

Coastal Carolina Presbyterian Aid Network for Disaster Assistance (CC PANDA)

STANDARD OPERATING PROCEDURES

When disaster strikes, the Presbyterians of Coastal Carolina feel called to help others in their time of desperation and need. As the body of Christ, we understand that through God's love we are bound to help our neighbors, both locally and elsewhere. The CC PANDA Standard Operating Procedures outline the Presbytery's responsibilities and procedures for rendering this aid.

Mission Statement

Our mission is to respond with Christ's love to disasters within our presbytery and around the world.

Vision Statement

Disasters come in many forms—hurricanes, floods, tornadoes, terrorism, catastrophic accidents and others. In all of these tragedies, there is a need for people of faith to respond effectively and compassionately. As people who are called to demonstrate the compassion of Christ, we want to use our God given talents to demonstrate our caring as we plan for and implement actions of a short term and long term nature.

LINES OF AUTHORITY AND RESPONSIBILITY:

Presbyterian Disaster Assistance (PDA): The lead organization for Presbyterian Church (USA) sponsored disaster relief, thus the lead agency for disaster response outside this presbytery.

Presbytery of Coastal Carolina: The Presbytery includes approximately 189 churches in 22 counties in southeastern North Carolina. CC PANDA is the disaster response organization for the Presbytery. The Presbytery central office, assisted by the PANDA Disaster Response Coordinator (see below), will maintain a database of volunteer names and resources and will keep an inventory of disaster supplies and tools available to CC PANDA.

CC PANDA Coodinating Committee: A subcommittee of the Committee for Mission and Outreach of the Presbytery of Coastal Carolina.

PANDA Disaster Response Coordinator (PDRC): Coordinates CC PANDA efforts and interfaces with other relief agencies providing assistance for events within our area and, in addition, is the contact person for disaster relief organizations requesting assistance outside of our presbytery. The PDRC will establish a budget with sufficient funds to initiate a disaster response and will ensure that each Response Team (see below) is sufficiently trained in its area of service and is cross-trained in other areas.

Lead Church for Disaster Assistance (LCDA): Based on location, resources and willingness, two churches will be identified within each presbytery “region” to potentially serve as operations centers for Presbyterian aid within their area. One church will serve as the primary center and the other will serve as backup. The Lead Church will assist in coordination and distribution of needed resources.

Lead Church Coordinator (LLC): An elder or minister, with authority from the session, who can function as the spokesperson and liaison between the lead church and the PANDA Disaster Response Coordinator.

Action Assessment Team (AAT): Composed of the PANDA Disaster Response Coordinator, the PDA Regional Coordinator, the Lead Church Coordinator, and other responsible persons from the area affected and is coordinated by the PDRC. This team may be activated up to 24 hours prior to an anticipated disaster or as soon as practicable following a sudden disaster. It will set up a Disaster Response Center (DRC) at the Lead Church and will determine what assistance the Presbytery will provide in coordination with the American Red Cross and other agencies from within and outside the affected area. Possible areas of assistance provided by the Presbytery and local churches may include but are not limited to the following:

- Administration
- Communications
- Coordination with other agencies
- Ministerial and psychological support
- Mass feeding of victims
- Mass housing of victims
- Recovery efforts, including:
 - Debris removal
 - Structural repair
 - Housing, feeding and support for relief workers
 - Rehabilitation of affected Presbyterian churches

Response Teams: Pre-established teams which are staffed to meet specific needs, each headed by a Response Team Leader (RTL). These teams will be designated as follows:

- Needs Assessment Team—assesses individual, church and community needs
- On-site Administration—assists local churches and other agencies through coordination of efforts
- Housing Team—assesses needs of displaced families
- Food Service—feeding of evacuees and volunteers
- Recovery Teams—debris cleanup and pre-construction efforts
- Re-construction Teams—provide construction and repair services
- Psychological and ministerial services

SUPPORT AGENCIES (including but not limited to the following):

- American Red Cross
- Interfaith Ministries
- Salvation Army
- Church Organizations
- Federal Agencies i.e. FEMA
- State Agencies i.e. Department of Emergency Management
- Department of Social Services—NC Division of Human Services

NOTIFICATION:

The Missions Committee Chairman and PANDA Disaster Response Coordinator will coordinate within 24 hours prior to an impending disaster or immediately following such, using the Disaster Notification System. This will be in conjunction with or in response to notification from the American Red Cross, Presbyterian Disaster Assistance, an interfaith organization, or any affected church. The responsible parties will evaluate the situation and determine the necessary level of response. Other members of CC PANDA and other volunteer groups will be notified, as needed.

