



**LIONS CLUBS INTERNATIONAL
CALIFORNIA STATE MULTIPLE DISTRICT 4**

**ALERT/DISASTER PREPAREDNESS PROGRAM
GUIDEBOOK AND REFERENCE MANUAL
FOR DISTRICTS**

UPDATED: OCTOBER, 2016



MD-4 ALERT/DISASTER PREPAREDNESS GUIDEBOOK AND REFERENCE MANUAL

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INTRODUCTION

Each of the 15 Lions Districts within the California MD-4 is unique when it comes to preparing for and assisting the communities within their respective Districts during a Disaster. However, there are certain critical steps that each District can take to help mitigate the pain and suffering experienced by the victims of these Disasters. One of those steps is to transition from a "Reactive Relief" program to a "Proactive Preparedness" program, closely followed by enhancing your Existing Program using basic "Standardized" concepts that can be utilized by every District throughout our MD-4.

The MD-4 Alert/Disaster Preparedness and Response Program Committee has worked provide our Lions Districts with information to help and assist your District in providing a "Model" Disaster Preparedness and Response Program that is Forward Thinking (in its strategy and implementation), Proactive, Trained, Partner Oriented, Understanding of Volunteer' Shared Duties and Responsibilities, and a program that is willing to plan for, and assist, surrounding Districts and Areas under Mutual Aid Assistance.

As a Leader in Your Club and District, YOU need to 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, it's WHEN it will occur.

With this in mind, each District should perform a "Self Assessment" of your Current District Alert/Disaster Preparedness and Response Plan and involve/include the following:

- A Disaster Plan

- The Formation of Working Partnerships with other Disaster Organizations

- A Robust Texting and Communications Notifications System

- A Disaster/Alert Chair that serves for a minimum of 3 years

- Basic and on-going Training for Leaders and Volunteers specific to your District Plan

- Roles and Responsibilities Training for the Leaders in your District

- Plan for Mutual Aid Assistance for neighboring Districts and your Area

The contents of this Guidebook and Reference Manual will help assist your District in creating a good, capable, Proactive Alert/Disaster Preparedness and Response Program. Please note that the contents of this Guidebook and Reference Manual is being placed onto our MD-4 Website for ease of reference and



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INTRODUCTION (cont'd)

duplication by District Leaders and your Alert/Disaster Preparedness and Response Chairpersons. In addition, a Power Point Presentation related to the creation or enhancement of a District Alert/Disaster Preparedness and Response Program is also being developed and will be placed onto our MD-4 Website for your convenience. The contents of this Guidebook and Reference Manual will be updated as necessary, as well as updates onto the MD-4 Website.

Additionally, Lion District/Alert Disaster Preparedness Programs must include working with other governmental and (or) quasi governmental agencies - City, County, State even at the National or Federal Level. It is highly recommended that each District identify and create partnerships with those agencies that your District will potentially be working with during a Disaster. Research the websites related to Disaster information and Training at LCI, your local County Office of Emergency Services, the American Red Cross, etc., as they can provide vital basic shelter related training to your Lion Volunteers, as well as provide training to become familiar with checklists, and potentially work under the National Incident Management System (NIMS).

Please take advantage of "standardizing" your District's Disaster Preparedness/Alert Program with other Districts in MD-4. A framework has been developed so that you District can begin a new Disaster Preparedness and Response Program or use strategies to refine your existing Disaster Preparedness Program.

We wish you and your District's Alert/Disaster Preparedness and Response Program the best of luck and we encourage you to contact your 2016 - 2017 MD-4 Disaster Chair or Committee if you have any questions, concerns or would like us to make presentations to your individual Districts or a combined group of Districts in your Area.

PDG Jack Van Etten, District 4-C4

2016 - 2017 MD-4 Alert/Disaster Preparedness Chair

PDG Tom Penhallegon, District 4-A1

Committee Member (AREA I)

LION Jim Watson (District 4-L3)

Committee Member (AREA III)

LION Clayton Jolley, District 4-C4

Committee Member (AREA II)

DISTRICT GOVERNOR Manual Sanchez (District 4-L2)

Committee Member (AREA IV)



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GUIDEBOOK/MANUAL SUMMARY OF OBJECTIVES

To be successful, each Lions District/Alert Disaster Preparedness and Response Program should incorporate "Essential Elements" into their program, whether it's to create a "New" program or to simply "Enhance and Upgrade" your district's existing program. Please remember - **Lions Club Volunteers are NOT First Responders**. Our involvement in a Disaster is to work "as a coordinated Team" with our Pre-Designated "Partners" to support the work of our local First Responders by providing assistance to the victims of Disasters.

