



DISASTER MANAGEMENT MANUAL

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Texas Ministries of the Church of God
Disaster Relief Program

*"In you our fathers trusted; they trusted,
and you delivered them." Psalm 22:4*

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1.0 INTRODUCTION

Disaster will strike. It is not a matter of “if” but “when.” While preparation and forethought cannot prevent the disaster itself, they can make sustainability and recovery less burdensome for those involved.

The church has historically been an important source of help and hope during a disaster. In fact, Christian churches and nonprofits across the country typically take the lead in disaster relief efforts. For example, during Hurricane Harvey (August 17, 2017), faith-based relief groups accounted for 75% of aid delivered, according to *USA Today* and Greg Forrester, CEO of the National Voluntary Organizations Active in Disaster (NVOAD).” Without a doubt, God’s Church is important in times of national and regional crises and our support in times like these make God look glorious to those with eyes to see. As a missional entity, the Texas General Assembly of the Church of God (d/b/a Texas Ministries of the Church of God), hereinafter referred to as TXM, wants to ensure the gospel is proclaimed even in times of disaster relief.

2.0 DEFINITION OF A DISASTER

A disaster may be defined as a sudden, calamitous event that seriously disrupts the functioning of a community (or society) and causes human, material, and economic or environmental losses that exceed the community's or society's ability to cope using its own resources. The critical aspect in this definition is not the event itself, as we live in a fallen world both morally and naturally; rather, it is the ability to recover from the disruption.

Disaster recovery envisions returning the community, its people, and its organizations to a state of similar operation as measured by the pre-disaster life. While the church should certainly assist with the tangible elements of disaster, she must not forsake her spiritual role in the dispensing of hope and positivity for those who are suffering.

TXM identifies the following as disaster related events:

- Natural Disaster - A natural disaster is characterized by the abnormal intensity of a natural agent (hurricane, tornado, fire, flood, mudslide, earthquake, avalanche, drought) when the usual measures to be taken to prevent this damage were not able to prevent their emergence or were not able to be taken.
- Man-made disasters - Man-made disasters are the result of human intent, error, or as a result of failed systems. They can be divided into categories such as terrorism, technological hazards, transportation hazards and environmental accidents.
- Pandemic occurrences - A pandemic is defined as “an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people.”¹

3.0 DISASTER PLANNING

In general, emergency and disaster planning involve a coordinated, co-operative process of preparing to match urgent needs with available resources. Emergency planning is an exploratory process that provides generic procedures for managing unforeseen impacts and should use

¹ Last JM, editor. A dictionary of epidemiology, 4th edition. New York: Oxford University Press; 2001.

carefully constructed scenarios to anticipate the needs that will be generated by foreseeable hazards when they strike.

This preparation is accompanied and guided by a customized emergency plan. The emergency plan is a written document shared between participants and stakeholders specifying tasks and responsibilities adopted in the multi-agency response to the emergency.²

Participants in an emergency plan may include, but is not limited to, the following:
Case Manager, Recipient, Partnering Resources,

Key Stakeholders in an emergency may include, but is not limited to, the following:
TXM, DMT, Recipients, Texas Revolving Loan Fund, the Concilio Sur Centro de la Iglesia de Dios (Concilio), the Texas State Association (TSA), and Partners of the TXM.

The Disaster Relief Program of the TXM recognizes the following four stages of disaster relief. This document outlines implementation of support during each of the four stages.

1. **Rescue:** helping people find safety by escaping the hazards of the event.
2. **Relief:** providing necessary resources to sustain life in the interim.
3. **Recovery:** providing additional resources to rebuild life after the event.
4. **Development:** implementing a strategy to minimize future impact.

