



## 6.2 Maintain Your Plan and Prepare Your Team

Once planning is done, preparation begins. Make sure that all stakeholders are aware of the plans and trained to carry out their responsibilities for implementation. Communicate with the team to ensure that agreed upon actions are taking place. This may include the development of outreach materials, training delivery, and preparedness exercises.

Also, circumstances will change over time. Organizations will change, grow, or disappear. People will come and go from the community. Market forces will affect the availability and affordability of housing. Facilities will open or close. Key participants in the planning process may move on. To help ensure that the collaborative disaster response that you have planned for actually occurs, you must keep your coalition together and continue to update your plans.

### At a minimum . . .

To ensure that your disaster plans remain relevant to your whole community, including the most vulnerable, you will need to establish responsibilities, methods of tracking, and a schedule of meetings to:

- Maintain the plans and make adjustments to ensure they continue to be responsive to community conditions.
- Maintain relationships that were established during the planning process.
- Track progress on key actions detailed in the plans to ensure plan implementation.
- Make improvements to the plans as you implement them and learn from experience.
- Keep list of participants current.
- Train key team members on what they must do to implement the plans.



## A more robust approach requires training and ongoing communication...

Prepare your stakeholders to implement the plan through active training.

- Train every stakeholder on the new plan and what to do when a disaster occurs – including individuals and families experiencing homelessness, police, firefighters, emergency responders, and other stakeholders.
- Work with local emergency planners to ensure that local emergency preparedness training efforts address the items in your plan and include your stakeholders.
- If needed, make use of training materials from the [Red Cross](#) and [FEMA](#).
- Also make sure that the organizers of local emergency planning exercises are aware of the potential impacts of their activities on local homeless people.

Maintain your momentum and your relationships. Keep your stakeholders engaged over time.

- Establish a leadership team that will be responsible to meet on a regular basis for the purpose of reviewing, updating, and revising the plans. This group should have representatives from all relevant sectors – community development, disaster preparedness, homeless service network.
- Conduct regular surveys of providers about changes to their staff, funding, and/or capacity. This can be done by electronic survey or through regular conversations between the leadership team and stakeholders.
- Determine how often this team must meet, how it will document necessary changes in the disaster plan, and how it will communicate these changes to the network of affected providers.
- Use a standing agenda to ensure you always cover all relevant items. See the [sample agenda](#) below.



## Sample Agenda for Regular Team Meetings

This sample agenda provides a list of items that can be included in regular meetings.

### 1. Welcome and introductions

- a. Introductions: Names, organizations, roles
- b. Introduce any new members of the leadership team

### 2. Updates on the disaster plans

- a. Any recent events: a major incident or exercises, any lessons learned
- b. A change in a hazard or threat level
- c. Relevant changes to laws or ordinances
- d. Change in personnel or organizational structure
- e. Scheduled updates to the jurisdiction's Emergency Operations Plan
- f. Progress updates on preparedness actions
- g. Other developments?

### 3. Updates on service network

- a. Changes in the scope or nature of homelessness in your community
  - i. Increase or decrease in numbers
  - ii. Recent housing or business trends that affect homelessness
- b. Changes in service providers
  - i. Changes in organization leadership
  - ii. New providers in the area
  - iii. Losses of providers or services

### 4. Next steps

- a. New outreach needed?
- b. Is it time to update information about network needs and resources?