



Ready[®] Community

Building Disaster-Resilient Places

STEP ONE

Forming a Collaborative Planning Team

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This facilitator’s guide outlines the content, activities, and handouts that should be used to teach this section. Refer to this document for detailed guidance on how to deliver ReadyCommunity Step One.

STEP ONE

Forming a Collaborative Planning Team

Overview

When a large-scale disaster strikes a community, everyone is impacted in some way. Effective responses happen when the entire community understands how to work together efficiently with shared goals, clearly defined roles, and effective communication. This step helps set the stage for planning that facilitates timely, coordinated community-wide responses to complex situations.

The first segment, Pre-Planning Meeting, describes the steps the facilitator will discuss with the community project point person in preparation for the ReadyCommunity process. The first step in ReadyCommunity involves forming a planning team and designing a plan for involving the community. Step One focuses specifically on the roles and responsibilities of planning team members, with an emphasis on identifying and inviting key community members into the planning process. Finally, it defines the important role that community members play along the way.

Objectives

This Step will help facilitate:

- Identifying a planning team
- Designing a recruitment message to foster participation
- Understanding the importance of engaging the larger community in the process

Estimated Time to Complete Step One Activities

Pre-Planning Meeting	One hour
Step One–Part A	Two hours

References to FEMA’s CPG 101

Pages 4-2 to 4-6

Pre-Planning Meeting

All planning processes need a starting point and usually, a point person that can help coordinate the local planning process. For the development of an emergency plan, the local emergency manager is the most probable person for this role, but that may vary by community. The community coach should arrange an initial meeting with the identified point person to plan for the first team meeting. If he/she already has commitment from other community leaders/responders, this first meeting can be conducted with a small group.

Advance Preparation

Contact local point person

Supplies Needed

Calendar
Map of county/community
Ready Community Overview
Pre-Planning Meeting Agenda

Support Documents

ReadyCommunity Overview
Pre-Planning Meeting Agenda
Introductory Meeting Advanced Preparation Notes

Estimated Time to Complete

60 minutes

Instructions

Step 1:

Arrange an appointment with the local point person. Plan for a one-hour meeting.

Step 2:

During the meeting, use the Pre-Planning Meeting Agenda as a guide to help think through the steps to preparing for ReadyCommunity. Make sure that the point person has a clear understanding of the process and expectations. Work together to identify the potential core team members, tentative timeline, invitation plan, and logistics for the first meeting.

Step 3:

Work with the local point person to invite potential participants and confirm their attendance at the Introductory Planning Meeting.

Step 4:

Work with the local point person to arrange all logistics for the Introductory Planning Meeting.

NOTE: See Advanced Preparation notes on next page.

Forming a Collaborative Planning Team

This meeting should include the people in the community that are likely to comprise the Core Team along with the potential Planning Team members, if possible. During this meeting, the coach will explain the process and specific roles that each group plays in the process. The purpose will be to determine the level of commitment from each attendee to the planning process.

Advanced Preparation

One Month Prior

- Visit with local point person
 - Go over logistics for first session
 - Determine who will be invited and who will be responsible for invitations
 - Discuss the homework/preparation that is needed
 - History of planning in the region
 - Bring copies of any community plans that have been prepared
- Visit meeting location
 - Find out if you are allowed to post charts to the walls
 - Determine the best room set up with type of tables available. It is recommended that you arrange the room so that participants can face each other if possible (such as a U shape rather than classroom style)
- If a meal or refreshments will be served, make plans for these

Two Weeks Prior

- Follow up with local point person
 - Confirm final count
 - Discuss any questions/concerns that may have surfaced
- Get names of attendees, send out an email to:
 - Confirm date, time, location
 - Go over what they should expect, their responsibilities
 - Introduce the training team if not already done
- Confirm food and beverages, if being provided, with local point person
- Double check logistical arrangements
- Print handouts (See “Supplies Needed” on next page)
- Add your contact information to the final slide in PowerPoint “ReadyCommunity – Step One”

Day of Event

Arrive at meeting place at least 45 minutes prior to meeting in order to:

- Set up PowerPoint equipment. Have the first slide displayed as participants arrive.
- Arrange tables and chairs so that participants can be face-to-face. A U-shape works well with the projector screen in the opening of the U.
- Prepare a sign-in table so that you can ensure you have accurate contact information for all participants.
- Set up refreshments (optional).
- Set ReadyCommunity Overviews on the tables.

