



FUNCTIONAL ANNEX L DONATIONS MANAGEMENT

Primary Agency: Office of Civil Defense (OCD)
Support Agencies: American Red Cross (ARC)
Salvation Army

I. Introduction

A. Purpose

Functional Annex L — The Donations Management provision in the Guam Emergency Response Plan is to facilitate the delivery of donated goods and services meeting the needs of the community who have been most severely affected by the emergency or disaster.

Typically, following an emergency or disaster, donations of food, clothing and health care needs are received from many different sources. This annex provides the framework to receive goods and services and distribute them to those in the community who have the greatest need.

B. Scope

The Procedures and Actions provided by Functional Annex L include, but are not limited to:

1. Define the concept of operations of this response activity; and
2. Establish roles and responsibilities of the agencies involved.

II. Policies

A. Executive Order No. 91-09

III. Concept of Operations

A. General

The Human Services Section will coordinate the implementation of the Donations Management program. The Salvation Army and the American Red Cross representatives in the EOC will organize a Donations Coordination Team (DCT) from the community and voluntary organizations. The DCT will identify needs, collect and distribute donations, coordinate with sources of donations, and manage a phone bank.

B. Organization

The Salvation Army will oversee the Volunteer Organizations (VOAD) and DCT which will coordinate the distribution of donated goods to the Government of Guam.

C. Response Actions

The DCT will identify collection and distribution centers with the EOC and request for assistance through the Human Services Section.

The DCT will also make a plan addressing the following:

1. Receipt and distribution of goods and services
2. Disposition of unsolicited or undesignated goods
3. Donation of pharmaceutical supplies or other medicines
4. Monetary donations

IV. Responsibilities

The Administrator, OCD, in conjunction with the Salvation Army, has overall management and responsibility for this annex. The Human Services Section Chief will be responsible for conducting work sessions with the Salvation Army, the American Red Cross and the DCT Leader to maintain and update this annex, associated SOPs and other supporting materials. Lessons learned will be used as a basis for revision and modification of the annex.

A. Primary Agency

1. Office of Civil Defense – Human Services Section
 - a. Facilitate the formation of the Donations Coordination Team (DCT).
 - b. Coordinate all requests from the DCT.
 - c. Activate plans for the identification of Collection and Distribution Centers and DCT phone bank.

B. Support Agencies

1. Donations Coordination Team (DCT)
 - a. Establish an organization to receive and distribute donated goods and services.
 - b. Establish a system to receive monetary donations and acquire necessary supplies augmenting the needed goods identified.
 - c. Establish a procedure to address unsolicited, unwanted and non-useful donations.

C. Supporting Organization

1. Salvation Army
 - a. Point of Contact for Volunteer Organizations (VOAD)
 - b. Coordinate the initial set up of the DCT.
 - c. Coordinate the identification of unmet needs.

2. American Red Cross
 - a. Coordinate ESF 6 donations functions and capabilities
 - b. Provide organization for the donations phone bank

V. *Appendices*

- A. DCT Organization Chart
- B. DCT Operational Structure
- C. Forms
 1. Request for Assistance
 2. Needs Assessment
 3. Donations Tracking Log

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