

Mount Zion Baptist Church Emergency Recovery Plan



April 22, 2018



Mount Zion Baptist Church



Emergency Recovery Plan

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Emergency Recovery Plan

1. PURPOSE:

This Emergency Recovery Plan provides guidance and directions for the staff and members of Mount Zion Baptist Church (hereinafter referred to as the Church) in recovery from a naturally occurring incident, e.g., a tornado, or a human-caused incident, e.g., vehicular accident, active shooter, in which participants of a Church-sponsored activity or event incur injuries. This plan does not address the response to the incident itself, as the response is covered by other plans. For example, response to an active shooter is covered in the Mount Zion Baptist Church Security Plan and response to a weather incident during activities or events on Church property is addressed in the Mount Zion Baptist Church Safety Plan.

2. DEFINITIONS:

- 2.1.** Church-sponsored activity or event: An activity or event that has been approved by the responsible minister and calendared on the Church calendar by the Church staff.
- 2.2.** Responsible minister: The minister having been assigned by Church By-Laws, duty description approved by the Church, other action of the Church body, or the Senior Pastor authority to direct ministry in a specific functional area, e.g., worship, music, education, age-specific, missions and outreach.
- 2.3.** Responsible leader: A mature adult leader appointed by the responsible minister who is designated as the primary person in charge of a group of participants at a Church-sponsored event or activity. The responsible minister may self-appoint himself as a responsible leader. A responsible leader will be designated for overall responsibility and for each separable group of participants and will be physically present with the group at all times.

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2.4. Incident: An event that occurs as an act of nature or caused by human actions that results in injury or death to participants in a Church-sponsored event or activity, or, at the discretion of the Senior Pastor, an event resulting in serious injury or multiple deaths and of such magnitude in the immediate ministry area of Mount Zion Baptist Church for which the Senior Pastor is led by God to provide Church outreach and ministry.

3. Components:

This plan addresses recovery actions in five component areas:

- Actions taken to initiate and operate an operations center at the Church or other appropriate location to coordinate actions and communications (Operations Team).
- Actions taken to recover our injured people and their belongings from the incident area (Recovery Team).
- Actions taken to minister to our injured in the incident area (Incident Ministry Team).
- Actions taken to call the Church to prayer and minister to the hurting body during this time (Home Ministry Team).
- Follow-on actions (Follow-on Team).

The interrelationships of the teams and flow of activities is presented in Figure 1 and explained in better detail in paragraphs 6 through 10.

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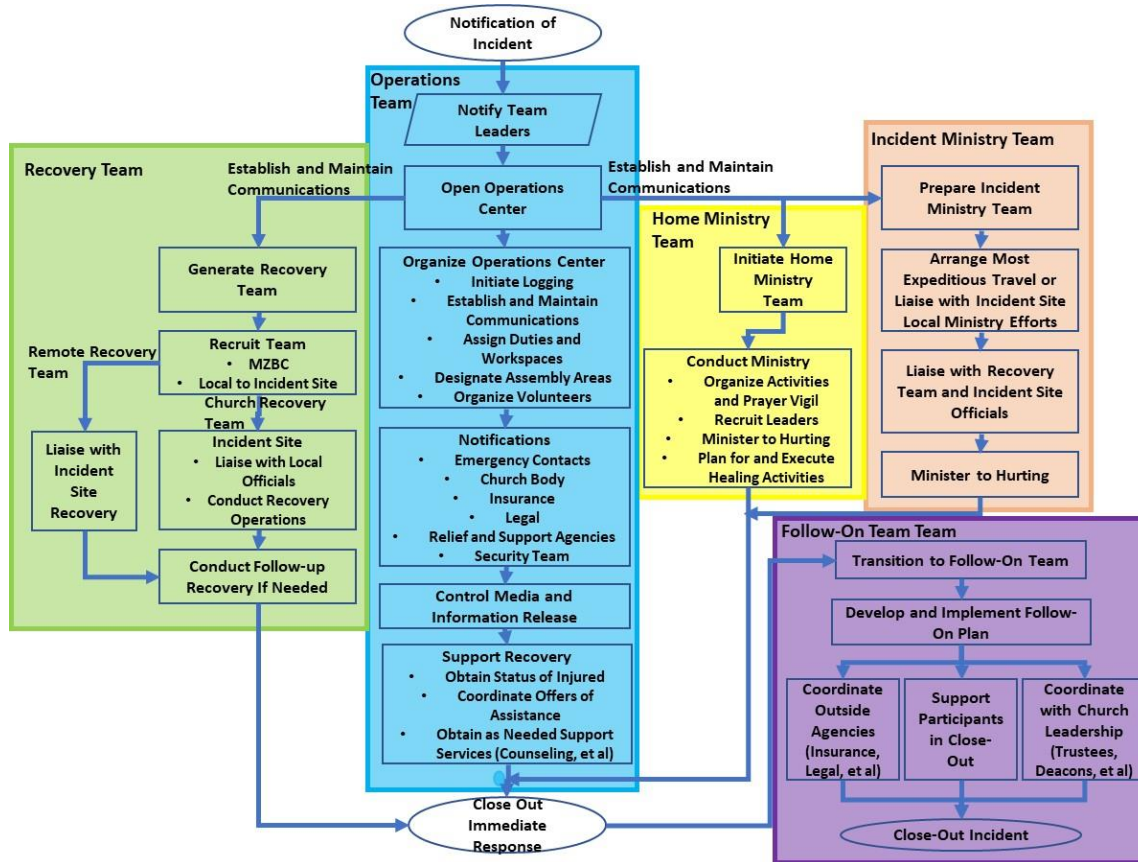


