

Incident Name: TN 4/25 STORMS	DR Number 540-25	Operational Period 18:00 11/04/2025 to 17:59 12/04/2025
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Incident Action Plan #9

DR 540-25

18:00 11/04/2025 to 17:59 12/04/2025

TN 4/25 STORMS



Members of the Community Assistance Program (CAP) and our partner at Gospel Temple loading supplies headed to Grand Junction, TN.

Documents Included:	Y/N	Documents Included:	Y/N
Director's Intent/Message	Y	Incident Organization Chart	Y
Incident Priorities and Objectives	Y	Work Assignment	Y
Status of Previous Operating Period's Objectives	Y	Work Sites	Y
Contact Roster DRO HQ	Y	Daily Schedule	Y
Incident Open Action Tracker	Y	General Message	Y

Prepared By:	Approved By:
Kristin Rice AD Information & Planning	Chris Robins DRO Director

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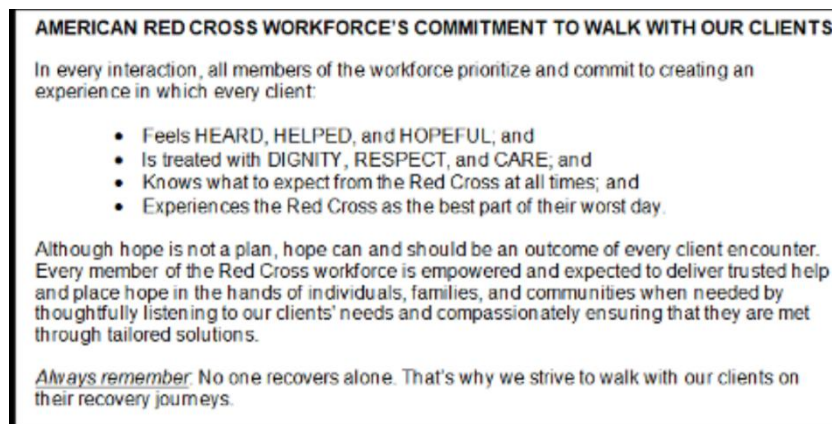
Director's Intent/Message

Through Wednesday, April 2nd into Sunday April 6th, the Tennessee Region experienced multiple rounds of severe weather with impacts from tornadoes, damaging wind, and flash flooding. Flooding is ongoing. We have seen impacts across several counties with the center of focus being Hardeman and McNairy where the towns of Grand Junction and Selmer were heavily affected by EF-3 tornadoes.

Our local teams jumped into action and have done amazing work in getting services to our clients. THANK YOU! We also want to thank those who have travelled from across Tennessee and throughout the country for helping us in supporting our community during this time. We are grateful for your willingness to come alongside us as we work towards providing comfort, hope, and assistance to those in need.

We currently have three shelters open; we are actively distributing supplies throughout the affected area and providing Incident Care Condolence Team services. Our Community Adaptation Program Team and community partnerships teams are working closely with partners and doing excellent work in mobilizing those partners to meet community needs. Our Damage Assessment teams have done great work, and assessments will be complete in our tornado and wind related damaged counties today.

We want to all remember the following as we serve those affected by this disaster:



Let's remember to take care of one another, be kind, and generous in helping one another toward our mission. If you have any challenges or have any questions, feel free to contact me anytime.

I look forward to serving alongside you!

Chris Robins
DR 540-25 Director

RCView Links

[Director's Brief](#)

Account String

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Prepared By:	Kristin Rice AD Planning	Page 2 of 25
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Status of Previous Operating Period's Objectives

Obj #	Objective	Status	Significant Actions
1.1	Operate shelter in McNairy, Obion & Dyer counties.	Achieved	
1.2	Coordinate DES activities in Obion, Dyer and Montgomery counties.	Achieved	
2.1	Initiate ICCT services for impacted clients and identify next of kin.	Achieved	
3.1	Conduct SRT services in McNairy, Dyer & Obion counties.	Achieved	
4.1	Ensure SEOC is staffed and stay in contact with all impacted EMs.	Achieved	
4.2	Communicate information relating to available Red Cross services.	Achieved	
4.3	Connect with community partners in impacted counties and attend partner coordination calls.	Achieved	
4.4	Plan and initiate community outreach in advance of financial assistance in tornado impacted counties for launch 4/12/25.	Achieved	
5.1	Conduct damage assessments in impacted areas.	Achieved	
5.2	Submit damage assessment in completed counties (Davidson, Hickman, Lauderdale, Weakley) for quality assurance.	Achieved	
6.1	Facilitate open communications with elected officials.	Achieved	
7.1	Mobilize CAP partners in support of financial assistance.	Achieved	

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Contact Roster DRO HQ

24 Hour Lines	Name	Phone	Email (@redcross.org)
24 Hour / DMH	Skip Ruzicka	901-488-7727	
24 Hour / Staffing		703-508-8675	
After hours lodging (7pm-7am)		571-247-2050	
24 Hour / Staff Health	Linda Fahey	217-520-4463	
24 Hour / Staff Relations		571-567-2452	
24 Hour / Transportation		571-587-1835	

Command		Phone	Email (@redcross.org)
RCCO	Kevin Watt (off 4/12-4/14)	615-939-3840	Kevin.Watt@redcross.org
Acting RCCO	Bruce Cuber	504-342-5297	Bruce.Cuber@redcross.org
DRO Director	Chris Robins (off 4/12-4/13)	615-939-3219	Christopher.Robins@redcross.org
Deputy DRO Director	Jeana Bailey	901-334-7970	Jeana.Bailey@redcross.org
Chief of Staff			
EOL Coordinator	Sarah Breazeale	901-233-4636	Sarah.Breazeale@redcross.org
CAP Liaison	Glama Carter (off 4/12)	941-299-2395	Glamarier.Carter@redcross.org

