

**North American Division of
Seventh-day Adventists®**

**ADVENTIST COMMUNITY
SERVICES®**



INTRODUCTION TO

DISASTER PREPAREDNESS

Introduction to Disaster Preparedness[©]

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INTRODUCTION

As we consider Christ's ministry to His followers and the public of His day, we realize that it must also be our mission to care for those around us. A part of caring for others is preparedness. During this Introduction to Disaster Preparedness course, you will learn how you can better prepare yourself, your family, and your church to survive a disaster. You will also learn how you, your family, and your church can help your neighborhood and community following a disaster.

This class is intended for everyone, not just those wishing to serve in the larger Adventist Community Services Disaster Response (ACS DR) program. It is important to be acquainted with what can be done to better prepare for surviving a disaster. We hope that as you learn what can and needs to be done, you will choose to learn even more about the ACS DR program, how it serves disaster survivors, and how you can serve at local, regional, and national levels.

USE OF THESE MATERIALS

All ACS DR training materials go through revisions through the years. All instructors using these materials must be certified in the current revision and must present the material as developed by the North American Division of Seventh-day Adventist ACS DR leadership. All suggestions for modifications must be submitted to, and approved by, the NAD ACS DR National Director. Other individuals may not copy or reproduce these materials in any form or medium without prior written permission by the Office of the North American Division (NAD) of Seventh-day Adventists ACS DR.

Some of the materials presented in this course are taken, with permission, from FEMA publications, including [Are You Ready?](#)

SPIRITUAL FOUNDATION

The study of the Bible, including Daniel and Revelation, played a major role in the development of the Seventh-day Adventist Church. Even the church's name includes a reference to our belief in one of the most important Bible prophecies—the soon return of Jesus Christ, or the Second Advent. Our study has told us that just prior to the Second Coming many signs will warn of the end of all things, and Christ's return. Jesus Himself said, "And ye shall hear of wars and rumours of wars: see that ye be not troubled: for all [these things] must come to pass, but the end is not yet. For nation shall rise against nation, and kingdom against kingdom: and there shall be famines, and pestilences, and earthquakes, in divers places. All these [are] the beginning of sorrows." (Matthew 24:6-8 KJV). Disasters will prevail in the last days of this world's history.

Satan works through the elements, also to garner his harvest of unprepared souls. He has studied the secrets of the laboratories of nature, and he uses all his power to control the elements as far as God allows.... [Satan] will bring disease and disaster until populated cities are reduced to ruin and desolation. Even now, he is at work. In **accidents** and **calamities** by sea and by land, in **great conflagrations**, in **fierce tornadoes** and **terrific hailstorms**, in **tempests**, **floods**, **cyclones**, **tidal waves**, and **earthquakes**, in every place and in a thousand forms, Satan is exercising his power. He sweeps away the ripening harvest and famine and distress follow. He imparts to the air a deadly taint and thousands perish by the pestilence. These visitations are to become more and more frequent and disastrous. *Great Controversy, pp. 589-590.*

We can ignore this reality, and just go on with our lives as best we can, or we can take a proactive role toward these events that will happen. ACS DR is a church ministry which seeks to address this reality in two basic ways:

- 1) Help people to be as prepared as possible to manage the challenges disasters bring, and
- 2) To follow the example of Jesus in ministering to those in need, including those who are affected by natural and man made disasters.

The parable of Jesus in Matthew 25 tells us that His disciples are those who are ministering to the hungry, thirsty, sick, naked, imprisoned, or stranger. And He clearly states that ministering to them meant giving food to the hungry, water to the thirsty, caring for the sick, clothing the naked, and more. ACS DR applies this instruction by representing Christ to those whose very survival depends on people like us bringing them the basic necessities of life. ACS DR then works to help them re-establish their lives with goods, materials and support they are unable to provide for themselves. In this way we are serving our Lord, Jesus Christ, in caring for His hurting children.

Ellen White, whose writings have abundantly blessed those who read them, says in the book, *Ministry of Healing*, p. 143, "Christ's method alone will give true success in reaching the people. The Saviour mingled with men as one who desired their good. He showed His sympathy for them, ministered to their needs, and won their confidence. Then He bade them, "Follow Me." She further says, "There is need of coming close to the people by personal effort. If less time were given to sermonizing, and more time were spent in personal ministry, greater results would be seen. The poor are to be relieved, the sick cared for, the sorrowing and the bereaved comforted, the ignorant instructed, the inexperienced counseled. We are to weep with those that weep, and rejoice with those that rejoice." This is, in a very special sense, the work of ACS DR. This is our mandate.

