

Disaster Preparedness, Response & Recovery Plan



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BACKGROUND

From 1953 to present 2022, there were 168 major declared disasters in the state of Florida (FEMA.gov, 2022). Disaster is defined by FEMA as An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement. As used in the Stafford Act, a “major disaster” is “any natural catastrophe [...] or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under [the] Act to supplement the efforts and available resources or States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby (FEMA.gov, 2022). Florida remains among the top five impacted states in the nation (MoneyWise, 2021) (Hubbard, 2021). The most common disasters include hurricanes, tropical storms, flooding, tornados, and other severe weather including heavy rain, high winds, fires, explosions, and toxic chemicals. (FEMA.gov, 2022) The frequency and variety of natural and human made disasters in Florida make disaster preparedness, response, and recovery very important aspects of Florida Region of Narcotics Anonymous (NA) service.

Before a disaster, the Region prepares its members by providing information including this disaster plan. During a disaster, the Region’s priorities are the safety of the NA community and on potential and actual impacts as they develop. After a disaster, focus shifts to assessing the operational capacity of the Region and assisting the Areas and Home Groups as they recover from the disaster

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2. PURPOSE

The purpose of a Regional Service Committee is to be supportive of its Areas and Groups and their primary purpose by linking together the Areas and Groups within its Region, helping Areas and Groups with their basic situations and needs, and encouraging the growth of the fellowship.

This plan is intended for use by NA Groups, Areas, and our Regional Service Committee to aid our fellowship in serving our primary purpose as we recover as quickly as possible after a natural or human-caused disaster.

This plan includes the following:

- Roles and responsibilities of the Florida Region.
- Regional resources available pre- and post-disaster.
- Suggestions and guidance to the Areas and Home Groups on recommended tasks and timelines.
- A local resource guide

3. DISASTER RESPONSE

Upon notification of an emergency or declaration of a disaster, the FD Leader is the single point of accountability for execution of the disaster plan. The FD Leader and Co-Leader can be reached by email: fdleader@naflorida.org and fdco-leader@naflorida.org

The following Regional trusted servants can be reached :

Facilitator: facilitator@naflorida.org

Hospitals and Institutions (H&I) Resource Coordinator: hic@naflorida.org

Public Relations (PR) Resource Coordinator: prc@naflorida.org

Technology Resource Coordinator: itc@naflorida.org

Human Resource Panel (HRP): hrp_leader@naflorida.org

Regional Delegate (RD) rd@naflorida.org

Regional Secretary: secretary@naflorida.org

Regional Treasurer: treasure@naflorida.org

Florida Regional Convention NA (FRCNA): info@frcna.com

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The Fellowship Development (FD) team is committed to supporting NA communities affected by disaster. The FD team will make every effort to contact Regional Committee Members (RCMs) in affected Areas and determine their status. Toward this end, the FD team has established and maintains an emergency/disaster communication plan that includes every known way of getting in touch with each RCM (home, work, and cell phones; email; physical address; etc.) Most of which is given in the RSC business Minutes/contact info.

The Region maintains a phone line for voice and facsimile at the Florida Regional Service Office (RSO).

The RSO location and contact information is shown below:

Florida Regional Service Office

2222 South Combee Road, Suite 6

Lakeland FL 33801

Phone 1.863.683.8224 or 1.866.NAFLRSO (623.5776)

Fax 1.863.683.8184

Email: flarso@floridarso.org

In the event of a disaster that impacts the RSO, literature sales—an important function of the RSO—will resume at the usual location or, if need be, an alternative location to be determined and announced as soon as possible.

4. REGIONAL PRE-DISASTER PLANNING

a). Financial Information: The authorized check signers are the Facilitator, Co -Facilitator Secretary, and Alternate Delegate. The Treasurer is not an authorized check signer. Financial Statements that are not part of the computer system are regularly backed-up and stored at _____. The Region holds a box of blank checks and deposit slips at a secondary location.

Bank Name(s):

Account Numbers:

Branch Emergency Contact Information:

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b). Computers & Technology: Ensure the Technology Resource Coordinator has provided the FD Leader a current hardware inventory, any software documentation; all user ID/password information; by November after September Election of new Coordinator and appropriate information regarding the hosting of the website and email services, RCM Contact Information, and the list of emergency volunteers (name, contact information, skills, willingness to help, area availability) “ev” designation to members who are willing to be emergency Volunteers in the time of a disaster) Regular backups of HRP databases and other computer records are accomplished monthly. The FD Leader should be prepared to perform all IT activities in the event of the incapacitation of the Technology Resource Coordinator.

c). RSC Meetings: If the location of the next regularly scheduled RSC meeting place is undamaged, assume that the usual agenda will continue as planned. In the event of a disaster that prohibits the Regional Service Committee (RSC) from meeting, both the primary and alternate emergency contacts, as shown below, will serve as the single point of accountability for decision making during the emergency period.

d). Appointment and Extent of Decision Making Authority during a Disaster

Name	Regional Position	Telephone Number	Email
Primary	Facilitator		
Alternate	Co- Facilitator		

The emergency contacts are delegated authority by the Region to make decisions regarding the following for an initial sixty-day period immediately following a disaster:

Relocating the RSC meeting

Procurement

Financial and banking transactions

Regional response to requests from the Areas

Other _____

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e. Plan Maintenance: Emergency preparedness is built into the culture of our organization through testing and training the plan.

