

# 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.

**2017**

## 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

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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: 2/15/2017

Local Church Disaster Team Leader: Jack Gillespie

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

Email: jgillespiech@charter.net Other: \_jgillespiech@yahoo.com

Notes:

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

## Local Church Disaster Response Team

<b>Team Leader</b>	<b>Finance Representative</b>
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 ; cell 276-4451
Email: jgillespiech@charter.net	Email: catvol@chartertn.net
<b>Volunteer Coordinator</b>	<b>Maintenance Staff Representative</b>
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@yahoo.com
<b>Trustee Representative</b>	<b>Pastor</b>
Name: Ken Harris	Name: Randy Lantz
Address: 184 Chickasaw Circle, Church Hill, TN 37642	Address: 4320 Rock Rose Circle, Kingsport, TN 37664
Phone number(s) 423-357-6425	Phone number(s) 423-534-4121
Email: kenandiva68@gmail.com	Email: Randy.Lantz@yahoo.com
<b>Administrative Staff Representative</b>	<b>Additional Team Members:</b>
Role: Secretary	Role: Committee Member
Name: Jane Christian	Name:
Address: 3509 Bloomingdale Rd, Kingsport, TN 37660	Address:
Phone number(s) 423-288-3657 ; 423-246-2982	Phone number(s)
Email: janecumc@charter.net	Email:
Role: <b>Vice Leader</b>	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: jhhartley@aol.com	Email:

## Emergency Telephone List

<b>Title</b>	<b>Name</b>	<b>Phone / email</b>
Pastor	<b>Randy Lantz</b>	423-534-4121; randy.lantz@yahoo.com
Church Disaster Coordinator	Jack Gillespie	423-357-7879 ; 423-534-1894
Volunteer coordinator	Sherry Curtis	423-357-8843 ; 423-341-6540
<b>Conference/District :</b>		
District Office	<b>Susan Smith</b>	423-224-1533 , fax 423-230-0012
District Superintendent	Laura Jo Cranford	423-224-1533
District Disaster Coordinator	Bill Campbell	<a href="mailto:wdc5609@charter.net">wdc5609@charter.net</a> ; 423-323-8516
Office of Holston Connectional Ministries	Rev. Mike Sluder	865-483-4357 mikesluder@holston.org
ERT Training/Financial Support	Paul Hite; David Henderson	865-690-4080
Conference Training coordinator	Ralph Brock	Email ; edwinb2756@bell south.net
Conference Website		<a href="http://www.disasterresponse.holston.org">www.disasterresponse.holston.org</a>
Conference Disaster Coordinator	Jim Fetzer	865-675-3331
Conference Trustee Chair	David McLain	423-876-0701; cell 423-667-0095
Conference Workers Comp	Valorie Gallant	865-690-4080
UMC Ins/Program Administrator	Valorie Gallant	865-690-4080
District Financial Sec	Laura Neville	423-224-1533
<b>Fire Department</b>	Kingsport Fire Dept.	423-229-9444
<b>Police Department</b>	Kingsport Police Dept.	423-246-9111
<b>Sheriff Department</b>	Sullivan County	423-279-7500
<b>Other</b>		
Electricians	Precision Electric	288-6924
	Bill's Electric	239-8208
Electricity	Appalachian Power	800-967-4237
Urgent Care	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
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
	Ed's Plumbing	423-357-6279
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
<b>Hospitals</b>		
Indian Path		423-392-7000
Wellmont Holston Valley		423-224-4000
Fire/Water Cleanup & Restoration	Servpro	423-245-5552; 423-878-4240
	Service Master	423-340-0712; 423-279-0479
Poison Center		800-222-1222

**★ Conference Response Organizations:**

- UMVIM : United Methodist Volunteering In Missions.
- UMCOR: United Methodist Committee On Relief.
- VOAD: Voluntary Organizations Active In Disaster. (CUMC is not Red Cross certified)
- One Great Hour Of Sharing: Money given to UMCOR. Money would go directly to UMCOR disaster project..

## 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 Perform routine maintenance.
- *When disaster is approaching, who is responsible to initiate and coordinate these activities?* Disaster team leader and trustee representative.
- *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, trustee representative 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.) **Benevolence fund, food pantry and Hall clothes closet.**
- 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. Hand out to congregation.**
- 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, email, church web site.**
- 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?* **Provide support where available to our church members and community.**
- In case of tornado, congregation will assemble in the south and west hallways. Jack and Sherry Curtis will direct people from sanctuary. Dave Hall will distribute the 2 radios to Sherry and Jack.  
  
**\*\*\*** Dave Hall and Jack Gillespie will carry cell phones each Sunday while monitoring in the narthex during services.

## **CUMC FIRE EVACUATION PROCEDURE**

### **\*When fire alarm sounds or smoke and fire is detected:**

1. Ushers and Disaster Team Members will direct congregation, all classrooms, restroom, and projection booth personnel where to gather outside for head count. Assembly areas are: 1. in front lawn through narthex doors; 2. sidewalk in front of trailers; and 3. trash dumpster area. The head count for all areas should equal head count taken by ushers at beginning of service.
2. All people should exit building through closest exit door.
3. Usher or Disaster Team Members will call 911 or fire department (229-9444).
4. All measures are to be taken to ensure everyone has exited the building.
5. Trustee or Disaster Team Member will shut off natural gas valve at the entrance to the church. Hawkins Country Gas are the only ones authorized to turn this valve back on.