Figure 1: Emergency Recovery Plan Process

4. Responsibilities:

4.1 The Church will authorize up to \$10,000 as an non-budgeted expenditure from its General Fund to finance the implementation of this plan.

4.2 The Executive Pastor will:

- Working in conjunction with the chair of the Budget and Finance Committee and the Church Financial Administrator / Treasurer, develop and implement a strategy to expend funds for the execution of this plan.

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- Arrange a location off Church property for the Operations Team to initiate activities for those contingencies in which locations on Church property are not available.

4.3 Responsible minister will

- Prior to departure for any Church activity or event not occurring on Church property, provide a contact list to the Operations Team or post it in a location accessible to the Operations Team. The list will have names of participants, emergency contact for families of participants, name(s) and contact information for key people that should be contacted to assist in recovery from an incident, for example, a missionary or activity leader where the event or activity is to occur, and other information of value should this plan need to be implemented.
- Ensure that leaders of the group are instructed in proper implementation of this plan.

4.4 Leadership for the teams implementing this plan are specified in the table below. The position listed in the secondary column will assume responsibility as team leader should the position listed in the primary column be unable or unavailable to perform described actions. If neither the primary nor the secondary person is available, the Senior Pastor, or senior minister present for duty, will designate an appropriate team leader. Team compositions will be formed by the team leaders on an *ad hoc* basis from available congregants of the Church.

Component	Primary	Secondary
Recovery Team	Minister of Missions and Outreach	Minister of Education
Operations Team	Executive Pastor	Chairman of Deacons
Incident Ministry Team	Senior Pastor	Minister of Education
Home Ministry Team	Minister of Music and Media	Minister on Call

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Follow-on Team	Executive Pastor	Designated Representative
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4.5. Team leaders will:

- Familiarize themselves with this plan and be prepared to implement their assigned duties always.
- Maintain in an immediately available medium appropriate contact telephone numbers.
- Immediately upon activation of this plan recruit capable Church members who have special skills, abilities, civil positions, or other attributes that will facilitate team operations and activities.

5. NOTIFICATION

5.1. When an incident which invokes implementation of this plan happens on Church property, key personnel to implement this plan are likely present on Church property, thus providing for automatic notification. Plan implementation in this case begins by calling 911 to alert first responders, and then team leaders beginning the organization of their respective teams. In the event that key personnel are not present on Church property at the time of the incident, the activity or event leader, or someone in participating in the event who remains capable of making the calls, will dial 911 to alert first responders and will then notify, in order of precedence, either the Executive Pastor, Senior Pastor, or responsible minister.

