



DISASTER RELIEF PLAN

Version 1.0

Statement of Adoption

This document is hereby adopted by District 5790 at the _____

John A. Miller, District Governor, 2009-2010 _____

Compiled originally by:

Clint Ishmael, District Disaster Relief Chair, 2009-2010

Version 1.0

This is the original version of the Disaster Relief Plan and was completed on March 13, 2009. The committee members that drafted the original document were Clint Ishmael, John Miller, Paul Lucas, Don Mebus, Ben Patterson, Terry Sutton, John Brown and Barry Bondurant.

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ROTARY DISTRICT 5790 DISASTER RELIEF PLAN

I. MISSION

The mission of District 5790 Disaster Relief is to alleviate human suffering caused by disasters that may impact people locally, regionally or worldwide.

II. PURPOSE

The District Leadership Plan adopted by District 5790 serves as the foundation for the development of services provided by Rotarians within this District. The Disaster Relief Plan was developed to achieve the goals and objectives of Section 18, Disaster Relief Planning organized under the direction of District Service.

The Disaster Relief Plan outlines our approach to disaster relief, and is applicable to District 5790. It provides general guidance for relief activities and an overview of our methods of preparedness, response, and recovery. The plan describes our disaster relief organization and assigns responsibilities for various tasks. This plan is intended to provide a framework for who does what, when, and how. The primary audience for the document includes Rotary International Disaster Relief-Rotarian Action Group (DRRAG), District 5790 Officials, District 5790 Disaster Relief Committee, Club Disaster Relief Committees, volunteer organizations that support emergency operations and others who may participate in our preparedness, relief and recovery efforts.

The Disaster Relief Rotarian Action Group (DRRAG) is a global networking, multiservice, relief and development non-governmental organization (NGO). DRAGG was recognized by the Board of Directors of Rotary International in 2007 as a Rotarian Action Group (RAG). To this end, the Disaster Relief RAG acts as the overarching policy and leadership framework intended to support and unify Rotarian involvements in Disaster Relief and Development Activities – locally, regionally and worldwide. Rotarian Action Groups implement their programs through Rotarians, Clubs and Districts around the world. The intent of this Disaster Relief Plan is for District 5790 to serve as the Rotarian representative for disaster relief efforts within our District.

III. EXPLANATION OF TERMS

A. Acronyms

AAR	After Action Report
ARC	American Red Cross
DCA	Disaster Committee Activation
DRO	Disaster Relief Officer
DRC	Disaster Relief Committee
DHS	Department of Homeland Security
FEMA	Federal Emergency Management Agency
IP	Improvement Plan
NGO	Non Governmental Organizations
NRP	National Response Plan
SOC	State Operations Center
TSA	The Salvation Army
VOAD	Volunteer Organizations Active in Disasters

B. Definitions

1. Club DRO (Disaster Relief Officer). The Club Disaster Relief Officer is appointed by the Club president. The Club DRO acts as the Club's liaison to the District Disaster Relief Committee and performs disaster relief activities at the club/community level. The Club DRO will work with the Club Disaster Relief Committee and community to establish a local disaster relief plan. The Club DRO communicates and acts in conjunction with the District Disaster Relief Committee.
2. Disaster Committee Activation. Disaster Committee Activation (DCA) is used to describe the level of readiness and involvement of District 5790 and the Disaster Relief Committee. Activation levels range from normal daily activity of DCA-3 to a full scale relief operation of DCA-1. Each descending numerical level of the DCA increases the number of people and resources involved with the activation.
3. District DRO (Disaster Relief Officer). The District Disaster Relief Officer is appointed by the District Governor. The District DRO will oversee the District's disaster relief operations and coordinate, as necessary with club disaster activities. The District DRO coordinates the district's disaster programs and involvements with the rotary world through DRRAG. The District DRO will coordinate and liaise with other districts (and clubs) in and beyond the zone, rotary's community at large, and multi jurisdictional entities (states, NGO's, regional organizations) regarding the District's disaster relief activities when local capacity is exceeded.
4. Disaster Relief Committee. The DRC is comprised of members appointed by the District Governor. The DRC will create and implement the disaster relief plan as well as manage disaster relief operations for District 5790.

