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SUPPORT ANNEXES: INTRODUCTION

The Support Annexes describe how State departments and agencies, along with tribal and local entities, the private sector, volunteer organizations, and nongovernmental organizations (NGOs) coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management. During an incident, numerous procedures and administrative functions are required to support incident management.

The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several Emergency Support Functions (ESFs).

The following section includes a series of annexes describing the roles and responsibilities of State departments and agencies, NGOs, and the private sector for those common activities that support the majority of incidents. The annexes address the following areas:

- Financial Management
- Logistics Management
- Private Sector Coordination
- Tribal Relations
- Volunteer Support
- Donations Support
- Worker Safety and Health

Support Annex Roles and Responsibilities

The overarching nature of functions described in these annexes frequently involved either the support to, or the cooperation of, all departments and agencies involved in incident management efforts to ensure seamless integration of and transitions between preparedness, response, and recovery activities.

Each annex is managed by one or more coordinating agencies and is supported by various support agencies. The responsibilities of coordinating and support agencies are identified below.

Coordinating Agency

State agencies designated as coordinating agencies are responsible for implementation of processes detailed in the annexes. Coordinating agencies support the incident management mission by providing the leadership, expertise, and authorities to implement critical and specific aspects of the response.

The coordinating agency is responsible for:

- Orchestrating a coordinated delivery of those functions and procedures identified in the annex;
- Providing staff for operations functions at fixed and field facilities;
- Managing tasks with support agencies, as well as other appropriate agencies;
- Working with appropriate private-sector organizations to maximize use of available resources;
- Supporting and keeping ESFs and other organizational elements informed of annex activities;
- Planning for short-term and long-term support to incident management and recovery operations;
- Conducting preparedness activities such as training and exercises to maintain personnel who can provide appropriate support.

Support Agencies:

Support agencies are those entities that have specific expertise and capabilities to assist the coordinating agency in executing incident-related tasks or processes. When the procedures within a Support Annex are needed to support elements of an incident the coordinating agency will notify support agencies or the circumstances.

Support agencies are responsible for:

- Conducting operations, when requested, using their own authorities, subject-matter experts, capabilities, or resources;

- Participating in planning for short- and long-term incident management and recovery operations, and the development of supporting operational plans, standard operating procedures, checklists, or other job aids, in concert with existing first-responder standards;
- Furnishing available personnel, equipment, or other resource support as requested by the Incident Annex Coordinator;
- Participating in training and exercises aimed at continuous improvement of prevention, response, and recovery capabilities.

Financial Management Annex

Coordinating Agency: MEMA

Status: Under development

Logistics Management Annex

Coordinating Agency: MEMA

Status: Working Draft

Private Sector Coordination Annex

Coordinating Agency: MEMA

Status: Under development

Tribal Relations Annex

Coordinating Agency: MEMA

Status: Working Draft

VOLUNTEER SUPPORT ANNEX

Coordinating Agency:

MS Commission for Volunteer Service (MCVS)

Primary Agencies:

MS Emergency Management Agency (MEMA)

Support Agencies:

MS Department of Finance & Administration
MS Information Technology Services

Non-Governmental Organizations:

MS Voluntary Organizations Active in Disasters (MSVOAD)
Aidmatrix Foundation
American Red Cross
Salvation Army

Federal Coordinating Agency:

Dept. of Homeland Security/ Federal
Emergency Management Agency (FEMA)

Federal Cooperating Agencies:

Department of Agriculture
Department of Health & Human Services
Department of Homeland Security
Department of State
Department of Transportation
Corporation for National and Community
Services
General Services Administration (GSA)
US Agency for International Development
USA Freedom Corps
National Voluntary Organizations Active in
Disaster

INTRODUCTION

The Volunteer Support Annex describes the coordinating process used to ensure the most efficient and effective utilization of volunteers during disasters.

The purpose of this Volunteer Annex is to provide guidance for the coordination of information and activities of voluntary organizations with regard to the effective utilization of volunteers when responding in times of disaster.

