



Annex T: Donations Management Executive Summary

Primary	Seventh Day Adventists Disaster Services, Office of Emergency Management, Community Services
Support	County Judge's Office, Sheriff's Office, Fire Marshal's Office, Public Infrastructure, Public Health & Environmental Services, Medical Examiners Office, Human Resources & Risk Management, Tax Office, County Attorney's Office
Coordination	None

The purpose of this annex is to outline the concept of operations, organizational arrangements, and responsibilities for coordinating the efforts of volunteer groups and local government to manage donations of goods and services that may occur in the aftermath of an emergency situation.

CONCEPT OF OPERATIONS

The primary objective of donations management is to determine the needs of disaster victims, inform potential donors of those needs through the media and a variety of other means, and establish a process in which to receive, process, and distribute donations contributing to the recovery process. Donations management activities are handled through the Donations Management Committee.

Harris County plans to outsource the process of donations management to Community-based organizations (CBOs) and other volunteer organizations (VOAIDs) who have successfully handled donations management in the past. However, experience has shown that volunteer groups can be overwhelmed by the volume of donations and may need certain government assistance obtaining resources such as, securing warehouse space, providing transportation, traffic control, and security.

Cash is generally the preferred donation for disaster relief. Donations of cash to CBOs and VOAIDs for disaster relief allows those organizations to purchase the specific items needed by disaster victims or provide vouchers to disaster victims so that they can replace clothing and essential personal property with items of their own choosing. Cash donations also reduce the tasks of transporting, sorting, and distributing donated goods.

REFERENCES

- FEMA, Donations Management Guidance Manual, Feb 1995
- FEMA, Donations Management Workshop (Student Manual), Oct 1997
- FEMA, Donations Management Workshop (Toolbox), Oct 1997
- FEMA, Support Annex (DM-1), Apr 1999