



STEP BY STEP GUIDE

DRCh

DISASTER
READY
CHURCH

NARRATIVE MANUAL

If you have
allocated time to
read through and
study this simple
manual, it is proof
that the Spirit is
working in your
heart.

www.adraasia.org



Greetings to all of you!

Thank you for taking time to go through the Disaster Ready Church (DRCh) manual!

You are passionate about increasing your church's involvement in the community and hoping to build a church that is ready to be the hands and feet of Jesus to those affected by disasters.

Sadly, we have learned to call natural disasters or hazards as "acts of God". This is even a legal term used around the world. However, as God's church, we know that natural disasters are not acts of God. We also know that often times it is very common to see that during disasters people run towards places of worship. They also depend on their religious leaders to rationalize what is going on. Also, it is very common that the church and other faith groups actually own a lot of assets in the communities that we work, hence, placing them in a very unique position of being able to assist during times of disaster.

Hence we invite you to change the narrative within your community to show true "acts of God" to those affected by disasters acts that reflect Compassion, Justice, and Love.



I am Prabhook and joining me are Kelli-Jo (let's call her KJ), Shaina, Karl, Gracia and Shantell. Together, we will take you through the steps you need to take in being Disaster-Ready.

Just to give you an overview, we will run through just four simple steps. Yes, that's right... just four simple steps that you can take as a church to be a DRCh! They are,

4 STEPS

MY CHURCH

MY COMMUNITY

MY TEAM

MY RESPONSE



Who would think it would be that easy right?

These 4 simple steps collectively is what we refer to the Church Emergency Management Plan or a CHEMP. This plan should ideally serve as the guide when a disaster strikes the community that you love!



Before we get into the four steps, we need to first understand some terminologies so that we are "talking the same language". Gracia will lead you through these simple terms.

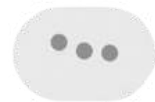
Gracia, over to you!





Hi, it's me Gracia, and I would love to discuss some terminology surrounding Disasters.

Within the humanitarian sector we like to understand disasters based on a formula and the formula is this:



Hazard

+



Vulnerability

=



Disaster



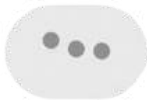
This naturally brings out three main words for us to focus on.





A hazard is commonly defined as something that has the potential to cause harm. The key term is "potential". While a hazard could be dangerous, it is not a disaster unless it connects with the "vulnerability" and causes harm.

We can define vulnerability as 'the human dimension of disasters and is the result of the range of economic, social, cultural, institutional, political and psychological factors that shape people's lives and the environment they live in'.



Allow me to explain this through the diagram...





Artistic Imagery of Huge bolder at the top of the mountain and a house at the foot of it. - Image 54797 AF



As you can see, there is a huge bolder at the top of the mountain and a house at the foot of it. The bolder is a hazard and the house is vulnerable to that hazard.

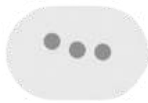
As long as the bolder does not move, there will be no disaster, but if the bolder was to move down the hill and hit the house, there will be a great disaster.





Likewise, not every hazard is a disaster but if a hazard meets the vulnerability of a community / population or the natural environment it will be a disaster which is a loss of life, asset or damage to the natural environment.

Let me also share that hazards could be either natural or man-made. Natural hazards are typhoons, earthquakes, volcanos, etc, and man-made are chemical spills, explosions, human conflict, etc.



Is your church vulnerable to hazards? What are those hazards? You will need to identify them, and we will guide you to do so through activities planned under "My Church".

I also put the QR Code for "My Church" video, where you can learn more about the activities. Please scan the QR Code in the next page.



MY CHURCH

Scan Me



Link to "My Church" Video



Before I hand over to my friend Karl, let me remind you that all the links to the resources are on the last page of this document. Please download Resources #1 to know more about the disaster cycle.



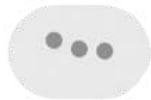
I'm Karl and I will run you through the first step of the process which is called "My Church".





Let me ask you a few questions!

Is your church passionate about service? Is your church wanting to be disaster-ready? If the answer is yes to both of those questions, then its time for you to take it up with your Church Board.



It is important that the leadership of the Church is fully onboard with this initiative and approves it at the Church Board for it to be considered an official activity of the Church.



Let me also ask you few more questions...



1. Do you know how many members are part of the church?
2. How many of them are men, women, children, persons with disabilities?
3. Where do they live?
4. How many of them have completed a degree program and how many have skills that you may not know of?
5. What are the resources owned by your church (land, buildings, schools, vehicles, equipment) that could be useful for a disaster response?
6. What are the linkages the church has with the community and other stakeholders?
7. Is Adventist Community Services active in your country or in your church? How can you link up with them?

