

Martin-Gatton College of Agriculture, Food and Environment

# Roles and Responsibilities During Disasters



REGIONAL EXTENSION DIRECTORS



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## Communication

### *(reporting/notification procedures)*

- Initial Communication is key at the beginning of a disaster.
- The first step is making sure all employees are accounted for and in touch with supervisors.
- The annual County Disaster Preparedness Plan should have a plan on what to do in the event of disaster.
- A phone tree for each office should be established, who to contact to confirm everyone is okay.
- Multiple avenues of communication should be available to all local employees, cell phone, home phone, email, address.



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## **Administrative Issues**

*(dealing with personal losses, clarifying use of flex time during disasters, etc.)*

- Disasters can impact individuals differently, personal loss, family loss, friends with loss.
- Each situation should be communicated with your AED at the appropriate time.
- All time off or flex time must still be approved by your supervisor.

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## **Administrative Issues**

- If emergency closing is declared the normal Extension Guide to Emergency Closings will be followed.
- Each AED will work with the RED to determine operating capacities, alternate schedules, closings, facility operating ability, etc.
- Reporting of any disaster work will need to be inputted into KERS under the Flood or Tornado Disaster Recovery program tabs.
- Coverage for any programming needs will also be addressed by the AED and implemented as needed.

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## **Local Emergency/County Emergency Management**

- The local emergency manager should be the driver of the local community response toward a disaster.
- Extension can play a vital role in disaster response. All emergency management coordination should be handled by the local emergency management team.
- Any local recovery response that is coordinated by the Extension Service should be relayed to the local EM.



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## **Role of working with local elected officials/leaders**

- Working with local officials and leaders is key during a disaster.
- Remember they are dealing with the disaster from a broader perspective in their roles.
- Extension can help be the backstop and support as needed for these local leaders.
- Any requests to use the locally owned EDB Building for disaster recovery efforts will need to be addressed by the local EDB, ex. FEMA, Red Cross.



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## Local Leaders and Donations

- If the Extension Service decides to take donations in the form of goods, supplies, farm supplies, then the intake, distribution and delivery of these items needs to be documented from the start.
- In the event of large monetary items being distributed it is best to have a plan and let local leaders or groups take the lead on distribution. Ex. Local Cattleman's group deciding on who gets what items and how much.
- Extension should be there to do the work and support.
- Reminder it is okay to say no to a donation if it is not needed or usable.

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## Agent Roles in Emergency Disaster Recovery

- **General Expectations for Extension – Pre-Disaster**
  - Extension agents and staff are expected to complete a Disaster Preparedness Plan for their county.
  - Extension agents are expected to network and maintain a professional working relationship with their local Emergency Management Director and understand Extension's role in the overall County Emergency Management Plan. This includes designated agents attending local planning meetings and/or training.
  - Extension Agents should participate in "mock disaster" training offered by local Emergency Management.

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## Agent Roles in Emergency Disaster Recovery (Pre-Disaster Cont'd....)

- Extension Agents should provide expertise to the Local Emergency Management/Local Emergency Planning Committee (LEPC) concerning livestock needs, agricultural land and water use, and potential contacts for heavy equipment or agricultural equipment as a part of their county's emergency management plan.
- Extension Agents should participate in Emergency Management trainings – First Aid/CPR, CERT (Community Emergency Response Team)
- Extension Agents should encourage council leaders/volunteers to complete First Aid/CPR training.
- Extension Agents should educate the community about disaster risks.
- Extension Agents should encourage potential volunteers serving in the community to reduce risks and should encourage such volunteers/groups to register as a "Volunteer Organizations Active in a Disaster," (VOAD) group.



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## Agent Specific Expectations-Post Disaster

- **ANR/Hort**
  - Extension Agents should assist with issues related to livestock/pets.
  - Extension Agents should offer programming at evacuation shelters/temporary housing.
  - Extension Agents should provide education information and materials, (livestock & crop issues, pesticide & chemical safety, electrical safety, water quality, septic & sewage, sandbagging safety, etc.).
  - Extension Agents should organize information and notify the public about how to get information and where to go for referrals.



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## Agent Specific Expectations-Post Disaster

- **ANR/Hort**

- Extension Agents should Listen: People come with unmet needs and Extension Agents can steer them in the right direction to meet their need.
- Extension Agents should support ecosystem recovery efforts.
- Extension Agents should provide expertise on topics related to Agriculture.
- Extension Agents should engage with local public officials on disaster recovery.
- Extension Agents should support community resiliency/recovery efforts.

## Agent Specific Expectations-Post Disaster

- **4-H Youth Development and Community Arts**

- Extension Agents should offer programming at evacuation shelters/temporary housing.
- Extension Agents should support ecosystem recovery efforts.
- Extension Agents should provide expertise on topics related to Youth Development, (mental health, pet care, clean-up topics, etc.) or Community Arts (historical records/archival cleanup, art assessment & relief aid, mental health)
- Extension Agents should engage with local public officials on disaster recovery.

## Agent Specific Expectations-Post Disaster

- **4-H Youth Development and Community Arts**
  - Extension Agents should support community resiliency/recovery efforts.
  - Extension Agents should provide educational information and materials.
  - Extension Agents should organize information and notify the public about how to get information and where to go for referrals.
  - Extension Agents should Listen: People come with unmet needs and Extension Agents can steer them in the right direction to meet their need.
  - <https://cedik.ca.uky.edu/arts-disaster-recovery>



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## Agent Specific Expectations-Post Disaster

- **Family and Consumer Sciences**
  - Extension Agents should offer programming at evacuation shelters/temporary housing.
  - Extension Agents should provide expertise on topics related to Family and Consumer Sciences, (resource management, clean-up topics, food safety, finance and insurance, etc.).
  - Mental Health Resources
  - Extension Agents should engage with local public officials on disaster recovery.
  - Extension Agents should support community resiliency/recovery efforts.



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## Agent Specific Expectations-Post Disaster

- **Family and Consumer Sciences**

- Extension Agents should provide educational information and materials.
- Extension Agents should organize information and notify the public about how to get information and where to go for referrals.
- Extension Agents should Listen: People come with unmet needs and Extension Agents can steer them in the right direction to meet their need.

## **What to do if you don't know what to do....**

- Always call your AED if you need guidance, support or direction.