

ACTS HANDBOOK



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History of ACTS Deployments

ACTS currently has Region Directors across the United States, which replicate the 10 FEMA Regions, who are the Deputy Incident Commanders.

*** 1992 - FL Hurricane Andrew (Incident Commander- FL Conf.)**

1-4. 2004 -Charley, Francis, Ivan, Jeanne (FL Hurricanes)

Region IV

P.O.D.'s= 12 million distributed
Hot Meals= 47,000
Debris= 890
Roofs Tarped= 640
Volunteers= 21,000

**5. 2005 -Dennis (FL Hurricane) AL Mayor request
7/04 through EOC) Region IV**

P.O.D.'s= 1.5 million
Hot Meals= 10,000

Debris= 340
Roofs Tarped= 210
Volunteers= 1100

6. 8/23 -Katrina (AL, MS Hurricane) EOC in Hancock County request because of FL relationship Region IV

P.O.D.'s= 24 million
Hot Meals= 440,000
Debris= 2200
Roofs Tarped= 1400
Medical Patients= 3,400
Volunteers= 27,000

7. 9/18 -Rita (AL, MS, Hurricane) EOC in Hancock County Request Region IV

P.O.D.'s= 2 million
Hot Meals= 26,000
Debris= 230
Roofs Tarped= 145
Volunteers= 1300

8. 10/24 -Wilma (FL) Fed meals at EOC in Islamorada, Fl Keys Region IV

Hot Meals= 4,000
Debris= 34
Roofs Tarped= 3
Volunteers= 20

9. 2007 -Felix (Nicaragua)

Homes Rebuilt= 45
Volunteers= 69

10. 02/2 - Lady Lake, FL F3 EOC requested Region IV

Hot Meals= 17,000
Debris= 310
Roofs Tarped= 120
Volunteers= 3,600

11. 3/1 - Enterprise AL F4 EOC approved Region IV

P.O.D.'s= 1 million
Hot Meals= 12,000
Debris= 56
Roofs Tarped= 34
Volunteers= 2000

12. 2008 - Jackson, TN Tornado EOC requested Region IV

2/12 Reports given daily to grid assigned for unmet needs

Hot Meals= 2400

Debris= 72

Volunteers= 450

13. 2/13 -Nashville, TN Tornado EOC requested Region IV

Hot Meals= 700

Debris= 90

Volunteers= 160

14. -California Fire (ACTS Fire assistant/Chief) Region IX Director, assistant and strike team assisting EOC request if fire continued for feeding at dome

Volunteers= 34

ACTS Region IX Director is President of CERT training with Fire Department

15. 8/15 -Faye (Melbourne, FL Hurricane) EOC requested P.O.D. Region IV

P.O.D.'s= 1.5 million

Hot Meals= 1200

Debris= 170

Needs assessments= 1700

Volunteers= 900

16. 9/13 -Ike (Orange County, TX Hurricane) EOC mission Assignment Region VI Director led

P.O.D.'s= 2 million

Hot Meals- 35,000

Debris= 800

Roofs Tarped= 20

Needs Assessments= 8,000

Volunteers= 3100

**17. 2009 - Ardmore, OK Tornado Region VI
2/10**

Debris= 9

Volunteers= 65

Totals=

P.O.D.'s- 44 million

Hot Meals- 595,300

Debris- 5,077

Roofs- 2,427
Needs Assessments- 9,700
Medical Patients= 3,400
Volunteers- 59,338

Citrus Ave. Ft. Pierce, FL 34950

Disaster Relief Handbook Introduction

Hurricane Katrina provided an opportunity to demonstrate that academy and college students are very effective trained disaster relief volunteers. Volunteers and school sponsors were used to minister to the needs of Katrina victims at Bass Memorial Academy, Purvis, Waveland and Pearlinton, Mississippi. Their efforts were acclaimed by the ACTS Disaster Relief Organization, FEMA, the local EOCs, CBS, United States Department of Agriculture and the victims themselves as amazing in their ability to do what needed to be done with an endless amount of energy. There was an average of 150 students per day over the first six weeks after the storm. Now schools are utilized across the United States with Mutual Aid Agreements and around the world in collaboration with ACTS in disaster response.