The Essential Elements that your District or Area should incorporate into your District's Alert/Disaster Preparedness Plan should be the following:

1. DISASTER ASSESSMENT

One of the first program objectives is to conduct a Disaster Assessment within your Lions District. Since Lions Districts differ in size and location, each Lions District could have both similar or different types of disaster occurring within your District. It is critical that Districts identify BOTH **Recurring** potential natural disasters that could occur each year (such as wildfires, severe rainstorms, flash flooding, etc.) and **Unexpected** (but predictable) natural disasters (such as earthquakes, etc.). However, disaster assessment should include not only natural disasters, but those disasters resulting from accidents and those intentional created, as follows:

Natural Disasters

Accidental Disasters

Intentional Disasters

2. IDENTIFY WHAT YOUR DISTRICT WANTS FROM ITS ALERT/DISASTER PREPAREDNESS PROGRAM

Remember that your District Alert/Disaster Preparedness and Response Program are NOT First Responders, nor should they be. Your District Volunteers should work and assume a "Support Capacity" that, as mentioned, is to work with our Partner Disaster Organizations and support the work of our local First Responders by providing assistance to the victims of Disasters. Determine what your District Program will be and insure that your entire district understands these expectations.

Begin your program slowly and build upon your successes. A successful District Alert/Disaster Preparedness and Response Program can't be created quickly, since there are a multitude of essential elements that must be brought together to be successful, as explained here.



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GUIDEBOOK/MANUAL SUMMARY OF OBJECTIVES, (cont'd)

3. IDENTIFY AND ESTABLISH PRIMARY AND SECONDARY PARTNERSHIPS

Identify and Create "Partnerships" with other Organizations (such as the American Red Cross, Salvation Army, County Office of Emergency Services, Cal Fire and Local Fire Departments, Sheriff's Offices, Local Police Departments, Hospitals and Healthcare Districts, Other Emergency Service Providers, etc.). Many of these agencies can help to provide (at no cost) both "basic and ongoing" training of your District Alert/Disaster Preparedness Club Volunteers.

If necessary, be prepared to enter "Cooperative Agreements" with your Primary and Secondary Partners that will define responsibilities and what each partner will provide.

4. TRAINING YOUR VOLUNTEERS

Your District (through your District Governor Team and your District Alert/Disaster Preparedness Chair) must determine the minimum training courses that each Volunteer in your District **must** attend (either through the American Red Cross, Salvation Army, City, County, State or Federal Training, etc).

Other advanced courses or courses "specific" to Disasters that annually occur or could occur in your District can be added, as necessary. However, the key is not to require Lions Volunteers to take too many courses too soon, as this could lead to Volunteer "burnout". These additional courses can be offered later, in years 2 or 3 of your program, or as necessary.

5. DEVELOP A ROBUST COMMUNICATION AND NOTIFICATION SYSTEM

Another "Key" to the success of your District Alert/Disaster Preparedness Program is your District's ability to identify, establish and employ a Robust Notification and Communications System where the District Alert/Disaster Preparedness Chair can immediately notify the members of your Program with information regarding an Activation of your Disaster Preparedness Program Volunteers. Additionally, the system can be used to provide your District Volunteers with upcoming training information. This system should include the ability to provide both Texting Alerts and Email Notification back up for lengthy messages. Also, your Specific Lions Alert/District Preparedness Group should have the ability to enter and remove your Lions District Volunteers from this Communications System as they come and go from the program.

6. DEVELOP AND DEFINE RESPONSIBILITIES

Each one of the District Cabinet Officers (District Governor, Vice Governors, Cabinet Secretary and Treasurer, Region and Zone Chairs, both the Disaster Alert Chair and Assistant Chairs, Club Team Leaders



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GUIDEBOOK/MANUAL SUMMARY OF OBJECTIVES, (cont'd)

and all Club Volunteers) **MUST KNOW AND UNDERSTAND THEIR ROLES AND RESPONSIBILITIES** during an activation and response to a disaster. Once a Disaster strikes, it will be too late to train and discuss roles and responsibilities. This training must be conducted each year to insure new leaders know their roles and responsibilities.

