



**Lions Clubs International**

## **DISASTER PREPAREDNESS AND RELIEF PROGRAM – A MODEL FOR DISTRICTS**



*“To Protect and To Serve”*

**Presented by the MD-4 Alert/Disaster Preparedness Chair  
February, 2017**

# Sample MD-4 Lions District Alert Disaster Preparedness Program

## ▶ INTRODUCTION:

- ▶ **The information** contained in this Power Point Presentation will cover the majority of the items and concerns you will need to address, create and implement a modern “District Alert/Disaster Preparedness and Response Program”.
- ▶ **Other resources** in the creation of, or the upgrading of your District Alert/Disaster Preparedness and Response Program can now be found on the MD-4 Website, to include additional information “sample” forms you can use for your program, copies of agreements, requests for LCIF Disaster Grants and related documents for your consideration.
- ▶ **Your MD-4 Alert/Disaster** Preparedness and Relief Program Chair is ready to assist your District or one of your Lions AREAS in training, helping to create or upgrade your District Alert/Disaster Preparedness and Response Program or to assist in helping to suggest or define Mutual Aid Assistance between Districts or Areas.
- ▶ **Our sincere hope** is that every Lions District will use a standardized model (as suggested) so that all 15 Lions Districts within our MD-4 will know, understand and be able to work within each other District’s Programs in the event of a large scale District Disaster requiring mutual aid assistance (from one or more adjacent Districts or Areas).

# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **RESPONSIBILITIES:**
- ▶ **As a Leader in Your Club and District, YOU must Insure that Your Lions are Prepared To help when a Disaster Strikes – Others are Depending on YOU!**
- ▶ **Remember – It's not IF a Disaster will occur, its WHEN it will occur!**

# Sample MD-4 Lions District Alert Disaster Preparedness Program

## ▶ **MANDATORY NECESSITIES FOR A DISTRICT ALERT/DISASTER PREPAREDNESS PROGRAM:**

- Pre-Disaster Identification Assessment within your District
- A Written Disaster Plan (activations, responsibilities, ID basic/ongoing training, mutual aid, etc)
- Identification of and “Working Agreements with Key Support Agency Partners”
- Basic and “On-going” Disaster Training for Lions in your Program
- District “Leadership Briefing Training” when Positions and Responsibilities change yearly
- Training for Specific Positions/Functions/Duties that Lions Leaders are “Expected to Perform”
- Assess and Memorialize Club and District Resources (People and Items)
- A “Robust” Multi-Faceted Communications System for Activations, Notifications and Training
- Agreement to provide Mutual Aid Assistance to Adjacent Lions Districts within in your Lions Area
- District Alert/Disaster Chair – 3 year commitment (as opposed to a yearly change)

# Sample Lions District Disaster Preparedness Program

- ▶ **INTRODUCTION**
- ▶ **GUIDEBOOK/MANUAL SUMMARY AND OBJECTIVES (ON THE MD-4 WEBSITE)**
- ▶ **TRAINING, IDENTIFYING, DEVELOPING AND MAINTAINING WORKING PARTNERS**
- ▶ **DISTRICT ALERT/DISASTER PREPAREDNESS ROLES AND RESPONSIBILITIES**
- ▶ **DISTRICT ALERT/DISASTER PREPAREDNESS CHAIR CONSIDERATIONS**
- ▶ **USE OF MUTUAL AID ASSISTANCE**
- ▶ **PRESS RELEASES AND CONSIDERATIONS**
- ▶ **LCIF GRANT FUNDING FOR DISTRICT ALERT/DISASTER PREPAREDNESS PROGRAMS**
- ▶ **MD-4 EMERGENCY GRANT FUNDS**
- ▶ **ADDENDUM 1 - (SAMPLE ARC PARTNERSHIP AGREEMENTS FOR A SINGLE DISTRICT AND FOR MULTIPLE DISTRICTS; SAMPLE ARC PARTNER SHELTERING DOCUMENT AND LIST)**
- ▶ **ADDENDUM 2 - (SAMPLE DISTRICT ROLES, DUTIES AND RESPONSIBILITIES IN A DISTRICT ALERT/DISASTER PREPAREDNESS PROGRAM ACTIVATION; SAMPLE VOLUNTEER REGISTRATION FORM; SAMPLE ARC SHELTER CHECKLISTS; LCI ALERT CHECKLIST & INFO )**
- ▶ **ADDENDUM 3 - (INFORMATION ABOUT LCIF DISASTER GRANT CATEGORIES; SAMPLE DISTRICT REQUEST FOR LCIF \$10K EMEERGENCY DISASTER GRANT AND RELATED GRANT CRITERIA FORMS)**
- ▶ **ADDEMDUM 4 - (SAMPLES PRESS RELEASE; DISTRICT DISASTER INFORMATIONAL BROCHURE FOR YOUR PROGRAM; COUNTY OFFICE OF EMERGENCY SERVICES SMC ALERT NOTIFICATION SYSTEM)**



# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **Conduct a Pre-Disaster Assessment within your District**
- ▶ Include Recurring Disasters (storms, floods, wild fires), as these are what your District might experience on a yearly basis
- ▶ Identify any potential Natural, Accidental or Intentional Disasters
- ▶ Identify Community Partners to assist in “training” and helping your District achieve it’s Alert/Disaster Preparedness responsibilities when a Disaster strikes

# Sample MD-4 Lions District Alert Disaster Preparedness Program

## ▶ **IDENTIFY AND ENLIST (ONGOING) KEY PARTNERS AND TRAINERS**

- **Local Chapter of the American Red Cross (Primary Partner – Training – Notification & Activation)**
  - Identify your District's Training Needs for your program and additional training, as needed or desired
  - Consider an Initial 4 hour Training (Partner Shelter Class) alone and with local Community CERT Members; add additional classes on an annual basis (Safe Food Handling, Psychological First Aid, Shelter Management, etc)
- **County Office of Emergency Services (Primary Partner - Communications)**
  - Determine if you can use their Alert and (or) Similar Public Notification Systems (text, email, cell phone, etc)
  - Consider a Ham Radio Operators Organization as a partner
- **Local Fire Departments/Health Care Districts (Secondary Partner - Training)**
  - They can provide CERT or similar training; AED/CPR, First Aid Training, AED Devices, etc
- **Other Emergency Service Providers (Secondary Partner – Training, Communications)**
  - Sheriff/Police
  - Hospitals
  - Other Local, County, State, Federal Agencies
  - Salvation Army or similar Organizations
  - **Don't forget adjacent Lions Districts and/or the remaining MD-4 Operational Areas for mutual aid if the disaster requires more resources than your district (or districts) can provide**
- **LCIF Grants - Available in creating and working with Community Partners AND for Disaster Relief**

# Sample MD-4 Lions District Alert Disaster Preparedness Program

## ▶ MINIMUM PROGRAM OBJECTIVES – FOR YOUR DISTRICT ALERT/DISASTER PREPAREDNESS PROGRAM

- IDENTIFY & PARTNER with Disaster Preparedness Organizations within your District to create and coordinate a District-Wide and comprehensive Disaster Preparedness and Relief Program
- Transition from a “REACTIVE” program to a “PROACTIVE” program
- FOLLOW the Lions International “ALERT” PROGRAM when practical
- IDENTIFY, TRAIN, PREPARE, ASSIGN RESPONSIBILITIES AND INVOLVE Lions Clubs and Volunteers who will be able to provide a **focused and immediate coordinated response to** (and assist other service provider responders) disasters occurring within the boundaries of YOUR District
  - Look to involve all clubs within your District (minimum 1 club team leader and 5 club volunteers) - 40 clubs would provide your district with 240 program volunteers
  - Recognize Lions Club Volunteer Participants on an Ongoing Basis (Zone, Region, District meetings)
- COORDINATE continuous PRESS RELEASES with your partners throughout your district that will serve to inform and educate the public about your Lions Club District's “Proactive” Service Program
- **IDENTIFY a Time Line (with steps for completion) to implement or update your Program**



# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **CREATE A COOPERATIVE AGREEMENT BETWEEN ALL PARTNERS**
- ▶ **IDENTIFY THE PURPOSE AND THE RELATIONSHIP** – Between the Partners/Partnerships for the purposes of disaster planning and response.
- ▶ **DEFINE A DISASTER** - A disaster is an impending or occurring event of such destructive magnitude and force as to dislocate people, separate family members, damage or destroy homes and injure or kill people.
- ▶ **IDENTIFY WHAT THE PARTNER WILL PROVIDE:** Incorporate your District in its response plans as shelter workers and feeding (food preparation and meal distribution); Provide preparedness training opportunities such as workshops; Provide shelter training such as Partner Shelter Operations & Simulation workshops; Refer clients to your District for the purpose of assessing sight and hearing needs and receiving assistance if qualified.
- ▶ **IDENTIFY WHAT YOUR DISTRICT WILL PROVIDE THE PARTNER:** Provide personnel to be trained and deployed as shelter teams and feeding in support of the Partner; Accept client referrals for assessing and qualifying for sight and hearing related needs and other assistance within the Mission of Lions Club International; Provide a facility as a Reception or Evacuation Center, Volunteer Intake and Training, Staff Shelter, or Food Distribution and Feeding.

# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **REMEMBER TO PREPARE A PROGRAM IMPLEMENTATION TIME LINE WHEN YOU CREATE OR UPDATE YOUR DISASTER PREAPREDNESS/ALERT PROGRAM**
- Disaster Assessment of Possible/Recurring Disasters/Creation of your Disaster Plan
- Identify Primary and Secondary Partners
- District Executive Committee Overview Presentation
- Confirm Primary Partnerships
  - Local Red Cross Chapter, County Office of Emergency Services, Local and County Fire Departments, Health Care Districts, etc.
- Region and Zone Chair Orientation
- Zone Chair Meeting Presentation to Clubs
  - Disaster Preparedness Program Chair and Co-Chairs will assist
- Club “Team Leaders” and Volunteers Identified
  - Initial Basic Volunteer Training and Orientation Begins
- Robust Notification System Established and Activated
- Program Officially Begins and goes Live