PERSONAL AND FAMILY PREPAREDNESS

Each person should take some simple steps to prepare for, and respond to, emergencies, including natural disasters and terrorist attacks. Individuals can do three key things: 1) assemble an emergency supply kit, 2) develop a family emergency plan, and 3) be informed about the different types of emergencies that could occur and their appropriate responses. Everyone should have some basic supplies on hand in order to survive for at least three days if an emergency occurs.

When reviewing the following recommended and optional Basic Emergency Supply Kit content lists, it is important for you to consider the unique needs of your location and family in order to properly choose each kit's contents. Individuals wishing to be well-prepared should also consider additional smaller portable kits in their workplace, vehicle, or other places they spend time.

Basic Disaster Supplies Kit:

- Three-day supply of non-perishable food
- Three-day supply of water--one gallon of water per person, per day
- Portable, battery-powered radio or television and extra batteries
- Flashlight and extra batteries
- First aid kit and manual
- Sanitation and hygiene items (moist towelettes and toilet paper)
- Matches and waterproof container
- Whistle
- Extra clothing
- Kitchen accessories and cooking utensils, including a can opener
- Photocopies of credit and identification cards
- Cash and coins
- Special needs items, such as prescription medications, eye glasses, contact lens solutions, and hearing aid batteries
- Items for infants, such as formula, diapers, bottles, and pacifiers
- Other items to meet your unique family needs

If you live in a cold climate, you must think about warmth. It is possible that you will not have heat. Think about your clothing and bedding supplies. Be sure to include one complete change of clothing and shoes per person, including:

- Jacket or coat
- Long pants
- Long-sleeve shirt
- Sturdy shoes
- Hat, mittens, and scarf
- Sleeping bag or warm blanket (per person)

Be sure to account for growing children and other family changes.

Additional Optional Emergency Supply Kit Contents:

- Plastic sheeting/tarp and duct tape to “shelter-in-place”
- Wrench or pliers to turn off utilities
- Local and state maps
- Dust mask (N-95 type), to help filter contaminated air
- Pet food and extra water for your pet
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 4 drops of regular household liquid bleach per gallon of water. **Do not use scented, color safe or bleaches with added cleaners.**
- Paper and pencil
- Books, games, puzzles or other activities for children (and those young at heart)
- Rubber kitchen gloves
- Leather work gloves
- Hatchet or axe to ensure escape if trapped
- Extra Shoe laces

Maintaining Your Disaster Supplies Kit

Just as important as putting your supplies together is maintaining them so they are safe to use when needed. Here are some tips to keep your supplies ready and in good condition:

- Keep canned foods in a dry place where the temperature is cool
- Store boxed food in tightly closed plastic or metal containers to protect from pests and extend its shelf life
- Throw out any canned good that becomes swollen, dented, or corroded
- Use foods before they go bad, and replace them with fresh supplies
- Place new items at the back of the storage area and older ones in the front
- Change stored food and water supplies every six months. Be sure to write the date you store it on all containers
- Re-think your needs every year and update your kit as your family needs change
- Keep items in airtight plastic and put your entire disaster supplies kit in one or two easy-to-carry containers, such as an unused trash can, camping backpack, or duffle bag.

Developing a Family Emergency Plan:

A Family Emergency Plan should consider where each family member will be when a watch or warning is issued. Sometimes we don't have the advantage of either a watch or warning. Disasters can strike at anytime. Your family may be together, or they may be at various locations. Your Family Emergency Plan should consider the following:

- Escape routes
- Family communications
- Utility shut-off and safety
- Insurance and vital records
- Special needs
- Caring for animals
- Safety skills

Escape Routes

Your family should talk about possible escape routes from various places in your house, especially the bedrooms. Establish a place to meet in the event of an emergency. This should include a location just outside your home, or possibly a neighbor's yard.

If the event involves more than your home, you should also consider a location away from your house, but within your neighborhood, such as a nearby business or city park.

Family Communication Plan

Since your family members may be at various locations when you need to evacuate or are not able to return to a designated meeting place, you and your family should sit down together and discuss several options of alternate meeting places and methods of communication.

Consider school, work, shopping, and day care schedules, etc. Each of these businesses or organizations should have an evacuation plan. Be familiar with each of these plans and the designated places to which each of these groups would evacuate their people.

