



Meeting #3 – Organizational

Wednesday, February 24, 2016
2:00 pm to 4:00 pm

American Red Cross
Myers North Conference Room
3747 Euclid Avenue
Cleveland, Ohio 44115

Agenda

1. Check-in at 1:45 p.m.

2. Call to Order at 2:00 p.m.

3. Introductions

4. Questions/Comments on January Meeting

None

5. Membership Approvals

The following agencies/organizations were approved:

- American Red Cross
- Center Health Affairs
- Cleveland Furniture Bank
- Board of Developmental Disabilities
- Citizen Corps
- Division of Children and Family Services
- Office of Emergency Management
- Veterans Service Commission
- Job and Family Services
- Greater Cleveland Food Bank
- Greater Cleveland Habitat for Humanity
- Hunger Network
- LEAP
- Salvation Army
- Western Reserve Area Agency on Aging

6. Emergency Support Functions (ESFs) – Revised Handout

- The County Sheriff's Department replaced the County Police Chiefs Association as the primary agency for ESF #13 Public Safety and Security.
- COAD has been added as supporting agencies for ESF #6 Mass Care, Emergency Assistance, Housing, and Human Services and ESF #14 Long-term Community Recovery.
- The revised handout is attached.

7. Strategic Plan

- The Executive Committee discussed items for COAD's strategic plan that would align with National VOAD and Ohio VOAD.
- Items for consideration are:
 - Develop a communication plan to include basic contact information, methods of communication (phone, fax, e-mail, website, social media, etc.), and protocols (e.g., type of information to be communicated, prioritization of information).
 - Further develop current Standard Operating Guidelines.
 - Develop a Long-Term Recovery Group for when the magnitude of a disaster requires days, weeks, months, or years for casework to be completed.
 - Develop specific programs or enhance current programs for Mass Care, Case Management, Donations Management, Volunteer Management, Emotional and Spiritual Care, and Housing (long-term not emergency).

8. Preparedness Project

- We need to ensure that paid and volunteer staff and families of our COAD members are prepared for emergencies so they will be available to respond outside their homes. There are many programs available to promote preparedness, but each organization needs to determine how best to deliver a program to its staff.
- Continuity of operations (COOP) planning is also vital for COAD agencies and organizations so they can continue to operate under adverse conditions. There are programs available to assist with planning and the County Office of Emergency Management can assist.

9. Committees

- To facilitate conversation and planning among organizations that have similar missions, Sharon Nicastro proposed that COAD form Committees. A pet emergency sheltering plan is urgently needed, so that might be a good prototype Committee.
- The membership discussed other potential Committees, such as Social Services, Access and Functional Needs, and Aging. We will explore these possibilities.
- A portion of COAD's regular meetings could be devoted to Committee meetings so members would not need to add additional meeting dates to their schedules.
- Committees could be formal or informal.

10. Training

- Training Officer Serena Steele explained how to secure a FEMA Student Identification (SID) number, which is required to register and receive a certificate for FEMA courses both online and live.
- Serena also announced the following live courses:
 - Skywarn (storm spotter) training
 - Family Assistance Center Operations/Victim Identification Program (VIP)
 - Social Media Tools and Techniques
 - Social Media Engagement
- Sharon Nicastro reviewed the courses that are required for incident responders and encouraged COAD members to complete them for situational awareness.
 - IS-800.b National Response Framework – Explains ESFs.
 - IS-700.a Introduction to the National Incident Management System
 - IS-100.b Introduction to Incident Command System
 - IS-200.b Single Resources and Initial Action Incidents (also an ICS course)
 - All are available at <http://www.training.fema.gov/is/crslist.aspx>.
- See *Training Opportunities #2* for details on dates, times, places, links, registration instructions, and prerequisites. *Training Opportunities #2* has the same information plus more than *Training Opportunities #1*.

11. 10-Minute Profiles

Profiles were presented by:

- American Red Cross
- Center for Health Affairs
- County Board of Health
- County Board of Developmental Disabilities

12. Next Meeting

We will try to have Executive Committee meetings on the second Tuesday of the month from 10:00a-12:00p and Regular meetings on the fourth Tuesday of the month from 2:00p to 4:00p.

- Tuesday, March 22, 2016
- 2:00p-4:00p
- American Red Cross, Myers North and South Conference Rooms