# Sample MD-4 Lions District Alert Disaster Preparedness Program

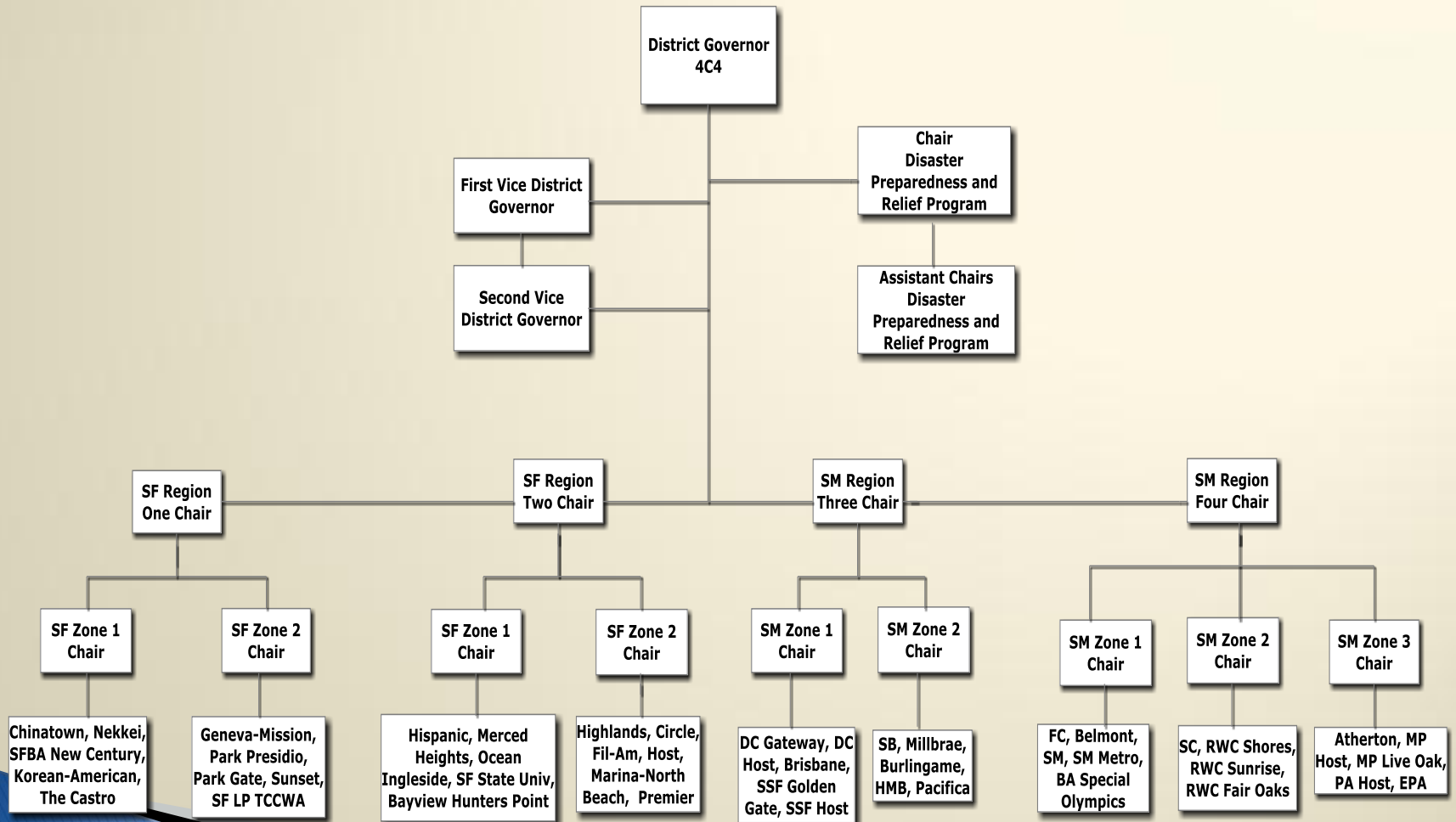
## ▶ IDENTIFICATION OF LIONS DISTRICT PROGRAM PARTICIPANTS

- **District Governor**
- **Vice District Governors**
- **Disaster Program Chair**
  - Disaster Program Vice Chair(s)
- **Region Chairs**
  - Semi-Permanent Position as opposed to Rotational (Discussion – District by District)
- **Zone Chairs**
  - Semi-Permanent as opposed to Rotational (Discussion – District by District)
- **Club Team Leaders** (Club Coordinator/Supervisor of Club Team Members/Equipment Inventory)
- **Club Volunteers**

# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **CREATE AN ORG CHART**
- ▶ **Displays the Relationships** between and among your District's Hierarchy and where the Alert/Disaster Preparedness and Relief Program fits into YOUR District

# Sample MD-4 Lions District Alert Disaster Preparedness Program





# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **Create an Informational Pamphlet for your District  
Alert/Disaster Preparedness and Relief Program**
- ▶ Identifies YOUR District Program
- ▶ Provides your Lions and others with important Information
- ▶ Acknowledges Working Partners in YOUR Program
- ▶ Useful as a tool to “recruit” new Lions Volunteers into YOUR Program
- ▶ Also used as a “recruiting tool” to obtain new members into Lions
- ▶ Shows other Disaster Entities that YOUR District has a Comprehensive Disaster Preparedness and Relief Program, one that YOUR District can take pride in