Designate an out-of-area relative or key person for family members to contact to report their status, location, and contact information.

Each member of the family should carry a wallet-sized card with the most important information on it. All adults in the family may want to carry more information with them. A sample of a wallet-sized card is shown below. See the Appendix for a sample of the full-sized information sheet.

Other Important Phone Numbers & Information:

Family Communications Plan

Contact Name: _____
Telephone: _____

Out-of-State Contact Name: _____
Telephone: _____

Neighborhood Meeting Place: _____
Meeting Place Telephone: _____

Dial 9-1-1 for Emergencies!

This form can be found through the www.ready.gov website and in the publication Are You Ready?.

UTILITY SHUT-OFF AND SAFETY

In the event of a disaster, you may be instructed to shut off the utility services (such as electric, gas, and water) at your location.

CAUTION

If your gas service is shut off for any reason, a qualified professional must turn it back on. **NEVER ATTEMPT TO TURN THE GAS BACK ON YOURSELF.**

For your safety, always switch off all individual electric breakers before switching off the main breaker.

For more information regarding utilities, contact your local utility company or agency.

INSURANCE AND VITAL RECORDS

Consider obtaining property (including flood, earthquake, etc), health, and life insurance, if you do not have them. Regularly review existing policies for the amount and extent of coverage to insure that what you have in place is what is required for you and your family for all possible hazards. You can call 888-FLOOD29 (888-356-6329) to learn more about flood insurance.

Make a record of your personal property for insurance purposes. Take photos or a video of the interior and exterior of your home. Include personal belongings in your inventory.

Store important documents, such as insurance policies, deeds, property records, and other important papers in a safe place, such as a safety deposit box, away from your home. Make copies of important documents for your disaster supplies kit.

Consider saving money in an emergency savings account that could be used in any crisis. It is advisable to keep a small amount of cash at home in a safe place where you can quickly access it in case of evacuation.

SPECIAL NEEDS

If anyone in your family has a special need, you may need to take additional steps to protect yourself and your family in an emergency. Additional publications regarding special needs are available from FEMA or other agencies and organizations.

CARING FOR ANIMALS

Animals are also affected by disasters. Make a plan on how to care for your pets in the event of a disaster, especially should you have to evacuate. You may contact your local animal shelter, SPCA, or Humane Society for additional information. Know that, with the exception of service animals, pets may not be permitted in emergency shelters.

SAFETY SKILLS

It is important for family members to know how to administer first aid and CPR, and how to use a fire extinguisher. Be sure you have adequate fire extinguishers, and everyone knows the location of each one. You should have, at a minimum, one ABC-type extinguisher.

EVACUATING YOURSELF AND YOUR FAMILY

When community evacuations become necessary, local officials provide information to the public through the media. In some circumstances, other warning methods, such as sirens or telephone calls, also are used. Additionally, there may be circumstances under which you and your family feel threatened or endangered and you need to leave your home, school, or workplace to avoid these situations.

Always do this:

Keep a full tank of gas in your car.

Plan to take one car per family to reduce congestion and delay.

Make transportation arrangements with friends or your local government, if you do not own a car.

Listen to a battery-powered radio and follow local evacuation instructions.

Gather your family and go immediately, if you are instructed to evacuate.

Leave early enough to avoid being trapped by severe weather or other hazards.

Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.

Be alert for washed out roads and bridges. Do not drive into flooded areas.

Stay away from downed power lines.

If time permits:

Gather your disaster supplies kit.

Wear sturdy shoes and clothing that provides some protection, such as long pants, long-sleeved shirts, and a cap.

Secure your home:

Close and lock doors and windows

Unplug electrical equipment, such as radios, TV, and small appliances.
Leave freezers and refrigerators plugged in, unless there is a risk of flooding.

Let others know where you are going.

