

Disaster Relief Operational Procedures Manual



DROP Manual
January 2018

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Introduction

The Disaster Relief Operational Procedures Manual (DROP) is a direct outgrowth of the Disaster Relief Roundtable held April 12-14, 1993, in Nashville, Tennessee. In attendance were representatives of the Brotherhood Commission – which merged into the North American Mission Board (NAMB) in June, 1997 – state and regional Baptist conventions, recognized disaster relief volunteers, and the American Red Cross.

The DROP Manual is:

- A cooperative production of state, regional and national Baptist conventions and the North American Mission Board of the Southern Baptist Convention.
- A common basis for the development of operational procedures. This recognizes that each organization is different and each disaster unique, requiring specialized approaches according to type and scope of the disaster, personnel and resources available, and other variables, some of which cannot be foreseen.
- A framework that allows the various entities that comprise the Southern Baptist Disaster Relief network to maximize organizational leadership in coordinating Southern Baptist disaster responses at both the control and function levels.
- A guide for joint efforts across the SBDR network providing a common language and outlining agreed upon role definitions and minimum standards.
- A reference manual for understanding disasters and disaster relief, developing a disaster response plan, training volunteers and managing disaster relief responses.
- A compilation of pertinent information for Southern Baptists involved in every phase of Southern Baptist Disaster Relief (SBDR), from every polity level of Southern Baptist life, and for those who relate to Southern Baptists during disaster relief efforts.
- A living manual to be periodically updated. The Disaster Relief Roundtable will meet to review and make changes as agreed, from recommendations submitted in writing through the Steering Committee.
- A controlled publication, intended for SBDR leadership and other select individuals who need to be familiar with SBDR concepts and approaches to disaster relief operations. Production and distribution of this manual, and its appendices, is limited to SBDR leadership and others as determined by the Roundtable and NAMB's Disaster Relief Team.

I. Philosophy of Ministry

At the core of Southern Baptist Disaster Relief are the commands of Christ and the compassion of Christ. Jesus communicated through His words and deeds (Luke 24:19) how greatly He values people in crisis. When John the Baptist is imprisoned (Matthew 11:2-5; Luke 7:19-22) he sends his disciples seeking affirmation that Jesus is the promised Messiah. *Jesus replied to them, Go and report to John what you hear and see: the blind see, the lame walk, those with skin diseases are healed, the deaf hear, the dead are raised, and the poor are told the good news.* (Matthew 11: 4-5 HCSB) In Luke 19:10, Jesus speaks of His mission *to seek and to save* the lost. It is a word picture describing Jesus' desire to go to the ends of the earth in order to save people facing an eternal crisis, the ultimate disaster. In Matthew 22:37-40, Jesus states that the authenticity of our relationship with God is tied to caring for our neighbors. In Luke's account of this teaching (Luke 10:25-37), Jesus describes our *neighbor* as any person in crisis. In Matthew 25:32-46, Jesus establishes that our demonstration of His compassion for people in crisis is the standard by which all followers of Christ will be measured. Disaster relief is meeting needs in a timely response with loving care as James 2:15-16 instructs. Demonstrating and communicating Christ's hope, love, and care is the only agenda.

Southern Baptist Disaster Relief is Christian love in word and deed, meeting urgent needs of hurting humanity in crisis situations; simply stated, a cup of cold water in Jesus' name (Mark 9:41). Jesus and His disciples often used the opportunities of meeting physical needs to share truth. Research of the Gospels by Pat Melancon, Managing Director of Disaster Response and Training for Baptist Global Response, reveals that Jesus and His disciples, more often than not, combined meeting a physical need with sharing truth. Melancon surveyed the Gospels and found the following:

A need met without the truth presented - 5 times

Truth presented without a need met - 58 times

A combination of truth shared and needs met - 99 times

Jesus knew the hearts of all men and did not deny meeting physical needs because of their hearts. Meeting both a physical need and a spiritual need provided the most direct path to the hearts of people and lead them to salvation, wholeness, and peace with God. Disaster relief effectively provides multiple relationships, reveals multiple needs, and leads to multiple opportunities to share the Gospel.

Logo

The Southern Baptist Disaster Relief logo – blue on a gold background – incorporates both components of ministry demonstrated by Christ.



- The arch – *Southern Baptist Convention* – is the umbrella of the SBDR world-wide cooperative network.
- The wheat is a symbol of physical help (Mark 6:34-43; John 12:20-28).
- The fish is a symbol of spiritual help (Matthew 9:35-38).
- The blue represents our loyalty to Christ which governs our actions and relationships.
- The gold represents the worth of every person to Christ.
- The logo demonstrates Southern Baptists' commitment to live the Great Commandment (Matthew 22:37-40) and fulfill the Great Commission (Matthew 28:18-20).

The purpose and philosophy of the Disaster Relief Operational Procedures Manual (DROP) is to help Southern Baptists train, prepare, and organize in order to act immediately and effectively – as Jesus did – to help people. When people are hurting because of a disaster, we respond with love and healing.

Mission Statement

Southern Baptist Disaster Relief is a Christ-centered partnership of national, state and associational ministries serving through the local church to bring help, hope and healing to individuals and communities affected by disaster.

Vision Statement

Southern Baptist Disaster Relief will be a well-defined, unified disaster response organization, demonstrating the love of Christ by providing physical, emotional and spiritual help to individuals and communities affected by disasters.

Core Values

These Core Values are the foundation for the ministry of Southern Baptist Disaster Relief. They comprise the constant guide by which we perform disaster relief ministry and interact with an affected community, our partners, other organizations, volunteers, and Southern Baptist constituents. Our uniform colors are gold, as a visible reminder of the worth of every person to God, and blue as a reminder that we are members of God's family through Jesus Christ.