4.0 THE GOAL

At its most basic core, the goal of the Disaster Relief Program is *to restore every impacted congregation to 100% of its pre-disaster ministry capacity*, to the extent we are able to do so. The phrase “ministry capacity” envisions the following (in order of priority) where applicable to the disaster, as resources and funds are available:

- 1) The pastor and those living with him/her are made whole in body, spirit, and “house,” where house means the physical and economic structure to undergird the supporting of natural life. The pastor and his/her home are first priority as the church will struggle to thrive without a fully functioning pastor.
- 2) The congregational facility is returned to full functioning pre-disaster ministry capacity.
- 3) Congregational members have their vital needs addressed.
- 4) The community is served by acts of love as the local church seizes the opportunity to be the hands of Jesus.
- 5) All those in affected areas who are touched by the work of the local church and her ministry of presence will see love demonstrated.

To this end, this manual serves an important role. It will help Church of God congregations in Texas become part of a resilient community by addressing their own vulnerabilities. Unless a church does this, she cannot effectively render assistance to others in the wake of a disaster. In

² <http://naturalhazardscience.oxfordre.com/view/10.1093/acrefore/9780199389407.001.0001/acrefore-9780199389407-e-12>

addition, this disaster manual will help the state office effectively coordinate available resources to areas of greatest needs from a posture of fairness and equitableness to the partners involved.

5.0 THE DISASTER MANAGEMENT TEAM

The Disaster Management Team (DMT) consists of five (5) pastors or lay people of high Christian character who are actively involved in the TXM, including the following: (1) Chairperson, one (1) Secretary/Treasurer, one (1) Representative of the Texas Revolving Loan Fund (TRLF), and two (2) members-at-large. The Team should include representation from the Concilio Sur Centro de la Iglesia de Dios (Concilio), and the Texas State Association (TSA). The State Administrator for TXM is also an ex-officio member to the DMT.

The State Administrator is responsible for appointing the Chair of the DMT. The Chair, in consultation with the State Administrator, is responsible for appointing the remaining DMT members. Any member of the TXM may make recommendations or nominations for the DMT based on their knowledge of individuals across the state. Nominations should be forwarded to the Chair for consideration. The Chair will inform the State Administrator of any change in team members. There is no term limit for the DMT, although members are asked to commit for a minimum of three years.

The following outlines the duties of each member of the DMT.

- Chairperson (Chair)– The Chair shall be responsible for ensuring that all efforts of the DMT remain in line with the stated purposes of the Disaster Relief Program, and the TXM Assembly. He/she is chiefly responsible to preside at the DMT Meetings and shall maintain orderly communication and operations, including the management of the DMT budget.
 - The Chair is responsible for setting daily/weekly meetings as needed for assessment for the duration of each crisis.
 - The Chair will make a formal report to State Administrator after each DMT meeting and decision.
 - It is the Chair’s responsibility to ensure each member has undergone preparedness training (online if necessary) and maintain appropriate documentation for each team member. The Chair will decide which training is mandatory.
 - The Chair will assign each member of the DMT a partnering source (e.g. FEMA, Red Cross, State of Texas Assistance).
 - Chair will establish case files for each applicant.
 - Chair will select case manager for oversight of each case as they come in.
 - The Chair will communicate with the accounting team for disbursements.
 - DMT Chair will provide weekly updates and communication through the state newsletter on how to prevent or manage a disaster.
 - In the event he/she is unable to fulfill the duties assigned, the State Administrator shall select a replacement from the TXM membership.
- Secretary/Treasurer – The Secretary/Treasurer shall be responsible for keeping minutes and accurate records of meeting decisions. The Secretary/Treasurer shall distribute a copy

of the minutes to the DMT within two business days after each meeting. The Secretary/Treasurer shall be responsible for maintaining accurate records of funds received and disbursed for disaster management. The Secretary/Treasurer will maintain a list of people and resources available for disaster calls as reported by the DMT. The Secretary/Treasurer shall maintain the disaster files and report to the DMT on each disaster.

