



**LIONS CLUBS INTERNATIONAL
MD-4 DISTRICT ALERT/DISASTER PREPAREDNESS PROGRAM**

ADDENDUM 2

**(SAMPLE DISTRICT ROLES, DUTIES AND RESPONSIBILITIES IN A
DISTRICT ALERT/DISASTER PREPAREDNESS PROGRAM ACTIVATION
AND SAMPLE VOLUNTEER REGISTRATION FORM; SAMPLE SHELTER
INFO & CHECKLISTS FROM RED CROSS, LCI ALERT CHECKLISTS AND
RELATED INFORMATION)**

UPDATED: SEPTEMBER, 2016



DISASTER PREPAREDNESS AND RELIEF PROGRAM

Sample Model

LIONS EXECUTIVE GROUP RESPONSIBILITIES

DISTRICT GOVERNOR (DG) DUTIES AND RESPONSIBILITIES

- Monitor and insure that the District Disaster Preparedness and Response Program has been created, updated and improved;
- When receiving the approval of the District Governor to activate, work with the Disaster Preparedness and Relief Program Chair and Assistant Program Chairs to implement a District response to any disaster occurring within the district or to adjoining Lions Districts (within the Area) at the request of another adjoining District Governor;
- Oversee the delegation of duties and authority for this Disaster Preparedness and Relief Program through the Disaster Preparedness Chair and Assistant Chairs;
- Support the Disaster Preparedness Chair for delegation of duties in support of this program through VDG's, Executive Cabinet Staff, RC's, ZC's and Club Team Leaders to assess, document and memorialize any existing hard resources within individual clubs (grills, trailers, motor homes, tents, club houses, etc.); identify and recruit Lions Club Member-Volunteers and assess their existing disaster training, experience and special training (foreign language, ham radio operator, CERT, First Aid, CPR, medical or other certifications, operating licenses for large vehicles or related equipment, etc.);
- Support in the coordination and delegation of the required basic American Red Cross shelter training and other necessary or required training (and encourage additional disaster related training opportunities through the ARC) for Lions Club Member-Volunteers through your RC's, ZC's and Club Team Leaders under your control; assist and encourage all Executive Cabinet Staff, VDG's, RC's, ZC's, and Club TL's attend the required basic ARC Training;
- Insure through the Disaster Chair that VDG's, RC's, ZC's and Club Team Leaders maintain accurate, complete and current 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 DPRPC as soon as practical;
- Assist the Disaster Chair (as needed) when a disaster occurs in the area of Press Releases or Press Information Updates;
- Assist in the notification of other additional Lions District Executive Group (RC's, ZC's and Club Team Leaders) about the extent of disaster, our plan and determine our appropriate response through the

County Office of Emergency Services and the Alert System, and insure that such communications are sent out to the entire District;

- DPRPC (Assistant Program Chairs or designee) will respond to the scene of the disaster, contact the American Red Cross and other Service Providers, and determine what duties are required for our Lions Club Member-Volunteers; the ZC and Club Team Leader will also respond to the disaster scene to direct, coordinate, supervise and manage the Lions Club Member-Volunteer response with other service providers; response to the scene of the disaster by the VDG's or DG is optional, however, highly encouraged;
- Insure that the DPRPC (Assistant Program Chairs or designee) provides regular updates on the disaster and Lions Club Member-Volunteers, as needed (such as any injuries suffered by Lions Club Member-Volunteers, extended relief for additional volunteers if the event is widespread, the need to expand our response to additional Zones, Regions or adjacent Lions Districts within our MD-4 Lions Areas, etc.);
- Support the Disaster Chair (Assistant Chairs or designee) in coordinating a de-briefing of involved Lions Club Member-Volunteers, Club Team Leaders, ZC's, RC's, etc., to determine if our response was adequate and timely, and, identify ways to improve our services to provide a better or more efficient response in the future;
- Suggest and encourage program expansion (when necessary) and any changes to operational plans, duties or procedures in this program through the Disaster Chair and Assistant Chairs;



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LIONS EXECUTIVE GROUP RESPONSIBILITIES