Supplies Needed

Handout 1 – ReadyCommunity Overview
Handout 2 – Job Descriptions
Handout 3 – Designing a Win-Win Invitation
Handout 4 – Are We Ready?
Handout – PowerPoint (optional)
Computer
Projector
Screen or blank wall
Extension cord
Flip chart & easel
Markers
Sign in sheet
Nametags and name tents (unless all participants are well acquainted)
Calendar
Map of county/community
Two signs: “Ready” and “Not Ready”

Support Documents

Comprehensive Planning Guide (CPG 101)

STEP ONE Detailed Instruction

Slide 1

ReadyCommunity

Welcome slide – have up when participants enter the room.

Welcome participants and allow time for introductions if participants are not already acquainted.

Warm up:

Ask each person to share the following information:

- Name (If they are not already acquainted)
- Occupation
- The most recent disaster they can recall
- One thing that went well in responding to the disaster
- One thing that could have been better.

Record the “went well” and “could have been better” responses on separate charts. After everyone has responded, ask for a volunteer to identify common themes on each sheet.



Supplies/Materials

Handout 1 – ReadyCommunity Overview
(Place one copy at each seat before participants arrive)

Estimated Time

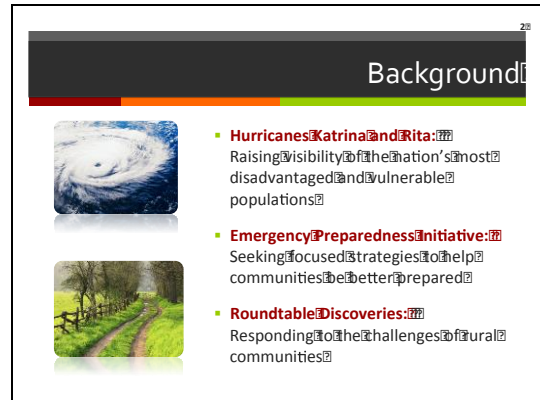
10-20 min. (depending on size of the group)

STEP ONE Detailed Instruction

Slide 2 Background

Provide an overview of the ReadyCommunity project. Key points:

- Hurricanes Katrina and Rita taught the nation a lot (the hard way) about the challenges that disadvantaged populations face in the path of a disaster.
- Emergency Preparedness Initiative (EPI): In 2009 the Southern Rural Development Center launched an initiative in partnership with FEMA to explore ways to improve the outcomes of disadvantaged populations during a disaster.
- Roundtable Discoveries: As a part of the EPI, roundtable discussions were held in communities throughout the South, involving both emergency personnel and representatives from various disadvantaged groups. Half the sessions were held in rural areas while half were in more metropolitan areas. One clear message from these sessions was that rural communities consistently reported challenges in conducting extensive planning because of the lack of manpower and support. However, additionally, during widespread disasters (such as Katrina), outside assistance usually focuses first on the places where the most people are at risk. Also, more rural areas may be harder to reach geographically following a disaster because of less developed roads and bridges that may hinder access.



Supplies/Materials

Estimated Time

20 min.

STEP ONE Detailed Instruction

Slide 3

Rural Challenges

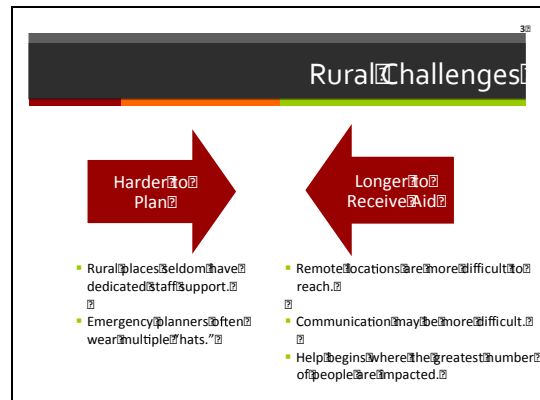
Throughout the roundtable session, the challenges that rural emergency managers consistently noted are depicted here in this chart.