7. ASSESS AND MEMORIALIZE ALL CLUBS RESOURCES

Conduct an "Assessment" of all clubs within your District and "Memorialize" all Existing Resources within your District for easy access and use during a Disaster. During a Disaster it will become critical for your District Alert/Disaster Preparedness Chair and Assistants to know what resources (equipment) each club has that can be utilized. This information should be maintained and updated as necessary. Additionally, each Club Volunteer should be assessed for "Special Skills", such as foreign language proficiency, and any special training, knowledge or skills that can help in a shelter setting or in support to our primary or secondary partners.

8. MUTUAL AID CONSIDERATIONS

There will come a time when a Disaster within your District (either in size or duration) will require additional staff or resources that you don't have. Therefore, it is imperative that your District works with your adjacent Districts (and within our four MD-4 Lions Areas) to request additional staffing or resources through a Request for Mutual Aid. Should your District require additional resources from another District, your District Governor and your District Alert/Disaster Preparedness Chair should notify the MD-4 Alert/Disaster Preparedness Chair to coordinate this assistance.

9. PRESS AND COMMUNICATIONS CONSIDERATIONS

The proper and professional usage of Press Releases during and following a Disaster within your District can be beneficial in many ways. Press releases can serve to inform and notify the public of the wonderful ways your local Lions District serving to mitigate the pain and suffering of the victims of a local disaster. These types of notifications can serve to generate public interest in funding to assist local Lions Clubs and Districts, and can provide a vehicle to gain membership in your Lions District.

Lions Districts should ALWAYS create and use the press and various forms of communications (Face Book, Twitter, Lions Websites, Electronic and Traditional Newspapers, etc.) to identify and inform the public about our successes. Don't forget to include praising your Program Partners. This should be an integral part of all District Alert/Disaster Preparedness and Response Program.



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TRAINING, IDENTIFYING, DEVELOPING AND MAINTAINING WORKING PARTNERSHIPS

Identify the **PRIMARY** and **SECONDARY PARTNERS** within your District for your District's Alert/Disaster Preparedness Program. Identifying and establishing these partnerships are vital and a critical link to the success of your District's Alert/Disaster Preparedness Program. No District Alert/Disaster Preparedness Program can become fully effective unless these Partnerships are established, developed and maintained. Also, there are LCIF Grants that can be obtained for your District Alert/Disaster Preparedness Program when working within your community and with Community Partners.

These Partnerships can help your District in a multitude of ways. Depending on the Partner Organization, they can provide and assist in training the members of your District's Alert/Disaster Preparedness Program. Such training can consist of Partner Shelter Operations, Safe Food Handling, Psychological First Aid, Shelter Management, Ham Radio Operator's Course, etc. Also, other related training such as CERT Training, First Aid, CPR, helping to create Personal or Family Disaster Preparedness Kits, etc., can also be of great benefit to your local District's Alert/Disaster Preparedness Program. Partners can also become the primary notification link to notify your District Alert/Disaster Preparedness Chair about a Disaster and a request for assistance to help those that are the victims of a disaster within your District.

Additionally, a Primary or Secondary Partner can potentially provide your District Alert/Disaster Preparedness Chair and Assistant Chairs with Special access to a County or Area Emergency Texting Notification System for all of the Lion Member Volunteers in your District's Alert/Disaster Preparedness Program who've registered to receive texts and emails in your District's Alert/Disaster Preparedness Program.

Insure that your District (if requested) establishes and documents with your **PRIMARY** and **SECONDARY** Partners a mutually agreed upon Agreement between the two organizations which identifies the expectations that the Partner will receive from your District and what your District expects from your Partner.

PRIMARY PARTNERS (Partial List Only)

- Local Chapter of the American Red Cross
- Local County Office of Emergency Services
- Local Chapter of the Salvation Army
- Religious Organizations



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TRAINING, IDENTIFYING, DEVELOPING AND MAINTAINING WORKING PARTNERSHIPS (cont'd.)