VICE DISTRICT GOVERNORS (VDG) DUTIES AND RESPONSIBILITIES

- Assist the District Governor to monitor and insure that the District Disaster Preparedness and Response Program has been created, updated and improved;
- After receiving the approval of the District Governor to activate, work with the Disaster Preparedness and Relief Program Chair and Assistant Program Chairs to implement a District response to any disaster occurring within the district or to adjoining Lions Districts (within the Area) at the request of another adjoining District Governor;
- In the absence of the District Governor, oversee the delegation of duties and authority for this Disaster Preparedness and Relief Program through the Disaster Preparedness Chair and Assistant Chairs;
- Support the Disaster Preparedness Chair for delegation of duties in support of this program through VDG's, Executive Cabinet Staff, RC's, ZC's and Club Team Leaders to assess, document and memorialize any existing hard resources within individual clubs (grills, trailers, motor homes, tents, club houses, etc.); identify and recruit Lions Club Member-Volunteers and assess their existing disaster training, experience and special training (foreign language, ham radio operator, CERT, First Aid, CPR, medical or other certifications, operating licenses for large vehicles or related equipment, etc.);
- Support in the coordination and delegation of the required basic American Red Cross shelter training and other necessary or required training (and encourage additional disaster related training opportunities through the ARC) for Lions Club Member-Volunteers through your RC's, ZC's and Club Team Leaders under your control; assist and encourage all Executive Cabinet Staff, VDG's, RC's, ZC's, and Club TL's attend the required basic ARC Training;
- Assist the District Governor to Insure through the Disaster Chair that VDG's, RC's, ZC's and Club Team Leaders maintain accurate, complete and current 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 DPRPC as soon as practical;
- Assist the District Governor and the Disaster Chair (as needed) when a disaster occurs in the area of Press Releases or Press Information Updates;

- When necessary, assist in the notification of other additional Lions District Executive Group (RC's, ZC's and Club Team Leaders) about the extent of disaster, our plan and determine our appropriate response through the County Office of Emergency Services and the Alert System, and insure that such communications are sent out to the entire District;
- DPRPC (Assistant Program Chairs or designee) will respond to the scene of the disaster, contact the American Red Cross and other Service Providers, and determine what duties are required for our Lions Club Member-Volunteers; the ZC and Club Team Leader will also respond to the disaster scene to direct, coordinate, supervise and manage the Lions Club Member-Volunteer response with other service providers; response to the scene of the disaster by the VDG's or DG is optional, however, highly encouraged;
- Assist to insure that the DPRPC (Assistant Program Chairs or designee) provides regular updates on the disaster and Lions Club Member-Volunteers, as needed (such as any injuries suffered by Lions Club Member-Volunteers, extended relief for additional volunteers if the event is widespread, the need to expand our response to additional Zones, Regions or adjacent Lions Districts within our MD-4 Lions Areas, etc.);
- Assist and help support the Disaster Chair (Assistant Chairs or designee) in coordinating a de-briefing of involved Lions Club Member-Volunteers, Club Team Leaders, ZC's, RC's, etc., to determine if our response was adequate and timely, and, identify ways to improve our services to provide a better or more efficient response in the future;
- Suggest and encourage program expansion (when necessary) and any changes to operational plans, duties or procedures in this program through the Disaster Chair and Assistant Chairs;



DISASTER PREPAREDNESS AND RELIEF PROGRAM

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LIONS EXECUTIVE GROUP RESPONSIBILITIES