Harder to Plan: On the one hand, emergency managers found the planning process particularly challenging as many stated that they had no dedicated staff support and that they also wore many “hats” in the community, with emergency planning typically only a part of their job responsibilities.

Longer to Receive Aid:

- The remoteness of the communities they served made responses to disasters more challenging. Less developed rural roads and the distance between homes meant response times were increased over more metropolitan areas.
- Communication challenges were reported as fewer back-up systems tended to be available in these locations.
- During widespread disasters (such as Katrina), outside assistance usually focuses first on the places where the most people are impacted.

These concerns along with others identified through the year-long process have led to the ReadyCommunity initiative, designed to respond to the challenges of rural communities in assessing risks and planning for disasters with the support of a local coach and national team.



Supplies/Materials

Estimated Time

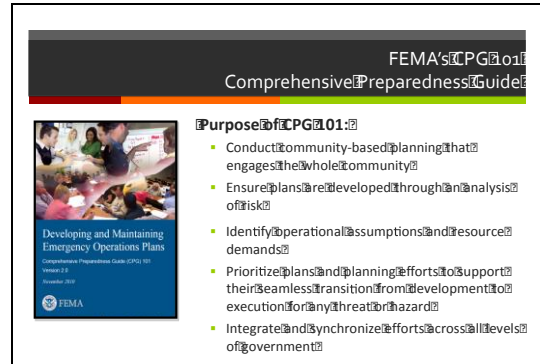
5 min.

STEP ONE Detailed Instruction

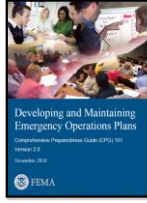
Slide 4 FEMA's CPG 101

ReadyCommunity is based on FEMA's Comprehensive Preparedness Guide (CPG 101).

This guide is designed to provide a blueprint for successful planning. Its stated purposes are listed on this slide.



FEMA's CPG 101
Comprehensive Preparedness Guide



Purpose of CPG 101:

- Conduct community-based planning that engages the whole community
- Ensure plans are developed through an analysis of risk
- Identify operational assumptions and resource demands
- Prioritize plans and planning efforts to support their seamless transition from development to execution for any threat or hazard
- Integrate and synchronize efforts across all levels of government

Supplies/Materials

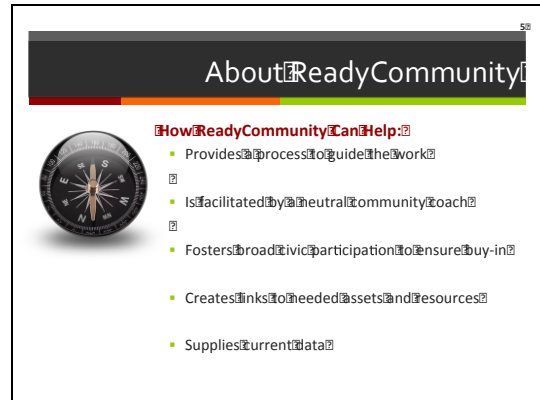
Estimated Time
2 min.

STEP ONE Detailed Instruction

Slide 5

About ReadyCommunity

ReadyCommunity aids in this process by providing these supports listed on the slide. The process directly aligns with the CPG 101 guidance.



Supplies/Materials

Estimated Time

2 min.

STEP ONE Detailed Instruction

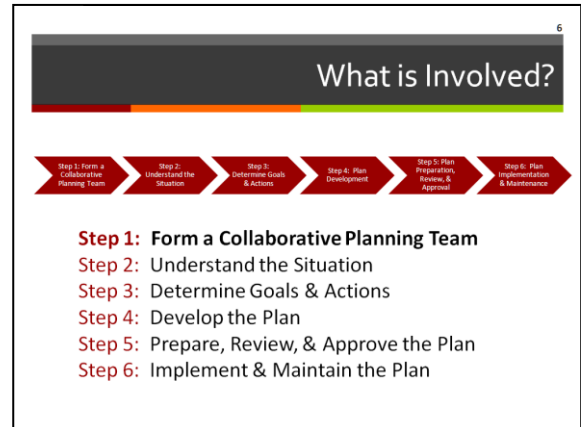
Slide 6

What is Involved?