- Representative of the TRLF - The TRLF Representative shall be the Secretary-Auditor of the TRLF, or his/her designee. He/she shall be responsible for ensuring the TRLF is appropriately notified of any requests for resources and will provide oversight on distribution of approved Disaster Relief funds.
- Representative from the Concilio – The Representative from the Concilio shall be responsible for ensuring the Concilio is appropriately notified of any requests for resources and will provide oversight on distribution of approved Disaster Relief funds.
- Representative from TSA – The Representative from the TSA shall be responsible for ensuring the TSA is appropriately notified of any requests for resources and will provide oversight on distribution of approved Disaster Relief funds.

In addition to individual roles, all members of the DMT will be responsible for the following duties.

- Each DMT member will uphold in prayer: the team, the state of Texas, and all applicants who are experiencing disasters.
- Complete preparedness training (online if necessary) and provide certificate of completion to the Chair. The Chair will decide which training is mandatory.
- Meet as a team by May 15th each year, to prepare for the beginning of hurricane season.
- Actively participate in all meetings called by the Chair.
- Promptly respond to requests by the Chair.
- Each member will be assigned a partnering source(s) by the Chair (e.g. FEMA, Red Cross, State of Texas Assistance). It is each member's responsibility to research appropriate resources, contact persons, and provide details for accessing resources for their partnering source(s).
- If a member receives a request for assistance, educate potential applicants of the online process. Members of the DMT may choose to support the process by walking applicants through the online process if they are having difficulty accessing or completing the online application.
- The DMT will assess each application or request for resources as a team.
- The DMT will check qualifications of a church or person's affiliation with the TXM on a case by case basis.
- The DMT may be called on to support the education and training of every church and person's level of preparedness for dealing with disaster. The DMT may be called on to support face-to-face or asynchronous/synchronous online education and training to each church for implementing the DMT. The DMT or designee will be responsible for creating the training and updating the training to maintain currency and accuracy.
- The DMT will provide names and contact details to the Secretary/Treasurer for people and resources who are available to help with disaster calls.

- The Chair will assign all cases to DMT members on a rotating basis. Each DMT member will serve as Case Manager and provide oversight of their cases. For each approved case, Case Managers will complete a minimum of two site visits at the beginning and end of the process and report findings to the DMT. Case Managers may be required to complete a minimum of one site visit for cases that are denied as a part of the vetting process.

6.0 POLICIES IN DEALING WITH A CRISIS

The role of policy in dealing with disaster is to ensure the equitable distribution of resources in line with the values and mission of the organization. Maintaining this fiduciary responsibility can be difficult to uphold, especially when the policy does not work in favor of an entity applying for aid. The following policies serve as lanes in which the Disaster Management Team (DMT) shall drive.

- 1) The Recipient must be a Church of God (CHOG) congregation or pastor in Texas, unless the TXM Board of Ministry (BOM) has approved support for non-Texas regions or communities. Congregational assistance may only be granted to those churches meeting the following criteria.
 - a. Churches will demonstrate insurance equivalent to the value of the church property at a minimum.
 - b. Churches will have an effective conditional deed in place (if relief is \$10,000.00 or higher). If a conditional deed is not currently effective, the church must agree in writing to establish one before work can begin. The conditional deed should be designated to the Texas Ministries of the Church of God.
 - c. Church must be a congregation in good standing with the CHOG in Texas.
 - d. Church must be led by a Pastor in good standing with the CHOG in Texas.
 - e. Church must have demonstrated financial support of the TXM in recent past as defined by the Team.
- 2) Each congregation receiving help must invest some of their own resources into the recovery project, to the extent able and as acceptable by the DMT.
- 3) A needs assessment must be performed by the assigned Case Manager of the TXM Disaster Management Team and supported by insurance quotes, contractor quotes, or requested documentation. A site visit is also required by the Case Manager as part of the application process.
- 4) Disaster funds must be used for intended purposes, according to the outlined emergency plan.
- 5) Recipients of assistance must provide receipts or other documentation of purchases made with disaster funds.
- 6) Photos are required along with application and other supporting documentation.
- 7) Complete and accurate financial records of the church will be required as a condition of the disaster fund granting process.
- 8) Funds will be disbursed as soon as possible in the manner most conducive to the Assembly. While the TXM seeks to distribute all funds as quickly as possible, a variety of conditions may mean the church needs to extend resources and then receive funds later.

