

# COMMUNITY ALLIANCE OF SARASOTA COUNTY

## Community Disaster Preparedness Committee

### MEETING SUMMARY

May 13, 2005

#### COMMITTEE MEMBERS PRESENT:

Donna Dunio	American Red Cross
Dennis Stover	Friendship Volunteer Resource Center
Bryan Pope	Salvation Army—Sarasota Corps
Dr. Carrie Springer	Coastal Behavioral Healthcare, Inc.
Chris Stewart	First Step of Sarasota
Lois Natiello	DCF—Suncoast Region
Miriam Lacher	Bayside Center – Sarasota Memorial Hospital
Aleda Kleckauskas	Hospice of Southwest Florida
Marion Sortore	FL Conference of the United Methodist Church
David J. Stone	Pastor, First Brethren Church
Richard White (for P. Gorelick)	Jewish Family and Children's Services
Mark Porter (for L. Johnson)	YMCA of Sarasota

#### COMMITTEE MEMBERS NOT PRESENT:

Alex Young	United Way of Sarasota, Chair
Bob Carter	Senior Friendship Centers
Cathy Emmett	Senior Friendship Centers
Dr. Kay Glasser	Human Services Advisory Council
Alberto Suarez	United Way 2-1-1 of Manasota
Rev. Dr. Tom Pfaff	Goodwill Industries
Kim Kutch	DCF—Suncoast Region
Bob Berns	Voluntary Organizations Active in Disasters
Inaki Rezola	American Red Cross
Bill Little	Sarasota County Health Department
Mike Bigner	Gulf Coast Community Foundation of Venice
Lee Johnson	Sarasota Family YMCA
Phil Gorelick	Jewish Family and Children's Services
Stewart Stearns	Community Foundation of Sarasota County
Harold Williams	Agency for Health Care Administration – Ft. Myers

#### OTHERS PRESENT:

Michael Schepps	Children's Medical Services (DOH)
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**STAFF PRESENT:**

Jeanne Hodaian	Sarasota County Health and Human Services
Pauline Tracy	Sarasota County Health and Human Services
Michael Theall	Sarasota County Health and Human Services
James Schulz	Sarasota County Health and Human Services
Dianne Shipley	Sarasota County Health and Human Services
Pat Jaffe	Sarasota County Health and Human Services
Joan Manley	Sarasota County Health and Human Services
Jamie Mahadeo	Sarasota County Health and Human Services

The Community Alliance's Community Disaster Preparedness Committee (**CDPC**) met on May 13, 2005 at the Sarasota County Health and Human Services Business Center (2200 Ringling Blvd., Sarasota) at 8:30 a.m. Jeanne Hodaian (Committee Coordinator) welcomed the members and first-time participants introduced themselves and general introductions were made.

**Update on the Coordinated Disaster Plan – Human Services Annex**

Jeanne provided an update on the progress made in writing the Human Services Annex, with specific reference to the first three sections of this support annex – Introduction, Situation, and the Concept of Operations. The skeleton information for the Annex is in draft form. She explained that the core process and procedural information will be located in appendices to the Human Services Annex, such as matrix of responsibilities, job descriptions, call-down lists for the Alert, Notification, Activation and Deactivation procedures, communication plans, community assets/resource list and so on. These sections are under development or pending information from committee and subcommittee activities. Jeanne provided members with a brief table, which depicted the sections of the Annex that are dependent on the work of the CDPC and/or its subcommittee activities. Of particular note is Section III: Concept of Operations: (B) Command and Coordination; and (D) Emergency Management Roles and Responsibilities. These sections will provide basic information for the organizational structure, matrix of responsibilities of each agency within the structure and the resources needed and available to address specific contingencies (e.g., hurricanes and related climatic events).

**Subcommittee Reports**

Subcommittee Chairs, or their representative, reported on their progress in completing the first subcommittee task(s).

*Mental Health/Substance Abuse:* Miriam Lacher (Subcommittee Chair) reported that the subcommittee members have met twice since the last general CDPC meeting. They have identified the major needs and challenges faced by persons with mental

health and substance abuse diagnoses and those agencies serving them. Major problems or needs include the following: access to medications; exacerbation of symptoms; housing; communication and information sharing among agencies; locating clients; locating resources to meet human and material needs; and transportation. The subcommittee also is discussing a communication and coordination structure between subcommittee members. It was noted that they have decided to develop geographic “resource packages” (i.e. north, central and south Sarasota County), listing resources for this population that is available in the various geographic sectors. The issue of volunteers has been raised by this group as well as by other groups. The next meeting has not been set.

*Volunteer Coordination:* Lois Natiello gave the report, noting that the subcommittee has identified communication, coordination and training as the target issues for inter-agency coordination. Based on the initial task questions, they developed a brief survey and sent this out to multiple agencies, including some agencies that are not members of the CDPC, to get a better understanding of volunteer coordination issues from various perspectives. She stated that this will bring more information and a wider array of perspectives to the committee in answering the initial tasks for the subcommittee. The subcommittee has looked only briefly at the database(s) for volunteer coordination. The next meeting is planned for Tuesday, May 17, 9 a.m. at the Salvation Army Office.