The signs of the times indicate increased natural and man made disasters will occur. It is our duty to be ready to assist in meeting the needs of those affected as rapidly and effectively as possible. This handbook exists to aid in the preparation process. It is not intended to be exhaustive but to provide beneficial information gained from previous experiences. Paul says in 2 Timothy 1:7: "God has not given us a spirit of fear, but of power and love and of a sound mind." Let us move forward with this promise in mind.

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Objectives

1. When a disaster strikes academy and college students will need to be on the ACTS site within 24 hours after being contacted.
2. To use school supervisors that specialize in working with students to safely and effectively:
 - a. Set up a POD and distribute goods to drive-through traffic.
 - b. Prepare and provide hot meals for disaster victims and relief workers.
 - c. Organize and prepare large volumes of goods for the distribution line.
 - d. Go into the local community to:
 - i. Safely assist disaster victims as needed.
 - ii. To record the location and extent of needs of disaster victims.

- e. Assist the Department of Health in addressing the spiritual and emotional needs of disaster victims.
3. To have on hand funds, tools and equipment to assist in a disaster situation.
4. To educate churches and communities about what is needed during various stages of disaster recovery process.
5. Train in CERT/Teen CERT, ICS 100, 200, 700 and 800 courses. Staff and supervisors trained in IS 300 and 400 courses.

Code of Ethics

- **Respect God, respect others, and respect yourself at all times.**
- Everything you do at a disaster site is a ministry. BE A GOOD EXAMPLE!
- Service to others is the watchword each day.
- Only come if you are willing to do whatever is needed of you.
- Treat all other school sponsors as if they were your sponsors.
- Be **where** you are supposed to be at all times.
- Deal responsibly with **ALL** at-risk situations you encounter.
- If you are unclear on what to do, **ASK**.

ACTS Mission: To empower youth volunteers for active community service as a way of sharing the love of Christ, especially during times of disaster.

ACTS Motto: Integrating Youth into Nation Building

NOTE: Schools and ACTS need to have shared responsibility in meeting the needs of students and their activities while on site at a disaster when possible. The places where this can best take place are reflected throughout the following 23 items for schools.

Schools will:

1. Voluntarily participate with ACTS World Relief
2. Decide how often or how many students will be involved in cooperation with ACTS Logistics Deployment Directors.
3. Always be in charge of their students at all times. ACTS provides opportunities to serve, working together with local, State and national leaders.
4. Provide supervision at a minimum ratio of 1 staff to 10 students.
5. Provide safety equipment (gloves, goggles, masks, boots). (ACTS will supplement)
6. Train their students in CERT, Teen CERT, ICS. (ACTS will assist with this)
7. Make sure students bring all needed personal effects for comfort and safety.
8. Bring supplemental food and/or a donation to assist in meeting the needs of their group. (ACTS is the primary source)
9. Provide supplemental water for students. (ACTS is the main source)
10. Provide rakes, shovels, wheel barrels, etc.. (ACTS will supplement)
11. Provide to ACTS, board minutes reflecting an action to deploy with ACTS for liability purposes.

12. Secure an additional accident insurance rider for all participants in their group.
13. Encourage students and staff to post pictures and experiences on www.actswr.org website Facebook, or Myspace
14. Provide students with a vest with ACTS logo when possible. █
15. Agree that certain activities are permissible with different age groups.
16. Assure that all sponsors and students are physically able to participate in a deployment.
17. Provide medical consent and liability waiver forms for each student in advance by email, or upon arrival at a deployment with ACTS. Form if needed can be obtained from www.actswr.org web site.
18. Provide transportation to, from and during deployments.
19. Assure students dress modestly and for safety and comfort in all situations.
20. Provides their students with First Aid kits, medications and sunscreen. (ACTS will supplement other like items)
21. Provide a school ID for all students. (Available onsite from ACTS for a \$5.00 donation)
22. Will take full responsibility for all volunteers in their group even if not employed or a student.
23. Submit a yearly (March) one-page summary to ACTS, describing community service events or deployments.
24. Endeavor to find sponsors to make a recommended donation of \$3.50 per meal, per student while on deployments. (ACTS will pay for Administration/housing costs)

