

Dear Community Organization Leaders,

This *Disaster Preparedness Training*¹ is designed to help you prepare for possible disasters that may impact your operations, physical space, and personnel as well as the people that you serve. It includes everything you need to lead your organization through a process of creating a disaster plan.

You may decide to offer this training as a webinar, using a virtual meeting room with the forms, templates, and resources available for download, or as an in-person training with printed copies of the materials. However you decide to deliver this training, take time to familiarize yourself with its contents first and adapt it to suit the needs of your organization.

The *Disaster Preparedness Training for Community Organizations* includes a Powerpoint presentation with presenter notes, forms and templates, and resources for more information. It also includes a series of tip sheets for individuals and their families.

Resources for Organizations

The Disaster Preparedness Training references each of the resources listed below, and will guide organizations through adapting templates and developing their own individual plans.

1. **Disaster Preparedness Training for Community Organizations PowerPoint:** <https://c4innovates.com/brsstacs/DisasterPreparedness/T8-DisasterReadiness-PPT-Training-TA-Resource-5-20-19.pptx>
2. **Organizational Disaster Planning Assessment:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_DisasterReadiness_Organizational-Planning-Assessment_3_4_19.docx
3. **Organization Disaster and Emergency Sample Policy:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_DisasterReadiness_Disaster-Policy-Sample_3_4_19.docx
4. **Organizational Vulnerability Assessment:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_DisasterReadiness_Vulnerability-Assessment_3_4_19.docx
5. **Organizational Disaster Plan:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_Disaster-Preparedness_Organizational-Disaster-Plan_3_8_19.pdf
6. **All Staff Check-in Log:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_DisasterReadiness_All-Staff_Check-in-Log_3_4_19.docx

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1 BRSS TACS and this technical assistance resource align with the priorities of the SAMHSA FY2019-2023 Strategic Plan to reduce the impact of serious mental illness (SMI) and serious emotional disturbance (SED) and improve treatment and recovery support services through implementation of the comprehensive set of recommendations put forward by the Interdepartmental Serious Mental Illness Coordinating Committee. These priorities include developing and disseminating training standards for disaster workers who deliver disaster-related mental and substance use disorder services and referral/linkage services to the public, including individuals who have SMI or SED.

7. **Organizational Supply Checklist for Sheltering-in-Place:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_Organizational-Supply-Checklist-Shelter-in-Place_3_4_19
8. **An Organization's Guide to Shelter-in-Place:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_DisasterReadiness_Org-Guide-to-Shelter-in-Place-Tips_3_4_19.docx
9. **Organizational Disaster Grab-Bag Checklist for Evacuation:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_Organizational-Disaster-Grab-Bag-for-Evacuation_3_4_19.docx
10. **Emergency Information Form (EIF):** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_Disaster-Preparedness_Emergency-Info-Form_3_8_19.pdf
11. **Making a Communication Plan:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_DisasterReadiness_Communication_Plan_3_4_19.docx
12. **National Resources:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_DisasterReadiness_National-Resources_3_4_19.docx
13. **Additional Resources:** https://c4innovates.com/brsstacs/DisasterPreparedness/T8_DisasterReadiness_Additional-Resources_3_4_2019.docx

Resources for Individuals and Families

The Disaster Preparedness Training also includes four tip sheets that may be useful to the people that you serve. Your organization might consider holding a workshop focused on disaster preparedness, and distribute these materials at that time. Or, you may link to them on your webpage, or share them as part of orienting and welcoming new individuals and families.

Disaster Preparedness Tips for Individuals with Mental Illness or Substance Use Disorder and their Families

1. **Tip Sheet 1**—Just in Case: Steps You Can Take at Any Time to Increase Your Disaster Preparedness: <https://c4innovates.com/brsstacs/DisasterPreparedness/T8-Disaster-Preparedness-Tip-Sheet-one-v9-authors.pdf>
2. **Tip Sheet 2**—Planning: Steps You Can Take When a Disaster is Heading Toward Your Community or Home: <https://c4innovates.com/brsstacs/DisasterPreparedness/T8-Disaster-Preparedness-Tip-Sheet-two-5-20-19-authors.pdf>
3. **Tip Sheet 3**—Taking Action: Steps You Can Take During or Following a Disaster: <https://c4innovates.com/brsstacs/DisasterPreparedness/T8-Disaster-Preparedness-Tip-Sheet-three-5-20-19-authors.pdf>
4. **Tip Sheet 4**—Forms and Checklists to Guide You During a Disaster: <https://c4innovates.com/brsstacs/DisasterPreparedness/T8-Disaster-Preparedness-Tip-Sheet-four-v6-authors.pdf>