

Phelps County Disaster Committee

citizen★corps A Citizen Corps & VOAD, Serving Phelps County, Missouri 
1310 Woodlawn Drive, Rolla, MO 65401 — <http://www.rollanet.org/~disaster> — disaster@rollanet.org VOAD

15 April 2004

Meg McLaughlin
State Emergency Management Agency
P.O. Box 116
Jefferson City, MO 65102

Dear Meg,

I am pleased to present our application for the 2004 Citizen Corps grant. The grant proposal for Phelps County as developed by the Phelps County Disaster Committee is enclosed, along with a letter of support from the Phelps County Commission, who will serve as the sponsoring government agency.

Please feel free to contact me if you have any questions or wish to discuss the content of our proposal. I look forward to working with you on this effort to improve our ability to serve the people of Phelps County in areas of emergency & disaster response, mitigation, and recovery.

Sincerely,

Joseph A. Council, President
Phelps County Disaster Committee

Phone [day]: (573) 341-4397
Phone [evening]: (573) 341-5186



CITIZEN CORPS 2004 GRANT APPLICATION

**Submitted by the *Phelps County Disaster Committee*
(A Citizen Corps & VOAD in Phelps County, Missouri)**



Program Summary

The Phelps County Disaster Committee (PCDC) was organized in 2002 as a Volunteer Organization Active in Disaster (VOAD), and in 2003 became affiliated as a Citizen Corps, serving all of Phelps County, Missouri. To date, the PCDC has organized community service in response to local flooding, and is in the process of recruiting volunteers for participating agencies, as well as encouraging increased participation by volunteer agencies and governmental entities.

The mission of the PCDC is to improve emergency preparedness, disaster response, and long-term recovery capabilities and planning; and improved coordination and cooperation between volunteer, and government agencies, as well as individual citizens in Phelps county. (For more information about the Phelps County Disaster Committee, please review the presentation attached as Appendix A.)

To better achieve that mission, funding from this grant will be used to establish and strengthen several emergency preparedness and disaster response volunteer programs and organizations in Phelps County. The six programs included in this proposal will be to establish the Phelps County Medical Reserve Corps, establish several Weather Emergency Short-Term Shelters, establish and improve existing Neighborhood Watch programs, expand the National Fire Safety Council (NFSC) training programs, establish a Volunteer Incident Support Team, and support for education, outreach and involvement activities by the Phelps County Disaster Committee.

Program Design and Activities

These programs will be administered by the PCDC. The specific tasks will be implemented by the PCDC member organizations, and those personnel shown as points of contact for each program. The Phelps County Commission will serve as the legal applicant for this grant. The PCDC will present bi-annual grant progress and financial reports to the Phelps County Commission for review and approval, after which those

reports will be submitted to the Missouri State Emergency Management Agency (SEMA) office of Statewide Volunteer Coordination, per the requirements of this grant.

In the event that SEMA allocates less funds than requested in this application, the proposed programs will be reviewed by the PCDC officers, and a proposal will be made to the full PCDC membership for a vote of approval for the elimination or reduction in scope of programs such that the amount of work required will be appropriate for the funding level. Upon PCDC approval, a special grant reorganization report will be provided to the Phelps County Commission for review and approval, and forwarded to SEMA.

Community Emergency Response Team (CERT) training will be offered and encouraged for all volunteers, especially volunteer leadership. All CERT training referenced herein has been funded for Phelps County in 2004, so the training costs shown do not include CERT training costs.

The following pages describe six programs which the PCDC proposes to implement. The total amount of funding being requested is \$41,455.

1) Establish Phelps County Medical Reserve Corps (MRC)

- Relevant Objectives: 1, 2, 3

- Description: The Medical Reserve Corps in Phelps County will consist of health professionals, paraprofessionals, and non-professional volunteers to enhance local and regional mass-care incident response and recovery capabilities. A Locally-based Medical Reserve Corps Unit in Phelps County could assist during large-scale emergencies, such as an influenza epidemic, a chemical spill, or an act of terrorism. Medical Reserve Corps volunteers will work to improve the overall health, well-being, and preparedness of our neighborhoods and communities when not engaged in an incident.

