



THE LOCAL CHURCH ADVENTIST COMMUNITY SERVICES DISASTER RESPONSE COORDINATOR

“What Do I Do?”

“I am the local Adventist Community Services Disaster Response (ACS DR) Coordinator.”

The local Church Adventist Community Services Disaster Response (ACS DR) Coordinator is a position different from that of the local ACS Leader/Director.

“What qualifies me to be a local ACS DR Coordinator?”

The local ACS DR Coordinator is an individual who:

- demonstrates a genuine interest in serving those affected by disaster
- has good administrative and people skills
- is elected by the local church to this position
- has completed, or should complete, the following ACS DR training:
 - Introduction to Disaster Preparedness
 - Donations Operations

“What are my responsibilities as a local church ACS DR Coordinator?”

1. Cooperates with the local ACS Leader/Director in developing a well-rounded community services ministry.

Adventist Community Services activities are wonderful entry tools into our communities. Remember, that it is beneficial to build relationships with community leaders such as government, non-profit and private sector entities. A list of suggested activities is included in the Appendix.

2. The local ACS DR Coordinator provides leadership in the event of a small disaster (typically up to 10 families) and coordinates the response in collaboration with the Pastor and local ACS Leader/Director. Keep the local conference ACS DR Coordinator/Director informed and updated on the progress of all of their disaster responses. Work with the local ACS Leader/Director to meet the continuing needs of the disaster survivors.

These teams are encouraged to respond to small local disasters on an ongoing basis, (these might include single family fires, isolated flooding, and more). After you have provided initial help, work with your local ACS Leader/Director to meet the continuing needs of survivors as they recover from their disaster and report these activities to your conference.

3. Encourages church members to become certified ACS DR volunteers, and be involved in disaster response.
4. Helps coordinate ACS DR training events at their church through the Area, Conference, and Union ACS DR Coordinators/Directors.
5. Serves as liaison between the local ACS DR team and other appropriate ACS DR leadership.

The local ACS DR Coordinator works closely with their Area ACS DR Coordinator in planning, training, and carrying out a response. If there is no Area Coordinator, they should work with their conference ACS DR leadership in these various responsibilities. In large scale events you will be coordinating with area, conference, union, and/or division ACS DR leaders, as appropriate to the event.

6. Serves as liaison between the local ACS DR team and local community disaster response officials.

You will want to develop ongoing relationships with city/county government emergency management staff and organizations active in disaster. These organizations could include local non-profit and faith based (church/mosque/synagogue) groups which may be part of a Community Organizations Active in Disaster (COAD) or Voluntary Organizations Active in Disaster (VOAD). VOADs are nation-wide and state-wide in scope, and some states also have regional VOADs. For a list of National VOAD member organizations, see the Appendix. For additional information, go to www.nvoad.org.

7. Maintains up-to-date disaster response records with a list of the following:
 - Local ACS DR trained personnel (send copy to Area and Conference ACS DR coordinators)
 - Local city/county government emergency management staff and organizations active in disaster
 - Volunteers and hours of service
 - Available equipment
 - Available facilities
 - Goods collected and/or available for distribution
 - In response to disaster, a list of clients helped and the specific assistance providedMuch of this reporting should be done using the web based software, E-Reporting, hosted by ACS. For more information, see the appendix section on E-Reporting.
8. Administers the local church's Disaster Response Plan. If no local Disaster Response Plan exists, the local ACS DR Coordinator should work with the Area and Conference ACS DR Coordinators/Directors, Pastor and church board to develop a plan.
9. Submit reports/presentations/articles/photos as you respond to the disaster to the local church and conference.

APPENDIX

Contact Information for Adventist Community Services:

North American Division Adventist Community Services

Address: 12501 Old Columbia Pike
Silver Spring, MD 20904
Website: www.communityservices.org
Phone: 301-680-6438

Electronic Reporting Information:

Adventist Community Services hosts free web-based software to document all services in North American Division church and school ministries that are provided for their communities. This software may also be used to document client information, volunteer information, and basic income and expense data.

For more information about E-Reporting:

- Go to www.communityservices.org and click the E-Reporting tab or
- Send an email to: acssupport@nad.adventist.org or
- Call 301-680-6438

SUGGESTED COMMUNITY SERVICES PROJECTS

- Collect items from the community to make Personal Care Kits, Flood Buckets, and Child Comfort Kits
- Assemble and Distribute Personal Care Kits or Flood Buckets
- Assemble Child Comfort Kits and may donate to local law enforcement, fire services, or Child Protective Services
- Distribute water at a community event

Additional community services project resources can be found by going to the websites of ACS, www.communityservices.org, or Advent Source, www.adventsource.org.

