

# Membership Guide

## Washington County COAD

### Community Organizations Active in Disaster

#### **Mission Statement:**

Washington County Community Organizations Active in Disaster (WC COAD) is a forum where local community organizations come together to collaborate, coordinate, cooperate and communicate with each other as they make plans to respond to human needs before, during and after a disaster.

For the purpose of this document, “community organization” refers to any non-profit, governmental, volunteer, faith-based, public service organization and business that has a pre-identified role in disaster preparedness, response and/or recovery.

#### **Goals:**

- Educate member organizations about what each one does day-to-day, during a small scale disaster that does not require aid outside the County and for larger events that do require state and/or federal assistance.
- Share knowledge and experience with COAD members.
- Work on developing plans to better coordinate collective resources to avoid duplication where possible.
- Work together to identify disaster-caused, unmet needs of County residents.
- Support coordinated training and disaster exercise opportunities.
- Better understand the needs of special populations during and after disasters and work cooperatively to meet those needs.
- Maintain understanding of and coordination with the Washington County emergency management program.
- Coordinate with Oregon Voluntary Organizations Active in Disasters (OrVOAD).
- Network, network and network some more.

#### **Membership:**

The requirements for WC COAD membership are minimal. In addition to meeting the criteria of a “community organization” as described above, member organizations will:

- Have a pre-defined role in disaster preparedness, response and/or recovery.
- Serve residents of Washington County.
- Notify the WC COAD Chair that your organization/agency would like to join and request sign-up information for membership.
- Provide verification from agency head that the organization supports the WC COAD mission and goals and identify approved representative(s) to attend COAD meetings and provide support as appropriate.

- Attend WC COAD meetings as often as possible for continuity of disaster response planning and work on special projects as appropriate and as resources allow.
- Complete a COAD Organization Resource Form annually which is designed to collect and communicate contact names/numbers, service area, population served and services provided. (See Appendix A)

Community organizations that don't have the time and/or interest in registering as a COAD member organization but may have a resource(s) to offer are encouraged to register as a COAD partner organization. To do this, complete Appendix A to inform the WC COAD of this resource(s).

Membership is purely voluntary. No dues are required. Organizations are under no obligation to provide services because of WC COAD membership. Organizations retain their autonomy and will maintain control over their resources unless otherwise stated in specific agreements. To withdraw from WC COAD membership, simply send an email or letter to the WC COAD Chair. Contact information is located on page four of this guide.

#### **Leadership and Support:**

Understanding the many benefits of a productive COAD to County residents, Washington County is prepared to provide facilitation and logistical support. As the WC COAD develops, member representatives may be asked to provide leadership to small groups working on the coordination of specific activities and/or resources, e.g., mass care, volunteers, donations, special populations, clothing/food. Members may also be asked to provide limited logistical support such as taking meeting minutes. WC COAD leadership and support positions include:

#### **WC COAD Chair**

1. Provides coordination and facilitation of COAD meetings.
2. Keeps COAD organizations informed of disaster conditions, training opportunities and meeting dates and locations.

#### **WC COAD Coordinator**

1. Maintain COAD organization resource data.
2. Welcome and support new members.
3. Maintain COAD plans and procedures.
4. Take and distribute meeting minutes.

#### **WC COAD Steering Committee**

*The WC COAD Steering Committee is made up of agency representatives who are interested in supporting the development of a COAD to serve Washington County residents. Committee membership is voluntary versus elected.*

1. Meet 4-6 times annually to provide input towards the development of WC COAD's structure and goals.
2. Identify key organizations and encourage participation.
3. Assist with development of training activities and programs.

### **WC COAD Liaison(s)**

*The WC COAD Liaison(s) are currently Washington County staff that work in the County Disabilities Aging and Veterans Services Department (DAVS). When a disaster creates a significant need for human resources (food, water, shelter) that exceed day-to-day county resources, the WC COAD Liaison(s) may work from the County EOC to liaison with WC COAD agencies to identify and collectively distribute vital human resources.*

1. Following a disaster, identify human resource needs and coordinate support with COAD member organizations.
2. Keep resource providers informed of incident status and resource needs.
3. Work within the county emergency management structure and in concert with the County Emergency Operations Center (EOC) to coordinate the use of WC COAD resources.

### **WC COAD Functional Group Leaders**

1. Chair a small group of WC COAD members focused on planning for a specific activity or management of specific WC COAD resources. Potential WC COAD functional groups include:

- Clothing/Food
- Sheltering and Feeding
- Donated Goods
- Volunteers
- Emotional Support
- Information and Referral
- Communication
- Special Needs
- Transportation
- Spiritual Support

2. Maintain a plan for how a specific resource/function will be identified and distributed in a coordinated fashion. Communicate this plan with WC COAD leadership and general WC COAD membership.
3. Regularly update the COAD Liaison(s) on changes that impact service delivery for their particular resource or function. Changes include new contact names/numbers, resources and service delivery criteria.

## Current WC COAD Leadership and Support

The following people have agreed to provide leadership and/or support to the newly formed WC COAD. The WC COAD Chair will ask member organizations to provide support as needs are identified.