- Activities: The following steps will be required to establish the Phelps County MRC, with the estimated timelines and costs as shown.

A) Startup:

Since every MRC functions differently. The first step in forming a unit is to carefully evaluate our local situation. It is important to secure a broad base of support from others in your community. Identifying and acquiring resources will be essential to meeting your MRC's operational needs.

- o Six months after Coordinator appointed..

B) Appoint a Coordinator to begin organizing an MRC Unit: Operational Components and the Coordinator's Role:

The coordinator's main job is matching community needs for emergency medical response and public health initiatives with local volunteer capabilities. Establishing and sustaining the unit's internal organization also is a priority.

- o Six months to appoint a Coordinator.
- o One year to establish Operational Components.

C) Coordinating With Local Response Partners:

The Phelps County MRC will be utilized to supplement the community's existing emergency medical response capabilities and public health infrastructure. Coordinating with local response partners is critical, as is developing and nurturing a broad network of partners. Drilling with response partners will be necessary, as will close communications during and after an actual crisis or engagement.

- o One year to establish relationships with local response partners to include establishing “memorandums of understanding” and “mutual aid agreements”.
- o Drilling/exercising 2 years (will need to be ongoing ad infinitum).

D) Developing Volunteer Relationships and Capabilities:

Developing volunteer capabilities is a key mandate for every MRC unit. The process begins by getting the word out to the community. As volunteers are screened and matched with existing needs, they must be informed of any risks associated with their MRC activities. They also will require additional training. This activity will continue throughout the program, but will require particular attention during the first year.

- o Costs: 1) Malpractice insurance costs of approximately \$5,000 per year; 2) Training costs of approximately \$5,000 per year; 3) Subsidize licensure requirements for professional members at a cost of \$500 per year.

- o Recruitment costs for advertising, brochures, etc: \$500 total.

E) Establish and Maintain MRC Unit's Organization:

A well-run organization is the foundation for every successful MRC unit. Information must be tracked and updated for volunteers and local partners. Policies must be established and followed. Operating funds will have to be solicited, along with leveraged public and private sector resources. Planning-strategically, financially, and operationally-is an essential, ongoing function of the MRC unit's administrators.

- o Policies will take approximately 12-18 months to establish (Cost will be supplies and printing: \$500).

- o Portable equipment will need to be purchased to use for incident management and to track volunteer database, to be used on site during an incident: laptop computer and printer: \$2,000

- Total Project Cost: \$24,000

- Contact: Jim Bess, Region I Response Planner, SEMA/Phelps-Maries Health Department

2) Weather Emergency Short-Term Shelters (WESTS)

- Relevant Objectives: 3, 4

- Description: Establish short-term shelters to be used in advance of the approach of severe weather phenomena such as tornados, high winds, and flash floods. Several shelters will be distributed throughout Phelps County with a goal that every resident in the County will be within a five-minute travel time using an automobile to the nearest shelter.

- Activities:

- o Identify and enter into cooperative agreements with owners of appropriate building structures at appropriate locations throughout the county. Those building structures must meet minimum tornado hardness

safety, accessibility, and capacity requirements which will be identified during this phase of the project. Those requirements will be based upon National Weather Service guidelines. Where possible, cooperative agreements will be implemented with locations which already are in a shelter agreement with the Phelps-Pulaski chapter of the American Red Cross. This will minimize the necessity for additional stocking of provisions, and minimize the possibility of a need for additional travel to a long-term shelter in the event of major property damage to the homes of shelter occupants. This activity will require one year to complete. Costs associated with this activity will include reimbursements for travel to potential sites for preliminary site review, and travel to sites to carry out site preparation, and provision stocking. The estimated travel cost will include 600 miles of travel (this includes travel expenses for the two-year term of the grant), reimbursable at a rate of 37.5¢ per mile, for a total travel cost of \$225.

o Stock the shelters with basic provisions, recognizing that these will only be used as short-term shelters, with probable occupation times of less than four hours, with no expectation of overnight stays. Items to be stocked will include small amounts of emergency food (such as candy bars and snack foods which do not require preparation nor refrigeration for storage), bottled drinking water, toiletries, and first-aid supplies. The total cost of supplies will be up to \$2,300.

o Publicize the temporary shelter locations through the use of print and broadcast media, and printed documentation to be made available free of charge to the general public. Public safety agencies such as law enforcement, fire & rescue, E-911, and emergency management will be engaged in helping to publicize shelter availability, and will be encouraged to direct persons to those shelters when the need arises. The total cost of publicity and printing will be \$500.

