response and how? **Providing food.**
- What are the ways your church can help people prepare for disaster? Be specific. **Instructions on what items to keep on hand for emergencies: i.e. flashlights, canned food, first aid kit, water, radio, and extra batteries etc. Implement in disaster response plan. Post on church bulletin board.**
- Would your church be willing to be a cooling/warming center during extreme heat and cold periods of the year? **No. We are not Red Cross certified.**
- How will the church communicate with the people before and after disaster? **Phone tree; keep church directory up-to-date.**
- If you have a day care, pre-school or other ministry that cares for people or children, does the church have procedures in place to communicate about closings and/or evacuations in the event of a disaster? **No programs currently held at church.**
- How will the disaster team distribute general disaster preparation information to the congregation? **Post on church's bulletin board, posted on church web site.**
- How will the disaster team distribute information about the church's disaster plan to the congregation? **Post the plan on bulletin board, church's office and put plan on church's web site.**
- Who are the people in your church who might need additional assistance (seniors, disabled, shut-ins, single mothers, etc.) and who would coordinate the assistance? **The Outreach Committee Chairperson will coordinate.**
- How will you assist the vulnerable people in your congregation; i.e, people with inadequate financial resources to provide daily necessities in a disaster and/or people with inadequate or no insurance? **Benevolence Fund.**

- *After a disaster, how will you manage the good intentions of your church? We will rely on the leadership skills of our Disaster Response Coordinator and team to implement our plan of action.*
- *How will you track volunteer hours and who will be responsible for reporting these to the appropriate agencies? Team leader will keep record book.*
- *How will you respond to those outside your church and/or community offering to donate material goods or send in volunteer teams? The disaster team would keep records of all those responding to the needs and coordinate accordingly.*

Caring for the Community

Plan Information

- How does the church currently care for the community? Food pantry, outreach, Hope House, Manna House, Lighthouse, Red Bird Mission, Silver Sounds, Crusaders, jail ministry, Terrific Tuesdays and Hall Closet.
- Will the church distribute general disaster preparation information to the community? CUMC will work with the district. Plan listed on church's web site.
- List existing programs that may be useful in disaster response (i.e. a home repair program for senior citizens, Care Teams, other senior ministries, etc.) Food pantry, Crusaders, Disaster Response budgeted item.
- List the role(s) of the church during a disaster (is the church a certified Red Cross Shelter, collection site for canned goods, baby needs, flood buckets, health kits, distribution site for food, water, ice? District depot site?) CUMC can be used as a distribution site (canned goods). CUMC is not a certified Red Cross shelter.
- What type(s) of community outreach will the church provide after a disaster? The church will have \$1,000 budgeted for disaster.
- How will the disaster team distribute information about the church's disaster plan to community groups? CUMC web site.
- How will the church partner with other churches or faith-based groups in the community? Is there a VOAD? Is the church a member? The church is not a member of VOAD but will ask for volunteers to help other churches.
- How will the church partner with government and social service agencies in the community? The church will provide canned goods and the disaster Response fund.
- How does the church plan fit into the Conference/District and county Disaster Plan? (Shelter, Food, Caring) By providing food.
- Local churches might donate funds ecumenically to purchase an emergency generator and all the equipment to a church that is certified as a Red Cross Emergency Shelter. VOAD planning? CUMC will work with the district, has a disaster designated fund. CUMC is not a member of VOAD.

Caring for Others

In the Conference and Beyond

Plan Information

- How does your plan fit with the Conference Disaster Plan? **The church will take up a special offering. We will have a designated disaster response budget item.**
- Who in your church will communicate with the District Disaster Response Coordinator in the event of a disaster? **Disaster plan leader or pastor.**
- Does your church have trained teams (ERT) that can assist in other areas of the conference after a disaster and have you registered those teams through the Office of Connectional Ministries? **Not available.**
- How do you educate your church about the disaster ministries of the Conference and the United Methodist Committee on Relief (UMCOR) and UMVIM)? **Information can be viewed on the conference website (www.disasterresponse.holston.org).**
- Does your church support "One Great Hour of Sharing"? **Yes.**
- Does your church have plans to financially support the Holston Conference Advance Special #143 in the event of a disaster within the conference? **Disaster response fund as a church budgeted item.**