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Operations Section		Phone	Email (@redcross.org)
<i>AD Operations</i>	Brandy Rhodes (Off 4/12)	731-571-7140	Brandy.Rhodes@redcross.org
<i>Deputy AD Operations</i>	Bene' Hunter	941-224-3350	Bene.Hunter2@redcross.org
<i>Client Care Chief</i>	John Hoopingarner		
<i>Mass Care Chief</i>	Joely Cifre (Off 4/12)	901-239-2222	Joely.Cifre@redcross.org
<i>Acting Mass Care Chief & Feeding Manager</i>	Bria Swaringam	731-234-6321	Bria.Swaringam@redcross.org
<i>Sheltering Manager</i>	Tom Fortney	865-399-3015	Tom.Fortney2@redcross.org
<i>DES Manager</i>	Kevin Powers	615-712-3658	Kevin.powers@redcross.org
<i>Disaster Recovery Manager</i>	Louise VandeWiele	615-500-3164	Louise.Vandewiele8@redcross.org
<i>SRT Lead</i>	Jane Hoopingarner	908-963-0765	Janehoop@ptd.net
<i>Disaster Health Services Manager</i>	Linda Fahey	217-520-4463	linda.fahey@redcross.org
<i>Disaster Mental Health Manager</i>	TBD		
<i>Disaster Spiritual Care Manager</i>	Paul Trumpore	865-805-2890	Paul.Trumpore@redcross.org
<i>ICCT Coordinator</i>	Rick Loyd (off 4/10-4/13)	615-947-3886	Rick.Loyd3@redcross.org
<i>Disability Integration Manager</i>	TBD		
<i>Reunification Manager</i>	Carol Janssens	425-327-7252	Carol.Janssens@redcross.org

Logistics Section			
<i>AD Logistics</i>	Rachelle Burkert (off 4/12)	423-765-8637	Rachelle.Burkert@redcross.org
<i>Acting AD Logistics</i>	Bobby Blymiller	865-216-4295	Bobby.blymiller@redcross.org
<i>Logistics Chief</i>			
<i>Sourcing Manager</i>	Tami Hilbert	615-924-2122	Tami.Hilbert@redcross.org
<i>Facilities</i>	Michelle Lathrop	518-921-2836	Michelle.lathrop@redcross.org
<i>In-Kind Donations Manager</i>	Lori Fons (V)	406-223-8602	
<i>Transportation Lead</i>	Brenda Mullins	423-300-7970	Brenda.mullins2@redcross.org
<i>DST Chief</i>	Marcia Tyrrell	267-968-9219	Marcia.tyrrell3@redcross.org
<i>Fulfillment Manager</i>	Bobby Blymiller	865-216-4295	Bobby.blymiller@redcross.org

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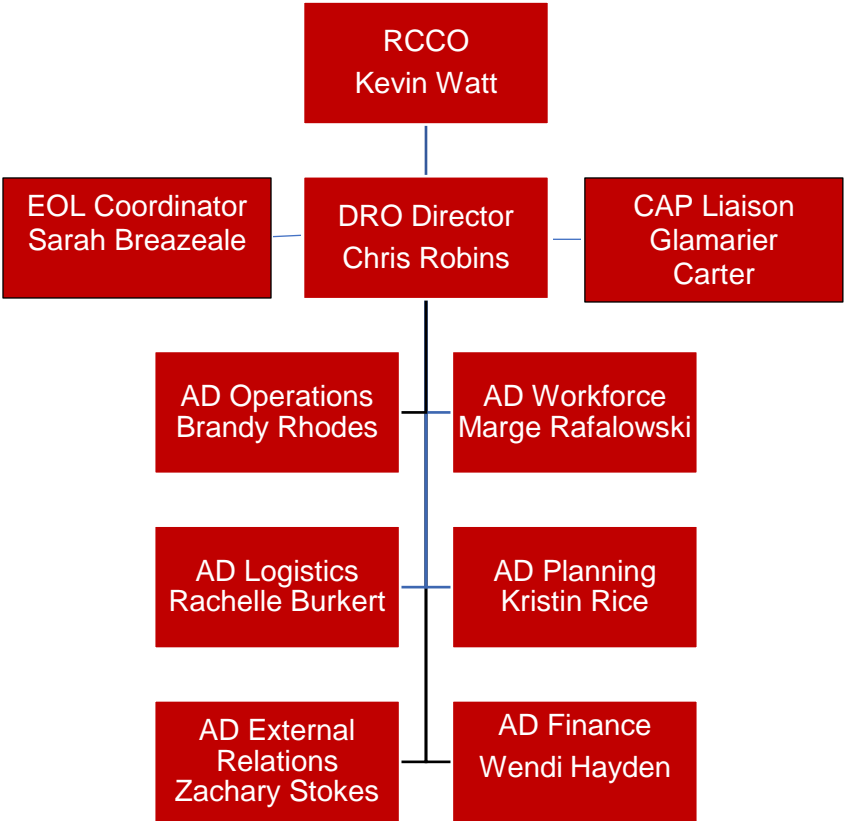
Workforce Section			
<i>AD Workforce</i>	Marge Rafalowski	615-510-1923	Marge.Rafalowski@redcross.org
<i>Staff Planning Support Manager</i>	Wanda Doyle (off 4/12)	901-238-5832	Wanda.Doyle@redcross.org
<i>Acting Staff Planning Support Manager</i>	Sherry Ricketts	615-337-9355	Sherry.ricketts2@redcross.org
<i>Staff Relations Lead</i>	JoAnna Thompson	571-567-2452	Joanna.thomspon2@redcross.org
Information & Planning Section			
<i>AD Information & Planning</i>	Kristin Rice	865-719-4126	Kristin.Rice@redcross.org
<i>Deputy AD Information & Planning</i>	Lisa Meister	615-293-9589	Lisa.Meister@redcross.org
<i>Disaster Assessment Manager</i>	Nancy Jones	615-948-3473	Nancy.Jones@redcross.org
<i>Disaster Assessment Administrator</i>	Tony Battaglia	970-315-2750	Anthony.battaglia@redcross.org
<i>Situation Unit Manager</i>	Jeff Franzen (V)	703-957-5711	Jeff.Franzen2@redcross.org
<i>Information Dissemination Unit Manager</i>			
<i>FSI/CAC Manager</i>	Cindy Manley	408-646-5793	Cindy.Manley2@redcross.org
<i>Call Center Liaison</i>	Chase Filip	423-361-9484	Chase.Filip@redcross.org

