

## DONATIONS COORDINATION TASK FORCE

<b>DESCRIPTION</b>	The Donations Coordination Task Force works with government agencies, Nongovernmental Organizations (NGO), and the private sector to assess and coordinate the collection, warehousing, and distribution of donated funds, goods, and services. This team also coordinates with the Distribution of Emergency Supplies Task Force to integrate donated goods into the emergency supplies distribution process, and determine whether donations can supplement the Points of Distribution (POD) operations.		
<b>RESOURCE CATEGORY</b>	Mass Care Services	<b>RESOURCE KIND</b>	Team
<b>OVERALL FUNCTION</b>	<p>The Donations Coordination Task Force:</p> <ol style="list-style-type: none"> <li>1. Coordinates the management and the flow of donated funds, goods, and services—solicited and unsolicited—during an operation's response and recovery phases</li> <li>2. Advises and coordinates the collection, distribution, and warehousing of donated goods</li> <li>3. Coordinates with the Logistics Section, the Distribution of Emergency Supplies (DES) Task Force, and the Donated Goods Warehouse Management Team to support distribution and donations operations</li> <li>4. Matches donated goods with recipients and distribution sites</li> <li>5. Coordinates with NGO staff and Volunteer Reception Centers to enroll volunteers</li> <li>6. Helps the Public Information Officer (PIO) develop press releases, Public Service Announcements (PSA), and website updates</li> <li>7. Coordinates with donations call centers to support donations operations</li> </ol>	<b>COMPOSITION AND ORDERING SPECIFICATIONS</b>	<ol style="list-style-type: none"> <li>1. Discuss logistics for deploying this team, such as security, lodging, transportation, and meals, prior to deployment</li> <li>2. This team works 12 hours per shift, is self-sustainable for 72 hours, and is deployable up to 14 days</li> <li>3. Requestor provides work space, transportation/vehicles, communication capability, equipment, and supplies, unless the provider can obtain these locally</li> </ol>

RESOURCE TYPES			TYPE 1	TYPE 2	NO TYPE 3	NO TYPE 4
COMPONENT	METRIC/ MEASURE	CAPABILITY				
Personnel	Per Team	Management and Oversight	Same as Type 2	1 - National Incident Management System (NIMS) Type 1 Donations Coordination Task Force Leader	Not Applicable	Not Applicable
NOTES: Not Specified						
Personnel	Per Team	Operations and Support	Same as Type 2, PLUS: 2 - NIMS Type 1 Donations Specialist	1 - NIMS Type 1 Donations Call Center Supervisor 1 - NIMS Type 1 Volunteer Agency Liaison 2 - NIMS Type 1 Donations Specialist	Not Applicable	Not Applicable
NOTES: Not Specified						



RESOURCE TYPES			TYPE 1	TYPE 2	NO TYPE 3	NO TYPE 4
COMPONENT	METRIC/ MEASURE	CAPABILITY				
Personnel	Per Team	Minimum	7	5	Not Applicable	Not Applicable
			NOTES: Not Specified			
Equipment	Per Team Member	Electronics and Communications	Same as Type 2	1 - Cellular phone 1 - Laptop computer with donations software	Not Applicable	Not Applicable
			NOTES: Consider alternate forms of communication, such as satellite phones, based on the mission assignment and task force needs.			
Equipment	Per Team	Electronics	Same as Type 2, PLUS: 1 - GPS unit	1 - GPS unit	Not Applicable	Not Applicable
			NOTES: Not Specified			
Team	Per Team	Operations	Multiple warehouses with multiple collection and distribution operations	1 - Warehouse with multiple collection and distribution operations	Not Applicable	Not Applicable
			NOTES: Not Specified			

Superseded

## COMMENTS

1. This team generally works in or near the Emergency Operations Center (EOC) and reports to the Donations Coordination Task Force Leader.
2. This team may need support from additional positions and volunteers, including volunteers from Nongovernmental Organizations (NGO) and unaffiliated volunteers.

## REFERENCES

1. FEMA, NIMS 508: Distribution of Emergency Supplies Task Force
2. FEMA, NIMS 509: Distribution of Emergency Supplies Task Force Leader
3. FEMA, NIMS 509: Distribution of Emergency Supplies Team Leader
4. FEMA, NIMS 508: Donated Goods Warehouse Management Team
5. FEMA, NIMS 509: Donated Goods Warehouse Management Team Leader
6. FEMA, NIMS 509: Donations Call Center Supervisor
7. FEMA, NIMS 509: Donations Coordination Task Force Leader
8. FEMA, NIMS 509: Donations Specialist
9. FEMA, NIMS 508: Drive-Through Point of Distribution Team
10. FEMA, NIMS 509: Mass Care Specialist
11. FEMA, NIMS 508: Mobile Distribution Team
12. FEMA, NIMS 508: Pedestrian Point of Distribution Team
13. FEMA, NIMS 509: Public Information Officer
14. FEMA, NIMS 509: State Mass Care Coordinator
15. FEMA, NIMS 509: Volunteer Agency Liaison
16. FEMA, Recovery Policy RP9525.2, Donated Resources, February 2014

## NOTES

Nationally typed resources represent the minimum criteria for the associated component and capability.

**Superseded**