

Sandbridge Community Chapel

United Methodist Church

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Disaster Response Plan

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Emergency Management:

Core Management Team

VA UMC Conference Disaster Response Coordinator: Rev. Robert M. Pihlcrantz;

(vacdrt1@gmail.com); Pastor, Mount Pleasant UMC; PRESIDENT, SEVA Regional VOAD; (757) 408-6653

Elizabeth River District, UMC Web Site (for Disaster Response Information & Guidance):

<http://elizabethriverdistrict.org/DRT>

Elizabeth River District UMC Disaster Response Coordinator: Kirk Culpepper;

(KirkCulpepper@vaumc.org); (757) 434-4273 cell.

SCC Disaster Response Coordinator: Ben Lane (benlane1@cox.net);

SCC Church Office Phone # 757 721-3105; (H) 757 426-7384; (C) 57 641-0396.

Pastor: Clyde DeLoach (pastorc@sccumc.org); (O) 757 721-3105; (H) 757 301-7895 (C) 757 746-2105.

Lay Leader: MaryBeth Grambo (mbsworld1@cox.net); (H) 757 721-2448; (C) 757 478-3141.

Trustee Chair: Fred Greene (fredgreene111@aol.com); (H) 757 721-3816; (C) 757 288-0372.

Finance Chair: Doreen Roadman (djroad@cox.net); (H) 757 7212470; (C) 757 761-1930.

Admin Council Chair: Don Ashby (don.ashby@hoffman-hoffman.com); (H) 757 426-6635; (C) 757 285-8361.

IT Coordinator: Andrew Roper (nomticus@hotmail.com) (H) 757 4262216; (C) 757 615-8464.

Other Important Contacts:

Director of Music Ministries: Bryan Harrell (bryfly@cox.net) (W) 757 721-3105; (C) 757 721-0707

Church Secretary: Tina Ciccone (office@sccumc.org) (O) 757 721-3105; (H) 757 426-2378; (C) 706 799-3066.

President of UMW: Lela DeLoach (leladeloach@cox.net) (H) 757 301-7895.

Sandbridge Community Day School: Stacy Fitzpatrick (SCDSDirector@gmail.com) (W) 757-721-2401; (C) 757-633-7988.

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Control Aspects

Once the National Weather Service announces a tropical storm or hurricane watch that includes the Sandbridge area, The Core Management Team will convene to determine real-time course-of-action plans and begin (as necessary) emergency management activities (Planning, Coordinating, actions, etc.).

Once the National Weather Service announces a tropical storm or hurricane warning that includes the Sandbridge area, The Core Management Team will assure that the following actions occur.

Introduction:

This plan was prepared to provide organizational response before, during and after a disaster. The purpose of this plan is to provide a focused response for the immediate needs that may arise for the Congregation of SCC UMC and the surrounding neighborhood. Emergencies and disasters can strike anyone, anytime and anywhere. They can happen quickly and without warning and can force you to evacuate your neighborhood or confine you to your home. It is vital that you understand what a disaster could mean for you and your family. The most prevalent natural disaster for our area will be a tropical storm or hurricane and the associated tidal flood surge. Thus, the initial development of this plan will specifically address response to tropical storms/hurricanes. The general guide data from the Hampton Roads Emergency Management Committee, The UMC District and Conference Plans are incorporated in this plan.

General Tropical Storm and Hurricane Information:

Warnings and advisories:

Tropical Storm Watch: An alert for a specific area that a tropical storm might pose a threat within 36 hours.

Tropical Storm Warning: An alert that tropical storm conditions, including sustained winds of 39 to 73 mph, are expected in specific areas within 24 hours.

Hurricane Watch: An alert for a specific area that hurricane conditions pose a threat within 36 hours.

Hurricane Warning: An alert that hurricane conditions are expected in a specified coastal area within 24 hours. All precautions should be completed immediately.

Evacuation Order: The most important instruction you will receive. If issued, leave immediately.

How are evacuation decisions made?

Local & state officials, along with the National Weather Service, make the decision to issue an evacuation order. In making this decision, officials consider: Providing enough time for people in storm surge zones & mobile homes to leave before the arrival of 39 mph winds; selecting an appropriate evacuation time to allow citizens to get to safety during daylight hours; and, providing the news media with enough time to warn the greatest number of people.