### **\*Inspections and Maintenance:**

1. All fire extinguishers are to be inspected monthly by Trustee. Card on extinguisher should be initialed indicating whether or not fire extinguisher needs recharging. If extinguisher needs recharging, call Simplex Grinnell.
2. All exit signs are to be tested. A book to sign showing inspection has been performed is located in the office. There is a sign off sheet in book to show exit signs and fire extinguishers are operating correctly.
3. Kingsport Fire Marshall performs annual fire inspections.
4. Fleenor Security is contacted to monitor smoke/fire inside the church.
5. Simplex Grinnell provides and maintains fire extinguishers and exit signs.

## Caring for the Community

### Plan Information

- *How does the church currently care for the community?* Food pantry, outreach, Hope House, Lighthouse, Red Bird Mission, Bread ministry, Crusaders, Girl Friends, Terrific Tuesdays and Hall Clothes 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 and Marty Polson mission team.
- *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 , Halls clothes closet and food pantry.
- *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 , benevolence fund and Halls clothes closet.
- *How will the church partner with government and social service agencies in the community?* The church will provide canned goods and the disaster Response benevolence fund, Hall clothes closet.
- *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 and not Red Cross certified.

## Caring for Others

### In the Conference and Beyond

#### Plan Information

- How does your plan fit with the Conference Disaster Plan? *Our church plan is designed to help our congregation , pastor and immediate community.*
- 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](http://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? *N/A.*

## 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 On Premise)

Batteries (AA)	Jumper Cables ( Food pantry)
Blankets (thermal)	Ladders Food pantry)
Blood Pressure Kit	Light Sticks
Bottled Water	Liquid Absorbent
Box Cutter/Knife	Mops (janitorial room)
Brooms ( janitorial room)	Nylon Rope
Buckets ( janitorial room )	Plastic Ties
Canned Goods (Food Pantry)	Portable Light
Digital Thermometer	Role of plastic sheeting
Disinfectant Cleaner	Rubbing Alcohol
Duct Tape	Scissors
Dust Masks	Shop Towels
Extension Cords ( Food pantry)	Sterile Gloves
First Aid Kit	Two-way Radios ( on charge Food pantry)
Flashlights (3)	Two-wheel Carts ( Food pantry)
Garbage Bags (janitorial room )	Wrenches (Electric room)
Ice (icemaker) (kitchen)	Wheel Chair (sanctuary )

## FACILITIES

### Maintenance Checklist - Routine

- Maintenance person Check roof and foundation of building annually. If roof is leaking, or foundation has problems, schedule repairs.
- \_\_\_\_\_ Monitor use of candles and open flames. Assign someone to be in charge of knowing when these will be used.
- Maintenance person Inspect HVAC equipment annually.
- Kingsport Fire Marshall Have electrician inspect the wiring, power connection, and circuit boxes annually.
- Kingsport Fire Marshall Inspect water heaters annually.
- \_\_\_\_\_ Provide back-ups and surge protection for all power sources.
- \_\_\_\_\_ Clean out gutters and drains annually.
- \_\_\_\_\_ Check the security of canopies and covered walks.
- Disaster Plan leader Check emergency supplies. Exchange food and water supplies every six months. (Check expiration).
- Fleenor Security Smoke detectors.

## Organization

### The Local Church Disaster Team

- The pastor may identify a team leader who then recruits a team, or a team may be appointed by church leadership and then select their leader.
- Keeping the initial team to 9 to 13 members may facilitate functionality.
- Suggested team positions:
  - Disaster Response Coordinator (Team Leader)*
  - Volunteer Coordinator*
  - Trustee representative\**
  - Finance Representative*
  - Administrative Staff member*
  - Maintenance Staff member*
  - Pastor*
  - Representatives from other vital areas of local church*
    - \* *Donations manager*
    - \* *Secretary/records keeper*
- **The Local Church Disaster Team Leader (Team Leader) should NOT be the pastor.**
- The **Team Leader** should have access to keys for the facility and an intimate knowledge of the facility layout as well as the local community.
- The **Team Leader** should be
  - FLEXIBLE*
  - detail oriented and self motivated*
  - able to work well with many persons in difficult situations*
  - able to work full time -- or nearly full time -- during a disaster*

- The *Team Leader* is crucial for
  - Ensuring that the church has a plan for disaster
  - Coordinating activities during disaster
  - Participating in local disaster organizations (VOAD)
  - Helping the church decide their role in the local community during disaster
  - Coordinating disaster training for the church
- **The *Team Leader* will meet with the District Disaster Coordinator/Conference Disaster Response Coordinator/other Local Church Disaster Team Leaders to establish roles and responsibilities during disaster.**
- The *Team Leader* is the point person during disaster and will work very closely with the Holston Conference Disaster Ministries Coordinator(s).

### The Volunteer Coordinator

- The *Volunteer Coordinator* is a key position in disaster planning and response.
- The *Volunteer Coordinator* will collaborate closely with the **Conference Disaster Response Coordinator, Conference Volunteers in Mission Coordinator and the Office of Connectional Ministries** during a disaster.
- The role of the *Volunteer Coordinator* is to develop a plan for
  - recruiting
  - training
  - supervising
  - organizing
  - logging volunteer hours
  - recognizing volunteers



### **The Trustee Representative or Maintenance Staff Representative**

- The maintenance staff or trustee representative could be assigned supervision of all facility preparation before a known disaster strikes.
- This does not mean that this position will perform all necessary tasks. This person will serve as the lead contact for those types of activities in an emergency.

### **Other Team Members**

Other responsibilities may be assigned to team members according to interest, expertise of current area of church service. These areas of responsibility may include:

- Staffing church phones to answer inquiries : To roll over church phone number to another number \*72.
- Communicating with the congregation regarding emergency situations, evacuations, etc.
- Coordinating the protection of archival records and church data
- Coordinating the protection of electronic equipment