External Relations Section			
<i>AD External Relations</i>	Zach Stokes	502-381-4382	Zachary.Stokes@redcross.org
<i>Deputy AD External Relations</i>	Dianna Van Horn (V)	850-865-1556	Dianna.VanHorn@redcross.org
<i>External IA Outreach Coordinator</i>	Dawn Day	423-863-0194	Dawn.Day@redcross.org
<i>CEP Manager</i>	Yvonne Lambertson	308-870-4344	Yvonne.lambertson@redcross.org
<i>Government Operations Manager</i>	Steven Nielson	801-793-7508	Steven.nielson@redcross.org
<i>Fundraising Manager</i>	Laura Vaughn	901-282-9549	Laura.vaughn@redcross.org
<i>Public Affairs Manager</i>	Jerrica Williams (V)	470-503-4692	Jerrica.Williams@redcross.org
<i>SEOC Liaison</i>	Henry Pipes	615-295-5176	Henry.Pipes@redcross.org
<i>ER WebEOC Admin</i>	Roger Ocampo (off 4/12)	202-701-4113	Roger.ocampo@redcross.org
<i>Acting ER WebEOC Admin</i>	Zach Stokes	502-381-4382	Zachary.Stokes@redcross.org

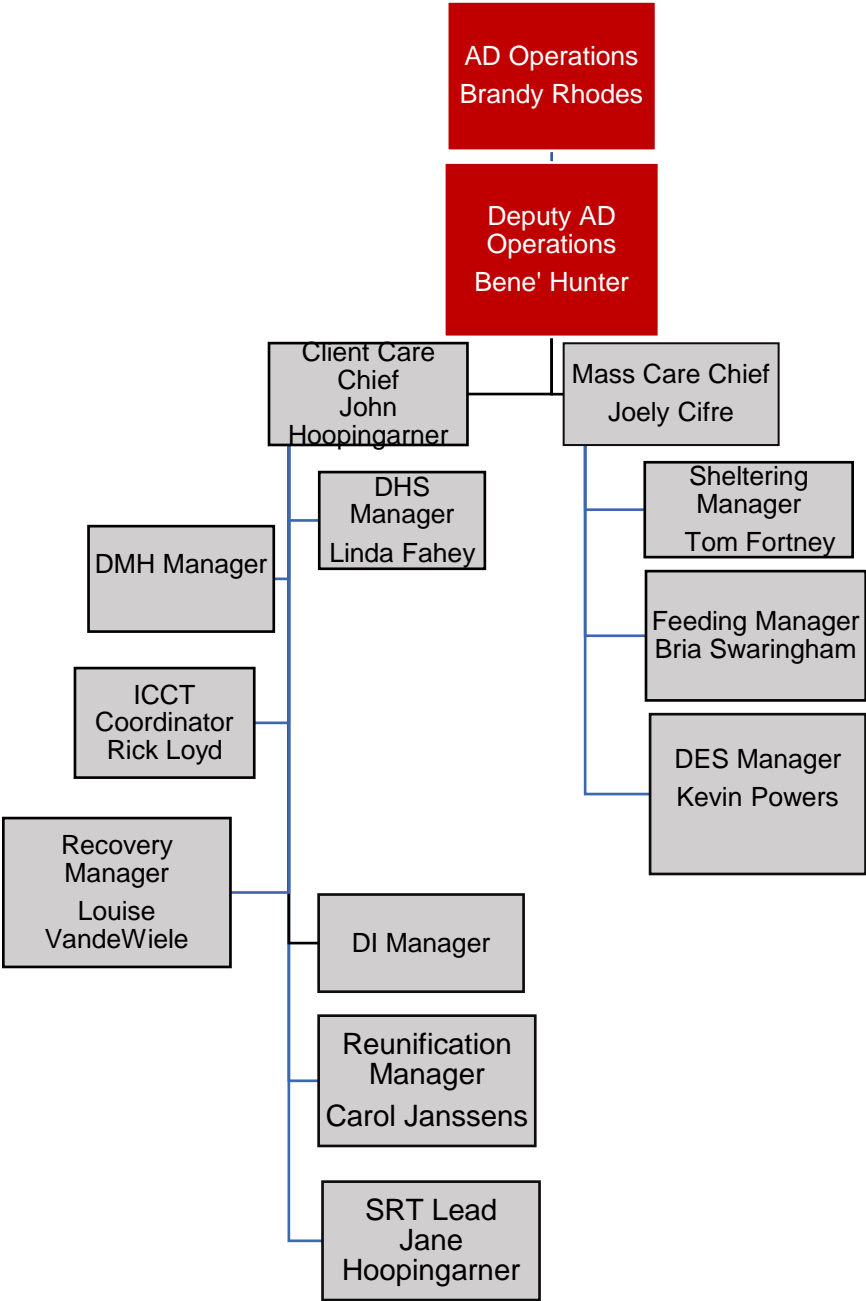
Finance Section			
<i>AD Finance</i>	Wendi Hayden (V)	615-834-8199	Wendi.Hayden2@redcross.org