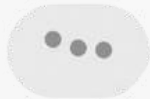


While hoping that you are not exhausted with my questioning let me say that it is quite common for us to be part of a church or group but not know all the details of the people around us.

Let me share a simple tool that will allow you to identify the skills of church members. You can find it under the "Resources #8" last page.



Hey Shaina, can you take it from here?



Sure... good to meet you all! Lets go through the second step of the process called "My Community"! Check the link below to the "My Community Video" by scanning the QR Code.

**MY
COMMUNITY**

Scan Me



Link to "My Community" Video





Your church is not an isolated entity in the community and its members are not a secluded part of it either. Your church could be situated in a very prominent location or it could be isolated from other buildings, but either way it is always part of a larger community.

Hence, you are affected by what goes on in your community and you are also in a position to influence and be a blessing to the community around you! ?



Is your church already engaged in showing Jesus' Compassion, Justice and Love within your community?

How well do you know your community? We want to encourage you to get to know your community more by doing the following activities in the next page.

1. **Community Transect walk.** It is a fun activity where your church could take time to split into teams and walk through the roads and byroads in your community. If it is a larger community you may have to take a few days to do it. The purpose is to map out the community, identify where the main government offices are, map the hospital, water sources, bus stands, different routes including main roads and byroads, the river and where it flows, areas that are prone to disasters, etc. You can find more under the "Resources #5" section.

2. Next, you can map out the history of disasters faced by your community. This will give you an idea of the disaster that is most likely to happen and even the timeframe when it usually happens. You can invite some of the community members who are not part of the church to be part of this exercise. Please follow the templates provided in the "Resources #8" section.

3. Together with this, it is important that you identify various resources and details of the community. Please refer to the "Resources #8" section for templates. Details such as:

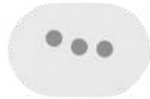
- **Resources:** What principal natural resources are available in or to the community? Who uses them and how? Where are these resources located?
- **Livelihoods:** What different activities do households use to support their livelihoods? Who is involved in these livelihood activities (differentiated by social and economic group)? How many people and households depend on these activities? When and where do these activities take place?

- **Community structure:** How many people and households live in the community? What is the gender composition and age structure of the community? What are the different social, economic, ethnic, and cultural groups? How are those groups defined? Where do different social, economic, ethnic, and cultural groups live?
- **Local institutions:** What are the formal organizations and associations? What are the rules, regulations, and customs? Who is affected by them and how?
- **Community infrastructure:** What services are available in the community (transport, power/water supply, markets, agricultural extension, health, education, and so on)? Who has access to these services? How expensive are the user fees?
- **Community history:** How long has the community been in existence and how was it founded? When did different social, economic, ethnic, and cultural groups settle in the community? How has the community changed over time and what has caused those changes?
- **Social Challenges and vulnerable groups:** (1) Never assume you know enough, (2) be very systematic in gathering the information, (3) keep in mind that you need to find solutions from within the community during a disaster.



Let me leave you here with these thoughts on My Community.

KJ, please take over from here.



Sure. Hi, I am Kelli-Jo, but you can call me KJ. I work for ADRA Australia and have been working with many churches in setting them up as disaster-ready churches.

We are now at the third step in being disaster-ready and that is "My Team". On the next page I will put the link to "My Team Video". You can watch it by scanning the QR Code.

MY TEAM

Scan Me

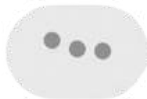


Link to "My Team" Video



No man is an island and each of us brings unique skills, life experience, qualifications, and personality. In 1 Corinthians Chapter 12, Paul talks about how we all are part of one body.

But before I get into the team, it is important for us to identify different functions that need to be fulfilled during a disaster.



Based on all of ADRA's experience we have identified the following core functions that need to be met in order for us to be effective during a response:

1. **Leadership:** Important function that ensures that the overall response is effective and efficient.
2. **Human Resources (HR):** The members of the team need to be managed. Whether it is hiring or coordinating, this is a core function. We have seen that many churches like to call this a “volunteer coordinator” since most of the HR are volunteers within the context of a church.
3. **Logistics/Safety and Security:** It is important that there is a good supply of resources, and the safety of the responders is maintained. It can also be the case where the church manages a welfare camp (temporary) and someone needs to ensure that the place is safe for its inhabitants.
4. **Planning:** There needs to be some people planning the response, this includes conducting assessments and planning the intervention.
5. **Implementing (programs):** This is the function through which the intervention is implemented.
6. **Communication:** Communicating the work that is done and the needs that are unmet.
7. **Finance:** Ensuring that the work done are financed and higher standards of accountability are maintained.
8. **Pastoral or Psychological support:** Faith groups can contribute to this very important need.