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What are tropical storms?

Tropical depressions, tropical storms and hurricanes are low pressure areas that develop in the tropical regions of the ocean (between 20 degrees N latitude and the equator). These storms are masses of thunderstorms that organize and begin to rotate. These systems, in order of intensity, are called depressions (winds between 25 and 38 mph), tropical storms (winds between 39 and 73 mph) and hurricanes (winds of 74 mph or greater).

What are the likely impacts of a hurricane?

Hurricanes are rated on the Saffir-Simpson Hurricane Scale based on the storm's intensity. This 1 to 5 rating scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of potential for loss of life and damage, though Category 1 and 2 storms are still very dangerous and should not be taken lightly.

Category 1: Winds of 74 to 95 mph: Potential for minimal damage. Trees, shrubbery, foliage and unanchored mobile home damage. Low-lying coastal roads inundated, minor pier damage. Storm surge 4 to 5 feet above normal tide level.

Category 2: Winds of 96 to 110 mph: Potential for moderate damage. Some trees uprooted. Major damage to exposed mobile homes. Some damage to roofing materials. Coastal roads & low-lying escape routes inland cut by rising water 2 to 4 hours before arrival of hurricane center. Considerable damage to piers/marinas. Evacuation of some shoreline homes in lowlying areas. Storm surge 6 to 8 feet above normal tide level.

Category 3: Winds of 111 to 130 mph: Potential for extensive damage. Foliage torn from trees with some large trees blown down. Moderate damage to roofing materials, windows & doors. Some structural damage to small buildings; mobile homes destroyed; Serious flooding at coast; many small structures near coast destroyed. Larger structures near coast damaged by waves & floating debris. Major erosion of beaches with low-lying escape routes inland cut by rising water 3 to 5 hours before hurricane center arrives. Evacuation of all residences within 500 yards of shore & single-story homes on low ground within 2 miles of shore possible. Storm surge 9 -12 feet above normal tide level.

Category 4: Winds of 131 to 155 mph: Potential for extreme damage. Expect Shrubs, trees & signs blown down. Complete failure of roofs on small homes. Mobile homes destroyed. Flat terrain 10 feet or less above sea level flooded inland up to 6 miles. Major damage to lower floors of structures near shore due to flooding and floating debris. Major erosion of beaches. Low-lying escape routes inland cut by rising water three to five hours before hurricane center arrives. Evacuation of all homes up to 500 yards from shore and single-story homes on low ground up to two miles from shore possible. Storm surge 13 to 18 feet above normal tide level.

Category 5: Winds greater than 155 mph: Potential for catastrophic damage. Trees blown down; considerable damage to roofs; mobile homes destroyed; major damage to lower floors of all structures less than 15 feet above sea level within 500 yards of shore. Low-lying escape routes inland cut by rising water 3 to 5 hours before hurricane center arrives. Massive evacuation of residential areas on low ground within 5 to 10 miles of shore possibly required. Storm surge greater than 18 feet above normal tide level.

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The flooding and high winds associated with tropical storms and hurricanes may disrupt the distribution of gasoline, kerosene, diesel fuel, fuel oils, & propane. Such a disruption could affect backup power generation.

Grounds, Buildings, Structures:

Grounds: Secure or move (inside the Chapel or Fellowship hall) all loose or non-secure items located on the Church grounds. Examples include: playground equipment, lettering for the outdoor sign, trash containers, grill, and loose building materials.

Chapel: Secure, lock, and sandbag all external doors. Secure and lock all windows. The current plan does not call for boarding up windows/doors or for additional steeple security.

The Trustees will continue to evaluate the window boarding and steeple security issues.

Fellowship Hall: Secure, lock, and sandbag all external doors. Secure/lock all windows.

Current plan does not call for boarding up windows/doors.