Christ-centered

Southern Baptist Disaster Relief is comprised of individuals who are believers in Jesus Christ. Volunteers are under the imperative to minister to people and demonstrate God's love as they share the message of hope in Jesus Christ.

(This is how we have come to know love: He laid down His life for us. We should also lay down our lives for our brothers. If anyone has this world's goods and sees his brother in need but closes his eyes to his need—how can God's love reside in him? I John 3:16-17 HCSB)

Partnership Oriented

Southern Baptist Disaster Relief seeks to be a valuable partner, building strong biblical relationships that empower leaders, volunteers and partners to serve communities affected by disaster with passion, integrity, professionalism, and credibility.

(Always praying with joy for all of you in my every prayer, because of your partnership in the gospel from the first day until now. I am sure of this, that He who started a good work in you will carry it on to completion until the day of Christ Jesus. Philippians 1:4-6 HCSB)

Fluid in Practice

Southern Baptist Disaster Relief's hallmark is a commitment to serving Christ in the crisis, anyway, anytime, anywhere. Whatever it takes, we are His hands and feet.

(. . . we endure everything so that we will not hinder the gospel of Christ. . . . To the weak I became weak, in order to win the weak. I have become all things to all people, so that I may by every possible means save some. I Corinthians 9:12c, 22 HCSB)

Effective in Action

Southern Baptist Disaster Relief empowers leaders, volunteers and partners through training, mentoring, accountability, and structure. In this way SBDR enables them to use their skills, talents, abilities and resources to be effective followers of Christ ministering to others affected by disaster. *(Based on the gift each one has received, use it to serve others, as good managers of the varied grace of God. 1 Peter 4:10 HCSB)*

Local Church Focused

Southern Baptist Disaster Relief maintains a strategic and intentional partnership with local churches to support, reinforce, and encourage their ministry of making disciples of Jesus Christ and growing the Kingdom of God.

(Now to Him who is able to do above and beyond all that we ask or think according to the power that works in us—to Him be glory in the church and in Christ Jesus to all generations, forever and ever. Amen. Ephesians 3:20-21 HCSB)

Motivation

We believe that we are under Scriptural and moral obligation to all mankind to provide a positive witness of the love of Jesus Christ.

Christ calls for all Christians to demonstrate His love in the relief of victims of disasters through the effective and immediate use of the resources, time, and talents entrusted to us by our Lord.

Disasters affect many people. Christians naturally respond to the hurts of those around them and feel an obligation to minister in the name of Jesus Christ. Christians working together can accomplish much for the glory of God (Ephesians 3:20).

Individual efforts may be helpful but are often not as productive as a cooperative, coordinated team response. An individual may have an understanding of his or her objectives but lack an overall ministry picture for the benefit of all. A coordinated, cooperative team effort can harness the desires and energies of individuals into a productive, effective force for Christ.

Southern Baptist Disaster Relief can provide direction for the energy of individuals and churches desiring to be of service in times of disaster. Through planning, training, and practicing, disaster response teams can be positioned to provide the leadership and expertise required in times of disaster.

Disaster Relief Is Mission Action

Mission action is the organized effort of a church to minister and witness to people of distinctive needs or circumstances who are not part of the congregation or any of its organizations.

Mission action is taking Christian love into all situations and places of need.

Mission action is the work of dedicated Christians who expand their circle of concern becoming involved in meeting the crucial needs of people in the name of Christ.

Mission action is utilizing natural talents, knowledge, and acquired skills to proclaim the Kingdom of God, share the life of God's Son, and bear witness through God's Spirit.

Mission action is commitment to the power of the Holy Spirit in our lives and a dedication to the needs of others.

Mission action is love in action. Christ, by His example, set the pattern for us to follow. He told us that our mission to share His love was to be done through direct servant ministry (Mark 10:42-45; Phil. 2:5-8).

Mission action is allowing people to see we have experienced in our own lives the Christ we now proclaim to them.

Servant Role

The servant role holds an important place in disaster relief ministry. During a response we personally become involved in meeting the needs of hurting people and sharing the truth of God's love. In disaster relief we share some of our blessings and our experience with the truth of God by ministering to the needs of whoever comes our way. We are living out the message of 1 John 3:17-19. We become a people who not only talk of being on-mission, but put our words into deeds. We become a people who *serve Christ in the crisis*.

Credo

“There seems to be
no area of mission action
that requires more rapid response
than during the time of disaster.
The disaster comes unexpectedly
and with it the opportunity
for immediate ministry.
If we are unprepared
when it strikes
and delay action,
the opportunity passes
with the urgent need.”

Laddie Adams, *Involving Baptist Men in Disaster Relief* (c1988)

II. Southern Baptist Disaster Relief Roundtable

Southern Baptist Disaster Relief is a ministry partnership among state/regional, national Baptist conventions, North American Mission Board, SBC and International Mission Board, SBC. The Roundtable is the collection of representatives from each of these entities which gives direction to the ministry partnership. The Roundtable best represents the historic Baptist principle that associations, conventions, and mission boards were created by local Baptist churches in order to engage in more effective mission and ministry together. Roundtable representatives join together in interdependent mission and ministry urging each other to walk worthy of the calling each has received, with all humility and gentleness, with patience, accepting one another, diligently keeping the unity of the Spirit with the peace that binds them (Ephesians 4:1-3).

