



Churches of Greater Austin **Bringing Hope into Crisis™**

Disaster Relief Coordinator Training Manual

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INTRODUCTION



Disaster Relief Coordinator Training Manual

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Churches of Greater Austin
Bringing Hope into Crisis™

Dear Disaster Relief Coordinator (DRC),

The Austin Disaster Relief Network (ADRN) would like to personally thank you for signing up for this important role within your church. Without your help, the ADRN plan would not be successful. We look forward to working with you throughout the process.

I want to emphasize again the importance of your role as the main liaison between ADRN and your church, to help us spread the message of preparedness and ultimately guide your church to become a Life Sustaining Church.

We encourage you to completely read through this DRC Training Manual. With this manual, our goal is to equip you with all of the necessary tools to be successful. We are not asking you to become a disaster expert or re-create new procedures, policies, etc. This manual includes every form, document, job description, and file you will need to be successful as a DRC. Every DRC will be required to follow the same pathway. This will ensure ADRN that processes are congruent and everyone on the network is on the same track.

We want to encourage you to give us feedback on our training methods, the manual, and other tools you might receive through the process. For questions and concerns, please email your Sector Leader (SL) listed in the manual. I ask that God richly bless you and your team with favor and wisdom as you walk through the process.

Sincerely,

A handwritten signature in black ink that reads "Daniel Geraci". The signature is fluid and cursive.

Daniel Geraci
Executive Director



Key Information List for DRCs

Austin Disaster Relief Network

- Call Center Hotline: (512) 806-0800 (for survivors, volunteers, and community members)
- ADRN Office Line: (512) 428-6322 x 106 (Church Network Development)
- ADRN Office Hours: Mon-Fri, 9AM-5PM
- Location: 1122 E. 51st St. – Austin, TX 78723
- Website: adrn.org

Key Personnel

- **Church Development Manager:** Derick Zwerneman (derick.z@adrntx.org)
- **Volunteer Development Manager:** volunteer@adrntx.org
- **Training Director:** Sharon Collier (sharon@adrntx.org)
- **Field Operations Manager:** Tim Dale (tim.dale@adrntx.org)
- **Shepherd Support Team:** shepherdsupport@adrntx.org

Resources & Training

- ADRN DRC Tools Page: adrn.org/drc-welcome (password: adrnDRC123)
- Background Check: adrn.org/training/background-check
- Register for Training, Access Profile, and Reporting: adrnvolunteer.org
- Portal Access: portal.adrn.org

Social Media (follow us on social media @ADRNTX for real-time updates, God-stories & more)

- Facebook: facebook.com/adrntx (updates on disasters, training & volunteer opportunities)
- Instagram: instagram.com/adrntx (photos and videos of volunteers and survivor stories)
- YouTube: youtube.com/adrntx (videos of survivor stories, disaster response, training)
- Twitter: twitter.com/adrntx (real-time updates on disaster relief related news)

Hope Family Thrift Store

- Phone: (512) 467-4940
- Hours: Mon-Sat, 10AM-6PM
- Website: hopefamilythrift.org

HOPE Prayer Center

- Hours: Mon-Fri, 10AM-6PM (+ live sets in evenings)
- Website: <https://hopeprayercenter.org>



Austin Disaster Relief Network

Mission - Vision Statements

The following are the current ADRN Mission and Vision Statements as approved by the Austin Disaster Relief Network (ADRN) Executive Team and reviewed and approved by the Board of Directors.

ADRN Mission Statement

To glorify Christ by equipping, empowering, and mobilizing a network of churches to respond to the physical, emotional and spiritual needs of those affected by disaster. **Luke 10:25-37, Ephesians 4:12-16**

ADRN Vision Statement

An active, empowered network of prepared churches, bringing hope into crisis through the transforming power of Jesus Christ to every life and community we serve. **Revelation 19:7**



ADRN CORE VALUES

1. We are Christians. Everything we think, say or do, is as a Christian, and for the sake of Christ and the expanding of His Kingdom
2. We believe prayer and His presence working through us is vital in all we do.
3. We believe that a combination of emotional, physical and spiritual assistance is required in the event of a disaster.
4. We seek to dwell in unity for the sake of Christ. (Psalms 133)
5. We place a high value on every person we assist because we believe Christ died for them. (Luke 10:25-37)
6. We believe integrity, trust, and building Christ-like relationships are essential.
7. We value transformation in the lives of people we serve.
8. We value the spirit of excellence.

PURPOSE

Purpose & Overview of DRC Training

Role of a DRC:

The role of a Disaster Relief Coordinator (DRC) is the most vital role within the entire Network. Every church needs someone who can help lead out in times of response. Without an active DRC, the responsibilities fall upon other church leadership and that can be difficult to bear, with all the other responsibilities church leadership carry on an on-going basis.

The DRC fulfills multiple responsibilities, before and after disaster, needing both tangible and intangible skills. This DRC training will address these various aspects of this leadership position.

Before Disaster:

The majority of the role of a DRC will be focused on preparing themselves, the church, His people and the community BEFORE a disaster strikes.

After Disaster:

The role a DRC will fulfill for their church during a disaster response is vital, and a DRC needs to understand how to help lead their church to have an effective response and a lasting impact when responding to crisis, while also collaborating with ADRN leadership and other churches.

There are practical dimensions of this role and also less tangible, relational and spiritual dimensions of this role. A DRC must grow in his or her ability to effectively serve and lead, and help others grow in those same skills, as well as grow in Christ-likeness. A DRC may not be fully developed in these top 5 capabilities, but a pursuit in growing in them is essential.

Top 5 Capabilities of a DRC:

- Communicate
- Organize
- Inspire
- Empower
- Grow

Two elements are key when stepping into this role:

- **Passion:** A deep desire to see the hurting helped and the Body of Christ prepared for times of crisis.
- **Relational Trust:** A growing relationship with church leadership, where trust is built; it will be necessary for your church leadership to know they can trust both your character (heart) and your competency (capability) before fully empowering you in this critical role.

Why this matters:

Disasters are on the rise on a global scale. The majority of the Church is not prepared to handle major disaster. By being united and trained in advance, with relationships and resources in place, not only can we help meet the needs of His people within our local fellowships in time of need, we can see lives, communities and cities transformed, by the power and love of Jesus Christ.



ADRN's Spiritual Purpose: Advancing God's Kingdom

The nature of believing God is obeying God, and this is how God advances His kingdom...through the obedience of men; a kingdom is established wherever a king rules and reigns without resistance!

Advancing His Kingdom Internally (Personally) – Is. 9:6, Luke 18 & 19

- “Jesus became the source of eternal salvation to all who obey Him” (Hebrews 5:8-9)
- “By the obedience of one man, many have received grace” (Romans 5:19)
- It establishes His Kingdom when He rules and reigns without resistance
- Without obedience to God, the Kingdom of God will never advance!

Advancing His Kingdom Externally (Among Others) – Matthew 28:18-20, NIV

- Jesus said, “All authority in heaven and on earth has been given to me. Go, therefore, and make disciples of all nations... teaching them to obey everything I have commanded you”
- By obeying perfectly and by permitting God's authority to rule absolutely, Jesus established God's kingdom within the realm of His own obedience (John 5:19)
- The Lord came to this world to set up God's kingdom! (Luke 17:21)

The Church: The Instrument to Advance His Kingdom

- God calls us not only to receive His life through faith, but maintain His authority through obedience
- God's way of establishing His kingdom on earth is first through the obedience of our Lord Jesus Christ, then in the church and lastly in the world; if we refuse, He cannot establish it on earth
- Just as our Lord has done, so must the church today obey in order that the authority of God may be established and the Kingdom of God advance
- The church is ordained to be the sphere where God's authority is exercised and displayed
- Believers would best be called “obeyers” for they are to be subject to the authority of the Lord, as well as to believe in Him

Delegated Authority: How He Advances His Kingdom (Spiritual Authority - Watchman Nee)

- God is supreme in His authority, and is the source of all authority
- We must submit to all authorities for there is no authority except from God (Rom 13:1)
- When we submit to His delegated authority, we submit to Him; if we rebel, we rebel against Him
 - David did not oppose “God's anointed” (King Saul): “man after God's own heart”
- Submission = heart attitude (unconditional); obedience = act of obeying a command (conditional)

- Only the person who is under authority can be in authority (Luke 7)
- To have authority within the Church, we must first submit to those God has appointed in authority
- While we are to submit to all authority, we must not disobey the Lord, His word or our God-given conscience (Holy Spirit revelation); only Jesus deserves unconditional obedience!
- We will only advance God's kingdom if we submit to His authority AND that which He delegates

Prayer: The True Foundation

Why Should We Pray?

- Partnering with God and doing His works BEGINS in prayer
- It's one of the primary means we grow in the experiential knowledge of God
- We cannot advance His kingdom unless we know His will AND obey it
- Through prayer, we can know His will and be supernaturally empowered to do His will
- Your role as a leader cannot be accomplished apart from prayer (Psalm 127:1)
- We are in a spiritual war: the greatest threat to the kingdom of darkness is a united people of God, submitted to the Lordship of Jesus Christ

What We Know vs. What We Do

- Are we convinced that we as believers ought to pray? Even pray diligently...consistently?
- Do we pray as much as we feel we ought to?
- We know that: 1. It's good, it's right 2. Jesus commands prayer 3. Prayer sustains us 4. Prayer is the vehicle through which God empowers His Church to bring heaven to earth
- Our greatest struggle is bringing what we know is good and right into reality, to fruition

How Do We Sustain Prayer?

- Until we experience joy in the place of prayer, we'll always find it difficult; there's joy in His House!
- Psalm 16:11 ...in Your presence is abundant joy; in Your right hand are eternal pleasures.
- Nehemiah 8:10 ... for the joy of the Lord is your strength.

Answer: By encountering God & being supernaturally sustained by the joy of His presence.

How Do We Encounter God and Enter His Presence?

- Psalm 100:4 Enter His gates with thanksgiving and His courts with praise.
- Psalm 22:3 Yet You are holy, O You who are enthroned upon the praises of Israel.
- Matthew 18:20 For where two or three have gathered together in My name, I am there in their midst."

Answer: By beginning with thanksgiving and praise & by praying with others

How Should We Pray?

- It must be to the glory of God, in full surrender to His will, in full assurance of faith, in the name of Jesus, and with a perseverance that, if need be, refuses to be denied. – Andrew Murray
- First and foremost, we need a teachable spirit "Lord, Teach us how to pray" – Andrew Murray

What Are Practical Ways We Can Increase and Sustain Prayer?

- Ask Him to help you pray
 - He was praying in a certain place, and when He finished, one of His disciples said to Him, “Lord, teach us to pray”... Luke 11:1
 - In the same way the Spirit also joins to help in our weakness, because we do not know what to pray for as we should, but the Spirit Himself intercedes for us... Romans 8:26
- Pray WITH other believers...this is SO POWERFUL (doesn't replace individual devotion)
 - Don't rob yourself of the strength that comes from praying in 2's and 3's
 - Join your church's prayer team!
- Begin in the place of adoring God for who He is
 - Make a decision of the will, lead your heart and your heart will follow
 - There's power in remembering
 - What are You thankful for? Declare the names of God, Descriptions of Jesus
- Read, Pray the Word!
 - Prayers in Scripture
 - Declare the promises of God
- Pray with worship music
 - Worship CD
 - International House of Prayer www.ihopkc.org/prayerroom (24/7 Prayer Room Live)
- Pray out loud
 - Do you pray out loud when you're by yourself?
 - The fruit is greater focus, your speaking it, and hearing it
- Make a list of what to pray
 - Break it down by topics
- Schedule times to pray (literally, put it in your calendar and don't “double book it”)

Questions:

- What is the greatest challenge you currently face that hinders you from praying like you know you should?
- What is 1 thing you are willing to commit to change, to reorganize in your life to increase prayer? (write it down)
 - It will require re-organizing our lives!
 - If we're not willing to re-organize, then we should question if we really believe prayer is as important as we say it is

Life Sustaining Church Overview

What if something the size and scale of Hurricane Harvey (over 100,000 homes impacted in Greater Houston) happened here in Greater Austin? What if ADRN was not able to respond directly within your community, how would church leadership from within the community work together to respond to the need?

We acknowledge that many of you sense a spiritual responsibility for the area God has called you to; a responsibility to proclaim the gospel and share Christ's love with those around you. Our question then becomes, how can we help you fulfill that responsibility in times of crisis? (did you know that in most disasters, 60-70% are not connected to a local church?)

Acknowledgements:

- Texas is #1 disaster prone state in the nation
- Greater Austin is tied with Houston as the 4th most hazardous metro area in the nation (Source: 2019 Analysis, Redfin)

Case Study: After Hurricane Harvey, the city of Orange (East Texas) was completely blocked off by water. No one could leave or enter the city by vehicle, for days. The only way essential supplies to sustain life (food, water, baby formula, etc) arrived was by plane. Some of those supplies were sent by plane from the Georgetown airport, through ADRN. God has already used His Church in Greater Austin to sustain life!

Vision: Cities of refuge, able to sustain life and bring eternal hope through the united, prepared, local Church.

Timeline: We believe the Lord has given us a timeline to help the Church of Greater Austin become prepared to Sustain Life by March 2024. Relationships are the foundation.

