



**Cuyahoga County
Voluntary Organizations
Active in Disaster**

COOPERATION | COMMUNICATION | COORDINATION | COLLABORATION

Faith-Based Organizations Subcommittee Meeting #1

Thursday, November 30, 2017

6:30 pm to 8:00 pm

Independence Public Library

6361 Selig Blvd.

Independence OH 44131

Notes

1. Attendance:

Chief Mark Fender	Grace Church
Bob Magree	Geauga/Lake Counties
Harley Miller	Grace Church
Larry Murtaugh	Catholic Charities
Sharon Nicastro	COAD
Kaila Sparkman	Church of Jesus Christ of Latter Day Saints
Serena Steele	Cuyahoga County Office of Emergency Management

2. Agenda

- The agenda was reviewed.

3. Housekeeping

- Facility issues were reviewed.

4. Introductions

- Attendees introduced themselves.

5. Introduction to COAD

- Sharon Nicastro provided an overview of the COAD mission, values, structure, and functions.

6. FEMA's Whole Community Approach

- COAD subscribes to the Whole Community approach, which recognizes that emergencies and disasters cannot be managed by government agencies alone. There is a shared responsibility among all community sectors.
- A full explanation of the Whole Community Approach is available at https://www.fema.gov/media-library-data/20130726-1813-25045-3330/whole_community_dec2011_2_.pdf.

7. Objectives for Faith-Based Organizations

- Prepare your congregants for disasters.
- Plan for the continued operation of your organization (continuity of operations plan).
- Extend your everyday ministries to disaster situations within your congregation and in your community.
- Implement security measures at your house of worship.
- Network and coordinate with other FBOs, community organizations, and local government.
- Connect with the national/state/regional disaster response group within your faith.
- Learn emergency management principles and operate within the emergency management system.
- Receive planning guidelines, training, resources, and technical assistance.

8. Preparedness

- Personal preparedness for congregants consists of
 - Being informed about the incidents that might occur; how to respond to each type of incident; and alerts and warning systems.
 - Having a plan for communicating with friends and family; sheltering-in-place and evacuation at home, workplace, schools, and day care; and financial recovery.
 - Having a kit that contains basic supplies for sheltering-in-place and evacuation.
 - Incorporating special considerations for individuals with functional needs and pets.
- See the attached sheet for preparedness resources.

9. Continuity of Operations (COOP)

- There are 10 elements that must be incorporated into a continuity of operations plan:
 - Essential Functions
 - Orders of Succession
 - Delegations of Authority
 - Continuity Facilities
 - Continuity Communications
 - Vital Records Management
 - Human Capital
 - Testing, Training, Exercising
 - Devolution of Control and Direction
 - Reconstitution Operations
- The County Office of Emergency Management can provide workshops on how to create a COOP plan. See the attached sheet for more COOP resources.



10. Disaster Ministries Within Congregations

- Houses of Worship are trusted resources that can be a conduit to the public when information needs to be disseminated.
- Attendees briefly explained the ministries within their congregation.

11. Disaster Ministries in the Community

- Attendees briefly discussed how they could extend their ministries to the community during disasters.
- The Humanitarian Disaster Institute at Wheaton College has a webinar entitled *How Your Church Can Help After Disasters*. The webinar is archived at <https://zoom.us/recording/play/3JObMVzEB2hy-PXr5d7cSeXrUyiA7vEp9XTiMXeTixmr89Agt6z-23INwwOnDfLw>.

12. Security Measures

- Security measures consist of
 - Understanding the threats and challenges.
 - Establishing planning processes.
 - Assessing and mitigating vulnerabilities.
 - Establishing response procedures.
 - Planning for recovery.
 - Staying prepared.
- See the attached sheet for security resources.

13. National/State/Regional Resources

- Nearly every religion has a disaster response component at the national, state, or regional level. Congregations should connect to their resources.
- A handout from the National Disaster Interfaiths Network with contacts for each religion was provided to the attendees. See the attached sheet for the link to this list.

14. Emergency Management Principles

- There are FEMA Independent Study (online) courses that explain the emergency management principles that FBOs should incorporate into their planning and responses. See the attached resource sheet.
- Classroom courses are also available.

15. Emergency Management System Integration

- Congregations should connect with the Emergency Coordinator in their community before beginning their emergency operations plan. Emergency Coordinators are usually fire chiefs but might also be police chiefs, safety directors, mayors, or others.
- Congregations should also connect with the Cuyahoga County Office of Emergency Management and COAD.

16. Planning Options

- Congregations can plan on their own; with other congregations of the same religion; with all FBOs in their community; or a combination. For best use of emergency management principles and integration into the emergency management system, planning in collaboration with other FBOs, non-governmental organizations, and government agencies is recommended.
- The attendees decided that research by each FBO on how to plan might be overwhelming, so the plan is to provide workshops for each of the objectives. Workshops would
 - Break the planning process down to simple steps.
 - Be held in different geographical areas of the County (e.g., northwest, northeast, southwest, southeast quadrants).
 - Be scheduled during the day and on evenings/weekends.

17. Next Steps

- The next steps for the FBOs will be to
 - Get buy-in from their leadership and congregation.
 - Assemble a Disaster Ministry Team.
 - Connect with national/state/regional counterparts.
 - Connect with local government.
 - Connect with other houses of worship and organizations in their community.
 - Follow the planning steps.
 - Leverage available resources.
- The next step for COAD will be to facilitate the next steps of the FBOs.

18. Next Meeting

- To be determined