*Youth and Families At Risk:* Mark Porter gave the subcommittee report on behalf of Lee Johnson (Chair). He provided committee members with the minutes of the most recent meeting (May 9), which outlined the pre-season, response and recovery roles of each of the participating subcommittee agencies. A major challenge noted is the tracking of children in their systems, particularly for DCF and the YMCA, with particular reference to foster care children. The subcommittee also expressed the need to identify children with special needs in advance – for pediatric special needs shelters. Mark also noted the importance of identifying and credentialing volunteers in advance. The next subcommittee meeting is set for May 20, 3:30 at the YMCA office.

*Elder Care:* Jeanne Hodaian reported for this subcommittee. They have nearly completed the initial task, which will be finalized at the next planned meeting. The major needs and/or challenges that can be improved through communication and coordination include the following: locating clients at PSN shelters and healthcare administration facilities such as AFL, SNF and home-bound clients; collection and coordination of essential supplies for the target population; pre-registration of PSN clients, case management for long-term recovery; community and client education; and grief and crisis counseling for affected persons. Some of the coordination issues cross subcommittees, such as grief and crisis counseling and volunteer issues. The next meeting is set for May 18, at Noon at the SFC – Dwyer Room.

## **Discussion**

Volunteer issues continue to be an area of discussion at the CDPC meetings and for all subcommittees. Of particular note are suggestions for an “identification” method for

volunteers (e.g., volunteer ID cards or something sanctioned by the EOC) to facilitate their access to key areas during response and recovery activities, pre-season identification and registration of volunteers, coordination of the credentialing process of professional volunteers, and volunteer disaster-specific training needs. These ideas and issues can be addressed by the Volunteer Coordination Subcommittee, with input from the larger committee.

Jeanne asked the Volunteer Subcommittee if they were also looking into a database(s) for collecting and managing community resource/assets. Lois Natiello said the subcommittee members felt they should focus solely on volunteer issues and the database(s) and/or software to facilitate volunteer coordination. Lois and Pauline Tracy suggested that the identification of a software or database for managing and storing information about community resources should be assigned to a special group. Jeanne explained that the initial idea had been to use and/or adapt the United Way 2-1-1 of Manasota system for the collection and storage of the community assets and resources, including the management of resource requests during a hurricane event. Since a database for community resources and assets has not yet been confirmed, it was acknowledged that this should be readdressed with Alberto Suarez (2-1-1 of Manasota) and CDPC members while agencies develop their list of resources and assets available to add to a centralized database.

Several individuals raised questions about communication issues, both internal and external communication processes and procedures for the expanded ESF-8 structure. Jeanne explained that this is being developed based on the ICS communication and coordination structure. The communication procedures to be added to the Human Services Annex are currently under development. Input on inter-agency communication plans will be solicited from subcommittees in the near future. In addition, Jeanne and Dianne Shipley explained that there also is a Risk Communication Plan that is a separate Annex of the EOP. This Annex is being developed by the Public Information Officer (Dianne Shipley) and her staff.

## **Announcements**

Miriam Lacher provided the group with a flyer announcing the University of Miami's Disaster Epidemiology and Emergency Preparedness Center's hospital-based *Behavioral Health Awareness Training (BHAT) for Terrorism and Disasters*. This curriculum targets healthcare providers and hospital personnel and is being offered to multiple healthcare organizations across several counties. This is a half-day training, being offered on two separate dates at Sarasota Memorial Hospital: June 30 or July 1<sup>st</sup>.

Jeanne provided information on two additional behavioral health training opportunities that are offered by the University of South Florida's College of Public Health – The Florida Center for Public Health Professional Preparedness: 1) *Disaster Behavioral Health First Aid Specialist Training*, and 2) *Disaster Behavioral Health First Aid Specialist Training with Children*. In addition, USF is offering an *Advanced Crisis Leadership Training for Public Health Professionals* that will be held here in Sarasota in

June. They will reserve six seats for our community partners. Let Jeanne know if you are interested. The deadline is June 6th. Jeanne will email all of the information on these professional opportunities to CDPC members who can distribute it to their staff as appropriate.

### **Next Steps**

Provide CDPC member agencies with an orientation to the expanded ESF-8. This will be done at the May 27<sup>th</sup> meeting to coordinate with the Statewide Hurricane Preparedness Drill week (May 23 – 27<sup>th</sup>).

Subcommittees will finalize the initial tasks, which provide core information for the development of the matrix of responsibilities and other related sections of the Human Services Annex.

The next CDPC and subcommittee task will be the identification of agency assets and resources that can be added to a community resource database for hurricane events.

***NEXT MEETING: May 27, 2005 at 8:00 a.m. at the Sarasota County Health and Human Services Business Center, 2200 Ringling Blvd., Sarasota 34237***