Objectives for each community

- Each church having a Disaster Relief Coordinator (DRC) in place
- A Pastoral Steering Committee identified for each Area
- An Area DRC Team in place
- A plan of response in place
 - Addressing communication, priorities, and shared responsibility
 - Addressing Physical, Emotional, Spiritual needs
 - Addressing short term and long term needs
- Key relationships identified in advance
- Key resources identified in advance (individual, church, community)

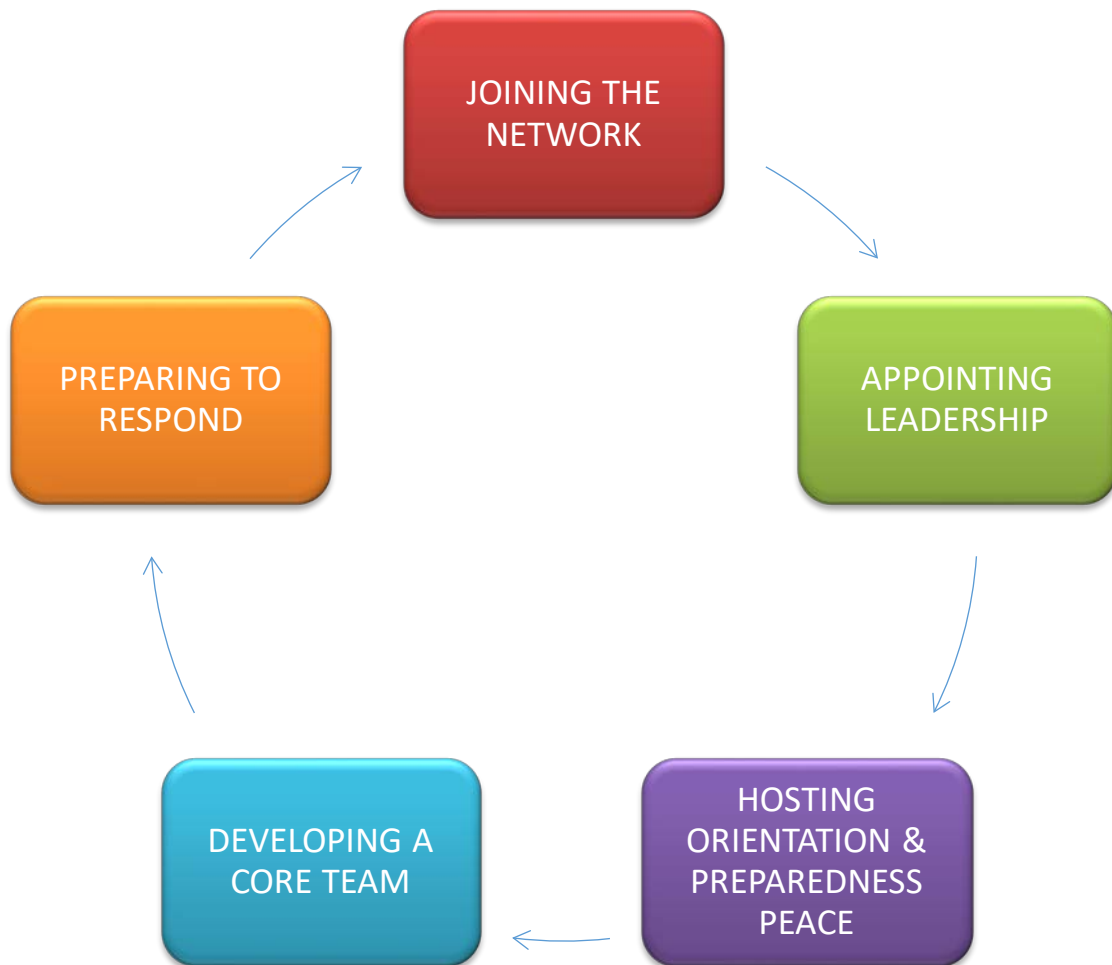
BEFORE DISASTER



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Process to Become a Fully Functioning Church

(in times of disaster)



DRC Steps / Church Development

Disaster Relief Coordinator



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- ☐ Join Form completed by Church Pastoral Leadership
- ☐ Church leadership has appointed DRC
- ☐ Church Leadership has met with DRC & ADRN Leadership

Step 1 → DRC Training

- ☐ DRC Training with ADRN Leadership (In-person)
- ☐ I AM Ready™ Basic Training (Online available / In-person preferred)
- ☐ Background Check (part of Basic Training)
- ☐ Connect with ADRN Church Development / Sector Leader
- ☐ Create Portal Profile -> portal.adrn.org

Step 2 → DRC / Pastoral Leadership

- ☐ DRC Commitment & Ethics Agreement (Pastor/DRC)
 - Receive DRC Portal Access / Reports & DRC Tools page
- ☐ Pre-Disaster Checklist (Pastor/DRC)
- ☐ Church Core Team Doc (Pastor/DRC)
- ☐ Identify Core Team w/ Church leadership (2-5)
 - DRC / Co-DRC / Shepherd lead / Training lead / Serve lead

Step 3 → DRC / Core Team

- ☐ Share completed Pre-Disaster Checklist
- ☐ Share Core Team Document & discuss a plan to grow together!
- ☐ Begin DRC Guidelines (1-9 with Core Team)
- ☐ Join DRC Monthly & Citywide Gatherings
- ☐ Engage with other DRCs in your community through DRC Map (DRC Tools Page)

HOST I AM READY Basic Training

2 hours – at your church location

- ☐ Pre-Basic Training Guidelines Sheet
- ☐ Prepare to Host Small Groups after BT
 - ☐ Shepherd Leader identified
 - ☐ Preparedness Peace Leader identified
- ☐ Pastoral Leadership requested to address participants

Date: _____ 2021

Date: _____ 2022

Date: _____ 2023

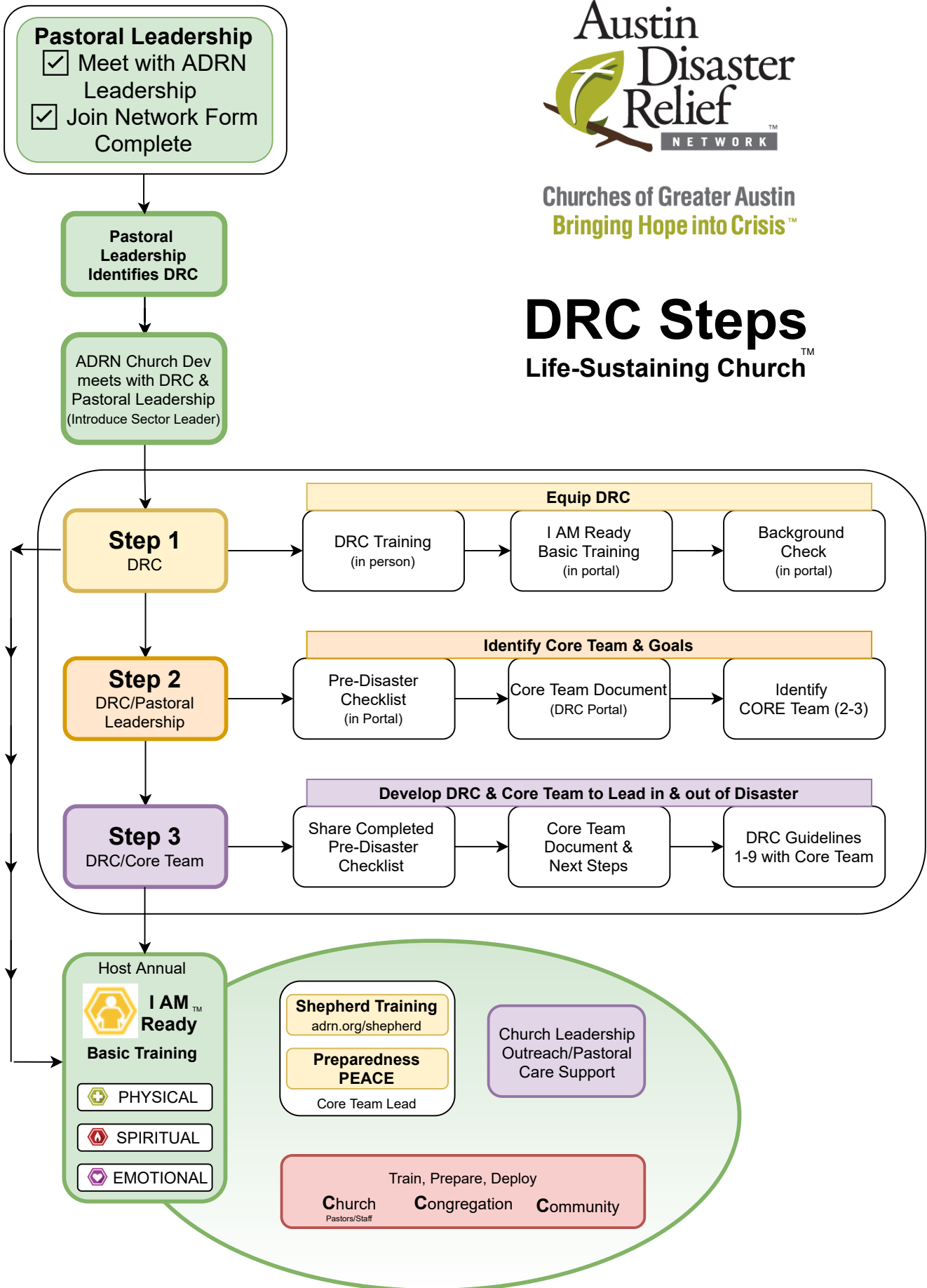
Date: _____ 2024



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DRC Steps™

Life-Sustaining Church™



Online Resources

Volunteer Portal
portal.adrn.org

DRC Tools Page
adrn.org/drc-welcome/
pass: adrnDRC123

Process to Become a Fully Prepared Church (in times of disaster)

JOINING THE NETWORK

- ☐ ADRN meets with church leadership (include Sector Leader, if possible)
- ☐ Church leadership fills out the Join the Network form

APPOINTING LEADERSHIP

- ☐ Church leadership appoints a DRC
- ☐ DRC attends DRC training
- ☐ DRC meets with church leadership to make decisions on how they will be involved

HOSTING BASIC TRAINING & PREPAREDNESS PEACE

- ☐ Church schedules a Basic Training
- ☐ Church promotes Basic Training
- ☐ Church schedules Preparedness Peace class (BEFORE Basic Training)
- ☐ Church hosts Basic Training
- ☐ ADRN informs church leadership or DRC of everyone who expressed interest in DRC
- ☐ DRC leads Preparedness Peace class

DEVELOPING A CORE TEAM

- ☐ DRC holds 1st volunteer meeting (determine interest in Core Team)
- ☐ DRC establishes Core Team for Church
- ☐ DRC meets with Core Team monthly
 - Establishes vision, goals & direction (DRC Guidelines)
 - Shares responsibility to become a I AM Ready Church, raise up Shepherds & Ready Christians
 - Develops volunteers and future leaders (both spiritually and practically)
- ☐ DRC appoints Co-DRC(s) & DRS Lead(s) from Core Team
- ☐ DRC + Core Team holds meeting for all volunteers twice a year, inviting them to join Core Team
- ☐ DRC + Core Team encourages and leads volunteers in serving their Church pastoral staff, Congregation & Community (3Cs)

PREPARING TO RESPOND

- ☐ DRC + Core Team expands volunteer base and encourages advanced training & preparedness for all
- ☐ DRC + Core Team leads development of a Church Disaster Plan
- ☐ DRC + Core Team leads volunteers to respond when disaster strikes (incl. engaging non-ADRN volunteers)



Join the Austin Disaster Relief Network Form

*Note: This form is not for volunteers, but **church leadership only**
To complete online, go to www.adrntx.org (Join tab, then Organizations)*

STEP ONE: To become a member of the Network, the church must agree to the ADRN Statement of Faith, on which Austin Disaster Relief Network bases its ministry:

STEP TWO: Please take the next 5-10 minutes to fill out the following form completely. This will give us vital information needed to register you properly. Listing the resources that you have access to does NOT guarantee you will be able to provide them in a time of need it simply informs us of what you have so that we may contact you to determine if they are available if there is a need for them.

Church, Ministry or Business Name*:

Type of Organization* (please circle one): Church / Ministry / Business

Physical Street Address*: City: State: Zip:

Mailing Address*: City: State: Zip:

Office Phone Cell Phone Fax

Office Email Church Website

Contact Person*

First Name Last Name Title

Phone Email

Pastor*

First Name Last Name

Phone Email

Prayer Leader

First Name Last Name

Phone Email

Would you like your prayer team updated on prayer points for the relief effort? Yes / No

Disaster Relief Coordinator (DRC) (This is the contact point, whether interim or long-term)

First Name Last Name

Phone Email

Church size* (please circle one): under 50 / 50-250 / 250-750 / 750-2000 / over 2000

Number of active members*:

Volunteers available*:

(Please give an approximate number of volunteers you can commit to help in response to local disasters)

Bilingual*: Yes / No

Is your church community bilingual?

Adopt a shelter*: Yes / No

Is your organization interested in adopting a city emergency shelter close to your facility?

Storage space*:

In the event of a catastrophic disaster, how much space can you designate for storage within your facility (i.e., food, clothing, supplies, etc.)?

Food prep*: Yes / No

Do you have food preparation/serving facilities?

Shower*: Yes / No

Do you have showers within your facility?

Showers nearby*: Yes / No

Are you close to a YMCA or facility with showers?

ADA*: Yes/ No

Is your facility American Disability Association compliant?