SCOPE OF OPERATIONS

General

- This annex provides guidance on the state's role in volunteer management. This guidance applies to all agencies with direct and indirect volunteer responsibilities under the Mississippi Comprehensive Emergency Management Plan.
- The management and utilization of volunteers uses the Incident Command System concepts to manage its emergency/disaster responsibilities. The primary function of MCVS is to coordinate the utilization of volunteers, both unaffiliated and affiliated, to meet the assessed needs of the impacted area. MCVS will not be activated in all disasters, but only in response to a verifiable need within the impacted area.
- During an emergency or disaster, if requested, representatives of MCVS will respond directly to the Human Services Branch Director who reports to the Operations Section Chief.
- Standard Operating Guides will be established by MCVS and the Volunteer and Donations Coordination Team and reviewed annually for each function involved in this annex.
- The Corporation for National & Community Service may provide national service resources and staff to the state as deemed appropriate by MCVS.

Organization

- MCVS is the coordinating organization for the state volunteer activities. Support agencies and volunteer groups and individuals with local, state and national affiliation are the source for securing and managing services and volunteers in an effective manner. Both public and private sectors play a major role in supporting MCVS.
- MEMA is the primary organization for this annex and as such will support volunteer management operations. This includes providing access to and technical support for the Aidmatrix volunteer management system or other volunteer registration system,

participation in MSVOAD meetings and assisting MCVS in the management of volunteers before, during and following disasters.

- All state, private agencies and organizations should expect to utilize their own resources unless reimbursement is authorized in a mission assignment issued by MEMA.

Policy

- MCVS, in conjunction with local and tribal governments and the MSVOAD, has primary responsibility for unaffiliated volunteer services.
- Mississippi recognizes and supports those voluntary organizations that have registered with and have been credentialed by the MSVOAD in concordance with the MCVS guidelines.
- Mississippi recognizes that voluntary organizations play a vital role in managing unaffiliated volunteers, and, as such, assigns State Emergency Operations Center (SEOC) missions related to unaffiliated volunteers to those agencies through the MSVOAD, as appropriate.
- The state requires individuals interested in volunteering personal disaster services to register with MCVS via a volunteer registration system, the Volunteer Hotline, with a state-recognized Volunteer Reception Center or with an affiliate of the MSVOAD.
- All activities, functions, and services are provided in accordance with existing federal and state statutes, rules, and regulations.
- Full use of existing nongovernmental organizational volunteer resources is encouraged before seeking assistance of the federal or state governments.

Notification

- MEMA will notify the Executive Director of MCVS of a potential or actual event requiring a response by volunteers, if appropriate. MCVS will coordinate notifications with MSVOAD.
- All support agency contact persons will be instructed to notify their networks throughout the state to ensure all available resources are on standby.
- Other potential sources of volunteers will be notified and asked to remain on standby.

Concepts of Operations

- Volunteer management operations may include operation of a Volunteer Call Center functioning on the state level coordinated by MCVS with an approved mission assignment by MEMA.

- MEMA External Affairs, through the state Joint Information Center, will manage coordinated media relations.
- MCVS will provide liaisons to other emergency support functions and a facilities management plan to include Volunteer Reception Centers.
- Requests for support under this annex from federal, state, local, and tribal authorities are coordinated through the SEOC or at the Joint Field Office.

Operational Objectives

- Preparedness Objectives
 - MCVS will maintain and distribute to MEMA as necessary a roster of volunteer organization contacts and support personnel.
 - Primary and support agencies will participate in disaster operations training.
 - Conduct an annual review and update of the Volunteer Support Annex.
- Response Objectives
 - Coordinate volunteer requests and assignments through MEMA Operations via the Mission Assignment Coordinator.
 - Register unaffiliated volunteers and assign them to recognized volunteer organizations.
 - Communicate with other Emergency Support Functions regarding available volunteer resources.
 - Maintain a daily log of activities and action plans, including the scheduling of staff and submission of information for the Situation Report to ESF 6.
 - Coordinate field activities related to services including the state Volunteer Call Center, Volunteer Reception Centers and volunteer organizations.
 - MCVS will provide to appropriate information to ESF 15 for public distribution through the JIC.
- Recovery Objectives
 - The Volunteer Reception Centers may be tasked with providing registration and coordination of volunteers in the impacted area. Alternatively, MCVS may be tasked with helping a local community establish a locally operated Volunteer Reception Center to perform this function.
 - MEMA staff and/or other support agency representatives may participate in initial unmet needs coalition meetings in the impacted area.

