

## **DISASTER FOOD ASSISTANCE PROGRAM ADMINISTRATION DISASTER COMMUNICATION PROTOCOL**

DCF must be prepared to respond in a coordinated, effective and efficient manner to all disasters. Prompt and accurate communication is a key factor in assuring an effective response. The communication protocol outlined below will help ensure information is disseminated quickly and accurately with minimal duplication.

### **If there is needed and new information in emails received from Kansas Department of Emergency Management (KDEM):**

❖ **The Secretary will send information received to:**

- A mailing list created for her specific to the disaster, which will include the DCF Executive Team.

❖ **Deputy Secretary of Operations (Daniel Lewien) will send information to:**

- Operations internal staff
- Economic and Employment Services Director
- The involved Operational Directors

❖ **Economic and Employment Services Director (Carla Whiteside-Hicks Ph.D.) will send information to:**

- Social Services Program Coordination Deputy Director – Nichelle Adams
- Policy Coordination Assistant Director – Shannon Connell
- FA Program Specialist – Sarah van Straaten

➤ **NOTE:** Director of Economic and Employment Services will evaluate all information received to determine whether it needs to be further routed.

❖ **Food Assistance Program Specialist (Sarah van Straaten) will send to:**

- Program Administrators
- EES internal staff