SECONDARY PARTNERS (Partial List Only)

County Sheriff's Offices

Local Police Departments

CALFIRE

Local County and (or) City Fire Departments

Hospitals

Healthcare Districts

TRAINING CONSIDERATIONS

PLEASE NOTE: DEPENDING ON YOU RESPECTIVE DISTRICT, THERE MIGHT BE ADDITIONAL PRIMARY AND SECONDARY PARTNERS THAT CAN ASSIST YOU IN PROVIDING TRAINING FOR YOUR DISTRICT VOLUNTEERS, CONDUCTING MOCK ACTIVATIONS WITH OTHER PARTNERS AND PROVIDING ADDED SUPPORT FOR YOUR DISTRICT'S PROGRAM.

Your District (through your District Governor Team and your District Alert/Disaster Preparedness Chair) must determine the minimum training courses that each Volunteer in your District should attend (either through the American Red Cross, Salvation Army, City, County, State or Federal Training, etc).

Minimally, in Lions District 4-C4 our Volunteers take the Basic Shelter Partnering, Safe Food Preparation and Psychological First Aid; other courses such as Shelter Operation Management (and other similar courses) can be added, as your Program develops.

Recommended - Basic Shelter Partnering (4 hours) - ARC

Recommended - Safe Food Preparation (2 hours) - ARC

Recommended - Psychological First Aid (4 hours) - ARC

Optional - Shelter Operation Management (4 hours) - ARC

Optional - CERT Training (24 hours over several weeks) - Local Community Fire
Department

Optional - Depending on the Training Needs of your District and Alert/Disaster Program

Other advanced courses or courses "specific" to Disasters that annually occur or could occur in your District can be added, as necessary. However, the key is not to require Lions Volunteers to take too many courses too soon, as this could lead to Volunteer "burnout". These additional courses can be offered later, in years 2 or 3 of your program, or as necessary.



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TRAINING, IDENTIFYING, DEVELOPING AND MAINTAINING WORKING PARTNERSHIPS (cont'd.)

Both Primary and Secondary Partnerships are critical to your success with a District Alert/Disaster Preparedness Program. These partnerships can vary from District to District or from Lions Area to Lions Area within MD-4. The responsibility rests with each individual Lions District to Identify and Partner with the Organization(s) that will best serve both Organizations needs in a District Alert/Disaster Preparedness Program AND best benefit those in need when a Disaster strikes.

**** (Please refer to ADDENDUM 1 for a sample copy of a typical Single District and Multiple District American Red Cross "Partner Expectations Agreement") ****



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DISTRICT ALERT/DISASTER PREPAREDNESS ROLES AND RESPONSIBILITIES

The key to any successful District Alert/Disaster Preparedness Program is to identify the “Basic” Roles, Responsibilities, Duties and Expectations that the Leaders within your District will play when your Alert/Disaster Preparedness Program is activated. These Leaders MUST take the minimum courses of instruction from Partner Agencies to not only provide a basic level of knowledge, but to be effective when Supervising, Managing and Leading other Lions during a Disaster. These Leader positions are identified below and will change (slightly to moderately) from year to year depending on your District’s policies and procedures:

- 1) District Alert/Disaster Preparedness Program Chair
- 2) District Alert/Disaster Preparedness Program Assistant Chairs
- 3) District Governor
- 4) Vice District Governors
- 5) Region Chairpersons
- 6) Zone Chairpersons
- 7) Individual Club Team Leaders
- 8) Club Member Volunteers

Also, roles, responsibilities and duties should be prepared, discussed and understood by each one of your District Leaders at the beginning of the year when District Leadership changes. It is highly suggested that each District Cabinet Officer receive a briefing and overview from your District’s Alert/Disaster Preparedness Team (consisting of the Chair and Assistant Chairs) at the beginning of each new District Year to insure consistency and an awareness of everyone’s role when your District’s Alert/Disaster Preparedness Program is activated by your District Governor.

Unless your District Leaders, Club Team Leaders and Club Member Volunteers understand their respective roles and are “Proactively” trained in their responsibilities (with established Primary and Secondary Partner Support) prior to a Disaster Activation, your program will not be able to provide the necessary tools to successfully assist others in their time of need.