# Sample MD-4 Lions District Alert Disaster Preparedness Program

## *Volunteer Contact Information Sheet*

### **Volunteer Contact Information:**

Name (L,F,M):

Address:

City, State:

Home Phone Number:

Cell or Pager Number (for text messaging):

Primary Email address:

### **Lions Club Affiliation Information:**

Club Name:

Region:

Zone:

### **Emergency Information:**

(Person to be notified In case of Accident)

Contact Name:

Contact Address:

Contact City:

Telephone, Cell Phone, Email Address:

### **Special Training or Skills:**

Foreign Language Proficiency:

Previous Red Cross Training: If so, please identify:

First Aid/CPR Training:

Ham Radio Operator:

Heavy Equipment License:

CERT/NERT Certified:

Other Proficiencies:

Other Skills (i.e. - cooking, heavy equipment operator,  
plumbers, electricians, building contractor, etc):

Please complete this form and return it to your Club's Team Leader  
or Club President.



# I WANT YOU

**The Disaster Preparedness  
and Relief Program  
Lions District 4-C4**



# Sample MD-4 Lions District Alert Disaster Preparedness Program



The Disaster Preparedness and Relief program has been developed to generate a coordinated Lions Club volunteer response to a request for support from the American Red Cross. In an emergency situation caused by a natural or man-made disaster, the Red Cross may request assistance from the Lions Club volunteers to lend their support. Our duties will include assisting in the housing and comfort of the displaced, as well as in food preparation and serving of meals. The goal of this program is to provide the support and service requested by the American Red Cross during times of disaster.



Mobilizing our Lions Club volunteers in response to a call from the Red Cross requires a system that can provide immediate contact to our staff. The SMC Alert system is a county wide communication network which fulfills this need. All Lions Club volunteers who wish to participate in this Lions Disaster Program need to register their cell phones and e-mail addresses on this system to receive immediate notifications from the DPRP administrator. This call to arms will be in response to a request for assistance by the Red Cross and will be regional in nature. There are two methods of immediate communication: phone for short messages and e-mail for longer, more detailed information.

The Lions Club is truly a global club. With over 45,000 clubs and 1.35 million members, it is the largest service club organization in the world. The Disaster Preparedness and Relief program was designed to put the might of the Lions Club behind the humanitarian efforts of the Red Cross in times of regional disaster. Recent history tells us that we need to be prepared to respond to emergencies, both natural and man made. Our partnership with the Red Cross mandates that we prepare ourselves to support them when needed. All volunteers are required to attend classes to educate us on policy and procedure. The general classes are for Red Cross Orientation and Partner Shelter Training. Those involved in food preparation are asked to take a class on Safe Food handling. The classes for Orientation and Partner Shelter Training take no more than 5 hours. Consult the Face Book page, or contact us for dates and times for current training opportunities being offered.

**"We Serve" is our motto. This program elevates our commitment to service to a new and higher level.**

## How to contact us and where to go to get started

**Program e-mail:** [disasterpreparedness4C4@gmail.com](mailto:disasterpreparedness4C4@gmail.com)

**SMC Alert program:** [www.smcalert.info](http://www.smcalert.info)

Create a password and sign on. Click on the **Devices** to input your cell phone and e-mail address. Click on the **My Alerts** and scroll down to Lions 4C4 Disaster Prep and click on it. You may wish to select other community notification as you wish.

## Face book page:

**Lions Club District 4C4 Disaster Preparedness and Relief Program**

Log on through your Face book page and "like" it to link it to your Face Book page. Access this page for notifications, Red Cross class schedules, program updates and comments.

**Lions District 4-C4 Website:** [www.lions4c4.org](http://www.lions4c4.org)

Disaster Preparedness volunteer sign-up forms, SMC Alert information and other Lions information and activities can be found here.

# Sample Lions District Disaster Preparedness Program

## ▶ ACTIVATION RESPONSIBILITIES AND “CHAIN OF COMMAND”

- Partner Agency (RED CROSS) Request Notification of DPRP Chair (Trigger for Activation)
- DPRPC notifies and provides a Situational Briefing to the DG
  - In the event the DG is unavailable, the 1<sup>st</sup> VDG will be notified
  - In the event the 1<sup>st</sup> VDG is unavailable, the 2<sup>nd</sup> VDG will be notified
- The DPRP Chair will provide the DG with a Recommendation to either “Activate” or “Not Activate” the Lions DPDR Program
  - In the event the DG and VDG’s are unavailable, the DPDR Chair (or Assistant Chair) will assume activation authority of the Lions DPRP
- **Depending on the size and scope of the situation**, part of a Zone, the entire Zone or other Zones within the Region could be activated; for large disasters, neighboring Zones or Regions could also be activated, **same for Lions Districts in the Four MD-4 AREAS or in the ENTIRE MULTIPLE**
- **Volunteer notifications shall be made by the DPRP Chair or Assistant Chair via electronic text and provide a situation synopsis, a staging area location to meet, the time to meet, identification of any special equipment necessary, Number of personnel required, personnel relief schedules, etc**
  - District – Wide Notification to ALL Volunteers (so everyone in your district is informed about the activation)



