### AMERICAN ACADEMY OF PEDIATRICS

### TEMPLATE

### AAP CHAPTER DISASTER PLAN

(last updated 6/1/2018)

The following Template is to help guide American Academy of Pediatrics (AAP) chapters in development of their Disaster Preparedness Plan. It should be used in conjunction with *Pediatric Preparedness Resource Kit* published by the American Academy of Pediatrics and available online at [www.aap.org/disasters](http://www.aap.org/disasters).

The goal of this template is to make the development of a preparedness plan as simple as possible. Every chapter is different, and modifications of the template can be made to fit the situation.

* The green highlighted portions are explanatory and are present to assist in completing the template. These areas can be deleted in the final plan.
* The black areas are part of the plan and should remain.
* The red highlighted areas are to encourage members/staff to insert specific information into the planning document.



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Kansas Chapter Contact for Disaster Preparedness

**DISASTER PLAN FOR (ENTER NAME OF CHAPTER)**

**LOCAL EMERGENCY MEDICAL SERVICES OR FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) POINT OF CONTACT (NAME/E-MAIL/PHONE)**

**DATE OF LAST REVIEW (ENTER DATE)**

**PART 1**

1. *HAZARD VULNERABILITY ASSESSMENT - CHAPTER*

The first step in developing the American Academy of Pediatrics (AAP) chapter disaster plan is to determine what are the possible disasters your chapter may be subject to in your area. They should be listed in order of likelihood. Thinking about these various scenarios is beneficial in determining your planning decisions. For example, if flooding is the highest likelihood for disasters in your area, then storing expensive/important items in the basement may not be a good idea. However, if you are in “Tornado Alley”, then storage of important items there may make perfect sense.

The following have been determined to be potential disaster situations for our chapter: (Some examples: Power Outages, Winter Storms, Tornados, Hurricanes, Pandemics, Floods, Fire, Active Shooter)

(ENTER HAZARD)

(ENTER HAZARD)

(ENTER HAZARD)

(ENTER HAZARD)

(ENTER HAZARD)

Also consider events or situations with lower likelihood of occurrence but higher chance of causing disruptions or damage (examples: flooding, extended power outage).

(ENTER HAZARD)

(ENTER HAZARD)

2) *ESSENTIAL SUPPLIES AND EQUIPMENT*

Each AAP chapter operates in its own unique way. Some chapters may have a large number of staff while others may function out of the Executive Director's home. With smaller chapters, the only expensive piece of equipment may be a laptop computer. The chapter should make a list of any expensive or critical equipment and when possible store the equipment in the safest location possible to provide better protection. Keep track of the date of purchase, exact item, and warranty information (i.e., when the warranty expires). Take photographs or a video of the equipment. This information will be important if there’s a need to file an insurance claim.

The chapter has supplies and equipment that are especially valuable. The names and storage locations are listed below.

ITEM STORAGE SITE

(ENTER ITEM) (ENTER SITE)

(ENTER ITEM) (ENTER SITE)

(ENTER ITEM) (ENTER SITE)

(ENTER ITEM) (ENTER SITE)

(ENTER ITEM) (ENTER SITE)

In some instances, there may be time to move some equipment to safer locations. ***REMEMBER: The first and most important concern is safety of staff and not equipment.*** If your chapter is large and situated in an office building, it should have an Evacuation Plan that describes the protocols for staff to safely leave the building.

A list of vendors should be kept for replacement or repair of equipment should it be necessary. Make sure you have appropriate backups of the information (for example on a flash drive or in the Cloud). Also keep on hand printed/scanned copies of receipts and service contracts.

The list of vendors for repair or replacement of equipment is located:

(ENTER LOCATION)

Backup of these files can be found:

(ENTER LOCATION)

*3) SITE MANAGEMENT/ALTERNATE SITES*

In certain disaster situations, chapter staff may be able to mitigate damage to the site be it office building or private home. Shutting off utilities such as water, gas, and electricity may prevent significant damage to equipment and the office structure. A staff member should be designated to be in charge of management of the site during the disaster. In larger buildings, this may not be an option and the following may not be applicable. If your chapter leases office space, contact the owners/building managers and discuss how they will handle disaster situations. Write down whom the chapter should contact for assistance during the disaster.

In order to help mitigate damage to the building whenever possible and appropriate, water, electrical, and gas shut offs should be undertaken. ***Remember: Staff safety is the first and foremost concern so no staff member should undertake this action if there is a chance of injury.***

Water shut off valve is located: (ENTER LOCATION/NOT APPLICABLE)

Electrical Breakers are located: (ENTER LOCATION/NA)

Gas Shut Off Valve is located: (ENTER LOCATION/NA)

Building Management Contact is: (ENTER CONTACT INFORMATION)

Chapter management of the site during disaster situations (including assigning mitigation duties if appropriate) will be the responsibility of:

(ENTER NAME)

An alternate, in case the person mentioned above is unable to take action is:

(ENTER NAME)

Damage to the site may make use of the building impossible for an indeterminate amount of time. Prior arrangements with other facilities should be undertaken to allow your chapter to continue to provide services to your members.