Local Church Disaster Response Team

Team Leader	Finance Representative
Name: Jack Gillespie	Name: John Willis
Address: PO Box 828, Church Hill, TN 37642	Address: 409 Bays Cove Trail, Kingsport, TN 37660
Phone number(s) 423-357-7879	Phone number(s) 423-245-9092
Email: jgillespiech@charter.net	Email: catvol@chartertn.net
Volunteer Coordinator	Maintenance Staff Representative
Name: Sherry Curtis	Name: Dave Hall
Address: 516 Deerfield Circle, Church Hill, TN 37642	Address: 966 Shady View Rd. Kingsport TN 37664
Phone number(s) 357-8843; (cell) 341-6540	Phone number(s) 423-349-7808
Email: jeepdriver37642@yahoo.com	Email: davejeano@hotmail.com
Trustee Representative	Pastor
Name: Jack Gillespie	Name: Randy Lantz
Address: PO Box 828, Church Hill, TN 37642	Address: 4320 Rock Rose Circle, Kingsport, TN 37664
Phone number(s) 423-357-7879	Phone number(s) 423-534-4121
Email: jgillespiech@charter.net	Email: Randy.Lantz@yahoo.com
Administrative Staff Representative	Additional Team Members:
Role: Secretary	Role: Committee Member
Name: Jane Christian	Name:
Address: 3509 Bloomingdale Rd, Kingsport, TN 37660	Address:
Phone number(s) 423-288-3657	Phone number(s)
Email: janecumc@charter.net	Email:
Role: Vice Leader	Role: Committee Member
Name: James Hartley	Name:
Address: 1042 Okrina Dr., Church Hill, TN 37642	Address:
Phone number(s) 423-357-4586	Phone number(s)
Email: jhjhartley@aol.com	Email:

Emergency Telephone List

Pastor		
Randy Lantz	Home	
	Cell	423-534-4121
Church Disaster Coordinator		
Jack Gillespie	Home	423-357-7879
	Cell	423-534-2422 ; 534-1894
Conference/District		
District Office	Susan Smith	423-224-1533; FAX 423-230-0012
District Superintendent	David Graves	423-224-1533
District Disaster Coordinator	Bill Campbell	wdc5609@charter.net ; 423-323-8516
Office of Holston Connectional Ministries	Anne S. Travis	865-690-4080
ERT Training/Financial Support	Mark Hicks	865-809-9044
Conference Website		www.disasterresponse.holston.org
Conference Disaster Coordinator	Jim Fetzer	865-675-3331
Conference Civil Engineer	Bill Lee	865-675-3331
Fire Department		
	Kingsport Fire Dept.	423-229-9444
Police Department		
	Kingsport Police Dept.	423-246-9111
Sheriff Department		
	Sullivan County	423-279-7500
Nearby Shelters		
Other		
Electrician	D&P Electric	423-288-6099; Cell 423-416-3330
Electricity	Appalachian Power	800-967-4237
First Assist Urgent Care		423-246-7259
Natural Gas	East TN Natural Gas	423-349-4121

General Contractor	Don Smith Construction	423-957-9553
Heating & Cooling Repair	Quality Heat & Air (Sonny Brown)	423-246-6833
Fire/Water Cleanup & Restoration	Servpro	423-245-5552; 423-878-4240
Insurance	M&M Insurance (Pam Davis)	423-357-3646
Interfaith Hospitality Network	601 Holston St, Kingsport, TN	423-246-6500
Nat'l Response Ctr & Terrorist Hotline		800-424-8802
Plumber	George's Plumbing	423-578-8079
Poison Ctr		800-222-1222
Police	Central Dispatch	423-246-9111
	State Police	423-542-8716
Red Cross		423-378-8700
Salvation Army		423-246-6671
TN Army Nat'l Guard		423-247-5168
Water Dept		423-246-9111
Hospitals		
Indian Path		423-392-7000
Wellmont Holston Valley		423-224-4000

★ **Conference Response Organizations:**

- UMVIM : United Methodist Volunteering In Missions.
- UMCOR: United Methodist Committee On Relief.
- VOAD: Voluntary Organizations Active In Disaster.
- One Great Hour Of Sharing: Money given to UMCOR. Money would go directly to UMCOR disaster project..

Safety Measures

- Properly store chemical and flammable materials as well as janitorial supplies.
- Clearly mark gas and water shut off valves with instructions for shut off.
- Ensure working status of fire extinguishers and smoke detectors.
- Take photographs documenting interior and exterior of church, trailer, and the two storage sheds.
- Update inventory annually.

Emergency Supplies (Stored in the Food Pantry Closet)

First aid kit	Two-way radios
Blood pressure kit	Ladders
Portable lights	Mops
Light sticks	Buckets
Flash lights (extra batteries)	Brooms
Roll of plastic or plastic sheeting	Disinfectant cleaner
Bottled water	Rubber gloves
Dust masks	Extension cords
Wrenches	Carts (two-wheel)
Duct tape	Jumper cables
Garbage bags	Ice chest
Rubbing alcohol	Blankets
Digital thermometer	Canned goods
Nylon rope	