5.2 For activities occurring off Church property, the event or activity leader (transportation leader if in transit), or an able-bodied person in the group, will call the Church office if incident occurs during Church office hours (7:30 AM to 4:30 PM Monday through Friday), or contact one of the following, in precedence order: Executive Pastor, Senior Pastor, minister on call. Communications of the incident and status of personnel involved in the incident will be restricted to this initiation of the Operations Center to avoid rumors and incomplete information circulating through the Church body.

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5.3 Once initial notification is made to the Church, further communications from those involved in the incident will be limited to immediate family and the teams described in this plan. No release of information to the public will be made by individuals in the group involved in the incident, other than to first responders and civil authorities.

6. OPERATIONS TEAM:

The purpose of the Operations Team is to man an Operations Center from alert of the incident until completion of recovery operations. Immediately upon notification of an incident, the Operations Team will begin functioning and will notify all other team leaders of the need for implementing the provisions of this plan. The Operations Center will be manned during periods when active recovery operations are underway but may not require 24 hours per day operations. Manning for these operations will be provided by the Church Administrative Assistants and Church member volunteers. The Operations Center will primarily operate in the Church office area, unless such is not available (damaged or destroyed by natural disaster or cordoned off by legal authority because of the incident). Administrative Assistants may remain in their normal duty areas while supporting activities of the Operations Center as approved by the Operations Team leader. If necessary, the Operations Team will deploy to the contingency location designated by the Executive Pastor. The major activities of the Operations Center include:

- Initial mass notification of Church body of incident, with a request that the information not be further disclosed or distributed orally or electronically, to include by social media (e.g., Facebook, Twitter) or E-mail.
- Communications between the Church and teams operating outside the Church; between the Church and non-Church organizations, activities, and individuals; and within the Church body. This includes receiving individual or organizational offers of assistance and passing, as appropriate, such offers to other teams.

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- Obtaining as rapidly as possible the status and location of participants and making such information available to other team leaders and emergency contacts of the participants.
- Notification of emergency contact numbers provided by the responsible minister on the contact list prepared prior to departure.
- Contact insurance company(ies) as appropriate to initiate insurance claims.
- Secure legal counsel as needed and providing liaison thereto.
- Contact with Red Cross, International Mission Board (overseas activities or events), and State Southern Baptist Convention (domestic activities or events) to alert to possible need for assistance.
- Assessing need for and requesting from the Alabama Baptist State Board of Missions counselors to assist the Home Ministry Team.
- Designating work spaces and areas for those who are charged with specific tasks under the Operations Team's purview.
- Designating assembly area(s) for congregants arriving in Operations Center area either for volunteering under the provisions of this plan or for initiating spiritual support (prayer, et al) for those involved in or responding to the incident.
- Coordination with Security Team to provide security of Church property and congregants while on Church property.
- Control of media, to include limiting or denying, as appropriate, media access to Church property or congregants while on Church property.
- Public information release. The Operations Team leader, or designated individual, will be the only authorized spokesperson for the Church during the time the Operations Center is active. It is desired that no Church member discuss the incident, status of recovery operations, status of people involved in the incident, etc., with media or public officials, or release such information via electronic means to include social media, e.g., Facebook, Twitter, or E-mail, as the information provided can be incomplete, misquoted or misused, or even become part of legal action against the Church or Church members.

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- Organize for effective service and ministry volunteers who “show up to help.” Such aid may be in assigning regular ministry duties, such as hospital visitation, to qualified volunteers, such as Deacons, to allow ministerial team leaders to focus on implementing this plan.
- Maintain a log (record) of activities of the Operations Center for follow-up actions. The log should include a record of telephone calls received, actions initiated, status of people involved in and responding to the incident (to include names of members of each team deploying to incident site), and other pertinent information.

7. RECOVERY TEAM:

Actions of the Recovery Team are dependent upon the nature and location of the incident. Members of the Recovery Team should not release any information on the incident, people involved in the incident or status of such individuals, or status of recovery operations except to the Operations Team. Members of the Recovery Team will take all reasonable means to respect the privacy of those involved in the incident, to include minimal invasion of personal property recovered during team operations. Team members will take all reasonable means to secure recovered property at all times until the property is returned to its rightful owners.