Other: If the storm is imminent, electricity needs to be turned off at breaker box for both Chapel & Fellowship Hall. The outdoor shed would probably not hold up to hurricane force winds, so that needs to be emptied or secured to concrete slab if it sits on one

Equipment:

Chapel:

1. Use plastic sheathing to protect/cover all computer, electronic, musical, and video equipment.
2. Remove and store all glass/fragile items that could break or that could be easily damaged/destroyed in a wind breach or a roof/ceiling leak.
3. Secure all applicable loose items located throughout the chapel and in the various classrooms, choir room, nursery, kitchen, bathrooms, and storage rooms.

Fellowship Hall/Office and Shed:

1. Use plastic sheeting to protect/cover all computers, office, electronic, musical, and video equipment.
2. Remove and store all glass/fragile items that could break or that could be easily damaged/destroyed in a wind breach or a roof/ceiling leak.
3. Secure all applicable loose items located throughout the building and in the various classrooms, office spaces, library, kitchen, bathrooms, and storage rooms.
4. Remove any loose material around the shed and doors of the shed are secured/locked.

Documents and Files:

See Addendum #2 (Records Management) for guidance. The church office has implemented an ongoing, dynamic "file/electronic-media backup" system via an External Hard drive. Daily backup is standard protocol. Office staff will insure that all computer/electronic data is backed-up daily and that the back-up median is stored in a safe, waterproof area.

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Transportation/Personnel:

Once a tropical storm or hurricane watch is declared:

1. The Core Management Team will designate someone to be responsible for securing the church van. This includes minor PM (starting and running the van), assuring that the gas tank is full, and, assuring that all other fluid levels are acceptable. The Core Management Team will also identify/ designate a safe location for future temporary storage (if needed) of the van. The Team will also designate a person(s) to handle movement/relocation of the Van.
2. The Core Management Team will develop a list of available people with 4-wheel drive vehicles that may be needed/used during early pre-storm and post storm needs.
3. The Core Management Team will develop a list people (handicapped, invalid, sick, etc) that need transportation assistance if there was an evacuation order given in storm preparation. This list will also be provided/delivered to the senior shift person, on duty at the Sandbridge Fire Station (#17).
4. Once a tropical storm or hurricane warning is declared, the designated person (above) will coordinate movement of the van. The Core Management Team will stand by to assist (if necessary) the coordination and evacuation of church personnel.

Support/Hurricane Locker:

1. Once a month, the Disaster Response Coordinator will inspect (using authorized checklist) the Support/Hurricane Locker for inventory completeness and for shelf-life concerns. Results with applicable recommendations will be submitted to the Chair of Council and the Chair of Trustees. At a minimum, the locker will contain:

- Basic First Aid Kit.
- 4 rolls of duct tape.
- 2 pairs of heavy-duty scissors.
- 2 full size flat-bladed shovels
- Roll of sheathing plastic.
- 2 full size steel mauls & 1 full size ax
- 200 feet of ¼ inch nylon cord.
- XX cases of bottled water
- XX cases of canned food.
- Spare full gas grill container
- 4 sets of generic rain gear.
- 4 9X12 foot tarps
- Several flashlights
- Portable tool kit
- utility knife

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Communication:

Once the National Weather Service announces a tropical storm or hurricane watch, the Disaster Response Coordinator will notify the Admin. Council Chair who will then call for a meeting of the Core Management Team.

The Core team will convene, review procedures/concerns, and set up a contingency action plan based on the emergency information available.

Additional Resources:

Elizabeth River District, UMC Web Site (for Disaster Response Information & Guidance):

<http://elizabethriverdistrict.org/DRT>

Tips for preparing your family, business and animals for an emergency:

<http://www.readyvirginia.gov/>. Free materials also are available by calling toll-free (866) 7823470. TTY/TDD users may call 711

Virginia road conditions. Dial

511 or (800) 578-4111

<http://511virginia.org/Default.aspx?r=1>

Hampton Roads *TrafficLine*.

(757) 361-3016

Virginia Department of Emergency Management.

(804) 897-6506

<http://www.vaemergency.gov/>

American Red Cross. (800)

733-2767

<http://www.redcross.org/>

Federal Emergency Management Agency (FEMA).

<http://www.fema.gov/>

City of Virginia Beach Emergency Preparedness.