CHAIR (DPRPC) AND ASSISTANT DPRPC CHAIR DUTIES AND RESPONSIBILITIES

- Create, implement, monitor, update and improve the District's Disaster Preparedness and Relief Program
- Appoint at least 2 (preferably 3) Assistant DPRPC's to assist the DPRPC, to act as the DPRPC in the event he/her is out of the area, etc; train to assume and maintain the program as chair position in the future; these assistants should be overseeing ONGOING TRAINING, DISTRICT WEBSITE INFORMATION, PROGRAM RECORDS AND RESOURCES MANAGEMENT;
- Delegate through the RC's, ZC's and Club Team Leaders to assess, document and memorialize any existing hard resources within individual clubs (grills, trailers, motor homes, club houses, tents, etc); assist identifying and recruiting Lions Club Member-Volunteers and assess their existing disaster training, experience and special training (foreign language, ham radio operator, CERT or NERT certified, first aid/cpr certifications, operating licenses for large vehicles or related equipment, etc.);
- Coordinate, delegate and schedule both basic and required training through our Primary Partner - the American Red Cross (and provide any additional training opportunities) for Lions Club Member-Volunteers through the RC's, ZC's and Club Team Members;
- Insure that RC's, 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 immediately sent to the DPRPC;
- The DPRPC will coordinate with the American Red Cross to determine and memorialize who (from the ARC) will notify, communicate and request our District Volunteers in the event of a disaster;
- DPRPC will assess the request, obtain all necessary information related to the extent of the disaster, need for District Lions Disaster Preparedness Program services; the DPRPC will immediately notify and brief the District Governor and make a recommendation (based upon the ARC or other entities need) to him/her as to whether or not our District will provide the appropriate Lions Club Member-Volunteer response;
- Communicate (or delegate) to other Lions District Executive Group Members (VDG's, RC's and ZC's) about the extent of the disaster, our district plan and our response; immediately activate and

coordinate an appropriate response of our Program Lions Volunteers through the County Office of Emergency Services and the County Alert System to assist the ARC or other partner organization ;

- The DPRPC (Assistant Program Chairs, or designee) will respond to the scene of the disaster, contact the American Red Cross and (or) other Service Providers, and determine what specific duties are required for our Lions Club Member-Volunteers; the ZC and Club Team Leader will also respond to the disaster scene to direct, coordinate, supervise and manage the Lions Club Member-Volunteer response with other service providers;
- DPRPC (Assistant Program Chairs or designee) will provide regular updates on the disaster and Lions Club Member-Volunteers to the District Governor (or designee) as needed (such as any injuries to Lions Club Member-Volunteers, extended relief for additional volunteers if the event is widespread, the need to expand our response to additional Zones, Regions, or adjacent Lions Districts within our MD-4 Lions Areas, etc.);
- DPRPC (Assistant Program Chairs or designee) will notify the District Governor upon the departure of Lions Club Member-Volunteers from a disaster scene;
- DPRPC (Assistant Program Chairs or designee) will co-ordinate a de-briefing of all involved Lions Club Member-Volunteers, Club Team Leaders, ZC's, RC's, etc., to determine if our response was adequate and timely, and, identify ways to improve our services to provide a better or more efficient response in the future;
- Assistant DPRPC will assume all of the responsibilities of the Chair, as noted above, and assist the Chair during activations, training and record keeping; insuring that documentation and information maintained on our District Website is current; also will assist with any additional implementation, continuation or expansion of this program;
- Assistant DPRPC will act as the Chair and assume all duties of the Chair when the Chair is unavailable due to illness, incapacity or out of the area;



DISASTER PREPAREDNESS AND RELIEF PROGRAM

Sample Model

LIONS EXECUTIVE GROUP RESPONSIBILITIES

REGION CHAIRPERSON (RC's) DUTIES AND RESPONSIBILITIES

- Insure that you have examined and familiarized yourself with all training and power point videos and read all of the documents related to the District Disaster Preparedness and Relief Program on our District Website; If needed, attend and complete the Basic Partner Sheltering Class taught by the American Red Cross; additionally, all RC's should be competent in CPR and the use of our district AED's (part of our Guardian Angel Program);
- Call at least 1 Region meeting (near the beginning of the year) with your Zone Chairs and club presidents (including Club Disaster Preparedness Team Leaders) to discuss the Club Member-Volunteer, Club Team Leader and Zone Chair duties and responsibilities in this program and recruit Club Member-Volunteers; at the request of the RC, the DPRP Chair (or Assistant DPRP Chair) will attend any Region meeting(s) to assist in the presentation of the program;
- Delegate through the Zone Chairs and Club Team Leaders to assess, document and memorialize any existing hard resources within individual clubs (grills, trailers, motor homes, club houses, tents, etc.); identify and recruit Lions Club Member-Volunteers and assess their existing disaster training, experience and special training (foreign language, ham radio operator, CERT or NERT certified, first aid/cpr certifications, operating licenses for large vehicles or related equipment, etc.); through the Zone Chair and Club Team Leader, prepare an excel spreadsheet with the information listed above by the ZC, club and by Lions Club Member-Volunteer; provide a copy of this information to the Disaster Preparedness and Relief Program Chair;
- Assist in the coordination and delegation of certified American Red Cross basic and required training (and communicating additional training opportunities) for Lions Club Member-Volunteers through the ZC's and 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 DPRPC as soon as practical;
- When a disaster occurs within the district, the DPRPC (and or Assistant DPRP Chairs) will assess the extent of the disaster, notify and brief the DG and recommend providing the appropriate Lions Club Member-Volunteer and equipment response;

