

## AMERICAN ACADEMY OF PEDIATRICS

# JOB DESCRIPTION: CHAPTER CONTACTS FOR DISASTER PREPAREDNESS

### AAP Chapter Champion/Contact for Disaster Preparedness

The American Academy of Pediatrics (AAP) aims to identify one or more pediatric champions or “Chapter Contacts” in each state to increase efforts to improve disaster preparedness for children. The work of the Chapter Contact is voluntary, and responsibilities vary depending on member interests and expertise.

### Benefits of Being a Chapter Contact

- “Make a Difference”: improve visibility for children in disaster preparedness and response planning.
- 'Increase your expertise through participation in disaster planning and training'.
- Collaborate with state and national leaders and experts.

### Responsibilities of a Chapter Contact

1. Serve as the main point of contact to promote chapter disaster preparedness/response activities.
2. Advocate for the needs of children to be identified and addressed in disasters. Introduce key concepts for children’s preparedness into exercises as well as state disaster planning and response efforts.
3. Monitor AAP information and progress and report back to AAP chapter leaders and members.

### Ideas to Help You Get Started

1. Meet with state public health officials and emergency response agencies to represent children and pediatricians. Connection with the Emergency Medical Services for Children director/manager.
2. Work with chapter leadership to review the [Chapter Preparedness Checklist](#) and develop a chapter continuity of operations plan using the [Chapter Planning Template](#).
3. Represent pediatrics in a state disaster preparedness drill or exercise.
4. Make sure you receive relevant messages from the AAP headquarters office. Do you receive and read e-mails directed to the [DisasterReady@listserv.aap.org](mailto:DisasterReady@listserv.aap.org) (clinicians interested in AAP disaster preparedness and response activities) and [DPCC@listserv.aap.org](mailto:DPCC@listserv.aap.org) (Disaster Preparedness Chapter Contacts) electronic mailing lists?
5. Identify leaders in your state who might wish to receive AAP e-mails and newsletters.
6. Review the [AAP strategic plan](#), [AAP Children and Disasters Web site](#), and [newsletters](#) and develop one to two articles for your chapter newsletter on resources or topics of interest.
7. Find the state Department of Public Health or other Web site where information on emergency readiness or disaster preparedness and response is posted. Arrange for there to be a link to the AAP Children and Disasters Web site home page or help to post resources related to children’s preparedness. Need suggested topics or wording? See [The Youngest Victims](#).
8. Review your chapter Web site; look into ways to include resources on pediatric preparedness.
9. Coordinate one activity during [National Preparedness Month](#) in September.

### Want to Learn More?

[AAP Chapter Contacts for Disaster Preparedness](#)  
[AAP Children and Disasters Web Site Home Page](#)  
[AAP State Initiatives](#)

[Ensuring the Health of Children in Disasters](#)  
[Pediatric Preparedness Resource Kit](#)  
[Preparedness Checklist for Pediatric Practices](#)

### AAP Staff Contacts

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**Need Help? Email [DisasterReady@aap.org](mailto:DisasterReady@aap.org)**