

September 4, 2011

UCG Disaster Plan

United Church of Gainesville
1624 NW Fifth Avenue
Gainesville, FL 32603
352-378-3500
www.ucgainesville.org

The UCG plan covers 3 areas of response

1. **Individuals/families of the congregation:** this focuses on assistance to those in the UCG community who are infirm, handicapped or otherwise at risk for not being able to respond adequately to a local disaster problem. This includes certain elderly individuals who are essentially shut-ins.
2. **The UCG physical facility:** this involves the typical elements associated with upkeep and maintenance of emergency supplies, work plans and procedures relating to the church property. The use of a checklist (refer to item 5, a-g) assists UCG staff in implementing this part of the plan.
3. **Areas outside of the UCG community** such as the neighborhood next to the church or the greater Gainesville area: the UCG disaster plan does not address this area since regional community disaster plans provide for this type of response. State-wide outreach by UCG (such as the Biloxi work trips) is not addressed in this plan.

The Disaster Awareness and Response Team (DART)

In order to coordinate a UCG response effort, a core group is established that consists of 6-8 people who are associated with/members of UCG. Members might be skilled in, for example: 1) electronic/cellular/short-wave communications 2) team leadership skills/ personnel relations 3) construction and machinery skills 3) medical/nursing skills 4) knowledge of public resources.

The activities of the DART are intended to be for the purpose of stabilization only until such time that other community resources (e.g., city, county units and private resources) can respond.

Functions of the DART include:

1. Meet as required, select a chairperson and develop a method of communication among DART members (e.g., development of phone or email tree) so that in the event of an emergency the resources of the church community can be accessed.

2011 DART Chairperson:

Charles Williams, MD
Office: 352-294-5050
Fax: 352-392-3051
willicx@peds.ufl.edu

2. Identify, if needed, local contacts who can provide input to the DART. These individuals would be in essence “field” contacts who would be able to survey local needs after a disaster occurrence and let the DART know of immediate, local needs of congregational members.

3. Implement a mechanism for activation of DART: ministerial staff, the DART chairperson and the UCG office manager will confer to determine when and how to activate resources of the DART should a disaster or impending disaster event occur.

4. Arrange church seminars to educate the congregation about disaster planning and the activities of the DART.

5. Assist UCG office staff to develop a disaster plan checklist (see below) for the church facility that includes:

a. Arrangements for an alternate worship facility in the event that the church is severely damaged.

(2011 staff contact: Larry and Sandy Reimer)

b. Plan for monitoring of the church site if church security is breached (e.g., consideration for individuals to take shifts monitoring the church)

(2011 staff contact: Board of Business and DART committee)

c. Identification and posting of where the utilities’ main shutoffs are located, and verification of presence of an emergency lighting system.

(2011 staff contact: Larry Reimer)

d. Maintenance of a storage container of emergency supplies such as flashlight with extra batteries, first aid kit, tool box and electronic communication device.

(2011 staff contact: Linda Jones)

e. Assurance that crucial church documents and fiscal records are protected against physical destruction due to a disaster.

(2011 staff contact: Lisa Goldstein and Jull Cunningham)

f. Maintenance an inventory of assets so losses can be documented for insurance. Insure that the church insurance policy meets the minimum requirements. CDs containing photographs and an inventory listing are located at DART chairperson's home (2011 contact: Charlie Williams)

(2011 staff contact: Lisa Goldstein and Board of Business)

g. Assurance that church staff can be released early enough from work so that they can properly attend to their own family needs.

(2011 staff contact: Larry and Sandy Reimer)

h. Maintenance of a membership listing of those individuals who are infirm or otherwise at risk for being unable to respond adequately to a local disaster problem.

(2011 staff contact: Lisa Goldstein)

7. The DART may develop a plan for operating a "fellowship area" to be located at UCG whereby individuals can meet after the event of a disaster (e.g., 2-3 days after a disaster; to meet for coffee and fellowship).

8. The chairperson of the DART serves as the UCG liaison to the Florida UCC Conference's Disaster Response and Recovery Team.

2011 Florida UCC contact:

Dr. Bill Wealand
bwealand@uccfla.org
Disaster Response Coordinator
Florida Conference UCC
924 N. Magnolia Avenue, Suite 250
Orlando, FL 32803
(407) 835-7501
(800) 432-8311
(407) 835-7502 fax
flaconf@uccfla.org

Update 9-4-2011

Attachment to the UCG Disaster Response Plan

Church Closure Check-off List

9-4-2011

- 1. allow non-crucial church staff to go home
- 2. contact chairperson of Disaster Response Team (DART)
- 3. send out all church e-mail regarding closure
- 4. record a new message on the general voicemail mailbox regarding closure
- 5. Designate an individual to check church telephone message/answering system
- 6. during church closure
- 6. close all church windows
- 7. secure all outside containers, playground objects and other items
- 8. set air-conditioning units to off or to desired controls
- 9. Inspect kitchen, refrigerators
- 10. turn off all light switches and unplug electronic equipment, move computers off the floor if possible flooding, unplug copier
- 11. secure on-site crucial church documents, storage tubs and tarps are in Room 9 closet
- 12. check the sanctuary to determine that all musical instruments safe and electronic equipment is covered for water protection
- 13. check emergency storage container in the work room closet to insure presence of good batteries, adequate first aid supplies and small toolkit
- 14. make sure main utilities shut-off locations are known
- 15. post signs indicating church closure and contacts on church office door, fellowship hall and sanctuary entrance
- 16. set church alarm system and secure whole building

Web links and telephone information contacts:

<http://www.alachuacounty.us/em>

This link is the master website for Alachua County emergency response coordination. From this URL, one can navigate to the many emergency and disaster planning hubs as well as find web sites for storm updates and hurricane tracking. Most of the available contact numbers and locations on this site however are government offices that are open only during normal business hours.

Gainesville Police/Alachua County Sheriff's intake/dispatch number: 352-955-1818

This is a central number for both of these important services. From this intake number (that operates 24/7) there is a system for triage and dispatch so this is an important number to know.

911 Emergency

As always, this is the essential number for true immediate emergencies