POSSIBLE DISASTERS

Avalanche
Conflagration
Drought
Earthquake
Flood
Hurricane, Cyclone, Typhoon
Landslide
Dust or Sand Storm
Snow, Ice, and Hail
Tornado
Volcanic Eruption
Windstorm
Tsunami
Blackout or Brownout
Dam Failure
Hazardous Material Incident
Industrial Explosion
Mine Accidents
Fire
Nuclear Reactor Accident
Oil Spill
Pipeline Explosion, Fire, or Leak
Transportation Accident
Water, Gas, or Sewer Main Break
Arson
Bomb Threat
Civil Disturbance or Riot
Labor Strike
Terrorism or Hostage Incident
Pandemic or Epidemic
Famine
Infestation
Pollution Episode
Conventional or Nuclear War
Boycotts

CHURCH PREPAREDNESS

Seventh-day Adventist churches must plan, through a local ACS DR program, to become part of this ministry. The unprepared church will miss valuable opportunities to minister while attempting to react to a disaster in their community. By planning before a disaster occurs, each church can be prepared to minister fully in a time of crisis.

Church Disaster Plan:

- Facility Safety Check
- Facility Evacuation Plan
- A local Disaster Response Coordinator (DRC) must be elected by the church membership. The local DRC should complete ACS DR training before giving general direction regarding preparation, organization, training, and response activities. The local DRC should:
 - Assist in developing a local church Disaster Preparedness Committee
 - Prepare the church members to:
 - Care for themselves
 - Care for their church members and facilities
 - Minister to other survivors
 - Develop a business-card sized local information card (see appendix)
- Develop a plan for the evacuation of members, which includes instructions for caring for persons with special needs and all contact information needed to find each other after the disaster.
- Work with church ACS DR leaders in formulating a plan which could include:
 - Participating in ministries, such as the receiving, sorting, and distributing food, clothing, bedding, clean-up and household supplies
 - Information Staging Area for Volunteers or Work Units
 - Feeding
 - Sheltering
 - Functioning as a Communications Center
 - Identifying members who can offer bilingual interpretation or assist with those who have language or literacy limitations
 - Providing companionship to fellow church members who have been displaced
 - Providing food, housing, communication and other needs for out-of-town volunteers who come to help with the disaster response
 - Providing other services as needed locally
- Seventh-day Adventists work cooperatively, and not competitively, with other groups responding to disasters. A church should make advance arrangements, should they wish to offer their facilities during the first days of an emergency to survivors and/or disaster agencies. Churches should seek advice and assistance from their Conference ACS Disaster Response Coordinator/ Director.

HOW ACS DR WORKS WITH OTHER ORGANIZATIONS AND AGENCIES

Adventist Community Services Disaster Response (ACS DR) is only one of many public agencies and private organizations which respond to the needs of disaster survivors. To provide the best possible support to the survivors, all the response agencies and organizations must work closely with each other. This minimizes the risk of not providing some very important support, and maximizes the efficiency with which needed services and goods are provided.

HOW ACS DR FITS IN

ACS is a founding member of the organization known as National Voluntary Organizations Active in Disaster (NVOAD). ACS is also a member of most of the affiliated state and regional VOADs. More than forty national voluntary organizations, emergency management agencies, and business partners minimize or eliminate duplication of, and gaps in, disaster services by coordinating as a part of NVOAD. NVOAD provides a primary forum for networking, activity coordination, and information exchange before, during, and after disasters.

We cooperate very closely with government agencies at all levels. Many of these government agencies recognize ACS DR for its expertise in donations management. Our program is updated frequently to closely comply with national program changes.

VOAD-member organizations, through their own programs, provide specific services. Each organization has an area of responsibility, or service function, in which they specialize. ACS DR specializes in Donations Management. This is not just warehouse operations. It involves much more—from neighborhood collections to distribution of goods to the survivors. When each member organization provides its specific services, most of the areas of need are covered, and the survivors receive the best possible assistance toward their recovery. We must realize that not every need of every survivor can be covered every time.

NO SUVs

As all the response organizations gain experience, they apply lessons learned to their response programs. One lesson that has been learned by both government agencies and private organizations is that people who want to help the survivors in the best way will affiliate themselves with one of the major response organizations. Those who choose to respond on their own are known as Spontaneous Unaffiliated Volunteers, or SUVs. Most of the time, these folks create problems of coordination and supervision in the response area.

Government agencies at all levels are strongly encouraging all volunteers to:

- 1) Affiliate themselves with one of the recognized response organizations
- 2) Become trained in the services provided by that organization, and
- 3) Respond as a part of that organization's response teams.

ACS strongly supports this philosophy, as do all the other major response organizations. Rather than decide on your own what you feel needs to be done and then trying to do it, join one of the recognized response organizations.