Which of the following categories can you provide services in?* (circle all that apply & list detail below)

Resources / Food / Clothing / Shelter / Warehouse / Transportation / Furniture

Food: (approx. inventory of what you can provide in the area of FOOD - i.e. 30 lbs of red meat, 100 lbs of chicken, etc.)

Clothing: (approx. inventory of what you can provide in the area of CLOTHING - i.e. adult men and women's clothing, children's clothing from infant to 3 yrs of age).

Shelter: (approx. inventory of what you can provide in the area of SHELTER - i.e. 2 houses for men with 4 rooms each, unisex shelter for 150 people, and/or 10 apartments, 20 hotel rooms, etc.)

Warehouse: (approx. inventory of what you can provide in the area of WAREHOUSE space - i.e. 10,000 sq. ft. of storage for 3 months, 15,000 sq. ft. for storage).

Transportation: (approx. inventory of what you can provide in the area of TRANSPORTATION - i.e. Transportation: 6 school buses, 3 full size vans, 2 full size 26' moving trucks, etc.).

Furniture: (approx. inventory of what you can provide in the area of FURNITURE - i.e. 5 kitchen tables, 3 sofas, 15 queen size beds, etc.)

Disaster Relief Coordinator (DRC)

Roles and Responsibilities

The Disaster Relief Coordinator (DRC) provides leadership, direction, and communication of ADRN activities within their church. The DRC also serves as the liaison between ADRN and your church, to help spread the message of readiness and ultimately guide your church to become a *Life Sustaining Church*.

Why this matters

Disasters are on the rise on a global scale. The majority of the Church is not prepared to handle major disaster. By being united and trained in advance, with relationships and resources in place, not only can we help meet the needs of His people within our local fellowships in time of need, we can see lives, communities and cities transformed, by the power and love of Jesus Christ.

The DRC fulfills multiple responsibilities, before and after disaster, needing both tangible and intangible skills (practical and relational skills).

- **Before Disaster:** The majority of the role of a DRC will be focused on preparing themselves, the church, His people and the community BEFORE a disaster strikes.
- **After Disaster:** The role a DRC will fulfill for their church during a disaster response is vital, and a DRC needs to understand how to help lead their church to have an effective response and a lasting impact when responding to crisis, while also collaborating with ADRN leadership and fellow churches.

There are practical dimensions of this role and also less tangible, relational and spiritual dimensions of this role. A DRC must grow in his or her ability to effectively serve and lead, and help others grow in those same skills, as well as grow in Christ-likeness. A DRC may not be fully developed in these top 5 capabilities, but a pursuit in growing in them is essential.

Top 5 Capabilities of a DRC

- Communicate
- Organize
- Inspire
- Empower
- Grow

Two elements are key when stepping into this role:

- **Passion:** A deep desire to see the hurting helped and the Body of Christ prepared for times of crisis.
- **Relational Trust:** A growing relationship with church leadership, where trust is built; it will be necessary for your church leadership to know they can trust both your character (heart) and your competency (capability) before fully empowering you in this critical role.

DRC Support and Collaboration

- **Sector Leader:** Works within a region (sector) of the city, to support this most vital role of Disaster Relief Coordinator, before and after disaster.
- **Area DRC:** A DRC that helps gather and lead other DRCs within a specific Area of a Sector
- **Other DRCs** (within your Sector or Area): Fellow DRCs can be a great support in encouragement, idea sharing, and collaboration; build relationships with them

Expectations of a DRC

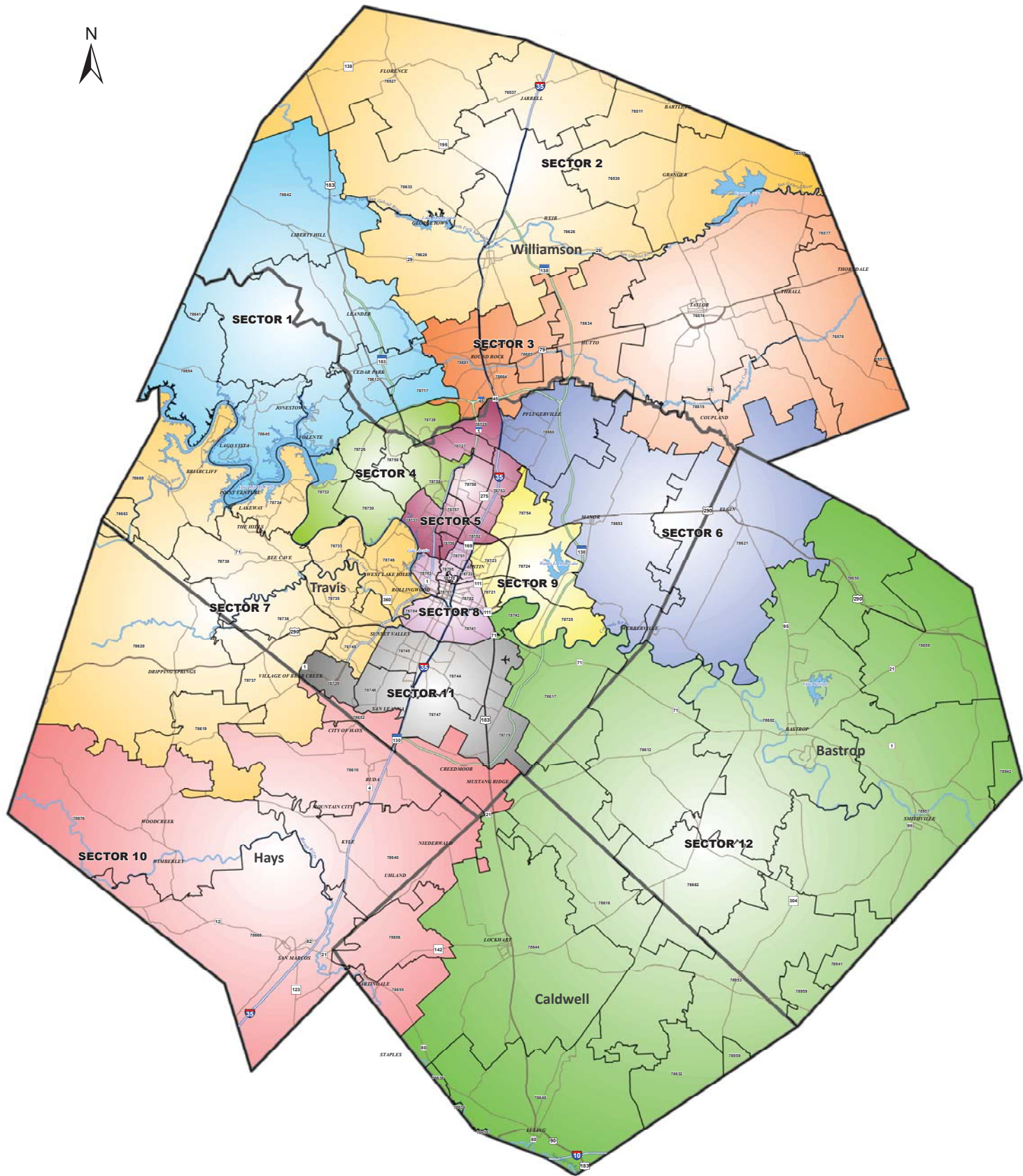
- Fulfill this role for minimally 1 year (and assist in finding a replacement and helping equip them to step into this role, when that time of transition comes)
- Attend DRC Gatherings (City-wide Gatherings and Sector/Area Gatherings)
- Develop a Church Core Team of ADRN volunteers to lead in crisis response, and empower individuals on the Core Team to assume higher positions of leadership
- Identify Disaster Relief Shepherds to walk with families affected by disaster
- Encourage non-ADRN volunteers to become volunteers (go through Basic Training)
- Encourage all ADRN volunteers to advance in readiness, take training and serve
- Help His Church become a Life Sustaining Church
- Be an active participant and promoter of significant annual ADRN events (e.g. Light of Hope Benefit Dinner, Training Conference)
- Help lead the Church in a disaster response
- Once fully trained, being available to mentor new DRCs if needed

Recommended Goals for a DRC

- Meet with all ADRN volunteers from your church, 1 to 2 times per year
- Meet (connect) with leadership from your church, 4 times per year
- Meet (connect) with your Sector Leader, regularly
- Host and/or promote 1 to 2 Volunteer Drives per year

Training requirements for a DRC

- 3 hrs ADRN Basic Training
- 3 hrs DRC Training (including database training)
- DRC Commitment & Ethics Statement (signed by Pastor and DRC)
- A successful background check
- Advancing with CERT or CISM Training will give you DRC Title on your badge



SECTOR MAP

Sector Zip Codes

Print Date 7/6/2020

Sector #	Zip Code	City	County
1	78613	Cedar Park	Williamson
1	78630	Cedar Park	Williamson
1	78641	Leander	Williamson
1	78642	Liberty Hill	Williamson
1	78645	Leander	Travis
1	78646	Leander	Williamson
1	78654	Marble Falls	Burnet
1	78717	Austin	Williamson
2	76511	Bartlett	Bell
2	76527	Florence	Williamson
2	76530	Granger	Williamson
2	76537	Jarrell	Williamson
2	76573	Schwertner	Williamson
2	78626	Georgetown	Williamson
2	78627	Georgetown	Williamson
2	78628	Georgetown	Williamson
2	78673	Walburg	Williamson
2	78674	Weir	Williamson
3	76574	Taylor	Williamson
3	76577	Thorndale	Milam
3	76578	Thrall	Williamson
3	78615	Coupland	Williamson
3	78634	Hutto	Williamson
3	78664	Round Rock	Williamson
3	78680	Round Rock	Williamson
3	78681	Round Rock	Williamson
3	78682	Round Rock	Williamson
3	78683	Round Rock	Williamson
4	78726	Austin	Travis
4	78729	Austin	Williamson
4	78730	Austin	Travis
4	78732	Austin	Travis
4	78750	Austin	Travis
4	78759	Austin	Travis
5	78651	Mc Neil	Travis
5	78708	Austin	Travis
5	78727	Austin	Travis
5	78728	Austin	Travis
5	78731	Austin	Travis
5	78752	Austin	Travis
5	78753	Austin	Travis
5	78755	Austin	Travis

Sector Zip Codes

Print Date 7/6/2020

Sector #	Zip Code	City	County
5	78756	Austin	Travis
5	78757	Austin	Travis
5	78758	Austin	Travis
5	78798	Austin	Travis
6	78621	Elgin	Bastrop
6	78653	Manor	Travis
6	78660	Pflugerville	Travis
6	78691	Pflugerville	Travis
7	78619	Driftwood	Hays
7	78620	Dripping Springs	Hays
7	78663	Round Mountain	Blanco
7	78669	Spicewood	Travis
7	78709	Austin	Travis
7	78733	Austin	Travis
7	78734	Austin	Travis
7	78735	Austin	Travis
7	78736	Austin	Travis
7	78737	Austin	Hays
7	78738	Austin	Travis
7	78746	Austin	Travis
7	78749	Austin	Travis
7	78780	Austin	Travis
8	73301	Austin	Travis
8	73344	Austin	Travis
8	78701	Austin	Travis
8	78702	Austin	Travis
8	78703	Austin	Travis
8	78704	Austin	Travis
8	78705	Austin	Travis
8	78711	Austin	Travis
8	78712	Austin	Travis
8	78713	Austin	Travis
8	78714	Austin	Travis
8	78716	Austin	Travis
8	78718	Austin	Travis
8	78720	Austin	Travis
8	78722	Austin	Travis
8	78741	Austin	Travis
8	78751	Austin	Travis
8	78761	Austin	Travis
8	78762	Austin	Travis
8	78763	Austin	Travis
8	78765	Austin	Travis

Sector Zip Codes

Print Date 7/6/2020

Sector #	Zip Code	City	County
8	78766	Austin	Travis
8	78767	Austin	Travis
8	78768	Austin	Travis
8	78769	Austin	Travis
8	78773	Austin	Travis
8	78774	Austin	Travis
8	78778	Austin	Travis
8	78779	Austin	Travis
8	78783	Austin	Travis
8	78785	Austin	Travis
8	78786	Austin	Travis
8	78789	Austin	Travis
8	78799	Austin	Travis
9	78710	Austin	Travis
9	78721	Austin	Travis
9	78723	Austin	Travis
9	78724	Austin	Travis
9	78725	Austin	Travis
9	78754	Austin	Travis
9	78788	Austin	Travis
10	78610	Buda	Hays
10	78640	Kyle	Hays
10	78652	Manhaca	Travis
10	78655	Martindale	Caldwell
10	78656	Maxwell	Caldwell
10	78666	San Marcos	Hays
10	78667	San Marcos	Hays
10	78676	Wimberley	Hays
11	78715	Austin	Travis
11	78719	Austin	Travis
11	78739	Austin	Travis
11	78744	Austin	Travis
11	78745	Austin	Travis
11	78747	Austin	Travis
11	78748	Austin	Travis
11	78760	Austin	Travis
11	78764	Austin	Travis
11	78772	Austin	Travis
11	78781	Austin	Travis
12	78602	Bastrop	Bastrop
12	78612	Cedar Creek	Bastrop
12	78616	Dale	Caldwell

