What’s the Plan?
First Steps to Developing a Disaster Standard Operating Procedure

AmeriCorps State and National Symposium 2016
Begin drafting SOPs to be reviewed at 2017 Commission Convening

Today we will:
• Find a starting point
• Identify a development plan
• Focus on specific elements of the SOP
Guidelines for SOP Major Topics

- Purpose
- Concept of Operations
- Preparedness and Training
- Notifications and Triggers for Activation
- Emergency Functions
- Coordination and Organization
- Public Information and Messaging
- Transition from Response to Recovery
Group Work

Identify:

• Key info needed to write your section
  – Do you have the info?
  – Do you need to attain the info?
  – Do you need to clarify the info?

• Key documents that will support

• Players that will shape the document

• Outline development timeline for full SOP draft
Next Steps

• Using your group work notes, identify:
  – Plan to gain additional info, if needed
  – Key players that are needed to write, edit, approve working drafts
  – Timeline for development (July 2017)

• Questions?