CNCS Disaster Protocol Issues

Task Item	CNCS Office of Emergency Management (CNCSOEM)	CNCS State Offices	AmeriCorps* NCCC	CNCS AmeriCorps Program Office	State Service Commissions	National Programs
I: Standard Operating Procedures For Disaster Assistance And Deployment						
A. CNCS Resource Availability ♦ Identify CNCS resources available for disaster services ♦ Compile list of AmeriCorps programs and/or teams trained in disaster response which can be deployed to assist						
B. CNCS Support Initiation System ♦ Identify triggers for CNCS support:: is it a Governor's declaration of a disaster, Presidential disaster declaration or decided on a case by case basis ♦ Identify who has responsibility for mission assignments during Presidential disaster declarations						
C. Emergency Contact System ♦ Design CNCS emergency contact system (NOTE: Contacts need to be available 24/7 - 8-5 Mon – Fri with an emergency number for weekends.) ♦ Develop a rotating list of on-call individuals to serve as "desk officers" ♦ Identify contact tree for CNCS management team including who will do the notifications at each level ♦ Identify contact point(s) at CNCS for commission(s) to request assistance ♦ Inform field of procedures to follow						
D. Information and Communication ♦ Identify what are the information needs at CNCS during disasters. ♦ Outline desired report format(s): situation reports, updates, assessments, etc, ♦ Determine desired frequency of reporting ♦ Who gets what when :to include situation reports, updates, assessments, etc. to CNCS						

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E. Logistical/Technical Support for Deployment of Team/Resources ♦ Identify procedures for deploying national service resources – both within a state and across state lines for both requesting and receiving parties ♦ Clarify travel logistics responsibilities of CNCS and field – how to move people from Point A to Point B ♦ Determine if designations of different qualified technical supervisors can be included in inventory ♦ Identify technical supervision processes for teams when deployed to avoid injury of team members and insure optimal utilization of team skills at site						
F. Equipment and Vehicle Support ♦ Clarify whether teams can/should take their own equipment ♦ Determine if equipment provision/use are (can be) addressed in mission assignments ♦ Clarify whether travel procedures can be modified to ensure teams have adequate vehicle support for jobs (trucks vs. sedans to move equipment) ♦ Clarify how teams access financial resources to purchase materials necessary to accomplish mission						
G. Training ♦ Identify training/certification requirements for various groups in order to be considered for deployment						
H. Staff and Operation Support ♦ Design model agreement for mutual aid to be signed my commissions ♦ Create process/assessment to identify commissions with adequate staffing to allow for staff deployment to another state ♦ Develop protocols for staff deployment timeframes and						

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rotations ♦ Assess whether technologies exist which could be used to direct certain impacted commission functions to another commission, such as incoming calls ♦ Determine policies and procedures for suspending ongoing required functions for a designated time during a disaster ♦ Investigate internal support systems to help commission members, staff and their families impacted by disaster ♦ Clarify travel and per diem cost allocations for the transfer and support of commission staff while serving in another state						
I. Resource Donations ♦ Develop procedures for channeling resource donations and linkages to the CNCS Emergency Contact System ♦ Develop assessment and matching process to link needs with resource donations ♦ Determine resource accountability responsibilities to ensure proposed donations are consistent with state plan and identified needs ♦ Develop protocol identifying who pays for travel and logistics for donated resources						
J. Member Deployment ♦ Determine who has responsibility for the care and support of AmeriCorps members while deployed at a disaster out of state						