<http://www.vbgov.com> (under the residence tab, click on Emergency preparedness)

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ERD UMC Disaster Response Guidance in the Event of a Local Disaster:

Pastors should respond in this manner:

1. **If mandatory evacuation is ordered, you should lead by example and go.** When you arrive at your evacuation location, call the District Disaster Coordinator, **Chris Safrit at 757-434-4273**. If you cannot reach him, call the District Superintendent, 615-7479, and give him your location.
2. If evacuation is not mandatory, **report within 24 hours to the district office any damage to church and/or parsonage.** The District Office number is 757-473-1592; parsonage, 464-5392. If these phones are down, call one of the numbers above.
3. Check on members of your congregation to see if they are okay and report any injury or loss of life in the congregation as a result of the storm to the district office. This is not just for statistical purposes, but will help us prioritize how we can best use the recovery assets.
4. It is important for us, as a district and conference, to have an indication of the damage in the various areas of the district. Since you live in these communities, it will be helpful if you also provide us with information on what you know about the damage in your area.
5. Major damage from hurricanes and tropical storms provides us, as pastors, with a unique opportunity to offer pastoral care in the **congregation and community**. People continue to look to the church and pastors for guidance. Other persons in your congregation can provide assistance, such as Stephen Ministers, counselors, & chaplains. If they are willing to make themselves available beyond the local church, please provide contact info to the district office.
6. Historically, we as United Methodists have a deep commitment to long term recovery after hurricanes and storms. Information you provide helps us assess what we need to do.
7. Should we have a major disaster, we will call on you to help provide congregational resources for recovery efforts, e.g., staffing relief tables at FEMA Centers, providing transportation, providing food, etc.

Responsibilities of Local Pastor: While not serving on the DDRT ((District Disaster Response Team), the success of all relief efforts rests in the hands of local pastors, who must prepare their congregations for a disaster. Following the disaster it is the pastor who must relay valuable information to their congregation and likewise to the District Superintendent, the DDRT and CDRT so that the people in their community receive the best possible care.

Prior to a disaster:

1. Have an effective calling tree to each church family.
2. If no evacuation is expected the Pastor should enlist the help of the congregation to help people prepare for the disaster, which can include structural preparation and stockpiling of needed supplies.
3. Set the proper example. If there is an evacuation, the pastor should leave and urge all the congregation and community to do the same.

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Following disaster:

1. Report to the District Superintendent ASAP as much of the following information as possible: Damage to church and parsonage, general condition of neighborhood.
2. Use a calling tree to check on church families.
3. Report to the District Superintendent the Pastor's ability to minister to the congregation if the Pastor's family is also affected by the disaster.
4. Relay information to the congregation and community about federal, state and conference relief options, locations of shelters, food, supplies, filing centers for financial assistance, pastoral care and counseling and other vital information which will be supplied to you by the DDRT Communications Coordinator.
5. Worship on Sunday. If the church is damaged, find an alternate location or worship outside.

Responsibilities of Local Church Disaster Coordinator

Prior to a disaster:

1. Serve on the Church Council on Ministries or Administrative Council
2. Work with the Trustees to ensure the insurance for church and parsonage covers flooding if either or both are in a flood-plane.
3. Basic insurance only covers water damage from the sky.
4. Make sure the church archives are properly protected from water damage and fire.
5. Create an effective calling tree to each church family.
6. Identify church members who will need assistance in the event of an evacuation and have persons lined up to assist them in evacuation.
7. If no evacuation is expected the Church Disaster Coordinator should enlist the help of the congregation to help people prepare for the disaster, which can include structural preparation and stockpiling of needed supplies.
8. Set the proper example. If there is an evacuation, the Church Disaster Coordinator should leave and urge all the congregation and community to do the same.

Following disaster:

1. Assist the pastor in accessing the following: Damage to church and parsonage, general condition of neighborhood and church families.
2. Use a calling tree to check on church families, identify which ones are in shelters, or staying with other people.
3. Relay information to the congregation and community about federal, state and conference relief options, locations of shelters, food, supplies, filing centers for financial assistance, counseling and other vital information which will be supplied to you by the Conference or District Disaster Response Team Communications Coordinator.
4. If the church is damaged, assist the pastor in finding an alternate location to worship the Sunday following a disaster.
5. Be responsible for coordinating the collection and shipment of relief supplies within the local church if the church is not damaged. (this may be handled at a more centralized level so several people aren't calling the same resources for the same help).
6. Be responsible for coordinating the enlisting of volunteers to assist in relief efforts and on VIM teams if the church is not damaged.

