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

AmeriCorps State and National Symposium 2016

Goals

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?