- 9) Exceptions to this policy require DMT approval. An exception for congregations not meeting the stated criteria may be considered by the DMT.

7.0 PROCESS FOR REQUESTING ASSISTANCE

Call 911 if the crisis requires immediate medical attention, search and rescue, or the intervention of other first responders. Recipients must meet the criteria outlined in the previous section in this document to be considered a valid case. Assistance from the TXM Disaster Relief Program must be formally requested by a potential Recipient (typically the pastor) through the online application process (Form DRP1) for consideration. Supporting documentation must accompany the application. DMT members are available to assist with completing the online application.

In the event of disasters that impact one's ability to access the online application, or for an emergency requiring immediate intervention, emergency requests may be made in the interim by contacting the DMT Chair or the TXM State Office by telephone or email to start a case. The State Administrator or BOM may also request emergency assistance on behalf of a potential Recipient. The online application must be completed within two weeks of the emergency request for the case to move forward.

8.0 DISTRIBUTION OF FUNDS AND RESOURCES

The following steps will take place once the application or request has been received.

- 1) The DMT Chair will open a case file. The case file will contain all materials pertaining to the designated case, including but not limited to the application materials and supporting documents, copy of meeting minutes with decisions pertaining to the case, emergency plan, and disbursement receipts.
- 2) The DMT makes daily assessments (or as needed) for requests of assistance and determines the request is a valid case for disaster relief purposes.
- 3) Within three business days of opening the case file, the Chair assigns a DMT Case Manager (DMT member) to the case.
- 4) The Case Manager will reach out to the Recipient within three business days to schedule a meeting and a site visit. The initial meeting may be by Zoom or in person. The Case Manager will also schedule a site visit within the first two weeks to confirm the reported damage.
- 5) The DMT does its due diligence by reviewing the application or request along with all supporting documentation, in addition to the report of the Case Manager's site visit.
- 6) The DMT reviews the budget and resource list to assess for available resources.
- 7) The DMT approves, defers, or denies the application or request. The DMT may defer due to the need for additional documentation. Further documentation may be requested at this time, and the DMT will provide a deadline for receiving said documentation. Applicants may request an extension of the deadline for just cause.
- 8) The DMT may deny a case including but not limited to the following reasons: if it is considered an invalid case, documentation is missing or incomplete, or if there are insufficient funds to support the request. If the case is denied, or if documentation is not received by the deadline given, the case is closed.

- 9) If the case is deferred, the DMT will await the requested documentation and start again with step 3 when it is received.
- 10) Once the application is approved, the case moves forward. (From this point forward the applicant will be referred to as the Recipient.)
- 11) The Case Manager works with the Recipient to develop an emergency plan that is appropriate to the situation.
- 12) Within five business days after the emergency plan has been established, the DMT Chair initiates distribution of funds according to the schedule in the emergency plan by contacting the accounting team directly.
- 13) Checks will be distributed directly to vendors when possible.
- 14) The Case Manager works with the Recipient to fulfill the steps in emergency plan. The Case Manager will stay in close contact with the Recipient (via phone, Zoom, site visits, email) throughout the process of implementation and will be available for questions as needed. The Case Manager will regularly report to the DMT on progress of the emergency plan.
- 15) Once the emergency plan has been completed, the Case Manager will complete a final site visit and report to the DMT.
- 16) The DMT Chair will close the case after the site visit and completion of the emergency plan.
- 17) The DMT Chair will distribute a survey to the Recipient within 30 days of case closure, as a means to evaluate the DMT process and recommend improvements.

9.0 COMMUNICATION

This section contains information on how the DMT communicates internally as well as across the state (before, during, and after a disaster). Appendix A has also been created as a checklist for churches to consider in preparation for a disaster.