If our chapter site is damaged or otherwise made unusable, the chapter has made arrangements with the following location to allow the chapter to function on a temporary basis:

(ENTER SITE)

Contact numbers and information are located:

(ENTER LOCATION)

*4) RECORDS AND OFFICE FILES*

Loss of records can be especially damaging and may compromise the chapter. One of the most important safeguards for the chapter is protection of these records. The vast majority of records are electronic which helps with storage and backups. Multiple backups should be used including with at least one copy off site (for example Web-based or online storage). Also, it is important to have multiple individuals at the chapter able to access these files.

The chapter records are stored: (ENTER SITE)

Backups are performed at least daily.

Backups are located at: (ENTER LOCATIONS)

Recovery of these documents will be the responsibility of: (ENTER NAME)

In the event that he/she is unavailable, then responsibility will go to: (ENTER NAME)

*5) FINANCIAL CONSIDERATIONS*

During a disasterthe chapter may be challenged to meet its financial obligations. There may be a temporary cash shortage. Bills and staff salaries/benefits will still need to be paid. Arrangements need to be established to meet these needs. Having electronic bill paying with automatic withdrawals should be considered. Some chapters may consider lines of credit, but since most chapters have small budgets, this might not be an option. How any shortage will be handled needs to be decided. Finally, a frank discussion with any staff concerning salaries should occur before the disaster situation arises.

The chapter has the following procedure in place to make sure our financial obligations are met in the event a disaster has altered the usual chapter operations.

(ENTER PROCEDURE)

Primary responsibility for overseeing the implementation of above is:

(ENTER NAME)

In the event that she/he is unable to perform the above duties, the responsibility will go to:

(ENTER NAME)

In the event of a disaster that has altered the usual operations of the chapter, we have the following policy in place concerning salaries and benefits to our staff.

(ENTER POLICY)

1. *INSURANCE COVERAGE*

Insurance coverage should include property and equipment. Make sure you are aware of the limitations of coverage, as some disaster situations may not be covered or require supplemental insurance, such as for floods. Photos or videos of property and equipment are recommended. In addition, the chapter most likely has other insurance policies not related to disaster such as insurance for the Board of Directors (BOD) to ensure that the Executive Director and Officers are protected. Insurance policies, contact information, and photos should be stored electronically. Policies and coverage should be reviewed annually for coverage limits, deductibles, and other options.

The chapter has insurance policies covering the following

Property

Equipment

BOD protection

(LIST OTHER POLICIES)

The policies are stored at: (LIST SITE)

The policies were last reviewed on: (ENTER DATE HERE)

*7*) *REVIEW OF PLAN*

Chapter officers change every few years. In addition, key staff members may also change frequently. As a result, reviewing and amending the plan on a regular basis is important.

The chapter staff and leadership will review the plan at least yearly.

This review will include, but will not be limited to:

Review of the plan document

Organizational command structure

Evacuation procedures if appropriate

Staff responsibilities

Phone tree and communication protocols

Location of essential materials

Human Resources issues, including pay and benefits

*8*) *COMMUNICATIONS*

Following a disaster, one of the biggest problems is communications. Usual methods of communication will probably be unavailable (either temporarily or for longer periods of time). Plan who you will need to communicate with, what messages you need to pass on, and how you will perform this task. Larger chapters may consider a calling tree. While phones may be down, texting may still be possible and is one way to communicate. Consider Web site postings or social media means to communicate between staff and chapter officers.

The following methods will be employed by the chapter to communicate during the disaster:

Phone

Text messages

E-mail

Web site

Facebook

Twitter

Other

*9*) CHAPTER COMMAND STRUCTURE

Someone will need to be responsible to initiate the Chapter Disaster Plan. There should be a systematic method (command structure) in place in case of incapacitation or lack of availability. Determine who will have authority for making decisions, including financial ones.

The chapter command structure to initiate the disaster plan is as follows:

(LIST COMMAND LADDER)

10) *CONTACT NUMBERS*

List important chapter contact numbers including officers, staff, and Chapter Disaster Preparedness Coordinator. This will need to be updated frequently.

(LIST OF CHAPTER CONTACT NUMBERS)

11) *OTHER ATTACHED PLANS (IF APPLICABLE)*

Some larger chapters may have ancillary plans that are part of the business’ disaster management. These include plans for evacuation of the building, sheltering in place, etc. Consider including an office layout picture with an evacuation route/plan highlighted).

Our chapter has the following plans that are included in our disaster protocols

Evacuation

Shelter in Place

Other

They can be found at the end of this document.

