

PDA DISASTER RESPONSE COORDINATOR Description of Responsibilities

After a large-scale disaster that requires multiple teams to make multiple deployments or an event that covers a large area, it is more efficient to have an NRT member act as the Disaster Response Coordinator (DRC) for that disaster. This would be a long-term commitment and may require a long-term deployment (30+ days). The DRC's responsibilities would include:

- Working with the PDA National Associate for Disaster Response (Associate) to ensure the response and recovery efforts are effective and efficient.
- Working with the appropriate Mid Council(s) - Synod(s) or presbytery(ies) to ensure their needs are met to the best of PDA's ability. This may include recruiting someone on each Mid Council Disaster Response Committee, if such a group exists.
- Communicating with the Associate about the need for NRT teams to be deployed and assisting with the building of the appropriate teams.
- Receiving and reviewing all field reports from PDA teams deployed to the DRC's area of responsibility.
- Liaising with, and possibly imbedding with FEMA either at the state/regional Joint Field Office (JFO) level or in Washington, DC. This may include finding other NRT/NVT members to assist by imbedding them at other FEMA locations. The DRC would be the Team Lead for these other FEMA liaisons.
- Liaising with National VOAD - This includes communicating with and sending regular reports directly to NVOAD with copies to the Associate and appropriate PDA staff.
- Ensuring that PDA is represented on all established Long-Term Recovery Groups (LTRGs) and at local and state VOAD meetings. The DRC would be the Team Lead for these other PDA LTRG liaisons.
- Liaising with, or finding an NRT/NVT member to liaise with The American Red Cross (ARC) when needed. This may require imbedding with an ARC regional or national office for a period of time. If other NRT/NVT members liaise with ARC, the DRC would be Team Lead for these other PDA ARC liaisons.

- Assisting the Associate and National Call Center Manager in coordinating volunteer host site assessments and follow-on support.
- Ensuring the PDA Long-Term Recovery Orientation training takes place so that as many Presbyterians as possible are trained in LTR.
- Completing and filing regular situation reports on the overall disaster response and recovery efforts including any applicable statistics such as deaths, counties/states affected, names and numbers of Mid Councils affected, homes damaged/destroyed, number of LTRGs, etc.
- Working with Mid Councils, LTRGs, VOADs and partners to determine the need for PDA-supported follow-up trainings such as, but not limited to, Recovery Tools and Training (RT&T), Emotional & Spiritual Care and Compassion Fatigue.
- Having knowledge of funds designated for that particular disaster to help with plans and grant suggestions.
- Deploying, with approval from Associate, back to the affected area when needed to attend meetings and meet with partners and Mid Councils.

Notes:

- When a large-scale disaster crosses civil jurisdictional boundaries, especially state borders, more than one DRC may be needed.
- In a large-scale disaster PDA may need to imbed more than one volunteer with partner organizations. This would possibly be in addition to the DRC(s).