ACTS World Relief will provide:

1. Sleeping accommodations
2. Mobile commercial kitchens for feeding schools and community.
3. Leadership training to school staff and students.
4. Safety vests for students and staff.
5. Liability coverage for students causing injury to others or property damage.
6. Not place volunteers in situations or environments which may aggravate or create health issues.
7. Equipment to some participating ACTS-chapter schools to be used in community service and for deployments. Schools are responsible to maintain and insure that equipment and to hold one annual fund raising event for ACTS who receives 10% of the funds raised.

Registration and Insurance

- a. Each school must supply a written list of participants (staff and students) to ACTS registration upon arrival.
- b. Each school will be required to get trip insurance from Risk Management by calling 301-680-6825 and furnish proof of this to ACTS upon arrival.

Immunization

All participants must have had a tetanus shot within the past 5 years. Additional shots will be given on site if needed.

Finances

- a. Each school will cover their own cost for transportation and meals traveling to and from their school.
- b. Schools are to seek donations for disaster relief and pass on those funds to ACTS at the time of registration to assist in the disaster relief effort they are participating in.

Using a Blog

- a. Computers will be onsite for this purpose.
- b. Write your experience for each day, if possible.
- c. The idea is to create a record of the whole experience for all groups involved.

SCHEDULES

Academy & College Travel & Work Days

1. **Academy schedules** work best traveling on Sunday, working Monday through Thursday and traveling home on Friday.
2. **College schedules** work best traveling Thursday night, working on Friday through Sunday and traveling home Sunday night.

Arrival Time Schedule

The best time for arrival is between the hours of 6 a.m. and 9 p.m. so others trying to sleep will not be disturbed. **Please meet at prearranged arrival time as close as possible.**

Devotion Time – Groups Performing

1. Each school does one day of morning and evening devotions.
Morning devotion – 7:45-8:00 a.m.
Evening devotion – 8:00-9:00 p.m.

2. Suggestions for devotion: Singing, prayer time, share time, testimonials, drama, puppets, special music. Bring (instrument) guitar. Need one sponsor and one student comfortable with leading out.

Daily Schedule

6:00	Wakeup
7:00	Breakfast
7:45	Worship and announcements
8:00	Work
12-1:30	Lunch (Alternate so distribution line continues)
5:30-6:30	Supper
7:00	Sponsor debrief and next day assignments
10:00	Lights out (All quiet and in bed.)

Sabbath Schedule (Minimize store-housing/maximize outreach.)

7:00	Wakeup
8:00	Breakfast
8:45	Worship and announcements
9-11:00	Distribution line
11-12:00	Community Project of Love in Action
12-1:00	Lunch (Public invited)
2-5:30	Community outreach
5:30-6:30	Supper (Public invited)
7-8:00	Music/Drama program (Public invited)
8:30	Sponsor debrief and next day assignments
10:00	Lights out (All quiet and in bed)

GENERAL LIST

Transportation

Buses are effective transportation to and from the distribution site. (An additional smaller vehicle is ideal when involved with community outreach.)