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Addendum #1:

Records Management:

Preservation and protection of vital records in an emergency is essential for a rapid return to normal operations. Destruction, disruption or loss of records, even if only temporary, can significantly delay recovery operations.

Vital records might include:

- Financial and insurance information.
- Engineering plans and drawings.
- Product lists and specifications.
- Employee, customer and supplier databases.
- Formulas and trade secrets.
- Personnel files.

When analyzing vital records, you might need to do the following:

- Classify the records into functional categories (finance, sales, production, administration, etc.).
- Determine which functions are essential to keep the business up and running.
- Identify the minimum information that must be readily accessible to perform essential functions (ex. maintaining customer collections might require access to account statements).
- Identify the records that contain the essential information and where they are located.
- Identify the equipment and materials needed to access and use the information.

To ensure that essential records are properly safeguarded, take the following steps:

- Label these records with identifiable markings. Priority of evacuation should be noted on record containers.
- Create an inventory or locator map that will allow you quick access to these records when needed. Regularly update your finding aids and keep copies off-site.
- Store records in an area that is least vulnerable to fire, water damage, flood, chemical damage, vandalism and harsh weather.
- Choose an alternate records storage location for original or vital data based on your hazards analysis. Ideally, this location should be offsite and located far enough away that it will not likely be damaged by an event affecting your facility. Limit unauthorized access to this area. Consider scanning records that receive high use and storing the originals here.
- Store records at least six inches off the ground and store tapes and disks in insulated containers.
- Arrange to transport records to alternate locations if needed.
- Determine how you will have access to emergency funds (ex. a supply of POs to be used only during an emergency or a disaster emergency fund).
- Train staff in recovery techniques.
- Keep duplicates of your disaster plan, policies, lists and record inventories off-site.

Addendum #2 (Page 1 of 2):

Hurricane Evacuation Guide:

Hurricane Gates on Interstate 64

The Virginia Department of Transportation (VDOT) has installed gates along Interstate 64 to help emergency responders “reverse the roadway” or use both sides of the interstate to carry motorists west during a major evacuation of Hampton Roads.

Questions and Answers:

Where are the gates?

The gates are on the ramps along I-64 East from just east of the Hampton Roads Bridge-Tunnel to Interstate 295 in Richmond.

Why did VDOT install the gates?

In a hurricane or other disaster, the governor can order an interstate lane reversal to help quickly evacuate Hampton Roads. Should this occur, all lanes on I-64 will carry westbound traffic. The gates were installed to prevent motorists from entering the interstate traveling east when traffic is reversed and all are moving west.



Hurricane gate on I-64

Why are there two gates at each ramp?

This makes sure the ramps are completely inaccessible. VDOT was concerned that motorists might drive on the shoulders of the road to get around the gates. Two gates should prevent this.

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Addendum #2 (Page 2 of 2):

Why are the gates at the end of the ramp?

So vehicles traveling in the reversed lanes (heading west toward Richmond) cannot exit the interstate using the blocked ramps and cause an accident.

As a safety precaution, VDOT will place other devices (barrels and smaller gates) at the top of the ramps so motorists do not try to use those entrances to the eastbound lanes during a reversal.

The gates at the bottom of the ramp provide a final measure to prevent motorists from getting on the interstate heading east when traffic is moving west.

If the gates are down, how am I going to get off the interstate?

There will be only two exits for reversed traffic before I-295:

Exit 234 in Williamsburg, where services include:

- Gas
- Food
- Lodging
- A hospital

Exit 205 at Bottoms Bridge, where services include gas and food.

If motorists exit the reversed I-64 lanes, they can use a standard entry ramp to return to I-64 West. There are no re-entry ramps to the reserved lanes.

There will be a comfort station at Jefferson Avenue. Citizens can rest there, get water and use the restroom. In addition, the two safety rest areas on I-64 in New Kent County will be open.