Direction and Control

- Volunteer management activities will be coordinated from the SEOC during activation. MCVS will respond to message requests approved by the Human Services Branch Director and coordinate with the MSVOAD representative in the SEOC. Any requests

that cannot be filled by the volunteer organizations or by participating support agencies will be returned to the Human Services Branch Director for reassignment. Discussion between MCVS and the originating ESF will occur prior to message rerouting. Message updates will be made regarding the progress in acquiring needed volunteer services.

- Voluntary agencies continue to be operational when the SEOC is no longer activated. Activities may be coordinated from the JFO and may involve limited participation at Disaster Recovery Centers.

RESPONSIBILITIES

Coordinating Agency – Mississippi Commission for Volunteer Service

- Will provide representatives to the SEOC during disasters, as requested by MEMA Operations.
- Will coordinate the registration and assignment of unaffiliated volunteers during disasters to appropriate recognized volunteer organizations.
- Will assist in matching volunteers with volunteer needs requests in collaboration with the MSVOAD
- Will organize the setup and staffing of Volunteer Reception Centers if deemed necessary.

Field Activity

- MCVS will coordinate the staffing of the warehouse, if activated.
- The Mississippi Volunteer and Donations Call Center will be activated, as needed, at a designated site. Offers of volunteer service will be referred to volunteer agencies via the Call Center and/or the Aidmatrix volunteer management system other approved volunteer registration system.
- Coordinate with county points of contact to facilitate the transportation and utilization of volunteers assigned to their areas of need.

Primary Agency – Mississippi Emergency Management Agency

- Will support MCVS as deemed necessary in an order to safely and efficiently utilize volunteer resources.
- Will provide administrative and technical support regarding the Aidmatrix Volunteer and Donations system.
- Will work with the Recovery section, the JFO and the Long Term Recovery Committees to address the unmet needs of the impacted community.

Support Agencies (State Government)

Agency	Responsibilities
Mississippi Department of Finance and Administration	<ul style="list-style-type: none"> • Provide financial resource management.
Mississippi Information Technology Services	<ul style="list-style-type: none"> • Provide communications (voice and data) and other information technology support. • Identify deficiencies in automation information and communications resources.

Support Agencies (Non - Government)

Organization	Responsibilities
Mississippi Voluntary Organizations Active in Disaster	<ul style="list-style-type: none"> • Provide a liaison to the SEOC. • Communicate state volunteer needs to national partners, including but not limited to National Voluntary Organizations Active in Disaster. • Partner with Mississippi Commission for Volunteer Service in order to assign unaffiliated volunteers to recognized response organizations. • Coordinate with member agencies throughout Mississippi to determine disaster related needs and resources. • Coordinate after action review meetings to assess ongoing and unmet needs.
Aidmatrix Foundation	<ul style="list-style-type: none"> • Provide technical and developmental support for Aidmatrix Volunteer and Donations Management System.
American Red Cross	<ul style="list-style-type: none"> • Provide a liaison to the SEOC.
The Salvation Army	<ul style="list-style-type: none"> • Provide a liaison to the SEOC.

Unaffiliated Volunteer Management Strategy

The state recognizes the value and challenges of working with unaffiliated volunteers. MCVS will assess the need for Volunteer Reception Centers in disaster areas. The Volunteer Reception Center will register and coordinate volunteer deployment to volunteer organizations in the impacted areas.