Suggested Items for Schools to Bring

- Extensive first-aid kit
- Generator
- Leather work gloves
- Large amount of hand sanitizer with pump
- Bottled water for three days (Five days if you come the first week)
- Gallons of bottled water for cooking
- Chainsaws
- Shovels
- Hammers
- Crowbars
- Brooms

- Rags
- Large coolers
- Face masks
- Cell phones, walkie-talkies (satellite cell phone if possible)
- Flashlights w/batteries, Coleman lanterns w/propane bottles
- Box cutters
- Toilet paper
- Lysol spray
- Heavy duty trash bags
- GPS
- Keep on the bus- snacks, bottled water, trash bags, toilet paper

Schools must provide:

- ACTS WR reflective ID vest for each person. Cost is \$6.00 per vest.
- The following items for ALL people participating in community service projects
 - Hard hats
 - Safety glasses
 - HEPA-filter dust masks

Suggested Student Packing List

- ID with school contact numbers for emergency
- Bible
- Hat
- Flip flops
- Tennis shoes and work shoes (steel toed preferred)
- Sunscreen
- Sunglasses
- Flashlight and extra batteries
- Sleeping bag, pillow & mat to sleep on
- Jeans & shorts
- ACTS T-shirts, T-shirts, or wear ACTS vest over T-shirt
- Jacket
- Modest sleeping clothes
- Underwear
- Towel
- Camera
- Feminine products
- Personal toiletries including contact solution, prescriptions, etc.
- **Leather** work gloves if school does not provide them

Items for Churches and Communities to Send

	1 st Week	2 nd Week	3 rd Week	4 th Week	5 th Week	6 th Week
\$Donations	*	*	*	*	*	*
Water	*	*	*	*	*	*

Ice	*	*	*	*	*	*
Sport Drinks	*	*	*	*	*	*
Food	*	*	*	*	*	*
Clothes ▼ (see below)	*	*	*	*		
Tents	*	*	*	*	*	*
Tarps	*	*	*	*	*	*
Cleaning Supplies		*	*	*	*	*
Toiletries	*	*	*	*	*	*
Pet Food	*	*	*	*	*	*
Generators	*	*	*			
Building Materials			*	*	*	*

▼ To provide clothes that are usable they should be boxed according to size with a complete set of clothes in each box (i.e. underwear, socks, shirt, pants, etc. all being the same size).

Skilled Help Needed to Accompany School

- a. Cooks
- b. Builders
- c. Chainsaw operators
- d. Medical personnel
- e. Counselors
- f. Heavy equipment operators and their equipment
- g. Forklift operators
- h.

FOUR AREAS OF OUTREACH

NOTE: Remember to encourage the people you are serving by taking every opportunity possible to talk with them and pray with them.

Community Outreach Procedures

a. Follow dress code for outreach work!

1. Hardhat
 2. Safety glasses
 3. Steel shank and steel toed shoes or boots
 4. Jeans
- b. Have a person go ahead to evaluate and set the day's priorities.
 - c. Base tasks on equipment and skill level of people available.
 - d. Bring comprehensive first aid supplies

- e. Bring adequate food, water and snacks
- f. Two-way radios for communication

Food Service Procedures

- a. Personnel needed:
 - 1) At least one **experienced** cook
 - 2) One person to help supervise Students
- b. Set up your areas to accomplish cooking:
 - 1) Area for dry goods, fridge, freezer
 - 2) Area for prep work – utensils, knives, spoons, can openers, post/pans, bowls, seasonings
 - 3) Area for cooking food – need adequate equipment, ovens, stoves, grill, tables, cooking pots/pans
 - 4) Area for serving food – tables, canopy, serving utensils, trash cans, disposable plates and plastic ware
 - 5) Area for cleaning (pots/pans) set up tables, 4 big tubs, racks for drying, soap, bleach, scrub pads
 - 6) Area for fresh water supply
- c. Try to find out the night before what food is available for the next day’s meals and how many people you will be feeding.
- d. Try to do any prep work the day before. Just locating the actual food is helpful.

Distribution Warehouse

Donated supplies are dropped off at a designated distribution site and sorted for the distribution line.

