

PTA Disaster Management

*What to do before and after a natural
disaster hits you and your PTA*

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Preparing for the Unthinkable

- Why bother?
- It will never happen to us
- It doesn't have to be a direct hit
- Your family's personal safety will come first
- If your PTA is prepared, it can survive



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What Should I Do?

- Establish a Planning Team
- Assessment
- Develop the Plan
- Implement the Plan

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Form the Team

- Establish authority – who will do what, when and what if someone can't?
- Establish a budget – what will you need to protect PTA property and stay in business?
- Meet with School Administration – what's their Plan?

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Assessment

➤ List Potential Emergencies

- Assess each potential emergency – consider what could happen as a result of...

➤ Assess the Potential

- Human Impact
 - Board Members
 - Membership
 - Teachers & Staff
- Financial Impact
 - Bank Accounts
 - Financial Records
 - Cash on Hand
- Property Impact
 - Owned by your PTA / cost to replace or repair
- Insurance
 - Coverage
 - Placing a Claim

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Assessment

- Historical Impact
 - History/Memory Books
 - Awards
 - PTA Business impact
 - Interrupted Membership Drive
 - Cancelled/Postponed fund raisers
 - Unable to get to “Business” (Your school)
- **Assess your internal & external resources**
- Board Members & Membership – who can do what?
 - What are your external resources? Do you need more?

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The Plan

➤ Emergency Management Elements

- Direction and control
 - Chain of command with alternates (maybe several for EVERY duty)
- Communications
 - Maintain ICE on School Administrators, all Board Members and key membership
- Life safety
 - Safe assembly areas – where can you meet?
- Property protection
 - Secure PTA property not already secure
- Community outreach
 - Who to reach, how, when; media concerns;
- Recovery and restoration
 - Can you get back to PTA work?
- Administration and logistics
 - Maintaining financial well being
 - Get your PTA Business running again

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Implement the Plan

- Did you write it down?
- Share it with the Principal (what's their plan?)
- Share it with your Board members and membership
- It's a living document – review it often, especially after an “event”
- Send a copy to County Council and/or Florida PTA

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The Event

- Ensure personal and family safety – PTA will be OK
- Initiate ICE to determine status of all key Board Members
- Assess who's able to do their job and if not contact alternates
- Assess damage and loss
- Establish clear line of communication
- Determine what PTA business you can conduct
- Share status with Board Members, Council and/or FPTA

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Some Helpful Tips

- Store really important documents in a safe place
 - Consider a Safe Deposit box at PTA's bank
 - Purchase a fireproof, waterproof portable safe
- Store as many PTA documents as possible in watertight containers
 - Store backups of procedure books
 - Financial records, checkbook, membership list
- Store historical documents in archival waterproof containers
 - Scrapbooks, pictures, awards
- Be sure membership information is uploaded to OMDR
 - Its free and it will always be there
- If PTA uses computerized record keeping – backup, backup, backup and store it
 - Secure PTA computer/laptop in waterproof container

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Where to go for more info

- FEMA – Emergency Management Guide for Business and Industry: FEMA 141
 - <http://www.ready.gov/business/>
- American Red Cross
 - www.redcross.org/services/disaster
- Florida Division of Emergency Management
 - <http://www.floridadisaster.org/business/>
 - Has a cool online management plan

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Good Stuff

➤ Watertight containers

- Office Depot
- Big Box stores

➤ Waterproof/Archival containers

- www.archivart.com
- www.archivalboxes.com
- www.conservationresources.com

➤ Online data storage

- <http://briefcase.yahoo.com> (free)
- <http://www.xdrive.com>, <http://www.TrueShare.com>, <http://www.beinsync.com>,
<http://www.i2drive.com>

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Questions?

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