

Stewards Individual Placements Emergency Policy and Protocol

Policy Statement

Stewards Individual Placements (SIP) and its associated programs are committed to supporting members when emergency situations arise during your term of service. An emergency situation is one that poses a potential or actual threat to life or property, such as a natural disaster or active shooting.

Protocol

If there is an emergency situation in your area of service follow the order or recommendations of the state and local governments and your service site regarding the need to evacuate an area. Seek safe haven (evacuation shelters, etc.) and contact your regular program contact at the SIP office as soon as possible. If you anticipate a natural disaster may impact your area of service, discuss emergency plans with your supervisor, and then contact your regular SIP program staff.

If an emergency causes you to leave your site of service you will continue to receive your living allowance for up to one work week. In the situation that the emergency forces you to leave your site for more than one work week contact your regular SIP program staff to evaluate next steps. Every situation will be different, so it is important you discuss next steps with us over the phone, if possible. In the case of a short term displacement from your site (more than one work week but less than a month) SIP will work with you to determine if placing your service on administrative hold makes the most sense in order for you to still complete your term and receive your full education award (AmeriCorps Members only). In situations where the displacement is projected to be long term (more than a month) SIP will work with you to determine if there are options for relocation to a new site.

In some cases, the emergency situation may have significantly impacted your site. If your site has been significantly impacted please notify us as soon as possible. SIP will work with you and your supervisor (mentor) in order to make appropriate amendments that allow you to complete your service and complete work that is appropriate.

For Members

In an emergency situation follow these steps:

- a. If you can anticipate the possibility of an emergency situation discuss emergency plans with your supervisor (mentor) and notify your regular SIP program staff.
- b. Follow the order or recommendations of the state and local governments regarding the need to evacuate an area.
- c. Once you have sought safe haven (evacuation shelters, etc.) contact your supervisor (mentor) and regular SIP program contact and explain the situation.
- d. In the situation that the emergency forces you to leave your site for more than 5 days contact your regular SIP program staff to evaluate next steps
- e. In the case of a short term displacement from your site (more than 5 days but less than a month) SIP will work with you to determine if placing your service on administrative hold makes the most sense in order for you to still complete your term and receive your full education award.
- f. In situations where the displacement is projected to be long term (more than a month) SIP will work with you to determine if there are options for relocation to a new site.
- g. If the emergency situation has significantly impacted your site, notify your regular SIP program contact ASAP. SIP will work with you and your supervisor (mentor) to make appropriate amendments that allow you to complete your service and complete work that is appropriate.

For Stewards Staff

If a SIP member notifies staff of an emergency situation follow these steps:

- a. Ensure the member has discussed the situation with their supervisor and has an emergency plan in place. Emphasize that the member should follow the orders or recommendations of the state and local governments regarding the need to evacuate an area.
- b. Get in touch with member as soon as possible.
- c. Notify the member they will continue to receive their living allowance for 5 days.
- d. If member will be arriving back at site within 5-day timeframe schedule a time to follow up when they arrive back at their site.
- e. If displacement will be short term, SIP Program Coordinator will confer with their Program Manager and the Program Director on appropriate next steps.
- f. If displacement will be long term, SIP Program Coordinator will confer with their with their Program Manager and the Program Director on appropriate next steps.
- g. If the site and project has been significantly impacted then follow up must occur with supervisor (mentor) and member to ensure project is acceptable and fits under AmeriCorps guidelines. Request updated work plan if appropriate.

For Partners and Supervisors:

In an emergency situation follow these steps:

- a. Work with your member to make sure emergency plans have been followed to ensure their safety and meet site protocol. Emphasize that the member should follow the orders or recommendations of the state and local governments regarding the need to evacuate an area.
- b. Notify the member they will continue to receive their living allowance for 5 days.
- c. Update your regular SIP program staff on any developments that may be occurring at the site.
- d. If the site will be closed long term let SIP staff know immediately to discuss next steps.