Distribution Line

There are four basic areas of distribution. They are:

- 1) Water and ice
- 2) Baby products
- 3) Food
- 4) Hygiene products

Each area has a designated color

Area	Color
Water and Ice	Purple
Baby Products	Blue

Food	Yellow
Hygiene Products	Pink

Registration

Those in charge of registration, be sure to fill out the slip for them, including –

- Name
- Address
- City
- State

There is to be one slip per family, not per car.

Using the information on the registration slip, write the number of people/babies/products needed on the corresponding colored Post-it sheet. For example: If there is a car with four adults and two children needing food and hygiene products, you write, “4 adults, 2 kids” on a yellow Post-it and a pink Post-it.

Place the Post-it sheets on the windshield, passenger side. Every family needs their own set of Post-it sheets. If there is a vehicle with multiple families, the Post-it sheets need to be placed on the windshield in columns. Each family having their own column.

You must write the following on each blue baby products Post-it sheet: number of babies, the baby’s age and the baby’s diaper size.

Based on available supplies, ask if there are any diabetics or seniors with special needs and indicate this on the yellow food Post-it sheet.

Ask them if they need any help at home. If they do, hand them the blue slip and make sure that the information on it is accurate.

Water and Ice

- One case of water per car and 2-3 bags of ice.
- When asked to place ice in coolers, do not place so much ice that the cooler cannot close properly.
- Do not tear open individual bags of ice.

Baby Products

- Check the Post-it sheet for the number of babies, baby’s age and baby’s diaper size and give products accordingly.
- Any specific type of formula needs to be requested at the station.

Food

- 1-3 MRE’s per car depending on family needs.
- Check the Post-it sheet for special needs, such as diabetics, senior citizens, etc.

Hygiene Products

- Provide feminine hygiene products upon request.

General Information

- Stay hydrated. Drink water and Gatorade as proportionate to your perspiration, and be careful as it is possible to drink too much water.
- Stay focused on your job. Do not use distribution products as toys or for your own amusement.
- Please follow instructions as closely as possible.
- Assume personal responsibility for delivering products if you are the first to arrive at a given vehicle. Personally remove the Post-it sheet for your station only after the job is done. If you need additional assistance in delivering products to a certain car, be sure to communicate with each other. Work as a team.
- If you give something to one car, you must give it to the next. If someone asks for something that you can find for them but is not on the general distribution line, in order to avoid complications, do not give it to them.

ACTS Disaster Response Policy and Protocol

Overview

The Disaster Response Incident Action Plan (IAP) Protocol is crucial to the success of the response and follow-through by all staff and volunteers of ACTS. The Incident Command Structure (ICS) is followed to qualify ACTS as being a National Incident Management Structure (NIMS). A well organized flow of equipment and manpower will generate a precision run army of ICS/CERT trained, NIMS compliant Spirit-led individuals who will bring glory to God's Kingdom.

ACTS utilizes Region Directors across the United States, which replicates the 10 FEMA Regions. These are often the Deputy Incident Commanders in deployments. It is essential to be involved in local VOAD chapters.

Definitions

In order to understand how the protocol will unfold most effectively, here is a description of how a response to a disaster incident is currently outlined.

First Responder /Health Assessment Scout Team – are those who have the expertise and State certification to enter the affected zone within 24 hours of the disaster. The First Responder Scout Team is made up of: Fire fighters, Behavioral Health Assessments, Medical Reserve Corp, USAR and emergency response trained personnel who are able to enter the disaster area to assess first-hand what and where the most damage is. Personal relationships with the EOC are then established to offer resources of equipment and trained personnel for Mass Feeding ESF 6, and Behavioral Health/Medical/Medical Reserve Corp ESF 8. Possible staging areas for mass feeding and mass distribution, etc., are established. This team is ONLY used if the State Comprehensive Emergency Management Plan, OR the Department of Health have not already requested assistance. Additional addresses are given to EOC for possible staging areas at schools or churches.