Incident Organization Chart

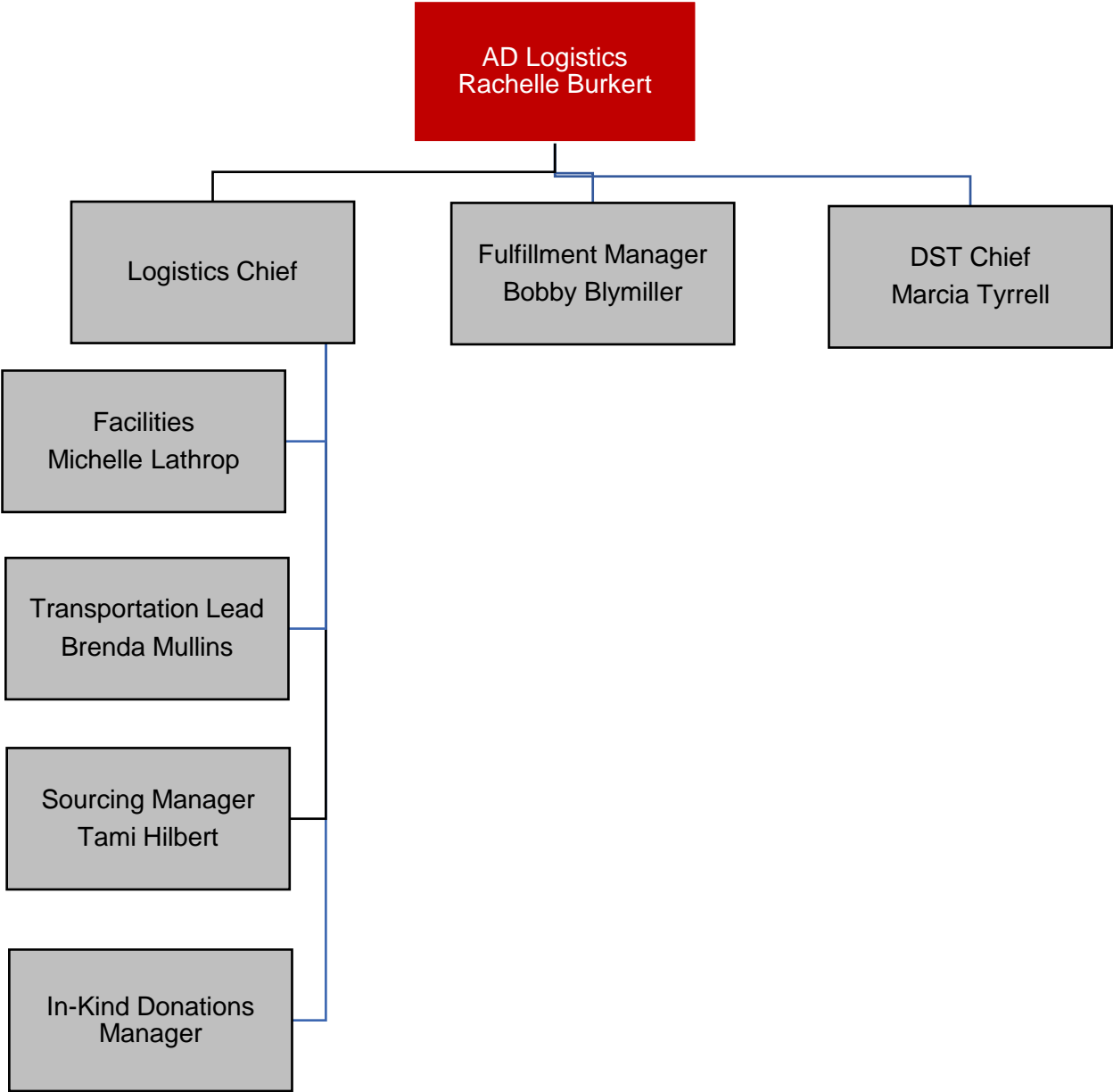
Command and Section Staff



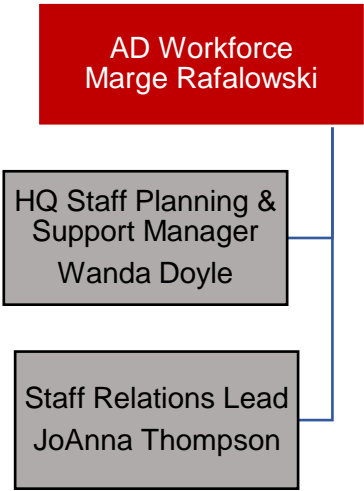
Incident Organization Chart
Operations Section