****(Please refer to Addendum 2 for a comprehensive list of Sample Roles, Responsibilities and Duties for each of the Leader positions mentioned above)****



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DISTRICT ALERT/DISASTER PREPAREDNESS CHAIR CONSIDERATIONS

Your District's Alert/Disaster Preparedness Chair should be an individual who has training and experience in the area of Disaster Preparedness, gained by working as a volunteer in progressively responsible positions of authority through volunteerism or someone who has a progressively responsible background in one of the First Responder Professions. The Chair should have good interpersonal skills, leadership abilities and able to make decisions under pressure. The Chair should also be able to plan, organize, budget, delegate responsibilities, manage people and a pro-active program, and enjoy making presentations to small or large groups.

TERM OF THE DISTRICT ALERT/DISASTER PREPAREDNESS CHAIR

Your District should consider a 3 Year Appointment for your District Alert/Disaster Preparedness Chair person, similar to District's GLT and GMT Chairs who serve for 3 years. This will bring consistency, experience and responsibility for your ongoing Alert/Disaster Preparedness Program.

The District Alert/Disaster Preparedness Chair should consider appointing 3 Assistant Chairs (or as many as necessary) to meet the needs and objectives of your District and what the District Governor wants to accomplish with the Alert/Disaster Preparedness Program. These appointments should only be made involving Lions Volunteers who are interested in and want to serve in the District's Alert/Disaster Preparedness Program. These appointments can serve as the foundation for the position of the District Alert/Disaster Preparedness Chair at the end of the Chair's Term, and continue to bring consistency, experience and responsibility to your Program.

Assistant Chairs should also serve a 3 year term to gain experience, assume responsibility and assist in the successful implementation and operation of the District Alert/Disaster Preparedness Program.

Assistant Chairs should be delegated to lead the following (or similar) District Alert/Disaster Preparedness Programs:

- 1) Training Classes and Training Records (Create and track Training for all Lions Volunteers)
- 2) Operations (Work with other Asst. Chairs to insure Volunteers are registered in an Emergency Notification System and oversee all Program Activations with the Chair and other Assistant Chairs)
- 3) Information/Resources Management (Insure that records on club/district resources are current and that Volunteer information (involving special training or skills) is properly maintained and updated, as needed)

**** (The above duties can vary from District to District, depending how your District's Alert/Disaster Preparedness and Response Program is set-up) ****



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THE USE OF MUTUAL AID ASSISTANCE

Many First Responder Professions rely on the concept of MUTUAL AID to assist when an incident is of a magnitude that overwhelms their area of responsibility and additional staffing and resources are needed to effectively deal with the incident or emergency and when the agency can no longer provide assistance to either the emergency or to their citizen's calls for service.

Similarly, a Lions District can activate their District Alert/Disaster Preparedness Program to deal with a small area, such as an isolated Disaster within the boundaries of a Club's Community. In the event the isolated Disaster requires additional personnel for staffing or additional resources, the District can activate an adjacent Club to assist or activate a Zone to assist the Club effectively deal with their Disaster. However, if the Disaster becomes too large for the personnel and resources provided by the Zone, the District might activate additional adjacent Zones, a Region, multiple Regions or a District-Wide Disaster activation.

To this end, each single District Alert/Disaster Preparedness Chair should entertain an ongoing dialogue, discussions and meetings (as necessary) to discuss information and policies for requests for Mutual Aid assistance with other adjacent Districts within the same Lions MD-4 Operational Area. For example, District 4-C4 in Lions MD-4 Operational Area II can request additional Mutual Aid such as Lions Club Volunteers and (or) other resources from neighboring and adjacent single Districts (4C-2, 4C-3 or 4-C6) in the same MD-4 Operational Area II. These requests by a single District throughout the state can be replicated within their MD-4 Operational Area.

Based on the above, all of the four MD-4 Operational Areas (Area I, Area II, Area III and AREA IV) which encompass the entire State of California and our 15 Lions Districts should be able to request mutual aid assistance from one Operational Area to the adjoining Operational Area, similar as we do in our own Districts within each of our 4 Operational Areas.

However, depending on the magnitude, severity and the extent of the damage from any Disaster, Mutual Aid assistance may not be possible, as Lions Club Volunteers from one District might find it impossible (due to a number of circumstances) to leave their District and travel to help an adjoining District or from Districts in one Area to another Area.



