



Step-by-Step Outline for Organizing Your Extension facilitated COAD/VOAD

If you are interested in facilitating the Development of a COAD as an umbrella for Disaster Programming, go to the EDEN COAD Page (<http://eden.lsu.edu/Topics/Families/CommunityResilience/Pages/COADs.aspx>). You will find the attached steps with live links to the PDF documents listed after each step.

1. **Review your capacity.** As Extension Professionals, there are many projects to undertake, and an office can quickly get overwhelmed. If the local office has the capacity to lead the development of the COAD, it must be included as part of the overall plan of work. The pilot project through the Extension Disaster Education Network (EDEN) focused on rural counties in several states. Many of the resources this document links to are from the pilot experiences,
 - a. PDF Project Summary
2. **Get the support of your local Emergency Management Director (EMD) and your state voluntary agency liaison (VAL)**– this is critical!! You can't move forward without support from your EMD. If you don't know this person, make an appointment to meet and get to know each other.
 - a. PDF Missouri COAD Manual
 - b. PDF Indiana COAD Manual
3. **Identify other agencies and organizations that need to be part of the COAD** – make a list of agencies and organizations in your community, as well as those serving your community that may be headquartered in another community, who have a role in emergency management or emergency human services. Be sure to include the faith-based community.
 - a. PDF List of agencies, organizations, government entities, and community leaders
 - b. PDF List of faith-based organizations
4. **Invite agencies and organizations to a COAD organizational meeting** – the letter of invitation will receive the best response if it is co-signed by your EMD.
 - a. PDF COAD meeting invitation letters
 - b. PDF Sample Meeting Agendas
 - c. PDF Organizational Charts
5. **Developing Leadership, bylaws, policies and not-for-profit status for the COAD** – getting organized and becoming a recognized COAD by the state Emergency Management Agency is important. It is also crucial in this step to identify either an existing 501(c)3 to serve as fiscal agent, or begin proceedings to become a stand-alone 501(c)3. In most cases, tapping into an existing 501 (c)3 is the best choice.
 - a. PDF of sample bylaws and procedures for the organization
 - b. PDF code of ethics pledge for members
 - c. PDF Fiscal Agency Agreements
6. **Determine Functional Areas or Annexes your COAD will address** – Your COAD will need to prioritize the areas they will address.
 - a. PDF Missouri COAD Manual
 - b. PDF Sample Annex Plans

7. **COAD Member training** – In order to be effective before, during, and after a disaster, COAD members need training. There are many avenues for training, including the on-line NIMS trainings, or in person FEMA Trainings, Conferences etc. Also, your state emergency management agency may have additional training resources. As an Extension Project, you may also choose to utilize EDEN Resources for trainings. Below are some possible options for COAD Member Trainings.
 - a. PDF Training Flyers
 - b. PDF Program Outlines
 - c. Link to EDEN Web resources
 - d. Link to NIMS Resources

8. **Keeping the COAD alive and healthy during non-disaster times** – Participation during a disaster is high; but what about after the disaster is over and the needs have been met? Each COAD will need to determine how they will stay active in times where disasters have not been an issue. Below are some exercises and drills that might be useful to keep COAD members engaged. Also included are ideas or programs pilot sites have used to keep members engaged.
 - a. PDF Tabletop Exercises
 - b. PDF Emergency Drills
 - c. PDF other activities for COAD Members