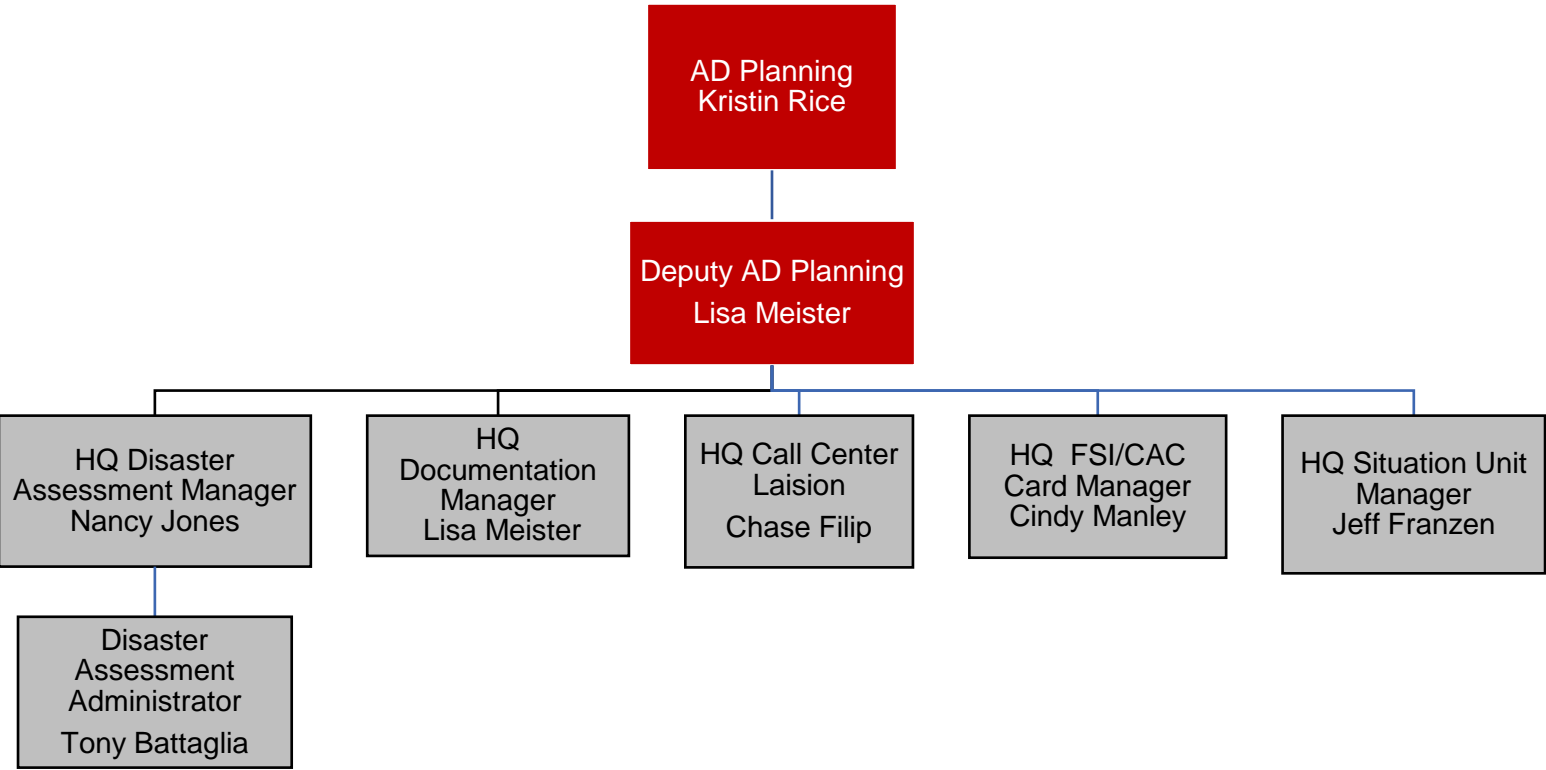
Logistics Section



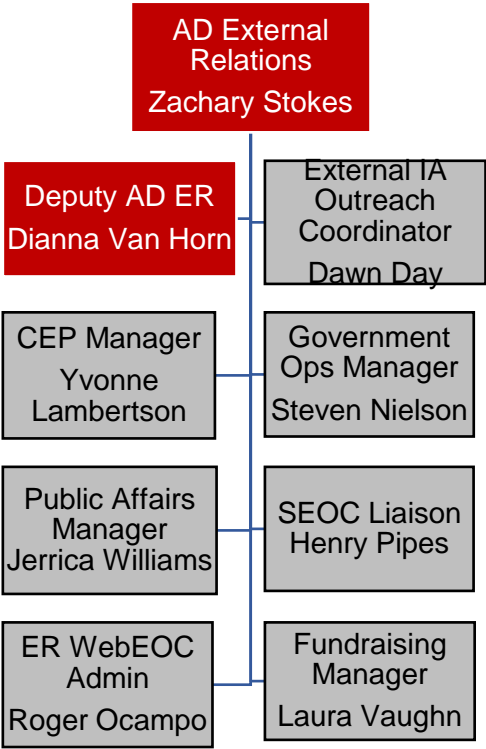
Workforce Section



Information and Planning Section



External Relations Section



Finance Section



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----------------------------------	---------------------	--

Work Assignments

DRO – Sheltering				
Operations Leadership AD Operations – Brandy Rhodes (731-571-7140) HQ Acting Mass Care Chief – Bria Swaringam (731-234-6321)				
DRO – Sheltering Resources		Total # of Persons	Reporting Location	Reporting Time
Resource ID	Leader Name & Contact Information			
Selmer Civic Center Shelter	<ul style="list-style-type: none"> Day – Patti Stadlberger (703-508-8737) Night – Jodie Kennedy (423-276-4974) 	SH/SV – 2 SH/SA – 2 SRT/SV – 1 SRT/SA – 1		Day – 07:00 Night – 19:00
	Work Assignment Provide sheltering to clients affected by severe weather in Selmer, TN			
Second Baptist Church	<ul style="list-style-type: none"> Day – Christy Hunt (910-262-3646) Night – Loran Newton (731-608-2962) 	SH/SV – 2 SH/SA – 2 SRT/SV – 1 SRT/SA – 1	831 Everett Blvd Union City, TN 38261	Day – 07:00 Night – 19:00
	Work Assignment Work with sheltering partner to provide sheltering and SRT services to clients affected by severe weather in Obion County, TN.			
First United Methodist Church	<ul style="list-style-type: none"> Day – Dene Shaver (661-810-1012) Night – Steven Kandilakis (865-809-6296) 	SH/SV – 2 SH/SA – 2 SRT/SV – 1 SRT/SA – 1	415 Elm Avenue Dyersburg, TN 38024	Day – 07:00 Night – 19:00
	Work Assignment Work with sheltering partner to provide sheltering and SRT services to clients affected by severe weather in Dyersburg, TN.			

DRO – Feeding				
Operations Leadership AD Operations – Brandy Rhodes (731-571-7140) HQ Acting Mass Care Chief – Bria Swaringam (731-234-6321) HQ Feeding Manager – Bria Swaringam (731-234-6321)				
DRO – Feeding Resources		Total # of Persons	Reporting Location	Reporting Time
Resource ID	Leader Name & Contact Information			
DRO HQ	<ul style="list-style-type: none"> Day – Bria Swaringam (731-234-6321) 	FF/MN – 1 FF/SA – 1	2046 North Parkway Jackson, TN 38305	Day – 09:00
	Work Assignment Coordinate with feeding partners to ensure community feeding and shelter clients are served			
First United Methodist Church	<ul style="list-style-type: none"> Day – Bria Swaringam (731-234-6321) 	FF/SA – 1	415 Elm Avenue Dyersburg, TN 38024	Day – 09:00
	Work Assignment Coordinate with feeding partners to ensure community feeding and shelter clients are served			

Prepared By:	Kristin Rice AD Planning	Page 13 of 25
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Incident Name: TN 4/25 STORMS	DR Number 540-25	Operational Period 18:00 11/04/2025 to 17:59 12/04/2025
----------------------------------	---------------------	--

DRO – Distribution of Emergency Supplies

Operations Leadership

AD Operations – Brandy Rhodes (731-571-7140)

HQ Acting Mass Care Chief – Bria Swaringam (731-234-6321)

DRO – Distribution of Emergency Supplies Resources		Total # of Persons	Reporting Location	Reporting Time
Resource ID	Leader Name & Contact Information			
Spring Hill Baptist Church - DES Team 1	<ul style="list-style-type: none"> Day – Rick Romanski (423-470-1377) 	DES/SV – 2 DES/SA – 1	6200 SR-78 Dyersburg, TN 38024	Day – 10:00
	Work Assignment Deliver emergency supplies to affected clients in Northwest TN communities as they become accessible.			
Montgomery County	<ul style="list-style-type: none"> Day – Stacey Lyness (219-218-5471) 	DES/SV – 1 DES/SA – 1	1760 Madison St Clarksville, TN 37043	Day – 10:00
	Work Assignment Deliver emergency supplies as requested for clients affected in Montgomery and surrounding areas.			
Spring Hill Baptist Church - DES Team 2	<ul style="list-style-type: none"> Day – Brian Arwood (731-460-1020) 	DES/SV – 1 DES/SA – 2	6200 SR-78 Dyersburg, TN 38024	Day – 10:00
	Work Assignment Deliver emergency supplies to affected clients in Northwest TN communities as they become accessible.			