The process follows six basic steps as outlined in CPG 101 and shown here.

Today begins the journey with an exploration of Step One.

(Note that we substitute the word “actions” for “objectives” in Step Three, as it is a more commonly understood term.)



Supplies/Materials

Estimated Time

2 min.

STEP ONE Detailed Instruction

Slide 7

Potential Local Benefits

Each community that engages in comprehensive planning can anticipate a number of benefits.

This slide features a few to get us started.

*Note that the first one, in **bold italics**, is the most important.*

What others would you add?

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- പ്രദേശവാസികൾക്ക്***
- പ്രദേശവാസികൾക്ക് പ്രയോജനപ്പെടുത്തുന്ന പദ്ധതികൾ
- പ്രദേശവാസികൾക്ക് പ്രയോജനപ്പെടുത്തുന്ന പദ്ധതികൾ

Potential Local Benefits

Supplies/Materials

Estimated Time

2 min.

STEP ONE Detailed Instruction

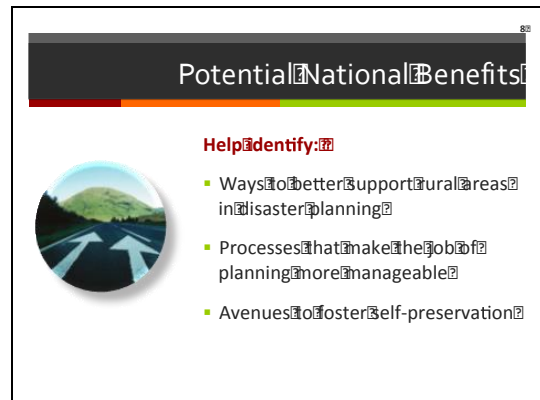
Slide 8

Potential National Benefits

For this pilot project, you have the opportunity to contribute to a greater national benefit in addition to local benefits.

The pilot sites that have been identified will be helping us to explore how this process can be refined and improved to be of the most use to rural areas across the nation.

As we walk through this process together, we will be providing feedback to the national design team on ideas for improving this process for use in other rural places. This is important work and we need your help.



Potential National Benefits 87

Help Identify:

- Ways to better support rural areas in disaster planning
- Processes that make the job of planning more manageable
- Avenues to foster self-preservation

Supplies/Materials

Estimated Time

2 min.

STEP ONE Detailed Instruction

Slide 9 Support Team

As we learn together about what works, a national team has committed to supporting your work.

Briefly mention each of these support roles listed on the slide.



Support Team for Plan Development

- Trained ReadyCommunity Coach
- Cooperative Extension Service Specialists
- National Curriculum Team
- Regional Rural Development Centers
- Federal Partners:
 - Federal Emergency Management Agency (FEMA)
 - United States Department of Agriculture (USDA)

Supplies/Materials

Estimated Time

5 min.

STEP ONE Detailed Instruction

Slide 10

Organizing a Local Team

As was noted above, FEMA's CPG 101 takes a whole community approach to planning.

Based on experiences of past disasters, this quote is found in the FEMA manual. (Allow time for responses.)

- What are your reactions to this quote?
- What examples have you seen that shed light on this quote (examples where organizations have worked together effectively or where they have not)?



Supplies/Materials

Estimated Time

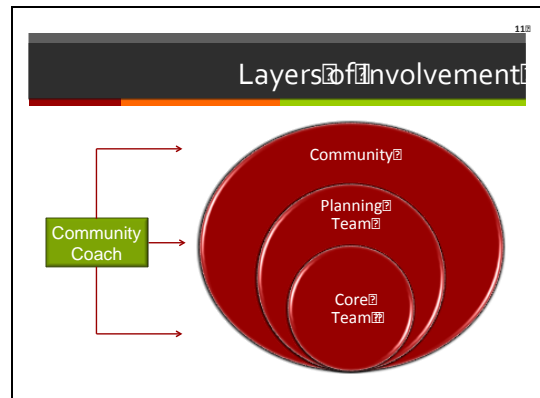
5 min.