9.1 Before the Disaster Strikes

When possible, the DMT should prepare before the disaster. Some things can be done well in advance of a disaster, and others may occur as an impending storm or disaster (e.g. hurricane warning) is in effect. This section outlines steps the DMT will take to prepare for impending disasters before they strike.

- The DMT members will be on call to provide assistance during any pre-disaster timeframe.
- The DMT will send pre-storm blast communication via text-alert to all pastors and members on the database system. Chair, or Chair designee, shall be responsible for sending the communication. This communication may include, but is not limited to:
 - Steps for pre-storm preparations
 - Directions for seeking assistance from the DMT
 - Requests for second responders
 - Requests for materials and supplies
- The DMT will identify specific churches who are in the potential disaster zone. Chair will schedule a ZOOM pre-hazard/disaster call before the disaster is anticipated to strike. All pastors in the disaster zone will be invited to attend. The DMT members

- are encouraged to attend to address any questions and introduce the team. The purpose of the call is to offer support and encouragement and educate pastors on the process for seeking assistance from the DMT.
- Main DMT Office will also prepare for a disaster by doing the following. (This is a best practice for church offices in preparation for a disaster as well):
 - Website conversion to Disaster mode
 - Records: maintaining organizational integrity
 - Archive/preservation of important documents and records
 - Maintain files in a central location as with other state ministerial files
 - DMT will replace or duplicate paper documents (e.g. contribution reports, financial reports, historical documents, etc.) with offsite (e.g. cloud) data backup.
 - DMT will collect office supplies and equipment as needed

9.2 During and Immediately Following the Disaster

During the disaster, the DMT may be called on to assist with immediate requests related to rescue (e.g. identify or establish evacuation relief centers for shelter). Immediately following the disaster, applications for relief are likely. The DMT will be available to assess the applications in process.

- The DMT may be involved in assessing the need for immediate relief. The use of an immediate assessment inventory where DMT members will ask basic needs questions provides a standard process to assess for safety and security.
- DMT Chair will provide weekly updates and communication through the state newsletter on disaster relief, churches who are in the disaster zone, and how other churches may become involved in helping with relief efforts.
- In accordance with 11.0, the DMT will advertise in the state newsletter, nationally, through state and national CHOG websites, and other means regarding accepting funds and needs for distribution. These communications will ramp up when there is an impending disaster, or immediately following a disaster.
- Handheld devices (maintained in the central state office) may be used during power outages so that DMT members and the State Administrator can have constant communication.
- Recovery begins with filing appropriate claims. DMT may assist requesters with filing insurance claims.

9.3 Post-Disaster

- Immediately following a disaster, the DMT Chair will provide weekly updates and communication through the state newsletter to include, but is not limited to, the names and roles of the DMT member positions, how to access the TXM Disaster Relief assistance, links to the online application, disaster prevention, how to help for this specific disaster, etc.

- Chair will assign churches in the disaster zone for the DMT to call and check in with the Pastor.
- DMT will review surveys and evaluate successes and needs for improvement based on survey results and hands-on work. Feedback after the disaster may come from a variety of sources:
 - Those served
 - Those who served others
 - DMT
 - Partners
 - State Office
- Case Manager will report back regularly during the disaster and provide an after-disaster summary.
- The DMT will spread the word on good things that have been accomplished across the state. They will share the stories of aid to the state office and congregations through personal communication, newsletter articles, etc. God will be given the glory in all circumstances.

9.4 In Between Disasters

When a disaster is not currently happening or imminent, it is a good opportunity for the DMT to reflect and prepare for future disasters. The following activities will support the team:

- Review open cases and ongoing processes for fulfilling emergency plans.
- Regional broadcast via DMT contact (text or email).
- DMT Chair may provide ongoing updates and communication through the state newsletter on how to prevent or manage a disaster. The communication may include, but is not limited to, the names and roles of the DMT member positions, how to access the TXM Disaster Relief assistance, links to the online application, disaster prevention, how to help in times of a disaster, etc.
- DMT will refresh training and knowledge of FEMA guidelines related to disaster at hand.
- Review the Disaster Relief Program Manual for any revisions.