- Total Project Cost: \$3,025

- Contact: Diane Hagni, Phelps County Salvation Army

3) Neighborhood Watch

- Relevant Objectives: 1, 2, 3, 4

- Description: Increase the number of neighborhoods and communities involved in Neighborhood Watch throughout Phelps County and municipalities in the county.

- Activities:

o Advertising campaign: Hold public information meetings, distribute brochures and pamphlets. The total cost for this activity will be \$400.

o Start a schedule of regular meetings for each neighborhood watch area or region of watch areas, and a yearly county-wide convention. These meetings will include discussions of organizational and security needs for neighborhoods, as well as formal presentations by experts on topics such as neighborhood security, emergency preparedness, and hazard mitigation. The total cost for this activity will be \$600 for meeting support costs.

o Set up signs in new Neighborhood Watch areas, and signage repair for existing areas. The total cost for this activity will be \$600.

- Total Project Cost: \$1,600

- Contact: Jason Finch, Community Service Officer, City of Rolla Police Department

4) National Fire Safety Council (NFSC) Program Support

- Relevant Objectives: 2, 4

- Description: The Fire & Rescue departments in the cities of Rolla and St. James have for over ten years had an active youth and general-public safety training program based upon materials available exclusively through the National Fire Safety Council (NFSC), a 501 (c) (3) tax-exempt, non-profit organization. A valuable part of this program involves the distribution of educationally sound fire safety materials to children in school districts, parochial schools, pre-schools and the surrounding area. These materials emphasize that by making children aware, we can prevent tragic fire loss and even death. Funding for the program has been obtained from local businesses, local governments, and other donations. However, due to the limited availability of funds, the training programs have not been as widely disseminated throughout the county as needed. With additional funding through this grant, training materials can be presented to more children throughout the county, as well as expanding training to the adult population. In addition, the program will be expanded to cover more topics relevant to emergency preparedness and disaster response, building upon the base of personal and fire safety training already covered by this program. Program growth will include expanded collaborative efforts between

the city fire departments and the rural volunteer departments throughout the county to assist in delivering this training.

- Activities:

o Training for children in the cities of Rolla and St. James has been delivered to a population of approximately 5,550 school-aged children. There are approximately 7,050 school-aged children in Phelps County, which yields a lack of access to this training by about 1,500 children. The existing programs will be expanded to include those 1,500 children who are primarily located outside of the Rolla and St. James school districts. The cost per child for the training programs as delivered to date is \$1.61, therefore an additional \$2,415 per year will be needed to deliver this basic training to all children in the county.

o An additional expansion of the training programs will be implemented to include coverage of topics relevant to large-scale disasters such as severe-weather, terrorism, and contagious epidemics. These training programs will not only include children, but will be made available to the adult population. An additional \$1,000 per year county wide will be needed for this program expansion.

- Total Project Cost: \$6,830

- Contacts: Ron Smith, Training Officer, City of Rolla Fire & Rescue; Bruce Parton, Chief, City of St. James Fire & Rescue.

5) Volunteer Incident Support Team (VIST)

- Relevant Objectives: 1, 2, 3

- Description: Improve the ability of the Phelps-Pulaski American Red Cross to support emergency and disaster-relief workers during major incidents. This will yield improvements in manpower and supplies to support rest and recuperation stations during intermediate- or long-term incidents for workers such as fire & rescue, law enforcement, and medical personnel.

- Activities:

o Purchase and package support supplies including food and drink carriers and preparation equipment and cleanup kits. The cost associated with this activity will be \$500.

- o Purchase first-aid kits to make available to volunteers. Volunteer workers are often present on-scene prior to emergency medical personnel, thus necessitating the availability of first-aid kits. The cost for this activity will be \$500.