5. Disaster Relief Rotarian Action Group (DRRAG). DRRAG is a global networking, multiservice, relief and development non-governmental organization (NGO). DRAGG was recognized by the Board of Directors of Rotary International in 2007 as a Rotarian Action Group (RAG). To this end, the Disaster Relief RAG acts as the overarching policy and leadership framework intended to support and unify Rotarian involvements in Relief and Development Activities – locally, regionally and worldwide. Rotarian Action Groups implement their programs through Rotarians, Clubs and Districts around the world.
6. Disaster. A disaster involves the occurrence of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its ordinary resources. Characteristics include:
 - a. Involves a large area, a sizable population, and/or important facilities.
 - b. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - c. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - d. The District Disaster Relief Committee will implement a DCA-1 to provide general guidance and direction, and coordinate resource support for disaster relief.
7. Catastrophic Incident. Used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities. All catastrophic incidents are Incidents of National Significance.
8. Incident of National Significance. An actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, tribal, nongovernmental, and/or private sector entities in order to save lives and minimize damage, and provide the basis for long-term communication recovery and mitigation activities.
9. Inter-local agreements. Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as mutual aid agreements.

IV. SITUATION AND ASSUMPTIONS

A. Situation

- District 5790 is exposed to many hazards, all of which have the potential for disrupting the community, causing casualties, and damaging or destroying public or private property. A summary of our major hazards is provided in Figure 1.

**Figure 1
HAZARD SUMMARY**

Hazard Type:	Likelihood of Occurrence*	Estimated Impact on Public Health & Safety			Estimated Impact on Property		
		Limited	Moderate	Major	Limited	Moderate	Major
Natural							
Drought	Occasional	Limited			Limited		
Flash Flooding	Highly Likely	Limited			Limited		
Flooding (creeks)	Highly Likely		Moderate			Moderate	
Tornado	Occasional			Major			Major
Wildfire	Occasional	Limited				Moderate	
Winter Storm	Occasional			Major		Moderate	
Thunderstorms, Hailstorms	Highly Likely	Limited					Major
Technological							
Dam Failure	Unlikely		Moderate			Moderate	
Hazmat/Oil Spill (fixed site)	Likely		Moderate		Limited		
Hazmat/Oil Spill (transport)	Highly Likely		Moderate		Limited		
Major Structural Fire	Likely		Moderate			Moderate	
Radiological Incident	Unlikely			Major	Limited		
Security							
Civil Disorder/Terrorism	Occasional	Limited				Moderate	
Other Potential Hazards							
Water System Failure	Unlikely			Major	Limited		
Energy/Fuel Shortage	Occasional			Major	Limited		

* **Likelihood of Occurrence:** Unlikely, Occasional, Likely, or Highly Likely

B. Assumptions

- District 5790 will continue to be exposed to and subject to the impact of those hazards described above and as well as lesser hazards and others that may develop in the future.
- It is possible for a major disaster to occur at any time and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some disasters may occur with little or no warning.

3. Rotary will assume a humanitarian relief role by providing funds, supplies and recovery operations for disaster relief and will not be involved in emergency response activities performed by local, state and federal agencies. Rotary will not send personnel or volunteers into a disaster area while emergency operations are underway or substantial risk to relief personnel is present
4. Detailed emergency planning, training of Rotarian volunteers, and conducting periodic exercises can improve our readiness to deal with disasters.

V. CONCEPT OF OPERATIONS

A. Objectives

1. The objective of our Disaster Relief Plan is to alleviate human suffering and protect public health and safety.

B. General

1. It is impossible for government to do everything that is required to protect the lives and property of our population. Citizens have the responsibility to prepare themselves and their families to cope with emergency situations and manage their affairs and property in ways that will aid the government in managing disasters. District 5790 wishes to be an integral part of disaster relief within our District and whenever possible assist in disaster relief for events that occur outside the boundaries of our District.
2. Local, state and federal government is responsible for organizing, training, and equipping local emergency responders and emergency management personnel, providing appropriate emergency facilities, providing suitable warning and communications systems, and for contracting for emergency services. District 5790 will not engage in emergency response operations.
3. To achieve our objectives, we have developed the District Disaster Relief Plan that integrates the efforts of all clubs within the District and serves as a regional resource for relief efforts.
4. This plan is based on an all-hazard approach to disaster relief. It addresses general functions that may need to be performed during any disaster and is not a collection of plans for specific types of incidents.

