



Disaster & Resiliency Planning for Your Community & Projects

Florida Alliance for Community Solutions
September 30, 2024



Mission:

Florida Nonprofit Alliance is the state's collective voice, respected advocate, effective connector, and powerful mobilizer for the nonprofit sector.

Website:

www.flnonprofits.org

FNA Resources

- ▶ **Membership**
- ▶ **Research**
- ▶ **General Advocacy**
- ▶ **Tools**
 - ▶ Voter Engagement Guide
 - ▶ Get Ready for a Disaster Toolkit
- ▶ **Trainings**
 - ▶ **Advocacy 101**
Tuesday, October 22, 2-3:30PM ET
 - ▶ **Nonprofit Advocacy in 2025: What the Elections Tell Us**
Thursday, November 14, 10AM-1PM ET
Winter Park, FL
 - ▶ Check flnonprofits.org, then News - Community Calendar for future events



Voice of the Sector

tings!

pe you are all healthy and safe. Florida has been in phase 1 of re-opening since April 4th. Many nonprofits never closed their doors during quarantine but are now exploring what re-engagement looks like for their clients and their staff.

FLA, in partnership with the Oklahoma Center for Nonprofits, has created an [engagement guide](#) to help you make the best decision for your agency and team. We hope this tool is a useful guide for you.

Our team has been hard at work gearing up for our economic impact report and keeping you updated on the latest from Tallahassee and Washington D.C. Remember to visit our COVID-19 [resources](#) page to keep up with the latest.

In addition, we have a full calendar of events scheduled over the next month! Check out the full list [here](#).

If there is anything else that you feel would help, please do not hesitate to reach out. Thank you for all you do for Florida nonprofits.

Sincerely,
Sabeen Perwaiz

HEROES ACT

Speaker Pelosi has released the [Health and Economic Recovery Omnibus Emergency Solutions Act](#) (HEROES Act). See also this [one-pager](#) and this [FAQ](#).

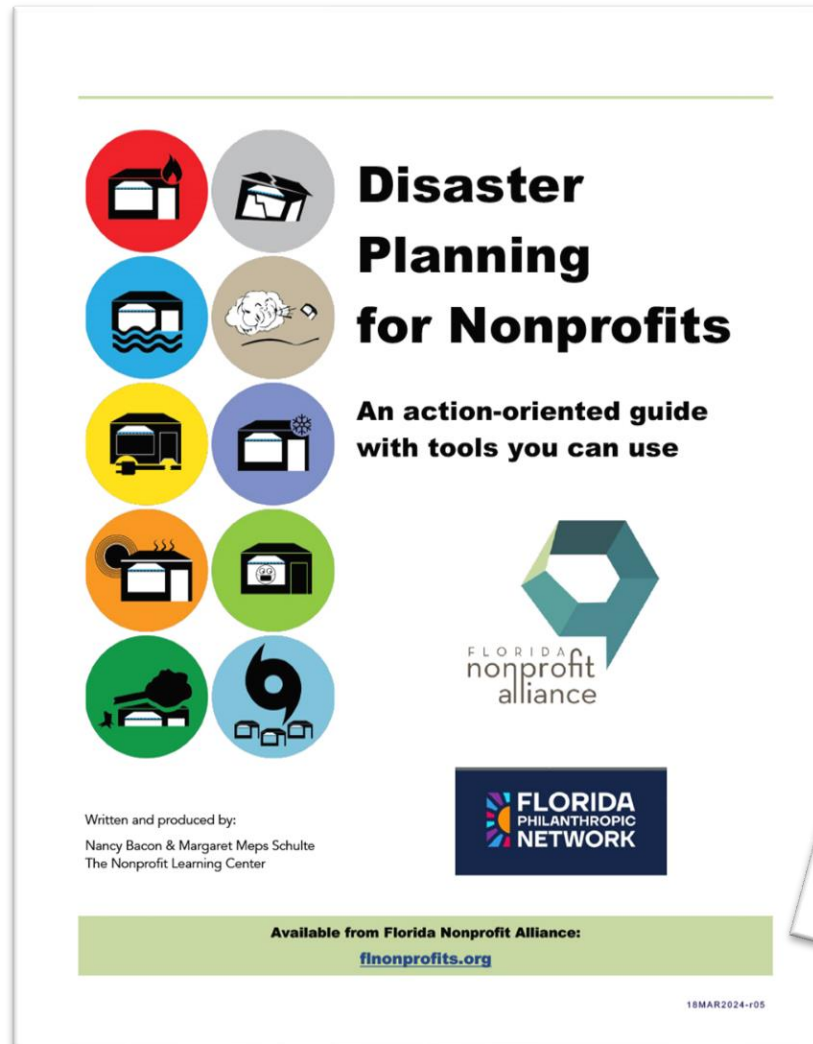
Newsletters

- ▶ [Sample newsletter](#)
- ▶ Sign up at <https://flnonprofits.org/>

Disaster Recovery

- ▶ Nonprofits will both feel affects and be in the position to help individuals affected
- ▶ Hurricane Ian (2022)
 - ▶ Affected 25% of nonprofits in the state
 - ▶ Reduced ability to conduct operations due to staff unavailability
 - ▶ Building damage due to winds
 - ▶ Reduced ability to conduct programming due to limited infrastructure
 - ▶ Nonprofits still mentioning hurricane effects in 2023 survey

Disaster Planning for Nonprofits Guide & Tools



Continuity of Operations by Disaster

Disaster Planning for Nonprofits

DISASTER:	Regular Operations Program (optional):	(Moderate, Severe, etc.):	Level of Severity	
			Initial Response Timeframe:	Recovery Response Timeframe:
Inputs Resources needed for your regular activities				
People Staff + volunteers				
Clients The people you serve				
Partners Other organizations involved in your work				
Location Where you conduct your activities				
Outputs Products of your activities				

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FLORIDA NONPROFIT ALLIANCE | [fnonprofits.org](https://www.fnonprofits.org)

<https://www.fnonprofits.org/disaster-resources>

Our goal

Plan Your Plan

A good plan takes a plan.

