
Response Hosting Coordinator—Sequential Tasks/Reminders

(May need adjustment for each location/disaster)

You will receive from Louisville:

- Critical information specific to your deployment
- Dedicated Phone with hotspot for WiFi--assuming cell signals are operational*
- Paper Calendar/Agenda*
- Journal*
- * Contact Jim Kirk Jim.Kirk@pcusa.org; or Nell Herring, PDA.CallCenter@pcusa.org; 866-732-6121 directly with any questions concerning phone, calendar, or journal.

Before Departing

- Acquaint yourself with PDA phone, hotspot, etc.
- Arrange transportation (truck?)
- Arrange place to stay
- Contact Exec/Church staff (follow Jim's direction--this may have been done and PDA involvement may be "pre-approved")
- Contact Initial deployment team, if applicable
- Discuss Roles/Division of responsibilities with partner NRT, if applicable (when more than one person is deployed)
- Consider one person for host site set up, another person as work partner/community/presbytery/VOAD liaison

Reminders: Circle back to this list to promote success in your work

- Ministry of Presence throughout — don't get pulled with tasks and forget this
- Communication — ongoing & continual — with church, work partners, other volunteer groups, volunteer work teams, others
- Inquire about (form) team of church members who can help; however, BE SENSITIVE to where each is at in personal recovery, can he/she take on more?
- Keep NCC and Jim Kirk informed: Daily reports, separate reports to presbytery, debrief with others
- Weekly Report
- Attend (multiple) church services throughout presbytery, offer minute for mission
- Participate in church meetings as able and when appropriate.

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- Keep ears open, talk about LTR, encourage locals to get involved, be mindful/aware of other happenings
 - STAY IN YOUR LANE--This site, this team (Deployment Focus specifically>that church and those volunteers)
 - If there, visit VRC, MARC, FEMA, other set-ups
 - Stay aware and meet with other NRT deploying to area, as able
 - Respond to new situations or changes, fluid environment – BE FLEXIBLE

After Arrival

- Meet/check in with Presbytery, pastor(s), staff, others--Schedule regular contacts with pastor, other staff—confirm church session is (still) on board
- Set up Journal/Log-- to document and pass on, for future deployments
- Set up worship plan for self/selves
- Contact initial deployment team, if not already done
- Join VOAD Calls---Who's there? Who's doing what?
- Request (clean-up) buckets, if needed--refer to CWS protocols, see QP

Next Steps/Things to Consider or Check

- Identify short term host site(s) for immediate volunteers to sleep, eat, shower (it may be where you are staying)
- Note Facility needs (lacks that need addressed before hosting)
- PDA Grants MAY be available
- Identify possible work partners
- Determine what date volunteers can begin scheduling to assist with immediate response work
- Communicate this date with Nell Herring, PDA.CallCenter@pcusa.org; 866-732-6121
- Compile and prioritize a list of member homes, neighborhood, and community needs
- Develop Calendar system for volunteers, for work jobs, other events
- Work with host site to develop a liability release form--(See QP for template)
- If time permits, develop a form with description of accommodations for incoming teams
- If LTR is set up, connect presbyteries or host sites to encourage involvement

Preparation

- Be prepared to schedule teams that are referred by the PDA Call Center--direct calls to your shared number
- Ensure supplies/materials for host site and work site are in place
- Be prepared to receive and display blue shirts and PDA banner--Nell will send these
- Prepare Orientation for volunteers
- Expand contacts with work partners and other organizations
- Identify “volunteers” for work, local involvement—Remember some are survivors too—pull from full presbytery
- If not already done, begin work on host site handbook or contact Nell for abbreviated version of assessment form that can be used for the short term
- Plan for Financial/Expenses/Reimbursement

Teams Arrive

- Receive (first) volunteers
- Convey to work teams>importance of Ministry of Presence...people more important than walls
- Start the work (debris clean up)
- Get feedback from work teams, finalize next day’s work
- Track volunteer hours; get form for daily work assignment(s)
- Catalog community data (maintain journal/log)
- Stay current on changes (road conditions, schools, etc.)
- Consider Exit strategy/Option

Finalizing and/or Transitioning

- Continue considering whether this disaster will require a transition from immediate response to Long Term Hosting--think about end date, consider sustainability/overlap with replacement(s) NRT—DRC
- Discuss follow-up deployments, overlap as needed and repeatedly until response site closes or transitions to recovery host site, or until locals are managing
- Plan for Financial/Expenses/Reimbursement
- Intentionally (re)-evaluate ESC needs, gaps, personnel
- Ask for supplemental deployed NRT to meet specific requests or additional needs
- As deployment is ending, thank those you’ve worked with and be intentional with farewells, as fits you personally
- Final Report, include lessons learned-if appropriate