Task Force or Strike Teams – are those who enter the disaster zone AFTER the First Responder/Health Assessment Scout Team has collaborated with the local EOC in determining where the greatest need is and what resources are requested in assisting victims. Collaboration with VOAD members takes place from the EOC. Self-deployment is NEVER allowed. Incident Command Structure (ICS) is always followed to be NIMS compliant.

Step 1- Conference Call Occurs with ICS structure Incident Management Team
Incident Commander calls Liaison Officer who activates phone tree protocol before the storm in the case of hurricanes, and afterwards in case of other incidents.

Step 2 – First Responder/Health Assessment Scout Team Deploys

Step 3 – Authorization for Staging Area or Resources

The local EOC then contacts the State EOC and registers the resource needs with Incident Action Plan forms filled out with ACTS resourcing requests (Forms ICS 201-206). The State EOC gives the authorization for the ACTS staging area, if needed.

Step 4 - Conference Call ICS Structure Implemented

- Call #1** ***Goes to the ACTS Incident Commander from First Responder Team leader. The Incident Commander oversees strategizing and Incident Action Plan (IAP), who calls the Liaison Officer.***
- Call #2** ***Goes to the Liaison Officer who calls Planning Chief.***
- Call #3** **Planning Chief calls Logistics Chief, Operations Chief and Finance Chief**

Call #4 ICS Conference Call Incident Management Team Five Phase Planning Process Implemented

1. Understand the Situation, by gathering cording, analyzing, and displaying a clear and accurate picture of the incident evolving at the moment.
2. Establish Incident Objectives and Strategy.
3. Develop the Plan by determining the tactical direction and the specific resources needed for implementing the strategy for one operational period. Prior to formal planning meetings, each member of the command and general staff is responsible for gathering the necessary information so that they can successfully and collectively develop the plan.
4. Prepare and Disseminate the Plan.
5. Evaluate and Revise the Plan to ensure success.

Call #5 ***Goes to the Volunteer Call Centers from Public Information Officer (PIO)***, to ascertain how many other volunteers have called in and to give the Call Center Director specific information as to how many volunteers are needed and where they are to go.

Step 5- Deployment Begins

Step 4 – Setting Up and Operating the Staging Area

The staging area is set up and Operated by the Planning Chief leading out in daily briefing meetings with the Operations, Logistics and Finance Chiefs and Deputy Chiefs.

Overall Organizational Functions

ICS was designed by identifying the primary activities or functions necessary to effectively respond to incidents. Analyses of incident reports and review of military organizations were all used in ICS development. Starting from the first day of mobilization, a demobilization plan is implemented. This structure ensures that collaborating agencies' needs are met, and to see that they are used in an effective manner.

Incident Commander (IC)

Primary responsibility is strategizing and vision casting of the operation. The IC is responsible for the command function at all times. A Deputy IC changes through transfers of command approximately every three days, this responsibility changes with the title. A Deputy Incident Commander works behind the operation with the Command Staff or Officers which include the: Liaison, Public Information and Safety Officers.

- Name the incident.
- Establish immediate priorities.
- Ensuring clear authority and knowledge of agency policy.
- Ensuring incident safety.
- Establishing an Incident Command Post.
- Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of the organization.
- Managing, but not leading in planning meetings as required.
- Approving and implementing the Incident Action Plan.
- Coordinating the activities of the Command and General Staff.

- Approving requests for additional resources or for the release of resources.
- Approving the use of participants, volunteers, and auxiliary personnel.
- Authorizing the release of information to the news media.
- Ordering demobilization of the incident when appropriate.
- Ensuring incident after-action reports are complete.

Command Staff Responsibilities

Public Information Officer (PIO)

- Determine, according to direction of IC, any limits on information release.
- Develop accurate, accessible, and timely information for use in press/media briefings.
- Obtain IC approval for media release.
- Maintain current information, summaries, and/or displays on the incident that may be useful for incident planning.
- Participate in the planning meeting.
- Maintain Activity log (ICS 214 & 214M).