C. Disaster Committee Activation (DCA)

1. Some disasters follow a recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. We utilize a three-tier activation system for increased readiness for District 5790.
2. The advisory/planning function of the Disaster Relief Committee will be accomplished during the non-emergency mode of a DCA-3 (level 3 activation). To consider initiating disaster relief operations, the Disaster Relief Committee must be activated to a DCA-2 (level 2 activation) by the District Governor or a member of the DRC. General actions to be taken at each readiness/activation level are outlined in this plan.

3. The following activation levels will be used as a means of defining activation levels of the DRC:
 - a. **Disaster Committee Activation 3 (DCA-3): Normal Conditions**
 - 1) DCA-3 will be the advisory/planning mode of Disaster Relief Committee.
 - 2) Non-emergency operations of the DRC.
 - 3) Normal daily operations; no known threat of mobilizing disaster relief operations.
 - b. **Disaster Committee Activation 2 (DCA-2): Increased Readiness**
 - 1) A DCA-2 will transform the operation of the DRC from planning to response.
 - 2) A DCA-2 will be initiated when an event presents a potential threat or possibility of mobilizing Disaster Relief operations. Notification of a potential event may be 1-10 days prior to the actual event. Readiness actions may include regular situation monitoring, a review of plans and resource status, determining resource availability and identifying personnel available to respond in the event disaster relief operations are required.
 - 3) Increased readiness actions of DCA-2 may be appropriate for weather related events (hurricanes, winter storms), wildfire threats, extreme drought situations or any other event where advanced readiness preparations are possible.
 - c. **Disaster Committee Activation 1 (DCA-1): Disaster Relief Operations Mobilized**
 - 1) DCA-1 will be initiated when the DRC has mobilized disaster relief operations in response to a disaster that has impacted District 5790 or outside the boundaries of the District.
 - 2) Members of the District Disaster Relief Committee will determine what types of aid will be initiated for the identified disaster.

VI. ORGANIZATION AND RESPONSIBILITIES

A. Disaster Relief Committee

1. The following District Officials will serve as standing members of the District Disaster Relief Committee:
 - a. The District Governor or his/her designee, as an ex-officio member;
 - b. The District Public Relations chairperson, on an as needed basis;
 - c. The District Treasurer, on an as needed basis;

2. For the 2009-2010 Rotary year, the District Disaster Relief Committee shall also include six (6) members appointed by the District Governor. Two members will be appointed for a term of three years, two members will be appointed for a term of two years and two members will be appointed for a term of one year.
3. In effect, the District Disaster Relief Committee will be composed of the three standing District Officials, in addition to the following persons:
 - a. Four members appointed by previous District Governors;
 - b. Two members appointed by the seated District Governor to serve a term of three years;
 - c. Others appointed on an as needed basis by the District Governor.
4. District Relief Committee Responsibilities
 - a. Meet at least quarterly and shall be responsible for overall planning and coordination of the district's response to disasters in District 5790 and elsewhere.
 - b. Maintain the highest level of accountability and transparency for all donations received and all disaster relief assistance provided.
 - c. Oversight of all funds to be used for disaster relief.
 - d. Oversight of the Subcommittees listed below.

B. Disaster Relief Subcommittees

1. In addition to the members of the District 5790 Disaster Relief Committee, the DRC will accomplish its mission through three subcommittees. The DRC will select chairpersons for each subcommittee.
2. Resource and Planning Subcommittee comprised of;
 - a. The District DRO or his/her designee;
 - b. The Resources and Planning Subcommittee chairperson;
 - c. Such others as appointed by the Subcommittee chairperson.
3. Resource and Planning Subcommittee responsibility;
 - a. To enact a workable definition of the types of disasters to which the District should respond;
 - b. To conduct a comprehensive survey of the resources available in District 5790 which might be called upon in response to a disaster;

