

Miami Valley Community Organization Active in Disaster (COAD) Alert Protocol & Operational Guidelines

Miami Valley Mission Statement: The Miami Valley COAD shall exist for the purpose of bringing voluntary agencies (non-profit, faith based, private, and governmental) together to support disaster preparedness and response for the Greater Dayton Region which includes the counties of Greene, Darke, Miami, Montgomery, Preble, and Shelby. This will allow for a more expedited delivery of necessary recovery services through coordination at a regional level.

Operational Guidelines: The Miami Valley Community Organization Active in Disaster (COAD) is a collection of existing organizations throughout the region that has the ability to respond to natural or human caused disasters. This group consists of local governments, non-profits, faith-based organizations and private entities.

The COAD is a semi-informal structure that includes administrative support provided by the Miami Valley Regional Planning Commission (MVRPC), member organizations and county EMA Managers as the primary participants of the group. The roles of COAD members, county EMAs and administrative support have been identified during COAD alert and steady state. This information can be found in the following Appendix document, Appendix A: Roles & Responsibilities.

MVPRC acts as the liaison between resources to aid in response and recovery and the county EMA Manager during times of disaster. When the region is in steady-state (identified as not actively responding to a disaster) MVRPC will support member needs by offering opportunities to engage with other community organizations and training topics.

The Miami Valley COAD will meet twice per year unless it is determined there is a need to meet more. Additional meetings could be the result of the Ohio EMA or County EMA Managers requesting to review events to determine if there are any unmet needs which the COAD members could address.

Administrative support for the COAD provided by MVRPC will remain a constant within the group. This will help to ensure the group remains active and ready to respond should a disaster occur. MVRPC will provide this support during normal business hours of 8am-5pm Monday-Friday.

Alert Protocol: During response to a regional or multi-county disaster, County EMA Managers or State of Ohio EMA (OEMA) will evaluate the unmet needs of the disaster impacted areas to determine if assistance is needed. This includes response efforts that are greater than the ability of the county or individual community to provide recovery services. County EMA Managers or OEMA can review the services provided by the Miami Valley COAD through the Membership Capacity Form supplied by MVRPC. Once it has been determined which services are needed the County EMA or OEMA should notify MVRPC they require COAD services. MVRPC will then contact the service provider to see if they are able to offer support and provide the connection to the EMA.

It is important to understand specific organizations have different processes for requesting support. Details related to requesting support from specific agencies can be found in the Appendix by reviewing Appendix B: Membership Capacity Form.

MVRPC, as administrative support, will work in partnership with OEMA and/or County EMA Managers to keep service requests up to date to reduce duplication of requests and limit multiple agencies requesting the support of a single organization.

If a county does not have an active COAD and requires disaster response and recovery support, the County EMA Manager should contact MVRPC to determine if services from the Miami Valley COAD are available to assist. MVRPC will advise the County EMA Manager how to request support from the COAD member organizations.

Once the response phase has been completed and it is determined that the long-term recovery and rebuilding phase should begin, MVRPC can work with the identified Local Disaster Recovery Manager (LDRM) to determine which COAD member organizations are no longer needed to provide services and those organizations that should transition to the Long-Term Recovery Group (LTRG).

Miami Valley COAD Member Roles

Roles of COAD Members	
Steady State	COAD Alert
<ul style="list-style-type: none"> <input type="checkbox"/> Participate in regular COAD meetings, trainings, and planning sessions. 	<ul style="list-style-type: none"> <input type="checkbox"/> Respond to COAD alerts and attend activation coordination meetings (in-person or virtual).
<ul style="list-style-type: none"> <input type="checkbox"/> Share your organization’s mission, capabilities, and resources with the COAD 	<ul style="list-style-type: none"> <input type="checkbox"/> Share situational awareness: services your organization is providing or gaps you’re seeing.
<ul style="list-style-type: none"> <input type="checkbox"/> Identify a primary and secondary point of contact for your organization 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with COAD members to coordinate services, reduce duplication of efforts, and identify unmet needs.
<ul style="list-style-type: none"> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> Deploy staff or volunteers as appropriate to your organization’s mission.
<ul style="list-style-type: none"> <input type="checkbox"/> Provide suggestions for meeting topics, training needs, and community engagement opportunities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in donations management or volunteer coordination if applicable.
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain/update MOU/MOAs if applicable. 	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate any changes in capabilities or limitations with MVRPC.
<ul style="list-style-type: none"> <input type="checkbox"/> Engage in relationship-building and collaboration with members. 	<ul style="list-style-type: none"> <input type="checkbox"/> Support public messaging, community resource information, or hotline operations as needed (E.g., 211).
<ul style="list-style-type: none"> <input type="checkbox"/> Promote COAD and recruit new members. 	<ul style="list-style-type: none"> <input type="checkbox"/> Track and record services provided and volunteer hours. Provide reports to administrative support (MVRPC).
<ul style="list-style-type: none"> <input type="checkbox"/> Share updates on organizational changes, capabilities, resources, and limitations. 	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain contact with COAD throughout response and recovery phase.
<ul style="list-style-type: none"> <input type="checkbox"/> Review and understand the COAD’s activation protocol and operational plans. 	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in debriefings and after-action reviews for continuous improvement.