STEP ONE Detailed Instruction

Slide 11

Layers of Involvement

The CPG 101 outlines three layers of involvement in the community planning process. Each layer has specific roles to play.



Supplies/Materials

Estimated Time

5 min.

STEP ONE Detailed Instruction

Slide 12

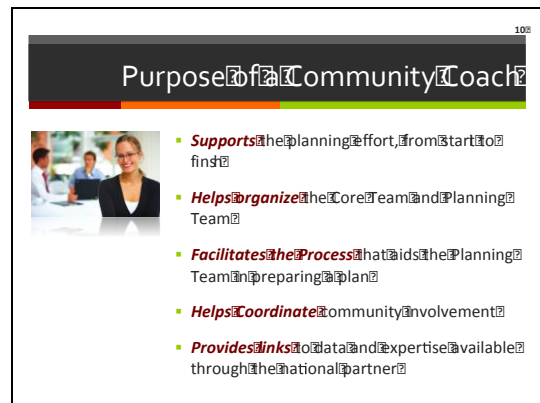
Purpose of a Community Coach

A community coach, or facilitator, is here to help the community work through the planning process by using focused activities to help guide the group to the end goal.

Some of the specific ways a coach can assist are listed on the slide.

The Community Coach:

- **Supports** the planning effort, from start to finish
- **Helps organize** the Core Team and Planning Team
- **Facilitates the process** that aids the Planning Team in preparing a plan
- **Helps coordinate** community involvement
- **Provides links** to data and expertise available through state, regional and/or national partners



Supplies/Materials

Handout 2 – Job Descriptions

Estimated Time

1 min.

STEP ONE Detailed Instruction

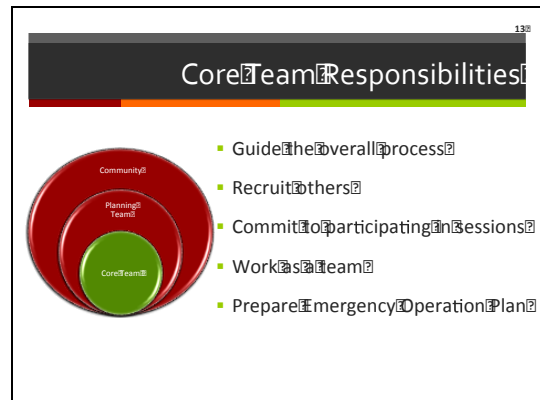
Slide 13

Core Team Responsibilities

The Core Team has key leadership in organizing and synthesizing the input from the various avenues.

This slide outlines their key responsibilities. These include:

- Guide the overall process
- Recruit others from the community to gain needed input and assistance
- Commit to participating in planning sessions
- Work as a team through the planning experiences
- Prepare an Emergency Operation Plan aligned with the state emergency guidelines



Supplies/Materials

Handout 2 – Job Descriptions

Estimated Time

3 min.

STEP ONE Detailed Instruction

Slide 14

Planning Team Responsibilities

In support of the Core Team, the Planning Team provides key assistance and support throughout the process.

Here are key roles that they play.



14

Planning Team Responsibilities

- Participate in planning sessions
- Contribute to community assessments
- Help involve community
- Assist in designing the emergency plan
- Commit to keeping the plan current

Supplies/Materials

Estimated Time

3 min.

STEP ONE Detailed Instruction

Slide 15

Goals of the Planning and Core Team

Working together, the Core Team and Planning Team will aim toward these five goals (see slide):

1. Build and expand relationships that may help strengthen the response efforts
2. Bring creativity and innovation to the process. Different viewpoints and ideas can strengthen the planning process by providing a wider variety of options to consider.
3. Define roles to be taken during a disaster. When a disaster hits is not the time to try to figure out who's who in the community. In order to respond efficiently and effectively, these roles should be planned well in advance.
4. Understand the roles and abilities of other organizations. Many challenges in a disaster can be avoided or lessened by a clear understanding of who can do what in the community. Often, false expectations lead to frustration, anger, and sometimes, even added risk and danger.
5. Establish a planning routine that aids in responding before, during, and after a disaster. With strong working relationships already built during the planning process, responding to a disaster in a unified manner becomes a much easier task.



