

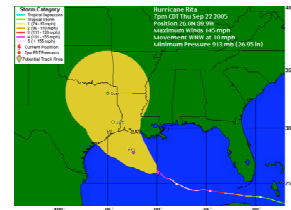


Disaster Preparedness Tips

June 1 marks the start of the 2006 Hurricane Season, and scientists are anticipating an extremely active year. We recognize that weather prediction is not an exact science. However, we do know there will be hurricanes and severe weather in the upcoming months, and it is critically important for all members of the CNCS team to be prepared. To help guide preparations, we have organized the following Disaster Preparedness Tips. These tips are applicable to those people who may be geographically impacted by hurricanes, as well as those individuals in nonimpacted states who may be called upon to deploy in response to a disaster. We have focused the tips on CNCS institutions (State Commissions, State Offices, grantees, and sub-grantees), but these tips apply to personal and family preparedness as well.

In a hurricane-prone area:

- ❖ Talk with your staff about preparedness, and consider holding a Preparedness Day to help prepare your organization employees and their families (see www.redcross.org for ideas)
- ❖ Plan for what you would need to take in an evacuation, and develop procedures for operating in an alternative location during an evacuation
- ❖ Develop a call tree procedure for all employees
- ❖ Have a backup for all data and information that's important to your operations
- ❖ Complete a skills and capabilities inventory of how your staff can help in the response and recovery phases
- ❖ To the extent practicable, try to establish a partnership with emergency and first responder organizations in your community before a disaster
- ❖ Develop pre-arranged agreements for support and resources in the aftermath of a disaster with partner organizations in non-hurricane-prone areas
- ❖ Be conscious of the impact disaster may have on staff, and have appropriate mental and physical health support systems available



In a non-hurricane-prone area:

- ❖ Talk with your staff about preparedness, and consider holding a Preparedness Day to help prepare your organization employees and their families for any disaster that might impact your geographical area
- ❖ Develop a call tree procedure for all employees
- ❖ Develop a roster of resources and people who are willing to deploy to assist hurricane impacted areas
- ❖ Complete a skills and capabilities inventory of what resources your staff could bring to help in the impacted area
- ❖ Develop plan/procedures for possible deployment of staff to hurricane impacted areas
- ❖ Ensure that all programs interested in participating in national disaster response through mission assignments with other federal agencies have cooperative agreements in place
- ❖ Make sure all potentially deployed persons are trained for their assignments and know what to expect once deployed
- ❖ Work with partner organization(s) to establish post disaster assistance agreements
- ❖ Develop a plan for continued operations should elements of your organization be deployed
- ❖ Be conscious of the impact disaster deployment may have on staff, and have appropriate mental and physical health support systems available