Sector Zip Codes

Print Date 7/6/2020

Sector #	Zip Code	City	County
12	78617	Del Valle	Travis
12	78622	Fentress	Caldwell
12	78632	Harwood	Gonzales
12	78638	Kingsbury	Guadalupe
12	78644	Lockhart	Caldwell
12	78648	Luling	Caldwell
12	78650	Mc Dade	Bastrop
12	78659	Paige	Bastrop
12	78661	Prairie Lea	Caldwell
12	78662	Red Rock	Bastrop
12	78742	Austin	Travis
12	78941	Flatonia	Fayette
12	78942	Giddings	Lee
12	78953	Rosanky	Bastrop
12	78957	Smithville	Bastrop
12	78959	Waelder	Gonzales

Disaster Relief Model for Individual Church

Church Leadership

- Acknowledges and responds to need to be prepared for disaster
- Appoints a Disaster Relief Coordinator (DRC) to oversee local disaster relief efforts
- Gives direction to and oversees the role of DRC
- Encourages church congregation to become trained, prepared and to respond to needs that exist



Disaster Relief Coordinator (DRC)

- Oversees all local disaster relief operations within church body and around the community
- Encourages preparedness and training among church members
- Organizes resources within church and/or community
- Informs trained church volunteers of how the Church is responding & opportunities to serve
- Coordinates with leadership the process of sponsoring families, and finding DRSs to walk with families
- May also help the Disaster Relief Shepherd with raising funds or securing resources

CORE TEAM



Lead Disaster Relief Shepherd (Lead DRS)

- Oversees all Disaster Relief Shepherds who are sponsoring families
- Provides emotional & spiritual assistance to DRSs as they minister to Family In Need
- Helps DRS with Family In Need (FIN) when difficult situations arise
- Communicates important updates and information such as resources, processes, etc
- May assist in matching up DRSs with FINs



Disaster Relief Shepherd (DRS)

- Walks with Family in Need as the assigned "spiritual caseworker" through long term process of recovery
- Provides leadership, compassion, love, emotional care, spiritual guidance, prayer & physical support
- Invites God into their every need through prayer
- Addresses the Family in Need's (FIN) concerns and assists in finding solutions to challenges
- Organizes volunteers to help the FIN and keeps track of all purchases & donations
- Find community of believers to come alongside of them and support them spiritually

Church Core Team

Disaster Preparedness Small Group – LEAD TEAM



Churches of Greater Austin
Bringing Hope into Crisis™

Church Core Team Defined – A team committed to serving the Lord and their church leadership by focusing on preparing their church before a disaster and helping to lead response efforts in times of crisis.

People are much more likely to respond to crises and sustain long-term effectiveness when they are a part of a team. There are many skill sets needed to help lead a local church in responding to a crisis effectively; not one person possesses all the skills and strengths needed to manage alone. (*1 Corinthians 12:14-31, Hebrews 10:24-25*)

Fully Functioning Core Team

DRC / Co-DRC / Shepherd Lead / Training Lead / Serve Team Lead

- **DRC** (Disaster Relief Coordinator) – Appointed by and supports church pastoral staff offering leadership, direction, and communication to disaster preparedness activities, including planning, training, coordinating, and developing volunteers to become a Life-Sustaining Church™. The DRC is identified and appointed by church pastoral leadership.
- **Co-DRC** – Serves to support and back up the DRC in disaster preparedness activities and leadership. Shares in the planning and implementation of all core team goals to serve better the church pastoral leadership, the congregation, and ultimately the community in times of major disaster.
- **Shepherd Lead** – Serves to support communication and training for both active and future church shepherds.
 - Outside of disaster times, recruits, encourages and walks with new volunteers to become trained shepherds ready to support future survivors.
 - In times of disaster operations - Supports all survivor activities through communication with ADRN Shepherd Support Team. Communication, matching, financial support, and shepherd emotional/spiritual care are primary functions of this leader.
- **Training Lead** – Serves to support church core team in all aspects of ADRN advanced and I AM Ready™ Basic Trainings.
 - Outside of times of disaster – Recruits, encourages, and offers opportunities for developing volunteers in the congregation to become I AM Ready™ through the ADRN Volunteer portal.
 - In times of disaster operations - Supports DRC to activate trained volunteers and initiates communication through the core team to engage untrained volunteers to prepare and serve quickly. Communication, training implementation, and administrative support to DRC, Co-DRC, Shepherd Lead, and Serve Lead are primary functions of this leader.

- **Serve Team Lead** – Serves to support all “boots on the ground” operational activities in and out of times of disaster.
 - Outside of times of disaster - Develops opportunities with church mission/outreach leadership to plan, prepare, partner, and practice engaging volunteers and developing a strategy for leadership through serving the community.
 - In times of disaster operations – Supports core team to activate volunteers to serve the church pastoral leadership, the congregation, and ultimately the community.

Objectives for Core Team

- Support the vision/mission of your church in and out of times of disaster.
- Develop a shepherd leader to support trained shepherds and develop newly introduced shepherds in the church.
- Develop a training leader to support and facilitate ADRN advanced training opportunities.
- Develop a serve team leader to support the physical mobilization of serve teams.
- Develop a Church Disaster Response Plan – “What does your church do?”
 - See Pre-Disaster Checklist / DRC Guidelines provide support and outline.
 - Connect w/ Sector Leader for support & connection to other churches.
- Develop a **Life-Sustaining Church™ Model** (See description next page)
 - Offer Church Disaster Response Small Groups based on DRC Guidelines.
 - Offer Preparedness PEACE – Personal Preparedness Small Groups.
 - Offer Disaster Relief Shepherd small group opportunities.
 - Discover leadership and resources available in your congregation.
- Strengthen relationships with church leadership – serve outside of disaster!
- Share leadership opportunities and develop leadership within the Church.
- Identify new volunteers – Host I AM Ready™ Basic Training.
- Strengthen and empower existing volunteers with opportunities to serve.
- Become personally prepared for disaster utilizing Preparedness Peace training.

Getting Started

- Make personal invites through existing relationships in the Church. Small Groups are always a great way to engage others and discover those interested in developing a preparedness team to support your leaders!
- Communicate with individuals in your Church already active with ADRN. DRC has access to all trained volunteers through the ADRN volunteer portal.
- Host an ADRN I AM Ready™ Basic Training.
- Host a volunteer gathering – Share vision and the purpose of integrating Disaster Preparedness into small groups at your Church.

Next Steps

DRC / Church Core Team Guidelines

Core Team Development Process

DRC Guidelines are nine specific meeting outlines available for your church core team to process together... establishing identity, clarity, direction, and readiness to serve your church effectively, as a team, in and out of times of disaster. The following is a list of the DRC / Church Core Team Guidelines found at portal.adrn.org (see 'DRC Tools' in DRC profile)

- | | |
|---------------------------------|-----------------------------|
| 1. Church Vision / Mission | 6. Communication |
| 2. Goals & Purpose | 7. Deploying Teams |
| 3. Relational Authority | 8. Shepherding Families |
| 4. Roles & Responsibilities | 9. Personal Preparedness |
| 5. Serving Outside of Disasters | 10. Life-Sustaining Church™ |

Life-Sustaining Church™

ADRN Goal for every network Church

Life-Sustaining Church = A network church prepared and ready to meet the physical, emotional, and spiritual needs of their congregation and the community they serve in times of disaster through collaboration with local churches, community partners, and local government.

Building a Life-Sustaining Church™

Share with the congregation!

Utilizing the DRC/Core Team Guidelines as a roadmap, we encourage every core team to develop a church-specific next-step disaster response guideline to share with their church body. This is an excellent opportunity for core teams to collaborate and genuinely merge the church vision/mission with basic preparedness principles and church disaster plans small group leaders can share. (*Habakkuk 2:2*)

- **Share** the WHY, HOW & WHAT of disaster preparedness and mobilization in an easy-to-understand format any small group leader in your church can lead.
- **Discover** personal gifts, talents, and resources in your church as your disaster response guidelines create a space to discuss and collaborate about preparedness topics.
- **Set expectations** as you share your church mobilization plans before the next disaster.
- **Engage** and Equip Women, Men's, Co-Ed, Young Adult's, Youth Small Groups, and even kids in your Church with a basic understanding and opportunity
- **Always Integrate the basics** of personal preparedness as you share the importance of supporting the **3-Cs** of disaster response as you engage your Church body.
 - 1. **Church Pastors/Staff** – Serve the Church Leadership team.
 - 2. **Congregation** – Assist in serving members in your Church.
 - 3. **Community** – Mobilize volunteers in your church to unite with others and serve the greatest needs in the event of a significant disaster.

Church Core Team Gathering Procedure

Acknowledgements

- You are building a team; this team will become strong if all the members see themselves as a part of a family; developing trusted relationships is as important as any content covered
- People prioritize their lives based on relationship; they will prioritize this team if they have a growing relationship with the people a part of it, and feel that their contribution is meaningful
- Vision brings people to the table, but relationship keeps them there

Recommendations

- Meeting Time: 2 hours - This will allow for time of personal connection (very important), working through the content, and praying together
- Share a meal together - There is something significant about sharing food with others you are looking to build relationship with
- Meet in a home - You may be inclined to meet in a church building, but the feel of meeting in someone's home makes it more relational

When People Arrive

- Give everyone a warm welcome
- Have worship music playing in the background

Initial Connection (could happen during the meal)

- Share testimonies - sharing stories of God's faithfulness increases faith of others to believe for it their lives, and increases connection with those in the room
- Share challenges - also increases connection, and inspires prayerfulness
- Pray together – there is power in united prayer (Matthew 18:19); this also deepens relational (team) connection

Vision, Direction, Objectives

- Share vision (e.g. Acts 2:46-47)
- Review content of meeting & answer questions
- Complete all Small Group Guidelines
- Determine if there are any action items following the meeting and assign them
- Share leadership responsibilities

Roles & Responsibilities of a Church Core Team

The goal of a Church Core Team is to develop church ADRN volunteers to become I AM Ready™, and to prepare the church to be a Life Sustaining Church, for times of disaster. These roles are intended to serve as guidelines only. Each Church Core Team may look different depending on the number of members on the team. It is encouraged to organize as it works best for the team (e.g. one person fulfilling multiple roles or placing two people in the same role)

COMMAND & CONTROL

1. DRC (Disaster Relief Coordinator) – Coordinates the work of ADRN at the church in order to raise up a Ready Church. Attends the quarterly City-Wide DRC meeting. Keeps church pastor apprised of needs, Ready Church status, and any disaster relief provided by the church members. Chairs the regular meetings of the church core team. Fosters the building of relationships and development of leaders among ADRN volunteers. Shares the vision and direction of where the team is heading. Sets goals and objectives for the team. Develops an ADRN-led crisis response plan for the core team and the church.
2. Assistant DRC (Co-DRC) – Collaborates with the DRC in making decisions, assists in the fulfillment of DRC responsibilities and acts as the lead DRC in his/her absence. Performs the administrative roles not assigned to an individual.

ADMINISTRATION

3. Secretary – Records the actions and decisions of the core team and disseminates minutes and action items. Keeps the core team aware of the next meeting date and time.
4. Spiritual Leader – Responsible for a time of spiritual growth at each core team meeting. Acts as prayer warrior for the team. Prays for positive outcome of a meeting in advance of the meeting date.

OPERATIONS

5. DRS Lead (Disaster Relief Shepherd Lead) – Works to identify & recruit DRSs within church, and develops ways to maintain engagement. Helps to match Shepherds to families-in-need during a disaster. Can assist the Training Coordinator to ensure DRSs have been fully trained.
6. Resource Coordinator – Coordinates the planning and execution of the church shelter (if one exists) for deployment in a disaster. Manages the warehousing of, and coordinates the distribution of, supplies in a disaster if the church stores emergency supplies. Communicates the needed equipment and supplies to the core team. Maintains an inventory of supplies and donated items.

7. Volunteer Coordinator – Enlists & coordinates ADRN-trained volunteers as needed during a disaster to fill specific needs. Also coordinates with DRC & church leadership to engage non ADRN-trained volunteers. Maintains initial and ongoing means of communication, including an ADRN volunteer phone tree.
8. Ham Radio Operator – Leads communication efforts when traditional forms are no longer available. Emphasizes Ham radio training across the church and networks with other Ham radio operators within sector. Recruits other Ham radio operators. Maintains church Ham radio equipment in ready status.
9. Thrift Store Logistics Support – Rallies the church to engage in ministry at Hope Family Thrift Store through donating needed items and/or supplying needed volunteers. May work with Resource Coordinator or Volunteer Coordinator.

TRAINING

10. Training Coordinator – Oversees the “I AM Ready™” progress of ADRN members within church. Places particular emphasis on CERT, CISM, and DRS training. Encourages volunteers to advance their Ready Christian status toward the goal of becoming a Ready 1,2,3,or 4 Church.
11. Preparedness Coordinator – Works to ensure all ADRN members in the church are taking steps to prepare their own family for disasters of all kinds, in order to maintain peace of mind and remain available to help others needing disaster assistance. Leads Preparedness Peace training for church, and seeks to invite others outside ADRN to get prepared. Oversees the development of an emergency response plan (All Hazard) for the church itself.
12. Recruiter – Scans church for potential ADRN volunteers and invites them to attend ADRN orientations. Conducts information sharing about ADRN before and after church services and/or manages a kiosk at the church. Maintains a supply of ADRN brochures. Advertises to the church what ADRN does and how members can get involved.
13. New Member Mentor – Welcomes and helps assimilate new volunteers who just completed an orientation. Makes others in the core team aware of who they are and if they possess any special skills. Seeks to draw them into key positions on the core team or other leadership positions within ADRN.