- o Purchase a portable gasoline-powered generator which will be needed when power is not available either due to power outage, or remote location of an incident. If not allocated for an incident support team, the generator will be made available to support a victim shelter, or other needs during an emergency. The cost of the generator plus power cables and supplies will be \$500.

- o Incident support team members will receive training under existing American Red Cross and other programs. Therefore no training costs will be incurred.

- Contact: Edna Bridges, Director, Phelps-Pulaski chapter of the American Red Cross

- Total Project Cost: \$1,500

6) Citizen Corps Support

- Relevant Objectives: 1, 2, 3, 4, 5

- Description: Support activities, regular meetings of the Phelps County Disaster Committee Citizen Corps, and yearly disaster exercise. Outreach efforts to recruit volunteers for the volunteer agencies throughout Phelps County.

- Activities will include both organizational and educational support as detailed below.

A) Organizational

- o Phelps County Disaster Committee regular meeting support is needed. Refreshments are needed for quarterly PCDC meetings. Refreshments and food are needed for special public meetings and seminars hosted by the PCDC. We anticipate four regular PCDC meetings per year, and two public informational or educational seminars per year which will require support. The total cost will be \$800 for the two-year term of the grant.

- o Attendance by PCDC leadership at regional Citizen Corps, VOAD, or other organizational meetings or conference as are deemed relevant to the mission of the PCDC. Expenses will cover travel, meal, and one

overnight motel stay for one person, to attend one meeting or conference per year. The cost for this activity will be \$750 for the two-year term of the grant.

B) Educational

- o Distribute "Disaster Preparedness" brochures from the American Red Cross throughout the county.

The cost for a sufficient number of brochures will be \$200.

- o Implement the "Masters of Disaster" youth training program from the American Red Cross in schools throughout the county. This will require 20 kits for a total cost of \$1,000.

- o Implement the "Facing Fears" curriculum for youth from the American Red Cross in schools throughout the county. This will require 20 kits for a total cost of \$300.

- o Distribute "Together We Prepare" materials throughout the county. A sufficient quantity of materials to cover the county will cost \$750.

- o Mileage costs for a VISTA worker to present and distribute the above-mentioned materials throughout the county will be \$700.

- Contact: Joe Council, President, Phelps County Disaster Committee

- Total Project Cost: \$4,500.

Objectives

The following objectives have been set forth by the PCDC:

1. Encourage volunteerism in Phelps County.

Public-relations efforts will include advertising through various commercial media and at local public events to inform the general population about and encourage participation in volunteer agencies. For individuals who wish to volunteer, but are not affiliated with a specific agency, the PCDC will serve as a volunteer registry and clearing house.

2. Improve competency of volunteers.

Training opportunities will be organized for members of volunteer organizations in necessary areas of expertise. This may include "train the trainer" approaches in which a local volunteer would attend a necessary

training session to become certified as a trainer. That certified trainer would then deliver training at the Phelps County local level.

This may also include seminars in which a paid or unpaid presenter will be sponsored.

3. Encourage and improve working relationships between volunteer and professional organizations.

The PCDC will sponsor attendance at meetings of volunteer and professional organizations which will foster information exchange and working relationships with those organizations. The PCDC will sponsor or assist in the organization of preparedness exercises, and provide the financial and manpower resources necessary for participation by its members and completion of those exercises.

4. Educate general public in personal emergency preparedness and response.

Workshops and seminars to educate the general public in emergency preparedness and response topic will be sponsored, funded, and delivered free of charge to the general public. Other public educational efforts will include advertising through various commercial media, distribution of information pamphlets and other informational materials free of charge, and presentation of informational materials at public events aimed at the general public.

5. Establish these as perpetual programs.

Encourage the establishment of formal and regular implementation of the afore-mentioned objectives in the operational plans of all involved organizations. Where appropriate, propose public and private infrastructural changes which will support the perpetuity of these objectives.

Organizational Capacity and Council Sustainability

For general information concerning organizational capacity, please refer to Appendix A, which details the membership composition of the PCDC. The total number of volunteers represented by the currently-active member volunteer agencies is as shown below. As more organizations become involved and more volunteers are recruited into member agencies through PCDC outreach efforts, the volunteer resource pool will continue to grow.