7.1. For incidents on Church property, the Recovery Team leader will call for medical assistance and recruit able-bodied volunteers to act to recover people injured (first priority) and property damaged in the incident. The Recovery Team leader will exploit the members of the Security Team in assisting with recovery operations and coordination with emergency responders. The Recovery Team will coordinate and cooperate with emergency responders and civil authorities in the recovery effort. Recovered people will be treated for their injuries by qualified medical responders and transported to appropriate medical facilities as rapidly as feasible. After accounting of all people is accomplished, efforts will be made to recover property impacted by the incident, but the Recovery Team leader will not risk further injuries to the Recovery Team to recover property.

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7.2. When incidents occur off Church property, a Recovery Team will deploy to the incident location as rapidly as feasible, or recruit manpower for recovery operations from locals in the incident area.

7.2.1. The Recovery Team will maintain communications with the Operations Team to both provide and receive information pertinent to recovery operations. The likely most appropriate means of communications is via cell telephones; thus Recovery Team members should deploy with such devices and sufficient charging devices to maintain the cell telephone. In some circumstances the use of other over the air communications devices, such as radios, may be more appropriate if such devices are available.

7.2.2. In the incident area, the Recovery Team will coordinate and cooperate with emergency response teams that responded to the incident and civil authorities, as appropriate. It is likely that other church and relief organizations and individuals will offer assistance in the recovery operations. The Recovery Team will accept assistance that is useful to the operations and thank others for their volunteering to help in a way that honors Christ. Recovery operations will begin upon arrival in the incident area and will continue until all reasonable efforts have been expended to ensure the safe return of people to their home area and recovery of property involved in the incident. Actions may include, as examples, deliver of luggage and personal belongings to Church participants who are hospitalized in the incident area, arranging a place for the participants who are mobile and have means of transport to receive their personal property before departing the incident area, and transporting personal property to the Church for later recovery by individuals.

7.2.3. The Recovery Team will not depart the incident area until assured that all Church participants are either being transported to home or relative locations or remain hospitalized. Recovery Team operations may continue with subsequent trips to the incident area to recover property that was not available during initial operations. For example, in a vehicular accident, the damaged vehicle may be

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impounded, with personal property remaining on the vehicle not accessible until the vehicular accident investigation is completed.

7.2.4. The Recovery Team leader will maintain a “grab bag” of items likely to be of use in recovery operations so that it is immediately available for deploying with the Recovery Team. Items in this “grab bag” should include, but are not limited to:

- Cell phone chargers for most common types of cell phones, e.g., Apple and Android.
- Flashlights.
- Roll of garbage bags.
- First aid kit.
- Work gloves.
- Rain gear.
- Crowbar.

7.3. When the incident occurs within reasonable ground transportation travel distance from the Church, the Recovery Team leader will assess the transportation needs for recovery of people and property. If appropriate, Church-owned vehicles will be readied to deploy to the incident site to begin recovery operations. Approved Church vehicle drivers will be recruited to deploy with the Church-owned vehicles to initiate recovery operations. If the Team Leader deems Privately Owned Vehicles (POV) to be a more appropriate recovery transport, the Team Leader will recruit volunteers sufficient to meet the objectives of the Recovery Team. Leased vehicles should be considered the last option, for cost considerations. If vehicles are leased, Church transportation policies for leased vehicles will be followed. At least one of the deploying vehicles will have a minimum of two people, one to drive and one to provide communications between the Recovery Team and the Operations Team and other individuals or agencies as appropriate during transit. It is advisable that each member of the Recovery Team pack sufficient personal items for at least one overnight stay in the incident area.

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7.4. Incidents occurring within the United States but at distances for which ground transportation is infeasible, the Recovery Team leader has two options: recruit at least one other individual to travel with the leader by air transport to the incident area or recruit Christian organization volunteers in the incident area to perform recovery operations.