# Sample MD-4 Lions District Alert

## Disaster Preparedness Program

### TYPES OF ALERTS YOU MAY RECEIVE

Alert types include life safety, fire, weather, accidents involving utilities or roadways, and disaster notifications, such as a terrorist attack. Examples of the types of messages that can be sent are:

#### EMERGENCY SITUATIONS

- Notify citizens of the nearest emergency shelter, available bed space, and hours of operation
- Notify citizens of available evacuation routes
- Activate special teams within the community, based upon an event

#### PRECAUTIONARY WARNINGS

- Severe weather
- Mischievous activity reported by the police, requiring activation of a citizen watch group
- Pre-cautionary evacuation order if on high alert
- Disruptions from planned events, like parades and construction



TO SUBSCRIBE FOR THE SMC ALERT, VISIT  
[WWW.SMCALEERT.INFO](http://WWW.SMCALEERT.INFO)

Follow instructions for "new users". Subscribers can select places where they live and work and any cities for which they want to receive alerts. Listing a specific geographic address is optional.

FOR ADDITIONAL INFORMATION:  
[www.smcalert.info](http://www.smcalert.info)

Telephone: 650.599.1297 / 650.363.4012



SAN MATEO COUNTY SHERIFF'S OFFICE  
OFFICE OF EMERGENCY SERVICES

400 COUNTY CENTER  
REDWOOD CITY, CA 94063  
T. 650.363.4790

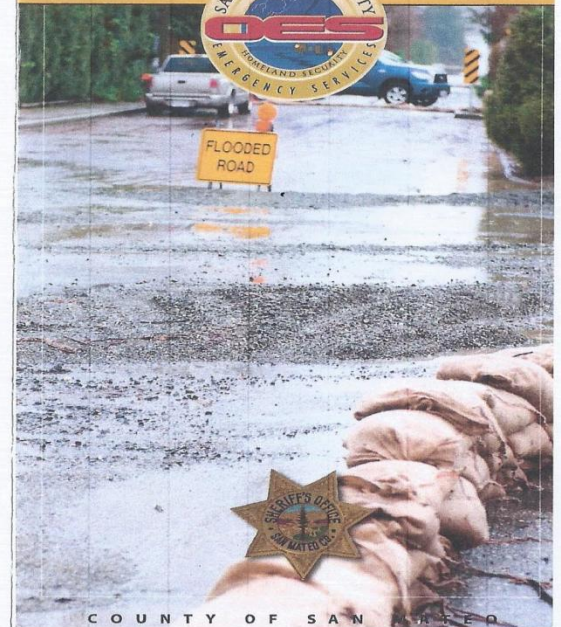
[www.smcsheriff.com](http://www.smcsheriff.com)  
[www.smcready.org](http://www.smcready.org)  
[www.smcalert.info](http://www.smcalert.info)

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## SMC ALERT

### SAN MATEO COUNTY ALERT

A PUBLIC SERVICE FOR COMMUNITIES IN  
SAN MATEO COUNTY  
[WWW.SMCALEERT.INFO](http://WWW.SMCALEERT.INFO)



COUNTY OF SAN MATEO



# Sample Lions District Disaster Preparedness Program



## WHAT IS SMC ALERT ?

SMC Alert is a digital communication system used by governments, emergency management agencies and first responders to send emergency alerts, notifications and updates to civilian's e-mail or portable digital device. These include cell phones, pagers, Blackberrys, and PDAs. To receive emergency alerts, all you have to do is sign up for an SMC Alert account by visiting:

[www.smcalert.info](http://www.smcalert.info)

## WHAT IS THE COST OF THIS SERVICE?

The San Mateo County Sheriff's Office of Emergency Services is offering the SMC Alert System service free of charge. Note: Your cell phone carrier may charge you per text message received. The County of San Mateo does not assume responsibility for any costs charged to you by your carrier. Check with your carrier for billing concerns.

## WHAT IS A SMC ALERT ACCOUNT?

All residents of San Mateo County, or people working for businesses located in San Mateo County may sign up for a SMC Alert™ account. You can add multiple devices (cell phones, pagers, PDAs) to a SMC Alert™ account. An alert will be sent to each email account, cell phone and other mobile device listed in your SMC Alert account.

You can sign up for multiple locations of concern – work, home, and school.

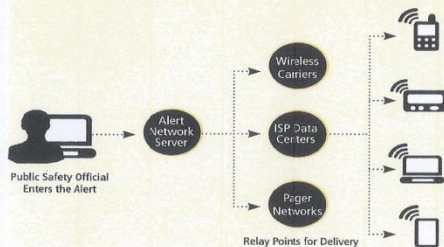
## WHAT IS TEXT-MESSAGING AND HOW DO I SIGN-UP FOR IT?

Text messages are short messages sent to your phone, similar to receiving a page. Each message contains no more than 100 to 160 characters. An example of a text message is the notification you receive on your phone when you have new voice mail.