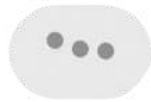


Knowing these functions was the first step, now you need to identify members of your church who are good at the functions above.



If your congregation is large, then you would have a member for each of the functions but if your congregation is small you can have multiple functions fulfilled by one person or you may select the most important functions based on what you plan to do.

You will find more information about the roles of the team and how to put your team in place with the resources provided under the "Resources #8" section in the last page.



In ADRA we like to call this team the Emergency Response Team or ERT. It is up to your church to decide on a name for the team.



The important factor to consider is to ensure that the team is in place now and not during or when a disaster strikes. This is all part of being prepared so that the church is ready for action when the need arises.



Thanks KJ and the team.

Let me now share with you the final step in being disaster-ready. It is "My Response". I have put the link to "My Response" Video. Just watch it by scanning the QR Code below.

MY RESPONSE

Scan Me



Link to "My Response" Video



The whole logic of this exercise is to pre-determine possible responses that the church can do during a disaster. This significantly cuts down lead time and ensures that those suffering receive swift assistance. More info on Resources #6 on the last page.





But before we even plan a response, it is important that we understand the Code of Conduct of the Federation of the Red Cross, and different standards that will help you put a response in place.

The Code of Conduct highlights 10 standards of conduct that any response team needs to follow when addressing needs. You can access the document, Resource #7, on the last page by scanning the QR Code.



Allow me to walk you through the process of setting up a pre-determined response.

STEP 1

Rapid Needs Assessment:

Every disaster is not the same. Hence, it is important to identify needs every time. But how? Every time a disaster strikes the first response would be to identify needs. Your church needs to agree on a tool that will be used to identify these needs. Study the section on standards, especially the SPHERE standards and how useful they are. Resources # 2, #3, #4.

STEP 2

Setting up a selection criteria:

Often resources are limited but needs are greater. The church will not be able to meet the needs of all affected. This is a huge challenge since selection of people to assist becomes very subjective. But does it need to be vague? No! You can put in place a selection criteria. This is basically a list of criteria that you will use to select people who will be eligible to receive assistance from your church. Please refer to the Resources #8 to see a sample of a selection criteria.

STEP 3

Identifying potential interventions:

Based on the capacity of the church identified under My Church, and based on the information under My Community and My Team, you should be able to identify what your church could do to support the community. For example, if your church owns a fairly large land with a sustainable water source, your team could decide to run a temporary welfare camp for those affected by a disaster. You would need to then identify the location, identify the number of families that could be accommodated etc. This is a task that needs a lot of thinking and work and your church team will need to really plan for it.

STEP 4

Building a budget:

Once the first draft of the intervention is done, then its time to put some budget figures together. Everything you do may not require finances and the church has a multitude of resources that does not need finances, but whenever finances are needed it is best to identify them in advance and have a plan to build a fund that would support the work the Church intends to do. Please refer to the Resources #8.

STEP 5

Post-intervention monitoring:

It is so important that we assess and see if we did a good job or to identify areas of improvement to the intervention that was done. There is always room for improvement. It is also very important that we collect feedback from those who received some assistance from the church. Again, there is an example of a tool that could be used under the Resources #8 in the last page of this document.

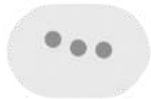


We believe that the church has a major role to plan when it comes to the Psychological recovery of those affected by disasters.



We encourage your church to build their capacity in providing Psychological First Aid and ADRA is here to hold your hand as you do it.

Let me invite Shantell to provide you with some guidance and resources in being PFA-ready. Shantell over to you...



Thanks, Prabhook! Let's start our discussion on Psychological First Aid or PFA with a true story from the Philippines.

In the aftermath of Typhoon Paeng which struck in November 2022, I had the opportunity to meet Mailyn, a resident of a community in Mindanao that was heavily impacted by the disaster.



Mailyn graciously consented to sharing her story.

The day before the typhoon made landfall, Mailyn's community received warnings about potential flooding and evacuation orders were issued. However, they were unprepared for the devastating landslide triggered by the mountain located behind their community. This landslide tragically buried over 200 homes.

On that fateful night, Mailyn lost her entire family - her mother, father, brother-in-law, and nephew. The horror continued as she awoke amidst the mud, debris, and wreckage, unable to locate her one-year-old child who had been in her arms when the disaster struck.