- If activated, additional Lions District Executive Group Members will be notified (VDG's, RC's, ZC's, Executive Group, etc.) about the extent of the disaster, our plan and our anticipated response; DPRPC (Disaster Chair) will activate and coordinate an appropriate response through the American Red Cross, OES and the Alert System (club level, part of a zone, part of a region, a region or more than 1 region if the disaster is widespread);
- DPRPC (or designee) will respond to the scene of the disaster, contact the American Red Cross and other Service Providers, and determine what duties are required for our Lions Club Member-Volunteers; the RC, ZC and Club Team Leader will also respond to the disaster scene to coordinate, supervise and manage the Lions Club Member-Volunteer response with any and all other service providers;
- RC's (or their designee - the ZC) will immediately notify the DPRP Chair in the event a Lions Club Member-Volunteer is hurt or injured during the performance of their official duties at the scene of a disaster; the RC (or their designee - the ZC), will without delay, and as practical, insure that the injured Lions Club Member-Volunteer is afforded any and all necessary medical attention;
- Assist the DPRPC (or designee) to provide 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 (or designee) 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 involved Lions Club Member-Volunteers Club Team Leaders, ZC's, etc., to determine if our response was adequate and timely, and, identify ways improve our services to provide a better or more efficient response in the future;
- Assist the DPRPC in other duties or assignments as they arise;



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LIONS EXECUTIVE GROUP RESPONSIBILITIES

ZONE CHAIRPERSONS (ZC's) DUTIES AND RESPONSIBILITIES

- Insure that you have examined all training and power point videos and read all of the documents related to the District Disaster Preparedness and Relief Program on our District Website; If needed, attend and complete the Basic Partner Sheltering Class taught by the American Red Cross; additionally, all ZC's should be competent in CPR and the use of our district AED's (part of our Guardian Angel Program);
- Call at least 1 Zone meeting (near the beginning of the year) with club presidents (including Club Disaster Preparedness Team Leaders) to discuss the Club Member-Volunteer and Club Team Leader duties and responsibilities in this program and recruit Club Member-Volunteers; at the request of the ZC, the DPRP Chair (or Assistant DPRP Chair) will attend any Zone meetings to present the program;
- Delegate through the Club Team Leaders to assess, document and memorialize any existing hard resources within individual clubs (grills, trailers, motor homes, club houses, tents, etc.); identify and recruit Lions Club Member-Volunteers and assess their existing disaster training, experience and special training (foreign language, ham radio operator, CERT or NERT certified, first aid/cpr certifications, operating licenses for large vehicles or related equipment, etc.); through the Club Leader, prepare an excel spreadsheet with the information listed above by club and by Lions Club Member-Volunteer; provide a copy of this information to the Disaster Preparedness and Relief Program Chair;
- Coordinate and delegate both basic and required training information (and additional training opportunities) through Club Team Leaders to Lions Club Member-Volunteers;
- Insure that Club Team Leaders maintain accurate and current 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 that a disaster has occurred within our district and the American Red Cross (or other partner) has requested assistance, the DPRPC (and Assistant Chairs) will assess the extent of the disaster, notify and brief the DG on the request, and recommend providing the appropriate DPRP response; all Regions, Zones, Clubs and Club Member-Volunteers will be notified via text messaging;