The Unaffiliated Volunteer Management Strategy consists of the following:

- Pre-disaster - MCVS will coordinate disaster preparedness training for volunteers.
- During disaster - A Volunteer and Donations Call Center, Volunteer Reception Centers and an MCVS approved volunteer registration system may be used as a means for individual unaffiliated volunteers to register to volunteer their services following a disaster. MCVS, in coordination with MSVOAD, will affiliate volunteers with organizations to best match their qualifications, skills and services offered.
- Post-disaster - If needed, MCVS will open and operate the Mississippi Volunteer and Donations Call Center. The JIC will release to the public the volunteer hotline phone number so volunteers will know the appropriate ways to offer their services. MCVS, in concert with local volunteer centers or other volunteer organizers and local emergency management agencies, will assess the need for Volunteer Reception Centers near impacted areas to manage unaffiliated volunteers. Local organizations, The United Way, Retired and Senior Volunteer Programs and local government volunteer programs may participate in the operation of Volunteer Reception Centers, as needed, and with the support of MCVS. In the absence of a local organization trained to manage unaffiliated volunteers, MCVS will be prepared to train and assist local organizations until they can coordinate staffing assistance from member Volunteer Centers in other areas.

FINANCIAL MANAGEMENT

- Voluntary agencies should maintain logs and journals documenting all volunteer hours and expenses incurred in any disaster relief activities.
- Accounting/Record Keeping
 - Organizations receiving and utilizing volunteer services need to record all requested information into a database. Information will be kept confidential and used only for the purpose of volunteer management.
 - MCVS shall direct all volunteers to the appropriate voluntary organizations. The voluntary organizations then become responsible for record keeping and final dispositions shift to them.
 - Each volunteer organization must comply with FEMA Public Assistance regulations and guidelines to be considered for reimbursement by FEMA or MEMA.

AUTHORITIES AND REFERENCES

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended (42 U.S.C. 5121 et seq.).
- Mississippi Comprehensive Emergency Management Plan
- National Response Framework
- Volunteer SOG

DONATIONS SUPPORT ANNEX

Coordinating Agency:

MS Commission for Volunteer Service (MCVS)

Primary Agencies:

MS Emergency Management Agency (MEMA)

Support Agencies:

MS Department of Corrections
MS Department of Finance & Administration
MS Department of Transportation
MS Information Technology Services

Non-Governmental Organizations:

MS Voluntary Organizations Active in Disasters (MSVOAD)
Aidmatrix Foundation
American Red Cross
The Salvation Army

Federal Coordinating Agency:

Dept. of Homeland Security/ Federal Emergency Management Agency (FEMA)

Federal Cooperating Agencies:

Department of Agriculture
Department of Health & Human Services
Department of Homeland Security
Department of State
Department of Transportation
Corporation for National and Community Services
General Services Administration (GSA)
US Agency for International Development
USA Freedom Corps
National Voluntary Organizations Active in Disaster

INTRODUCTION

The Donation Support Annex describes the coordinating process used to ensure the most efficient and effective handling and distribution of unsolicited donations during disasters.

The purpose of this Donation Annex is to provide guidance for the coordination of information and activities of voluntary agencies and state and local governments with regard to handling and distribution of donated items during disasters.

SCOPE OF OPERATIONS

General

- This annex provides guidance on the state's role in donations management. This guidance applies to all agencies with direct and indirect donations responsibilities under the Mississippi Comprehensive Emergency Management Plan. The Donations Coordination Team will establish Standard Operating Guidelines relative to the Donations Support Annex and its implementation. The coordination team is comprised of representatives of MEMA, MCVS, MSVOAD, American Red Cross and The Salvation Army and may include representatives of other state government and voluntary organizations.
- The coordination team uses the Incident Command System concepts to manage its emergency/disaster responsibilities. The primary function of the team is to coordinate the provision of donated resources to meet the assessed needs of the impacted area. The coordination team will not be activated in all disasters, but only in response to a verifiable need within the impacted area.
- During an emergency or disaster, the primary and support agencies included in the Donations Annex will respond directly to the Human Services Branch Director who reports to the Operations Section Chief.
- Standard Operating Guidelines will be established and reviewed annually for each function involved in this annex.