DRO – Individual Disaster Care

Operations Leadership

AD Operations – Brandy Rhodes (731-571-7140)

HQ Client Care Chief - John Hoopingarner (724-699-9943)

DRO – Individual Disaster Care Resources		Total # of Persons	Reporting Location	Reporting Time
Resource ID	Leader Name & Contact Information			
Selmer Civic Center Shelter	<ul style="list-style-type: none"> Day – DHS SV Susan Vegors (731-394-3467) Day – DMH SV Michelle Labrador (530-401-1795) 	DMH/SV – 1 DMH/SA – 1 DHS/SV – 1	230 N 5th St Selmer, TN 38375	Day – 09:00 Day – 09:00
	Work Assignment Disaster Spiritual Care and Disaster Mental Services to itinerate between locations in the community and shelter as client needs arise. Disaster Health Services is present at shelter and assessing client needs.			
Virtual	<ul style="list-style-type: none"> Day – DSC MN Paul Trumpore (865-805-2890) Day – DHS SV Terry Lark (423-502-5135) 	DMH/SV – 1 DHS/SV – 1 DSC/MN – 1		Day – 09:00 Day – 09:00 Day – 09:00

Prepared By:	Kristin Rice AD Planning	Page 14 of 25
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Incident Name: TN 4/25 STORMS	DR Number 540-25	Operational Period 18:00 11/04/2025 to 17:59 12/04/2025
----------------------------------	---------------------	--

DRO – Individual Disaster Care Resources		Total # of Persons	Reporting Location	Reporting Time
Resource ID	Leader Name & Contact Information			
	Work Assignment Disaster Spiritual Care, Disaster Health Services, and Disaster Mental Services to monitor calls from call center and assess client needs.			
Jackson Community College HQ	● Day – DHS MN Linda Fahey (217-520-4463)	DHS/SA – 1 DHS/MN – 1 DMH/MN – 1	37 Alumni Dr Jackson TN 38301	Day – 09:00
	Work Assignment Disaster Health Services to develop functional plan and assess client needs in the community. Staff Health to provide support to DRO workforce as needs arise.			
First United Methodist Church	● Day – DHS Deni Breckenridge (352) 281-9289	DHS/SA – 1	415 Elm Avenue Dyersburg, TN 38024	Day – 09:00
	Work Assignment Disaster Health Services is present at shelter and assessing client needs.			

DRO – Recovery

Operations Leadership

AD Operations – Brandy Rhodes (731-571-7140)

HQ Client Care Chief – John Hoopingarner (724-699-9943)

DRO – Recovery Resources		Total # of Persons	Reporting Location	Reporting Time
Resource ID	Leader Name & Contact Information			
HQ	<ul style="list-style-type: none"> Day – Laura Brocklehurst (615)927-4243 	CARE/SV – 1	37 Alumni Dr Jackson TN 38301	
	Work Assignment Develop Functional Plan for IA.			

DRO – Damage Assessment

Planning Leadership

AD Planning – Kristin Rice (865-719-4126)

HQ DA Manager – Nancy Jones (615-948-3473)

DRO – Damage Assessment Resources		Total # of Persons	Reporting Location	Reporting Time
Resource ID	Leader Name & Contact Information			
HQ	<ul style="list-style-type: none"> Day – Nancy Jones (615-948-3473) 	DA/MN – 1 GEN/SV – 1	MW Chapter Staging Area 19 Stonecreek Circle Jackson, TN 38305	Day – 08:00
	Work Assignment Analyze data, map and coordinate damage assessment activities in the field.			

Prepared By:	Kristin Rice AD Planning	Page 15 of 25
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Incident Name: TN 4/25 STORMS	DR Number 540-25	Operational Period 18:00 11/04/2025 to 17:59 12/04/2025
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DRO – Damage Assessment Resources		Total # of Persons	Reporting Location	Reporting Time
Resource ID	Leader Name & Contact Information			
Team 1 - Lewis County	● Day – Brad Talbot (615-948-3473)	DA/SV – 1	Selmer Mobilization Center 1269 Tennessee Ave. Selmer, TN	Day – 08:30
	Work Assignment Conduct damage assessments in Lewis County.			
Team 2 - Shelby County area	● Day – Alvin Miller (901-216-9167)	DA/SV – 1 DA/SA – 1	MS Chapter - Staging Area 1399 Madison Ave. Memphis, TN 38104	Day – 08:30
	Work Assignment Conduct damage assessments in Shelby County area.			
Team 3 - Montgomery County area	● Day – Angela McLaughlin (804-454-6478)	DA/SV – 2 DA/SA – 1	TNR Chapter- Staging Area 1760 Madison St. Clarksville, TN 37043	Day – 08:30
	Work Assignment Conduct damage assessments in Montgomery County area.			
Team 4 - Obion County & NW corner of State	● Day – Eva Peel (901-233-5564)	DA/SA – 2	Second Baptist Church of Union County-Shelter 821 Everett Blvd. Union City, TN 38261	Day – 08:30
	Work Assignment Conduct damage assessments in Obion County & NW corner of State.			
Team 5 - Jackson County area	● Day – Barbara Monteilh (713-470-8827)	DA/SV – 2	MW Chapter - Staging Area 19 Stonecreek Circle Jackson, TN 38305	Day – 08:30
	Work Assignment Conduct damage assessments in Jackson County area.			

Prepared By:	Kristin Rice AD Planning	Page 16 of 25
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Incident Name: TN 4/25 STORMS	DR Number 540-25	Operational Period 18:00 11/04/2025 to 17:59 12/04/2025
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Work Sites

Site Type/Location	County	Site Operational Hours	Contact Information	Additional Information
Jackson Community College McWherter Center-HQ 37 Alumni Dr. Jackson, TN 38301	Madison	0800-1700	Rachelle Burkert 423-765-8637	
American Red Cross-Memphis Chapter-Staging Area 1399 Madison Ave. Memphis, TN 38104	Shelby	0800-1700	Alvin Miller 901-216-9167	
American Red Cross-Midwest Chapter-Staging Area 19 Stonecreek Circle Jackson, TN 38305	Madison	0800-1700	Bria Swaringam 731-234-6321	Damage Assessment Team
American Red Cross-Tennessee River Chapter-Staging Area 1760 Madison St. Clarksville, TN 37043	Montgomery	0800-1700	Jay Lovendusky 931-360-3124	
American Red Cross Nashville Area Chapter-Staging Area 2201 Charlotte Ave. Nashville, TN 37203	Davidson	0800-1700	Rachelle Burkert 423-765-8637	
Selmer Staging Center University of Tennessee @ Selmer 1269 Tennessee Ave. Selmer, TN	McNairy	0800-1700	Brad Talbott 828-400-2912	
Selmer Civic Center-Shelter (ARC Managed Shelter) 230 N 5 th St. Selmer, TN 38375	McNairy	24 hrs.	Tom Fortney 865-399-3015	
Second Baptist Church of Union County-Shelter (ARC Managed Shelter) 821 Everett Blvd. Union City, TN 38261	Obion	24 hrs.	Tom Fortney 865-399-3015	