- If necessary, assist your RC in the notification of other additional Lions District Executive Group (VDG's, Executive Members, etc.) about the disaster, our plan and our proposed response through County's Office of Emergency Services and the SMC Alert System;
- The ZC and Club Team Leaders will respond to the scene of the disaster; the DPRPC (and/or Assistant Disaster Program Chairs) will also respond and contact the American Red Cross and other Service Providers to determine what duties are required for our Lions Club Member-Volunteers; the ZC and Club Team Leaders will assist in leading, coordinating, tracking, supervising and managing the Lions Club Member-Volunteer response and duties with other service providers;
- ZC's will immediately notify the DPRP Chair in the event a Lions Club Member-Volunteer is hurt or injured during the performance of their official duties at the scene of a disaster; the ZC, without delay and as practical, must insure that the injured Lions Club Member-Volunteer is afforded any and all necessary medical attention;
- If necessary, assist the DPRPC (or designee) in providing timely updates on the extent of 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 disaster, the need to expand our response to additional Zones or Regions, adjacent Districts or other Districts within Area II, etc.);
- If necessary, 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., to determine if our response was adequate and timely, and, identify ways improve our services to provide a better or more efficient response in the future;
- Assist the DPRPC and (or) RC's in other duties or assignments as they arise or when necessary;

Updated: August, 2016



DISASTER PREPAREDNESS AND RELIEF PROGRAM

Sample Model

LIONS EXECUTIVE GROUP RESPONSIBILITIES

CLUB TEAM LEADER (TL) DUTIES AND RESPONSIBILITIES

- Coordinate with your Zone Chair and call a club meeting with members to explain the Disaster Preparedness and Relief Program; recruit club volunteers for this program; explain the need for basic orientation training/certification, personal commitment to the program, the district and to the community; the requirement to respond to disasters when activated within the district; the necessity to work with local, county and related organizations (such as the American Red Cross) and have a device capable to receive text messages; the DPRP Chair (or his/her designee) will attend and assist in the presentation of this program at club meetings;
- Club Team Leaders will assess, document, memorialize and update any existing hard resources within individual clubs (grills, trailers, motor homes, tents, club houses, etc); TL's will identify and recruit Lions Club Member-Volunteers and assess their existing disaster training, experience and special training (foreign language, ham radio operator, CERT or NERT certified, first aid/cpr certifications, operating licenses for large vehicles or related equipment, etc.); prepare and complete the appropriate volunteer information form; prepare, retain and update (when necessary) a spreadsheet with the above information from your club and on every Lions Club Member-Volunteers within your club;
- Obtain, coordinate and assist in scheduling both basic and required training class information (and additional training opportunities) to Lions Club Member-Volunteers; document this information and send it up the chain of command to the Disaster Preparedness and Relief Program Chair;
- Club Team Leaders must 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 (via the chain of command) as soon as practical;
- Upon notification of a disaster from the American Red Cross (or similar entity) occurring within our district, the DPRPC will assess the extent of the disaster, notify and brief the District Governor and recommend the appropriate Disaster Program response; all of the members in this program (lions, clubs, zones and all regions) will all be notified via text messaging with a staging location, number of volunteers needed, operational periods any specialized equipment that might be needed;
- Upon activation, the Club TL will organize their Club Volunteers and respond (as directed) to a staging area or to the scene of the disaster; depending on the extent of the Disaster activation, the DPRPC will also respond and contact the American Red Cross and other Service Providers to determine what duties

are required for our Lions Club Member-Volunteers; the Club Team Leaders and the ZC will assist to coordinate, supervise and manage the work of our Lions Club Member-Volunteer response with other service providers;

- As necessary, assist the DPRPC (or designee) who will provide updates on the disaster and Lions Club Member-Volunteers to the DG (or designee) as needed (such as extended operational periods, relief for volunteers if the event is widespread, the need to expand our response to additional Zones, Regions, Districts or adjacent Lions Areas within MD-4, etc.);
- If necessary, 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 to determine if our response, our service level, our interaction and if anything in any of our areas of assistance could be improved to provide a better or more efficient response in the future;
- Assist the DPRPC and (or) ZC's in other duties or assignments as necessary.