Organization

- MCVS is the coordinating organization for the coordination team activities. Support agencies, volunteer groups and individuals with local, state and national affiliation are the primary avenue for securing and distributing donated goods in an effective manner. Both public and private sectors play a major role in supporting the coordination team in managing and distributing donations.
- MEMA may assist MCVS in these activities as necessary based upon an approved mission assignment depending upon the scope of the disaster.
- State, private agencies and organizations should expect to utilize their own resources unless reimbursement is authorized in a mission assignment issued by MEMA.

Policy

- MEMA recognizes that voluntary organizations play a vital role in managing donations and assigns State Emergency Operations Center (SEOC) missions related to donations to those volunteer agencies through the Human Services Branch Director to MSVOAD as appropriate.
- The state utilizes the Aidmatrix System to manage donation offers and to route them to the appropriate organization(s).
- Unsolicited In-Kind Donation Offers.
 - o The preferred method for in-kind donation offers is through the Aidmatrix web-based donation management system.
 - o The coordination team will determine those who will have administrative rights to the Aidmatrix system.
 - Administrators will review posted needs requests and determine whether the need is appropriate and, if appropriate, will publish to the Mississippi Aidmatrix Web site.
 - Administrators will review donation offers and match to posted needs, will accept and offer to the appropriate organization(s), decline if inappropriate, or offer to another state portal.
 - o Each vetted non-profit organization will provide representatives from their organization to be authorized to post items needed or accept or decline offers allocated to them via the Aidmatrix system.
 - o Internet links to the Mississippi Aidmatrix portal will be included in Mississippi disaster preparedness materials and will be posted on appropriate Web sites during disaster events.
- Unsolicited Monetary/Financial Donations
 - o MCVS will take direction from the Governor in regards to monetary donations received into the state emergency fund. MCVS will work with the Governor's office to establish the Web site for donations. In addition, links will be established on all appropriate Web sites to direct the donor to the Governor's emergency fund.
 - o All activities, functions, and services are provided in accordance with existing federal and state statutes, rules and regulations.

Notification

- MEMA will notify the Executive Director of MCVS of a potential or actual event requiring a response by the coordination team, if appropriate. MCVS will notify all members of the coordination team by email or telephone.
- All support agency contact persons will be instructed to notify their networks throughout the state to ensure all available resources are on standby.
- Other potential sources of donated goods/services will be notified and asked to remain on standby.

Concepts of Operations

- Requests for support under this annex from federal, state, local, and tribal authorities are coordinated through the SEOC; however, depending on the situation, coordination may occur at the Joint Field Office, once established.
- Management of unsolicited donations requires a cooperative effort by federal, state, local, and tribal governments; voluntary and community-based organizations; faith-based organizations; the private sector; and the media.

Donation Management in Different Levels of Disaster

- Large Disasters
 - Catastrophic events, such as a category 4 or 5 hurricane or an earthquake.
 - State donations management assistance will be required.
 - The decision to open a donations warehouse must be authorized by the MEMA Director and determined by the impact of the disaster and the number of residents affected. MEMA will coordinate possible location with the MS Department of Finance and Administration.
 - The coordination team will work with MCVS and MEMA Public Information Officer (PIO) in communicating donations needs through the media.
- Medium Disasters
 - Category 2 or 3 hurricane or tornado outbreak covering a wide area.
 - State assistance may be needed.
 - A donations warehouse would most likely not be needed.
 - The coordination team in cooperation with MS VOAD would assist volunteer agencies via the Aidmatrix system.
- Small Disasters
 - In small events, donations centers are mostly localized, such as churches, and state assistance is rarely needed.
 - The coordination team may assist in the utilization of Aidmatrix, if requested.
 - The Aidmatrix System can be used for donors to make offers in any size event.

