



FEMA

PRACTICE NOTE

Public-Private Partnerships: Safeguard Iowa Partnership's Program to Encourage the Establishment of Local Chapters

PRACTICE

The Safeguard Iowa Partnership (SIP) developed a petition-based process for establishing chapters within any region, county, or city in Iowa. SIP also developed a manual to guide the formation of chapters.

DESCRIPTION

SIP is a private sector coalition dedicated to strengthening Iowa's capacity to prevent, prepare for, respond to, and recover from natural and man-made disasters through public-private collaboration. SIP, through its private sector partners, helps to reduce the impact of emergencies on Iowa by supplementing government preparedness and response capabilities with its members' resources and expertise. SIP undertakes activities in five areas: resources and preparedness, communication and coordination, education and exercises, partnership development and outreach, and partnership marketing and public awareness.

For more information on SIP, please refer to the *Lessons Learned Information Sharing Good Story: [The Safeguard Iowa Partnership](#)*.

In 2008, SIP launched an initiative to establish regional, county-, or city-level chapters throughout Iowa. These chapters support SIP's mission to improve the capabilities of Iowa communities to prepare for, respond to, and recover from disasters. Each chapter performs a variety of functions, including:

- Identifying gaps and issues for localized strategic planning purposes;
- Distributing information among chapter partners; and
- Networking among public and private sector partners operating within the same geographic area.

SIP established a formal process to guide the application of prospective chapters. Petitioning chapters must first submit a completed chapter charter petition to the SIP executive director. Each petitioning chapter must select a name descriptive of its proposed geographical area; names must reflect the petitioning chapter's location and be recognizable to other chapters. Petitioning chapters must also establish geographic boundaries, which can range from 25 to 100 square miles. The petitioning chapter's proposed territory may not overlap with another chapter's jurisdiction and must receive approval from the SIP executive director.

Each petitioning chapter should draft a tentative officer structure to be included with its petition. The chapter must identify members for the positions of chair-elect, vice chair-

elect, and secretary-elect. Officer names and contact information should be submitted to the SIP executive director in conjunction with the petition. A minimum of 15 SIP partners in good standing that reside in the chapter's proposed jurisdiction must sign the petition. Once the petitioning chapter has submitted the necessary documentation to the executive director, SIP recommends that the petitioning chapter then draft and submit a map of its proposed location to all adjacent chapters for input and possible endorsement.

The petition must then be presented for formal consideration to SIP's board of directors. Once the board has reviewed and approved the petition, the SIP executive director promptly notifies the chapter chair-elect and releases the chapter charter. The SIP executive director will help the chair-elect to set a date for an initial chapter organizational meeting in order to formally install both the charter and its officers. A majority of the partners who signed the petition are required for quorum at this initial meeting.

The SIP executive director may also suggest the formation of a new chapter in a specific geographical location where he or she feels a chapter would prove beneficial. Formal petitions are not required in this situation. As of September 2009, three groups are submitting the paperwork to become recognized chapters: Northwest Iowa, Central Iowa, and the Cedar Rapids – Iowa City corridor.

LINK

Safeguard Iowa Partnership.
<http://www.safeguardiowa.org>

CITATIONS

Haberl, Jami. Executive Director, Safeguard Iowa Partnership. Interview with *Lessons Learned Information Sharing*, 09 Jul 2009.

Safeguard Iowa Partnership. *How to Form a New Safeguard Iowa Partnership Chapter Manual, Version 1.0*. 26 Aug 2009.
<https://www.llis.dhs.gov/docdetails/details.do?contentID=39890>

Safeguard Iowa Partnership. *Safeguard Iowa Partnership After Action Report, September 2008*. Sep 2008.
<https://www.llis.dhs.gov/docdetails/details.do?contentID=32905>

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