Personal Care Kit

1 hand towel
1 wash cloth
1 comb
1 nail file or fingernail clipper
1 bar of soap
1 toothbrush (in original wrapper)
1 tube of tooth paste
6 adhesive strip sterile bandages

Seal all items in a one-gallon plastic bag

Flood Bucket

5-gallon bucket with re-sealable lid
2 1-quart bottles of bleach
5 scouring pads
1 multi-pack sponges, assorted sizes
1 scrub brush
18 cleaning towels or reusable wipes
50 oz. liquid laundry detergent
12-16 oz. bottle household cleaner
16-28 oz. bottle disinfectant dish soap
50 clothes pins
100 ft. clothes line
5 dust masks
2 pair latex gloves
1 pair work gloves
24-bag roll heavy-duty trash bags (33-45 gal.)
6-9 oz. non-aerosol insect repellent spray
8-9 oz. non-aerosol air freshener

Child Comfort Kit

Soap
Baby wash
Lotion
Shampoo
Toothpaste
Toothbrush
Deodorant
Comb and brush
Disposable diapers
Fire-retardant pajamas
Socks
Underwear
Soft cuddly toy
Toy
School supplies
Coloring book and crayons
Quilt/blanket

Items should be placed in a back pack or draw-string bag and must be age and gender appropriate.

GLOSSARY OF ACRONYMS, ABBREVIATIONS AND TERMS

ACS (NAD)	Adventist Community Services (North American Division) (Not the same as ADRA). Local churches serving their communities work under this organization. This is the legal entity under which Seventh-day Adventists respond to disasters in the U. S. A. and Bermuda.
ACS DR	Adventist Community Services Disaster Response - The ministry under the NAD ACS organization that responds to disasters.
ACSI	Adventist Community Services International - The international counterpart to the NAD ACS organization, structured under the General Conference Sabbath School and Personal Ministries Department.
ADRA	Adventist Development & Relief Agency International (Not the same as ACS) - deploys personnel and operates internationally, except in the United States and Bermuda.
ARC	American Red Cross
Area/Region	This is the geographic subdivision of a State which, in the case of Emergency Management, groups several towns, cities, and/or counties together.
CERT	The Community Emergency Response Team (CERT) program - educates people about disaster preparedness for hazards that may impact their community and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations.
Citizen Corps	Citizen Corps - A program under the Department of Homeland Security that mobilizes individuals or teams to assist in recovery after a disaster.
COAD	Community Organizations Active in Disaster (Similar to a local VOAD)
DHS	Department of Homeland Security
DRT	Disaster Response Team
EOC	Emergency Operations Center
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency, the disaster response agency under the Department of Homeland Security
EMA, EMO, OES, OEM, OEP, DEM	(Refers to State, County, or City Emergency Management Agency)
Federation	Area or regional designation for an Adventist Community Services jurisdiction

ICS	Incident Command System - A system which defines chain of command in all disaster and emergency operations
In-Kind Donations	In-kind Donations are items given in lieu of money. Items processed through ACS DR Community Collection Centers, Multi-Agency Warehouses, and Distribution Centers are considered In-Kind Donations.
JFO	Joint Field Office - A temporary federal/state facility established locally to provide a central point to coordinate resources in support of state, local, and/or tribal authorities.
NIMS	National Incident Management System – A system designed to coordinate teams responding in emergencies from all agencies
NRF	National Response Framework – Guiding principles that help coordinate response partners prepare for and respond to disasters and emergencies
National VOAD	National Voluntary Organizations Active in Disaster
RRT	Rapid Response Team – A disaster response team ready for immediate deployment
SOC	State Operations Center (may be known as the state EOC)
SME	Subject Matter Expert
SUV	Spontaneous Unaffiliated Volunteer – A volunteer who has not been trained and associated with a specific agency/organization
VAL	Voluntary Agency Liaison – A liaison who facilitates coordination between agencies/organizations
VDCT	Volunteers and Donations Coordination Team – This team may be made up of representatives from governmental agencies and voluntary organizations. An ACS DR representative is often a member of this team.
VOAD	Voluntary Organizations Active in Disaster (national, state, or regional level) – An organization that facilitates Communication, Cooperation, Coordination and Collaboration among non-profit organizations

NATIONAL VOLUNTARY ORGANIZATIONS ACTIVE IN DISASTER

Adventist Community Services
All Hand Volunteers, Inc.
Alliance of Information and Referral Systems
American Baptist Men
American Radio Relay League, Inc.
American Red Cross
Billy Graham Rapid Response Team
Brethren Disaster Ministries
Buddhist Tzu Chi Foundation
Catholic Charities, USA
Christian Reformed World Relief Committee
Churches of Scientology Disaster Response
Church World Service
City Team Ministries
Convoy of Hope
Cooperative Baptist Fellowship
Episcopal Relief and Development
Feeding America
Feed the Children
Foundation of Hope (ACTS)
Habitat for Humanity International
Hands On Network
Hope Coalition America
HOPE Worldwide, Ltd.
Humane Society of the United States
International Critical Incident Stress Foundation
International Relief and Development
The Jewish Federations of North America
Latter-day Saint Charities
Lutheran Disaster Response
Mennonite Disaster Service
Mercy Medical Airlift
National Association of Jewish Chaplains
National Baptist Convention USA
National Emergency Response Team
National Organization for Victim Assistance
Nazarene Disaster Response
Noah's Wish
Operation Blessing
Presbyterian Disaster Assistance
Samaritan's Purse
Save the Children
Society of St. Vincent DePaul
Southern Baptist Convention / NAMB
The Salvation Army
United Church of Christ
United Methodist Committee on Relief
United Way Worldwide
World Vision