

Society of St. Vincent de Paul

Cleveland Diocese

Disaster Relief Plan Manual

Version 1

7-Apr-17



Preface

In 2013 our Society of St. Vincent de Paul, Cleveland Diocesan Council President wanted to organize a Disaster Relief Plan. The plan was to provide help to the needy who were trying to restore their lives after a disaster.

The position of Disaster Committee Chairman (DCC) was created to develop and oversee a functional Disaster Relief Program (DRP) that would help the needy in our eight county areas.

Our Phase 3 Emergency Relief Plan would attempt to meet some of the Clients' un-met needs.

Phases 1 and 2 require properly trained professionals on the scene.

We should be organized and ready to provide assistance to needy clients. At the same time we pray that there will be no disasters.

CDM	Conference Disaster Member	DRP	Disaster Relief Program
CP	Conference President	DR#	Red Cross Disaster Number
DCC	Disaster Committee Chairman	HVT	Home Visitation Teams
DCO	Diocesan Council Officers	RCDS	Red Cross Disaster Specialist
DCM	District Coordinating Member	TD1	ARC/SVDP Traveling Doc

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Please contact the Diocesan Central Office at info@svdpcl.org if you have questions and/or suggestions to improve this Manual.

Identifying The Three Phases Of Disaster Relief

Phase 1 - The Emergency Rescue Operation

First responders in the emergency rescue phase will be the local fire and police assisted by search and rescue teams and the American Red Cross.

This is usually a very dangerous time. The survivors and professional rescue people can be endangered if non-professionals are in the way.

Phase 2 - The Temporary Relief Operation

Basic human needs are cared for in a temporary way for a few days or several weeks. Medical services, food and temporary shelter become available from:

- ARC - American Red Cross

- Salvation Army

- NOVAD - National Voluntary Organizations Active in Disasters

- FEMA - Federal Emergency Management Agency

- (if officially declared a disaster by the President).

- Insurance Companies

Clean up of homes, businesses and streets begin. Utilities are being restored. People begin making claims with their Insurance Companies, NOVAD and the Federal Emergency Management Agency.

Temporary relief operations usually last about ten times as long as the Emergency Rescue Phase.

Phase 3 - The Long Term Recovery (un-met needs)

People begin moving out of shelters and into temporary housing or their own homes. Their lives begin to return to normal. Soon relief organizations begin to pull out, leaving volunteers and resources scarce.

This is when we will work providing relief to disaster victims.

Long term recovery will last ten times as long as the Temporary Relief phase.

Our Disaster Relief Scope of Operations

Funding for this program will be provided by our National and Diocesan Councils. Conferences will NOT use any of their funds.

Our SVDP Disaster Relief Program responds only to disasters that have a Red Cross Disaster number (DR#), which is required to obtain funding.

Conferences are free to respond on their own to a disaster situation without a DR#.

We have increased the types of disasters we will respond to:

- 1 Natural or man-made flooding
- 2 Severe lightning and thunderstorms
- 3 Straight-line wind shear
- 4 Tornados

We have increased the items we will provide:

- 1 Clothes washer (may be rebuilt if available)
- 2 Clothes dryer (may be rebuilt if available)
- 3 Hot water tank (owner occupied only).
- 4 Bed, mattress and blanket (from our Conference Supply Center)

Currently we have a \$750 max limit per client

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Disaster Relief Committee Organization

The Disaster Committee Chairman (DCC) is appointed by the Diocesan Council's President.

The DCC is responsible for implementing guidelines that will be the framework for operation of our Disaster Relief Program (DRP). The DCC will seek guidance from the Diocesan Council Officers (DCOs) and Conference Disaster Members (CDMs).

The DCC will appoint a District Coordinating Member (DCM) for each district that has joined our DRP from one of their own CDMs. The DCM will help other CDMs in their district when needed, and contact the DCC if the situation warrants it.

Conferences that have joined our DRP will have their Conference Presidents (CPs) appoint their CDMs.

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Disaster Committee Chairman Responsibility

DCC will seek invitations from CPs to present our DRP at their Conference meetings.

DCC will develop and maintain a DRP with input from our DCOs and CDMs.

DCC will develop a feasible plan to divide Cuyahoga County into smaller districts based on the geographical location of parishes with SVDP Conferences. DCC will seek input from DCOs, East and West Cuyahoga District Presidents and Conference Presidents in the affected areas.

DCC will be in contact with the District Coordinating Member (DCM) and CDMs as needed to provide information and support.