Most of the nationally-recognized organizations provide a photo credential for their official volunteers. While such credentials are not intended to allow entrance into any specific area or facility, they indicate that the bearer has affiliated themselves with a recognized organization. Official ACS DR credentials are only issued by our national organization, not by any local church, local conference, or union conference. They are only issued to volunteers who have successfully completed official ACS DR training.

Beware of organizations which are not well-known and do not have a long history of disaster response. Following every disaster, there are new organizations formed that recruit members and financial support, but do not have a well-structured and documented response program. Quite often, such organizations do not have the training and staffing to accomplish what they advertise. There are even some that have alternative intentions for the use of the funds. Such organizations are even known to make false statements about being affiliated with one of the nationally-recognized organizations. Sad as it is, this has been proven several times in recent years. One of the tools often used in these improper recruitment efforts is the Internet. If you do not recognize the organization, check it out with the Better Business Bureau or through other trusted official channels.

Sometimes working within the proven structure of disaster response seems slow or cumbersome. Sometimes it may be. Generally, it continues to prove to be the most efficient way to provide the best support to the most survivors in the shortest time.

ADVENTIST COMMUNITY SERVICES MINISTRIES

Adventist Community Services (ACS) is the humanitarian agency of the Seventh-day Adventist Church in the United States and Bermuda.

ACS is not ADRA. ADRA is the humanitarian agency of the Seventh-day Adventist Church with international focus.

The greatest tool the kingdom of God has in our world is Christians living in the local community sharing their faith day-in and day-out under the power of the Holy Spirit. The local church ministering in the community is still God's beginning point for the sharing of the gospel worldwide.

Seventh-day Adventists have carried out the Great Commission for more than a century and a half. ACS provides an excellent opportunity for a cooperative effort with other faith-based organizations, and secular or government agencies, while keeping our identity, purposes, and sacred obligations intact.

Below are the various ways that Adventist Community Services manifests itself in communities:

DISASTER RESPONSE

ACS operates with Statements of Understanding (SOU) with the Federal Emergency Management Agency (FEMA), the emergency management agency of the U.S. government, the American Red Cross (ARC), and many state emergency management agencies.

ACS DR operations utilize volunteers and staff at the union conference, local conference, and local church levels. ACS DR helps disaster survivors through community collection centers, multi-agency warehouse operations, emergency distribution centers, mobile distribution units, and specially coordinated services as approved by division headquarters. Details of disaster response operations are provided in the disaster response training and program manuals.

Disaster Response Alliance—The ACS DR Alliance exists to collaboratively coordinate disaster response efforts provided by Seventh-day Adventist affiliated organizations (i.e. Seventh-day Adventist educational institutions and medical facilities) in partnership with ACS to provide maximal strategic and efficient assistance to disaster survivors. All entities representing the Seventh-day Adventist Church in disaster response shall form an alliance with Adventist Community Services of the North American Division of Seventh-day Adventists headquarters through the development of Statements of Understanding.

ADVENTIST CRISIS CARE NETWORK/COMMUNITY CHAPLAIN (DISASTER RESPONSE) INITIATIVE

The Community Chaplain (Disaster Response) initiative is a joint endeavor of ACS and Adventist Chaplaincy Ministries (ACM). ACM will be the endorsing agency, and ACS will be the managing agency under whose auspices the chaplains will be deployed. This endeavor stems from the need to have trained Seventh-day Adventist ministers who are qualified to serve on a local, regional or national basis as disaster response chaplains.

YOUTH EMPOWERED TO SERVE (YE²S)

The ACS YE²S Program involves teens and young adults in disaster response and other community service projects. YE²S units are organized through educational institutions or local churches. YE²S operates in collaboration with the Youth Ministries Departments.

TUTORING AND MENTORING

The ACS Tutoring & and Mentoring Programs seeks to assist with the needs of communities by providing services such as teaching basic reading, writing, English as a Second Language (ESL) classes, math and computer skills. The program also provides mentoring models to address growth opportunities as it relates to individual development. This program collaborates with the Adventist Volunteer Ministry Office.

ELDER CARE MINISTRIES

ACS Elder Care Ministries coordinate education and services related to aging, health, finance and social issues for seniors in the church and community.

COMMUNITY DEVELOPMENT/URBAN MINISTRY/INNER CITY MINISTRIES

The ACS Community Development Ministries, (which encompasses inner city and other communities), provides assistance to individuals and families by addressing their physical, social, mental and spiritual well-being. These ministries offer humanitarian services such as counseling for domestic violence victims; food pantries; soup kitchens; clothing distribution; thrift stores; and drug and alcohol abuse and prevention assistance.