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PRESS RELEASES AND CONSIDERATIONS

One of the best and most efficient ways to develop and enhance Lions District Alert/Disaster Preparedness and Response Program "Partnerships" is through the use of thoughtful and timely "Press Releases". Press releases inform and educate the public as to what great programs and projects your local Lions District is doing to help "Serve" communities during a Disaster. It also provides legitimacy and "Positive Press Information" to a Primary or Secondary Partner which is helping to mitigate suffering during a Disaster with your District Volunteers.

Remember to also consider a short 3 minute public comments presentation about the merits of your District's Alert/Disaster Preparedness and Response Program and identify your "Partners" at County Supervisor Meetings and (or) at local City Council Meetings.

Additionally, such Press Releases and presentations can also attract local citizens to join your Lions Organization who are interested in Disaster Preparedness and Response Programs (especially retired or even active First Responders, CERT Volunteers, Ham Radio Operators, American Red Cross Volunteers, etc.).

Lastly, businesses and other related organizations might consider helping to fund some or all Emergency Equipment (such as Vests), assist with funding training or provide other items to Lions Districts for their Alert/Disaster Preparedness Programs.

The following are some areas where Districts can provide Public Information:

- Local Print and web-based Newspapers
- Local News and Radio Stations
- Local Cable Television and Advertising Stations
- Your District Website, Face Book and related Social Media
- Lions Magazine
- City and (or County) Council Meetings during the Public Comments Section

****(Refer to Addendum 4 for copies of a press release published by a local Chapter of the American Red Cross and related press information documents)****



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LCIF GRANT FUNDING FOR DISTRICT ALERT/DISASTER PREPAREDNESS PROGRAMS

Prior to a Disaster Occurring

Disaster Preparedness Grants - LCIF provides support to Districts interested in partnering with local authorities and other community organizations to plan and prepare for future relief efforts. Lions District Governors may submit proposals for Disaster Preparedness Grants from \$5,000 to \$10,000

When a Disaster Occurs

Emergency Grants – These grants provide up to \$10,000 for Districts impacted by a natural disaster that has affected at least 100 people, including tornadoes, hurricanes, floods and tsunamis. Lions District Governors may apply for Disaster Relief Funds to help meet immediate needs such as food, water, clothing and medical supplies. LCIF typically awards more than \$2,000,000 in Emergency Grant Funding each year.

After a Disaster Occurs (Short-Term)

Community Recovery Grants – These grants aid districts interested in supporting short-term clean-up and repair efforts in situations where other organizations have already addressed immediate needs. Lions District Governors may submit proposals for community recovery grants.

After a Large Scale Disaster Occurs (Long-Term)

Major Catastrophe Grants – These grants are awarded for long-term reconstruction projects. Major Catastrophe Grants are directed by the Foundation's Board of Trustees and cannot be applied for by a District. These grants provide significant funds for catastrophes with major international impact such as major and extensive earthquakes, hurricanes and tsunami's.

For additional information, please refer to the LCIF Website at:

Lions Clubs International Foundation Humanitarian Programs Department 300 West 22nd Street Oak Brook, IL 60523-8842 USA Telephone: (630) 203-3819 Fax: (630) 571-5735 Web site: www.lcif.org E-mail: lcifemergencygrants@lionsclubs.org

(Please refer to Addendum 3 for fact sheets and all materials related to LCIF Disaster Relief Grants, including grant criteria, grant guidelines and grant applications for all items mentioned above, as well as a sample "District Emergency Grant Letter" actually used to secure a \$10,000 LCIF Emergency Grant)



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MD-4 EMERGENCY GRANT FUNDS

California Multiple District 4 is also creating a Non-Profit "Charitable" Foundation which will include Disaster Preparedness and Relief funding and will probably be able to provide some Disaster funding similar to LCIF. However, at this time, details and information has not yet been finalized by that MD-4 Committee, it will be included in this Guidebook as a resource when completed.

(Please refer to Addendum 3 for fact sheets and all materials related to LCIF Disaster Relief Grants, including grant criteria, grant guidelines and grant applications for all items mentioned above, as well as a sample "District Emergency Grant Letter" actually used to secure a \$10,000 LCIF Emergency Grant)