American Red Cross, Phelps-Pulaski	225
Salvation Army	6
Amateur Radio Emergency Service.....	20
Retired & Senior Volunteer Program (RSVP).....	143
ABLE Commission.....	13
Missouri Ozarks Community Action (MOCA)	0
Rolla Rural Fire Department.....	45
Phelps County Health Department.....	5
Univ. of MO-Rolla Retiree Association	50
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TOTAL VOLUNTEERS REPRESENTED	507

The Phelps County Disaster Committee is in the process of obtaining tax-exempt status in the State of Missouri, and will subsequently obtain 501(c)(3) status with the Federal Internal Revenue Service. During the course of this grant over the next two years, the Phelps County Disaster Committee will apply to the United Way of Phelps County for yearly support funding to cover PCDC administrative, outreach, and educational efforts. In addition, programs which are established by efforts by the PCDC under the auspices of this grant will be encouraged to become independently supported by appropriate outside grants and donations. As grant opportunities become available for the establishment of new programs or enhancement of existing programs, the PCDC will make application or assist other appropriate agencies in making application for those grants. The PCDC will consider the option of soliciting member agencies for yearly dues if it is deemed necessary to achieve adequate support funding.

[Appendix A]

**PHELPS COUNTY DISASTER COMMITTEE
OVERVIEW**

(Presented on 4 March 2004 by Joseph A. Council)

History...

- Formed as an ad-hoc response to Beaver Manor subdivision flooding, April 2002.
- Organized & implemented cleanup effort.
- Follow-up meetings showed need and interest in long-term existence of PCDC.
- SEMA encouraged incorporation as VOAD.
- VOAD affiliation (through SEMA), 2002.
- Citizen Corps affiliation (through DHS & FEMA), 2003 (administered by SEMA).

Mission...

- To improve emergency preparedness, disaster response, long-term recovery, and cooperation between volunteer, and government agencies, as well as individual citizens in Phelps county.
- Clearing house for unattached volunteers.
- Areas of effort include:

Goals...

- Encourage volunteerism in Phelps County.
- Improve competency of volunteers.
- Encourage and improve working relationships between volunteer and professional organizations.
- Educate general public in personal emergency preparedness and response.
- Establish these as perpetual programs.

Membership...

- **Full** - Members of volunteer, not-for-profit 501(c)(3) organizations (e.g., Red Cross, Salvation Army, VFD, ham radio).
- **Affiliate** - Members of other organizations with disaster planning and operations responsibilities (e.g., public-safety, emergency-management, health, other government, public, private organizations or businesses).

Membership (continued)...

- American Red Cross, Phelps-Pulaski
- Salvation Army
- Amateur Radio Emergency Service
- Region I Response Planner
- Retired & Senior Volunteer Program (RSVP)
- ABLE Commission
- Missouri Ozarks Community Action (MOCA)
- Phelps County Emergency Management
- Rolla Rural Fire Department

Membership (continued)...

- Red Cross - Edna Bridges
- Salvation Army - Diane Hagni
- Amateur Radio - Mike Inman
- Region I Response Planner - Jim Bess
- RSVP - Lynne Brennan-Howk
- ABLE Commission - Dan Babcock
- MOCA - Jane Moser
- Phelps County Em. Mgmt. - Bruce Southard
- Rolla Rural Fire Department - Bruce Southard

PCDC Officers...

- President: Joe Council
- Vice President: Lynne Brennan-Howk
- Secretary: Diane Hagni
- Treasurer: Dan Babcock

Grant Opportunity, 2004/2005...

- DHS/Office of Domestic Preparedness, administered by SEMA.
- Citizen Corps program enhancement, with emphasis on collaborative efforts among organizations in the community.
- Application must be sponsored by government entity (e.g., Phelps County Commission). Grant activity implemented by PCDC.
- Received 27 February; due by 26 March 2004.

Grant Data Support...

- We have a questionnaire for you to fill out to help us determine important volunteer needs in Phelps County.
- Information from these questionnaires will help us formulate program proposals in the grant.
- When we draft the grant proposal, I will present it to the Phelps County Commission for comments and approval prior to submission to SEMA.