- c. To conduct a comprehensive survey of the Rotarians of District 5790 in order to catalog the assets and resources each might be able to provide in a disaster;
 - d. Continue work on the formulation of, and ongoing development and maintenance of a comprehensive plan for District 5790's response to future disasters;
 - e. Development of a loose-leaf manual of procedure for use by the District, its Clubs, and for distribution to other interested parties;
4. Club Contact Subcommittee comprised of;
- a. The District DRO or his/her designee;
 - b. The Club Contact Subcommittee chairperson;
 - c. An Assistant Governor;
 - d. Such others as appointed by the Subcommittee chairperson.
5. Club Contact Subcommittee responsibility;
- a. Provide pre-disaster information for individual Rotary clubs on how to coordinate with the District in the event of a disaster;
 - b. Prepare and publish a District 5790 Disaster Relief Committee newsletter for distribution to the Rotary Clubs of the District;
 - c. Establish and maintain reliable communications with the individual Rotary Clubs affected by a disaster;
 - d. Solicit individual Rotary clubs within the District for specific materials or services needed to assist with the District's disaster relief efforts;
 - e. Assist with distribution of relief to affected clubs.
6. Disaster Operations Subcommittee
- a. The Disaster Relief Committee for District 5790 may initiate relief assistance for any identified disaster.
 - b. Unless the assistance is in the form of a one-time monetary donation, an ad-hoc (Disaster Operations) subcommittee will be established to direct disaster relief operations for each disaster.
 - c. Each Disaster Operations Subcommittee shall be comprised of;
 - 1) The District DRO or his/her designee;
 - 2) A subcommittee chairperson for each disaster, to be appointed by the Disaster Relief Committee as each disaster occurs;

- 3) Two representatives from each club directly affected by the disaster (Club President or his/her designee and the Club's DRO).
 - 4) Such others as may be appointed by the subcommittee chairperson for that particular disaster, including a Treasurer, a Secretary and Agency liaisons to other service providers such as the Red Cross, Salvation Army, LEPC, Local VOAD's, etc.
7. Disaster Operations Subcommittee responsibility
- a. As each disaster occurs, the District Disaster Relief Committee for District 5790 will form a subcommittee bearing the name of the particular disaster (i.e. Ike Disaster Operations Subcommittee) and chaired by a member appointed by the DRC.
 - b. The Disaster Operations Subcommittees will be responsible for:
 - 1) Implementing the disaster response plan formulated by the Resources and Planning Subcommittee;
 - 2) Screening and approving individual requests for assistance connected with that particular disaster;
 - 3) Preparing an interim and after-disaster report to the District Governor detailing, at a minimum: services provided, funds expended, and recommendations for improvement;
 - 4) Having the Disaster Operations Subcommittee's treasurer present a report to the District Treasurer at the end of the Rotary year;
 - 5) Insuring that the Rotarians of District 5790 are exemplary in their commitment to the ideal of Rotary to put "Service Above Self" with regard to the District's response to disasters.

C. Club Committee Organization

1. Because there is an ongoing threat of disasters in geographic areas of District 5790, it is recommended that each local club in the District establish and maintain a standing DRC (Disaster Relief Committee) as a subcommittee of Community Service.
2. The Club's DRC should include a Club DRO (Disaster Relief Officer) and at least two additional committee members.
3. The names and all contact information of all committee members should be provided to the District Governor and District DRO promptly after appointment.

4. The Club DRO should develop a relationship with other local VOAD's, service groups, clubs, religious organizations, government disaster relief agents, etc. in order to be responsive to the needs of disaster victims and avoid duplications of efforts. Involvement with a local Unmet Needs Committee is recommended if one is active. If not, the Rotary Club DRO could facilitate the formation of such a committee within that Club's community.
5. All assistance requested and/or provided in the local club area by the Club or District should be coordinated through the Club DRC. In the event monetary donations are received, a special project Relief Fund account should be established by the Club to account for the donations and facilitate monitoring use of funds.