The Executive Director has the responsibility to ensure a Disaster Plan is created. If your organization has no Executive Director, then someone on the board should assume the management role in order to move the planning forward.

	Document	Gather	Problem-Solve
Who leads			
Team members			
Start date			
Check in date			
Complete date			
Potential partners to connect with			
Notes			

ANNUALLY

We will update the plan annually in the month of _____.

QUARTERLY

- Discuss the plan during staff and volunteer meetings. Schedule them now!
- Provide a training opportunity to staff and volunteers.

Date	Action	Next Steps

TIPS

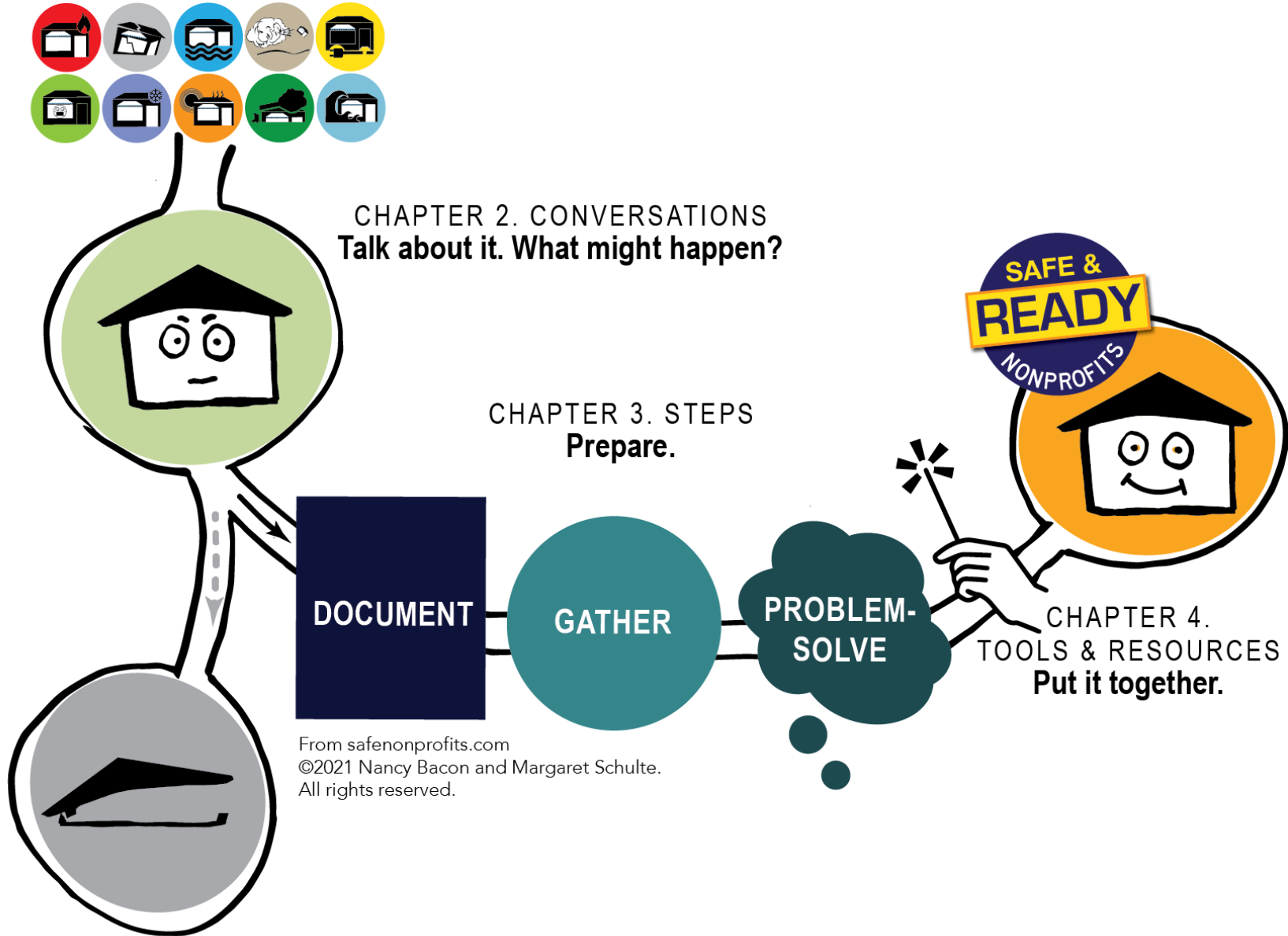
- Integrate disaster planning into your ongoing administrative functions, like meeting agendas and work planning.
- Incentivize progress. Celebrate small wins along the way.

Disaster definition

**A disaster is a devastating event,
especially one occurring suddenly
and causing great loss of life,
damage, or hardship.**

CHAPTER 1. INTRODUCTION

Start here.