Roundtable representatives agree to the following responsibilities and rights:

- Respect the autonomy of each co-laborer without compromising the standards and procedures of Southern Baptist Disaster Relief.
- Respect and honor each co-laborer's freedom in Christ and ability under the Holy Spirit to determine God's direction, purpose, and mission.
- Minister in ways that enable Southern Baptist Disaster Relief to be an effective and positive witness in times of disaster.
- Advocate, support, and further the Mission Statement, Vision Statement, and Core Values of Southern Baptist Disaster Relief.
- Pray, encourage, and nourish the work of Southern Baptist Disaster Relief in a way that honors our Lord and Savior Jesus Christ.
- Respect and uphold the standards and procedures established by the Roundtable.
- Use the Southern Baptist Disaster Relief logo/trademark as established by the North American Mission Board in consultation with the Roundtable representatives.
- Do nothing that would tarnish the name, integrity or reputation of Southern Baptist Disaster Relief.
- Invest in each co-laborer's success in delivering Christ in crisis.
- Maintain mutual accountability among Roundtable representatives – sharing our lives with one another, challenging one another to conform to the image of Christ in an atmosphere of trust.

- Participate in the work of the Roundtable: lending expertise and energy to the development of SBDR procedures and standards, the nurture of relationships, and the efforts of SBDR during disaster response.

Committees of the Round Table

The work of the Round Table is carried out by committees established by the Round Table. These committees include a Steering Committee, Standing Committees and such Ad Hoc Committees as the Round Table may deem necessary. At no time shall any one convention have more than two (2) representatives among the Steering and Standing Committee members.

Steering Committee

The Roundtable Steering Committee (SC) serves as a working committee providing coordination and permanency for the SBDR Roundtable between meetings of the Roundtable. This committee consists of one convention representative each from SBDR regions 1, 2, and 3; three (3) representatives from SBDR region 4; one representative from the North American Mission Board (NAMB); and one representative from the International Mission Board (IMB). The regional representative members of the committee provide a voice for the conventions within the region they represent between meetings of the Roundtable. Regional representatives are responsible for facilitating communication between the Steering Committee and the conventions within their region

The members of the committee work together to develop, and recommend to the Roundtable policies, procedures, and practices to strengthen, enhance and improve the ministry of Southern Baptist Disaster Relief. The committee works with standing and ad hoc committee chairpersons, and NAMB and IMB staff members to ensure that recommendations and decisions made by the Roundtable are moved forward between meetings of the Roundtable.

The committee has authority to make decisions on behalf of the Roundtable regarding matters that cannot wait until regularly scheduled meetings. The Steering Committee does not have the authority to make decisions that permanently affect SBDR policies and procedures.

The structure of the committee and its responsibilities are determined by the Roundtable. An explanation of the structure and detailed description of the committee's responsibilities can be found in Appendix H – Committees of the Roundtable.

III. Incident Command System

In the field of disaster relief services and organizations, the process of managing the disaster response is referred to as the Incident Command System (ICS) or Incident Management System. ICS is a disaster management process that has proven to be an effective and valuable tool. ICS is the model tool for command, control, and coordination of a response. ICS provides the necessary structure which is repeatable as often as necessary to manage a disaster regardless of the size of the operation. ICS is a management system which can be used in any size incident—from the smallest operation to the largest multistate operation. Southern Baptist Disaster Relief has adopted this system as its disaster relief management system. ICS has the flexibility and adaptability to be applied to a wide variety of incidents and events, both small and large.

Objectives of ICS

The objectives of ICS are to:

- ◆ Establish a centralized command and control structure
- ◆ Provide command level coordination
- ◆ Limit the amount of detail that one individual must deal with, namely, span of control
- ◆ Provide a method to mobilize and demobilize a disaster response
- ◆ Provide consistency in command and control across cooperating entities

Primary ICS Management Functions

ICS is built around five major management functions:

1. Command
2. Operations
3. Logistics
4. Administration
5. Planning

Adaptability/Fluidity

One of the strong points of Southern Baptist disaster relief ministry is our ability to be fluid in the midst of the crisis response. Fundamental to our ability to respond is our ability to adapt to a rapidly changing situation. The ICS organization has the capability to expand and contract to meet the needs of the incident. From the simple single unit response to the large multistate

response, the ICS structure is uniquely suited to adapt and be as flexible as the situation may dictate. As the disaster response operation grows, so does the ICS organization. As the response gets smaller, so does the ICS organization. The key to making the ICS organization work for Southern Baptist Disaster Relief is to make sure that we have adequately staffed the functions needed to manage the size of the disaster with appropriately trained personnel. Regardless of the size of the incident, all incidents will have an incident commander (IC). It should also be noted that any function not assigned and filled by a team member will fall back upon the IC.

Role of Affected Convention Director

The affected Convention DR Director (aka convention coordinator, strategist, team leader, etc.) will initiate the ICS process by assigning command responsibility to an Incident Commander (IC). The individual designated as the IC has responsibility for all ICS functions. The IC may elect to perform all functions or delegate authority to perform ICS functions to others.

Delegation does not, however, relieve the IC from overall responsibility. Decisions and directions related to the initiation and delegation of ICS responsibilities for managing a response are the sole discretion of the affected Convention DR Director. NAMB will assist as requested by the affected Convention DR Director.

See Appendix R - Incident Command System Manual.

IV. Framework for Response

The SBDR Response Framework (SBDR-RF or Framework) is a guide to how Southern Baptist Disaster Relief conducts disaster response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the network. It describes specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

SBDR Response Framework

The SBDR-RF is a guide that details how SBDR conducts all-hazards response – from the smallest incident to the largest catastrophe. This document establishes a comprehensive, all-hazards approach to incident response in North America. The Framework identifies the key response principles, as well as the roles and structures that organize a North American response. It describes how SBDR organizations and partners can apply these principles for a coordinated, effective local, state, national or continental response.

