



**Coronavirus (COVID-19) Emergency Response Plan
for Families**

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Introduction

Revive Washington was formed as a result of the COVID-19 pandemic to serve as a one-stop-shop for churches and families to help them develop emergency response plans, and to deliver food and supplies to those most at need through the “Box and Drop” program.

The “**Box and Drop**” program is a collaboration of community partners coming together to distribute necessary food and supplies to citizens who are unable to travel to their local food banks.

This **Coronavirus (COVID-19) Pandemic Emergency Response Plan** is intended as a starting point or simple template for faith-based organizations, families and any organization mobilizing to help others navigate the COVID-19 pandemic in their community by providing information, support, food and supplies to those in need. **Revive Washington** encourages you to update and share this template with EVERYONE - churches, organizations and families so they can replicate this plan of action. If you need additional details or assistance executing your plan, you can reach us at www.ReviveWashington.com for support.

Our Goal

It is our goal to ensure everyone is prepared in our Family and our Community to survive the COVID-19 virus.

We want:

- To deliver a methodology of survival that can be replicated by every family. We want to help others help themselves.
- To become a one-stop-shop for resources to families through www.ReviveWashington.com
- To get critical food and supplies to those that are unable to leave their homes through the “Box and Drop” program. Please visit www.ReviveWashington.com for more information on “Box and Drop” resources available in your area.

Step 1: *Begin with the Word and Prayer*

Scripture: *If my people, which are called by my name, shall humble themselves, and pray, and seek my face, and turn from their wicked ways; then will I hear from heaven, and will forgive their sin, and will heal their land. - 2 Chronicles 7:14 King James Version (KJV)*

Prayer: *God, help us listen intently for what you're asking us to do and plan realistically for what we can accomplish*

Reflection: *Remember what God has already done. He is still in control.*

[\(Source for this section : Preparing-Your-Church-for-Coronavirus.pdf - humanitarian-disaster-institute\)](#)

Action: Reflect on Scripture

Prayerfully reflect on how God might use family in light of COVID-19. Consider how the family's unique resources and current activities might be used to help those in need. Also, pray for guidance about how the most vulnerable in the family and community might be helped. Ask God to open everyone's eyes to ways they might help amidst concerns over COVID-19.

Action: Reflect on Scripture

The way the family prepares for COVID-19 should be built on a strong theological foundation. However, a lot of families have not connected the dots between theology and the response to COVID-19. Many families have never talked about faith and public health issues. The good news is the family probably has a robust theological foundation for grappling with common problems like fear, adversity, and helping others. Use this theological understanding to help guide family planning and preparedness efforts.

Action: Leverage Existing Ministries and Activities

The goal is to pivot the family's ongoing activities in new ways that address the needs created by COVID-19. Rather than starting from scratch, begin with what your family is already doing to serve each other.

- Identify the current activities your family is engaged in that could be used to help address the impact of the COVID-19.
- Care for peoples' spiritual, emotional, physical, social, and safety needs.
- Consider ways your family helps bring calm and encouragement to stressful situations; comfort worries over COVID-19.
- Leverage ways your family is already speaking out on behalf of the marginalized and vulnerable; ensure the fair distribution of resources so that these groups don't fall through the cracks amidst the public health crisis at hand

Step 2: *Establish an Emergency Response Team*

Select a small group of people (5 to 7 people) that are willing and capable of developing and carrying out the details of this plan. Ensure each team member is trained and ready to execute quickly. Everyone will execute action items. However, for organizational purposes, identify the following:

Roles and Duties:

1. **Lead:** Responsible for the overall execution of this emergency response plan. Liaison between the family and the rest of the team.
2. **Assistant:** Supports the Lead and carries out all the Lead responsibilities, in the event the Lead is unable to act.
3. **Secretary:** Assists with team meetings and documents meeting minutes. Works with the Communication Team to ensure all information is documented and read.
4. **Prayer Team Member(s):** Organizes and conducts virtual prayer meetings.
5. **Support Member(s):** Carries out the duties of this plan under the direction of the Lead

Preparing for a Response:

- Try to learn as much as possible about your role.
- If you will be traveling or working long hours during a response, explain this to family members who may want to contact you. Come up with ways to communicate with them. Keep their expectations realistic and take the pressure off yourself.
- Talk to your supervisor and establish a plan for who will fill any urgent ongoing work duties unrelated to the pandemic while you are engaged in this emergency response plan.

Take care of yourself so you can take care of others:

The team may experience stress during this crisis. Coping techniques like taking breaks, eating healthy foods, exercising, and using the buddy system can help prevent and reduce burnout. Recognize the signs of burnout in yourself and other team members to be sure those who need a break or need help can address their needs.

Step 3: *Implement a Communication Plan*

It is imperative that communication is clear, concise and often. Ensure that the communication plan includes the following elements:

Communication Roles and Duties:

1. **Communication Lead/PR:** Owns and ensures the Communication Plan is carried out. Stays current on information from the Church, news/media, the local health department and Revive Washington. Brings information back to the team.
2. **Spokesperson:** Communicates information to the rest of the family. Remains calm under pressure to ensure people receiving the message(s) are not overwhelmed. Persuades people to act and not panic. (Note: This role can be filled by the Lead)
3. **Admin/Writer:** Writes, edits, and reviews all communication before sending it out. (Note: This role can be filled by the Secretary)
4. **Grant Writer/Funds Finder:** Finds available, government or community financial assistance.

