

United Way of Calhoun County
Emergency Preparedness and Response Plan
Revised August 12, 2014



Of Calhoun County

Purpose of Plan: To help the United Way of Calhoun County (UWCC) prepare for and respond to a crisis/disaster situation, including suggested levels of engagement from simple low-risk incidents to full engagement in a major or catastrophic situation.

Definition of Crisis: A severe disruption of personal and community life involving a significant number of people and causing interference of physical, emotional, economic, social and spiritual well-being and creating human needs that victims in Calhoun County cannot alleviate without assistance.

Warning Systems

Calhoun County or one of its cities may receive warnings of actual emergency situation or the threat of such situations from several state and federal systems. The primary function of warning systems is to notify key officials of potential emergency situations and disseminate timely and accurate warnings and instructions to the population at risk from the threat or occurrence of an emergency situation. The focal point of the warning function is the **Local Warning Point (LWP)**, which operates around the clock. The County/City LWP is located in the Calhoun County Courthouse and the Emergency Management Office operates the LWP.

When LWP receives warning of an emergency situation it shall make notification to key local officials so they can determine appropriate actions to deal with the situation. In the initial states of an emergency situation, the LWP will, within the limits of its authority determine if a warning needs to be issued and formulate a warning and disseminate it.

Emergency Management Cycle

Incorporating a working knowledge of the emergency management cycle will help determine the United Way of Calhoun County's engagement strategy.

1. **Prevention** is an effective public warning system and appropriate operating procedures.
2. **Preparedness** is a series of planning steps implemented long before a pending or immediate crisis. An example could be developing and maintaining an emergency plan for your local United Way.
3. **Response** is short but intensive, taking place during or immediately after the crisis occurs. An example could be maintaining a seat at the Emergency operations Center to facilitate communication of needs and abilities between governmental and nonprofit sectors.
4. **Recovery** is carrying out what needs to be done after the immediate crisis is over. It is a long term process lasting several months to several years focused on returning the community to an enhanced state of normalcy. An example is collaborating with partners to rebuild a community resource center or supporting mental health professionals working with victims.
5. **Mitigation** is the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that provides a foundation for activities that reduce risk. An example would be rebuilding a collapsed roof with a steeper pitch to minimize snow buildup in future storms or purchasing appropriate flood insurance coverage.

I. PREVENTION

The United Way of Calhoun County is included in the Calhoun County public warning system. UWCC receives emergency communications, warnings and public instruction messages from the Calhoun County Emergency Management Coordinator.

II. PREPAREDNESS

Calhoun County operates under a **Readiness Level System**:

Readiness Level IV – Normal Conditions

Readiness Level III – Increased Readiness

Readiness Level II – High Readiness

Readiness Level I – Maximum Readiness

Calhoun County's **Executive Group** provides guidance and direction for emergency management programs and for emergency response and recovery operations in Calhoun County. The Executive Group includes the County Judge, Mayor(s), City Manager(s), and Emergency Management Coordinator(s).

UWCC Readiness Level IV Action Steps

- Review Crisis Preparedness and Response Plan and update as needed
- Prepare copies of Calhoun County Emergency Management Plan Appendix 5 (Warning and Emergency Public Information Messages) from Annex A Document
- Identify back up facilities for office on an annual basis
- Review list of tasks associated with UWCC office preparation and evacuation plans
- Develop list of office files/documents to move in the event the office is closed
- Meet with IBC officials to review UWCC Crisis and Preparedness Plan and IBC Emergency Plans
- On an annual basis gather partner agencies that are affected by duties required during an emergency, review individual emergency plans, exchange emergency contact information, determine joint steps following a crisis. Minutes of all meetings should be documented.
- Executive Committee determines/reviews process for accepting monetary donations
 - determine announcement process on how monetary donations can be sent to UWCC
 - identify appropriate bank account for deposit of funds
 - develop a database for donor information
 - identify who is eligible to receive emergency funds (partner agencies, etc.)
 - determine process to request funds
 - determine process and timeline for reports/documentation on how United Way funds were utilized
 - develop an appropriate reporting form for use by agencies
 - provide copies of monetary donation process to county judge and majors of Calhoun County communities
- Plan for a backup communications system

UWCC Readiness Level III Action Steps

- Provide emergency contact information to Calhoun County Emergency Management Coordinator
- Review list of important office documents to pack/prepare
- Connect with partner agencies (Calhoun County Community Ministries and Calhoun County Senior Citizens Association and update any emergency contact information.

UWCC Readiness Level II Action Steps

- Monitor Calhoun County Emergency Management Office Emergency Messages
- Initiate contact with Board President or designated Executive Committee member
- Prepare an “after the disaster” information document that details how cash donations can be sent to the United Way of Calhoun County. The information will be posted on the UWCC website at the discretion of the Board President and/or Executive Committee
- Review of Calhoun County Emergency Management Plan Appendix 5 (Warning and Emergency Public Information Messages) from Annex A Document

UWCC Readiness Level I Action Steps

- Continue to monitor Calhoun County Emergency Management Office Emergency Messages
- Participate in Calhoun County Emergency Management conference calls if requested and desired. (The Executive Director makes his/her own decision to evacuate or to stay).
- If a Pre-Evacuation Special News Advisory (Tab D Appendix 5 Annex A) is issued by the Calhoun County Emergency Management Office, contact is initiated with UWCC Board President or appointed Executive Committee Member to discuss/determine next steps.