Audiences

The SBDR-RF is written especially for SBDR organizations and partners. The SBDR-RF's clear, simple style makes the serious work of incident management understandable for newly elected or appointed SBDR leaders, as well as seasoned practitioners.

The SBDR-RF is addressed to Roundtable representatives, and others who have a responsibility to provide for effective emergency management.

The SBDR-RF also informs emergency management practitioners, explaining the operating structures and tools used routinely by SBDR workers and leaders at all levels.

Response Doctrine

The SBDR-RF employs the core principles of the National Incident Management System (NIMS) in which responders from different jurisdictions and disciplines can work together more closely to effectively respond to natural disasters and emergencies, including acts of terrorism.

Focus on Preparedness

Effective preparedness is a critical precondition for successful response. The SBDR-RF encourages a higher level of readiness by drawing a sharper focus on the value of the following

preparedness activities: planning, organizing, training, equipping, exercising, and applying lessons learned. Mastery of these key functions supports unity of effort, and thus our ability to bring help, healing and hope to individuals and communities affected by disaster.

Conduct of Disaster Response

Through engaged partnerships with elected and appointed officials, dedicated emergency management practitioners, nongovernmental organizations, and the private sector, and by applying common NIMS principles and response doctrine, SBDR can respond more effectively to incidents and better demonstrate the love of Christ by providing physical, emotional and spiritual help to those affected by disasters.

Scope

The Framework provides structures for implementing network-wide response policy and operational coordination for all types of incidents. It can be partially or fully implemented in the context of a threat, in anticipation of a significant event, or in response to an incident. Selective implementation allows for a scaled response, delivery of the resources needed, and an appropriate level of coordination.

See Appendix P – Framework for Response.

V. Training Requirements

Southern Baptist Disaster Relief ministries have increased in number, scope, variety, and quality. Experience has shown the need for some similarity in orientation and training for SBDR credentialed team members. SBDR organizations may expand their training requirements but are expected to include the following minimum standards:

Basic Training

1. *Involving Southern Baptists in Disaster Relief*
2. Spiritual preparation for Disaster Relief
3. Servant evangelism
4. Individual Baptist Convention required training, including:
 - a. Classroom training in ministry area using SBDR Roundtable minimum standards for the specific ministry area.
 - b. Convention specific guidelines regarding work with governmental agencies and partner organizations (RC, SA, etc.)
 - c. Convention specific policies and procedures.
 - d. Hands-on experience specific to the disaster relief ministry area (see Appendices for ministry area manuals and minimum training standards).

Additional Specialized Training

Conventions may require additional training courses such as:

- First aid and CPR
- Incident Command System
- Leadership development
- Church planting
- **Operational Stress First Aid**
- Critical Incident Stress Management
- ServSafe®
- Cross training with partners

Currency Requirements for Credentialed Team Members

Every three years, all credentialed team members must participate in or lead, required ministry-area specific courses in order to maintain current ministry standards and practices.

Background Checks

Acceptable results from the following background checks are required of all SBDR credentialed team members: National Criminal Record Search, Social Security Number Verification, National Sex Offender Registry, Wanted Persons, and Terrorist Watch Lists.

Acceptable results will be defined by the appropriate leaders of each SBDR entity but shall be results which show due diligence to provide a safe and secure environment for all individuals who come under SBDR influence and care. Particular concern will be for protecting the well-being of those who are especially vulnerable – preschoolers, children, youth, mentally challenged and aged persons.

Background checks shall be repeated each time a volunteer renews his/her credentials, which shall be no longer than every three years. An official SBDR identification badge may not be issued without an acceptable background check. Expiration date on the identification badge will be not more than three years from date of most recent background check.

Methods for, administration of, and expenses related to background checks are the responsibility of each cooperating SBDR entity.

Use of Spontaneous, Unaffiliated Volunteers

The nature of disaster relief has changed on a national scale. The advent of social networking technology has created tacit avenues for spontaneous, unaffiliated volunteers to mobilize themselves in response to a disaster. Spontaneous, unaffiliated volunteers are not part of a recognized voluntary agency and often have no formal training in disaster response. They are not officially invited to become involved but are motivated by a sudden desire to help others in times of trouble. They come with a variety of needs and skills. They may come from within the affected area or from outside the area. Yet because they are not associated with any part of the existing emergency management response system, their offers of help are often underutilized and even problematic to SBDR responders. Spontaneous, unaffiliated volunteers are a people-group whose ministry need is service and who may be responsive to the message of Christ in crisis.

Success with spontaneous, unaffiliated volunteers will require new levels of cooperation and commitment to partnership among SBDR, local churches, the voluntary sector, professional first-responders, and all levels of government. The ICS logistics function is responsible for working with local partners to maximize the use of spontaneous, unaffiliated volunteers while preserving SBDR integrity and standards of service.

See Appendix HH - Spontaneous, Unaffiliated Volunteer Coordination Team Manual.

VI. Uniforms

Guidelines

Credentialed team members have earned the right to carry or wear an official Southern Baptist Disaster Relief badge, apparel, and other items bearing the Southern Baptist Disaster Relief logo. Basic colors for apparel and equipment are blue and gold.

Logo

The official Southern Baptist Disaster Relief logo described in the section on philosophy is the trademarked property of the North American Mission Board, SBC and has been approved for use by convention disaster relief ministries for their disaster relief efforts. (Refer to Appendix KK.)

Time and Place

Credentialed team members are urged to wear disaster relief apparel proudly but only during disaster relief response or disaster relief functions, such as training, promotion, and conferences that relate to disaster relief.

