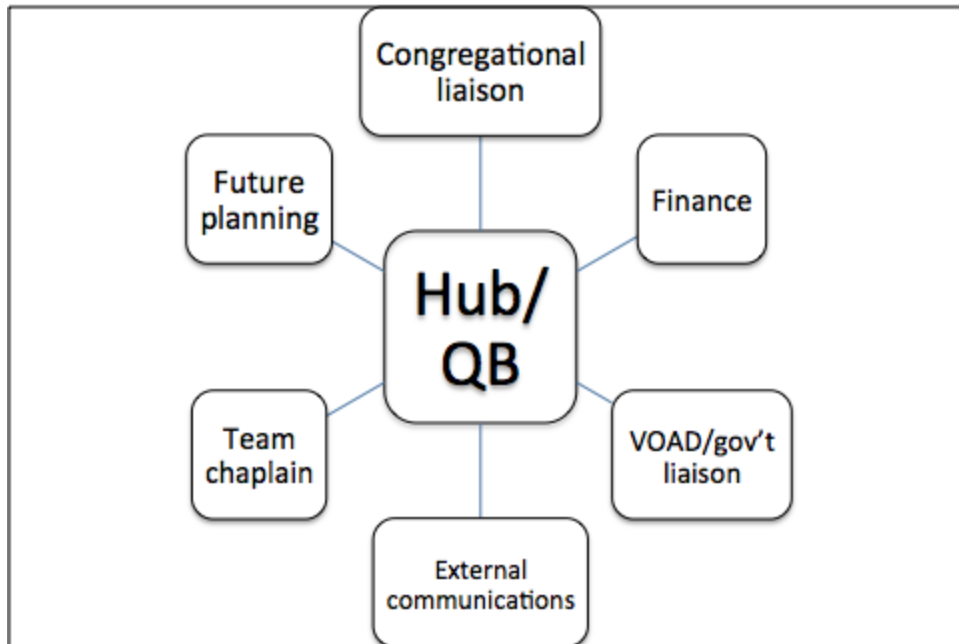


## Diocesan Disaster Leadership Team

### Immediate post disaster structure

Before a major disaster, it's critical to establish the roles within a small leadership team, so that after a major disaster, that team can get up and running quickly. Here is one model, based on the Incident Command System, that we have found to be effective, keeping in mind that depending on the size of your office/staff/diocese, some of these roles might be filled by the same person. Also keep in mind that the goal is to identify people in advance who you hope will fill these roles, knowing that given a disaster's impact, those names may change while the role stays the same.



### Role Descriptions

<p><b>Hub/quarterback/team leader:</b> This person convenes the meetings and is ultimately responsible for the team's function and direction. Ideally this person liaises with Episcopal Relief &amp; Development, though that responsibility can be delegated if need be.</p>	<p>NAME phone number(s) email</p>
<p><b>Congregational liaison:</b> This person is responsible for communicating with congregational leaders (and other church institutions if needed). If the area is too large, this person might have their own small team, or might use</p>	<p>NAME phone number(s) email</p>

existing church structures such as dean to streamline communications. This person is determining needs and capacities within the churches. This person is likely managing the data regarding impacts on the churches as well as capacities.	
<b>Finance:</b> This person is responsible for tracking contributions and grants, distribution of funds, and general accounting around the disaster. This person may sit on the team intermittently as policies for expenditures need to be discussed	NAME phone number(s) email
<b>NGO/gov't liaison:</b> This person attends the multitude of networking meetings/conference calls and/or finds others to attend and collects and distills the notes regarding how other non-profit, faith-based and government agencies are responding. This person might have a small team. .	NAME phone number(s) email
<b>External communications:</b> This person is responsible for communicating with the church at large and the broader community. This person often attends all team meetings, but is mindful about what can be shared and what is confidential, always checking if in doubt.	NAME phone number(s) email
<b>Future planning and note taking:</b> This person documents the work, distributing notes and is in charge of looking ahead.	NAME phone number(s) email
<b>Team chaplain:</b> This person chaplains this small team and is available to help with conflicts and challenges that emerge. Note, this person is not necessary the chaplain for the whole diocese or all clergy.	NAME phone number(s) email

### Recommended protocol

Establish regular meeting times, at least once, if not twice per day. Ideally, AM meeting is immediately after Episcopal Relief & Development regional call.

- a. Early AM and early evening often works well. Zoom or conference calls work great.
- b. Cap these meetings at 30 min.
- c. If the team leader is not a gifted meeting facilitator, appoint another person to lead the meetings!



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- d. Open and close with prayer
2. Send abbreviated notes from those meetings to the team daily. Be sure to flag what is confidential and what can be shared.
3. Find times to name challenges and celebrate successes throughout the process.