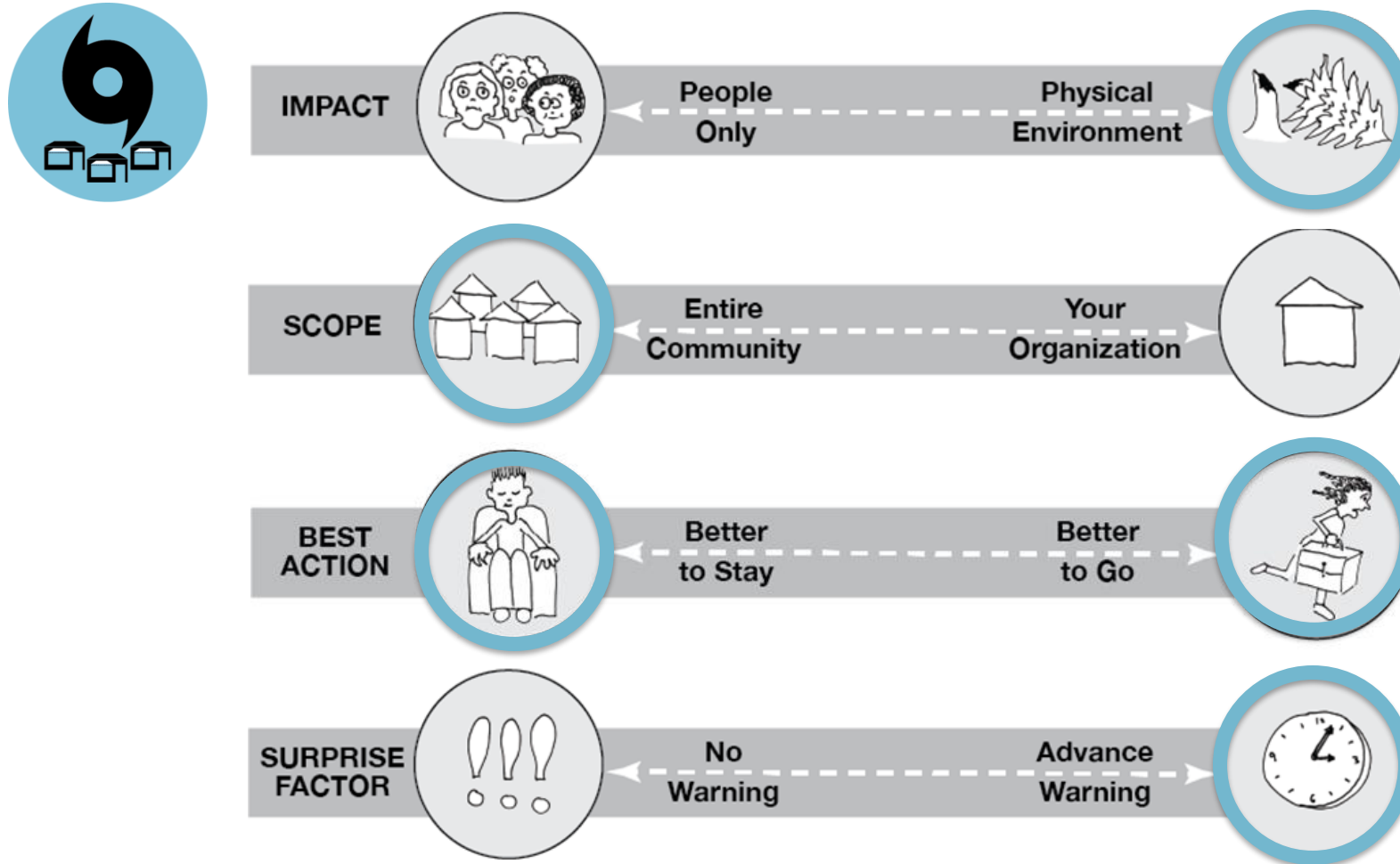


What **BARRIERS** hold your
organization back from
disaster planning?