While Mailyn's story is undeniably heartbreaking, it tragically represents just a single narrative amidst the countless others impacted by disasters. The events that unfolded have undoubtedly reshaped her life in profound ways. Firstly, the landslide unexpectedly resulted in the loss of her home, leaving Mailyn in a state of homelessness. Secondly, and perhaps most grievously, she suffered the sudden and unexpected loss of five beloved family members. This devastating experience has plunged Mailyn into a period of profound grief.

The gravity of Mailyn's story, alongside countless others like hers, underscores the critical need for our current discussion on Psychological First Aid (PFA).

Disasters present unprecedented and large-scale challenges, leaving a significant impact not only on physical well-being but also on mental health. One of PFA's best definition out there is by Stacy Colino, *"like regular first aid, PFA is a way of helping someone in pain — except rather than cleaning and bandaging a cut or applying ice to a sprained ankle, you tend to someone's anxiety or distress in a way that will ease it and help restore a sense of equanimity."*



Psychological First Aid (PFA) is similar to medical first aid, but instead of just treating physical injuries, it focuses also on addressing psychological distress to help someone calm down.

An important concept to remember is that, just like with medical first aid, anyone can provide PFA, even without being a mental health professional.



PFA has only 5 goals: Ensure safety, promote calm, promote connectedness, promote self empowerment, promote hope.

Let me now take you into the three core principles of Psychological First Aid (PFA)

1

Look:

The primary focus of the "Look" phase is to establish safety. This involves ensuring a safe environment for both yourself and the person in distress. Additionally, it involves assessing the situation to identify individuals requiring assistance, evaluating potential physical injuries and emotional reactions, and gathering information about the event. Ideally, participants in PFA should also have basic medical first aid training to make informed decisions regarding physical injuries



2

Listen:

"Listen" represents the cornerstone of PFA. Effective listening techniques aid in calming the distressed individual and identifying their immediate needs. This involves actively listening with attentiveness through facial expressions, body language, and vocal tone. It's crucial to choose words carefully and avoid preaching. The objective is to foster a sense of being heard and not alone. By providing a supportive and present demeanor, you can indirectly instill a sense of hope.

3

Link:

Similar to medical first aid, complex situations may arise that necessitate referral to a professional. The "Link" phase involves connecting the individual with appropriate resources such as individuals, organizations, or support services that can provide further assistance. This includes acknowledging limitations as a PFA facilitator and referring them to qualified mental health professionals like counselors or psychologists when more advanced psychological support is needed.



Thank you so much for reading this. To conclude, Psychological First Aid (PFA) is a vital skill that allows anyone to offer immediate support to those experiencing psychological distress.

By adhering to the core principles of Look, Listen, and Link, we can promote safety, calm and comfort, connectedness, and self-empowerment and hope.



I will also put here the link for "PFA" Video. Watch it by just scanning the QR Code below.

PFA
PSYCHOLOGICAL
FIRST AID

Scan Me



Link to "PFA" Video

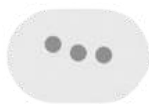


Before i handover back to Prabhook. I want to remind you to download the ADRA Touch App and take up our own course on PFA. Don't forget to select "English" when signing up".

There are many resources out there and the training found on ready.csod.com is a good one too!" Please explore!



I will also put below, the link to download ADRA Touch APP, available for Android and iOS users.



ADRA Touch - Volunteer APP



Download for Android



Download for iOS



Thank you Shan and everyone who contributed and participated in this important discussion.

Let's continue to work together to promote safety, calm and comfort, connectedness, self-empowerment, and hope.



By doing so, we can truly embody the hands and feet of Jesus, providing not only physical aid but also emotional and psychological support to those affected by disasters.

I invite all of you to take these steps seriously and integrate them into your church's emergency management plan. Together, we can make a significant impact and ensure that our churches are ready to respond effectively when disaster strikes.



Resources:

1. Disaster
Cycle



5. Transect
Walk



2. SPHERE
Standard Training



6. Choosing an
Intervention
Activity



3. The
Fundamental
Principle



7. Code of
Conduct
Activity



4. Core
Humanitarian
Standard



8. CHERP
Resources





This Manual designed by,
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Special thanks to,
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Hello Everyone I'm Chris. Please note, If you have any feedback, questions or have difficulty in accessing the resources through the QR codes, please email prabhoo@adraasia.org or gracia@adraasia.org.

Also as we hope to produce routine updates to this manual please visit, www.adraasia.org, and subscribe to all ADRA Asia's social media channels to stay updated on relevant announcements. Thank you so much. May God bless you.



www.adraasia.org

*Justice
Compassion
Love*