Basic and Full Uniform Description

The basic uniform for Southern Baptist Disaster Relief credentialed team members consists of two items, which bear the official Southern Baptist Disaster Relief logo:

- Current SBDR badge with photo identification
- Official logo hat

The full uniform consists of official badge, hat and shirt. These items may bear the name of the participating convention.

Colors—Basic colors for disaster relief uniforms are blue and gold.

- Gold – Pantone Match System (PMS) 102
- Blue – PMS 294
 - Outside border of logo
 - Words *Disaster Relief*

- Wheat stalk
- Light Blue – PMS 299 (optional contrast)
 - Christian fish (Ichthus)
 - Words *Southern Baptist Convention*

Hats – The following hat colors are approved for wear at disaster sites:

- Gold – credentialed team members
- Blue – team leader
- White – convention and incident command disaster relief leadership

Optional Items

Optional items bearing the SBDR logo: approved SBDR Chaplain vest, official automobile ID decals, magnetic automobile IDs, aprons, bandanas, T-shirts, or golf shirts should be worn or displayed only as described above. Other items approved by the Disaster Relief Roundtable: lapel pins, ballpoint pens, key rings, personal size decals, and similar personal items are for more general personal use by credentialed volunteers.

SBDR teams may produce items that bear the convention name and/or emblem along with the SBDR logo with the approval of their Baptist convention DR director. Some conventions have additional requirements to qualify for specialized patches, chevrons, pins, and other items.

No agreement currently exists limiting pins and patches. However, to avoid gaudiness, it is recommended that pins and patches on caps, jackets, and shirts be limited to:

- National SBDR pin
- Convention disaster relief pin
- Trading pins from other conventions
- Partner pins
- Pins from disaster areas where the team member has served

VII. Glossary

Agency – Recognized entity of the Southern Baptist Convention.

Convention – A national, state, or regional entity recognized by the Southern Baptist Convention as an affiliated organization.

Disaster Relief Director – The individual that a Southern Baptist state, regional, or national convention or national agency assigns the role and responsibility of SBDR leadership according to its own executive policies and procedures. Titles vary among the conventions and agencies.

Southern Baptist Disaster Relief – A ministry partnership among state/regional and national Baptist conventions, North American Mission Board, SBC and International Mission Board, SBC cooperating with each other in disaster response.

Southern Baptist Disaster Relief Roundtable – The collection of representatives from among state/regional and national Baptist conventions, the North American Mission Board, SBC and International Mission Board, SBC which gives direction to the ministry partnership of Southern Baptist Disaster Relief. Each convention or agency assigns their representative/member authority to one individual.

Appendices

- A. Alabama Airlift Kitchen Guide
- B. Assessment Manual
- C. Association Preparedness Manual
- D. Chainsaw Manual
- E. Chaplain Manual (Spiritual/Emotional Care)
- F. Church Preparedness Manual
- G. Cleanup Manual
- H. Committees of the Roundtable
- I. Communication Manual
- J. Cross Cultural Training Participant Manual
- K. Definition of SBDR Terms
- L. Distribution of Emergency Supplies Manual
- M. Family Preparedness
- N. Feeding Manual
- O. Forms for Team Members
- P. Framework for Response
- Q. ICS Forms and Checklists
- R. Incident Command System Manual
- S. International Response Team Manual
- T. Interpretation Ministry Manual
- U. Involving Southern Baptists in Disaster Relief (ISBDR)
- V. Laundry Ministry Manual
- W. Medical Ministry Manual
- X. Mud-out Manual
- Y. National Agreements (MOU/SOU)
 - a. American Red Cross
 - b. Convoy of Hope
 - c. FEMA/Homeland Security
 - d. International Mission Board
 - e. Mercy Medical Airlift
 - f. Military Affiliate Radio Service
 - g. The Salvation Army
- Z. PBD Order Form

- AA. PIO Manual
- BB. Reconstruction/Rebuild Ministry Manual
- CC. Servant Evangelism
- DD. Shelter Ministry Manual
- EE. Shower Unit Manual (/Laundry)
- FF. Spiritual Preparation for Disaster Relief
- GG. Spontaneous, Unaffiliated Volunteer Coordination Team Manual
- HH. Steering Committee
- II. Temporary Child Care Manual
- JJ. Trademarks
- KK. Train-the-Trainer Manual
- LL. Unit Director Manual
- MM. Water Purification Manual
- NN. Web Resources

H. Committees of the Round Table

Southern Baptist Disaster Relief

Steering Committee Job Description

The Roundtable Steering Committee (SC) serves as the voice of the Roundtable between meetings of the Roundtable. The committee is a working committee that serves the Roundtable member organizations and promotes the ministry of Southern Baptist Disaster Relief.

- 1) The committee's primary role is to serve as the voice of the Roundtable between meetings of the Roundtable. The committee has the authority to make temporary decisions on behalf of the Roundtable regarding matters that cannot wait until the regularly scheduled meetings. The committee does not have the authority to make permanent decisions that affect SBDR policies and procedures.
- 2) The Roundtable determines the structure of the committee. The committee currently is comprised of one convention representative each from SBDR regions 1, 2, and 3; three (3) representatives from SBDR region 4; one representative from the North American Mission Board (NAMB); and one representative from the International Mission Board (IMB).
- 3) Convention representatives to the committee serve a three-year term following the rotation established in 2018. The NAMB and IMB representatives are appointed by the respective agencies.
- 4) The members of the committee work together to develop and recommend to the Roundtable policies, procedures, and practices to strengthen, enhance, and improve the ministry of Southern Baptist Disaster Relief.
- 5) The committee supports the work of standing and ad hoc committee chairpersons, and NAMB and IMB staff members to ensure that recommendations and decisions made by the Roundtable are moved forward between meetings of the Roundtable.
- 6) The members of the committee provide input from conventions within the region they represent to NAMB staff concerning the negotiation of memorandums of understanding and/or agreement with other disaster response organizations and agencies.
- 7) The committee recommends dates and locations for the annual and winter meetings of the Roundtable and develops the agenda for Roundtable meetings.
- 8) The committee solicits, and receives the nominations for the Robert E. Dixon Lifetime Achievement, Joel W. Phillips Outstanding Achievement, and Distinguished Service Awards, and selects the award winners in consultation with the leaders of potential recipients' conventions.

