

## EMERGENCY CALLING CHAIN & RESPONSE PROCEDURE

1. Immediately following a disaster, the pastor of a local church inspects damage to any/all church property and makes two phone calls to:
  - a) The District Superintendent
  - b) The Trustee Chairperson for their local church (Trustee Chairperson contacts the insurance company for the local church and begins deliberations according to church's policy.)
2. The District Superintendent contacts:
  - a) The Conference Disaster Relief Chairperson: Scott Parrish
3. The Conference Disaster Relief Chairperson contacts:
  - a) The Resident Bishop: Bishop Sue Hauptert-Johnson
  - b) The Conference Director of Connectional Ministries: Herzen Andone

(Note: Report once daily as necessary or immediately if damage is severe)
4. The Conference Disaster Relief Chairperson then contacts the following persons:
  - a) Pastor of the local church who initiated the call
  - b) Chairperson of the Conference Disaster Assessment Teams if necessary
  - c) Eleven other District Disaster Coordinators if necessary
5. The Chairperson of the Conference Disaster Assessment Teams visits damage site, calls in other teams as needed to assess conditions. Through coordination with the Conference Disaster Relief Chairperson, the Assessment Team Chairperson determines the number of early response teams needed to cover disaster area.
6. The Conference Disaster Relief Chairperson determines site for a command post and selects as many helpers as possible to meet the needs of the command post and related disaster area.