The Desperate Need for the Local Church to Sponsor Families in Times of Disaster

When a major disaster strikes a community is left devastated, and picking up the pieces long-term can be incredibly difficult. How does the Church come alongside of families in their time of greatest need? We believe God has called His Church to walk with or “Sponsor” families long-term (1 to 4 months), helping them back on their feet by addressing their emotional, spiritual and physical needs. This gives opportunity, through relationship, to demonstrate & declare the love that Christ has for them!

What Does It Mean to Walk with or “Sponsor” a Family?

- *Meeting Emotional Needs*
 - Call them, visit them, listen to them, be present with them
 - Address concerns, help them think through problems and establish a plan
 - Provide direction, compassion, love, prayer, and support (within boundaries)
- *Meeting Spiritual Needs*
 - Pray with them; invite God into the center of their need
 - Care for them by demonstrating the love that Christ has for them
 - Share with them the hope found in knowing Jesus Christ as Lord and Savior
- *Meeting Physical Needs*
 - Identify their immediate & longer-term needs and collaborate to discover ways to meet them (may include food, clothing, medicine, housing, furniture, transportation, etc.)
 - Provide additional support as needed: filling out forms, helping clean up, moving, etc.

Invite others to help you, help them; consider sponsoring a family as a small group from your church!

What the Shepherd Is NOT Expected to Do

- Have the family live in their home
- Meet all of the family’s financial needs out of their own personal means
- Help them beyond what has been affected by the disaster
- Be responsible for doing what the family can and should do for themselves

How Does a Ministry Like *Austin Disaster Relief Network* Support the Local Church?

- We connect families in need with churches willing to help
- We provide training, tools and personnel needed
- We help identify & obtain resources within the community
- We provide financial support to assist with immediate needs and long-term needs

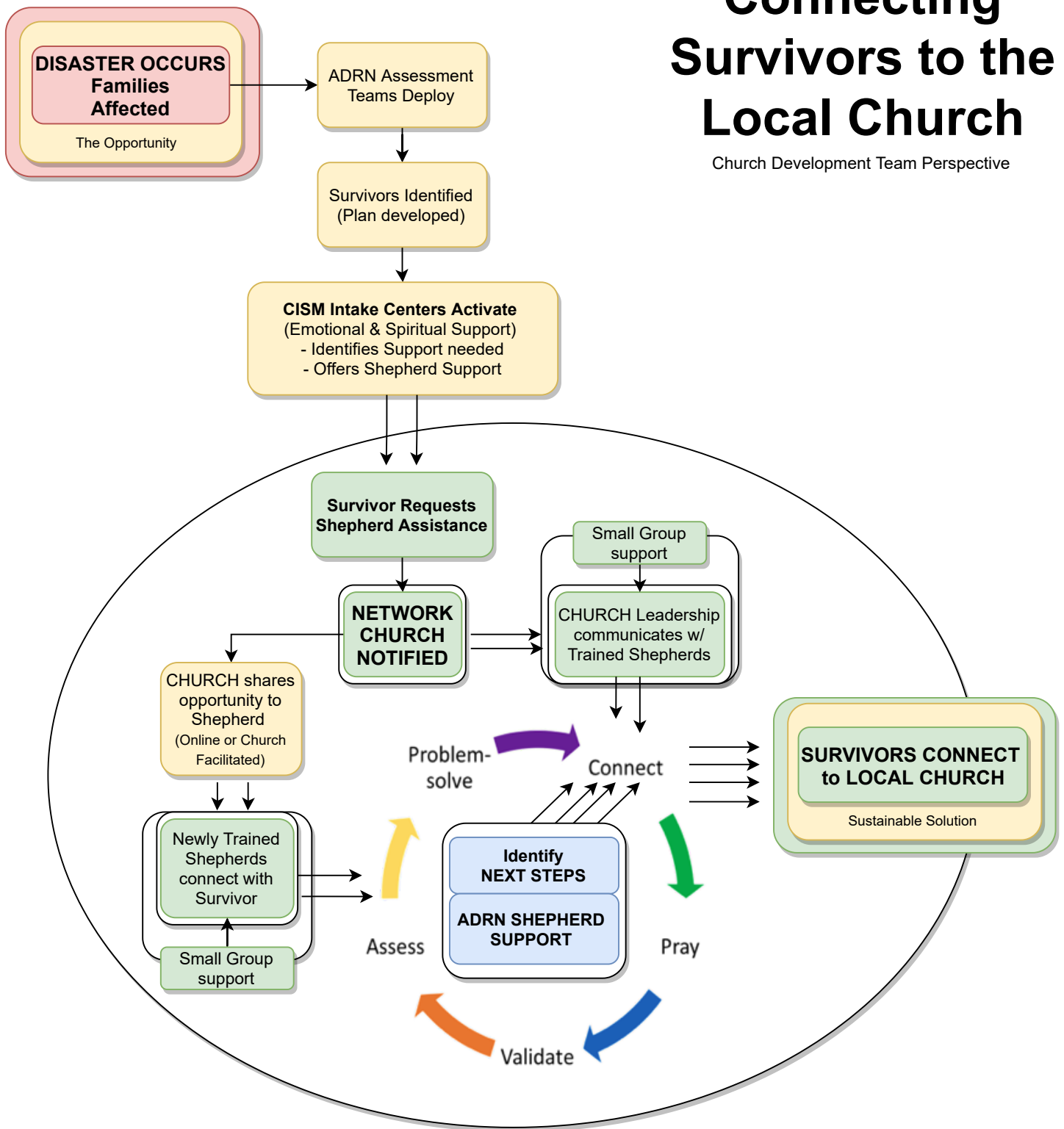
What Is Required to Sponsor a Family?

- Complete a background check through ADRN online at www.adrntx.org (takes 2-3 minutes)
- Attend a Disaster Relief Shepherd Training (training dates listed online)
- Ensure your church is on the Network*

*A church joins the Network when church leadership fills out the Join form online & meets with ADRN Leadership

Connecting Survivors to the Local Church

Church Development Team Perspective





List of 5 Key Capabilities of a DRC Before a Disaster

Communicate

- To church leadership, about decisions that need to be made before the next disaster
- To ADRN leadership, about those decisions
- With other DRCs, to gather ideas and share your own experiences (to grow together)
- To volunteers, about opportunities to serve, train and prepare

Organize

- Information, when presenting to church leadership, ADRN leadership or volunteers
- Volunteers, when growing as a team and serving together
- Resources, identifying what is available by the church, by ADRN, and knowing what is needed

Inspire

- Current ADRN trained volunteers, to grow in their involvement, service, readiness
- Those not yet volunteers, to take steps to volunteer, and become trained

Empower

- Church Core Team, by developing relationships, understanding skillsets, and giving opportunity to lead
- Volunteers, by encouraging them to increase involvement, and join the Church Core Team

Grow

- Personally, by a pursuit of developing hard skills (practical) and soft skills (relational) to lead even more effectively
- Collectively, as a team, deepening relationships, clarifying vision, and sharing responsibility
- Spiritually, as a disciple of Christ, being conformed to His likeness, and calling others to the same (the deepest form of connection you will share with members of your team is a spiritual one; it is important to grow together spiritually as a team, helping others become who Christ has called them to be)

AFTER DISASTER

Incident Command System (ICS)

FEMA definition: The Incident Command System (ICS) is a management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is normally structured to facilitate activities in five major functional areas: command, operations, planning, logistics, intelligence & investigations, finance and administration. It is a fundamental form of management, with the purpose of enabling incident managers to identify the key concerns associated with the incident – often under urgent conditions – without sacrificing attention to any component of the command system.

First things to know about Incident Command Systems (ICS):

- ICS not necessarily about Disasters or Government Agencies
- ICS is about TEAMWORK - Engaging people with a plan
- ICS enables a coordinated response among various jurisdictions and agencies
- ICS establishes common processes for incident-level planning and resource management
- ICS is a simple and effective way to organize into a TEAM in any event
- Don't over think it! ICS is your friend

Roles and Responsibilities of ICS (simple form):

Command Roles (Leadership Team)

- Incident Commander (IC) – Someone who is in charge
- Safety and Security Officer – Someone looking out for safety of the Team
- Liaison Officer – The go between with other groups and agencies
- Public Info Officer – Someone needs to communicate – internally & externally

Sectional Roles (other areas that will need to be organized)

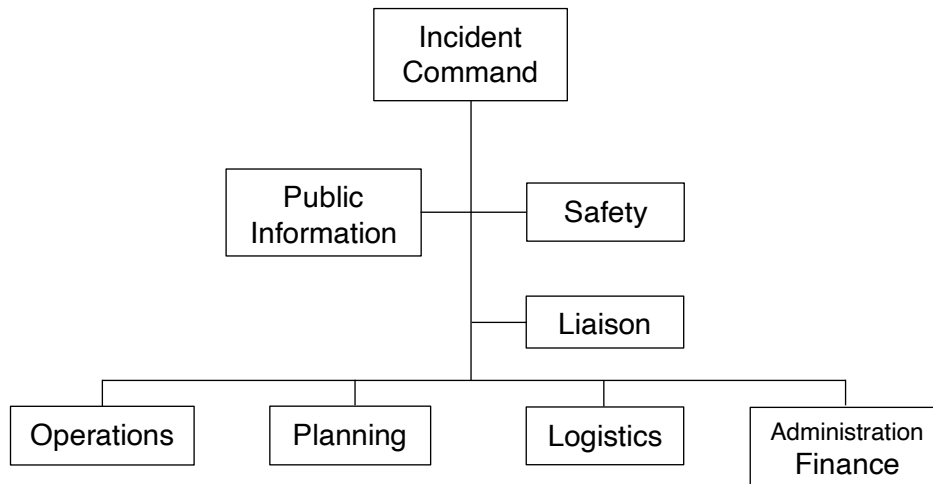
- Operations – Key responsibilities of the production itself – physical work
- Planning – Someone has to make to do lists and a timeline – organizer IAP
- Logistics – Someone has to be in charge of getting people and stuff & for getting the people and stuff needed to meet your goals
- Finance/Administration – Someone has to be responsible for money and keeping records

Always remember... Never risk life to save property!
Keep safety in the forefront and PEOPLE before PROCESS!

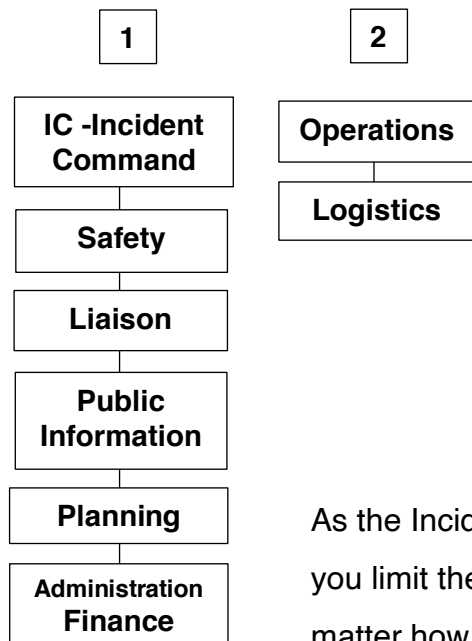
Recommended:

FEMA ICS 100 and FEMA ICS 700 (free courses online: training.fema.gov/nims)

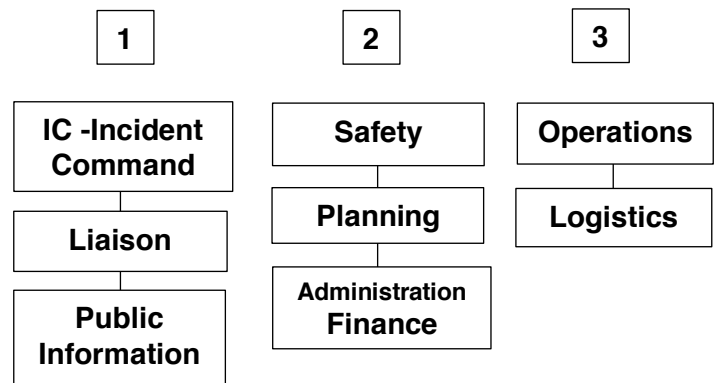
Typical Incident Command Structure (ICS) Model



2 PERSON ICS Team:



3 Person ICS Team:



As the Incident Command System expands, the only rule is that you limit the direct span of control to 5-7 people. Then it doesn't matter how much it expands, it can be handled!

Examples of where ICS could be used: Birthday Party, Local outreach initiative, Mission Trip planning, Conferences and even a disaster situation!

***Remember... ICS is an expandable framework to help us all have a clear understanding of the roles and responsibilities of each working part of an incident.*

Before and After Disaster Scenarios

Scenario #1 (Training)

The pastoral care department reached out to your small group today. There is a single mom in the church who has 20' of fence that blew over in a storm last night. She is very upset because she already has a note on her door from the HOA giving her a deadline of this weekend to fix the fence without a fine and her dogs have nowhere to go. Will you accept the opportunity to help? How will you organize?

Considerations:

- Number of leaders needed
- Number of team members needed to accomplish goal
- How are you building the team? Communication & recruiting
- Equipment, materials and transportation needed
- Food/Drinks for volunteers

Number of ICS team members needed 1 – 2 – 3 – Full operation (Circle one)

Incident Commander: _____

Safety Officer: _____

Public Information Officer: _____

Liaison: _____

Operations: _____

Planning: _____

Logistics: _____

Finance/Admin: _____

Determine exit strategy – Date/Time: _____

Discuss your process of thinking and the actions taken:

Scenario #2

You've been asked to develop and lead a parking team for an all-day women's conference at your church. Your team is requested to be there at 6:00am and the conference ends at 9:00pm. Your goal is to create a safe, organized and fun welcoming experience for all the 1,500 attendees!