- 9) Meetings of the committee may be conducted by conference call, video conferencing, e-mail, or face-to-face. The committee will meet not less than once a quarter, and may conduct special called meetings when issues require immediate attention. Meetings of the committee require at least 24 hour notice to all members.
- 10) Each committee member's Baptist convention or organization is expected to provide financial resources for the member's participation
- 11) The Steering Committee members are selected by the members of the respective regions. The committee shall provide the Roundtable representatives with the current committee membership during the Annual Roundtable meeting.
- 12) In the event a Steering Committee member is unable to complete their elected term, a regional representative will be selected by the conventions which comprise said member's region to serve out the remainder of the term.
- 13) The committee serves as the nominating committee for all ad-hoc committees established by the Roundtable.

Standing Committee Job Description

The Southern Baptist Disaster Relief Standing Committees are working committees with responsibility for providing expertise to the Steering Committee and the Roundtable on issues concerning the committee's assigned ministry area.

- 1) Each Standing Committees' primary role is to serve as an advisory committee concerning matters that affect the assigned Disaster Relief ministry areas. The Standing Committees do not have the authority to make decisions that affect Southern Baptist Disaster Relief policies and procedures.
- 2) The Standing Committees will assist the Roundtable Steering Committee in recommending policies, procedures, and practices that affect the assigned disaster relief ministry area.
- 3) Standing Committees are working committees assisting with the development of manuals and training materials in their assigned ministry areas.
- 4) Each Standing Committee member's Baptist convention is expected to provide financial resources for the member's participation.
- 5) The Standing Committee members are selected by the members of the respective regions. The committee shall provide the Roundtable representatives with the current committee membership during the Annual Roundtable meeting.
- 6) Each Standing Committee shall be comprised of one convention representative each from SBDR regions 1, 2, and 3; three (3) representatives from SBDR region 4. If, after any election cycle a Standing Committee has no convention director among its members, a convention director will be appointed by the Steering Committee as a member with full voting rights.
- 7) Should a committee member be unable to complete their assigned term, the Roundtable representatives from the conventions in said member's region will select an individual to complete the unexpired term.
- 8) A NAMB Disaster Relief Team member will be assigned, by the Team Leader, to each committee to provide logistical and administrative support to the committee.
- 9) Standing Committees shall be established by a vote of the Roundtable representatives.
- 10) Standing Committees shall be established for, but not limited to, the following ministry areas: Chaplaincy, Childcare, Clean-Up & Recovery, and Feeding.

K. Southern Baptist Disaster Relief Definition of Terms

Ad hoc Committee – A committee appointed for the purpose of accomplishing a specific task. The committee ceases to exist upon completion of the task unless assigned another task.

Affected Convention – The Baptist convention that has experienced a disaster in its jurisdiction and is responding to the needs of the affected area.

American Red Cross (RC) – The national organization given a Congressional Charter to provide disaster relief mass care in the United States.

Assisting Convention – The designation for a Baptist convention that has been called upon to provide disaster response assistance to another convention that has been affected by a disaster.

Baptist Global Response (BGR) - The contracted 21st century partner of the International Mission Board for its international relief and development work outside the USA. SBDR has an MOU with the IMB designating BGR as its representative to the Roundtable

Base Camp – The designation used by The Salvation Army for the large feeding units used during disaster responses. There are four of these units in the U.S. These are often staffed by trained Southern Baptist Disaster Relief volunteers.

Box Truck Unit- A disaster relief unit that is equipped to provide packing boxes and supplies to aid victims in packing their belongings for storage or for moving. This unit uses trained volunteers and a leadership team.

Bunk House Unit - A disaster relief unit that is equipped to provide housing for volunteers. These units typically provide bunk bed accommodations and vary in size and configuration.

Canteen – One of the feeding units used by The Salvation Army. This unit is designed to travel into the affected area and serve from its resources. They can be restocked or come out of the area each evening to restock. Food served by the canteen is often much like fast food. It is staffed by two or more volunteers and may also be used to deliver meals prepared by SBDR feeding units.

Center for Disease Control (CDC)
The Government agency mandated to maintain several departments concerned with occupational safety and health.

Center For Faith-based and Neighborhood Partnership - A resource for secular and faith-based, nonprofit and community organizations seeking to impact their community and understand federal grant opportunities.

Chainsaw Unit – A disaster relief recovery unit that is equipped to provide tree removal from homes and/or yards damaged by a disaster. This unit has trained chainsaw operators assigned to it.

Chaplains - Disaster Relief trained volunteers who have completed approved SBDR Chaplain courses and are endorsed by their convention DR. These are men and women who minister to the spiritual and emotional needs of victims and responders regardless of their faith. Approved SBDR Chaplain training courses are SBDR

Chaplaincy, Operational Stress First Aid (OSFA) for Chaplains and CISM.

Child Care Unit - A disaster relief unit that is equipped to provide appropriate care for children of families affected by a disaster. The unit usually cares for children up to seven years of age. This unit uses trained child care volunteers and a leadership team assigned to the unit.