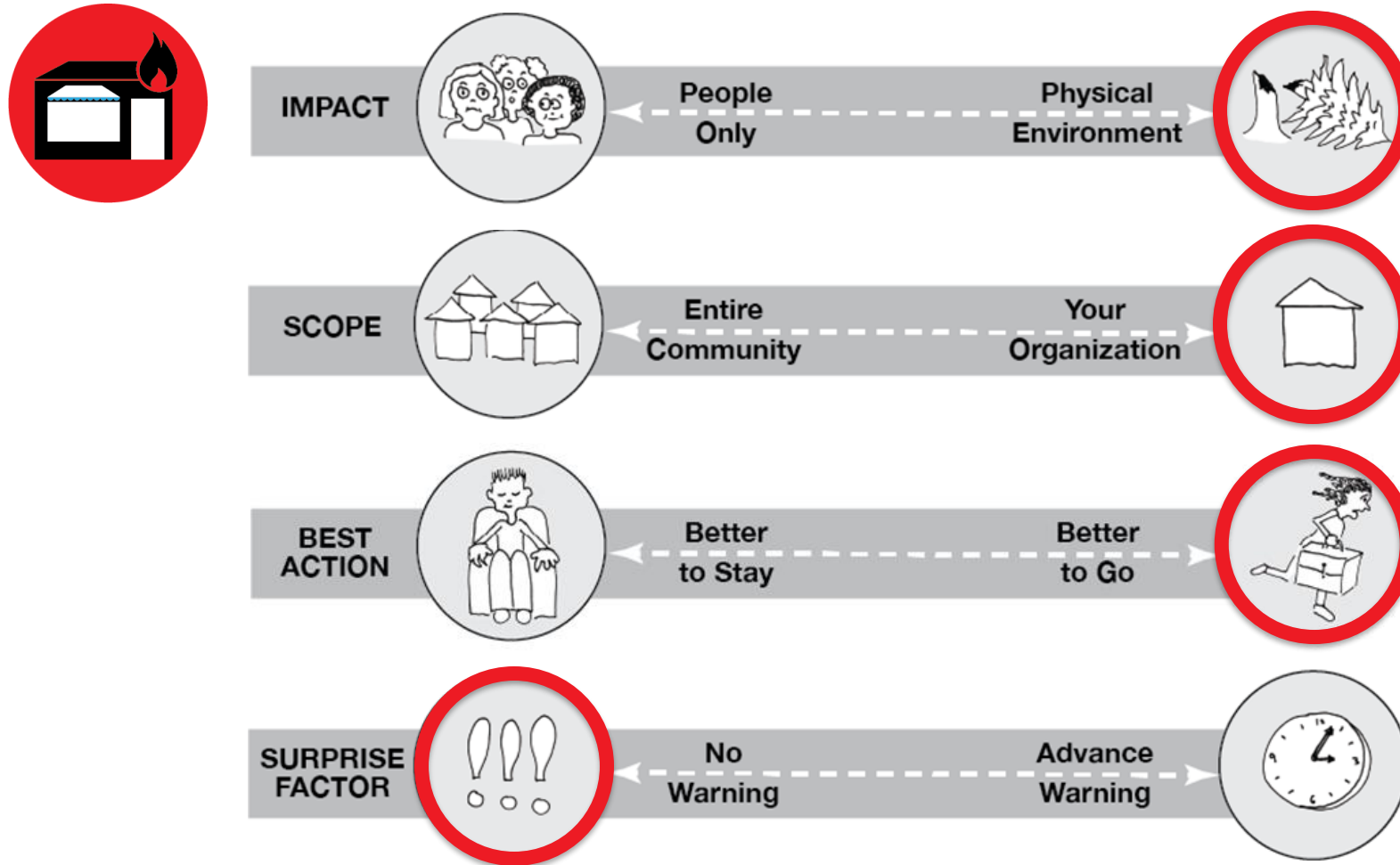
Disaster types

Hurricane



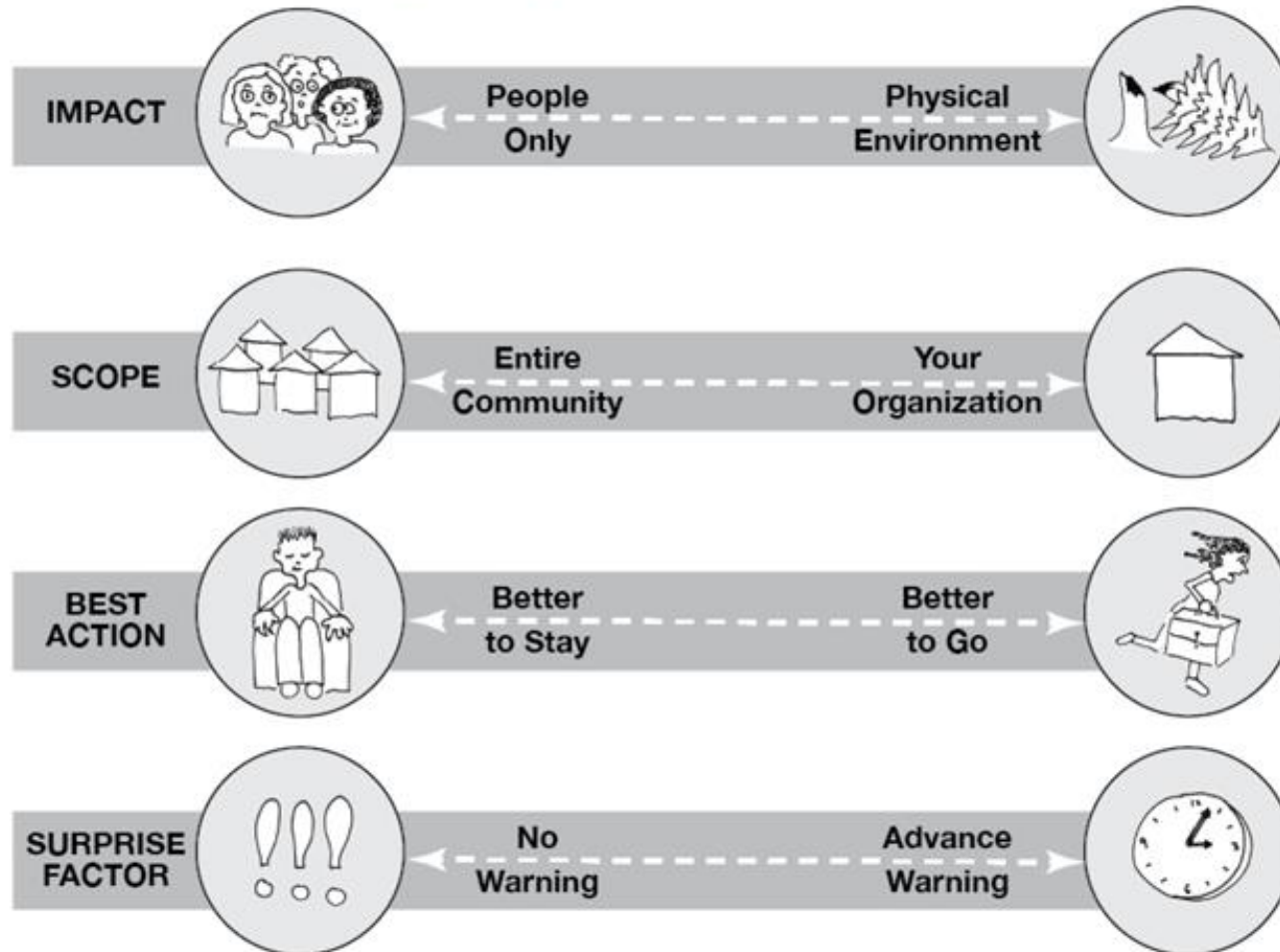
Disaster types

Fire



Your Emergencies

Emergency Comparison Tool



Disaster planning

“Continuity of Operations Plan (COOP)”



DOCUMENT

Up-to-date information about your organization

CONTACT INFO

- ☐ Employees
- ☐ Board and Volunteers
- ☐ Business Services
- ☐ Insurance
- ☐ Business Contacts

RESOURCES

Technology

Equipment

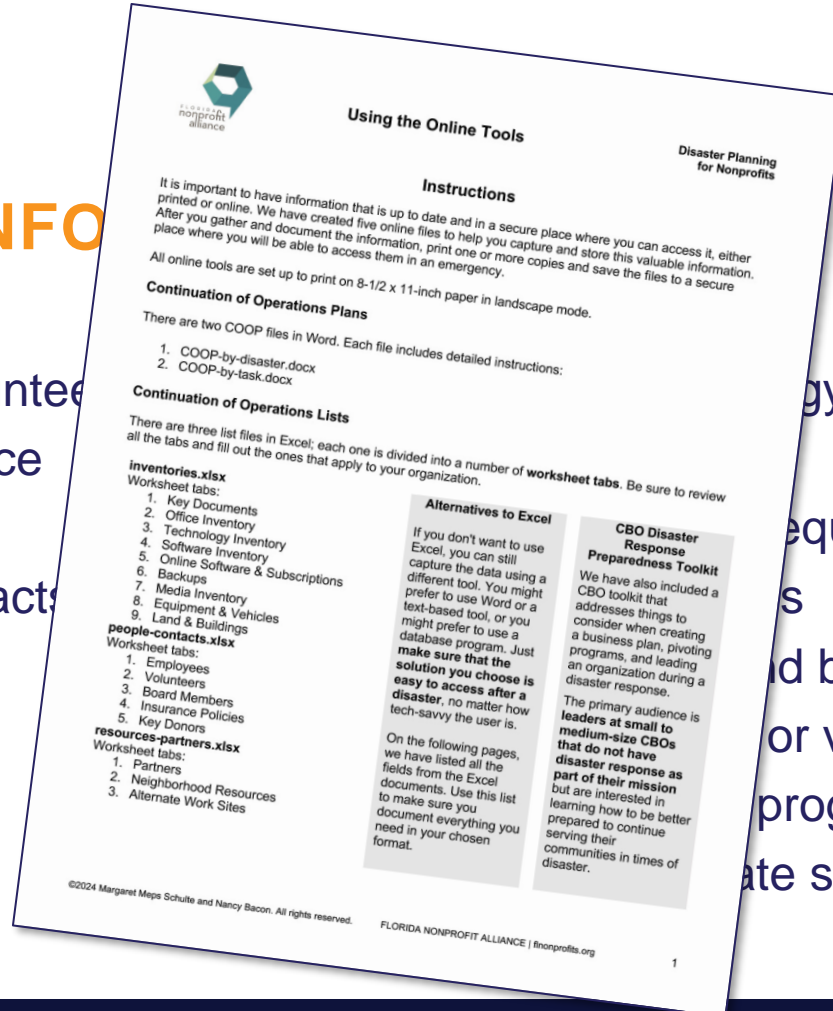
Structures

Land and buildings

Photographs or video inventory

Programs

Website and social media sites





Let's plan

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GATHER

Gather key documents

ORGANIZATIONAL DOCUMENTS

- ☐ Articles of Incorporation
- ☐ Bylaws
- ☐ Budget
- ☐ IRS Determination Letter
- ☐ Most Recent Form 990
- ☐ Most Recent Audit
- ☐ Certification Binder

ADMINISTRATIVE DOCUMENTS

- ☐ Insurance Policies
- ☐ Memoranda of Understanding
- ☐ Grants and Contracts
- ☐ Leases and/or Deeds
- ☐ Personnel Policies
- ☐ Human Resource paperwork
- ☐ Any policies and procedures

FINANCIAL DOCUMENTS

- ☐ Current Financial Statements (Balance Sheet & Profit/Loss)
- ☐ Chart of Accounts
- ☐ Bank Account Information
- ☐ Investment Information
- ☐ General Ledger
- ☐ 1099 Vendor Report

GATHER



“Go Kit”

GATHER

A picture* is worth a thousand words...



*Or a video...

