



DISASTER NOTIFICATION AND RESPONSE PROTOCOLS

Delta Sigma Theta Sorority, Inc.

The Tri-County Maryland Alumnae Chapter seeks to establish a comprehensive approach to responding to significant incidents and disasters.

**Tri-County Maryland Alumnae
Chapter**

**PO Box 1956, Leonardtown, MD
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**Tri-County Maryland Alumnae Chapter
Delta Sigma Theta Sorority, Inc.
Disaster Notification and Response Protocols**

The Tri-County Maryland Alumnae Chapter (TCMDAC) of Delta Sigma Theta Sorority, Inc. seeks to establish Disaster Notification and Response protocols, which will serve as a guide for the **Disaster Preparedness Committee (DPC)** to account for chapter members, provide assistance (if necessary), and determine the impact of a significant event or disaster on a member or their family.

Disaster is defined “as any situation or event that causes harm and damage to people, property, infrastructure, economies and the environment, which overwhelms local capacity, necessitating a request for national or international external assistance – *human resources, volunteers and/or funding*; and an unforeseen and often sudden event that causes great damage, destruction and human suffering.”

Disasters usually refer to the management of natural catastrophes in the following categories:

- **Hydro-meteorological disasters** such as fire, flooding (wave surges), storms (hurricanes, tornados, tropical storms), droughts and related events: extreme temperatures and forest/scrub fires, landslides, avalanches or earthquakes;
- **Geophysical disasters** are divided into earthquakes & tsunamis and volcanic eruptions;
- **Biological disasters** cover epidemics and insect infestations.

Our goal is to take action when these unexpected events occur that adversely affect people or resources and threaten to discontinue normal operations – locally or nationally. The Disaster Notification and Response Protocols will include the following:

- Disaster Response Timeline
- Communication and Response Timeline
- Emergency Phone Tree and Initiation of Protocols
- Resource Allocation
- Other Information and Resources

Disaster Response Timeline for the Chapter

The chapter president or her designee shall declare that the event in question is a disaster requiring a response from **TCMDAC within 48 hours of notification by local or national news media**. If the chapter president is away from usual lines of communication and/or chapter business for longer than 48 hours, then the First Vice-President, in coordination with the Disaster Preparedness Co- Chair , shall begin the coordination of TCMDAC’s response to significant event or disaster.

The Emergency Response Team shall begin coordination efforts to contact chapter members by initiating the *Emergency Phone Tree* to determine the impact the disaster has had on them or their family. This should occur within 8 hours of confirming the disaster.

The committee will meet via conference call or in person within 36 hours to determine if further action or response is required beyond the phone tree. If further action or response is required, the Chapter President shall convene an emergency meeting (or conference call) of the executive board, and a proposed response will be developed based on the need. The response should include at least two parts:

- A plan of action to support chapter Sorors and their families affected by the disaster;
- A plan of action to support Sorors and their families outside TCMDAC and the affected community within the Tri-County areas.

Implementation of the proposed response shall occur with the approval of the Chapter President and the convening executive board, as gaining the approval of the entire chapter membership as determined by a vote of the full body may delay timely implementation of the proposed response. A recommendation will come from the Disaster Preparedness Committee and one of the following three actions will occur:

- Approve disaster action plan as presented
- Approve with modifications, or
- Reject the proposed response

(Implementation of the approved response will begin immediately).

Emergency Phone Tree and Initiation of Protocols

In the event of a significant incident, emergency or natural disaster, TCMDAC's main priority is ensuring that all its members are safe and accounted for. TCMDAC stands committed to accounting for every member and their family while providing the necessary assistance as quickly as possible after a significant incident, emergency, or natural disaster. As a result, TCMDAC has established the *Emergency Phone Tree* exercise to account for and determine the impact on each member and their family. Upon direction to activate the phone tree, please adhere to the following guidance:

- Upon contacting members, please state your name and nature of the call (**Example:** "My name is (Insert Name), and I'm conducting a phone tree exercise on behalf of TCMDAC. Can I speak with (the name of the member whom you are attempting to contact)?"
- When contacting members, the committee shall obtain information regarding the impact the significant incident or disaster has had on them or their family. The following impact language pertaining to each member should be obtained:
 - Not impacted by the significant incident or disaster.
 - The member and her family and their personal property were not affected by the significant incident/emergency disaster.
 - Impacted by the significant incident or disaster.
 - In this instance, the committee should document the type of impact that the incident/emergency disaster has had on them. In addition, indicate whether they

require any special assistance or had to evacuate as a result of the incident or disaster.