Miami Valley COAD EMA Roles

Roles of County Emergency Managers	
Steady State	COAD Alert
<ul style="list-style-type: none"> □ Establish and maintain a strong working relationship with COAD members 	<ul style="list-style-type: none"> □ Contact OEMA and MVRPC to request COAD activation; be prepared to provide estimates of primary residents affected, building damages, and unmet needs.
<ul style="list-style-type: none"> □ Attend COAD meetings regularly and provide updates on local hazards, emergency plans, and exercises. 	<ul style="list-style-type: none"> □ Coordinate with MVRPC to identify and prioritize community unmet needs.
<ul style="list-style-type: none"> □ Encourage COAD participation in county emergency preparedness planning efforts. 	<ul style="list-style-type: none"> □ Include COAD representation in the EOC (if applicable).
<ul style="list-style-type: none"> □ Include COAD in emergency operations planning (e.g., sheltering, mass care, donations management, etc.) 	<ul style="list-style-type: none"> □ Provide situational awareness updates to COAD and request assistance with volunteer or donation coordination and other services as needed.
<ul style="list-style-type: none"> □ Share relevant information with COAD members about hazard mitigation, risk assessments, and local preparedness data. 	<ul style="list-style-type: none"> □ Share official public information and ensure alignment of messaging between county and community partners.
<ul style="list-style-type: none"> □ Help identify or provide training to COAD members. 	<ul style="list-style-type: none"> □ Coordinate with COAD to support the establishment of multi-agency resource centers (MARC) or points of distribution as needed.
<ul style="list-style-type: none"> □ 	<ul style="list-style-type: none"> □ Facilitate communication between COAD members and County Emergency Operations to track response efforts.
<ul style="list-style-type: none"> □ Encourage local organizations and service providers to participate in COAD. 	<ul style="list-style-type: none"> □ Document COAD contributions for inclusion in after action reports and improvement plans.
<ul style="list-style-type: none"> □ Educate local officials and external partners on COAD's role throughout the disaster cycle. 	<ul style="list-style-type: none"> □ Invite COAD members to participate in debriefings and recovery planning meetings.

Miami Valley COAD MVRPC Administrative Support Role

Roles of COAD Secretary	
Steady State	COAD Alert
<ul style="list-style-type: none"> <input type="checkbox"/> Meeting Coordination 1-2 times per year (Schedule and email meeting invitations, agendas, and minutes). 	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure County EMA Managers have updated list of member services and contact information.
<ul style="list-style-type: none"> <input type="checkbox"/> Support coordination of established training exercises to COAD members. 	<ul style="list-style-type: none"> <input type="checkbox"/> Assist with coordination of requesting COAD member services
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain COAD's member roster and contact information. 	<ul style="list-style-type: none"> <input type="checkbox"/> Assist with archiving COAD activities, coordination, decisions and after-action report*
<ul style="list-style-type: none"> <input type="checkbox"/> Document and archive all official COAD communications. 	<ul style="list-style-type: none"> <input type="checkbox"/>
<ul style="list-style-type: none"> <input type="checkbox"/> Assist in drafting and updating COAD documents, including COAD Guidelines and Roles are reviewed annually with members. 	<ul style="list-style-type: none"> <input type="checkbox"/>
<ul style="list-style-type: none"> <input type="checkbox"/> Maintain digital/cloud file storage system. 	<ul style="list-style-type: none"> <input type="checkbox"/>

*It will be the COAD's responsibility to provide MVRPC with outcomes, decisions, after-action items to archive