

The information contained in this Executive Summary has been taken directly from the Nueces County Emergency Management which has been designated as a CONFIDENTIAL document. The below information should be handled accordingly.

NUECES COUNTY ANNEX T- DONATIONS MANAGEMENT Commissioners Court Executive Summary

The purpose of this annex is to outline the concept of operation, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency.

Assumptions

- Should a major emergency or disaster occur, individuals and organizations might give or deliver donations to our County whether or not we requested them. In large quantities, such donations may overwhelm the capability of the local community to handle and distribute them.
- In a catastrophic disaster affecting the jurisdiction, local government and local volunteer groups and agencies may be adversely affected and may not be able to cope with a sizable flow of donations.
- Donated goods may be offered to local volunteer groups or simply deliver them to local government. Donations of cash for disaster victims may be made to local government.
- Many individuals donate goods or services that disaster victims do not need in the recovery process. Receiving and sorting unneeded goods or hosting volunteers who do not have needed skills wastes valuable resources. Disposing of large quantities of unneeded goods can be a lengthy and very costly process.
- In some cases, the amount of donations received by a community may relate more to the media attention the emergency receives than the magnitude of the disaster or the number of victims.
- The problem of unneeded donations can be reduced, but not eliminated, by developing and maintaining a current list of disaster needs, screening donation offers, and providing information to potential donors through the media on current needs and those items and services that are not required.
- Most of those who give personal donations have little expectation of return other than the personal satisfaction of giving and perhaps some acknowledgment of thanks. However, some donations come with “strings attached,” or not really be donations at all.

- Donations will frequently arrive unsorted and with minimal packaging and markings. Givers may pack donations in boxes, crates, barrels, garbage bags, bins or on pallets. The receiver of such goods must typically sort, repackage, label, temporarily store, and then transport to distribution points for pick up by disaster victims.

Activities by Phases of Emergency Management

Preparedness

- Appoint a Donations Coordinator and establish the Donations Steering Group to oversee pre-disaster donations management planning and assign responsibilities for various donations management activities.
- Identify possible sites and develop tentative operating procedures for the Phone Bank, Resource Staging Area, Distribution Points, and Volunteer Center.
- Identify and coordinate with those volunteer organizations that could provide assistance in operating the jurisdiction's donations management program.
- Ensure the establishment of contingency procedures for rapidly activating a bank account to receive and disburse monetary donations.

Response

- Activate the Donations Steering Group.
- Identify and prepare specific sites for donations management facilities and begin assembling needed equipment and supplies.
- Identify and activate staff for donations management facilities.
- Provide the media with information regarding donation needs and procedures, and regularly update that information.

Recovery

- The Donations Steering Group should determine which donations management facilities will and will not be activated.
- Set up each activated donations management facility and determine how to support each one logistically.
- Staff donations management facilities with volunteer or paid workers, conducting on-the-job training as needed.
- Collect, sort, store, distribute, and properly dispose of donations, if necessary.

- In coordination with the PIO, provide regular updates to the media on donations procedures, progress, status, and the Current Needs List (goods and services needed and not needed).
- Continually assess donations management operations and determine when the donations management facilities should close down or consolidate and when to terminate the donations management program.
- Activate the Unmet Needs Committee to provide continuing assistance to victims in need, depending upon the donations available.
- Maintain accounts of expenses, individual work hours, etc. Donations activities and functions are not generally reimbursable; however, if certain expenses are considered for reimbursement, we will need accurate records to support the submission.

Organization & Assignment of Responsibilities

General

- The County Judge is responsible for managing donations (cash or goods) made to the County government for disaster relief, subject to any regulations enacted by the Commissioners Court.
- The County Judge shall appoint a Donations Coordinator to manage the overall donations program and coordinate the efforts of volunteer groups and local government. The Donations Coordinator may be a volunteer or government employee familiar with the role of volunteer organizations active in disasters.

Task Assignments:

County Judge

Social Services Director

- Donations Steering Group
- Volunteer Coordinator
- Resource Staging Area Manager
- Phone Bank Supervisor
- Donations Financial Manager