OTHER RESOURCES

More publications and information are available from:

FEMA, www.ready.gov or call 800-BE READY (800-237-3239):

The American Red Cross, www.redcross.org.

www.communityservices.org

www.nad.adventist.org

www.weather.com

Other Local Organizations and Teams

Citizen Emergency Response Team (CERT)

Citizens Corps Council

Amateur Radio clubs

APPENDICES

ACS DR Training System

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THE ADVENTIST COMMUNITY SERVICES DISASTER RESPONSE TRAINING

A multi-course training system has been developed by ACS DR to prepare leaders and skilled volunteers for disaster response.

BASIC COURSES:

"INTRODUCTION TO DISASTER PREPAREDNESS"

You are currently taking this course. In this class you should learn how to prepare yourself, your family and your church to face disasters large and small.

"DONATIONS OPERATIONS"

This course is designed to provide the volunteer with a basic understanding of the work of ACS DR. An individual who takes this course will become familiar with the operations of a community collection center, a multi-agency warehouse, and emergency distribution. Overall donated goods operations, including collecting, sorting, storing, transporting, inventory tracking, and distribution will be taught. Following successful completion of this course, volunteers are eligible to volunteer in any of the above operations, and to apply for an ACS DR photo credential, the official credential of ACS DR. After completion of this course volunteers work under the guidance and direction of more senior leadership who coordinate staffing at each site.

LEADERSHIP COURSES:

"LEADERSHIP DEVELOPMENT":

(This course is under development.) The purpose of this course is to provide the participant with a basic understanding of leadership skills and some of the tools used to recruit, orient, and manage volunteers.

"DONATIONS MANAGEMENT"

(This course is under development.) This course will prepare the participant to potentially be on an ACS DR management team for any ACS DR operation.

Prerequisite courses: Donations Operations, Leadership Development.

SPECIALIZED COURSES:

“TRAIN-THE-TRAINER”

This course is by invitation only. This course provides several hours of classroom preparatory instruction. Each candidate will then be scheduled to teach parts of the course(s) for which they are a candidate to teach. Each candidate will be evaluated by the certified Train-the-Trainer instructor(s) who is/are present.

“FORKLIFT SAFETY CERTIFICATION”

This course teaches basic forklift safety. In keeping with industry standards, all forklift operators working in ACS DR facilities must have a current ACS DR forklift safety certificate for the specific equipment in use at each facility.

“ADVENTIST CRISIS CARE RESPONSE TEAM TRAINING”

Using the National Organization for Victim Assistance (NOVA) and International Critical Incident Stress Foundation (ICISF) models, the Adventist Crisis Care Network (ACCN) trains professionals to provide Emotional and Spiritual Care to disaster survivors, families, and neighbors.

YOUTH EMPOWERED TO SERVE (YE²S)

Through an affiliation with the North American Division of Seventh-day Adventists Youth Department and ACS DR, YE²S trains youth and young adults, ages 15 years and above, to serve in a variety of activities such as: appropriate disaster response operations, non-disaster related community service ministries, camp meetings, special event activities, and more.

LOCAL DISASTER RESPONSE COORDINATOR'S DUTIES

The local Disaster Response Coordinator's duties include:

- Coordinate ACS DR training with conference/union ACS DR Coordinator
- Assist in developing a local disaster response team
- May serve as a Disaster Response Team Leader
- Schedule and plan local ACS DR meetings and activities
- Serve on planning and coordinating committees before, during, and after a disaster
- Develop, and distribute to all church members, a business-card sized local information "quick-reference" card of notification numbers, so you can notify someone of your location and status. This card should include:
 - Church Clerk
 - Pastor
 - Local Conference Office
 - Union Conference Office
 - Adventist Information Ministries, A.I.M. (800-381-7171)

See sample below:

Anytown, USA Seventh-day Adventist Church Disaster Notification Quick Reference Card	
In a disaster, I should report my status to the first available contact:	
Local Church Clerk:	000-000-0000
Local Pastor:	111-111-1111
Local Conference Office:	222-222-2222
Union Conference Office:	333-333-3333
Adventist Information Ministries (A.I.M.):	800-381-7171

PEOPLE TO CONTACT FOLLOWING A DISASTER

If You are Affected

If you are personally affected by a disaster, you should consider reporting your status to your:

Family
Church (pastor, clerk, or other designated person)

and contact the following for assistance:

Insurance agent(s)
Local disaster response agencies

Following a large disaster, you should register for assistance with:

The American Red Cross (call 866-GET-INFO, 866-438-4636, or go to www.redcross.org to register online)

For non-federally declared disasters, you may also need to register with your state or local jurisdiction.

