



## **IAEM Children and Disaster Caucus**

### **International Association of Emergency Management (IAEM) Children and Disaster Caucus Charter**

The Children and Disaster Caucus (CAD) (herein referred to as the “Caucus”) is a caucus of the International Association of Emergency Managers (IAEM) – United States of America (USA).

The Caucus serves under the authority of the IAEM-USA By-Laws and IAEM-USA Administrative Policies and Procedures at the pleasure of the IAEM-USA Board of Directors to provide insight and counsel, as well as a forum for the exchange of information and professional development concepts, as they relate to the practice of emergency management and the needs of children.

#### **Purpose Statement**

The IAEM-USA Children and Disaster Caucus exists to advocate for and facilitate the inclusion of the needs of children in emergency planning and response before, during, and after emergencies. We accomplish this by identifying issues related to children and disasters, working to identify solutions to those issues, and sharing the issues and solutions with the broader emergency management community. To this end, we collaborate with other organizations committed to the well-being and safety of children to ensure the widest possible network for both identification of smart practices and dissemination of useful information and solutions throughout the emergency management family.

#### **Objectives**

- Support the development of capabilities to prevent, protect against, mitigate, respond to, and recover from threats and hazards affecting children and youth.
- Encourage development of age-appropriate youth and children’s training / planning / exercising concepts and templates that can be utilized as a tool for emergency management and public/private childcare and K-12 education stakeholders.
- Develop a compendium of resources that would be available to emergency management and public/private childcare and K-12 education stakeholders.
- Assess whether current policy, procedures, and infrastructure meets the needs of children in disaster, and provide recommendations for improvement.

#### **Meetings**

The caucus will host a meeting and information sharing sessions for IAEM members six times a year on relevant topics (i.e. January, March, May, August, September, November). \* When the IAEM conference is held in October versus November an additional meeting will be held to include in-person attendees. Trainings and webinars will be hosted as available and as possible. Caucus meetings are held via conference call throughout the year and in-person at the IAEM Annual Conference. Working groups (if assigned) will meet quarterly via conference call or other agreed upon means and will report to the overall caucus on the status of their project(s) at least twice a year. There is nothing in this charter that precludes additional meetings of the working groups or special meetings of the Caucus.



## IAEM Children and Disaster Caucus

### Concept of Operations

The Caucus shall work to cultivate and include members or affiliates who can help address the needs of children and youth (0-18 years) before, during and after a disaster. As the Caucus works toward meeting its objectives, the following focus areas have been developed: messaging, training, and measures. Within each focus area, the Caucus will address Mitigation and Preparation (Disaster Preparedness), Response, and Recovery. As needs are identified, focus areas may change, or additional areas may be added.

### Focus Areas:

Focus Area 1 - Messaging: Identify disaster readiness, response, and recovery messaging gaps and resources that emergency managers can use (or fix) to address how to talk with children, parents, caregivers, resource providers, and other emergency managers about the special needs and vulnerabilities of children and how they can not only stay safe during a disaster but also build resilience and increase the odds of recovery.

Focus Area 2 - Training: Identify disaster readiness, response, and recovery training resources and gaps for children, parents, caregivers, resource providers, and emergency managers. Help advocate for gap closure and identify best practices that could enable greater training utilization or improvement. Provide emergency managers training options and recommendations for private sector engagement.

Focus Area 3 - Measures: Identify tools, resources, strategies, policies, and processes, activities or other events or ideas that could help enable emergency managers to increase disaster readiness, response and recovery rates for children.

### Membership Policy

To be an official member of the IAEM-USA Children and Disaster Caucus the member must be a member in good standing in IAEM. Members (official and unofficial) may attend caucus meetings and opt in to receive caucus communications without restriction of expectation.

**Active Participation:** Active participation recognition (useful for CEM documentation) will be given based on the following:

- Have attended at least three caucus meetings within the last year and 50% of all assigned working group meetings.
- It will be at the discretion of caucus leadership to award participation credit to members not able to attend a meeting, but still providing a significant contribution to the Caucus.

### Certification Considerations

The Caucus encourages the use of participation in the Caucus as a professional contribution for certification / recertification. The Caucus Chair will annually provide written proof of 'leadership' participation upon request for other Caucus Leadership and Working Group Leadership. The Caucus chair will annually provide written proof of 'membership' participation after receiving confirmation of Working Group good standing by Working Group Leadership. The Caucus Chair will annually communicate an updated list of caucus members in good standing to the IAEM-USA Board.



## IAEM Children and Disaster Caucus

### Representation

No member of this Caucus will speak for the entire caucus other than the Caucus Chair in his or her official capacity, or his or her designee. Caucus representation and attendance at caucus activities such as conferences, symposia, courses and other venues is encouraged and funding may be provided for travel and lodging through IAEM-USA at the discretion of the IAEM-USA Board. All approved travel or other reimbursements will be requested directly through IAEM-USA headquarters by the requesting member upon approval by the Caucus Chair.

### Voting

All members of the Caucus may attend all caucus meetings unless the Caucus Leadership is discussing an ethical issue or for awards selection, then the meeting will be a closed Caucus Leadership meeting.

The Caucus Chair, or his or her designee, will be responsible for conducting all meetings, forwarding proposals and nominations to the IAEM-USA Board for consideration, and calling for votes, when appropriate. Caucus Leadership will review proposals submitted by Caucus members or Working Group Leadership and take appropriate action(s) within thirty (30) days of submission.

### Approval

IAEM leadership approved this document in June of 2021. It is subject to review on an annual basis.