### **WC COAD Chair:**

Sue Patterson, Washington County Emergency Management

### **WC COAD Coordinator:**

Sue Patterson, Washington County Emergency Management

### **WC COAD Steering Committee:**

Sue Patterson, Washington County Emergency Management

Sia Lindstrom, Washington County Administrative Office

Jimi Smith, Community Action/ 2-1-1 Info

Annette Evans, Washington County Housing Services

Tom Johnson, Latter-day Saints, Hillsboro Stake

Denise Millhollen, State Department of Human Services

Kate Fagerholm, American Red Cross

Janet Long, Washington County Disabilities, Aging & Veteran's Services

Rebecca Tabra, Washington County Disabilities, Aging & Veteran's Services

### **WC COAD Liaisons:**

Janet Long, Washington County Disabilities, Aging & Veteran's Services

Rebecca Tabra, Washington County Disabilities, Aging & Veteran's Services

### **WC COAD Functional Group Leaders:**

TBA

### Washington County COAD Contact Information:

#### **Sue Patterson, WC COAD Chair/Coordinator**

20665 SW Blanton Street

Aloha, Oregon 97007

(503) 259-1178 – office

(503) 877-2144 – cell

[Sue.patterson@tvfr.com](mailto:Sue.patterson@tvfr.com)

## WC COAD Organization Resource Form

### Appendix A

The purpose of this resource form is to assist in the coordination of emergency response and recovery efforts of WC COAD member organizations. This coordination may occur between two or more WC COAD member organizations or be managed from the Washington County Emergency Operations Center (EOC). Effective coordination has been shown to maximize the efficiency of participating organizations, prevent duplication of services and speed recovery.

ALL INFORMATION IS REQUIRED and, in the spirit of working together to meet human needs before, during and after a disaster, WILL BE DISTRIBUTED TO ALL WC COAD MEMBER ORGANIZATIONS, unless specified as “limited distribution” in the form.

Date:		
DISTRIBUTION – Check one		
	Open Distribution	Made available to all WC COAD Member Organizations, including emergency managers in Washington County.
	Limited Distribution	Only made available to County staff and WC COAD Liaisons working during an emergency response to meet critical human needs.
LEVEL OF INVOLVEMENT – Check one, after reading the WC COAD Membership Guide for definitions of these two involvement categories.		
	WC COAD Member Organization	
	WC COAD Partner	
ORGANIZATION CONTACT INFORMATION		
Name of Organization:		
Mailing Address:		
City:		State: Zip:
Physical Address:		
City:		State: Zip:
Office Phone:		Fax:
Email:		Website:
Points of Contact (24-hour contact number if applicable)		
PRIMARY		SECONDARY
Name:		Name:
Office Phone:		Office Phone:
Cell:		Cell:
Pager/Txt Msg:		Pager/Txt Msg:
Email:		Email:
Other:		Other:
DESCRIPTION OF ORGANIZATION’S DISASTER RELATED SERVICES		

Organization's Service Area:

Population(s) Served:

Check the services your organization can provide during and/or after a disaster. A check does not obligate you; it only gives an indication that you may be able to help. Also, check the columns indicating if the services are available on a day-to-day basis for individuals and families and/or only following a significant emergency that involves activation of the County's Emergency Operations Center (EOC). In this scenario, your organization would be contacted by the EOC COAD Liaison, who works in the EOC to coordinate the distribution of collective WC COAD resources.

√	SERVICES PROVIDED	DAY-TO-DAY	EOC ACTIVATION
	Food		
	Clothing		
	Animal Services		
	Shelters/Shelter Feeding		
	Donations Management		
	Emotional Support		
	Spiritual Support		
	Information and Referral		
	Transportation		
	Mass Feeding – Fixed Site		
	Mass Feeding – Mobile		
	Affiliated Volunteers		
	Management of Emergent Volunteers		
	Skilled Labor for Rebuilding		
	Temporary Storage Facility(s)		
	Financial Assistance		
	Other:		
	Other:		

Use this space to clarify or provide additional information about the services you have checked above.

Please identify who to contact in your organization for appropriate client referral procedures.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Other: \_\_\_\_\_

**REQUIRED SIGNATURE TO AUTHORIZE INVOLVEMENT**

I consent to having our organization contacted (in accordance with the "Distribution" category selected on page one) and asked to provide assistance as identified on this form, to support the coordination and distribution of critical resources to people impacted by emergencies. I support the goals of the Washington County Community Organization Active in Disaster (WC COAD) and agree to assist as our resources allow. I authorize the following individual(s) to represent our organization at WC COAD meetings, trainings and planning activities:

Primary Representative: \_\_\_\_\_

Secondary Representative: \_\_\_\_\_

\_\_\_\_\_  
Signature of Agency Head/Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Thank you for completing this form. Please send it to the WC COAD Coordinator:

Mail

Sue Patterson, WC COAD Coordinator  
Washington County Emergency Management Coordinator  
20665 SW Blanton Street  
Aloha, OR 97007

Email (with scanned signature page)

[Sue.patterson@tvfr.com](mailto:Sue.patterson@tvfr.com)