



## **Appendix A: Proposed Work Plan for Public Preparedness Council**

### **Coordinating Committee**

- 1) Coordinate planning for all Task Groups and County Plan through the EPT
  - a) Develop plan for coordinating effective outreach to and input from community for all Task Groups to ensure plans targeted for special needs
  - b) Develop mechanism for effective coordination with EPT (and first responders) re work products
  - c) Review, refine objectives and work plan (by mid-January)
- 2) Review all recommendations from Task Groups; coordinate with the Deputy Coordinator for submission to the EPT. By the end of December, review and submit:
  - a) Recommendations for improving emergency communications, public awareness of emergency communications procedures, and public education of how to prepare for and respond to emergencies and
  - b) Recommendations for supporting and expanding Citizen Corps programs
- 3) Identify and coordinate with external entities e.g. neighboring Councils, state support services
- 4) Coordinate identification of resources to support the PPC
  - a) Identify areas of PPC that will need funding,
  - b) identify funding sources, develop proposals for funding for PPC programs (with all TG)
- 5) Develop a public relations plan to publicize Council programs, including community forums
  - a) Develop plan for media, advertising, brochures,
  - b) Presentations, forums (by mid January)
- 6) Identify organizations representing residents who may need targeted plans due to their special needs
  - a) In cooperation with the Disability Advisory Commission, the Endependence Center of NVA, and the Arlington Community Services Board (ACSB), develop a comprehensive list of disabled consumer organizations in Arlington or neighboring communities

### **Communications Task Group**

- 1) Improve procedures for emergency communications
  - a) Develop standard messages for use in disasters (linked to education messages)
  - b) Review, assist in development of proposed Alert systems
- 2) Identify/develop effective ways to disseminate emergency information

- a) Review, develop communications systems to alert the community to an emergency
  - b) Review, develop communications systems to instruct the community during an emergency
- 3) Ensure Communications targeted to meet special needs
- a) Identify all members of the community who may need targeted communication plans due to their special needs (including people who are deaf and blind or communicate in a language other than English)
  - b) Develop recommendations for targeted communications strategies

### **Education Task Group**

- 1) Develop Education Components
- a) Develop objectives for the minimum, basic information that all Arlingtonians should know
  - b) Identify, develop message
- 2) Ensure education plan targeted to meet special needs
- a) Identify all members or groups in the community who may need targeted education plans
  - b) Review/develop educational materials targeted to meet needs
  - c) review proposed material and, as needed, develop educational materials directed at children
- 3) Develop Education delivery plan for the educational components necessary to meet the objectives including targeted plans for any populations with special needs

### **Community Involvement and Volunteer Participation Task Group**

- 1) Support Current programs
- a) Identify current related volunteer programs and establish mechanism for coordination
  - b) Identify needs and develop plan for support for existing programs
  - c) Develop plan to publicize existing programs and outreach to recruit volunteers
- 2) Develop New volunteer opportunities
- a) Identify preparedness needs
  - b) Develop plans to expand volunteer opportunities to meet those needs
  - c) Design and Initiate CERT training
- 3) Develop plan for inventorying Arlingtonians with special skills
- 4) Develop plans and programs to make effective use of volunteers for event based assistance
- a) Identify categories of needs that could be met by event based/emerging volunteers
  - b) Identify organizations and mechanisms that use event based volunteers effectively
  - c) Develop mechanism for matching volunteer skills and connecting volunteers with organizations or programs developed for event-based volunteers.
- 5) Develop messages and public relations plans to support effective use of event-based volunteers

## **Resource Management Task Group**

- 1) Identify community assets related to emergency mitigation, response, recovery
  - a) Pre-identify types of donations needed for all hazards and particular hazards
  - b) Determine standards for qualifying donations
  - c) Identify and evaluate resources perhaps through organizational surveys
- 2) Develop systems to ensure full and effective use of community resources
  - a) Develop method for receiving, cataloging, storing, distributing.
  - b) Develop plans/methods for organization partnerships to share or distribute resources
- 3) Develop messaging re what is helpful and what is not to educate public re how to make effective donations or plans to redirect to other volunteer opportunities