DISASTER READINESS FOR HOMELESS SERVICES PROVIDERS

Before a Disaster: Provider Readiness Checklist

Practical steps homeless services providers can take now to be better prepared to communicate and continue essential services.

Prepare Your Organization

- [ ] **Define roles and essential services**
  Who makes operational decisions; which services must continue
- [ ] **Keep contacts and backups current**
  Staff and participant contact information, plus backup communication methods
- [ ] **Plan for service changes**
  Closures, relocation, or changes to how services are delivered
- [ ] **Protect critical assets**
  Records, equipment, and supplies

Prepare With Participants

- [ ] **Share trusted information sources**
  Discuss emergency alerts and reliable sources; agree on backup ways to stay in contact
- [ ] **Review transportation and shelter**
  Talk through the options available to each person
- [ ] **Protect IDs and important documents**
  Help participants keep key documents safe and accessible
- [ ] **Plan for individual needs**
  Medications, accessibility, language, and safety needs

KEY TAKEAWAY

Planning before an incident makes it easier to communicate and maintain essential services when normal operations are disrupted.

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Follow official emergency instructions and local emergency management guidance.