ASSESSMENT OF DISASTER AREAS:

When a disaster occurs within the bounds of the Presbytery of Coastal Carolina, CC PANDA team members will make contacts in the area to assess the needs and the level of response required. A visit to the affected area may be very helpful. PANDA team members may use their discretion in contacting the following organizations to make inquiries:

- Member-churches of the presbytery in the immediate vicinity of the disaster
 - Find a church by ZIP Code or by city at <http://www.pcusa.org/search/churches/default.jsp>
 - List of churches by county: <http://www.presbycc.org/churchesbycounty.asp>
 - Alphabetical list of churches: <http://www.presbycc.org/churchesbycounty.asp>
- The American Red Cross chapter responsible for the area (available by ZIP Code at www.redcross.org).
- The Salvation Army in the vicinity.(available by ZIP Code at www.salvationarmyusa.org).
- The county Office of Emergency Management: <http://www.dem.dcc.state.nc.us/localem.htm>
- NCIDR (North Carolina Interfaith Disaster Relief): www.ncidr.org
- NCVOAD (NC Volunteers Organizations Active in Disaster): <http://www.dem.dcc.state.nc.us/NcVOAD/>
- Our Methodist and Lutheran friends at the M.E.R.C.I. Center in Goldsboro: 1-888-440-9167
 - United Methodist: Ann Huffman
 - Lutheran Disaster Services: George Strunk

Questions/Information that would be helpful when assessing the need for response:

How many houses are damaged/destroyed?

Are they rental houses or owned by those who live there? (renting families will likely be relocated without volunteer organizations helping with rebuilding efforts)

What is the primary affected area?

How is your organization responding?

Are you aware of any churches in the that are responding? (get contact info. if you can)

Is there an existing local interfaith council?

Do you know of “unmet needs” that our churches can help fulfill?

Is clean drinking water available?

Are rebuilding supplies and tools available for purchase in the area? Are there undamaged stores operating in the area?

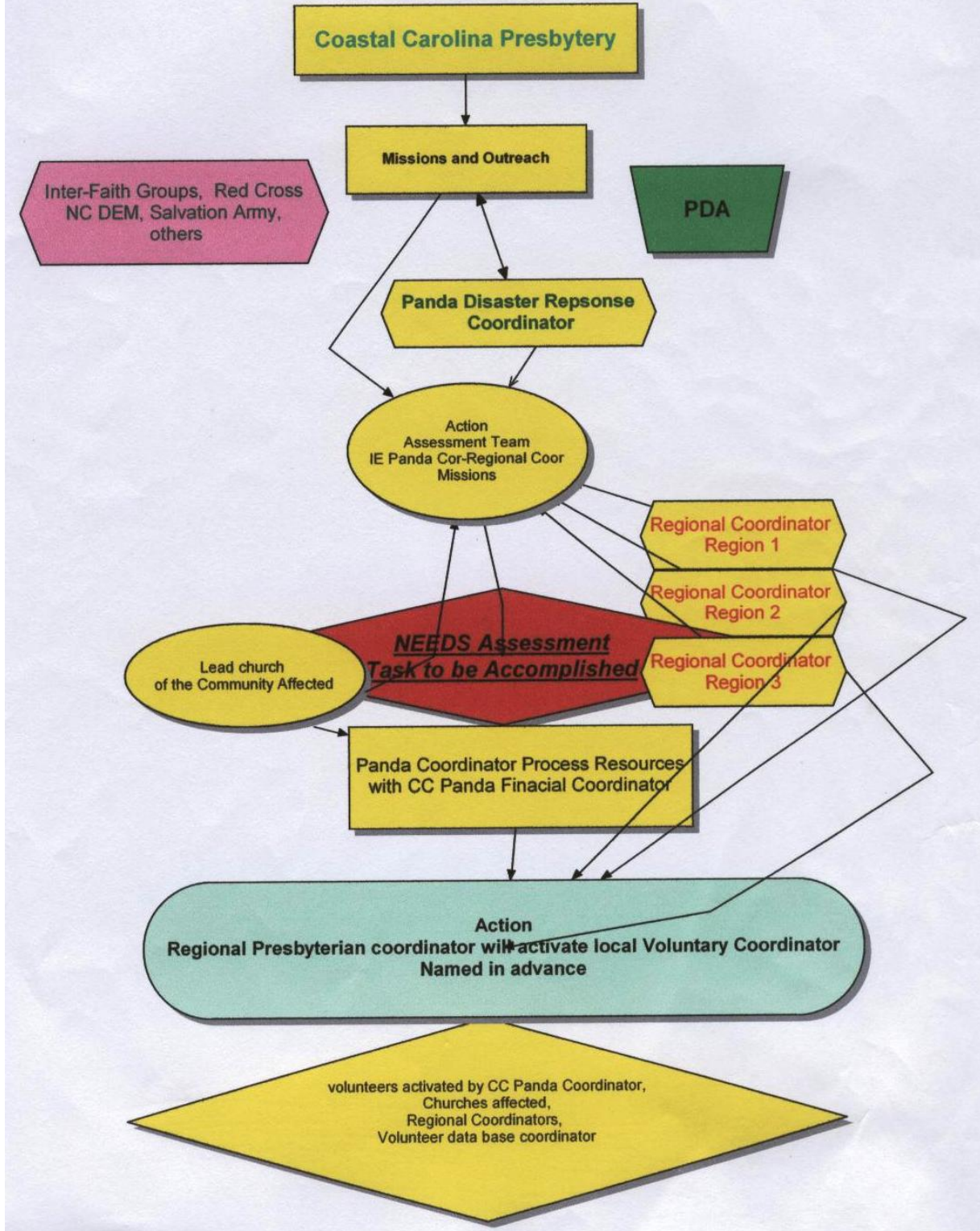
If planning to travel to the area: I represent 189 Presbyterian Churches and can bring both money and volunteers to the table. Is there someone I can sit down with for a few minutes to talk about how we can be helpful?