Communication Plan Elements:

1. Social Media Plan
 - a. Facebook, Twitter, Website, Instagram
2. Email Communication
3. Recorded Messages
4. Phone Calls
 - a. Conference Calls (freeconferencecall.com)
 - b. Personal calls – those that are unable to use other communication methods
5. Communication Schedule
 - a. Send out communication every day, week, etc.
 - b. Remember to meet often and keep the communication brief
6. Address Book
 - a. Gather everyone's: Name, Address, Home Number, Cell Number, Email Facebook, Twitter, Instagram Names
 - b. Identify the seniors, disabled and displaced workers
7. Tell everyone to watch out for scammers during this time. They especially prey on the elderly. For example: If someone calls or comes to your house that you don't know, do not let them in. Do not give your social security number, bank cards, or other private information over the phone. ONLY send money to those you speak to on the phone personally and ensure you have their EXACT payment information.

Step 4: *Use Technology*

Technology is a tool to help all stay in touch remotely. For the family, using tools like Skype, Facebook Live, Facetime, Marco Polo, Whatsapp, etc allow everyone to use technology to see and hear from loved ones.

Additionally, the local news channels, the local Health Department, WHO and the CDC are great sources of current, credible information. Keep current with the information from these agencies and act accordingly. Beware of information received that is not from a proven, reliable source.

The following can help a family stay in touch remotely:

1. Develop a Facebook page for your family
 - a. It's free to set up a Facebook page
 - b. Use a phone to record messages/videos and post. Make sure you have proper lighting and you can be heard clearly.
 - c. Remember, at this critical time, it is important to LEAD. People need to know what and how to navigate crisis situations. Some will not be able to grasp what is happening at first, so the Spokesperson will need to communicate carefully, accurately, simply and often.
 - d. Marco Polo and FaceTime are great tools to stay connected
2. For Families with scheduled activities:
 - a. Here is a suggested way to conduct your meetings:
 - i. Move meetings to conference calls (look into Zoom, GoToWebinar, Free Conference Call, NOW Conference, and others to find the best fit)
 - ii. Postpone all family activities that require more than the required number of people to come together
3. Establish a way to collect monetary donations online. Collect money to buy and supply necessary food, meds and supplies for those in need.
 - a. Examples of electronic payment systems that can be used to support online giving:
 - i. Cash App
 - ii. Venmo
 - iii. Givelify
 - iv. Paypal
 - v. Zelle (for sending money to an individual)

Step 5: *Obtain Food and Supplies*

During this critical time, some food, medication and supplies may be limited. Preparation is important. With that in mind, make sure each person has the following: (Note: For a more exhaustive list of items, refer to Appendix A)

1. Two (2) weeks of food items – See Appendix A for more information
2. Three (3) months of prescription and over-the-counter medicine
3. Cleaning supplies
4. Flashlights and Batteries
5. Generator, if possible

* If centralizing and distributing food and supplies to those in need in your family, please contact www.ReviveWashington.com for detailed instructions and assistance.

Step 6: *Take Care of Business*

Although Revive Washington is here to help, this organization desires to empower families and individuals to help themselves. As stated in our goals, this plan should be executed at the family and individual level.

Listed below are some suggestions for the family:

1. Complete a Will and have it notarized
2. Complete a Medical Power of Attorney and have it notarized
3. Give copies of your Will, Medical Power of Attorney and Insurance information to the designated person(s)
4. Give your bank information to the appropriate person(s) and add them to your account(s), as needed
5. If giving a substantial amount money to an individual(s) under the age of 21 (or whatever age you feel appropriate to make wise decisions), put it in a Trust Fund
6. Keep some cash on hand for emergencies (a few hundred dollars or whatever you feel is appropriate)
7. Keep your car full of gas, just in case there is price gouging or shortages
8. Postpone unnecessary trips and gatherings
9. Cut unnecessary spending. Develop a budget and stick to it.

Appendix A - Recommended Food and Supplies

FOOD

Fill the freezer

Frozen vegetables such as spinach, broccoli, cauliflower, carrots

Frozen berries

Animal protein such as fish, chicken, grass-fed beef

Stock the pantry

Protein powders

Electrolyte replacement

Greens powder

Canned or dry beans and lentils

Canned oysters, sardines

Pasta sauce

Dry noodles

Vegetable broth

Nuts and seeds

Grains such as rice, quinoa, oats

Coconut milk

Olive oil

Coffee & herbal teas

Applesauce

Crackers

Bottled water

Don't forget about the pets! Have an additional bag of food and extra water on hand to ensure your animals stay well-fed.

MEDICINE CABINET

Supportive supplements (This is not a comprehensive list, always check with your healthcare providers)

Multivitamin

Vitamin D

Vitamin C

Zinc

Omega-3 (fish oil)

Refill any recommended supplements currently being taken

Over-the-counter and prescription medications (This is not a comprehensive list, always check with your healthcare providers)

Antihistamine

Decongestant

Ibuprofen

Refill any prescribed medications (3-month supply is recommended to avoid delays)

First aid

Adhesive bandages

Hand sanitizer

Hydrogen peroxide

Scissors

Adhesive tape

Bandages

Gauze

HOUSEHOLD ITEMS

Cleaning products

Hand soap

Laundry and dish detergent

Disinfectant wipes

Personal care

Body wash, shampoo

Toothpaste and toothbrushes

Sanitary products

Toilet paper and facial tissue

Additional items

Flashlight + extra batteries

Extra cash

Can opener

Battery-operated radio + batteries

Generator

Books and puzzles



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