Operational Objectives

- Preparedness Objectives
 - Maintain and distribute as necessary, a roster of agency contacts and support personnel.
 - Primary and support agencies will participate in disaster operations training.
 - Conduct an annual review and update of the coordination team SOGs
 - Conduct annual or more frequent meetings of the coordination team.
- Response Objectives
 - Inventory, update, and maintain a database of offers of services, goods, and monetary donations.
 - Communicate with other Emergency Support Functions regarding available donated resources.

- o Maintain a daily log of activities and action plans, including the scheduling of staff and submission of information for the Situation Report to ESF 6.
 - o Coordinate field activities related to unsolicited donated goods and services including the Volunteer and Donations Call Center, the Aidmatrix Donations Management System, and the donations warehouse, as necessary.
 - o MEMA will request a donation warehouse based on severity of incident and needs from the coordination team.
 - o Provide appropriate information intended for public distribution to ESF 15.
- Recovery Objectives
 - o The donations warehouse will continue to distribute donated goods in an expeditious manner to relief agencies in the impacted area.
 - o MEMA staff and/or other support agency representatives will represent the coordination team at initial unmet needs coalition meetings in the impacted area.

Direction and Control

- Coordination team activities will be coordinated from the SEOC during activation. The Donations Coordination Team will respond to message requests approved by the Human Services Branch Director. Any requests that cannot be filled by items already available in the database or through solicitations made to or by participating support, agencies will be returned to the Human Services Branch Director for reassignment. State employees will not initiate or conduct direct solicitations for donated goods. Discussion between the coordination team and the originating ESF will occur prior to message rerouting. Message updates will be made regarding the progress in acquiring donated items or services.

RESPONSIBILITIES

Coordinating Agency – MS Commission for Volunteer Services

- Will provide a representative to the coordination team.
- Will provide a representative to the SEOC when requested.
- Will coordinate with MS VOAD a daily needs list, which will be posted on the Aidmatrix Network by recipients authorized to do so by the coordination team.
- Will provide personnel to staff donations warehouse, donations call centers as requested by MEMA or the coordination team.
- Will work to address the unmet needs of the impacted communities.

Field Activity

- o The donations warehouse, if established, will coordinate response efforts with the coordination team.
- o The Donations Call Center may be activated, as needed, at a designated site. Donation offers, depending on size, will be logged into the Aidmatrix Donations Management System or other donations management system and/or referred to an appropriate organization.
- o Coordinate with county points of contact to facilitate the delivery of donated goods and services to areas of need.
- o If state resources are not available, the coordination team will coordinate the transportation of donated goods through other entities, including the Mississippi Trucking Association.

Primary Agency – MEMA

- Will provide administrative and technical support regarding the Aidmatrix Donations system. Will assist Aidmatrix users in entering, into the Aidmatrix system, all information received on donation offer forms from the Volunteer and Donations Call Center, the coordination team or state agencies; enter situation report information; and ensure that a print out of these documents are distributed daily throughout the SEOC Logistics Section when activated.
- Will work in collaboration with MCVS and other organizations to address the unmet needs of the impacted communities.
- In the event of overwhelming catastrophic disaster, MEMA may assume responsibility for donations management.

Support Agencies (State Government)

Agency	Responsibilities
Mississippi Department of Corrections	<ul style="list-style-type: none"> • Provide inmate support for donation staging area/warehouse operations. • Provide any other resources as needed.
Mississippi Department of Finance and Administration	<ul style="list-style-type: none"> • Provide financial resource management.
Mississippi Department of Transportation	<ul style="list-style-type: none"> • Provide assistance in directing trucks to donation staging area/warehouse(s) at state lines. • Provide updated road condition information for better management of delivery of goods.
Mississippi Information Technology Services	<ul style="list-style-type: none"> • Provide communications (voice and data) and other information technology support. • Identify deficiencies in automation information and communications resources.