Who will monitor the exits and roadway during the evacuation?

VDOT, the Virginia State Police and the Virginia Army National Guard will be at each of the ramps and at the comfort station at Jefferson Avenue. They also will be at the two open safety rest areas in New Kent County.

VDOT's Safety Service Patrol will be out in full force and will assist motorists who break down on the interstate.

Note: The above Information was obtained from the VDOT web site. For more information on the evacuation process (guidelines, maps, routes and FAQs), go to the travel center portion of the VDOT web page (http://www.virginiadot.org/travel/hurricane_default.asp)

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Addendum #3 (Page 1 of 6):

Disaster Preparedness for Members

Since we are at hurricane season and live on the coast, much of the information will be directed toward hurricane preparation and response. Related excellent information may be obtained at the following websites:

VA Dept of Emergency Services - www.vaemergency.com

National Weather Service Wakefield Office - www.erh.noaa.gov/er/akq/

VA State Police - www.vsp.state.va.us

The VA Dept of Transportation - www.virginiaDOT.org/hurricanes

The Federal Emergency Mgmt Agency (FEMA) - www.fema.gov

City of Virginia Beach (Residents tab) - <http://www.vbgov.com/>

Emergencies and disasters can strike anyone, anytime and anywhere. They can happen quickly and without warning and can force you to evacuate your neighborhood or confine you to your home. It is vital that you understand what a disaster could mean for you and your family.

1. Understand What Could Happen.

Look Around Where You Live

- Virginians experience hurricanes, winter storms, thunderstorms, toxic spills, earthquakes, tornadoes, terrorism, flooding and fires. Look around where you live. Do you live near a highway where a hazardous material spill could occur? Are you in a flood-prone area? Ask what emergencies/disasters could occur in your area.
- Learn About Community Disaster Plans.
- Learn how facilities will handle an emergency where you or your family spends time, such as your workplace, your children's school or daycare center and your community.
 - Know Your Community Warning Sirens. Know what they sound like and what to do when you hear them. Keep a battery-powered radio and extra batteries handy so you can get important information in an emergency, even if the power is out. A NOAA Weather Radio is a valuable source of information. Most models have an automatic alert feature that can be programmed for your specific area.

The hearing-impaired might have difficulty hearing sirens or other types of alerts. Consider purchasing an alert system with a visual signal and make special arrangements ahead of time through local emergency management officials.

When Disaster Strikes

- There can be significant damage and loss of life.
- Health and mental health resources can be overwhelmed.
- Media coverage and public fear can continue for a prolonged period.
- Public facilities, workplaces & schools might close. Officials might restrict travel.
- You might have to evacuate to a designated location or remain where you are for an extended period of time.
- Cleanup might take months.
- Water, food or medicine might be contaminated.

Addendum #3 (Page 2 of 6):

2. Create a Disaster Plan.

Prepare for What Might Happen:

Discuss with your family, friends and neighbors the types of disasters and emergencies that are most likely to happen and what to do in each case. Take a first aid, CPR or other class so that you have the knowledge to help yourself and others if needed. If you do not own a vehicle or drive, learn in advance what your community's arrangements are for those without private transportation. **Contact school officials to learn how they will notify you of your child's status if an emergency occurs. For older children who self-transport, ask them to follow the instructions of authorities.**

Have an Out-Of-Town Contact: After a disaster, it's often easier to call long distance than make a local call. Ask an out-of-town friend/relative to be your family emergency contact. All family members should call this person in an emergency to check in.

Plan for Your Pets: Many emergency shelters will not accept pets other than service animals. Talk to your veterinarian or local humane society in advance about an emergency plan for your pets. Or, plan to shelter your pet with family, friends or in a pet-friendly motel. If you do have to leave your pet at home, post stickers or signs on doors that are clearly visible from the outside. Specify what types and the number of animals.

Plan for the Mobility-Impaired: Keep support items in the same place, so they can always be found quickly. For those who have home-health caregivers, particularly for those who are bedbound, it is essential to discuss emergency procedures with your service representative. Have an alternate plan. Know your neighbors and consider how they can assist you if the homehealth caregiver cannot come to you. Contact your local emergency manager to learn what plans are in place to assist you in case of evacuation.