10.0 ACTIONS WHEN DISASTER STRIKES

Churches may find disaster relief as a prime opportunity to conduct outreach to the community. When disaster strikes, an appropriate location will be designated as a distribution center to maintain emergency supplies and relief materials. Once an appropriate supply location is designated, the team will work with the location to ensure the proper emergency supplies are available for each church or pastor across the state. See Appendix B for suggested list of materials.

11.0 RESOURCE GATHERING & DISPENSING

The DMT will advertise in the state newsletter, nationally, through state and national CHOG websites, and other means regarding accepting funds and needs for distribution. These communications will ramp up when there is an impending disaster, or immediately following a disaster.

11.1 Ways to give to DMT

There are a variety of ways an individual or organization may give to DMT for disaster relief. Contact one of the DMT members for ways you can help. Multiple sources include, but are not limited to, the following:

- Donate funds through one of the methods listed in the next section. Donations may be tax-deductible.
- Donate supplies. Contact the DMT on supplies that are needed, and where to drop off your supplies.
- Formulate work crews. You may organize interest through local congregations, or work with state's women, men or other special interest groups.
- The DMT will maintain a list of specialists who can be called to assist in disaster relief. You may nominate yourself as a "second responder" by sending an email or calling the Chair of the DMT. We are in need of the following:
 - Carpenters, Welders, Plumbers, Roofers
 - Laborers for pulling carpets, floors, wet woodwork
 - Crisis Counselors
 - Child Care Workers
 - Cooks
 - Information Technology Specialists

11.2 How DMT receives funds

Disaster Relief funds are routed through the TXM for accounting purposes. The TXM budget contains Disaster Relief. Funds may also be designated for Disaster Relief in excess of the annual budget. **Please note "Disaster Relief" on the memo.** Donations may be received from a variety of methods including, but not limited to, the following:

- Checks payable to Texas Ministries of the Church of God, 3715 Preston Avenue, Pasadena, Texas 77505 (Memo: Disaster Relief)
- Online donation via TXM website: texaschurchofgod.org
- Wire transfer (contact the state office at 281-487-4283).

12.0 DISASTER ACCOUNTING & REPORTING PROCESS

The DMT will maintain accurate and complete records of each case. In addition, the DMT will maintain accurate and complete records on each disaster. All files will be maintained at the state office, or in an online environment for easy access across the state. The Chair will provide a

summary of all disasters at the annual TXM Assembly, with relevant statistics and information pertaining to each disaster based on the information contained in the following files.

12.1 Case Files

Each case will have a file which contains all documentation from point of application on, including the following:

- Name of church, contact details, Pastor, location, nature of the disaster, nature of the damage, type of assistance needed, bank account details
- Application and supporting documents
- Minutes of DMT meeting decisions pertaining to the case
- Case Manager reports
- List of volunteer workers, where they came from, and what they donated
- Number of service hours donated from all volunteer workers
- Charitable giving credit for cash gifts and gifts-in-kind
- Property, supplies, or monetary gifts donated to the project
- Accounts payable/receivable for the ongoing project
- Final reports on the project

12.1 Disaster Files

Each disaster will also have a file which contains all documentation related to the disaster relief. This is for accounting, accountability, and reporting purposes. Also, as we build a list of supporters, we can potentially call on them for future disasters. This file will be managed and updated by the Secretary/Treasurer and may be kept in a spreadsheet online which can be accessed by key stakeholders.