Considerations:

- Number of leaders needed to serve with excellence
- Number of team members needed to accomplish goal
- How are you building team? Communication & Recruiting
- Parking vest, radios, golf cart keys, other items needed?
- Food for volunteers / location for breaks
- How do you hand off leadership positions?
- Volunteer Shifts? You don't want to wear everyone out!

Number of ICS team members needed 1 – 2 – 3 – Full operation (Circle one)

Incident Commander: _____

Safety Officer: _____

Public Information Officer: _____

Liaison: _____

Operations: _____

Planning: _____

Logistics: _____

Finance/Admin: _____

Determine exit strategy – Date/Time: _____

Discuss your process and the actions taken:

Scenario #3

An F3 tornado has just hit 1 mile away from your church in a heavily populated residential area. Your lead Pastor has given you full authority to do everything you can to help. What are your first steps? How can your team best support and rally to help?

Considerations:

- Who's your first call?
- What is your #1 priority? What is your #2 priority?

Hint: 3Cs – Church Pastors/Staff, Congregation then Community

- Do you have a predefined plan of action?
 - Lead Pastor / Core Team / Executive pastors contact
- Number of leaders needed to begin building a plan (Incident Action Plan - IAP)
- Communication needs?
- Resources needed?
- Communication requests needed to begin developing your plan
 - How are you communicating how to Pray?
 - How are you communicating to members wanting to help?
 - Should your church develop a giving portal or do you have financial resources to contribute if needed?
- Are there members of your staff who live in the area?
- Are there members of your church who live in the area?
- Do you have a direct line of communication to church executive team?
- Does your church have the facility space to offer for community needs?

Number of ICS team members needed 1 – 2 – 3 – Full operation (Circle one)

Incident Commander: _____

Safety Officer: _____

Public Information Officer: _____

Liaison: _____

Operations: _____

Planning: _____

Logistics: _____

Finance/Admin: _____

Determine exit strategy – Date/Time: _____

Discuss your process and the actions taken:

Typical Disaster Response Procedure with ADRN

1. As the disaster is taking place, ADRN sends out a “Standby to Deploy” email
 - a. Senior ADRN management meets with local EOC to determine course of action
2. The first responders give us clearance to enter the area after the following:
 - a. Fire is extinguished
 - b. Flood waters receded
 - c. Animal and human remains removed
3. ADRN Disaster Assessment Team drives through affected neighborhoods
 - a. Assesses which areas were hardest hit, records extent of damage
 - b. Looks for church, park, or community center to set up ADRN response center
4. EOC sets up a Multi-Agency Resource Center (MARC) at a church or community center, or if it is a small-scale disaster, ADRN sets up its own response center
 - a. ADRN operations team deploys tents, tables, chairs, generators, trailers, etc.
5. Prayer warriors meet in HOPE Prayer Room to pray for families and recovery efforts
6. ADRN CISM-trained volunteers conduct Individual Crisis Intervention
 - a. At the MARC, at the ADRN resource center, or by going door-to-door
 - b. CISM-trained volunteers conduct crisis intervention, pray with survivors, and complete intake forms used for shepherding
 - c. ADRN CISM core team oversees distribution of gift cards and green wrist bands for free clothing at the ADRN Thrift store
 - d. Volunteers use Sign-up Genius to fill available volunteer slots
7. ADRN Call Center is manned
 - a. ADRN Call-center-trained volunteers conduct CISM over the phone and provide other assistance to other types of callers
 - b. Volunteers use Sign-up Genius to fill available time slots
8. Red Cross shelters
 - a. ADRN general volunteers can assist the EOC with setting up community shelters
 - b. Churches who are Red Cross Shelter trained and equipped to host a shelter at their church get prepared

9. Shepherding begins
 - a. Call goes out to ADRN trained shepherds and area churches to shepherd families
 - b. ADRN shepherding core team oversees distribution of financial support for temporary housing and replacement transportation; fields questions from the shepherds
 - c. ADRN trained Shepherds provide assistance with replacing lost articles/furniture, and provides emotional and spiritual support to survivors
 - d. ADRN provides additional shepherd training for any who want to become shepherds
10. Fundraising
 - a. Emails go out to churches, businesses, and individual donors
 - b. Telethon conducted at ADRN by general volunteers
11. Evacuee welcome kits are assembled by community members and organized by ADRN general volunteers at HQ
12. Donations are received, sorted, and palletized by general volunteers manning the ADRN parking lot
13. General volunteers assist by providing meals to ADRN staff & volunteers
14. Clean-up operations begin
 - a. General volunteers use Sign-up Genius to fill available volunteer slots
 - b. ADRN operations field leader conducts safety briefing, issues tools, and assigns houses to each team
 - c. ADRN team leaders (general volunteers with experience in construction or demolition, or CERT Trained) supervise work at various homes
15. Thrift Store
 - a. General volunteers help sort donations arriving at store
 - b. Churches help conduct donation drives of needed items and drop off at the store
 - c. General volunteers drive ADRN trucks to pick up furniture donations



List of 5 Key Capabilities of a DRC After a Disaster

Communicate

- With Sector Leader or ADRN leadership to discover true impact, needs that exist and ways to respond
- With church leadership, sharing current needs of impacted community, reviewing decisions made prior to disaster, identifying any members that may have been impacted and determining next steps to communicate
- With congregation, sharing needs and ways to respond (3 ways: Pray, Give, Serve)
- To volunteers, about opportunities to serve, train and prepare
- To other DRCs, to collaborate together in Area, if possible

Organize

- Information: taking the information and sharing it with church leadership, in a consolidated, clear way that is most pertinent to your church
- Volunteers: consider gathering volunteers to serve together in donation management (ADRN Warehouse), cleanup (mucking out a home) or shepherding a family together
- Resources: consider gathering material donations to drop off at Hope Family Thrift Store

Inspire

- Current ADRN trained volunteers, to respond to the call, addressing emotional/spiritual needs, addressing physical needs, serving together as a team
- Those not yet volunteers, to take steps to volunteer, and become trained

Empower

- Your Church Core Team, by giving them different responsibilities to share (review Roles and Responsibilities of a Church Core Team)
- Volunteers, by identifying those who rise up in a time of response, inviting them to your Church Core Team and sharing with them a role of responsibility, as they demonstrate trustworthiness (in character and capability)

Grow

- Personally, by asking your team and church leadership how you could lead better
- Collectively, as a team, by serving together, praying together, sharing a meal together, and meeting together during & after the response; evaluate how to grow in effectiveness
- Spiritually, by demonstrating Christ-likeness and encouraging your team to invite God into the situation continually, reminding them of the spiritual dimensions of this response to felt needs



Typical Disaster Response Procedure as a DRC

Mobilize your church

- a. Set up a table in your church lobby between services and let people know how they can get involved
- b. Show a 3-minute video during the church service
- c. Meet after church in a side room and talk to all interested people regarding how they can get involved

CISM

- a. Encourage your CISM-trained people to schedule themselves online and show up
- b. If they are new to CISM, they will be paired up with an experienced person

Shepherding

- a. Encourage those willing to help a family to take Shepherd Training
- b. Engage already trained Shepherds to sign up for a family
- c. If you have an experienced shepherd, make them the Shepherd Lead

Call Center

- a. Encourage your Call Center-trained people to sign up for a shift online, and show up

Fundraising

- a. Meet with your pastor or stewardship team and ask if they will make a contribution to ADRN

Clean-up

- a. Organize a Saturday work crew to clean up a home; schedule online and show up

Thrift Store

- a. Organize general volunteers to show up and sort supplies
- b. Conduct a supplies drive at your church (based on the need at that moment)

NEXT STEPS



Disaster Relief Coordinator (DRC)

Commitment & Ethics Agreement

To achieve the fullness of which God is calling you to serve the greater Austin area and those in need, there are two critical factors you must consider:

The first involves your gifting and skills needed to do the work. Through the practical disaster relief training given to you and your own life experience, we are confident that you will competently accomplish the volunteer position you have agreed to fulfill.

Recommended Goals:

- Fulfill this role for minimally 1 year
- Assist in finding my replacement and helping equip them to step into this role, if I step down
- Attend ADRN City-Wide DRC Gatherings, once a quarter (if an emergency prevents me from coming, I will find someone to represent my church)
- Meet with all ADRN volunteers from my church, 1 to 2 times per year
- Meet (connect) with leadership from my church, 4 times per year
- Meet (connect) with my Sector Leader, regularly
- Develop a Core Team of ADRN volunteers at my church to lead in crisis response, and empower individuals on Core Team to assume higher positions of leadership
- Host and/or promote 1 to 2 Volunteer Drives per year
- Help my church become a Ready Church & promote training via email/web/bulletin, as able
- Be an active participant and promoter of significant annual ADRN events (e.g. Light of Hope Benefit Dinner, Training Conference)
- Once fully trained, being available to mentor new DRCs if needed

The second factor is even more important. It is your character and level of spiritual maturity. Gifts and abilities alone cannot sustain lasting success, no matter what the endeavor. A strong character is necessary to withstand the pressure, adversity and persecution that often come in the line of service as God's people. We are to demonstrate godly principles in every situation and towards all people. We will serve all races, all nationalities and people types without prejudice to their particular religion, political view or ideological nature. Our sole purpose is to meet the emotional, physical and spiritual needs of everyone affected by disaster. In the Word, the best description of this is in the story of the Good Samaritan (Luke 10:25-37) when Jesus describes who our neighbor is and what it means to love our neighbor.

ADRN is partnering with several agencies and government officials such as the American Red Cross and the Capital Area Shelter Hub Planning (CASHP) team in Greater Austin. Our desire is to honor them for the favor they have extended to us by submitting to their desires within their emergency shelters, to not boldly proselytize to anyone affected by disaster in a manner that would discredit ADRN and the Body of Christ. This applies only if you or your volunteers decide to become a Red Cross Shelter volunteer, either as a shelter staff or shelter manager and you are working in a Red Cross and/or CASHP emergency shelter. Proper training on this subject will be given to all Red Cross/CASHP shelter volunteers.

Prayerfully read through and humbly consent to follow in word and deed.

I, _____, agree to live out the following values as an ambassador of Christ to the hurting and needy as a volunteer of ADRN and as a representative of my congregation, _____.
(Name of Church)

I promise to demonstrate:

- A caring heart shown by compassion and understanding of survivor situation and need.
- A faithful heart shown by reliability and dependability. I can be counted on to do what I promise.
- A humble spirit to those I serve, those I work with, and to those in authority.
- Sincerity as shown in concern for others. I will not take of advantage of anyone. I will uphold the confidentiality of every person.
- A kindred spirit as I work and serve others with a unity of heart and purpose to live out the gospel with other believers.
- Responsibility as I respond to each situation with the best of my ability, compassion and integrity.
- Love with kindness, patience and believing the best of others.
- Prudence and to use common sense, frugality and farsightedness as I distribute and use resources.
- Honesty. I will admit mistakes and figure out how to correct my mistakes. I will be transparent in all of my transactions.

DRC

Date

Pastor

Date

Once signed, please fax back to 512-428-6322 or scan and email to: stephen@adrntx.org



ADRN CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement (“Agreement”) is executed on this ____ day of _____, 20____, by and between _____ (“Worker”), and Austin Disaster Relief Network (“ADRN”). In consideration for Worker’s relationship with ADRN as an employee, independent contractor, or volunteer, Worker agrees with and represents to ADRN as follows:

1. Confidential Information Defined. Worker acknowledges that he or she may be exposed to certain confidential information (hereinafter, “Confidential Information”) as a result of his or her relationship with ADRN. Confidential Information is hereby defined as any non-public information concerning ADRN or its directors, officers, employees, donors, or charitable beneficiaries received or acquired by Worker as a result of his or her status as an employee or volunteer of ADRN. Examples of Confidential Information include but are not limited to, any electronic or written documents, data, or records containing (a) financial, accounting, human resources, or other business information of ADRN, (b) names, contact information, personal information, or donation histories of ADRN’s donors or potential donors, (b) names, contact information, personal information, or goods or services provided by ADRN to its charitable beneficiaries, and (c) passwords, logins, certificates, and any other systems, protocols, tools, or methods of access to Confidential Information.

2. Obligation to Protect Confidential Information. Worker will utilize all reasonable and necessary means of protecting the Confidential Information from disclosure to any third party. Such methods include but are not necessarily limited to, strictly comply with ADRN’s protocols and procedures, such as shredding documents containing Confidential Information before discarding. Worker shall also return all Confidential Information in his/her possession to ADRN immediately upon the conclusion of his/her service to ADRN.

3. Prohibition on Unauthorized Use of Confidential Information. Unless directly authorized by ADRN’s president or his designate or required by law, Worker shall never in any manner directly or indirectly (a) divulge, disclose, or communicate any Confidential Information to any third party (including but not limited to any member of the media or any member of the general public), (b) authorize or enable any third party to divulge, disclose, or communicate any Confidential Information, (c) copy, by handwritten or any mechanical means, any Confidential Information, (d) remove any Confidential Information or copies thereof from the ADRN’s place of business, (e) use any Confidential Information for any personal purpose, including without limitation the promotion of any other organization or business, or (f) use any passwords, logins, certificates, or any other systems or protocols to access any Confidential Information except as directly required to accomplish Worker’s assigned duties to ADRN. These obligations not to disclose Confidential Information shall remain in effect permanently--even when Worker is no longer an employee, independent contractor, or volunteer of ADRN.