Determine Where to Meet: Decide now where you and your family will meet in case you can't return home because of an emergency. Keep a record of the location's address and phone number, as well as the phone numbers of your family, with you at all times.

Insurance Coverage: Homeowners' insurance typically does not cover flood damage. If you live in an area that's prone to flooding, talk to your insurance agent about purchasing flood insurance.

Inventory Home Possessions: Make a visual or written record of your possessions to help you claim losses in the event of damage. Include photographs of cars, boats and recreational vehicles. Get professional appraisals of jewelry, collectibles, artwork or other items that might be difficult to evaluate. Also, photograph the exterior of your home. Include the landscaping that might not be insurable but does increase the value of your property for tax purposes. Make copies of receipts and canceled checks for valuable items. Keep these and other vital records, such as your insurance policies and birth certificates, in one location in a waterproof container or in a safety deposit box. They will help you claim assistance.

Addendum #3 (Page 3 of 6):

3. Make an Emergency Supplies Kit.

When a disaster strikes, you may not be able to buy essential items. If businesses close, roads are blocked & power is off in your area, you will need an emergency supplies kit.

- a. Have enough supplies on hand to last at least three days for each member of your household:
 - Three gallons of water per person
 - Foods that require no refrigeration, preparation or cooking, such as canned goods. Include a manual can opener.
 - Emergency tools such as a battery-powered radio, flashlight and extra batteries
 - First aid kit that includes a list of any family members' allergies and contact lenses or an extra pair of glasses
 - A week's supply of prescription medications
 - Sanitation supplies, including toilet paper, soap, plastic garbage bags and personal hygiene supplies
 - A change of clothing, footwear and blanket or sleeping bag
 - Extra set of car keys; cash in small denominations or traveler's checks
 - Special items for infant, elderly or disabled members of the household
- b. Pets should also have emergency supplies, including a carrier or leash, food and bowls, cat litter and litter box, medications and schedules, identification, contact information, veterinary shot records, beds and toys.
- c. Remember that evacuation shelters often do not provide blankets, sheets or pillows. If ordered to evacuate, bring these items with you.
- d. Make sure you store your kit where you can get to it easily and quickly – in an emergency, you might have only minutes to act.
- e. When assembling your emergency kit, be sure it's not too heavy or bulky for you to carry. You might need to store items in more than one container or a suitcase with wheels. Label your kit with your name and contact information. For those with budgetary concerns, collect these supplies over time.
- f. Specific Needs: Keep in mind the specific needs of your household. Your emergency supplies kit should contain the essential items to keep each member of your household safe for at least three days. Make sure you have contact numbers for your pharmacy and medical supply providers if a household member requires oxygen, dialysis supplies, diabetes supplies, etc.

4. Listen for Local Instructions.

- a. Before, during and after a disaster, it is critical that you listen for the most local, up-to-date information from emergency officials. Local media will convey instructions from local, state and federal government partners, such as:
 - Orders to evacuate.
 - Details about evacuation routes and locations of evacuation shelters.
 - How to safely stay where you are.
 - Where to find assistance.
 - Weather warnings and watches.

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- b. Make sure your battery-powered radio is working in case the electricity goes out.
- c. If children are in school during a disaster or emergency, check the local media for announcements about changes in school openings and closings. Parents can pick up their children during the school day, but sometimes the safest place might be the school.
- d. **If Ordered to Evacuate:**
 - Take your emergency supplies kit.
 - Listen to your battery-powered radio or car radio, and use travel routes specified by local authorities. Don't use shortcuts – areas might be impassable/dangerous.
 - Implement your pet's evacuation plan. People who need special help or transportation during an evacuation should listen to local media for instructions about what to do during an evacuation.
- e. **If Instructed to Stay Where You Are:**
 - If local emergency officials tell you to "shelter-in-place" or stay where you are, you must remain in your home or office and protect yourself there.
 - Lock all windows and exterior doors, and close vents and fireplace dampers. Turn off all fans and heating and air-conditioning systems.
 - Get your emergency supplies kit & check operation of the battery-powered radio.
 - Go to an interior room without windows that is above ground level. Some chemicals are heavier than air and might seep into basements.
 - In case of contaminated air, use duct tape and plastic sheeting to seal all cracks around the door and any vents into the room. Include spaces around pipes.
 - Listen to the radio or television until you are told all is safe or you are told to evacuate.