GATHER

Data back-ups



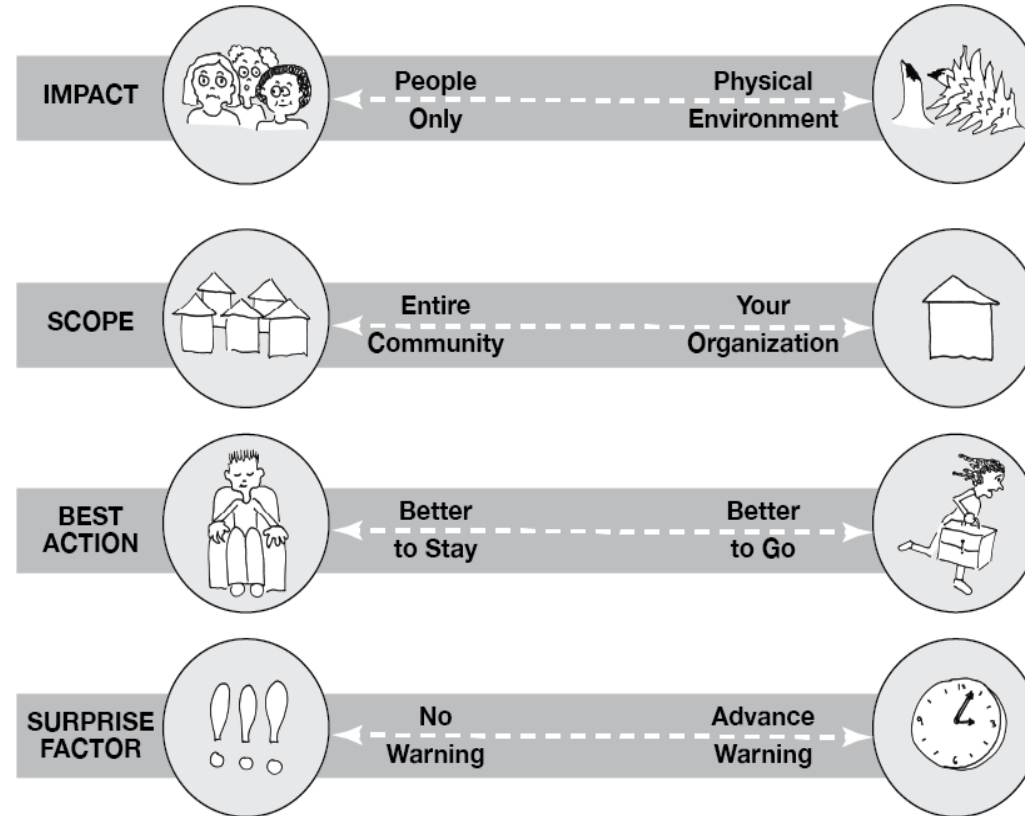
Electronic Documents:

- Cloud-based file storage (Google Drive, Dropbox, Microsoft OneDrive)
- External Hard Drives
- Remote Servers



Problem Solve: Think now so you can act later

By disaster



By task





Continuity of Operations Plan by Disaster

Current state



Assumptions

What could happen



Stabilization

Immediate
response

Recovery
response





Food bank example

Current situation

Over 21 volunteers work each day (4-hour shift):

4 volunteers prepare meal bags for 200 families in 3 hours

7 volunteers assist during distribution of meal bags

5 volunteers assist with food bank setup and stocking

2 volunteers assist with food sorting

3 volunteers assist with office duties and client intake

Disaster assumptions

50% of staff lives in remote parts of county

50% of staff lives in walking distance of food bank

Expect 40% of staff to be out due to illness, childcare, family needs

Minimum staffing (6-hour shift):