4. Consequences of Violation. Violation of this Confidentiality Agreement may result in legal liability (civil or criminal) for the Worker, and/or termination of Worker’s relationship with ADRN as an employee, independent contractor, or volunteer. This Agreement shall not terminate, nor shall it be amended or assigned, except upon the prior written consent of ADRN.

WORKER Printed Name

Signature

Date

Pre-Disaster Checklist

Local Incident PRAY-GIVE-SERVE



Churches of Greater Austin
Bringing Hope into Crisis™

Church Name: _____

Pastor: _____ DRC: _____

☐ Our church will **PRAY**

- ☐ Activate church prayer team
- ☐ Ask congregation to pray for specific needs in affected areas
- ☐ Open doors of church for community prayer
- ☐ Share opportunity to join community prayer initiatives

☐ Our church will **GIVE**

- ☐ Begin Church Disaster Relief Fund – offering option built to help fund immediate needs in your congregation and funnel into community assistance in times of crisis or disaster
- ☐ Host a Gift Card drive for survivors – for church or network use
- ☐ Donation Drive (updated resource list provided through ADRN)
- ☐ Peer to Peer Fund – directly to ADRN survivor fund (share link)

☐ Our church will **SERVE**

- ☐ Engage congregation to build Serve Teams – clean up, warehousing etc...
- ☐ Build Welcome Kits – (most up to date list provided by ADRN)
- ☐ Host an ADRN I AM Ready Basic Training
- ☐ Communicate need to mobilize ADRN trained volunteers in church for CISM, CERT, Disaster Relief Shepherd (advanced training available)
- ☐ Set up to receive community donations if needed (list will be provided)

☐ Church Media Team will prepare to Communicate

- ☐ Create Graphic for Disaster Relief to PRAY-GIVE-SERVE
- ☐ Create online form to sign up to PRAY-GIVE-SERVE

**specific to your church for initiation of assistance (examples available)*

☐ Share/Host ADRN Training Opportunities – online or in person

- ☐ Host ADRN Orientation – I AM Ready Basic Training
- ☐ Host CISM Training – Critical Incident Stress Management
- ☐ Host ADRN Shepherd Training* – Walking with Survivors
- ☐ Identify Church ADRN Training leader to support congregation & Core Team

☐ Pastor will collaborate with local pastors and ADRN leadership team

- ☐ Pastor will join Key Pastors/community leaders meeting in a time of disaster
- ☐ Receive updates from key pastors meeting through outreach/executive pastor
- ☐ Church outreach/associate pastor will join bi-monthly round table gathering to collaborate – supporting community in and out of times of disaster

***Disaster Relief Shepherd (DRS)** – ADRN training program created to assist network churches to walk alongside disaster survivors who have potentially lost everything. Role does not require you to take survivors into your home or provide financial assistance from your personal funds. This 2 hour training will equip you with the skills, knowledge and plan to take care and provide extended assistance that cannot be given by governments or international relief organizations. **Pre-disaster Shepherd Training available at ADRN.org*

☐ **Our Church is willing to Assist Survivors - Shepherding**

- ☐ Activate church Pastoral Care – assisting affected families in church
- ☐ We will offer ADRN DRS Training – 2 hour training online or in person
- ☐ ADRN Trained Shepherds will activate – assisting unchurched families affected by disaster through trained DRS groups/individuals in church
- ☐ We could Shepherd _____ # of families (use if more than 5)

☐ **Warehouse Distribution Site availability**

- ☐ At your church location – appx SF _____
- ☐ Offsite warehouse resource – appx SF _____
- ☐ We have traffic flow plan or willing to develop traffic flow for large trucks

☐ **Staging Resources – Parking Lot Available**

- ☐ # of parking spots at our church _____
- ☐ We have members willing to utilize their property if needed

☐ **Tools/Equipment church could offer**

- ☐ Tool Trailer - We have outreach trailer with basic clean up tools
 - ☐ Special resources - (Member connections) Trailer, Tractor etc....
- List additional resources available:

☐ **Red Cross Shelter** (See detailed doc in DRC manual)

☐ **Open to host/support volunteer groups from other churches & organizations**

- ☐ We have space for teams to stay on site – classrooms, auditoriums etc.
- ☐ Shower trucks can park at church – Large 18 wheelers / mobile units
- ☐ Open to discuss possibility of supporting partner organizations at our church location in the event of major incident.

**Examples: Samaritan's Purse, Christ In Action, Mercy Chefs, HEB etc...*

☐ **Church Pastoral Leadership will collaborate with Disaster Relief Coordinator**

- ☐ Pre-disaster - church development plan - PLANNING
- ☐ During disaster - implement church plan - RESPONSE
- ☐ Post disaster - extended plan or exit strategy - RECOVERY

What areas of **RESPONSE** is your church best equipped for?

(List the names of people who come to mind from your congregation)

☐ Supporting Survivors – Emotional / Spiritual Care

Does your church have individuals trained in Shepherding?

☐ Debris Clean-up / Serve Teams – Physical Care

Do you have a serve culture and a way to communicate to those interested in serving through manual labor and support?

☐ Resource Management – Physical Care

Does your church have facilities to collect donations and distribute? to the affected communities?

☐ Feeding / Cooking Teams – Physical / Emotional Care

Does your church have a working kitchen? Do you have volunteers gifted with hospitality and cooking skills?

☐ Assessment – CISM / CERT – Emotional / Physical Care

Teams prepared to make door to door assessment and find needs of community.

☐ Communications – Liaison / Ham Radio

Specialized in communications with radio equipment ready to deploy.

☐ Administration – Physical / Emotional / Spiritual Care

Teams prepared to handle paper work and volunteer management?

Local Partners & Resources

[illegible]

Partners and relationships within your community and church who obtain certain resources that you could potentially call on in times of need. Examples: warehouse space, box company, food pantry, water distribution connection, tractor rental company, trash company, local officials, local Chick Fil A owner 😊

Pastor Disaster Response Guidelines

Top Things to Consider as You Prepare to Respond to Crisis

1. Identify and empower a Disaster Relief Coordinator (DRC) & Church Core Team (small group) to lead the response effort, which will significantly increase capacity to respond.
2. Assess the strengths and capabilities (resources) of your church and become aware of what other churches/organizations are doing. This will help avoid duplication and make sure all needs are being met.
3. Establish a clear communication process with staff, congregation and community.
4. Establish a simple call to action, like “Pray, Give, Serve” to offer everyone a part in the response.
5. Encourage His people to be trained in advance. Showing up at a disaster without proper training can be part of the disaster.
6. Identify needs that are not visible (emotional/spiritual) or future needs that will contribute to having the most effective, long-term impact. (e.g. the need for shepherding families)

How to be Most Effective in Response

1. Assess Impact
 - a. What specifically has happened? (flood, fire, tornado, man-made, evacuation)
 - b. What are the implications? (limited supplies in stores, etc.)
 - c. Where was the impact? (within or outside Greater Austin)
 - d. What is the level of impact on our neighborhood, city and county and who is actively involved? (our church, local pastors, ADRN, City/Co. Emergency Mgmt)
2. Assess Priorities (3Cs + Short/Long Term Needs)
 - a. FIRST: Church Staff – has anyone on staff been impacted? How can we rally support/resources to get staff strong first?
 - b. SECOND: Congregation – Can small groups help meet needs or do they need additional support from church or assistance from ADRN and other groups?
 - c. THIRD: Communities – How can we help meet the needs of the community in collaboration with other churches, organizations and local government?
 - d. What are the physical, emotional, and spiritual needs short-term? Long-term?
3. Assess Capability to Respond
 - a. How can we PRAY as a first response? (as staff, congregation, small groups, etc.)
 - b. What is our capacity to participate in this response? Can conflicting events be postponed or re-aligned to contribute to this response?
 - c. How are we equipped to help?
 - i. What needed resources can we provide? (shelter, supplies, etc.)
 - ii. What type of volunteer help is needed and can we provide it? (cleanup, shepherding families, emotional care)
 - iii. What kind of financial need is present and how can we help meet it?
4. Implement Strategies Developed by Area DRC Team (Communication Strategy, etc.)

ADRN Pre-Basic Training Guidelines

Church Name					
Date		Sector Leader & Sector #			
Church Address				City	Zip
Contact	Phone		Email		

What is Basic Training?

- ❖ Our most basic training, required to become an ADRN volunteer and pursue advanced training
- ❖ It is a 2.5 hour course: 1 hour dedicated to personal preparedness and 1.5 hours dedicated to introduce ADRN, what God is doing in this city, and the role God is leading them to
- ❖ Everyone who attends will receive a photo id badge and a pathway to pursue advanced training

Objectives of Hosting Basic Training

- ❖ Provide preparedness/training for His people to quickly & effectively bring relief to the hurting
- ❖ Build a team that will lead the response effort for your church: DRC (torch bearer) + Core Team
- ❖ Train 50 or more at each training (minimally need 30 to host training)

Steps to Host or Promote Basic Training

Determine (mark X) if you will host the training or promote only: ☐ Host or ☐ Promote

- Determine how your church will promote the training:** (1+ in box is REQUIRED to Host)

<input type="checkbox"/>	Play ADRN "Our Story" Video during announcements & have people sign up afterward
<input type="checkbox"/>	Allow ADRN Leadership to speak for 2+ minutes after service & have people sign up
<input type="checkbox"/>	Email entire church body with link to the 2 min ADRN Intro video + link to sign up online

<input type="checkbox"/>	Visit classrooms that meet on Sundays, share or play video, & pass around sign up sheet
<input type="checkbox"/>	Table in foyer with ADRN Display, brochures and sign ups
<input type="checkbox"/>	Show slide on big screen before/after service
<input type="checkbox"/>	Announcement / bulletin

- Determine which 3 to 4 Sundays it will be promoted:**

1		2		3		4	
What are the Sunday service times?							

- ❖ Emailing sign up sheets on Mon is necessary to prepare & send reminders

- Determine what resources would be most helpful:**

<input type="checkbox"/>	ADRN Trifold (with pictures), Banner ('2x'6) for table in foyer, brochures, Training Sign up sheets & reminders
<input type="checkbox"/>	Links to ADRN video, for online sign up, and the ADRN Logo (for website & brochures)
<input type="checkbox"/>	ADRN verbiage for announcement, bulletin or other communication

- Determine if additional provisions are desired:** (it is entirely up to the church)

<input type="checkbox"/>	Will the church provide childcare?
<input type="checkbox"/>	Will the church provide food/snacks/refreshments?

What is needed the night of training: Ability to set up 2 hours early, A/V equipment & 6 long tables.

REFERENCE

Becoming a Red Cross Church Shelter

Guidelines

The Red Cross typically sets up shelters in high schools or convention centers to handle the initial influx of survivors. After a few days, when the storm subsides, the majority of survivors will return home to check on the status of their homes. Some will decide they are not going back and will linger longer in Austin. After 4 or 5 days, the Red Cross will try to vacate the school or convention center and, at this point, they will transfer survivors to local church shelters. For your church to be a Red Cross shelter you should have the following:

- a. Gymnasium or multipurpose room where survivors can sleep
- b. Kitchen area to dispense meals
- c. Toilets
- d. Showers
- e. Side room to house dog kennels

The Red Cross will typically provide a shelter manager and volunteers to staff the shelter, but since they may be coming in from other parts of the country, your church should be prepared to staff the shelter during the first 24 hours. You should have a volunteer who has taken the Red Cross shelter manager course and several volunteers who have taken the Red Cross shelter worker course. Your shelter workers should be prepared to volunteer for the duration as they will be more familiar with where things are in their church. The Red Cross will arrive within the first 24 hours with a trailer full of blankets, paper plates, plastic utensils, cereal, milk, orange juice, coffee, towels, dog food, and kennels. However, your church should also store most of these items in order to operate the shelter until such time as the Red Cross arrives with their trailer.

The Red Cross insists on feeding the survivors, so don't plan on having church members show up with casseroles, etc. The city of Austin provides cots and will typically send in fire fighters to mark off your gym floor, with tape, creating a personal space around each cot, usually 20 square feet. Pillows and blankets are not provided by the city. Survivors will be at your shelter all day. They will need outlets to recharge their cell phones, probably toiletries, towels, blankets, and pillows. Some entertainment for the children would be greatly appreciated.

The Red Cross will typically reimburse the church for any expenses/damage they incur so keep records. Once your church houses survivors, you do not get the use of those rooms back for Sunday services. They belong to the Red Cross until the last survivor has left.

If your church plans to become a shelter, you have to be surveyed by the Red Cross. They will determine how many survivors your church facility can accommodate. Contact the local Red Cross for more details. Once approved, your church goes into a database and can be called on whenever disaster strikes. Volunteer workers who complete the Red Cross training also go into a

database and can be called on to serve at shelters other than your own church. Of course, you always have the option to decline.

Managing a shelter can be rewarding but also challenging. You may have homeless people show up, looking for a place to sleep, shower, and eat for a few days. Shelters are chaotic, dogs barking, kids running around, and adults frantically making phone calls all day and all night. Volunteer workers can stress out after manning 12 hour shifts. Your shelter manager has to be a “take charge” type of person who lays down the law and lets people know when they are out of line. The majority of survivors are grateful and will not be a burden, however, there is often the one exception who feels he/she is entitled and insists on better service. There may be a few lingering survivors who need encouragement moving on from the shelter to a more permanent residence. You may feel the need to employ the services of several ADRN chaplains and ADRN-trained shepherds.

