

## 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 (DES) 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>	Task Force
<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 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 task force, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment</li> <li>2. Requestor provides work space, transportation/vehicles, communication capability, equipment, and supplies, unless the provider can obtain these locally</li> </ol>

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	TYPE 1	TYPE 2	NOTES
<b>MINIMUM PERSONNEL PER TEAM</b>	7	5	Not Specified
<b>MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM</b>	Same as Type 2	1 - National Incident Management System (NIMS) Type 1 Donations Coordination Task Force Leader	Not Specified
<b>SUPPORT PERSONNEL PER TEAM</b>	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 Specified
<b>OPERATIONS PER TEAM</b>	Multiple warehouses with multiple collection and distribution operations	1 - Warehouse with multiple collection and distribution operations	Not Specified
<b>ELECTRONICS AND COMMUNICATIONS EQUIPMENT PER TEAM MEMBER</b>	Same as Type 2	1 - Cellular phone 1 - Laptop computer with donations software	Consider alternate forms of communication, such as satellite phones, based on the mission assignment and task force needs.

Resource Typing Definition for Mass Care Services  
Mass Care Services

COMPONENT	TYPE 1	TYPE 2	NOTES
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) EQUIPMENT PER TEAM MEMBER</b>	Not Specified	Not Specified	PPE is mission specific and may vary by working environment; it includes protective footwear, protective clothing for skin exposure, eye and ear protection, respirators, gloves and masks
<b>ELECTRONICS EQUIPMENT PER TEAM</b>	Same as Type 2, PLUS: 1 - GPS unit	1 - GPS unit	Not Specified

*Superseded*

## NOTES

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

## 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, National Incident Management System (NIMS), October 2017
17. FEMA, Recovery Policy RP9525.2, Donated Resources, February 2014

Superseded