7.4.1. If travel to the incident site is the chosen option, the Recovery Team will arrange for air transport to the incident site and rent vehicle(s) as needed at the arriving airport to support incident area recovery operations. The Recovery Team leader will maintain coordination with the Operations Team leader to arrange appropriate recovery transport for Church participants and their property. The deploying members of the Recovery Team should travel with sufficient personal items to sustain themselves for the expected duration of the recovery operations. Church purchase or reimbursement of travel expenses will be coordinated through the Operations Team leader.

7.4.2. If incident-area volunteers are recruited to conduct recovery operations, the Recovery Team leader will maintain frequent communications with recovery efforts, providing guidance and making recovery decisions and, in coordination with the Operations Team leader, arranging financial resources for conduct of recovery operations as needed and arranging for transport of Church participants and property back to their home locations.

7.5. Incidents occurring outside the United States have the same two options as those occurring within the United States but have the complexity of international travel. Passports, and perhaps visas, are required for deploying Recovery Team members and travel arrangements are more complex. Recruitment of local recovery manpower is a more attractive option, but it may be more difficult to assure recruitment of trustworthy and reliable locals.

8. INCIDENT MINISTRY TEAM:

Purpose of the Incident Ministry Team is to provide ministerial support to those involved in the incident. Available Deacons should provide primary support to this

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team. This includes hospital visits, prayer and counseling of those involved in the incident, and other actions as God leads. The Incident Ministry Team leader is responsible for deciding the composition of this team on an *ad hoc* basis in accordance with the location and magnitude of the incident. The team leader may be a sufficient composition, or other ministers, deacons, or individuals gifted and/or trained in responding to the type of the incident may be invited to join the Team leader. If the activity is not local, and a Church minister is present and uninjured at the site of the incident, the Senior Pastor may direct this minister to serve as the Incident Ministry Team leader. Otherwise, it is anticipated that this team will deploy to the site of the incident, whether the incident is local or remote, if serious injury or hospitalization (other than treat and release) of any involved in the incident has occurred. Travel will be by the most expeditious means available, as timely and effective ministry is the goal. If the incident is outside the United States, travel arrangements must consider availability of adequate documentation (passport, visa, et al). This team will minister in the incident area as long as the team leader is led by God to continue such ministry.

9. HOME MINISTRY TEAM:

This team will provide ministry to the families of those involved in the incident who remain in the local area and will organize specific activities to call the Church body into prayer and other spiritual activities as appropriate to intercede for those involved in the incident and the teams operating in response to the incident in accordance with this plan. A location on Church property will be designated, if possible, for the body of the Church to participate in intercessory prayer and to receive information available on the incident, status of participants in the incident, and recovery operations. The Home Ministry Team leader will interface on a frequent basis with the Operations Team to receive the latest information on recovery operations both as a means of keeping the body of the Church informed and for focusing specific prayer requests. The Home Ministry Team leader will remind those present for release of information to be protective of the information released, as any information provided during ongoing recovery operations is likely to be fragmentary and “as of this moment” as opposed to a

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full and complete status update. No public release of information or official statement of the Church will be provided through this team.

10. FOLLOW-UP TEAM:

The purpose of this team is to continue activities to bring to final conclusion the consequences of the incident. While the team leader has the primary actions for this team, the leader may recruit additional staff members and volunteers to assist in these efforts. The nature of the incident will dictate what follow-on actions are needed. The list below is representative and is not to be considered exhaustive nor mandatory in every situation.

- Immediately begin drafting and implementing a specific follow-up plan tailored to the incident. This may include those who (individuals or specific groups) should be involved in follow-up activities. The follow-up plan should begin to be formulated during lulls in the cycle of activities within the Operations Center to enable smooth and effective transition from close-out of immediate response to initiation of follow-up actions.
- Work with insurance company(ies) to close out all claims, to include vehicular, medical, property, and liability.
- Provide guidance and assistance to those involved in the incident (or their families, as appropriate) in filing claims related to the incident.
- Liaise with legal counsel, as appropriate, in event of civil or legal actions.
- Coordinate and support activities and actions of Church trustees, Chairman of Deacons, and committees as needed to respond to the consequences of the incident.
- Coordinate for counseling of individuals emotionally scarred by the incident. Counseling should continue as long as necessary to provide healing for those impacted by the incident.

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