DISASTER PREPAREDNESS AND RELIEF PROGRAM

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LIONS MEMBER VOLUNTEER RESPONSIBILITIES

CLUB MEMBER VOLUNTEER DUTIES AND RESPONSIBILITIES

- Insure that you attend any and all basic District approved orientation/certification Disaster Preparedness training courses for preparation as a Lions Club Volunteer with your club; be available 24-7 to help assist (as needed) at shelters, cooking or serving food and related delegated to your Club Team Leader by the District Disaster Preparedness Chairperson; immediately respond (as to your availability) to all activations of this program through testing on your smart phone and follow-up information on your computer; personally commit to the program, the district and to the community, the requirement to respond to disasters when activated within the district; the necessity to work with local, county and related organizations (such as the American Red Cross); the DPRP Chair (or his/her designee) will attend and assist in the presentation of this program at club meetings;
- Assist your Club Team Leader to continually assess, document, memorialize and update any existing hard resources within your club (grills, trailers, motor homes, tents, club houses, etc); assist the Club Team Leader in identifying and recruiting other Lions Club Member-Volunteers and if necessary, assist in assessing their existing disaster training, experience and special training (foreign language, ham radio operator, CERT or NERT certified, first aid/cpr certifications, operating licenses for large vehicles or related equipment, etc.); insure that you prepare and complete the appropriate volunteer information form; assist the Club Team Leader to prepare, retain and update (when necessary) a spreadsheet with the above information from your club and on every Lions Club Member-Volunteers within your club;
- As needed, assist the Club Team Leader to coordinate and assist in scheduling both basic and required training class information (and additional training opportunities) to Lions Club Member-Volunteers; as needed, assist the Club Team Leader to document this information and send it up the chain of command to the Disaster Preparedness and Relief Program Chair;
- Assist the Club Team Leader in maintaining accurate and up to date notification and training information on every Lions Club Member-Volunteer and if asked, insure that new or updated information is sent to the DPRPC (via the chain of command) as soon as practical;
- Upon notification of a disaster from the American Red Cross (or similar entity) occurring within our district, the DPRPC will assess the extent of the disaster, notify and brief the District Governor and recommend the appropriate Disaster Program response; all of the members in this program (lions, clubs, zones and all regions) will all be notified via text messaging with a staging location, number of volunteers needed, operational periods any specialized equipment that might be needed;

- Upon activation, assist the Club Team Leader in organizing their Lions Club Member Volunteers and helping to respond (as directed) to a staging area or to the scene of the disaster; depending on the extent of the Disaster activation, the DPRPC will also respond and contact the American Red Cross and other Service Providers to determine what duties
- As necessary, assist the Club Team Leader and other Lions Club Member-Volunteers in coordinating, supervising and managing the work of our Lions Club Member-Volunteer response with any or all other disaster service providers;
- As necessary, assist your Club Team Leader with updates on the disaster and Lions Club Member-Volunteers to the DG (or designee) as needed (such as extended operational periods, relief for volunteers if the event is widespread, the need to expand our response to additional Zones, Regions, Districts or adjacent Lions Areas within MD-4, etc.);
- If necessary, assist the your Club Team Leader with your Lions Club Member Volunteers upon the departure of these members of your club from a disaster scene;
- Assist your Club Team Leader in attending a de-briefing of involved Lions Club Member-Volunteers to determine if our response, our service level, our interaction or if anything in any of our areas of assistance could be improved to provide a better or more efficient response in the future;
- Assist your Club Team Leader in other duties or assignments as necessary.

LIONS DISTRICT

DISASTER PREPAREDNESS, RESPONSE AND RELIEF PROGRAM

Sample Volunteer Contact Information Sheet

Volunteer Contact Information:

Name (L, F, M):

Address:

City, State:

Home Phone Number:

Cell Number (for immediate receipt of text messaging):

Primary Email address (for activation details):

Lions Club Affiliation Information:

Club Name:

Region:

Zone:

Emergency Contact 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):

DOWNLOAD THIS FORM FROM THE DISTRICT WEBSITE THEN RETURN THE COMPLETED FORM TO

THE ASSISTANT CHAIR OF THE DISASTER PREPAREDNESS AND RELIEF PROGRAM. Be sure to sign up

for notification, text messaging and email notifications: Go to SMCAalert.info to Register your information - cell phone (text) and Email for this program. Once you've signed up, be sure to contact the Disaster Preparedness and Relief Program Chair so that your information can be added to the Lions District Disaster Database. **Questions-** contact the District Disaster Preparedness email site at:

disasterpreparedness4c4@gmail.com



HOW TO DEVELOP A LIONS ALERT PLAN

to define Lions ALERT team responsibilities, tasks, procedures, and actions as well as receive advance training and certification or credentials required of volunteers in a disaster site.

