

TITLE: STANDARD OPERATING PROCEDURES (SOP)

State Unmet Needs Committee

1. Purpose:

The purpose of the SOP is to establish the operating procedures for the State Unmet Needs Committee to ensure the expeditious, efficient and effective implementation of strategies to lessen or eliminate unmet needs in the event of a disaster.

2. Scope:

These procedures will address the State Unmet Needs Committee requirements for responding to and managing the unmet needs of individuals and small businesses as the result of a disaster.

3. Concept of Operations

Response Phase

During the response phase of a disaster (i.e., Emergency Operations Center activated), voluntary organizations and other private sector groups augment or extend the abilities of government to assist disaster victims by providing donated goods and volunteer services to supplement governmental assistance.

Recovery Phase

During Recovery and Long Term Recovery, immediate life safety needs have already been addressed. The primary consideration now becomes efficiency; ensuring that the need is not being addressed by other resources, and that the assistance enhances (not supplants) the relief effort. Coordination is imperative to assure that all those in need receive assistance and to prevent duplication of benefits.

State Unmet Needs Task Force Committee

During the Recovery Phase, the State Unmet Needs Committee coordinates and delivers resources to Local Unmet Needs Committees which have identified and documented local citizens who have exhausted all available governmental and insurance funding and other resources.

The State Unmet Needs Committee will provide resources as a last resort to victims of disasters. It is the intention and structure of this initiative to require that all resources at the local level have been exhausted before calling upon the

resources of the State Committee. This assistance will only make the individual or family safe, sanitary and secure.

Potential Members/Resources:

American Red Cross
Salvation Army
United Way of Florida
Florida League of Cities
Florida Association of Counties
Department of Elder Affairs
Department of Children and Families
Department of Health
Department of Labor and Employment Security
Department of Community Affairs
 Division of Housing and Community Development
Executive Office of the Governor
 Office of Tourism, Trade and Economic Development
Florida Commission on Community Services
Florida Interfaith Networking in Disasters
Voluntary Agencies Active in Disasters

Local Unmet Needs Committees

These committees are locally based and are supported at the state level by technical assistance and training. These committees consist of voluntary agencies, Interfaiths, private sector businesses and governmental agencies, i.e., community action agencies, etc. When disasters occur, local communities must have the ability to maximize their resources. The Unmet Needs Committees, through collective resources and networking, give the local community the mechanism to accomplish this task.

Delivery Process

By agreement, the State Unmet Needs Task Force Committee would be convened if a disaster related unmet need cannot be met at the local level. The Committee would coordinate with the Local Unmet Needs Committee and request certification that the need cannot be met at the local level. At this time, the Committee would resource the various programs available to assist individuals at the state level. These resources would then become available at the local level.

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