- Testing: Using facilitated tabletop exercises (“what if” discussions) annually and other training methods it is the responsibility of RCM’s to prepare their respective areas in the event of a disaster annually.

- Training: Orientation sessions will include an overview of the contents and a copy of the Disaster Plan is available to all members via naflorida.org.

- Revisions: Fellowship Development will update the plan on an annual basis to incorporate new technologies, procedures, contact information, etc.

f. Collaboration: The Regional Delegate/Alternate Delegate (RD/AD) team will collaborate with other Regions in the Southeast Zonal Forum to share resources in an emergency, to maintain operations, and ensure the care of NA members we serve. The RD/AD team will provide FD with a list of emergency contacts and contact information for our bordering Regions

5. REGIONAL POST-DISASTER

Lessons Learned: The FD team will document and integrate lessons learned in the annual update process.

6. SUGGESTIONS FOR THE AREA SERVICE COMMITTEES

a. Areas Service Committee (ASC) Communication Plan: Establish which member(s) of your team would be the point person for home group check-ins, other ASC members, and for communication with the Region. The point person should have home and/or office email and a phone with voice mail. In the event of an emergency Area members can phone or email him/her and relay their status and whereabouts, and he/she can in turn inform other Area members when they check in.

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b. The RCM/Alternate RCM should contact the Region using one or more of the following methods within 72 hours. Be sure to give them detailed information of where your meetings are being held and the correct times using updated meeting list information.

Email _____

Telephone _____

Mailing Address _____

Other _____

c. Keep current contact information for all ASC members, the RSC, and the RSO in hard copy or electronic back-up. Your current meeting directory, state and local maps, and a copy of this booklet should be readily available. Check to see if you have any ham radio operators in your local fellowship and maintain their contact information. Please keep the Regional FD team leaders informed of your status and how they can help.

d. PR: Some major national disasters have long-range problems. Getting meetings started again is the beginning. When radio and television stations and newspapers are back in working order it is essential to provide as many Narcotics Anonymous Public Service Announcements (PSAs) as possible. Areas should consider thorough public relation efforts to last four to six months after the disaster. Refer to the Public Information Handbook and do not hesitate to contact the Regional PR Coordinator for any assistance. A template for PSAs is provided below.

Contact the local radio stations with changes to NA meeting times and locations with the following format:

NA Emergency Action Public Service Announcement

Radio station: Phone#:

Address:

Organization: Area of Narcotics Anonymous

Due to reasons beyond our control, the regular meeting of the group of Narcotics Anonymous has changed the meeting time and/or location _____

Recovery is what happens at NA meetings. It is possible to stop using drugs! Call your local helpline 24/7 at _____.

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e. H&I Subcommittees/Fellowship Development teams: The Area will want to put a post-disaster H&I plan in place to resume services as soon as possible following a disaster. NA members who are in hospitals and institutions are particularly vulnerable during a disaster.

- Make sure to keep printed or electronic back up records of the facilities your committee serves, their addresses, and emergency contact information. Decide who will be responsible for making contact. Some facilities such as treatment centers may be evacuated, however, others may be in lockdown or housed in damaged buildings. Contacting these facilities should be a priority.
- If you can meet, do so. If you are not allowed to meet, leave your phone number and address so the facility can contact you. If your Area H&I members are unable to conduct meetings immediately after a disaster, most facilities will still accept literature
- Check back with the facility to verify their status. Remind your Area H&I participants to follow all agency and NA guidelines.

7. SUGGESTIONS FOR THE HOME GROUP

a. **Group Communication Plan**: Establish one home group member to be the contact person for all other home group members. The contact person should have home and/or office email and a phone with voice mail. In the event of an emergency, group members can phone or email him/her and relay their status and whereabouts, and he/she can in turn inform other group members when they check in.

b. **NA Meeting Time and Location**: Check the location of your meeting place. If your regular meeting place has been damaged or destroyed or you cannot reach it, set up a new location. Or electronic meetings. NA meetings can be held anywhere during an emergency.

c. **Area Service Committee Update**: Contact the member of your Area Service Committee leadership team that has been designated as the emergency point of contact. Be sure to give them detailed information of where your meetings are being held and the correct times.

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d. Disaster Supply Kit: A current Regional Directory; state and local maps; up-to-date addresses and phone numbers for each home group member; extra copy of meeting format, the Little White Book, the Basic Text; note pad and pens (to leave notes on doors); and candles and matches or one working flashlight with spare batteries. It is important that one set of these materials be kept in the group meeting place and one set kept in a separate location in case the meeting place cannot be reached or has been damaged.

8. SUGGESTIONS FOR THE INDIVIDUAL MEMBER

a. Call your Sponsor or a member of your support group.

b. Neighborhood Information: Know the location of the closest emergency shelter that meets your needs and the nearest public health clinic and emergency organization. Know the emergency evacuation routes for your location.

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9. DISASTER RESOURCES

NA is not affiliated with any of these agencies or their facilities.

American Red Cross: <http://www.redcross.org>

Federal Emergency Management Assistance (FEMA): <http://www.fema.gov>

FEMA brochure: <http://www.fema.gov>

Florida County Emergency Management Directors: <http://www.floridadisaster.org>

Florida Division of Emergency Management Disaster Information:

<http://www.floridadisaster.org>

All Health Department offers Special Needs Shelters in all Counties.



<https://snr.flhealthresponse.com/>

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References

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