

## Senior Corps Work Plan SAMPLE<sup>1</sup>

<b>Work Plan Name:</b> Homeland Security Disaster Prep – Sample 1 (RSVP)	<b>Work Plan ID:</b> STK01062
<b>Issue Area:</b> Homeland Security	<b>Total # Stations:</b> 1
<b>Service Category:</b> Disaster Preparedness and Relief	<b>Total # Volunteers:</b> 10
<p><b>Community Need:</b></p> <p>Since the September 11<sup>th</sup> tragedy, there has been a heightened concern in Kings and Tulare Counties that terrorism could occur in addition to other disasters. There is also a concern that people living in low income communities, particularly Hispanic, Asian, senior, and rural populations, are especially vulnerable because they are typically underserved with respect to medical and emergency services. Individuals living below the poverty level account for approximately 22% of the population of Kings and Tulare Counties (U.S. Census 2000).</p> <p>The Citizen Corps is a national initiative created to prepare Americans for emergencies, and the American Red Cross (ARC) is a key participant in implementing the initiative. The ARC Chapter serving Kings and Tulare Counties has been overwhelmed with requests for education on disaster preparedness, and due to lack of staff and funds, most of the community organizations that provide services to Hispanic, Asian, rural, and senior populations are unable to offer disaster preparedness information and education in addition to their other services.</p> <p>RSVP volunteers can help to fill this gap in community education by working with the ARC to conduct presentations and other public outreach efforts.</p>	
<p><b>Service Activity:</b></p> <p>The goal of this service activity is to reach Hispanic, Asian, senior, and rural communities through one-hour presentations and other educational efforts. Ten RSVP volunteers will organize outreach to these communities by distributing disaster preparedness materials at targeted sites. Volunteers will collaborate on outreach efforts with various government agencies, churches, and non-profit organizations. Preparedness materials will be delivered to churches, Cinco de Mayo festivals, health fairs, community centers, libraries, websites, senior living centers, local businesses, and food distribution programs.</p> <p>Public presentations will be conducted in Kings and Tulare Counties for one year by two teams of five RSVP volunteers with assistance from the ARC. The two teams will each consist of one coordinator and four presenters. The coordinator will schedule presentations, organize materials, get feedback, and input data from presentations. It is estimated that at least 700 community members will attend these presentations.</p> <p>In addition to presentations, all ten RSVP volunteers will staff booths at various public events, and mail disaster preparedness materials with newsletters and senior publications. Volunteers will prepare materials for distribution by coordinating printing orders, deliveries, and collating the materials.</p> <p>Presentations and educational materials will include topics in disaster preparedness: developing</p>	

<sup>1</sup> This plan was taken from a comprehensive packet developed by Project STAR that includes instruments and data analysis instructions. The Senior Corps Disaster Preparedness Instrument Packet is available at Project STAR's website ([www.projectstar.org](http://www.projectstar.org)).

emergency and evacuation plans including conducting drills and planning for alternative shelter; preparing disaster supplies kits including what to stock and how to store them; preparing children for potential emergencies without alarming them; and other precautionary steps to take at home and around the neighborhood.

**Anticipated Input:**

Each of the ten RSVP volunteers will contribute 50 hours a month, for a combined total of 6,000 volunteer hours for the program year. Working with the ARC, two of the ten volunteers will coordinate public presentations for 25 hours a month; the other eight volunteers will prepare for and conduct one-hour presentations for 10 hours a month. In addition, all ten volunteers will serve 25-40 hours a month in outreach efforts and distribution of educational materials.

ARC will teach public speaking workshops for the volunteers for total of 30 hours. ARC will also have quarterly meetings for data collection and skill building for presentations for total of 10 hours a quarter. ARC and the Kings Tulare Agency on Aging (KTAAA) will produce and contribute brochures and pamphlets.

RSVP will give orientation and training for the ten volunteers, including how to set up a booth or distribution site and approach and recruit potential sites.

**Anticipated Accomplishments/Outputs:** Approximately 700 community members will attend 48 disaster preparedness presentations conducted by RSVP volunteers during the program year.

**Indicator:** Number of attendees, number of presentations.

**Target:** 630 community members will attend 48 disaster preparedness presentations.

**How Measured?** *Presentation Log* (to be completed by presenters after each presentation)

**Anticipated Intermediate Impact/Outcome:** Presentation attendees will increase knowledge in disaster preparedness.

**Indicator:** Percentage of attendees who increase knowledge of disaster planning (e.g., how to prepare a disaster supplies kit, plan for evacuation, and shelter in place).

**Target:** Seventy percent of the attendees will demonstrate knowledge of disaster preparedness by answering at least six of eight quiz questions correctly.

**How Measured?** *Disaster Preparedness Quiz* (to be conducted immediately after the presentation)

**Anticipated End Impact/Outcome:** Attendees will take steps to prepare for a possible disaster.

**Indicator:** Percentage of attendee survey respondents who report developing an evacuation plan and preparing a disaster supplies kit.

**Target:** Sixty percent of the attendees responding to a postcard survey will report that they developed both an evacuation plan and disaster supplies kit.

**How Measured?** *Presentation Follow-up Survey* (post card survey to be returned by attendees within three months of attending a presentation)