For a federally-declared disaster, also register with FEMA (call 800-621-FEMA, 800-621-3362, or go to www.fema.gov to register online)

If you are unable to notify your local church leadership of your status, contact:

- 1) Your local conference, or, if not available,
- 2) Your Union Conference, or, if not available,
- 3) Adventist Information Ministry (800-381-7171)

If You are NOT Affected

If you are in an area which is affected by a wide-spread disaster, but are NOT personally affected by the disaster, you should contact one of the following to report that you (and your family) are OK:

- 1) Contact your family, then contact
- 2) Your church pastor or clerk, or, if not available,
- 3) Your local conference
- 4) American Red Cross (www.redcross.org, click the Family Link to provide family welfare information about you and your family)

FAMILY EMERGENCY PLAN INFORMATION FORM

This form can be found through the www.ready.gov website, and in the book Are You Ready.



**Homeland
Security**

Family Communications Plan

Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations.

Out-of-State Contact Name: _____ Telephone Number: _____
 Email: _____ Telephone Number: _____

Fill out the following information for each family member and keep it up to date.

Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____
Name: _____	Social Security Number: _____
Date of Birth: _____	Important Medical Information: _____

Where to go in an emergency. Write down where your family spends the most time: work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings should all have site-specific emergency plans.

<p>Home Address: _____ Phone Number: _____ Neighborhood Meeting Place: _____ Regional Meeting Place: _____</p> <p>School Address: _____ Phone Number: _____ Evacuation Location: _____</p> <p>School Address: _____ Phone Number: _____ Evacuation Location: _____</p> <p>School Address: _____ Phone Number: _____ Evacuation Location: _____</p>	<p>Work Address: _____ Phone Number: _____ Evacuation Location: _____</p> <p>Work Address: _____ Phone Number: _____ Evacuation Location: _____</p> <p>Other place you frequent: Address: _____ Phone Number: _____ Evacuation Location: _____</p> <p>Other place you frequent: Address: _____ Phone Number: _____ Evacuation Location: _____</p>
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Important Information	Name	Telephone #	Policy #
Doctor(s):			
Other:			
Pharmacist:			
Medical Insurance:			
Homeowners/Rental Insurance:			
Veterinarian/Kennel (for pets):			

Other useful phone numbers: **9-1-1 for emergencies.** Police Non-Emergency Phone #: _____

ACS DR KIT LISTS

Care for the Survivor

There are several projects that a local church can do to help in any disaster. One of the projects can be making a variety of supply kits. The kits help provide basic necessities to people who lack ready access to essential everyday life supplies. By making these kits, you make a direct, tangible difference in sustaining people's lives. What better, more rewarding demonstration of our personal Christian love can we make?

Below is a list of the kits. Each description contains a list of specific items needed. Gathering and assembling kit materials as a group can be a wonderful hands-on activity, bringing together young and old, neighbors, friends, and co-workers.

ALL ITEMS INCLUDED IN EACH KIT MUST BE NEW.

Bathroom Kit

- 3 pc Towel Set – Bath towel, hand towel, and wash cloth
- 1 small Trash Can
- 1 Personal Care Kit (as defined later in this document)

Bedroom Kit

- 3 or 4-pc Sheet Set – Fitted sheet, Flat sheet, and pillowcase(s)
- 1 Polyester/Acrylic Blanket
- 1 or 2 Pillow(s) as needed, to go with sheet set

Children's Disaster Kit

This is to help replace toys or give the younger children something to do when their parent(s) is/are busy with filling out forms.

- 1 Coloring book (non-violent content)
- 1 box of Crayons
- 1 Story book (preferably about feelings)
- 2 small Toy vehicles (these should be emergency vehicles – police car, fire truck, ambulances – so that children can express their feelings in play).
- 1 soft, cuddly “plush” or stuffed toy

Clothing Pack

- 1 Pair Jeans or Docker® type pants
- 1 T-shirt, polo or button shirt
- 1 Set new undergarments
- 1 Pair new socks

Measure jeans/pants at waist (and inseam for men), put with appropriate sized shirt, new socks and new underwear. Carefully fold outfit with socks and underwear discretely hidden inside, and place in gallon zipper-style or other re-sealable plastic bag. Mark size and gender on paper and place on top of outfit in bag.