If all means of communication (i.e. land-line, cell, and email) were exhausted and you were unable to contact a member personally, and reached another individual or received a voice mail message, provide your name and contact information and request to have the member contact you as soon as possible. The phone tree exercise should be completed within 48 hours during the aftermath of the said incident or disaster.

Once the committee obtains and documents a status and accountability of all chapter members, the results should be noted in a report and forwarded to the chapter president for approval and submission to the Eastern Region, Emergency Response Team, State Coordinator. **Unless directed to continue periodic notifications during and following a significant incident or disaster, this will complete the phone tree exercise.**

Definitions:

Successful Contact: Personal Verbal contact with individual where test message is stated and acknowledged.

Unsuccessful Contact: Unable to Personally Verbally contact individual.

Total Time Elapsed for Phone Tree Exercise: Time from initiation of first phone call to end of making contact calls.

Resource Allocation

Per recommendations from the DPC, in the event of community action that requires the chapter's involvement concerning post-disaster relief efforts, the following will be considered:

1. Monetary donations – budgeted amount and other funding options.
2. Call to Action for volunteers (chapter members)
3. Reporting and Recording Chapter members' donations.
4. Track giving and volunteer service for the Disaster effort.
5. Collaborative Partnering
 - a. Pan Hellenic Council
 - b. State and Local Emergency Management organizations (i.e. MEMA and Red Cross)
6. Operation timeline 6 to 12 months

OTHER USEFUL RESOURCES and INFORMATION

Preparedness

Websites with important information:

www.weather.gov

www.weather.com

www.ready.gov

Maryland Emergency Management Agency (MEMA)

www.mema.state.md.us

Federal Emergency Management Agency (FEMA)

www.fema.gov

American Red Cross

www.redcross.org

Emergency Information

In the event of an actual emergency, residents should tune in to one of the radio stations listed below for news and official information.

Western Shore:

- WKIK FM 102.9 MHz - California
- WKIK AM 1560 kHz - La Plata
- WPRS FM 104.1 MHz - La Plata
- WTOP FM 103.5 MHz - Frederick & DC
- WMDM FM 97.7 MHz - Lexington Park
- WPTX AM 1690 kHz - Lexington Park
- WSMD FM 98.3 MHz - Mechanicsville

All members are encouraged to continue to monitor local news media and weather stations for the Washington, DC, Maryland and Virginia areas throughout a significant incident or disaster.

Most importantly, take care of yourselves and family members (and pets) by preparing *now*.
“Be Ready.”

Emergency Shelter Information

Charles County, MD - (301) 609-3429 (non-emergency number)

Residents are encouraged to register for the Citizen Notification System. In the event of an emergency, shelter information can be found on <http://www.charlescountymd.gov/es/welcome>

St. Mary's County, MD

Emergency shelters located in public schools. Three Primary Shelters are located at the following major high schools:

1. Chopticon High School – 25390 Colton Point Road, Morganza, MD 20660, (301) 475-0215.
2. Great Mills High School – 21130 Great Mills Rd., Great Mills, MD 20634, (301) 863-4001.
3. Leonardtown High School – 23995 Point Lookout Road, Leonardtown, MD 20650, (301) 475-0200.

Note: Other shelters will be opened based upon need and severity of emergency. Pet shelter is located at the St. Mary's County Fairgrounds. Call (301) 475-4911 to find out which emergency shelters are opened.

<http://www.co.saint-marys.md.us/est/ema.asp>

Calvert County, MD

In-County Primary Shelters:

1. Huntingtown High School – **Northern Evacuation District**
4125 N. Solomons Island (MD Rt. 2/4)
Huntingtown, MD 20639 – (410) 414-7036

Calvert Emergency Management – (410) 535-1600 or (301) 855-1243, Ext. 2638;
<http://www.co.cal.md.us/index.aspx?NID=101>

American Red Cross (Southern Maryland)

80 West Street, Suite A

Annapolis, MD 21401

(410) 624-2000 / 1 (888) 733-2767 (Disaster Preparedness and relief – on call 24/7)

www.redcross.org

Southern Maryland Red Cross – <http://www.redcross.org/local/maryland-delaware/chapters/somd>

Shelter Tips:

- Listen to the radio or TV to find out which shelters are open. **Do not** go to a shelter unless you know it's open. Local media will also broadcast pickup locations and schedules for bus transportation to shelters.
- If possible, eat before going to a shelter. During an emergency evacuation, food may not be immediately available upon your arrival to a shelter.

Provided by:

TCMDAC Disaster Preparedness Committee