Combination Recovery Unit - A disaster relief unit that is equipped to provide appropriate support to the general public in the in two or more of the SBDR recovery disciplines: chainsaw, mud-out, fire cleanup, temporary roofing or temporary repairs. This unit has trained support volunteers and a leadership team assigned to the unit.

Command/Communication Unit - A disaster relief unit that is equipped to provide appropriate communications and/or command and control during a disaster response. This unit has trained communication volunteers and a leadership team assigned to the unit.

Convention – A national, state, or regional entity recognized by the Southern Baptist Convention as an affiliated organization.

Convoy of Hope - An independent, Christian, organization that partners with local churches of various denominations as well as business and civic organizations in the pursuit of its mission to feed the world through children’s feeding initiatives, community outreaches, disaster response, and partner resourcing.

Credentialed team member – SBDR team members are credentialed by Roundtable member organizations. Credentialed SBDR team members must at a minimum: (1) complete the course “Involving Southern

Baptists in Disaster Relief” (2) complete a servant evangelism class (3) complete a spiritual preparation for Disaster Relief class (4) successfully pass an SBDR approved background check, and (5) complete at least one SBDR ministry area training class. Credentials are valid for three years from date of issue.

Critical Incident Stress Management (CISM) - An intense training and certification of persons equipping them to be a chaplain to victims of acute stress. The training is designed to equip a person to recognize stress, know the steps of coping and to help a victim walk through those steps getting them to a ‘new normal’

Disaster - An occurrence that causes human suffering or creates human needs that the victims cannot alleviate without assistance. A disaster normally affects more than one person.

Disaster Operation Center (DOC) - The offsite location where command and control of a disaster relief response by Southern Baptists has been established by the North American Mission Board or a Baptist convention. The DOC supports the onsite ICS Team.

Disaster Relief Operational Procedures (DROP) - A manual that contains the operational procedures used by Southern Baptist Disaster Relief. This manual is used by NAMB, Baptist conventions, and SBDR units during trainings and responses.

Disaster Relief (DR), or Southern Baptist Disaster Relief (SBDR) - Consortium of Southern Baptist conventions and agencies that cooperate together in disaster response.

Disaster Relief Director (Coordinator, Associate, etc.) – The individual that a Southern Baptist state or national

convention or national agency assigns the role and responsibility of SBDR leadership according to its own executive policies and procedures, titles vary among the conventions and agencies.

Disaster Relief Kit (DR Kit) - Computers, printer, networking equipment and other supplies that are used at the field ICS headquarters during a disaster response. The kits are owned by NAMB.

Disaster Relief Update – Report developed by the PIO which documents information about SBDR response activities. Frequency and manner of publication are dependent upon SBDR activity level.

Disaster Response Unit (DRU) - A vehicle used by The Salvation Army to deliver food and other supplies into communities affected by disaster. The DRU usually has a two-person crew and is assigned to a feeding unit and/or warehouse.

Disaster Relief Website – NAMB’s disaster relief website (<http://www.namb.net/dr>) provides information and resources pertaining to disaster preparation, responses, and reports. This website is maintained by NAMB DR staff and is updated regularly.

Emergency Management Agency (EMA) - The agency assigned by the government (city, county, state and/or federal) to manage a response to a disaster and/or crisis. The agency has jurisdiction and authority for the government entity’s response.

Emergency Operations Center (EOC) - The designation used by the emergency response community for their headquarters. An EOC can be operational for any government entity (local, county, state, regional, or federal) or department of these entities (fire, police, etc.).

Emergency Response Vehicle (ERV) - A vehicle used by the American Red Cross to deliver food and other supplies into communities affected by disasters. The ERV usually has a two-person crew and is assigned to a feeding unit.

Federal Emergency Management Agency (FEMA) - The agency assigned by the federal government to manage response to disasters and/or crises. The agency is a part of the Department of Homeland Security and has jurisdiction and authority for the federal government’s response to a crisis event. FEMA works in support of the state emergency management agencies.

Federal Emergency Management Agency (FEMA) Courses

- **IS-100 Introduction to Incident Command System (ICS)** - Provides the history, features, principles and organizational structure of the ICS.
- **IS-200 Incident Command System for Single Resource and Initial Action Incidents** - This course is designed to enable personnel to operate efficiently during an incident. Provides training and resources for personnel who are likely to assume a supervisory position within the ICS
- **IS-700 Introduction to National Incident Management System (NIMS)** - This course introduces and overviews the NIMS which provides a consistent nationwide template to enable all government, private sector and nongovernmental organizations to work together.
- **IS-800 Introduction to the National Response Framework** - This course introduces participants to the

concepts and principles of the national response framework.

Feeding Unit - A disaster relief unit that provides feeding ministry to the general public in support of Southern Baptists and Southern Baptist partners. This unit has trained feeding support volunteers and a leadership team assigned to it.

Incident Action Plan (IAP) - A plan of action developed by the ICS Team and DOC on a daily basis to establish priorities for the work of that day.

Incident Command Post (ICP) – The site where the Incident Command Team is set up to manage the response operation. This may be a mobile unit designed specifically for this purpose or a building or temporary facility.

Incident Command System Team (ICS Team) –A team of trained volunteers appointed, deployed, and empowered to staff a field command post and provide appropriate management to a response for an affected convention and/or the North American Mission Board.

International Mission Board (IMB) - The Southern Baptist Convention’s agency assigned responsibility for international mission activity.

Laundry Unit - A disaster relief unit that is equipped to provide appropriate support to the general public and volunteers in the washing and drying of clothes. This unit has trained laundry support volunteers and a leadership team assigned to it.