- ☐ Begin by reading the **Lions ALERT Emergency Preparedness Guide** (IAD 911) available on the Lions Web site.
- ☐ During your next club meeting, introduce the Lions ALERT Program. Ask the club president to **appoint a chairperson** to investigate the possibility of developing a Lions ALERT plan. Ask the chairperson to report back to the club.
- ☐ The Lions ALERT chairperson should **meet with the local emergency manager**. This may be a government official or a disaster relief expert from a non-government authority such a local chapter of the International Federation of Red Cross and Red Crescent Societies. Ask how Lions can help in the event of a natural, man-made, or healthcare emergency. For ideas, review the Lions ALERT Disaster Relief Opportunities checklist.
- ☐ Report back to the club. **Vote on the suggested involvement of a Lions ALERT team**. If the club approves, form a Lions ALERT team committee.
- ☐ **Develop a list of resources** from among Lions, e.g., a building that can serve as a shelter, members who are experienced in preparing meals for many people, medical experience, access to a warehouse, skilled carpenters, the availability of a large truck, childcare expertise, etc.
- ☐ Meet with the emergency manager. Discuss Lions resources, assistance and expertise. **Together, develop a Lions ALERT plan**. Ask the club to review and approve the Lions ALERT plan.
- ☐ Participate in local **emergency preparedness drills**. Work with other local emergency preparedness organization as well as other local lions ALERT teams. If necessary, amend the Lions ALERT plan.
- ☐ **Meet annually with the emergency manager** to review and update the Lions ALERT plan.

The information provided in this checklist is intended as a guideline. Lions should work with local emergency officials and first responder organizations to define the Lions' role, responsibilities and operational actions needed for a coordinated response. For detailed information and resources on developing a Lions ALERT emergency preparedness plan, view Lions ALERT (IAD 911) and the Lions Web site (www.lionsclubs.org).



PERSONAL SAFETY CHECKLIST

Lions should prepare themselves and their families in the event of a natural, man-made, or healthcare emergency. The plan should include:

- ☐ Telephone numbers and e-mail addresses of family members. Contact information for an out-of-town person to be used as a central calling site.
- ☐ A familiar out-of-town meeting place for all family members.
- ☐ At least a half tank of gas in your car. An extra set of car keys.
- ☐ An emergency supply kit with:
 - ☐ Water - a gallon/liter of water per person for three days for drinking and sanitation
 - ☐ Food - a three-day supply of non-perishable food; a can opener
 - ☐ Radio - battery-powered or a hand-crank radio with extra batteries
 - ☐ Flashlight - extra batteries
 - ☐ First aid kit, first aid book, prescription medications, eyeglasses
 - ☐ A whistle to signal for help
 - ☐ A dust mask
 - ☐ Plastic sheeting and duct tape for sealing doors and windows
 - ☐ Moist towelettes
 - ☐ Garbage bags with plastic ties
 - ☐ A wrench or pliers to turn off household utilities
 - ☐ Local maps

Additional supplies may include:

- ☐ Infant formula and diapers
- ☐ Pet food and extra water
- ☐ Copies of identification papers, insurance policies, bank accounts
- ☐ Money, traveler's checks, credit card
- ☐ Sleeping bags or blankets
- ☐ A change of clothing and sturdy footwear
- ☐ Household chlorine bleach and a medicine dropper (an effective disinfectant is nine parts water to one part bleach; to treat water, use 16 drops of bleach per gallon or liter of water. Do not use scented or color safe bleaches with added cleaners.)
- ☐ Fire extinguisher
- ☐ Matches in a waterproof container
- ☐ Personal hygiene products
- ☐ Plastic utensils, paper cups, plates, and towels
- ☐ Paper and pencil
- ☐ Books, games, puzzles, and other activities for children.

