

PLANNING ORGANIZATIONS' ROLE IN DISASTER PREPAREDNESS, RESPONSE & RECOVERY

PREPARE YOURSELF

- Make sure you know what role you are going to play in an emergency, that those close to you are aware of your role.
- Always have your necessities ready (tools, data, medications, etc)

PREPARE YOUR FAMILY

- Create a family plan
- Communicate that plan to all family members, near & far
- Maintain emergency supplies (food, water, medical, financial, maps, etc)
- Make arrangements for any people with special needs

PREPARE YOUR AGENCY

- Create a Business Continuity & Disaster Preparedness Plan
- Maintain necessary supplies on hand
- Practice appropriate data security and retrieval procedures
- Plan for continuity of financial functions
- Designate an alternate office location
- Train some staff in CPR/First Aid
- Create an emergency communications plan
- Maintain emergency contact lists
- Keep board informed and involved
- Have debriefing services available for staff & volunteers
- Be prepared to provide child care, food, and physical relief (chiropractor, massage) to your staff when working an emergency, if appropriate
- Utilize required governmental and private forms related to tracking costs and applying for reimbursement of expenses.

EMERGENCY RESPONSE IN THE COMMUNITY

First Responders

Governmental Agencies (law enforcement, health, transportation)

VOAD Members (Voluntary Agencies Assisting in Disaster)

Red Cross

Seventh Day Adventists

Salvation Army

Volunteer Center

2-1-1

SPCA

Baptist Men

Medical Personnel

No. Texas Food Bank

Ham Radio Operators

Victim Relief

UMCOR

Secondary Responders

Social Services	Medical Reserve Corps (MRC)
Schools/Universities	Businesses
Faith Community	CERTs (Citizen Emergency Response Teams)
Civic Groups	Hospital Council, Medical Society

ROLES FOR PLANNING ORGANIZATIONS

Neutral Convener

- Facilitate emergency preparedness discussions
- Arrange for Emergency Preparedness Training
- Distribute updated info and briefing materials

Capacity Survey

- Conduct a survey of nonprofit social and health services as to their capacity to respond in disasters; whether they could increase their response with additional resources; would they prefer to close their operations and use their skills/resources to assist other organizations;

Organize Social Services for Action During Emergency Response

- Link to 2-1-1
- Link to VOAD
- Set up Memoranda of Understanding with partner organizations
- Create, facilitate, maintain and connect “issue” coalitions
 - Mental Health
 - Child Care
 - Youth activities
 - Food
 - Clothing
 - Medical Health (HIV, Cancer, Private physicians)
 - Housing
 - Transportation
 - Seniors
 - Within coalitions, organize by skill level
- Facilitate wide distribution of vetted lists of resources (Directory of Services)
- Create, maintain and administer inter-agency communication system
- and shared technology tools (shared client database, specialized resource database.)
- Create, maintain and operate communications network between health and social services, first responder network, public officials, funders. Examples: a Daily Newsletter via e-mail; list-serves; blogs. Link with Public Information Officers, VOAD leaders, and Emergency Operation Center (EOC) leaders.
- Communications with unusual resources. Examples, livestock and animal rescue; pet evacuation protocols; adaptable use of buildings and vehicles, especially colleges and universities.

Help Organize the Recovery

Participate in the Disaster Recovery Center (DRC)

This is a one-stop center for survivors to register for various services. It will be a hub of two-way informationcoming from the survivors, and going out to them.

Other participants can include:

- FEMA
- Red Cross
- Emergency Medical Facility on site
- Mental Health Counselors
- 2-1-1, Information & Referral
- Legal Aid
- Small Business Administration
- Veterans Administration
- US Post Office
- Telephone companies
- Governmental Agencies
 - HUD/Housing Authorities
 - Social Security
 - Medicaid
 - Medicare
 - Health & Human Services
 - Departments of Health
 - Workforce
 - Department of Corrections
 - Departments of Protective & Regulatory Services
 - Department of Aging
 - Drivers License/ IDs
- Pastoral/faith based counseling

Issue an “After-Report”

Summarize the role your planning organization played. Summarize how health and human service organizations worked together to assist the people in need. Indicate “Best Practices”, “Lessons Learned”, and “Corrective Suggestions”.

Plan for the Next Emergency Response

Maintain contacts with colleagues you worked with during the disaster

Make additional contacts

Continue in-service training

Refresh supplies, as needed

Update Memoranda of Understanding with partner organizations

Cultivate sources to fill anticipated future response gaps

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