4 volunteers to prepare **meal bags** for 400 families

2 volunteers for food sorting and client intake

1 staff to supervise

Issues to prepare for

Shelf-stable foods would need to be purchased

Inventory of key items (peanut butter, fruit) is always low

Bags would need to be modified as inventory changes

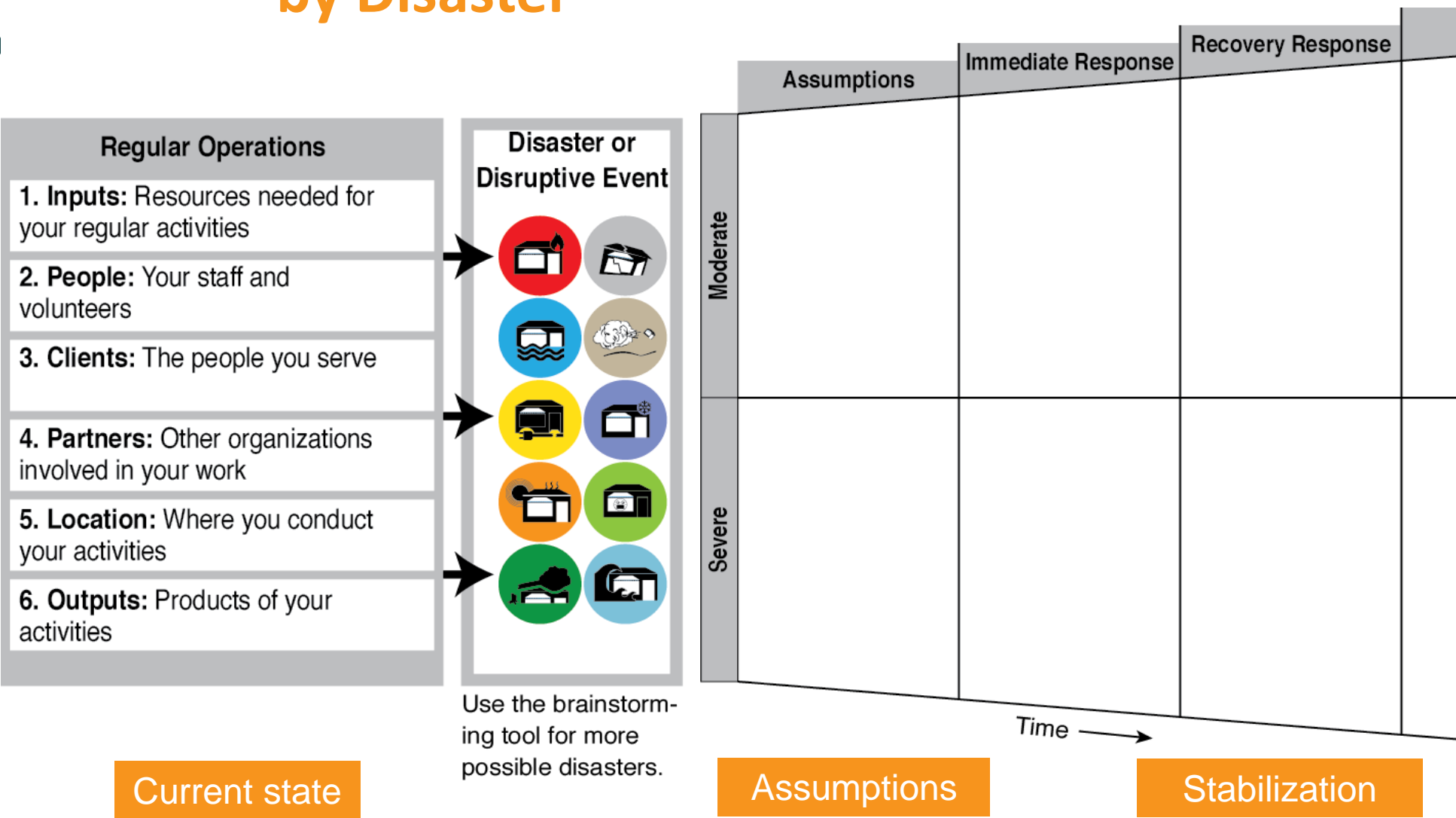
Increased demand for no-cook food bags

Size and scope of disaster will influence demand



Continuity of Operations Plan

by Disaster



Your Turn

Goal: For you to practice using the **COOP by Disaster** planning tool to get ready for a disaster.

Let's prepare for a hurricane:

1. Describe your regular operations.
2. Define a few assumptions that you could make in the case of a hurricane with moderate damage.
3. Name one issue that you should prepare for as a result of that.



Continuity of Operations Plan by **Task**

**You stop all internal operations.
How long can you wait?**

Payroll

Bill paying

Communication to clients

Food/supply ordering



Priority 1: 24 hours (critical)

Priority 2: 5 business days (essential)

Priority 2: 30 calendar days (important)



Disaster Planning for Nonprofits

Maximum Acceptable Downtime (MAD)

Priority 1:

Priority 2:

Priority 3:

Financ

 k up.[illegible]

CHAPTER 1. INTRODUCTION

Start here.



CHAPTER 2. CONVERSATIONS
Talk about it. What might happen?

CHAPTER 3. STEPS
Prepare.

DOCUMENT

GATHER

PROBLEM-
SOLVE

SAFE &
READY
NONPROFITS

CHAPTER 4.
TOOLS & RESOURCES
Put it together.

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What success sounds like

Board member

How can we support the staff to implement the plan?

Staff Champion

I'll lead. I'll let you know what help I need and by when.

Partner

How can we work together to serve our community?

Client

I know what's going to happen if a disaster occurs.



What a disaster-ready culture looks and feels like:



Artifacts

(Stuff)

Go Kit
Back-ups
Communication tools
Partner MOUs



Behavior

(What you see and hear)