Prepared By:	Kristin Rice AD Planning	Page 17 of 25
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----------------------------------	---------------------	--

First United Methodist Church-Shelter (ARC Managed Shelter) 415 Elm Ave. Dyersburg, TN 38024	Dyer	24 hrs.	Tom Fortney 865-399-3015	
McNairy County Ag Event Center 851 High School Rd Selmer, TN 38375 (not 4/12/25)	McNairy	10:00-17:00	John Hill 678-689-5362	
AER Cap- Partner Warehouse 6386 Global Dr. Memphis, TN 38141	Shelby	10:00-17:00	Kevin Powers 615-712-3658	
Tennessee SEOC-Emergency Operations Center 3041 Sidco Dr. Nashville, TN 37204	Davidson	0700-1900	Henry Pipes 615-295-5176	

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Daily Schedule

Time (CST)	Product/Meeting	Location	Required Attendance/Participation
8:30 AM	External Relations Meeting	Teams Meeting – By Invitation	External Relations Team, CAP Liaison, Deputy Director, Recon Manager, EOL Coordinator
9:00 AM	Leadership Meeting	Teams Meeting – By Invitation	DRO Director, Deputy Director, all ADs, HQ Client Care Chief
10:30 AM (not 4/12/25)	Operations Call	Teams Meeting – By Invitation	
1:00 PM	Tactics Meeting	Teams Meeting - By Invitation	ADs, HQ Client Care Chief
4:00 PM	Planning Meeting	Teams Meeting - By Invitation	DRO Director, Deputy Director, all ADs, HQ Client Care Chief
5:00 PM	External Relations Daily Debrief	Teams Meeting – By Invitation	External Relations Team, CAP Liaison, Deputy Director, Recon Manager, EOL Coordinator
5:00 PM	IAP Distributed	Email	All DRO assigned staff in Volunteer Connection and additional personnel
5:30 PM	All Hands Meeting	Teams Meeting Join Meeting here	All assigned staff

Prepared By:	Kristin Rice AD Planning	Page 19 of 25
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General Message

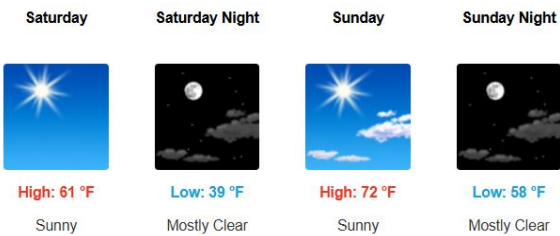
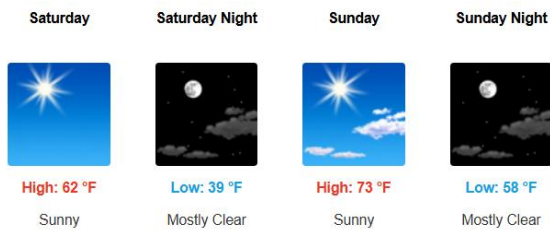
Situational Weather Update

TENNESSEE REGION

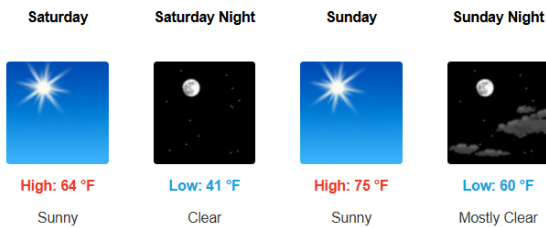
- Clearing and warmer temperatures

NASHVILLE, TN

CLARKSVILLE, TN



JACKSON, TN



MEMPHIS, TN



- **FLOOD WARNING** is extended for Mississippi River at Memphis through Wednesday, April 23, 2025.
- **IMPACTS...**At 36.0 feet, In Tennessee, water is edging onto the Fullen Dock area. Roads on the north side of the Loosahatchie River near its mouth are beginning to flood. Riverside Park Marina begins to flood.



General Weather and Surroundings Safety

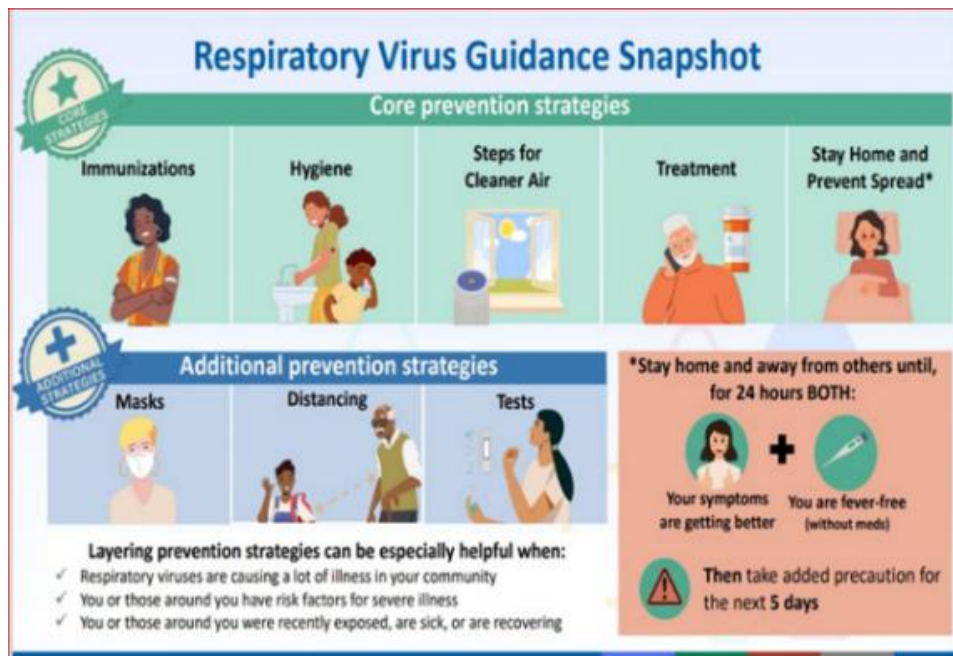
- Your phone should be considered personal safety equipment and kept accordingly. Keep it charged and with you. Remember to download the **Red Cross Emergency App** to get real time data on weather warnings & watches.
- **If you are working outside, make sure you have proper attire.**
- **Keep in contact with your supervisor especially during inclement weather days.**
- Stay away from all downed power lines and do not walk through standing water!
- **Stay Clear of Floodwaters:** Do not attempt to walk or drive through flooded areas, as just a few inches of water can sweep you away.
- **Avoid Flooded Areas:** Stay away from areas that are still flooded until they are declared safe.
- Check river gauges here: [National Water Prediction Service - NOAA](#)
- Check power outages here: [Tennessee Power Outages Map, Apr 2025](#)