Safety Officer

- Identify and mitigate hazardous situations
- Ensure safety messages and briefings are made and implemented.
- Exercise emergency authority to stop and prevent unsafe acts.
- Review the Incident Action Plan for safety implications.
- Assign assistants qualified to evaluate special hazards.
- Initiate preliminary investigation of accidents within the incident area.
- Review and approve the Medical Plan (ICS 206).
- Maintain activity log (ICS 214).
- Participate in planning meetings.
- Recon the incident visually.

Liaison Officer

- Act as a point of contact for agency representatives.
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Participates in planning meetings, provides current resource status, including limitations and capabilities of agency resources.
- Provides agency-specific demobilization information and requirements.
- Maintain activity log (ICS 214)

Additional Command Staff or Deputies

Additional Command Staff positions may also be necessary depending on the nature and location(s) of the incident, and/or specific requirements established by the Incident Commander.

General Staff Responsibilities

Operations Chief

The Operations Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by span of control considerations.

- Assure safety of tactical operations.
- Manage tactical operations of Mass Feeding, Needs Assessments, Debris Clean-Up, P.O.D.'s, Medical, Community Care, etc..
- Develop the operations portion of the IAP
- Supervise execution of operations portions of the IAP.
- Request additional resources to support tactical operations.
- Approve release of resources from active operational assignments.
- Make or approve expedient changes to the IAP.
- Maintain close contact with IC, subordinate Operations personnel, and other agencies involved in the incident.

Planning Chief

The Planning Chief is responsible for providing planning services for the incident. Under the direction of the Planning Chief, the Planning section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the IAP, in formal briefings, or through map and status board displays.

- Collect and manage all incident-relevant operational data.
- Supervise preparation of the IAP.
- Provide input to the IC and Operations in preparing the IAP.
- Incorporate Traffic, Medical, and Communications Plans and other supporting materials into the IAP.
- Conduct and facilitate planning and briefing meetings lasting no longer than 45 minutes each morning during or before breakfast.
- Reassign personnel within the ICS organization.
- Compile and display incident status information.
- Establish information requirements and reporting schedules.
- Determine need for specialized resources.
- Assemble and disassemble Task Forces and Strike Teams not assigned to Operations.
- Establish specialized data collection systems as necessary (e.g., weather).
- Assemble information on alternative strategies.
- Provide periodic predictions on incident potential.
- Report significant changes in incident status.
- Oversee preparation of the Demobilization Plan.
- Assign Team leaders/Volunteers who lead in daily devotional/testimonials and briefing in evening for approximately 1 hour. (8:00-9:00 PM)

Logistics Chief

The Logistics Chief provides all incident support needs with the exception of logistics support to air operations.

- Facilities.
- Transportation.

- Communications.
- Supplies.
- Equipment maintenance and fueling.
- Food/Medical Services (for responders).
- All off-incident resources.
- Provide logistical input to the IAP.
- Brief Logistics staff as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Ensure and oversee the development of the Communications, Medical, and Traffic Plans as required.
- Oversee demobilization for the Logistics Section and associated resources.

Finance/Administration Chief

- Manage all financial aspects of an incident.
- Provide financial and cost analysis information as requested.
- Ensure compensation and claims functions are being addressed relative to the incident.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section and fill Section and support needs.
- Determine the need to set up and operate an incident commissary.
- Meet with assisting and cooperating agency representatives as needed.
- Maintain daily contact with agency(s) headquarters on finance matters.
- Ensure that personnel time records are completed accurately and transmitted to home agencies.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up.
- Provide input to the IAP.