Conversations
Casual comments
Meeting participation
Cross-organization
relations

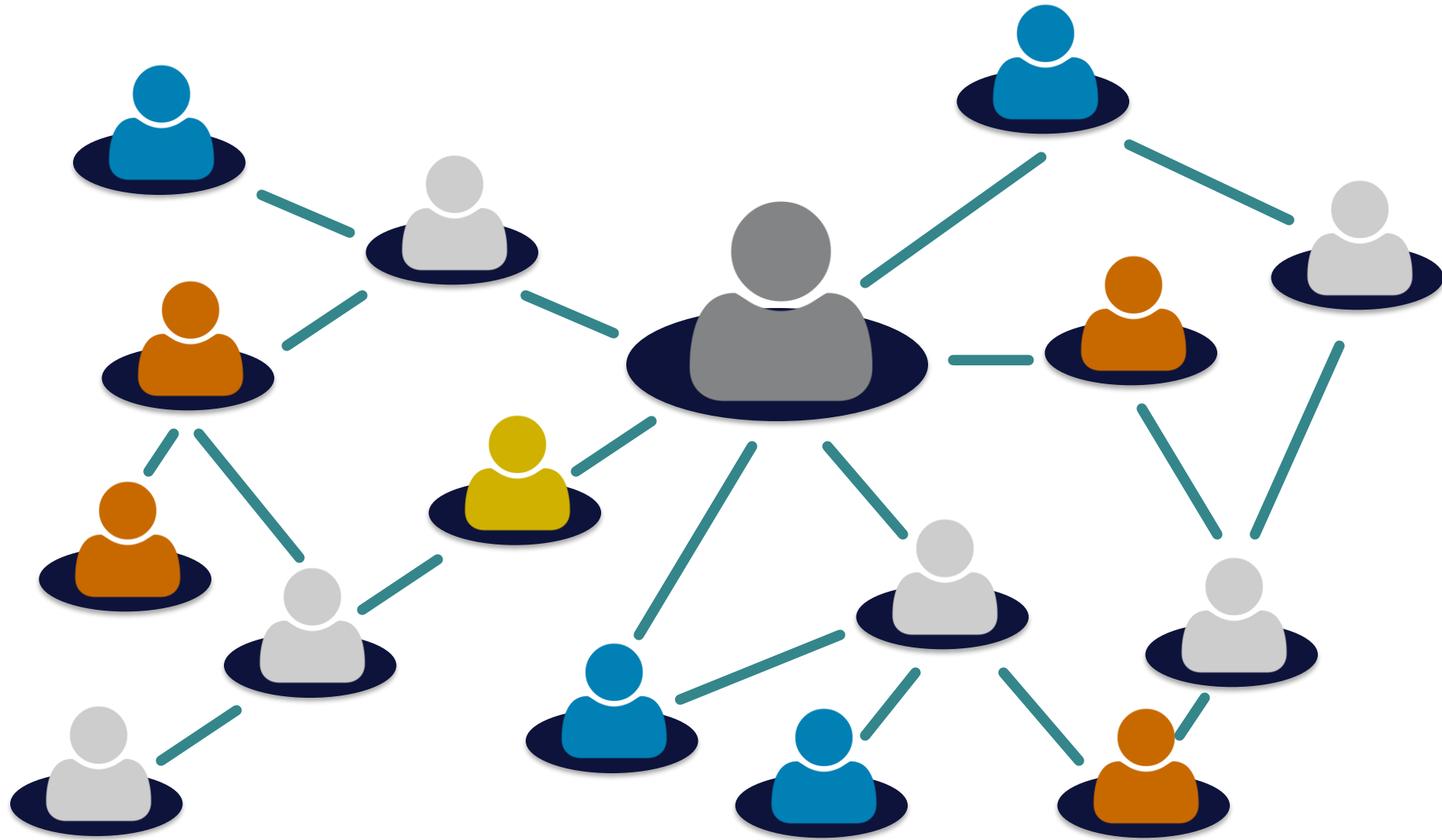


Values

(Beneath the surface)

Values placed on safety
Assumptions
Attitudes
Unspoken rules
Beliefs
Habits

TIP 1: Engage your community



TIP 2: Create structure



I am going to do x, y, and z.

People

- ☐ Champion
- ☐ Point person
- ☐ Committee
- ☐ Partner organization
- ☐ Culture

Tools & process

- ☐ Agendas
- ☐ Chunk work
- ☐ Checklist
- ☐ Automate technology
- ☐ Hire out
- ☐ Calendar entries for when to refresh info



YOUR TIPS

What has worked for you?

Tools

CHAPTER 4: TOOLS & RESOURCES

In the following section, we've assembled a set of useful tools and checklists to help you prepare. It's important to recognize that these checklists are not the plan; they are tools that you will use to create a plan that is specific to your situation.

Online Templates: disaster-planning-tools.zip



We've developed the following tools in Microsoft Word and Excel, making it easy to enter your information and save your plan.

Filename	What Is Included
@instructions for using the online tools.pdf	<ol style="list-style-type: none">1. Overview and instructions for the online tools2. Comprehensive list of all the fields from the Excel spreadsheets
inventories.xlsx	Inventory Templates <ol style="list-style-type: none">1. Key Documents2. Office Inventory3. Technology Inventory4. Software Inventory5. Online Software & Subscriptions6. Backups7. Media Inventory8. Equipment & Vehicles9. Land & Buildings
people-contacts.xlsx	Contact Information Templates <ol style="list-style-type: none">1. Employees2. Volunteers3. Board Members4. Insurance Policies5. Key Donors
resources-partners.xlsx	Template for Lists of Resources and Partners <ol style="list-style-type: none">1. Partners2. Neighborhood Resources3. Alternate Work Sites
coop-by-disaster.docx	Continuation of Operations Plan by Disaster Template
coop-by-task.docx	Continuation of Operations Plan by Task Template
FNA-CBO-toolkit.pdf	Bonus: FNA Community Based Organization Disaster Response Preparedness Toolkit (see p. 33)

Tools

Disaster Brainstorming List

Insurance Checklist

Client Planning Questions

Team Action Checklist

Communications Checklist

Incident Command System

Building Checklist

Volunteer Planning Questions

Evacuation Checklist and Kit

Technology Checklist

Post-Warning Checklist

CBO Toolkit

Tools

Nonprofit Disaster Plan Progress Checklist

Congratulations! You have accomplished important disaster planning for your organization. Let's track your progress.

	Good <i>You have begun the work to gather this information.</i>	Great! <i>You have completed gathering this information.</i>	Does not apply
Contact information			
Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Board members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory			
Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Land and buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Online programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate service sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final step	Contact and inventory information is printed out and placed in a safe place. <input type="checkbox"/>	Contact and inventory information is printed out and placed in two safe places. <input type="checkbox"/>	
Organizational documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final step	These are printed out and placed in a safe place. <input type="checkbox"/>	These are printed out and placed in two safe places. <input type="checkbox"/>	
Continuity of Operations Plan by Disaster	We have talked through scenarios for a typical disaster. <input type="checkbox"/>	We have documented plans for at least one typical disaster. <input type="checkbox"/>	
Continuity of Operations Plan by Task	We have talked through key tasks and what we intend to do. <input type="checkbox"/>	We have documented plans for how we will manage key tasks in the case of a disaster. <input type="checkbox"/>	

DOCUMENT

GATHER

PROBLEM-SOLVE

What are your next steps?



Questions?



Thank you!

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