

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 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.