

**ATLANTIC NORTHEAST DISTRICT CHURCH OF THE BRETHREN  
DISTRICT DISASTER RESPONSE GUIDELINES**

**I. Functions**

- A. To build and maintain a disaster response network comprised of local church coordinator within the Atlantic Northeast District of the Church of the Brethren.
- B. To recruit volunteers from within the ANE District for Disaster Response projects.
- C. To promote disaster preparedness and mitigation, emphasizing training and planning, especially in disaster-prone areas.
- D. To increase awareness of Brethren Disaster Response Ministries and ANE Disaster Response Ministries.

**II. Accountability**

- A. The ANE Disaster Response team shall consist of the ANE District Director of Witness and Outreach, a District Disaster Coordinator (DDC), and local church coordinators
- B. The District Disaster Coordinator will be approved by the ANE Witness and Outreach Commission-
- C. The team works in cooperation with Brethren Disaster Response Ministries, New Windsor, Maryland for long-term recovery responses.
- D. When a group of volunteers expresses interest in immediate response, the team will work in cooperation with Mennonite Disaster Services
- E. The District Disaster Coordinator must be a member or active attendee in good standing with an ANE congregation.
- F. Terms of service is unlimited for the District Disaster Coordinator as long as he/she continues to meet the guidelines above

**III. Responsibilities of District Disaster Response Staff Coordinator**

- A. Consult with District Disaster Coordinator (DDC) to prepare annual budget to be presented to Disaster Relief Auction.
- B. Assist District office staff with financial record keeping.
- C. In consultation with District Disaster Coordinator (DDC), keep information updated on ANE website, write reports for Witness Commission, District Board, District Conference, and District Newsletters.
- D. Increase awareness and motivate persons to respond to disasters by:
  - 1. Seeking invitations to speak in local churches or at District Conference.
  - 2. Enlisting the support of local pastors.
  - 3. Providing and staffing a display at the Disaster Relief Auction
- G. Prepare agenda for local church coordinators meetings as necessary in consultation with District Disaster Coordinator (DDC)
- H. Establish/maintain relationships with other local and state organizations active in disaster (e.g. American Red Cross, state VOAD, state/local Emergency Management Agencies, etc.).
- I. Volunteer personnel issues

#### IV. Responsibilities of the District Disaster Coordinator

- A. Coordinate assigned trips by
  - 1. providing the Trip Leader with the required forms;
  - 2. assisting Trip Leader in the completion of all forms
  - 3. advising and assisting ANE Staff Coordinator in obtaining transportation for a trip, when necessary
- B. Assist the District Staff Coordinator, when necessary, in increasing awareness and motivate persons to respond to disasters by:
  - 1. Seeking invitations to speak in local churches or at District Conference-
  - 2. Providing training materials and information to potential volunteers.
  - 3. Assisting, if necessary, in facilitating workshops.
- C. Assist District Staff Coordinator in preparing an annual budget
- D. Prior to trip, provide Project Director and/or District Disaster Coordinator (DDC) with completed work skill forms.
- E. Prior to trip, provide Trip Leader with required forms to be completed by volunteers.
- F. Prior to departure date, provide each participant with trip information including:
  - 1. Departure date and place
  - 2. Anticipated return time
  - 3. Name of Group Leader and contact information
  - 4. If known, give brief description of work to be done
  - 5. Brief description of dining and lodging facilities
- J. When necessary, advise and assist District office staff in securing transportation for each trip.
- L. When necessary, assist the District Staff Coordinator in establishing and maintaining relationships with other local and state organizations active in disaster (e.g. American Red Cross, state VOAD, state/local Emergency Management Agencies, etc.)
- M. Upgrade one's knowledge by attending national/regional/local training meetings.

#### V. ANE DISASTER RESPONSE Local Volunteers

- A. **Local Coordinator** - A volunteer within the congregation responsible for communicating Disaster Response needs to members of their own congregation.
- B. **Trip Leader** - A volunteer going on a specific Disaster Response trip that relates to the District Disaster Coordinator (DDC) and is responsible for the travel logistics of that specific trip.

## **TRAVEL EXPENSE REIMBURSEMENT**

- A. Renting a van for ANE Disaster Response Trips
  1. Contact Staff Coordinator
  2. All rentals must be approved by District Staff
  3. Expenses for all approved rentals will be paid by ANE
  4. Will reimburse for receipts submitted to Staff Coordinator for tolls, gas, food and lodging while traveling from home to BDM site and return home.
  5. All rental drivers will sign the ANE Driver Guidelines. In addition, all rental drivers will sign the Ministry Driver Screening form provided by Brethren Disaster Ministries.
- B. Use of personal vehicles for Disaster Response trips coordinated by ANE
  1. Will reimburse mileage at .32 per miles traveled to and from site and if used to travel from BDM lodging quarters to project work site.
  2. Will reimburse for receipts submitted to Staff Coordinator for tolls, gas, food and lodging while traveling from home to BDM site and return home.
- C. It is preferred that one person (preferably the trip leader) turn in expenses for reimbursement for travel expenses.
- D. Flights: All flights will be arranged by an individual or the trip leader
- E. Total expense reimbursements will be per person and will not exceed \$300 person per trip.

**ANE DRIVER GUIDELINES FOR TRANSPORTING DISASTER RESPONSE VOLUNTEERS**

*Failure to abide by these guidelines may put the ANE District at a liability risk.*

- A. Vehicle operators must be at least 21 years old and less than 80 years old.
- B. Vehicle operators must have:
  - 1. No more than 2 traffic violations in the last 3 years.
  - 2. No violations in the last 3 years that involved speeding in excess of 20 mph of the speed limit.
  - 3. No violations in the last 3 years for driving under the influence of alcohol or illegal drugs.
  - 4. A Driver’s license that has not been suspended in the last 3 years.
  - 5. Current Personal Auto Insurance coverage.
- C. Vehicle operators will abide by the speed limits, and operate the vehicle in a safe manner with due consideration for the comfort level of all the passengers.
- D. A vehicle operator-will be relieved by another operator after driving for a maximum of five hours or less per day.
- E. Vehicle operators will drive no longer than 2 ½ hours without giving passengers at least a 15-minute break to use restrooms, etc.
- F. Vehicle operators will drive no longer than five hours without giving passengers at least a 45-minute meal break.
- G. One day’s driving time, excluding breaks and meals, should not exceed ten hours unless the destination can be reached in no longer than 11 hours of driving. In this case, the second meal break may be delayed until reaching destination; however, the 2 ½ hour drive for a restroom break cannot be extended.
- H. Any enroute delays where passengers must remain in the van is considered driving time.
- I. A group leader is responsible for the vehicle operator’s compliance with these guidelines
- J. Violators of these guidelines will be banned from future long distance Disaster Response trips.

*I have read and agree to comply with these guidelines. I also affirm that I meet all qualifications for a vehicle operator as stated above in numbers B.1 through B.5.*

\_\_\_\_\_  
*Vehicle Operator’s Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Trip #*

*Please have all drivers sign a copy and return signed copies to: Atlantic Northeast District office 500 E. Cedar St., Elizabethtown, PA 17022*

In the case of an emergency (i.e., accident or breakdown) while transporting ANE Disaster Response volunteers, trip leaders should report the accident to Cedar Hill Rentals (717-656-9532).

To continue your trip, contact Enterprise Rent-A-Car. Be sure to give them the Church of the Brethren discount code and pin number. Also, be sure to purchase the insurance plan. Do NOT waive the insurance.

If you don’t have these numbers contact Ed Olkowski (302-540-0920) or Mary Etta Reinhart (717-808-4306)