Start a DART! A Checklist of Actions

Step 1. Identify Interest a DART program
☐ Identify a chapter leader to spearhead the effort.
☐ Contact the NFIP State Coordinator to gain consensus and ensure involvement in team discussions.
☐ Identify a core group of chapter members with damage assessment experience.
☐ Discuss the need and potential benefits of a DART.
☐ Consider members from each region of the state.

Step 2. Form an Initial Leadership Team
☐ Conduct a meeting with a core group to discuss program guidelines (helpful materials and templates have been provided by AFSPM).
☐ DART organization and logistics should be discussed:
  • What specific roles will the DART fulfill (field inspections, damage assessments, SDEs, high water marks, etc.).
  • Does the state have specific accreditation requirements for visiting floodplain managers or code officials?
  • How many communities in the state will have the potential need for DART deployment?
  • Is there a certain impact threshold before the DART will be deployed?
  • Who will decide if the requesting community needs assistance with substantial damage determinations?
  • How will DART field teams be organized?
  • Will the DART be voluntary or require reimbursements?

Step 3. Kickoff Session with Chapter members
☐ Notify Chapter members with meeting date, time, and location (annual state conference?).
☐ Develop agenda and presentation materials on how the program will operate (ASFPM can provide a template).
☐ Invite an experienced ASFPM or chapter DART leader to attend meeting and provide details.
☐ Have basic guidelines and structure of DART developed.
☐ Prepare liability waiver forms for potential volunteers.
☐ Have DART application materials ready for interested members.
☐ Allow for questions and answers, as the strength of the program will depend on the interest in responses.

Step 4. Training
☐ Identify skill level of DART members.
☐ Determine training programs needed to educate DART volunteers.
☐ Coordinate training activities with ASFPM using prepared training materials (see page xx).
☐ Provide lessons learned from other successful DART programs.

Step 5. Coordination at the State Level (if needed)
Does the state have a Mutual Aid Agreement or enabling legislation?
Is the DART able to respond (authorized) under the State Mutual Aid Agreement?
Determine how coordination with the State EMA is accomplished.
Conduct meeting to discuss specifics of participating in state operations.
How does a community request DART assistance in the state framework?
Are there state forms or procedures that must be used to request assistance?
How does the DART coordinate with state EMA during emergencies?
Identify which other state or local emergency management agencies to contact.
Identify support that can be provided by the FEMA Region.

Step 6. Draft a Memorandum of Understanding (if needed)
Review the Draft Memorandum of Understanding
Identify parameters for the agreement and any amendments to the agreement.
Identify appropriate legal authorities to establish an agreement.
Determine need for legal review.

Step 7. Coordination at the National (EMAC) Level
Identify state EMAC Coordinator
Set meeting to explain the need for DART deployment.
Develop a Mission Ready Statement (see template)
Coordinate EMAC training needs and deployment with ASFPM and State EMAC Coordinator.

Step 8. Maintain the DART Program
Develop a process for annual meetings and training of DART volunteers.
Have DART volunteers sign annual liability waivers.
Identify possible funding to assist DART (CAP, EMA, DRAA?).
Improve communication tools (such as a web site).
Coordinate annually with State EMA (if needed).
Document successes of the program.
Share lessons learned with other state and interstate mutual aid and assistance programs.