Before mobilizing as a member of a Lions ALERT Team, Lions should fulfill this personal safety checklist for themselves and their families.



AFTER A DISASTER OCCURS

The chairperson should review their approved club, district, multiple district Lions ALERT plan and then mobilize trained (or credentialed) members of the Lions ALERT team.

This step-by-step checklist is one part of a Lions ALERT plan.

The Lions ALERT chairperson is responsible for the following actions.

- ☐ Contact the local emergency manager. Since the disaster may have altered the original Lions ALERT Team plan, adjustments may be necessary.
- ☐ Inform the district governor concerning an application for an LCIF emergency assistance grant as well as liability and insurance needs of Lions ALERT Team members.
- ☐ Confirm the assigned duties of certified Lions ALERT Team members. In some areas, disaster relief volunteers must be pre-approved or certified by an emergency response organization to receive access to the disaster site. Lions who are trained as first responders such as firefighters, paramedics, law enforcement personnel, and healthcare professionals can also participate as Lions ALERT Team members.
- ☐ Contact certified Lions ALERT Team members. Provide team members with a meeting location and a time schedule.
- ☐ Remind Lions ALERT Team members to be aware of their own personal safety. For example, Lions should wear rubber boots if assisting after a flood, long-sleeve shirts if removing debris after a tornado, and snowshoes if involved in a snow-related disaster.
- ☐ Remind Lions ALERT Team members to wear a Lions ALERT vest, hat, shirt, etc. This will provide instant identification as a Lions ALERT Team member.
- ☐ Display a large, Lions ALERT Team banner or other Lions-logo sign on vehicles and at the disaster relief location. This will serve as an identifier to Lions and the public of the presence of a Lions ALERT Team.
- ☐ Contact the media of the volunteer involvement of the Lions ALERT Team.
- ☐ Communicate with Lions Clubs International Headquarters about the contributions of the Lions ALERT Team.

The information provided in this checklist is intended as a guideline. Lions should work with local emergency officials and first responder organizations to define the Lions' role, responsibilities and operational actions needed for a coordinated response. For detailed information and resources on developing a Lions ALERT emergency preparedness plan, view Lions ALERT (IAD 911) and the Lions Web site (www.lionsclubs.org).



DISASTER RELIEF OPPORTUNITIES

When developing a Lions ALERT emergency preparedness plan, consider the strengths and resources of your club members. Then, work with local government and non-government agencies to identify ways in which your club can assist in the event of a natural, man-made, or healthcare emergency.

In some areas of the world, disaster relief volunteers must be pre-approved or credentialed. Therefore, it is important that Lions ALERT teams work with government and non-government emergency response agencies to receive training and credentialing prior to an emergency.

Possible services that Lions ALERT teams can provide:

- ☐ **Blood collection** – The collection of blood is a life-saving, pro-active Lions project. Lions can organize a blood drive for the community. Lions can participate as blood donors.
- ☐ **Food services** – Lions experienced in providing meals in large quantities can prepare food for victims and rescue workers. Lions clubs that are not experienced in providing meals in large quantities can volunteer as food servers. In addition, Lions can collect food donations from the community and distribute the food to those in need.
- ☐ **Logistics management and services** – Lions can collect donated supplies and operate a warehouse for victims and rescue workers. Lions can also distribute supplies within the affected area.
- ☐ **Personal hygiene services** – Lions can help collect and/or assemble personal hygiene kits of soap, shampoo, toothbrush, and toothpaste. Lions can also provide laundry services for victims and rescue workers. Portable showers and toilet facilities are also services that Lions clubs can arrange.
- ☐ **Shelter services** – Lions can help identify local shelters in their communities. Lions clubhouses or camp facilities can provide shelter for disaster victims, rescue workers, or pets. Lions can participate in training programs to learn how to effectively operate a shelter. This includes food preparation, food service, and childcare services in a shelter. Donated tents can also serve as temporary shelters.