Supplies/Materials

Estimated Time

8 min.

STEP ONE Detailed Instruction

Slide 16

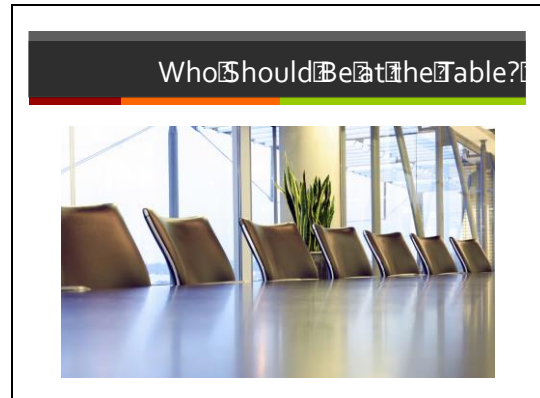
Who Should be at the Table?

So, the next question is, “Who should be at the table for these planning sessions?”

Note to Facilitator:

This slide is a transition slide. Use slides 17-18 to lead a discussion on who else should be involved in the planning process and at what level (Core Team, Planning Team, community).

List responses on a flip chart as you discuss.



Supplies/Materials

Flip Chart
Markers
Easel

Estimated Time

2 min.

STEP ONE Detailed Instruction

Slide 17

FEMA Suggests...

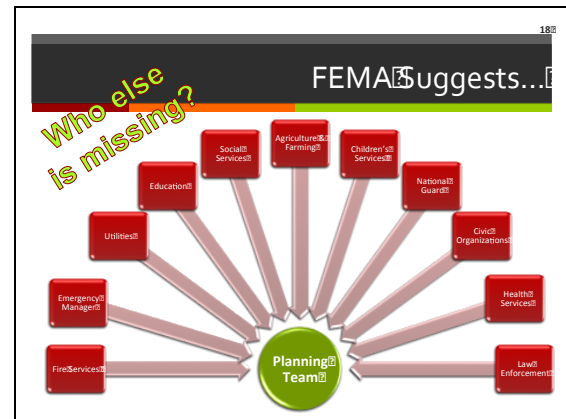
Here are the basic groups that FEMA suggests. Most communities will have someone that serves in each of these key community roles. The point is to have all key sectors that are needed to help coordinate a community-wide response joining in on the planning process. (Click to add, “Who else is missing?”)

Ask participants:

- While this list is certainly a sound starting point, what other major sectors are present in your community?

Make sure these are included:

- Business/industry
- Non-profits
- Faith-based organizations
- Elected officials



Supplies/Materials

Flip Chart
Markers

Estimated Time

10 min.

STEP ONE Detailed Instruction

Slide 18

Considering Special Needs

In addition, think about those people in your community that may have the most difficulty responding to a disaster.

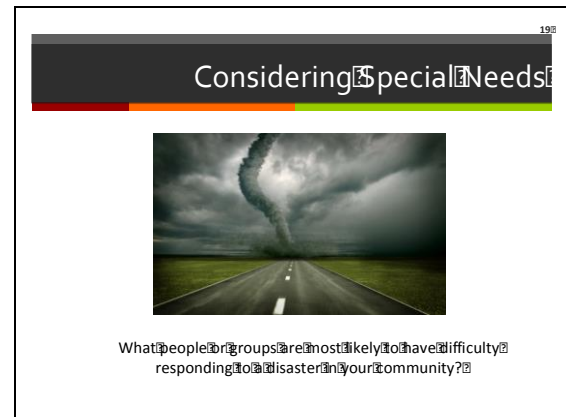
Ask participants:

- What people or groups are most likely to have difficulty responding to a disaster in your community?
- Who has contact with these people or groups on a regular basis?

Make sure they consider these groups along with any others they may identify:

- Low income (bring employers of these to the planning table)
- Families with small children, particularly single parent households
- Non-English speaking
- Home bound
- Those without transportation
- Medically dependent (dialysis, oxygen dependent, etc.)
- Institutionalized individuals
- Elderly
- Individuals with disabilities

NOTE: Use these responses to expand on the “Who Is Missing” discussion on the previous chart. Also, save this list of special needs individuals as it is used in subsequent Steps.



