

# **MATTHEW 25 DISASTER PREPAREDNESS AND RESPONSE MINISTRY PLANNING GUIDE**

## **TABLE OF CONTENTS**

*(A more detailed Table of Contents along with chapter page assignments is provided at the beginning of each Chapter of this Planning Guide)*

### **INTRODUCTION**

- Letter from the Bishop of Houma-Thibodaux
- Purpose of the Disaster Guide
- Definition of Disaster
- Expectations of the Diocese
- Roles of the Diocese, Catholic Charities, Parishes, and Institutions
  - A. Diocese
  - B. Catholic Charities
  - C. Parish/Institution
- Sequence of Actions in the Event of a Disaster
- Following a Disaster
- Communicate, Communicate, Communicate

### **CHAPTER I: GETTING ORGANIZED**

- Establishing a Matthew 25 Disaster Planning Committee
- Appointing Committee Members
- The Importance of having a Matthew 25 Coordinator
- Goal Setting
- Volunteer Units and Roles
- Disseminating and Documenting Information
- Training and Exercises

### **CHAPTER II: PREPAREDNESS AND PLANNING**

- Section One: Profiling the Parish
- Section Two: Protecting Church Property
- Section Three: Developing a Family Disaster Plan
- Section Four: Deciding Whether to Evacuate and When to Leave

### **CHAPTER III: WHERE TO GO FOR HELP**

- Within the Parish
- Within the Community
- Within the Diocese
- Within the State of Louisiana
- Within Our Civil Parishes
- Helpful Resource Numbers

# **MATTHEW 25 DISASTER PREPAREDNESS AND RESPONSE MINISTRY PLANNING GUIDE**

## **TABLE OF CONTENTS**

### **CHAPTER IV: HOW CAN WE HELP**

- Praying
- Defining Spiritual Support Activities
- Healing After a Tragedy
- Volunteering
- Activating Volunteers
- Tracking and Recognizing Volunteers
- Donating Goods
- “Gifts of the Heart” Kits
- About Clothing Donations
- Food Drives
- Donating Money

### **CHAPTER V: UNIT ROLES AND RESPONSIBILITIES**

- Registration and Needs Assessment Unit
- Food Preparation and Distribution Unit
- General Supplies Collection and Distribution Unit
- Child Care / Activities Unit
- Religious Services / Pastoral Care Unit
- Communication Support Unit
- Pet Care Unit
- Transportation and Relocation Unit
- Local Transportation Services Unit
- Medical Supplies Collection and Distribution Unit
- Mental Health Services Unit
- Medical Care Services Unit
- General Services / Maintenance Unit
- Laundry Services Unit

# **MATTHEW 25 DISASTER PREPAREDNESS AND RESPONSE MINISTRY PLANNING GUIDE**

## **TABLE OF CONTENTS**

### **CHAPTER VI: MANAGEMENT TEAM EXAMPLES**

- Distribution Center
- Evacuation Shelter
- Parish General Store
- Parish Host Family Meals w/ General Store
- Parish Nursing Home Visitations
- Parish Hotel/Motel Visitations
- Parish Host Family Visitations
- Parish Meal Preparation and Distribution
- Church Cleanup After Disaster

### **APPENDIX (FORMS)**

- Matthew 25 Volunteer Membership Form
- Matthew 25 Parish Membership Form
- Special Needs Parishioner Identification Form
- Maintenance Checklist
- Office Emergency Supplies Checklist
- Family Disaster Supply Kit Checklist
- BISCO Family Disaster Plan
- Your Family Prepared for Disaster
- Matthew 25 Needs Form
- Matthew 25 Storm-Related Volunteer Service Hours

### **FRONT COVER INSERTS (Recommended)**

- TRAC'S Safe Storm LA Disaster Handbook

### **REAR COVER INSERTS (Recommended)**

- Louisiana Public Health's Family Readiness Guide