Most carriers activate the service automatically. You should check with your carrier to make sure your text messaging is active.

Alerts are delivered using the text messaging (SMS network) feature of your cell phone. It requires less time and bandwidth to send a text message compared to making a phone call. In past emergencies text messaging has continued to operate when voice communication has failed.

## HOW DOES THE ALERT SYSTEM WORK?



In an emergency situation, an alert will be sent by San Mateo County authorized personnel and you will receive email notifications and text messages on your cell phone or mobile device. Read these messages promptly and follow the instructions.

Additional instructions may follow throughout the emergency situation so keep your device near you. Even though voice communications is down, text messages may still come through to your phone.

When you do receive an alert message, please follow the instructions on that message. Please do NOT call 9-1-1 or an emergency Communications Center as

they are already aware of the emergency — and your call will tie up precious resources, further complicating the emergency situation.

Follow-up alerts may be sent to update residents on a situation. Subscribers can select geographic groups based upon registration information; so if you reside in Burlingame and work in Menlo Park, you may include that information when you register to receive alerts for each city.



# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **Assess, Identify and Memorialize Existing Resources Within Your District**
- ▶ **Hard Resources** – Buildings, Trailers, Campers, Mobile BBQ's, Tents, Portable Table's and Chairs, Portable Lights, Generators, Shovels, Gloves, Water, Food, etc.
- ▶ **Volunteer Special Training or Knowledge** – Interpreters, Heavy Equipment Operators, Medical Background and Knowledge, Management/Leadership Skills, Certifications (First Aid/CPR), etc.

# Sample MD-4 Lions District Alert Disaster Preparedness Program

**LIONS DISTRICT**  
**DISASTER PREPAREDNESS, RESPONSE AND RELIEF PROGRAM**  
*Volunteer Contact Information Sheet*

Volunteer Contact Information:  
Date:  
Club:  
First Name:  
Last Name:  
Address:  
City, State:  
Zip code:  
Home Phone Number:  
Cell Number (for immediate receipt of text messaging):  
Primary Email address (for activation details):

Emergency Contact Information:  
(Person to be notified in case of Accident)  
Contact First Name:  
Contact Last Name:  
Emergency Cell Phone:

Training and Registration  
Have you taken the Red Cross training?      Yes/No  
Have you registered at SMC Alerts?      Yes/No

Special Training or Skills:  
Do you have special training, professional skills or language abilities? Please list them below.

Please complete this form and send it to the following address:  
[disasterpreparedness4c4@gmail.com](mailto:disasterpreparedness4c4@gmail.com)

Register your cell phone and email address with the revised SMC Alert system.  
Once you have signed up, please send us notification of your participation.  
The address of SMC Alert: (<https://member.everbridge.net/index/892807736723485#/login>)

Questions? Contact us at [disasterpreparedness4c4@gmail.com](mailto:disasterpreparedness4c4@gmail.com)



# Sample MD-4 Lions District Alert Disaster Preparedness Program



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# Sample MD-4 Lions District Alert Disaster Preparedness Program



# Sample MD-4 Lions District Alert Disaster Preparedness Program

## ▶ REGION CHAIR (BASIC RESPONSIBILITIES )

- ▶ Delegate through your ZC's and Club Team Leaders to assess, document and memorialize any existing hard resources within individual clubs (grills, trailers, motor homes, club houses, etc); identify and recruit club-volunteers and assess their existing disaster training, prior experience and (or) special training
- ▶ Assist in the coordination and delegation of certified Red Cross basic and other necessary required training (and communicating additional training opportunities) for Lions Club Member-Volunteers through the ZC's Club Team Leaders
- ▶ Insure that your ZC's and Club Team Leaders maintain accurate and up to date notification and training information on every Lions Club Member-Volunteer, and that new or updated information is sent up the chain of command to the DPRP Chair as soon as practical
- ▶ The involved RC **will respond to the scene of the disaster** to assist the DPRP Chair in the coordination and management of Lions Club Member-Volunteers with Service Providers, or as needed
  - Assist the DPRPC (or designee) to provide updates on the disaster and Lions Club Member-Volunteers to the DG
  - Assist the DPRPC in notifying the DG upon the departure of Lions Club Member-Volunteers from a disaster scene
  - Assist the DPRPC (or designee) in coordinating a de-briefing of ZC's under your command, etc., to determine if our response was adequate and if we can find better services to provide a better or more efficient response in the future
  - Assist the DPRPC in other duties or assignments as necessary or as they arise

