

DISASTER RESPONSE PLAN

Developed by the
Pacific Region Chaplain Corps



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Disaster Response Plan Pacific Region Chaplain Corps

1. Purpose. This plan outlines the mission procedures and coordination responsibilities in the event Chaplain Corps personnel should be requested for rapid deployment in the event of a predictable event such as an Earthquake, Hurricane, Tsunami or Volcanic event or man-made disaster. .

2. Overview. This plan came about following the a table-top exercise -- "Operation Pacifica Plunge 2010" -- a training exercise (PCR 10-T-4516) conducted at the 2010 Pacific Region Chaplain Corps Staff College.

3. Background. There is a rating for Mission Chaplains that is part of the Civil Air Patrol emergency services. Guidelines and check-lists have been published for chaplains in their roles/responsibilities undertaken in a CAP mission. However, in the ICS system there is no position of a Mission Chaplain, however it is feasible that should a major event take place, there would be a need for chaplain support. Prior to this table-top exercise, a response plan did not exist for chaplain. As a result of the exercise, this response plan was developed. An exercise of this type is beneficial to chaplains for expanding their knowledge of ES operations and honing their operational skills.

4. Implementation of this plan. This plan is to be implemented in the event that a mission is assigned by the CAP National Operations Center (NOC) in response to a request from an agency with a MOA/MOU.

5. Uniforms. CAP uniforms must be worn in accordance with CAPM 39-1 or as requested by the agency working with the NOC.

6. Personal Equipment. Each participant must carry current credentials, such as: current CAP membership card, and CAPF 101/101T card. Since the event may involve locations that are remote and/or involve being in the field for several days, the chaplain must also have a "Go Bag" to be self-sustaining (see attachment).

The following is based upon the Wing Chaplain receiving notification that the mission has been initiated:

ACTIONS THAT THE WING CHAPLAIN NEEDS TO DO:

- *Send out notification of event*
- *Check on availability of MC/ES qualifications*
- *Assign a MC to the mission/give resource list to IC*
- *List of qualified personnel (resource to CAP Ops/Resources for planning section)*

ACTIONS THAT THE MISSION CHAPLAIN NEEDS TO DO PRIOR TO ARRIVAL AT COMMAND CENTER:

- *Have "Go Bag" ready*

- Determine the number of Chaplains needed to support the mission (i.e. the locations where Chaplains might be deployed based on the nature of the event: command center, evacuation centers, temporary morgues, hospitals, etc)
- Personally - Contact CAP Ops/Resources Section to sign in for mission
- Contact chaplains regarding Mission Base opening
- Brief chaplains to check in with CAP Ops/Resource via phone/e-mail
- Confirm with CAP Ops as to who has signed in
- Develop an action plan for each day (at mission base/command center -- adjust as day/event transpires)

ACTIONS THAT THE MISSION CHAPLAIN NEEDS TO DO PRIOR TO AND UPON ARRIVAL AT COMMAND CENTER :

- Follow Mission Chaplain Check List ("Before Leaving" mission section)
- MC should be on-site and checked-in
- Chaplains/base personnel arrive/check-in
- MC participates in in-briefing by base ops
- Set-up work area
- MC establish communication with other sites/point of contact
 - How many needed? Who do they report to?
- MC assign tasks to chaplains (F104)
- Keeping track of who/where/\$ for reimbursement (F108)
- Manage Chaplains at remote locations
- Transportation required for chaplains to off-sites (planning section)
- Periodic (scheduled) briefings with IC
- Identify symptoms of critical incident stress among mission personnel
- Identify needs affecting welfare and morale of mission personnel
- Advise IC of stressful situations
- Meet with families if present at base
- Periodic briefings for family
- Identify family's clergy (if any) or support group
- Check with IC about how local clergy should be involved if they volunteer their services and coordinate with local clergy (if appropriate)
- Conduct CISM demobilization if necessary
- Daily debriefing with IC/Staff at the end of the day
- Debriefing of chaplain personnel
- Re-assign tasking for the following day
- End of event - demobilization:
 - F104/108 (entry needed in WMIRS)
 - Debrief the chaplain staff
 - Request AARs from the chaplain staff
 - Request/Schedule CISM (consult with IC)
 - Prepare and submit AAR

ACTIONS THAT THE ES QUALIFIED CHAPLAIN NEEDS TO DO PRIOR TO AND UPON ARRIVAL AT COMMAND CENTER :

- Make sure you are available in the WMU
- Have "Go Bag" ready
- Follow Mission Chaplain Check List ("Before Leaving" mission section)
- Have "Go Pack" ready

- *Set up work area*
- *Periodic briefings with POC*
- *Scheduled briefings with MC*
- *Identify symptoms of critical incident stress among personnel*
- *Identify needs affecting welfare and morale of personnel*
- *Advise POC of stressful situations*
- *Provide ministry to the evacuees*
- *Coordinate with local clergy*

Attachment 1

“GO BAG”

Mission and ES qualified chaplains should maintain a packed GO BAG (sea bags (Duffels) are preferred) containing at minimum:

1. 2 sets BDU's, one flight suit (or additional BDU set),
2. BDU Coat or Flight Jacket,
3. Gloves,
4. Sufficient underwear for 3 days,
5. Sufficient toiletries for 3 days,
6. Sufficient personnel medications for 10 days,
7. 5 MRE's and heaters,
8. 5 cyalume sticks and a flashlight
9. 6 water packets, 3 sufficient vitamin supplements for 3 days.
10. Personal Medical/First-Aid kit.

All chaplains must be available for a minimum of 5 days deployment. Be sure you're your vaccinations are up-to-date.

All chaplains must maintain all certifications on a constant basis,

MISSION CHAPLAIN CHECK-LIST

Before Leaving:

- CAP Identification
- CAPF 101 Emergency Services Card
- CISM brochures
- Maps
- Notebook for recording activities
- Field worship service bulletins and equipment
- List of local churches (if available)
- Phone numbers of back-up chaplain(s) (if available).
- Chaplain Corps recruiting brochures for local clergy

ADDITIONAL OBSERVATIONS

- Establish work area away from IC or Comm so that family or outsiders will not interfere with or over-hear base ops
- If possible, carry a copy of the MOU with agency who had placed the request
- Check on who is:
 - providing housing for staff as well as other items (snacks, water, etc)
 - providing a hospitality area for families
- Circulate around all sections to get a tone of the operation
- Make sure you have a means of communication to keep in contact with the IC/MC/POC