DCC will be in contact with the Red Cross Disaster Specialist (RCDS) during a disaster and receive the Red Cross/SVDP Traveling Document (TD1). After review and acceptance, the DCC will send TD1s to the CDMs and notify their DCM.

All document transfers between the DCC, CDMs and DCMs will be done by email. CDMs and DCMs will need access to a printer and scanner to e-mail TD1s. If there is no access to a printer and scanner, USPS will be used.

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District Coordinating Member Responsibility

DCMs for each district are selected by the DCC from their district Conferences that have joined our DRP.

DCMs also serve as CDMs for their Conference.

DCMs are the conduit for information flow between the DCC and their District CDMs.

DCMs will contact the DCC and request DCC to visit their District should a problem develop with the Conferences or Client.

DCMs represent the DCC in their District when the DCC is not available.

During a Disaster the DCMs will assist CDMs in their District in following the guidelines in this Disaster Relief Plan Manual.

DCMs are to forward completed TD1s to the DCC.

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Conference Disaster Members Responsibility

Conference Disaster Members (CDMs) are appointed by their Conference President (CP).

CDMs will lead their Conferences during any Phase 3 Disaster Relief activities.

CDMs are required to keep their CP and DCM up to date on the progress of any Disaster Relief activities by their Conference.

DCMs may ask CDMs to have their Conference Members help another Conference when the Disaster is not located within their District.

CDMs will select two-member Home Visitation Teams (HVTs) from their Conference Members and provide them with instructions, documentation and additional support as needed.

During a disaster operation, CDMs should contact the DCC if their DCMs are not available and a problem has developed.

CDMs collect completed TD1s and review them. If information is missing, TD1s are to be returned to the HVTs for completion.

All document transfers between the DCC, CDMs and DCMs will be done by email. CDMs and DCMs will need access to a printer and scanner to e-mail TD1s. If there is no access to a printer and scanner, USPS will be used.

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Home Visitation Teams Responsibility

HVTs will receive TD1s from their CDM.

HVTs are to contact the Client to make an appointment to visit as soon as possible.

HVTs should try to obtain answers to all questions in the TD1.

If a problem develops during the visit, HVTs should contact their CDM - or DCM, in case CDM is not available.

When TDs1 are complete, HVTs should give them to their CDM.

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Red Cross/SVDP Traveling Document (TD1) - Instructions

TD1s received from the RCDS should contain:

1. Disaster Client's full name, address and phone number.
2. Red Cross Disaster Relief Number (DR#).
(If not listed, document to be returned to CDM).
3. Name of Disaster.
4. Signature of Red Cross Representative.
5. Date

HVTs are to complete the SVDP section starting with date of visit and ending with signature and date.

HVTs are to give completed TD1 to CDM.

CDM to review all SVDP data fields. If not complete, TD1 is returned to HVTs to complete.

CDM to sign and date completed TD1, keep a copy until Client is helped, and forward TD1 to DCC.

If the inspection shows damaged units, HVT may tell the Client that we do not keep inventory of appliances and must procure them. Depending on the number of clients in need, it could take a week to 10 days to arrange. We will contact them as soon as possible with delivery information.

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DISASTER REFERRAL

This is to introduce:

_____ (Print Name (s) from Client Intake Worksheet)

_____ (Print pre-disaster address - Client Intake Worksheet)

_____ (City, State, Zip)

_____ (phone)

Who has sustained a disaster-related loss caused by DR # _____

(Name of Disaster) _____

Red Cross Representative _____ Date _____

To: Society of St. Vincent de Paul

For: Financial Assistance

SVDP Home Visitation Team to complete the following:

Date of home visit with client _____ No. Adults _____ No. Children _____

Does client work? Yes ___ No ___ Retired? Yes ___ No ___ Have a disability? Yes ___ No ___

If client has a disability, briefly describe what kind _____

Does Client Own? ___ Rent? ___ Insurance? Yes ___ No ___ If Yes, Contents? ___ Structure? ___

Amount of coverage \$ _____ Amount of deductible \$ _____

Does Client own the Appliances? Yes ___ No ___

Note: If appliances have been scrapped, check that hook ups for appliances exist.

Type of appliance requested: Clothes washer ___ Clothes dryer ___ Hot water tank* ___

*(in owner-occupied homes only)

Other request: Bed ___ Mattress ___ Blanket ___ (from SVDP's Supply Center)

Home Visitation Team: print names and date 1 _____ Date _____

1 _____ Date _____

When complete, give document to your Conference Disaster Member (CDM) When approved, CDM to send document to the Disaster Committee Chairman (DCC), and save copy until

CDM: print name and date 1 _____ Date _____