Incident Name: TN 4/25 STORMS	DR Number 540-25	Operational Period 18:00 11/04/2025 to 17:59 12/04/2025
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General Safety

- Contact your supervisor if you are not feeling well.
- All Red Cross workforce will wear a disaster services vest and a Red Cross photo ID while at work location.
- Closed toe shoes are mandatory while working anywhere on DR540-25.
- Be mindful of your surroundings always and watch where you step.
- Stay hydrated by drinking plenty of fluids.
- Take frequent breaks if you must work outdoors.

Respiratory Virus Guidance



Driving Safety

- Obey all traffic laws, traffic regulations (road closures, construction guidance, etc.), and use common sense.
- Watch for debris on the roads and do not drive over it.
- **TURN AROUND, DON'T DROWN!**
- Check your route prior to leaving and always maintain ½ tank of gas or more.
- **Use WAZE for more up to date navigation!** [Waze](#)
- Check traffic issues and road closures here: [TDOT SmartWay: Traffic Map](#)



Prepared By:	Kristin Rice AD Planning	Page 22 of 25
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Incident Name: TN 4/25 STORMS	DR Number 540-25	Operational Period 18:00 11/04/2025 to 17:59 12/04/2025
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Staff Services

Daily Check-in: Please check-in through the Volunteer Connection app, DAILY, checking that all information is correct. This allows us to make corrections for work locations, lodging, proper supervisors (for evaluations) and hours credited.

Lodging: The Staff Services Lodging Team processes lodging requests for responders. Supervisors should submit lodging requests using the [Lodging-Change-Form](#) link. The QR code below can also be scanned to access the Lodging Request Form.



Responders shall not change their lodging assignment without consulting the Staff Services Lodging Team. This includes “trading” hotels with other responders.

Lodging requests submitted no later than 12 p.m. (noon) will be considered for fulfillment on the same day. Responders should check out of the hotel room by 11 a.m. so they do not have two hotel rooms on a moving day. If a responder's work location changes and new lodging is needed, please submit lodging requests at least one day in advance using the link or QR code above.

If a lodging request is submitted after 12 p.m. for a same-day change, the Lodging Team may notify the supervisor that the change will not be made until the next day. The responder must be prepared to leave their current room no later than 11 a.m. on the moving day.

If an urgent lodging request is required after 12 p.m., complete the online Lodging Request Form. The Lodging Specialist will attempt to reserve a room. If a room is unavailable in this short time frame, the responder must stay in the current hotel room until the next morning.

DRO Orientation – Please complete the DRO Orientation by **either** utilizing the link or QR code below.

[DRO 540-25 Orientation](#)



Incident Name: TN 4/25 STORMS	DR Number 540-25	Operational Period 18:00 11/04/2025 to 17:59 12/04/2025
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Out processing

Before you out process, please:

- Book your flight the day before you plan to travel. For disaster-related reservations or modifications, contact CWT's disaster line at 1-888-435-7913.
- Ensure you have enough money on your mission card and request a reload if needed AT LEAST 24 hours in advance.
- Get your evaluation from your supervisor.
- Consult with Transportation, 571-587-1835, about your vehicle if you have one, and how you are getting to the airport.
- Return any cell phones, laptops, or tablets to Disaster Services Technology.
- Return all unused CAC cards. Please do not leave the operation with CAC cards.
- When checking out of your hotel room, let the hotel know they can release the room.
- Out process with Staff Services at 703-508-8675.

Mission Cards

Mission card reloads are done from the tile on your Disaster Responder Application. The mission card tile should allow you to see your card balance, as well as request a reload if needed. If you have any questions, contact Workforce.

Evaluations

If you have been on the job for 4 or more days, you are entitled to an evaluation. Please contact your supervisor for an evaluation, PRIOR to leaving the DRO.

Supervisors, if you haven't already done so, please take Performance Evaluation Rosters and Tools for Supervisors on a DRO. This is a 1-hour basic level course for supervisors of disaster workers that explains how to prepare for and complete performance evaluations for their workers using Volunteer Connection. Click [here](#) for how to fill out a performance evaluation. Should you need assistance writing evaluations, please reach out to Staff Relations or AD Workforce.

Incident Name: TN 4/25 STORMS	DR Number 540-25	Operational Period 18:00 11/04/2025 to 17:59 12/04/2025
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Public Relations

Call for Photos

Please consider the following if capturing photos:

- Pics preferably of volunteers wearing Red Cross branding completing mission. Action shots are best, but everything is appreciated
- Everyone photographed (volunteers included) needs to sign a release form if their face or side profile is captured. Back-of-head photos do not require a photo release
- Avoid logos other than the Red Cross logo (e.g. photos of Nike shoes, sports team hats, etc.)
- Photos that illustrate the service delivery performed:
 - Shelter signage, setup/takedown
 - Delivering meals/supplies
 - Supplies in bulk, at warehouse, in ERV
 - ERV activities
 - Damage Assessment
 - Volunteer engaged with clients (could be wrapping a blanket around them, playing a game, etc.)

Please [Upload Photos Here](#) and use the Photo Release Form

Information for uploading photos to Flickr:

Login: **TNComms@redcross.org**

Password: **ClaraBarton1917**

Questions, please contact Jerrica Williams at 615-815-8177 or e-mail jerrica.williams@redcross.org