

Disaster Preparedness Plan

Goal I: To ensure domestic violence services continue statewide, uninterrupted, despite the occurrence of a disaster.

Goal II: To ensure the administration of funds continue, uninterrupted, to Florida's certified domestic violence centers.

As the statewide administrator of funding, training and technical assistance for Florida's certified domestic violence centers, it is FCADV's responsibility to ensure services and the flow of funding to the centers continues, uninterrupted despite the occurrence of a disaster. The following outlines the process by which such will occur. Following the outline is guidance FCADV provides local centers on disaster planning.

Situation I -Disaster to hit Tallahassee or 50 miles to the west.

Situation II-Disaster to hit outside the conditions of situation one.

Situation I

- Accounting
 - Purchase external hard drive and attach to CPU.
 - Secure Network's to configure CPU and drive
 - Backup agency file server to include MIP and test
 - Secure printer and monitor
 - Call Tallahassee State Bank
 - Determine Bank's Disaster plan for customers as it involves access to on line services
 - Secure paper checks for operating and payroll.
 - Prepare Payroll estimate time thru 15th.
 - Input payroll into Bank with a effective transfer day of 17th.
 - Input Trust Fund payments with an effective transfer date of 20th.
- General
 - Communications
 - Assign all staff yahoo accounts for communications as a result of evacuations to various cities

- Assign an office yahoo account for central communication. Communication this account to centers and needed businesses.
 - Update the Telephone list to include cell phones.
- Location
 - Key staff to relocate for business continuation.
- Files to be removed off site
 - All fiscal original contract files
 - Contract between State
 - Contract between centers
 - All insurance policies

Situation II

- Accounting
 - Purchase external hard drive and attach to CPU.
 - Secure Network's to configure CPU and drive
 - Backup agency file server to include MIP and test
 - Call Tallahassee State Bank
 - Determine Bank's Disaster plan for customers as it involves access to on line services
 - Prepare Payroll estimate time thru 15th.
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DOMESTIC VIOLENCE CENTERS: DISASTER PREPAREDNESS

Four Phases of Emergency Management

1. **Preparedness** is taking action before an event to ensure you are ready for the emergency. These actions include developing your plan, training your employees and pulling together your disaster supplies.
2. **Response** is the action that you take immediately in response to the threat, primarily to ensure everyone's safety.
3. **Recovery** is the work of restoring your center operations damaged or interrupted by the disaster.
4. **Mitigation** involves taking the steps to prevent or lessen the effects of an emergency or disaster or, at least to reduce your risk.

Preparing

Each center needs:

1. A staff disaster specialist or team depending upon the size of the center.
2. An all-hazards plan -- protocols for all types of potential disasters
3. A committee to review the initial plan and review it annually
4. A yearly budget for start-up and replacement supplies

Protocols

- ✓ One protocol for each disaster type (some overlap may occur)
- ✓ Clearly marked in a bound notebook or a Power Point presentation (per center preference)
- ✓ Each protocol should include a time-line.
- ✓ Each protocol should outline specific staff instructions or job titles

Each protocol should address:

- ✓ staff training
- ✓ assessment of inventory
- ✓ procedures to be followed at each facility during all stages of the disaster
- ✓ staffing procedures
- ✓ distribution of resources, supplies
- ✓ delivery and management of center services
- ✓ worst case-scenario procedures

Typical facility preparation focus:

Hurricane and Tornado: stages from 6 wks - zero

- ❖ shore-up building: loose parts, windows, doors
- ❖ secure grounds
- ❖ assure internal safety: safe room
- ❖ assure internal comfort: bedding, food, water
- ❖ assure emergency domestic violence services
- ❖ maintain telephone/electricity
- ❖ emergency evacuation & secure empty facility
- ❖ attention to special needs survivors: elder, mobility needs, dietary needs, medical, medication needs etc.

Consider Safety Protocols or Checklists for a Variety of Situations: floods, tornados, lightning, wildfires, sinkholes, extreme heat/cold, caring for pets, hazardous materials or substances, fires, disruption in power service, terrorism, bomb threat, violent crime, death of key staff or a civil disturbance

FCADV's Role

- 1. Assist centers with current information**
 - a. Liaison/monitor NOAA**
 - b. Liaison/monitor with Florida Emergency Operations Center**
 - c. Liaison/monitor FEMA (Federal Emergency Management Agency)**
 - d. Liaison with FDLE, Highway Patrol, Marine Patrol, National Guard**
 - e. Liaison with American Red Cross & Salvation Army**

- 2. Provide Technical Assistance from Tallahassee Operations Center**
 - a. link sister centers for relay of services.**
 - b. locate volunteer staff from sister centers.**
 - c. locate and coordinate supplies exchange**
 - d. coordinate critical-case emergency relocation**
 - e. Instruction/intervention for local telephone service routing**
 - f. Re-routing of Statewide hotline**
 - g. Intervention with officials**
 - h. Crisis management/protocol consultation**

FCADV Technical Support

- **On-site pre-disaster planning**
- **Disaster crisis management assistance**
- **Critical incident staff de-briefing (linkage and/or FCADV staffed)**
- **Re-occupation assistance**

- **Emergency staffing**
- **Site assessments**
- **Provide Disaster Preparedness information for the 42 Centers: See *Florida's Domestic Violence Centers: Disaster Preparedness Training* for additional detail**