D. District to District and District to Club Assistance

1. The primary strategy of District 5790 for disaster relief is to forward all assistance to the receiving District or Club for proper disbursement of supplies or funds and implementation of relief projects. District 5790 may choose to send volunteers to an affected area if the safety of personnel can be reasonably assured and the District Disaster Relief Committee approves such deployment.
2. The receiving District or Club should inform District 5790 DRC of its assessment of the impact of the disaster on the community and what kind of assistance and support is most urgently required.
3. One of the most important aspects of coordination between District 5790 and the receiving District or Club is to establish and maintain good communications.
4. The District DRC must designate specific individuals within the committee who can be contacted by the local Clubs in the event of a disaster.
5. The Club Contact Subcommittee shall provide the names and all contact information to all Clubs in District 5790.
6. Each Club in District 5790 should submit to the Club Contact Subcommittee the names, addresses, and telephone numbers of members of their Club DRC promptly after appointment.
7. In most disasters, there is generally extensive damage to telephone and other communication systems. Members of the District 5790 DRC and the receiving District or Club should attempt to initiate contact to establish a line of communication in order to coordinate disaster relief efforts.
8. In the event of evacuation, the receiving District or Club should contact District 5790 DRC to inform them of their movement and location prior to evacuation. Maintaining contact during and immediately after the evacuation is recommended.

9. As the Disaster Operations Subcommittee determines what assistance is available for the disaster area, contact should be made with the receiving District or Club to inform them what type of assistance to expect.
10. For supplies, a delivery location and time for any shipments should be confirmed with the receiving District or Club so that the members can be present to insure proper control and distribution of disaster relief supplies.
11. The receiving District or Club should provide feedback to the Disaster Operations Subcommittee of accomplishments realized through their joint efforts, as well as problems encountered and suggested improvements or solutions. It is suggested that the receiving District or Club provide the Disaster Operations Subcommittee with photographs of relief projects that are in process or completed.

E. Assignment of Responsibilities

1. Successful disaster relief operations require a coordinated effort from a number of individuals, agencies, and groups. Members of the Disaster Relief Committee as well as other Rotarians may be assigned support responsibilities for relief operations.
2. Assigned Responsibilities
 - a. The District Governor will:
 - 1) Establish priorities for the Disaster Relief Plan and provide general policy guidance on the conduct of the program.
 - 2) Monitor the response during disaster relief operations and provide direction where appropriate.
 - 3) Keep District Officials informed during disaster relief efforts.
 - 4) Request assistance from other Districts when necessary
 - b. The DRO and the DRC will:
 - 1) Implement the policies and decisions of District 5790 for disaster relief.
 - 2) Organize the disaster relief program and identify resource needs.
 - 3) Encourage Clubs within the District to participate in disaster relief planning, training, and exercise activities.
 - 4) Coordinate the disaster relief operations of District 5790.
 - 5) Coordinate local planning and preparedness activities and the maintenance of the plan.
 - 6) Prepare and maintain a resource inventory.
 - 7) Arrange appropriate training for Rotarians.
 - 8) Coordinate periodic emergency exercises to test the plan and training.
 - 9) Perform as liaison with state and local emergency management personnel.
 - 10) Coordinate with State VOAD agency.

VII. ACTIVATION OF RELIEF OPERATIONS

A. Activation of the Disaster Relief Committee

1. Activation of the Disaster Relief Committee to a DCA-2 (level 2 activation) may be performed by the District Governor or a member of the Disaster Relief Committee. One or more of the following events may trigger activation of the District Disaster Relief Committee:
 - a. Disaster impacting an area within District 5790.
 - b. Disaster impacting an area outside the boundaries of the District with a possibility of mobilizing disaster relief operations.
 - c. Request for disaster relief assistance from another Rotary District or Club.
 - d. An event which presents a potential threat of significant damage and/or loss of life.

B. Disaster Relief Committee Duties

1. Upon activation of the Disaster Relief Committee to a DCA-2, the Committee will organize as a body to consider the appropriate response to:
 - a. A disaster impacting the District.
 - b. A disaster impacting an area outside the boundaries of the District with a possibility of mobilizing disaster relief operations.
 - c. A request for disaster relief assistance.
 - d. An event which presents a potential threat of significant damage and/or loss of life.
2. The DRC may choose to provide or withhold disaster relief for any disaster.
3. The DRC may consider disaster relief assistance in the form of funds, supplies, equipment, volunteers or any other resources available to the District.
4. If the DRC chooses to initiate disaster relief assistance, a Disaster Operations Subcommittee will be named and operations will commence according to the District Disaster Relief Plan.
5. The DRC may choose to provide relief assistance for a specific disaster in the form of a one-time monetary donation. In such an event, the DRC is not obligated to establish a Disaster Operations Subcommittee however; the DRC will assume all reporting and accountability responsibilities of the subcommittee. Before the DRC may consider providing additional assistance for the same disaster effort, a Disaster Operations Subcommittee must be established.