Disaster Cooking Kit

So survivors can immediately begin preparing their own meals.

- 1 Manually-operated can opener
- 1 Regular long-handled spoon
- 1 Slotted long-handled spoon
- 1 Spatula (for turning food)
- 1 small package of Plastic knives, forks and spoons
- 1 large package of Disposable plates, bowls, and cups
- 2 Dishwashing cloths
- 2 Dish towels
- 1 two-quart Sauce pan with lid
- 1 medium size Skillet with lid
- 1 small container of Dishwashing detergent
- 2 hot pads

Flood Bucket Kit

These cleaning supplies enable the survivor to begin the overwhelming job of cleanup after a flood or hurricane.

- 5-gallon Bucket with re-sealable lid
- Bleach: two 1-quart or one 82 oz. bottle (Do not include bleach if you are shipping the bucket through the US Postal Service, UPS or FedEx)
- 5 Scouring pads
- Sponges, 7 pack, assorted sizes
- 1 Scrub brush
- 18 Cleaning towels (reusable wipes)
- Liquid laundry detergent: two 25 oz. or one 50 oz. bottle
- 1 Household cleaner, 12-16 oz. bottle
- Disinfectant dish soap, 16-28 oz. bottle
- 50 clothes pins
- Clothes line—two 50 ft. or one 100 ft.
- 5 Dust masks
- 2 pair Latex or non-latex gloves
- 1 pair Work gloves
- 24-bag roll of heavy-duty Trash bags (33-45 gallon-- remove roll from box before placing in bucket)
- Insect repellent spray, 6-14 oz. can (if aerosol, cans must have protective caps)
- Air freshener, 8 or 9 oz. can (if aerosol, cans must have protective caps)

Household Kit

These supplies provide an important source for starting up a new household.

- 1 box Laundry detergent
- 50 clothes pins
- Clothes line—two 50 ft. or one 100 ft.
- 1 bottle Dishwashing liquid
- 1 package Toilet paper
- 1 package Sponges
- 1 package Dishcloths
- 1 container of Sink cleanser
- 1 Broom with handle
- 1 Mop with handle
- 1 Utility pail
- 1 Dust pan with brush
- 1 Wastepaper basket
- 1 roll of trash bags (remove roll from box before placing in bucket)
- 1 pr Cleaning gloves

Kitchen Start-up Kit

Basic Service for Four

- 7 pc Cookware Set
- 3 pc Cooking Utensil Set
- 12 pc Dinnerware (Melamine or Plastic)
- 12 pc Flatware Set
- 1 Drain board
- 1 Colander/Strainer
- 1 Vegetable Peeler
- 1 Measuring Cup
- 2 Ice Cube Trays
- 1 Carving/Bread Knife
- 1 set Salt and pepper shakers
- 2 Kitchen towels
- 2 Dish cloths
- 2 Pot holders/hot pads
- 1 Can opener
- 1 Scrubber
- 1 Trash can
- 1 roll of trash bags
- 1 First Aid Kit

Personal Care Kit

The Personal Care Kit provides basic necessities to survivors who have been forced to leave their homes because of human conflict or natural disaster.

- 1 Hand towel
- 1 Washcloth
- 1 Comb
- 1 bar of Soap
- 1 Toothbrush (in commercially sealed packaging)
- 1 tube of Toothpaste (expiration date at least 6 months past date of shipment)
- 1 bottle of Shampoo
- 1 Deodorant
- 1 bottle of Hand sanitizer
- 6 adhesive plastic strip sterile bandages (optional)
- 1 Nail file or fingernail clippers (optional)

Place these items inside a sealable one-gallon plastic bag.

School Kit

In some disasters, children's books and school supplies are lost. A school kit may help to replace school supplies.

- 1 pair Blunt scissors (rounded tip)
 - 2 pads (or loose leaf) of 8 ½" x 11" ruled Paper
 - 1 12 inch (30-centimeter) Ruler
 - 1 hand held Pencil sharpener
 - 6 unsharpened Pencils with erasers
 - 1 Eraser, 2 ½"
 - 12 sheets Construction paper (varied colors)
 - 1 box of Crayons (only 24 count)
- Place items in a bag or backpack