Support Agencies (Non - Government)

Organization	Responsibilities
Mississippi Voluntary Organizations Active in Disaster	<ul style="list-style-type: none"> • Provide a liaison to the SEOC. • Coordinate with member and other volunteer agencies throughout Mississippi to determine disaster related needs and resources. • Provide a liaison to after action review meetings to assess ongoing and unmet needs.
Aidmatrix Foundation	<ul style="list-style-type: none"> • Provide technical and developmental support for Aidmatrix Volunteer and Donations Management System.
American Red Cross	<ul style="list-style-type: none"> • Provide a representative to the Volunteer & Donations Coordination Team.
The Salvation Army	<ul style="list-style-type: none"> • Provide a representative to the Volunteer & Donations Coordination Team.

Unsolicited Donations Management Strategy

The state recognizes the value and challenges of managing unsolicited donations. The coordination team will assess the need for various actions to be taken in regards to the management and coordination of unsolicited donations.

The coordination team’s Unsolicited Donations Management Strategy consists of the following:

- Pre-disaster - The coordination team will:
 - o In coordination and consultation with ESF-15 provide pre-scripted donations messages.
 - o Participate in exercises where the management of unsolicited donations is needed.

- Response - The coordination team will:
 - o In coordination and consultation with ESF-15 provide appropriate donations related messages concerning:
 - How donations can be offered.
 - What donations are needed.
 - What donations are not needed.
 - o In coordination and consultation with ESF-15 work with local and state media regarding in-kind donation drives and other similar public activities.

- Post-disaster - If needed, the coordination team will work with the state of Mississippi to continue to operate a donations warehouse(s) in support of ongoing, long-term recovery efforts. This includes helping local communities or emergency management develop a local donations warehouse.
- The Mississippi Aidmatrix internet portal:
 - o May be used as a means for individual corporations or businesses to offer in-kind or financial donations following a disaster. The coordination team with MCVS and MS VOAD will help to inform their membership of these offers in a timely manner.
 - o May also be used by non-profit organizations approved by the coordination team to post their needs for potential donors.

The donations warehouse, if activated, will serve as a central location for the management of unsolicited and in some cases solicited goods to address the needs of local agencies equitably and effectively. Though one agency provides management, any agency approved by the coordination team may receive donated goods.

If requested, the coordination team will ensure that a donations warehouse is operational for the distribution of food, water and other needed items. The coordination team will manage the flow of donated goods into Mississippi by identifying needs and informing the public of the needs via the Volunteer and Donations Call Center, the Volunteer Mississippi Web site, a needs link on the Mississippi Aidmatrix Web site and by coordinating with ESF 15.

The Donations Warehouse Management Team will identify leadership through its internal staff and volunteers and provide training to coordinate the flow of incoming undesignated goods in close coordination with the coordination team; provide management of the donations warehouse and supervise local volunteers in receiving, sorting, packing and inventorying donated goods; make available all donated goods to organizations through coordination with the coordination team; and identify, with the assistance of state and county, a local agency to which to transfer the operation of the donations warehouse, once it has been determined jointly by MEMA and the Donations Warehouse Management Team to do so.

Donations warehouse volunteers will inventory, sort, repackage and, in some cases, transport donated goods.

FINANCIAL MANAGEMENT

- All agencies should maintain logs and journals documenting all expenses incurred in any disaster relief activities.
- Accounting/Record Keeping
 - All organizations receiving and utilizing donated items as their resources need to record all requested information into the database. All information will be kept confidential and will be used only for the purpose of donations management.
 - The state Donations Coordinator should, whenever feasible, direct all donated durable/non-expendable items to the appropriate, approved volunteer organizations and faith-based groups. They then become the recipients rather than accepting it for state government. The record keeping and final dispositions shift to that organization.
 - Financial documents submitted must be in accordance with regulations and guidelines established by FEMA Public Assistance in order to be considered for reimbursement by FEMA or MEMA.

AUTHORITIES AND REFERENCES

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended (42 U.S.C. 5121 et seq.)
- Mississippi Comprehensive Emergency Management Plan
- National Response Framework

Donations Coordination Team Standard Operating Guidelines

Worker Safety and Health Annex

Coordinating Agency: MS Department of Health
(MSDH)

Status: Under development