# Sample MD-4 Lions District Alert Disaster Preparedness Program

## ▶ ZONE CHAIR (BASIC RESPONSIBILITIES)

- ▶ Call a Zone meeting with club presidents (and potential Club Disaster Preparedness Team Leaders) to discuss the program and recruit volunteers; **the DPRP Chair will attend any Zone meetings to assist in the presentation of the program**
- ▶ Delegate through the Club Team Leaders to assess, document and memorialize any existing hard resources within individual clubs; identify and recruit Lions Club Member-Volunteers and maintain current and accurate information on the same
- ▶ Coordinate and delegate both basic and required training information (and additional training opportunities) to Lions Club Member-Volunteers through the Club Team Leaders
  - Insure that Club Team Leaders maintain accurate and up to date notification and training information on every Lions Club Member-Volunteer and that new or updated information is sent to the DPRPC as soon as practical
- ▶ Upon notification, the ZC and Club Team Leaders **will respond to the scene of the disaster** and meet with the DPRP Chair for further directions, duties and responsibilities; assist in the coordination, supervision and management of the Lions Club Member-Volunteer with any needed Disaster scene duties (to be determined based on the incident)
  - Assist the DPRPC and RC to provide updates on the disaster and Lions Club Member-Volunteers to the DG
  - Assist the DPRPC (or designee) in the notification of the DG upon the departure of Lions Club Member-Volunteers from a disaster scene
  - Assist the DPRPC (or designee) in coordinating a de-briefing of involved Lions Club Member-Volunteers, Club Team Leaders, etc.



# Sample MD-4 Lions District Alert Disaster Preparedness Program

## ▶ CLUB TEAM LEADERS (BASIC RESPONSIBILITIES)

- ▶ Call a club meeting with members, explain the Disaster Preparedness and Relief Program; recruit club volunteers for this program
  - **Club Team Leaders will assess, document, memorialize and update any existing hard resources within their individual clubs, recruit and identify Lions Club Member-Volunteers; using the appropriate volunteer information form, prepare, retain and update information by club and on your Lions Club Member-Volunteers**
  - Obtain, coordinate and assist in scheduling both basic and required training class information (and additional training opportunities) to Lions Club Member-Volunteers;
- ▶ **Club Team Leaders must maintain accurate and up to date notification and training information on every Lions Club Member-Volunteer and insure new or updated information is sent to the DPRPC as soon as practical**
- ▶ Upon notification of a disaster, **coordinate your club's response as directed through the text messaging system and proceed to the staging location with any requested specialized equipment**; await further instructions for duties from ZC, RC or DPDRC
  - The Club Team Leaders will organize their Club Volunteers at the staging area near of the disaster; direct and supervise the duties of Lions Club Member-Volunteers as determined by the DPRPC; work with your ZC to coordinate, supervise and manage the work , duties and responsibilities of our Lions Club Member-Volunteers
  - If necessary, assist the DPRPC (or designee) in providing updates on the disaster and Lions Club Member-Volunteers to the DG (or designee) as needed (such as extended relief for additional volunteers if the event is widespread, the need to expand our response to additional Zones or Regions, etc.)
- ▶ Assist the DPRPC in the notification of the DG upon the departure of Lions Club Member-Volunteers from a disaster scene; assist the DPRPC in coordinating a de-briefing of involved Lions Club Member-Volunteers

# Sample Lions District Disaster Preparedness Program

## ▶ VOLUNTEER REQUIREMENTS

- Identify Lions Club Member Volunteers from each Club within your District who want to participate in the Disaster Preparedness Program (as Club Team Leaders or Club Volunteers)
  - Volunteers who have a **keen desire to help others and work as a team** with other Lions Volunteers and Partner Agencies **during times of a local disaster**
  - **Commitment to the Program** for a determined time (**generally at least 2 years**)
  - **Willingness to Participate in Required Training** with your Primary Partner and other Service Providers
  - Must be **available 24-7** and **have a “Mobile” device for text notification**
  - Must **attend on-going basic training to maintain “basic skills”** or certifications, **as needed**
  - Be available to **participate in a tabletop or mock activation with partner agencies at least 1 time per year or as necessary and (or) required to test our program response efficiencies**
  - Attend Advanced Training for those Lions desiring to expand their knowledge and responsibility within the program
  - **Participate in De-Briefings, as needed**



# Sample Lions District Disaster Preparedness Program

## ▶ EQUIPMENT AND COSTS

- ▶ Lions Club Volunteers, Club Team Leaders, Zone and Region Chairs (and all others) will Wear distinctive LIONS Vests when Activated
- ▶ Vests will also need to bear the insignia of the Partner Agency (as needed or as necessary, depending on the requirements and restrictions of the Partner)
- ▶ Costs of the Vests will be born by personal funds or funds from your District (possibly off-set by any LCIF, MD-4 grants or other donated monies)



# Sample MD-4 Lions District Alert Disaster Preparedness Program

Rex –  
Disaster  
Ready



# Sample MD-4 Lions District Alert Disaster Preparedness Program



# Sample MD-4 Lions District Alert Disaster Preparedness Program

## ▶ **PRESS AND NEWS RELEASE CONSIDERATIONS**

- ▶ The DG (or designee) will work with the DPRP Chair (and Partner Service Providers) to coordinate “initial” and on-going “Press and News Releases” about your new Pro-Active Lions District Disaster Preparedness and Relief Program
- ▶ Recognition at District Meetings, Primary and Secondary Partner Appreciation, Articles, etc.
  - Press information will broaden the exposure of this program and in coordination of partners, could generate outside donations and new members to your program
- ▶ Press and News Agencies include (but not limited to) the following
  - Local Print and E or web-based Newspapers
  - Local News and Radio Stations
  - Local Cable Television Stations
  - Your District Website
  - Lions Magazine
  - Face Book, etc.