- Names of churches, contact details, pastor, location, nature of the disaster, nature of the damage, type of assistance needed.
- Charitable giving credit for cash gifts and gifts-in-kind
- Accounts payable/receivable for the disaster
- List of volunteer workers, where they came from, and what they donated by site
- Aggregated number of service hours donated from all volunteer workers, and number of service hours by case
- Charitable giving credit for cash gifts and gifts-in-kind
- Property, supplies, or monetary gifts donated to the disaster
- Copy of final reports on each case
- Summary report of the disaster with statistics to be included in the overall summary report for the annual assembly

13.0 PARTNERSHIP AWARENESS

The DMT will maintain a list of partners to support the disaster relief process. Each DMT member will serve as liaison with one or more partners. Appreciation letters will be sent by the DMT liaison to partners and donors within one week of receipt of their support. Appendix C contains a list of partners.

14.0 USES OF THIS DOCUMENT

The Disaster Management Manual will be used as follows:

- This Manual will be posted on the TXM website so churches will know how to access resources and understand the parameters of the Disaster Relief.
- It will serve as a training document so the DMT knows what to do in the event of a crisis, and how to help.
- This will ensure DMT follows due process in each crisis, which helps decrease risk and liability to TXM and DMT and helps churches understand what they need to do to ensure they are a valid case.

Appendix A

Church Leaders and Family Pre-Disaster Preparedness

Decreasing vulnerability will help churches become more resilient. This will allow them to serve those affected by disaster in their own church. Every church is encouraged to understand its unique mission, identify talents, inventory resources, develop a plan, assemble a disaster management team, provide training, test and maintain equipment at least annually, and engage in training exercises to test the plan.

When possible, church leaders should prepare before the disaster. Some things can be done well in advance of a disaster, and others may occur as an impending storm or disaster (e.g. hurricane warning) is in effect. The following checklist may be helpful for churches as well as families in your community.

- Review the Disaster Management Manual for TXM ([LINK?](#)).
- Church leaders should be familiar with emergency preparation, for example [Church Emergency Preparedness Resources](#)
- Families should be familiar with preparedness plans, for example the [Red Cross Disaster Preparedness Plan](#).
- Develop an emergency plan.
- Establish a means of communication between the church and its members (e.g. [AlertFind](#)).
- Practice and maintain your plan.
- Evaluate, improve and update the emergency plan at least annually.
- Gather your disaster supply list.
- Get informed about hazards and emergencies that may affect you and your family.
- Collect and assemble disaster supplies kit.
- Learn where to seek shelter from all types of hazards.
- Identify the community warning systems and evacuation routes.
- Include in your plan required information from community and school plans.
- Learn what to do for specific hazards.
- Keep a full tank of gas in your car if an evacuation seems likely. Gas stations may be closed during emergencies and unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay.

In preparation for an imminent disaster, safeguard records and church information.

- Website conversion to Disaster mode
- Records: maintaining organizational integrity
- Archive/preserve important documents and records
- Consider how you will save or replace paper documents if destroyed in a disaster (e.g. contribution reports, financial reports, historical documents, etc.)
- Consider offsite (e.g. cloud) data backup.
- Collect office supplies and equipment as needed

Appendix B Emergency Supplies List

- Water
- Masks
- Hair covering
- Mops
- Brooms
- Brushes
- Buckets
- Soap
- Sponges
- Heavy cleanser
- Heavy bleach
- Hammers
- Nails
- Sheet rock
- Tape
- Non-perishable food items
- Trash bins
- Backup generator to have the office available for receiving and dispatching news

Appendix C Partners

The following is a working list in progress. The DMT will update contact details as needed.

- FEMA – Mr. Greg Haire, Corpus Christi Office
- www.fema.gov – and www.fema.dhs.gov Office: 718-747-4519, Cell: 713-201-4224
- State of Texas – filing through the governor’s office
- Church of God Ministries – www.jesusisthesubject.org
- Texas General Assembly of the Church of God (d/b/a Texas Ministries of the Church of God) – special requests for offerings
- Red Cross – www. <https://www.redcross.org/>
- Salvation Army – <https://www.salvationarmyusa.org/usn/> get a connection
- Novad - <https://www.novadconsulting.com/contact-us.html>
- Missionary Action Group (Leslie Thurston, Kilgore, Texas)
- Crisis donors (if they gave once they might give again)