
Disaster Recovery and Emergency Preparedness Guidelines

The four phases of emergency management are Mitigation, Preparedness, Response and Recovery. Mitigation and preparedness generally occur before the emergency, and response and recovery occur during or after an emergency.

Mitigation

1. Conduct Hazard Vulnerability Analysis (HVA) to identify potential emergencies that could affect demand for the “organizations” services or its ability to provide those services to the Homeless population. What is the likelihood of those events occurring and any potential consequences to the population being served.
2. Identify community partners and identify population being served by the plan. Prioritize the potential emergencies identified in the HVA
3. Identify essential services, suppliers and supportive housing
4. Training curriculum for staff: identification of homeless communities, geographic pickup points, access of up to date information, dangers of inappropriate shelters, if stranded, trauma informed care and emergency health information of homeless
5. Identification of critical personnel, outreach teams and potential Volunteers
6. Identify financial resources and support

Preparedness and Response

1. Communication – how the organization will communicate during the emergency
 - a. How will staff be notified
 - b. How will external authorities and community partners be notified
 - c. How will the organization communicate with media
 - d. How will organization communicate with suppliers of essential services, suppliers and supportive housing
 - e. How will the organization communicate with other local health care organizations of their respective command structure
 - f. How will the organization identify clients being served
 - g. What are the backup systems and technologies for the communication activities
 - h. What are the financial resources
2. Management of critical resources
 - a. Identify critical resources: nonperishable supply of food products, first aid supplies, water, fuel sources, transportation, etc.
 - b. Identify what resources that may be available from community partners
 - c. “Go-Kits” for staff. Supplies available to responders
 - d. Emergency kits for homeless. Supplies to help Homeless during the emergency and during the transition phase
3. Management of Transportation and Evacuation
 - a. Identify and locating homeless people
 - b. Determining Transportation needs
 - c. Identifying transportation resources
4. Temporary Placement
 - a. Coordination with outside resources for room and board
 - b. Placement of homeless belongings during relocation
 - c. Notification of family

Recovery

1. Re-entry after evacuation
 - a. Homeless accommodations in community
 - b. Homeless personal needs; clothing, blankets, etc.
 - c. Drop-off points
 - d. Evaluation of emergency response
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