If housing and/or meals are needed: Talk with the local pastor/clerk of session to see if the church is willing to let their facilities be used for housing and/or to cook meals. The presbytery has 32 bunk beds available.

Report findings back to our group and presbytery staff by sending an email to

CCPDisasterRecovery@googlegroups.com. Call the CC PANDA Chairperson (currently Rev. Jason Davenport, 919-770-4589).

**CC Panda
Disaster Response Flow chart
and
Response
Procedures**



Presbytery of Coastal Carolina

Medical Information for volunteers—to be filled out by each participant. Please complete the following and give it to the Response Team Leader. Response team leader should retain this form on site for use in case of medical emergency.

Name of volunteer: _____

Address _____

telephone: _____

(m) _____ (w) _____ (h) _____

dates of trip _____ to _____

blood type _____

Information about any prescription medicines that I use:

I am allergic to:

Physical limitations or concerns:

diabetic _____ yes _____ no

Please list other health information:

I consider myself healthy enough to fulfill my responsibilities on this mission: _____ yes _____ no

Health insurance company _____ policy number _____

Name of contact person, in case of emergency _____

Address _____

telephone (m) _____ (w) _____ (h) _____

relationship to volunteer: _____

I, _____ (printed name) authorize _____ (Response Team Leader) to consent to any necessary examination, anesthetic, medical diagnosis, surgery, or treatment and/or hospital care rendered under the general supervision and on the advice of any physician licensed to practice medicine by the state in which they practice, during the duration of the trip identified above and further authorize the release of medical information to assist in diagnosis and treatment. _____

(signature). Date: _____

I, _____ (printed name) give my permission for emergency medical treatment for my child who is under 18 years of age.

_____ (signature) _____ date

**HOLD HARMLESS, WAIVER OF LIABILITY,
AND EMERGENCY MEDICAL CARE AUTHORIZATION**

The Presbytery of Coastal Carolina, working through its disaster relief committee, CCPANDA, the sponsoring body, is sponsoring a work trip to _____ on _____ (dates). I, _____ (printed name) of _____ (address) in consideration of the opportunity to help others in a time of disaster, and in consideration of other obligations incurred, hereby agree as follows:

1. I fully understand that I may be travelling or staying in areas of the world that may have unstable political, economic, and security situations where acts of war, potential danger from lack of control over local population, terrorism, or violence could occur at any time.