# Sample MD-4 Lions District Alert Disaster Preparedness Program

## Commendation

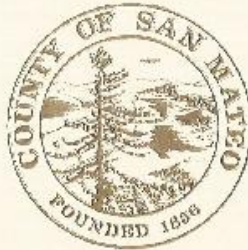
THE BOARD OF SUPERVISORS OF SAN MATEO COUNTY,  
STATE OF CALIFORNIA

HONORS AND COMMENDS

### Lion's Club District 4-C4

For supporting the victims of the Hallmark House and Oakside Drive fires that occurred in Redwood City and for being a part of the community of efforts. By doing so, you helped to rescue, provide shelter, counsel, provide medical and disaster support to the fire victims, food, clothing, medicine, money, replacement household items, to protect the credit worthiness of the residents, and to provide low-income housing on the Peninsula. We thank the collaborative community that worked together as good Samaritans in these hours and days of need. Lion's Club District 4-C4 is to be commended for your immediate and generous response and for going above and beyond the call of duty to save and support these victims. Please accept our heartfelt thanks and gratitude for all that you have done and all that you will continue to do.

DATED: November 5, 2013



DON HORSLEY, PRESIDENT

DAVE PINE

WARREN SLOCUM

CAROLE GROOM

ADRIENNE J. TISSIER

# Sample MD-4 Lions District Alert Disaster Preparedness Program





# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **NEXT STEPS (Lions Districts, Lions Areas and MD-4)**
- ▶ **Your Lions MD-4 Disaster Committee** has created a general and basic standardized Disaster Preparedness Program that can be used by each District, knowing that each Lions District is unique. It can be found on the MD-4 Website.
  - Identify Primary and Secondary Disaster Preparedness and Response Organizations for Partnerships
- ▶ **Each District** should identify and appoint a single Lions Alert/Disaster Preparedness representative from each of the 4 MD-4 Areas to represent the Districts within their Area (I, II, III, IV).
- ▶ **The Lions MD-4 Alert/Disaster Committee** has re-configured our MD-4 Disaster Guidebook to take into account changes in grants, technologies, expanded communications, implement the concept of Mutual Aid for Districts, Areas and the entire MD-4, and standardize the duties and responsibilities that all Lions Support Volunteers should be performing in their roles during a Disaster by Lions Districts throughout the State.
- ▶ **Districts should identify their Alert/Disaster Preparedness Chair** and any Co-Chairs and have them register onto the San Mateo County [SMCAAlert.info](http://SMCAAlert.info) system.
  - Can provide a communications link through the MD-4 Alert/Disaster Preparedness Chair
  - Coordination from the MD-4 Alert/Disaster Preparedness Chair to our 15 Lions Districts and 4 Lions MD-4 Areas.

# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **NEXT STEPS (Lions Districts, Lions Areas and MD-4), cont'd**
- ▶ Request a presentation through the MD-4 Alert/Disaster Preparedness Chair for your Lions District and Lions Area Representatives
  - Help other Lions Districts during times when their own District **requires additional assistance and (or) resources** from other surrounding Lions Districts
  - Need for each of the 4 Lions Districts (in an AREA) to determine if they want to participate in the next step – but we all need to **be involved collectively if we want to be effective**
  - Need to be **prepared, trained in working with our primary partners, have a working knowledge of our individual responsibilities in a disaster, identify “robust” ways to contact and communicate** with our Lions Volunteers during an emergency or disaster, **identify the location and type/quantity of our Lions resources**, Lions Volunteer identification at a disaster scene, etc
  - There is **strength in numbers - Lions District's Mutual aid** is a way to be as effective and efficient as we can during a disaster

# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **NEXT STEPS (Lions Districts, Lions Areas and MD-4), cont'd**
- ▶ **Each Lions District must create and manage their own program** and enlist “Best Practices” for use by other Districts, the 4 Lions Area Programs and throughout the State (MD-4)
  - Use the MD-4 Website for Direction (Program Information, Sample Forms, Power Point)
- ▶ Once established, suggest the **Disaster Preparedness Chairs (from each District) should meet to discuss their programs, discuss and establish a protocol for Mutual Aid and get onto each others notification systems**
  - Example 4-C6 can register with SMC ALERT from 4-C4 – NOW
  - This will immediately establish a Communications Link so other Districts know what's going on in the affected District(s)
- ▶ **Test your Area Programs – Mock activations** by each District and all Areas at least once a year to insure communications
  - Learn about your response call-out (day, night, weekends); Make adjustments, as needed

# Sample MD-4 Lions District Alert Disaster Preparedness Program

- ▶ **THANK YOU**
- ▶ **QUESTIONS (?)**
- ▶ **CONTACT PERSON:**



- MD-4 & 4-C4 Lions Alert/Disaster Preparedness and Relief Chair
- **Lion PDG Jack Van Etten (Burlingame Lions Club – District 4-C4)**
- **Email:** [jackusf74@comcast.net](mailto:jackusf74@comcast.net)
- **650-692-3360 (Home); 650-726-4606 (Cell)**

▶ Updated: September, 2016