Memorandum of Understanding or Agreement (MOU or MOA) – A document describing a bilateral or multilateral agreement between parties indicating an

intended common line of action. This document is revisited at pre-determined intervals set forth in the document.

Mercy Medical Airlift (MMA) - The Homeland Security Emergency Air Transportation System (HSEATS) along with trained volunteer pilots is prepared to launch and conduct missions with either a two-hour or six-hour advance notification. Mercy Medical Airlift administers this program at the national level, and individual Angel Flight regional organizations provide the volunteer pilot services.

Military Affiliate Radio System (MARS) Amateur radio operators that keep lines of communication open via ham radios. This allows the units in the field to communicate with the ICS, DOC and other field units. (see communication unit)

Mud-out Unit - A disaster relief recovery unit that provides appropriate support to the general public in the removal of mud and other debris following a flood or other invasion of water into a building. This unit has trained mud-out support volunteers and a leadership team assigned to it.

National Incident Management System (NIMS) - a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines.

National Response Framework (NRF) - Protocols which outline the roles of the various entities: government, military, private, corporate, religious and non-profit. which work together to respond to disasters in the United States. FEMA is the lead agency for domestic disaster responses.

North American Mission Board (NAMB)

- The agency assigned by the Southern Baptist Convention to work with churches, associations and state conventions in mobilizing Southern Baptists as a missional force to impact North America with the gospel of Jesus Christ through evangelism and church planting. The coordination of the ministry of Disaster Relief is assigned to NAMB by the Southern Baptist Convention.

Operational Stress First Aid (OSFA) – A tool used to assess the emotional and spiritual condition of persons in stressful situations. Adapted for SBDR from US Marine Corp materials, this tool is used to assess the level of emotional and spiritual support needed by residents in disaster areas and persons responding to the disaster.

Public Information Officer (PIO) - The PIO is the spokesperson for an operation, agency, or unit to the news media. The PIO develops press releases, news stories, and photos for Baptist and public media outlets. The PIO works under the authority and is responsible to the incident commander and DOC manager.

Recovery Unit - A disaster relief unit that is equipped to provide appropriate support to the general public in the in one of the SBDR recovery disciplines: chainsaw, mud-out, fire cleanup, temporary roofing or temporary repairs. This unit has trained support volunteers and a leadership team assigned to it.

Response Framework (RF) – Protocols which outline the roles of the various entities which work together to respond to disasters. As in a National Response Framework or SBDR Response Framework.

Repair Unit – A disaster relief recovery unit which provides appropriate support to the general public in making temporary

repair to homes, churches, and other buildings. This unit has trained support volunteers and a leadership team assigned to it.

Samaritan’s Purse (SP) - A faith-based organization affiliated with The Billy Graham Association that provides assistance in a disaster. www.smaritianspurse.org

ServSafe® - The ServSafe® Food Safety Training Program of the National Restaurant Association which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

Shower Unit - A disaster relief unit that provides appropriate support to the general public and volunteers for showering. This unit has trained support volunteers and a leadership team assigned to it.

Southern Baptist Disaster Relief (SBDR), or Disaster Relief (DR) - Consortium of Southern Baptist conventions and agencies that cooperate together in disaster response.

Southern Baptist Disaster Relief Response Framework (SBDR-RF) – Protocols which outline the roles of the various entities which make up the Southern Baptist Disaster Relief organization.

Southern Baptist Disaster Relief Roundtable – A collection of representatives from among state, regional and national Baptist conventions, the North American Mission Board, SBC and International Mission Board, SBC which gives direction to the ministry partnership of Southern Baptist Disaster Relief. Each convention or agency assigns their representative/member authority to one individual.

Spontaneous Unsolicited Volunteers

(SUVs) – Individuals (or groups) who appear at onsite disaster response coordination centers in response to disasters without having any ties to organized disaster response entities.

Stages of Activation - Southern Baptist Disaster Relief uses four stages of activation when mobilizing units.

- **Alert** - There is a possibility the unit will respond to a disaster.
- **Stand-by** - There is a probability the unit will respond to a disaster.
- **Go/No Go** - The unit is requested to respond to a disaster. Information about the assignment is given to the unit at this time. Should the unit not be needed, it is released or placed on standby or alert.
- **Closing** - Conditions are such that the unit can return home. A closing time is established and the units are released from the operation.

Standing Committee – A permanent committee established to handle assigned tasks on an ongoing basis.

Statement of Understanding (SOU) - The same as a Memorandum of Understanding (MOU) except unlike the MOU it does not have a pre-determined time to revisit the document. A living document that can be revisited any time all parties agree to do so.

Status Boards – An information mechanism that provides quick-glance, real-time information about a disaster response. A status board might be a white board, a wall, projector screen, print, electronic file, etc.

Steering Committee - A working committee that serves the SBDR Roundtable member organizations and promotes the ministry of Southern Baptist Disaster Relief. The SBDR steering committee gives permanency and coordination to the SBDR Roundtable and is the voice of the SBDR Roundtable between meetings of the Roundtable.

The Salvation Army (TSA) - A religious denomination with a very large emergency services component that often responds to the same disasters that Southern Baptist Disaster Relief does. The Salvation Army became involved in disaster relief in 1900 during the Galveston, Texas hurricane response. TSA is a national partner with Southern Baptist Disaster Relief.

Water Purification Unit – A disaster response support unit that provides for the treating of water so that it can be used for cooking, cleaning, drinking or bathing. These units are either mobile units on trailers, attached to other units or portable units. This unit has trained support volunteers and a leadership team assigned to it.

KK. Trademark

Southern Baptist Disaster Relief Logo Trademark Registration



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