Activating UWCC Emergency Plan

This Emergency Preparedness and Response Plan will be activated when the Calhoun County Emergency Management Office issues a Mandatory Evacuation of Calhoun County and/or the City of Port Lavaca (Tab F/G, Appendix 5, Annex A). Once the announcement is made, the United Way of Calhoun County Crisis Preparedness and Response Plan (Section III. Response) will be activated by the first of the following that is available to do so.

- UWCC Board President
- UWCC Board Vice-President
- UWCC Board Secretary
- UWCC Board Treasurer
- UWCC Executive Director

A. Prepare UWCC Office

- Backup all computer files and store at a safe and secure off-site location.
- Have a set of bank checks
- Have a current copy of Crisis Preparedness and Response Plan.
- Pack an Emergency Supplies Kit
- Provide a central telephone number for staff or appropriate board members to check in
- Provide United Way LINK LINE Number (877.UWA.LINK) as a backup check-in number should local communications systems fail.
- Have telephone number of United Way Worldwide to provide notification of the situation (800.892.2757, ext. 391).
- Coordinate 2-1-1 with local and state information services to define roles in the event of a crisis.
- Ascertain off-site locations for key United Way services and 2-1-1 should the crisis prevent the use of facilities.
- Identify key agency personnel who need to be able to return soon after an evacuation to assist in the response and initial assessments
- Pack important documents and move to a safe, pre-determined location
- Prepare an inventory list of office furniture and equipment
- Prepare a spreadsheet of user id's, passwords, etc

- Protect office copier and computer and work with IBC personnel to move the copier and computer into the bank computer room next to the UWCC office
- Gather essential office supplies
- Clear desks, etc of loose items
- Determine a secondary office location.
- Determine who makes the final call to close the United Way Office, including notification to IBC personnel.

B. Prepare UWCC Financial Records

- Work with accountant to determine appropriate method for protecting financial records
- Create a checklist of what records accountant has in files
- Prepare follow up contact information to share with accountant for use upon return after an emergency
- Request a pre-determined number of checks to be held by UWCC Treasurer in the event of an evacuation.

III. RESPONSE

UWCC will take steps to effectively assess the damage and operability status of our functions and assets.

Office Staff

- Determine the safety and whereabouts of staff and contact them.
- Keep written logs as much as possible. Hold an assessment meeting as soon as initial reports are in

Office

- Perform a damage assessment of the UWCC office within IBC Bank with appropriate bank personnel and a member of the executive committee. Document damage. Include IBC computer room where UWCC copier is stored.
- If power is unavailable, determine when it is expected to be restored
- Clear any debris, determine repairs to be made with IBC Bank personnel
- Communicate with IBC to see if building is safe to use including ability to withstand another immediate storm, tornados, flooding, etc.
- If office is not operational, determine process to move to secondary location
 - follow same process for secondary location
 - contact city and county personnel, partner agencies, IBC personnel, United Way Worldwide and United Ways of Texas of move to secondary location
 - activate process for receiving monetary donations

Communication Systems

- Initiate any communication systems
- Check for government disaster information
- Check phones, pagers, etc.
- Check computer system, copier (fax/scan), websites, etc.

Continuation of Services

- After damage assessment of agency functions and assets, determine possibility of continuing to provide services
- Prioritize needed services
- Initiate contact with agencies
- Coordinate with Calhoun County Emergency Office
- Establish community information and referral network for United Way purposes
- Become a clearing house for cash/currency donations to United Way
- Coordinate and manage volunteers as necessary

Accepting Cash Donations (based on Calhoun County’s Emergency Management Plan Annex T – Donations Management)

The purpose of the UWCC’s acceptance of cash donations are to:

1. Determine the funding needs of UWCC partner agencies and provide emergency funds to those agencies
2. Receive, process and distribute cash donations to partner agencies who will provide those funds to Calhoun County citizens recovering from the disaster
 - UWCC will only accept cash/currency and online credit card donations
 - UWCC will not accept any donations with the expectation of some sort of repayment, publicity, etc. by the donor
 - UWCC will make every effort to obtain the name of the donor, address, amount of donation so that an appropriate thank you letter can be sent
 - UWCC will track all cash/currency/online credit card donations, maintain accurate records and provide regular reports to the board of directors
 - UWCC will provide regular reports of cash/currency/credit card donations, income and distribution to the County Judge as well as a final report by a mutually agreed upon date.

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Approved by the United Way of Calhoun County
 Board of Directors at the **August 12, 2014** board meeting