Note: For collecting information on local Church / Facility Shelter-Storage-Distribution availability you may wish to use the [D22-T03-N003 ADRN Church Network Shelter-Storage-Distribution Availability Form-Call Log](#), or, verify that the information has already been collected by the Call Center.

For a list of Frequently Asked Questions (FAQs) see the [D22-T02-N008 ADRN FAQs - Becoming an Intermediate Church Shelter](#) document



Four Ways to Invest into ADRN

1. **Monthly Donation:** ADRN is trying to raise our monthly income to \$10,000 per month in order to help us adequately plan throughout the year and sustain our efforts. If your church would prayerfully consider placing ADRN on their yearly budget under local missions or outreach ministry, it would help us achieve this important goal. We frequently are asked how much do churches give on a monthly basis. Here are some suggestions, but some churches give above the amounts and some have given less than the amounts below:
 - a. 50 or less Members: \$10-25 per month
 - b. 51-250 Members: \$25-50 per month
 - c. 251-750 Members: \$50-\$100 per month
 - d. 751-2,000 Members: \$100-\$200 per month
 - e. 2,000 plus Members: \$200-\$300 per month
2. **Once-a-Year Giving:** ADRN greatly appreciates one-time gifts. Suggestions on how to give to ADRN once a year:
 - a. **Simply write a check from a yearly budgeted amount for ADRN.**
 - b. **Host a lunch or dinner event** for ADRN in order to give church members an opportunity to hear about ADRN and give. Some churches have also charged a specific amount for the food in order to give a donation to ADRN.
 - c. **Offer a 2nd collection basket for ADRN once a year.**
 - d. **Attend our annual “Light of Hope” Dinner and fundraiser event.** This event is typically held the first Saturday in May. Tables can hold 10 individuals or 5 couples. The cost to attend is free. One can also be a table host. A table host is an individual who is an advocate of the organization. One can consider hosting a table on behalf of a church. Table hosts invite their friends and acquaintances who would be interested in learning about local disaster relief through a united church response. ADRN is hoping to attract individuals or couples that may have an interest in investing into the ministry and/or establishing a long-term relationship.
 - e. **National Preparedness Month (Fundraiser):** Every September, ADRN plans to raise disaster funds for victims and the coordination of relief efforts in conjunction with our nation’s “National Preparedness Month.” ADRN will offer churches collection containers for members to fill with change and cash throughout the month of September.
3. **In-Kind Giving:** ADRN has specific equipment needs, office space needs, and printing needs. If you are able to help ADRN with one or more of these needs, please email Stephen@adrntx.org.
4. **Make an investment in our “Scholarship Training Fund”** so Christians throughout the Greater Austin area can attend our advanced trainings at a reduced rate or for FREE, depending on their financial situation.

ADRN "LIFE SUSTAINING CHURCH" PATHWAY

Life Sustaining Church	Level 1 Join & Engage	Level 2 Core Team Development	Level 3 Advanced Training / Dev	Level 4 Helping Neighbors	Level 5 Leading in Response
Church Size: 50 or less (Avg. Attendance)					
Church Engagement / Leadership Dev.		✓	✓	✓	✓
Church joined the Network	yes	yes	yes	yes	yes
DRCs appointed, trained & titled (fulfilling requirements)	1	2	2	2	2
Orientation hosted and/or promoted (1/yr encouraged)	yes	yes	yes	yes	yes
Preparedness Peace facilitated (1/yr encouraged)		yes	yes	yes	yes
Core Team established (meeting regularly)		yes	yes	yes	yes
DRSs (Shepherds) trained/titled (fulfilling all requirements)		1	2	3	3
DRS Lead (on the Core Team)		yes	yes	yes	yes
ADRN Chaplain (within the church)				yes	yes
HAM Radio Operater (within the church)				yes	yes
Incident Management Team (IMT) established					yes
Church Partnership					
Sponsored families affected by disaster		yes	yes	yes	yes
Monthly financial commitment to ADRN		\$10	\$25	\$40	\$40
Individual Preparedness					
Volunteers completed Orientation (% of church size)	5% or more	10% or more	15% or more	20% or more	20% or more
I AM Ready™ - Level 1 Volunteers (% of trained)	100%	80%	45%	20%	20%
I AM Ready™ - Level 2 Volunteers (% of trained)	0%	15%	30%	40%	40%
I AM Ready™ - Level 3 Volunteers (% of trained)	0%	5%	20%	25%	25%
I AM Ready™ - Level 4 Volunteers (% of trained)	0%	0%	5%	10%	10%
I AM Ready™ - Level 5 Volunteers (% of trained)	0%	0%	0%	5%	5%
Church Preparedness					
Church Mobilization Plan (plan to mobilize church body)			yes	yes	yes
Church Preparedness Plan (to respond if impacted)				yes	yes
Church is willing to open its doors as shelter for survivors				(encouraged)	(encouraged)

ADRN "LIFE SUSTAINING CHURCH" PATHWAY

Life Sustaining Church	Level 1 Join & Engage	Level 2 Core Team Development	Level 3 Advanced Training / Dev	Level 4 Helping Neighbors	Level 5 Leading in Response
Church Size: 51-250 (Avg. Attendance)					
Church Engagement / Leadership Dev.		✓	✓	✓	✓
Church joined the Network	yes	yes	yes	yes	yes
DRCs appointed, trained & titled (fulfilling requirements)	1	2	2	2	2
Orientation hosted and/or promoted (1/yr encouraged)	yes	yes	yes	yes	yes
Preparedness Peace facilitated (1/yr encouraged)		yes	yes	yes	yes
Core Team established (meeting regularly)		yes	yes	yes	yes
DRSs (Shepherds) trained/titled (fulfilling all requirements)		2	4	6	6
DRS Lead (on the Core Team)		yes	yes	yes	yes
ADRN Chaplain (within the church)				yes	yes
HAM Radio Operater (within the church)				yes	yes
Incident Management Team (IMT) established					yes
Church Partnership					
Sponsored families affected by disaster		yes	yes	yes	yes
Monthly financial commitment to ADRN		\$25	\$50	\$75	\$75
Individual Preparedness					
Volunteers completed Orientation (% of church size)	5% or more	10% or more	15% or more	20% or more	20% or more
I AM Ready™ - Level 1 Volunteers (% of trained)	100%	80%	45%	20%	20%
I AM Ready™ - Level 2 Volunteers (% of trained)	0%	15%	30%	40%	40%
I AM Ready™ - Level 3 Volunteers (% of trained)	0%	5%	20%	25%	25%
I AM Ready™ - Level 4 Volunteers (% of trained)	0%	0%	5%	10%	10%
I AM Ready™ - Level 5 Volunteers (% of trained)	0%	0%	0%	5%	5%
Church Preparedness					
Church Mobilization Plan (plan to mobilize church body)			yes	yes	yes
Church Preparedness Plan (to respond if impacted)				yes	yes
Church is willing to open its doors as shelter for survivors				(encouraged)	(encouraged)

ADRN "LIFE SUSTAINING CHURCH" PATHWAY

Life Sustaining Church	Level 1 Join & Engage	Level 2 Core Team Development	Level 3 Advanced Training / Dev	Level 4 Helping Neighbors	Level 5 Leading in Response
Church Size: 251-750 (Avg. Attendance)					
Church Engagement / Leadership Dev.		✓	✓	✓	✓
Church joined the Network	yes	yes	yes	yes	yes
DRCs appointed, trained & titled (fulfilling requirements)	1	2	3	4	4
Orientation hosted and/or promoted (1/yr encouraged)	yes	yes	yes	yes	yes
Preparedness Peace facilitated (1/yr encouraged)		yes	yes	yes	yes
Core Team established (meeting regularly)		yes	yes	yes	yes
DRSs (Shepherds) trained/titled (fulfilling all requirements)		2	6	10	10
DRS Lead (on the Core Team)		yes	yes	yes	yes
ADRN Chaplain (within the church)				yes	yes
HAM Radio Operater (within the church)				yes	yes
Incident Management Team (IMT) established					yes
Church Partnership					
Sponsored families affected by disaster		yes	yes	yes	yes
Monthly financial commitment to ADRN		\$50	\$75	\$100	\$100
Individual Preparedness					
Volunteers completed Orientation (% of church size)	5% or more	10% or more	15% or more	20% or more	20% or more
I AM Ready™ - Level 1 Volunteers (% of trained)	100%	80%	45%	20%	20%
I AM Ready™ - Level 2 Volunteers (% of trained)	0%	15%	30%	40%	40%
I AM Ready™ - Level 3 Volunteers (% of trained)	0%	5%	20%	25%	25%
I AM Ready™ - Level 4 Volunteers (% of trained)	0%	0%	5%	10%	10%
I AM Ready™ - Level 5 Volunteers (% of trained)	0%	0%	0%	5%	5%
Church Preparedness					
Church Mobilization Plan (plan to mobilize church body)			yes	yes	yes
Church Preparedness Plan (to respond if impacted)				yes	yes
Church is willing to open its doors as shelter for survivors				(encouraged)	(encouraged)

ADRN "LIFE SUSTAINING CHURCH" PATHWAY

Life Sustaining Church	Level 1 Join & Engage	Level 2 Core Team Development	Level 3 Advanced Training / Dev	Level 4 Helping Neighbors	Level 5 Leading in Response
Church Size: 751-2000 (Avg. Attendance)					
Church Engagement / Leadership Dev.		✓	✓	✓	✓
Church joined the Network	yes	yes	yes	yes	yes
DRCs appointed, trained & titled (fulfilling requirements)	1	2	3	4	4
Orientation hosted and/or promoted (1/yr encouraged)	yes	yes	yes	yes	yes
Preparedness Peace facilitated (1/yr encouraged)		yes	yes	yes	yes
Core Team established (meeting regularly)		yes	yes	yes	yes
DRSs (Shepherds) trained/titled (fulfilling all requirements)		5	10	15	15
DRS Lead (on the Core Team)		yes	yes	yes	yes
ADRN Chaplain (within the church)				yes	yes
HAM Radio Operater (within the church)				yes	yes
Incident Management Team (IMT) established					yes
Church Partnership					
Sponsored families affected by disaster		yes	yes	yes	yes
Monthly financial commitment to ADRN		\$100	\$150	\$200	\$200
Individual Preparedness					
Volunteers completed Orientation (% of church size)	4% or more	8% or more	12% or more	15% or more	15% or more
I AM Ready™ - Level 1 Volunteers (% of trained)	100%	80%	45%	20%	20%
I AM Ready™ - Level 2 Volunteers (% of trained)	0%	15%	30%	40%	40%
I AM Ready™ - Level 3 Volunteers (% of trained)	0%	5%	20%	25%	25%
I AM Ready™ - Level 4 Volunteers (% of trained)	0%	0%	5%	10%	10%
I AM Ready™ - Level 5 Volunteers (% of trained)	0%	0%	0%	5%	5%
Church Preparedness					
Church Mobilization Plan (plan to mobilize church body)			yes	yes	yes
Church Preparedness Plan (to respond if impacted)				yes	yes
Church is willing to open its doors as shelter for survivors				(encouraged)	(encouraged)

ADRN "LIFE SUSTAINING CHURCH" PATHWAY

Life Sustaining Church	Level 1 Join & Engage	Level 2 Core Team Development	Level 3 Advanced Training / Dev	Level 4 Helping Neighbors	Level 5 Leading in Response
Church Size: 2000 or more (Avg. Attendance)					
Church Engagement / Leadership Dev.		✓	✓	✓	✓
Church joined the Network	yes	yes	yes	yes	yes
DRCs appointed, trained & titled (fulfilling requirements)	1	2	3	4	4
Orientation hosted and/or promoted (1/yr encouraged)	yes	yes	yes	yes	yes
Preparedness Peace facilitated (1/yr encouraged)		yes	yes	yes	yes
Core Team established (meeting regularly)		yes	yes	yes	yes
DRSs (Shepherds) trained/titled (fulfilling all requirements)		6	12	20	20
DRS Lead (on the Core Team)		yes	yes	yes	yes
ADRN Chaplain (within the church)				yes	yes
HAM Radio Operater (within the church)				yes	yes
Incident Management Team (IMT) established					yes
Church Partnership					
Sponsored families affected by disaster		yes	yes	yes	yes
Monthly financial commitment to ADRN		\$100	\$200	\$300	\$300
Individual Preparedness					
Volunteers completed Orientation (% of church size)	3% or more	6% or more	8% or more	10% or more	12% or more
I AM Ready™ - Level 1 Volunteers (% of trained)	100%	80%	45%	20%	20%
I AM Ready™ - Level 2 Volunteers (% of trained)	0%	15%	30%	40%	40%
I AM Ready™ - Level 3 Volunteers (% of trained)	0%	5%	20%	25%	25%
I AM Ready™ - Level 4 Volunteers (% of trained)	0%	0%	5%	10%	10%
I AM Ready™ - Level 5 Volunteers (% of trained)	0%	0%	0%	5%	5%
Church Preparedness					
Church Mobilization Plan (plan to mobilize church body)			yes	yes	yes
Church Preparedness Plan (to respond if impacted)				yes	yes
Church is willing to open its doors as shelter for survivors				(encouraged)	(encouraged)