General Information from ACTS

ACTS (Active Community Team Services) has deployed to 17 incidents, sorted and distributed 44 million dollars of donated goods, served and prepared 595,300,000 hot meals, installed or provided 2,427 tarps for roofing, cleaned debris from 5,077 yards or homes, provided 2,700 inoculations, with 59,388 registered volunteers. ACTS uniqueness, is in uniting over 20 educational institutions of youth volunteers to provide these services with less than 2% overhead costs. Main operations include the following mutual aid agreements:

- ▶ **Point of Distribution (POD)**, where donated goods such as groceries, bottled water, ice, baby diapers, personal comfort supplies, cleaning materials, and household goods are provided by sorting and distribution to disaster survivors. ACTS has a team of trained fire fighters, EMTs, etc., who chase storms, give first hand accounts of where the storm has hit the worst, and talk personally with local EOC leaders. ACTS goal is to utilize 40% Community volunteers, who help act as a self-monitoring system with their friends and neighbors.

- ▶ **Mass Feeding** volunteers distributed pre-packaged meals and prepare hot meals working together with agencies such as the Red Cross, and the EOC. This is accomplished with our fleet of mobile commercial kitchens with auxiliary tilt skillets which can prepare up to 30,000 meals per unit/ per day.
- ▶ **Department of Health/Emergency Medical Care/Medical Reserve Corp** Trained and Certified Teams work together with governmental and other health agencies in providing Health Assessments, Unmet Needs Assessments, or the distribution of first aid and other medical supplies. ACTS utilizes two semi-expandable trailers with generators and A/C for this purpose. These are also utilized to assist communities for non-disaster purposes.
- ▶ **Fountain of Hope/ACTS Food Banks** allow distribution of fresh, frozen, and other foods and supplies to supplement Mass Feeding and Distribution PODS.
- ▶ **Roof Repair** volunteers install tarps, remove debris, to assist the Army Corp. of Engineers alongside others.
- ▶ **Yard Cleanup/De-mucking homes** are necessary for emergency housing.
- ▶ **Short and Long Term Housing** reconstruction helpers work with other agencies. Plans are being laid for ACTS to coordinate assembling quick houses in a box which will hold up better than house trailers.
- ▶ **Emergency Animal Care** is provided through volunteer veterinarians and assistants. ACTS plans to utilize a mobile animal clinic, to assist animal pet shelters. ACTS trucks have delivered semi loads of animal supplies for volunteers to distribute.
- ▶ **Volunteer and Prayer Helpline Calling Centers** are established to coordinate volunteers. The calling center also serves as a helpline for other students and individuals in need.
- ▶ **ACTS/Americorps Volunteer Training** programs are offered for Disaster Response.
- ▶ **A Command** post and communication center operates in time of Disaster for unaffiliated and affiliated volunteer registration.
- ▶ **2-Mobile Sound Stages/Public Information Centers**, provide a means of communication which have been used for Mayors, and governors in incidents. Spiritual and emotional care through music and encouragement is also provided. Puppet drama is used to teach disaster preparedness from these stages as well.

Support Equipment for Community Services

- 2 Command Centers= 45' Semi Trailer, and 43' trailer
- 1 Commercial Kitchen 45' (feed 30,000 meals a day)
- 2 Commercial Kitchens 34' (feed 15,000 meals a day)
- 1 Kitchen 30' (feed 7,500 meals a day)

- 2 Tents 52' x 100' with 14 sides custom made for disaster relief
- 3 Tents 26' x 64' with 10' sides
- 1 Hospital Tent
- 2 Expandable 45' semi trailers with 80 KW generators and dual AC
- 1 Expandable 45' semi trainer for mobile sound stage
- 1 34' mobile sound stage
- 3 Semi tractors (2 with living quarters)
- 3 Forklifts (2 off-road)
- Pallet Jacks
- Portable welder and generator
- Generators: 2- 55 KW
35 KW
165 KW
8- 5-15 KW
- 2 Flatbed 46' semi trailers with piggy back forklift
- 1 26' Volvo box truck support to kitchen preloaded
- 1 24' Ford box truck support to kitchen preloaded
- 1 26' GMC box truck as support
- 5 Refrigeration 45' trailers
- 1 Water purification system
- 1 1000 gallon Freshwater holding tank
- 1 500 gallon grey water holding tank

Total Value: \$2.5 million