2. I fully understand that I may encounter difficult climates and living conditions; that risks are present concerning means of travel, food, water, diseases, pests, and poor sanitation and other health-related situations. Medical or emergency medical treatment may be inadequate or not available.

3. I assume and accept all responsibility for my personal actions and all risks of property damage or personal injury that occur during or result from my participation, including potential injury while working.

4. With the above in mind, I fully understand and agree that the Presbytery of Coastal Carolina, a corporation, the sponsoring body, CCPANDA, and all of its entities, staff member, successors, assigns, officers, agents, representatives, ministry, divisions, and entities shall not be responsible or liable in any way for any accident, loss, death, injury, or damage to myself or my property in connection with this work trip, or any portion thereof, even if said injury or action is due to the alleged negligence of Coastal Carolina Presbytery. Further, I do hereby agree to indemnify and hold costs and expenses (including, without limitation, reasonable attorney's fees) of whatsoever kind in connection with the work trip or any portion thereof. Further, I make this agreement on behalf of my heirs, agents, fiduciaries, successors, and assigns. I waive, knowingly and voluntarily, each and every claim or right of action I have now or may have in the future against the Presbytery of Coastal Carolina relating to the work trip, even if any such claim or right of action is by the Presbytery of Coastal Carolina's alleged negligence.

5. I hereby state that I am in good health and have all medications necessary to treat any allergic or chronic conditions, and I am able to administer such medications without assistance. If at any time during the work trip I need emergency medical care and am not able to give consent because of my physical or mental condition, I authorize emergency medical care decisions to be made on my behalf, and I specifically release the Presbytery Of Coastal Carolina, in making those emergency medical care decisions from any all liability associated with said decisions, even if injury or death is the result of the Presbytery of Coastal Carolina's alleged negligence.

6. This document does not release the Presbytery of Coastal Carolina from gross negligence.

7. **HAVE READ CAREFULLY, AGREE TO, AND INTEND TO BE LEGALLY BOUND BY ALL TERMS OF THIS HOLD HARMLESS, WAIVER OF LIABILITY, AND EMERGENCY CARE AUTHORIZATION.**

PAGE 2. HOLD HARMLESS, WAIVER OF LIABILITY,
AND EMERGENCY MEDICAL CARE AUTHORIZATION

Signature: _____

Witness _____

Printed name of witness _____

Signature of Parent of Guardian _____

(Signature of Parent or Guardian is required if participant is under 18 years of age).

Printed name of Parent or Guardian _____

Witness _____

Printed name of witness _____

Date _____

A FIELD WORK AGREEMENT IN TIME OF DISASTER

This document is to be filled out by all volunteers and is to be retained by the Team Leader

*Understanding that I or my child go to help others at a time of disaster as defined in the standard operation procedure of the CCPANDA disaster relief unit of the Presbytery of Coastal Carolina, Inc., I or my child expect to work under the supervision of a leader selected by CCPANDA who is a
a volunteer and not an experienced professional. As I or my child participate in this mission, I agree to the following:*

- 1. To cooperate with the designated leader concerning our work and life together, including daily assignment for work, food, lodging, transportation, etc.*
- 2. To deal lovingly with my co-workers and with all those affected by the disaster.*
- 3. Waiver of liability and assumption of risk*

*I _____(printed name), hereby release the Presbytery of Coastal Carolina from any and all liability connected with my or my child's participation in activities sponsored by the Presbytery of Coastal Carolina. I acknowledge that I or my child will be participating in these activities on my own time and of my own choice and assume all risks in connection thereto. All claims whether in contract or of personal injury, bodily injury, property damage, damages, losses and or death are hereby waived. I also certify that I am a competent adult, acknowledging that certain risks, dangers, and peril may be connected with this activity, and I am accepting and assuming these potential risks of my own free will. This WAIVER OF LIABILITY AND ASSUMPTION OF RISK is effective from (date) _____
to _____(date).*

*Name Printed _____ (volunteer)
Name Signed _____(volunteer)
Dated this _____ day of _____, _____(year)*

Signed by parent or guardian for _____(printed name of volunteer) who is _____years of age.

Printed name of Parent of Guardian _____

Signed name of Parent or Guardian _____

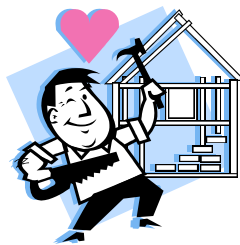
Date _____

Those volunteers who are under the age of 18 must be accompanied by a responsible adult with a ratio of not less than one adult per four youth. Minimum age is 14.