Supplies/Materials

Flip Chart

Markers

Estimated Time

10 min.

STEP ONE Detailed Instruction

Slide 19

How to Involve Others in Planning

Slide 19 diagrams the elements of creating a “win-win” partnership that forms the foundation for getting others involved.

Using the flip chart list generated in the previous exercise and handout 3, have the group identify the elements of the win-win partnership.

For each person/group identified, determine what they would gain from participating in planning and what the planning team would gain from their participation.

If the group is large enough and/or the flip chart list is long, consider dividing the group to let them work on different parts of the list.

Debrief and get commitments. If you divided the group into smaller teams to work, have them each report back.

Then, either have a few volunteers role play an invitation to a potential partner on the list. OR divide the group into pairs and have each pair role play an invitation.

Once participants are able to walk through these steps, ask for volunteers to contact each of the identified potential partners to invite them to the next meeting. Record the volunteers’ names beside the individuals. Accountability is important throughout this process.



Supplies/Materials

Handout 3 – Designing a Win-Win Invitation

Estimated Time

15 min.

STEP ONE Detailed Instruction

Slide 20

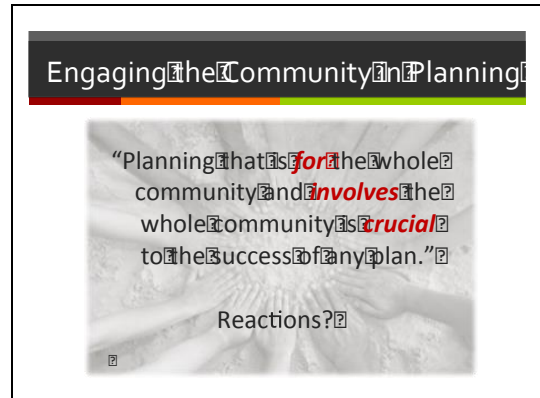
Engaging the Community in Planning

The last layer in the planning process is the greater community.

CPG 101 stresses the engagement of the greater community in planning. Consider this quote. (Quoted from page 4-4 of CPG 101)

“Why do you think involving the community in planning is considered crucial to success?”

Allow for discussion.



Supplies/Materials

Estimated Time

5 min.

STEP ONE Detailed Instruction

Slide 21

Goals of Community Involvement

Finish the discussion of the planning layers by introducing the concept of involving the greater community.

- Validate assumptions about public needs, capabilities, and reactions
- Identify resources critical to response
- Foster community trust and mutual respect
- Share responsibility for the community's resilience
- Increase effective community responses
- Incorporate public values into decision-making, improving community support and buy-in
- Improve the quality of the decisions: "Two heads are better than one."



Supplies/Materials

Estimated Time

5 min.

STEP ONE Detailed Instruction

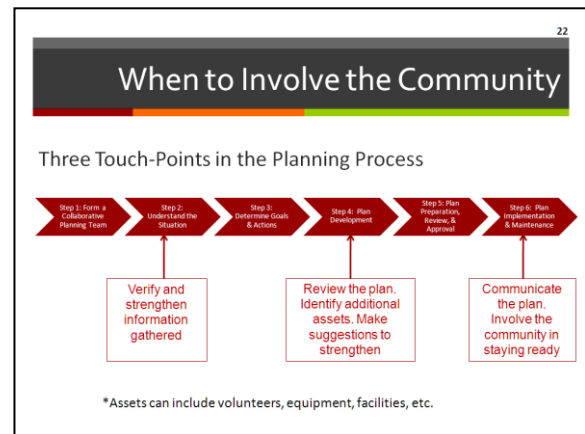
Slide 22

When to Involve the Community

The planning process suggests three community touch-points that can strengthen community disaster planning. Within Steps Two, Four, and Six of the planning process, the community can play a significant role.