5. When the Disaster is over.

- a. Once the immediate danger has passed, it might take weeks or even months for you and your community to recover. If you evacuated, be careful when you return home. Structural damage and mold from flooding can cause health risks. Be alert for snakes and other wild animals that could have taken refuge in your home during the disaster. Contact your insurance company if your home is damaged.
- b. If your area is declared a federal disaster area, you might be eligible for assistance such as temporary housing, help with uninsured home repairs, etc. Listen to local news for instructions about how to apply for assistance.
- c. Following an emergency, some people try to take advantage of those affected by disaster through price gouging and other scams. Be alert for such illegal activity. If you suspect someone is trying to take advantage of you, report it to the Federal Trade Commission at (877) 382-4357 or to the Better Business Bureau on their Web site, www.bbb.org.
- d. **When an Emergency Occurs:**
 1. Follow your plan.
 2. Listen to local radio or television for information about what you should do.
 3. Be prepared to evacuate your home if authorities order you to do so.
 4. Check for fires, electrical or other household hazards.

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- e. Check on your neighbors.
- f. Call your family contact to check in.
- g. Avoid driving except to evacuate. Be alert for road hazards, such as flooding. Never drive through floodwaters; they might be deep enough to carry your vehicle away.
- h. If the disaster occurs near you, be prepared to give first aid and get help for seriously injured people.
- i. Check for damage using a flashlight. Do not light matches or candles or turn on electrical switches.
- j. If you smell gas or suspect a leak, turn off the main gas valve, open windows and get everyone outside quickly. If you shut off the gas valve, you will need a professional to turn it back on.

6. Important Preparedness Tips

a. If You Lose Electricity

- Notify the power company immediately if you and your neighbors have lost power.
- Keep a traditional, non-cordless telephone available — it doesn't require household electricity to operate. However, if you have fiber-optic telephone service, you might lose the ability to use the telephone when your home loses power, whether you use a non-cordless telephone or not. Check with your telephone service provider to see if they provide battery backup and consider purchasing an uninterruptible power source for your telephone. Be sure to keep your cell phone charged in case you need to make an emergency phone call.
- Turn off all major appliances. Keep refrigerator and freezer doors closed as much as possible.
- If you have a portable generator, only use it outside in a well-ventilated area, away from doors and windows.
- In cold weather, be prepared to drain water lines, pumps, supply lines and boilers because they can freeze and burst when power is lost.
- Traditional analog telephone service carries voice information along a copper line, which also provides power to a non-cordless phone. When you switch to a digital telephone service, one that travels over fiber-optic lines, you you're your phone connection. Currently, Verizon is the only digital service provider that has a four-hour battery backup during an electrical outage. However, after four hours, you will have no telephone service, this applies to you.

b. Emergency Numbers

Post emergency numbers near or program them into all your phones (fire, police, ambulance, utilities, your physician, etc.). Teach your children how to call these numbers and when it is appropriate to do so. Include emergency numbers for water/sewer, electricity and the National Poison Control Center, (800) 222-1222.

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c. Utilities

Know how, where and when to turn off water, gas and electricity in your home. Only turn off utilities if authorities instruct you to do so or if you suspect damaged lines. If you do turn off your utilities, do not turn them on again by yourself. You will need a professional to turn them back on.

d. Fire Extinguisher

Keep a fire extinguisher where you can get to it easily and quickly. Have one on each level of your home, if possible. Be sure everyone knows how to use it, what types of fire it puts out and where it is kept.

e. Smoke Alarms

Install smoke alarms on each level of your home, especially near the bedroom. Follow local codes and manufacturer's instructions about installation requirements. Test them monthly and change the batteries once a year. **f. Escape Routes and Safe Spots**

Determine the best escape routes out of your home. Find two ways out of each room. Also, find the safe spots in your home for each type of disaster. For example, if a tornado approaches, an interior room without windows on the lowest level is your best safe spot.