Your time and assistance is greatly appreciated. Anyone that is willing to provide their time and assistance in helping those that are in need, often feel that they receive blessings greater than those that receive the assistance.

The intent of this information is to build a database and start a structured organization program called the CC PANDA that can provide a means to help in times of need. Some examples that would cause this need may be Hurricanes, Tornados, and Floods, Fires. The CC PANDA is not intended to provide assistance in lieu of other groups or organizations, nor is it intended to be a large scale assistance or relief organization. The intent is to augment and work with other religious, non-profit or governmental organization in disaster assistance.



We welcome the participation of everyone. If the volunteer is less than 18 years of age, parental approval will be required.



Coastal Carolina Presbyterian Aid Network for Disaster Assistance (CC PANDA)

The Presbyterians of Coastal Carolina are aware of the necessity of helping families in times of need. We, as the body of Christ, understand through God's love and by his hands, are bound by his direction to help our neighbors in times of their desperation and physical need. As a CC PANDA volunteer, your name will be maintained on a list, with other volunteers in our Presbytery, so that we will have a list of those individuals that are willing to commit themselves for service to our neighbors.

Data Form

This data form is for the expressed purpose of gathering information of those individuals that are willing to volunteer their time, efforts and or resources to assist others in time of need. The information gathered will only be used to maintain a list of those volunteers that are willing to help in times of natural disasters or crisis. Submitting this information does NOT obligate you for any specific volunteer time or project. You will have the right to accept or reject any task or mission asked of you.

Please complete the enclosed form, and mail or FAX to:

John Crowder
131 Lee Drive
Leland, NC 28451
910-371-3055, FAX 910-371-9921 (Call before Faxing)
johncrowder@earthlink.net

Jason Davenport – For Any additional information or questions
P.O. Box 1624
Sanford, NC 27331
919-775-3713, edgewoodpc@windstream.net
Or www.presbycc.org/

CC PANDA DATABASE FORM

Please Print

Name: _____ / _____ / _____
Last First MI

Address (1): _____ (2): _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____ Cell Phone: _____

Email: _____ @ _____

(Birthday if less than 18 yrs: ____/____/____)

Church: _____

Please Circle or Mark all that Apply

A. TIME & TRAVEL COMMITMENTS

1. Are you willing to help others in need for; 1 day; 2 days; one week; other: _____?
Comment: _____

2. Are you willing to travel: local regional statewide other _____

3. Can you stay overnight: 2 nights 3-5 nights one week More

4. Are you willing to be a first responder? i.e. Someone that can potentially be called on to perform immediate service on a very short notice in order to provide as rapid a response as possible: **yes / no**

B. SKILLS:

1. What special skills do you possess?

Plumbing: <input type="checkbox"/>	Design: <input type="checkbox"/>	General	Team Leading <input type="checkbox"/>
Carpentry: <input type="checkbox"/>	Engineering: <input type="checkbox"/>	Labor: <input type="checkbox"/>	Soliciting: <input type="checkbox"/>
Electrical: <input type="checkbox"/>	Flooring: <input type="checkbox"/>	Cooking: <input type="checkbox"/>	Planning/Coord.: <input type="checkbox"/>
Mechanical: <input type="checkbox"/>	Roofing: <input type="checkbox"/>	Cleanup: <input type="checkbox"/>	Administrative: <input type="checkbox"/>

Other: _____

2. Experience with power tools, including chain saws: _____

3. Are you a licensed general, electrical, mechanical plumbing contractor? _____

4. Any medical training: First Aid CPR EMT Nurse MD Therapist
Other: _____

5. If medical professional please explain your specialty:

C. TRANSPORTATION

1. Can you drive a cargo truck; passenger van; other? ___ Yes: ___ No
Do you have a valid NC CDL? _____

2. Do you have access to a cargo truck, trailer, 4X4 vehicle, pickup truck or other means to transport people and/ or materials? _____. Please explain:

D. OTHER/COMMENTS What other resources can you provide other than your time and skills? (I.e. Special tools, material or other not mentioned above?) : _____

Pleas mail or Fax completed form to: **John Crowder**
131 Lee Drive
Leland, NC 28451 or fax 910 371-9921