One of the benefits a chapter can provide members is help with disaster preparedness and response. Response pertains to assistance a chapter provides to members during and after disaster events. Preparedness would cover activities to help members before a disaster event occurs and help mitigate the effects. Part 2 of the plan covers response activities.

**PART 2**

1. *HAZARD VULNERABILITY ASSESSMENT -STATE*

As in Part 1, the chapter should determine a hazard vulnerability list of disasters that its members may encounter.

The following have been determined to be disasters that may occur in our state affecting our members

(ENTER HAZARD)

(ENTER HAZARD)

(ENTER HAZARD)

(ENTER HAZARD)

(ENTER HAZARD)

*2) COMMUNICATIONS WITH MEMBERS*

One of the first steps when a disaster occurs in the state is for the chapter to contact any chapter members that may be affected. Or, it might be important to pass on resources from the AAP national headquarters or public health communications. The timing of this contact is important, because if it is too early, the members may have more immediate concerns to deal with. Or, they may not be fully aware of what their needs are, or even be able to be reached. Therefore, the first contacts may be just to let the members know that the chapter is there to help and that chapter leaders will be communicating at a later date to discuss the situation in more depth and provide assistance. Regular repeat communications with members should be performed as needs may change over time. This is especially true weeks after the event has occurred when emotional and physical needs may be at high levels.

In the event of a disaster in our state, communications with affected members will be the responsibility of:

(ENTER NAMES)

Contacts will occur within the first days after the event and continue weekly (or other frequency) until it is determined that they are no longer needed.

The following methods will be employed by the chapter to communicate with the chapter membership at large and individually during the disaster:

E-mail alerts

Facebook

Text messages

Phone conference

Webinars

Other

During these communications with members, needs assessments can be performed. These may include lack of equipment, lack of staffing, financial assistance, mental health resources and consultation services to name a few.

Needs assessments will be performed during member contacts

*3) COMMUNICATIONS WITH AAP*

The AAP national headquarters has many resources to help members and chapters in dealing with disaster situations. Soon after a disaster, a staff member from the AAP Disaster Preparedness and Response Initiatives may be in contact with the chapter. If this communication does not occur and you would like guidance or support, please contact the Academy at DisasterReady@aap.org.

Communications with the national AAP during a disaster in our state will be the responsibility of:

(ENTER NAME)

*4) COMMUNICATIONS WITH OTHER PREPAREDNESS GROUPS*

The Chapter will benefit from coordination of information and activities with other preparedness agencies and organizations. These may include public health organizations, fire and law enforcement agencies, emergency management or preparedness groups, medical societies, and education organizations. As always, making contact with these groups prior to a disaster incident (and identifying the main points of contact and their contact details) is always advisable.

Communications with other preparedness organizations will be the responsibility of:

(ENTER NAMES)

A list of the preparedness organizations our Chapter will contact along with contact information follows:

(LIST ORGANIZATIONS AND CONTACTS)

*5) CHAPTER DISASTER CONTACT*

Each chapter should have a Chapter Contact for Disaster Preparedness. This is an AAP member who has volunteered to serve for 2 years to mobilize chapter preparedness efforts within the chapter. If your chapter does not have a Chapter Contact, then contact the AAP Disaster Preparedness and Response Initiatives staff for more information on this position. One of the duties of this individual could be to coordinate chapter efforts to members during disaster events. Chapters may have one or several Chapter Contacts.

Our Disaster Preparedness Chapter Contact is:

(ENTER NAME)

Chapters may choose to partner with at least one other chapter and share their plans. That way if the Chapter Contact or main office of the chapter is impacted by a disaster, the chapter can ask for assistance from the other chapter to assist with recovery efforts and continuity of operations. Chapters are welcome to share their written plan with the AAP; this way chapter plans can be shared with other chapters as an example of a written plan.

The Chapter has shared its plan with:

(ENTER NAME OF OTHER CHAPTER AND CONTACT INFORMATION)

*6) RESOURCES AVAILABLE TO MEMBERS*

Each chapter should consider what resources they want to have available to members in response to a disaster situation. Possible areas the chapter may consider would be a list of pediatricians available to serve as subject matter experts or to help perform office duties in disaster areas, a method to obtain equipment and materials that members may need to get back to their practice, mental health resources, and financial assistance. Because each chapter is different in size and capabilities, this needs to be individualized. The AAP can offer disaster relief for certain expenses and programs after a disaster. The first step to move forward is to have a good sense as to the AAP members impacted by the disaster and what their needs are. Having the chapter conduct a needs assessment is important. Once the needs are clarified, the chapter could submit a request for AAP Friends of Children disaster recovery funding.

Our chapter has the following resources available to assist members in response to disaster situations:

(ENTER RESOURCES)

7) *CHAPTER COMMAND STRUCTURE*

See Part 1

For more information, contact the American Academy of Pediatrics at [DisasterReady@aap.org](mailto:DisasterReady@aap.org). This template was last updated in May 2018.