- Step Two, Understanding the Situation, community members can verify and strengthen the assessments. They can also give feedback on community mapping to ensure that these accurately reflect what is happening on the ground.
- Step Four: Plan Development: As the final plan is taking shape, the community can provide insights into the final product to ensure that it reflects barriers and concerns that vulnerable populations face. Community members can also assist in identifying additional assets and can make suggestions that may help strengthen the plan's effectiveness.
- Step Six: Plan Implementation and Maintenance: This culminating event is an ideal time to educate the public on their own responses as well as encourage volunteerism and training to promote a more sustainable community response network.

As we walk through those steps, we will talk about specific strategies that are effective in gaining input.



Supplies/Materials

Estimated Time

2 min.

STEP ONE Detailed Instruction

Slide 23

Are We Ready?

This process moves is designed to help gauge how participants feel about the preparedness task at hand.

Ask participants to take a moment to complete the short worksheet “Are We Ready to Plan?”
Have them total their response numbers.

Explain that they are to answer each question to the best of their own personal knowledge, Treat “I don’t know” as “no”

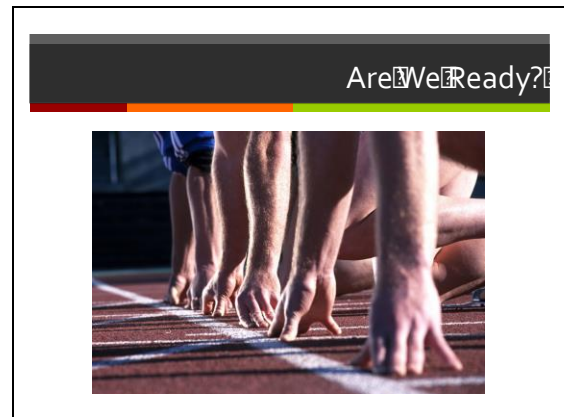
Place the two signs “Ready” and “Not Ready” on opposite sides of the room (or some reasonable distance apart to allow participants to take a position between them based on their total scores).

Have participants view the space between the two signs as a continuum with “Ready” being a maximum score of 70 and “Not Ready” being a score of 14.

Ask them to all come take a place along the continuum that best represents their total score.

Lead a discussion based on their positions. These questions may serve as guides:

- What do you observe about the group spacing (Is everyone clustered together or scattered)?
- What appears to be about the average “score” for readiness for the group?
- How do you think a lack of information or connections may influence community readiness (reference the times people didn’t know the answer to various questions.)
- Question for high scorers: What gives you the most hope that this project will be successful?
- Questions for low scorers: What is your



Supplies/Materials
Handout 4 – Are We Ready?

Estimated Time
15 min.

Continued for pg. 29

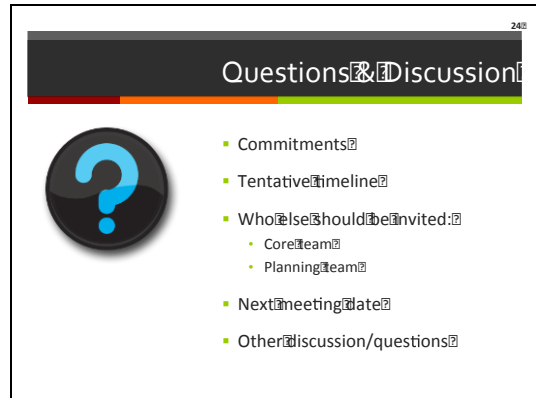
- Biggest concern?
- What are some things we can do to raise the group's readiness scores?

STEP ONE Detailed Instruction

Slide 24

Questions & Discussion

This final content slide serves as a debrief for the session. These key concepts listed on the slide are potential starting points for the discussion. Some of the previous exercises may have led to some additional essential next steps to promote planning readiness.



The slide features a dark header with the title "Questions & Discussion" and a small number "24" in the top right corner. Below the header is a large blue question mark icon. To the right of the icon is a bulleted list of discussion topics.

- Commitments
- Tentative timeline
- Who else should be invited:
 - Core team
 - Planning team
- Next meeting date
- Other discussion/questions

Supplies/Materials

Estimated Time

10 min.

STEP ONE Detailed Instruction

Slide 26 ReadyCommunity

Thank participants for coming.

Note to Facilitator:

Be sure to include your contact information as well as the local point person's contact information so that all participants can stay connected to the planning process.



Supplies/Materials

Estimated Time
5 min.