VIII. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should local resources prove to be inadequate during a disaster relief operation; requests will be made for assistance from other Rotary Districts, other agencies, and industry in accordance with existing agreements and contracts. Such assistance may include equipment, supplies, or funds. All agreements should be in writing whenever possible and should identify the officials authorized to request assistance pursuant to those documents.

B. Reports

1. Initial Emergency Report. A short report should be prepared and transmitted by the DRC when a disaster event appears likely to worsen and we may need assistance from other Rotary Districts.
2. Situation Report. A daily situation report should be prepared and distributed by the DRC during disaster relief operations.

C. Record Keeping for Disaster Relief Operations

1. The District is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support disaster relief operations. This shall be done in accordance with established fiscal policies and standard cost accounting procedures.
 - a. Activity Logs. The DRC shall maintain accurate logs recording key response activities including:
 - 1) Activation or deactivation of disaster relief activities.
 - 2) Significant changes in the disaster situation.
 - 3) Current commitment of resources or requests for additional resources.

D. Accounting Procedures

1. All contributions to the District for disaster relief should be maintained in a separate tax deductible fund. With the consent of the donor, funds may be allocated for a specific disaster relief operation or may be deposited as unreserved funds available to be utilized for any disaster relief operation at the discretion of the Disaster Relief Committee.
2. Deposited funds should be placed in an interest-bearing account with a financial institution with multiple locations in the District.
3. The deposit information should include the donating Club or District number and if specified, the disaster name. This will provide for a designation of the amount for specific disaster relief and identify the donating district in the event of a disaster notice for their District.
4. The accounting records should reflect the source (District) of the funds and any specified allocation of the funds. Any non specific funds received or interest earned should be placed in an unreserved fund for the Committee's distribution to disaster operations or for the operating costs of the District DRC.
5. The District Treasurer will forward any funds collected for a particular disaster to the Disaster Operations Subcommittee treasurer who will communicate the availability of funds to the subcommittee members.
6. Standardized forms will be utilized for the Club DRC to request funds for particular projects from the Disaster Operations Subcommittee. Standardized forms will assist with good record keeping; however, in an emergency, a District DRC member may complete the standardized form for the requesting Club or District via telephone.
7. Only two forms will be utilized for the flow of information between the Clubs and the Disaster Operations Subcommittee:
 - a. Project Request and Acceptance Form. This form will be used by another District or Club to request funds for a particular project. The form will be designed to include space for the Disaster Operations Subcommittee to approve or modify the project and assign a project number for tracking. Forms should be available to every Club in its Disaster Relief Plan.
 - b. Project Disbursement Form. This form will be used when the District or Club receives funds from the Disaster Operations Subcommittee. The form will accompany any check made to the club and will be returned by the District or Club in the form of an expense report. Any excess funds will be returned to the District DRC with this form.
8. The Disaster Operations Subcommittee treasurer is charged with managing the accounting system and reporting summary data (at least annually) to the District DRC. The District DRC will compile the data annually and report to the District Committee at its annual meeting. The committee member designated to prepare the annual reports will compile the data in a format that will be usable by the District Governor in reporting to Rotary International.

E. Post-Incident and Exercise Review

1. The DRC is responsible for organizing and conducting a critique following the conclusion of a disaster relief operation or exercise. The After Action Report (AAR) will entail both written and verbal input from all appropriate participants. An Improvement Plan will be developed based on the deficiencies identified.

IX. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

1. The District Governor and District Disaster Relief Committee are responsible for promulgating this plan.

B. Review

1. The Disaster Relief Plan shall be reviewed annually by the DRC.

C. Update

1. This plan will be updated based upon deficiencies identified during actual disaster relief operations and exercises or when changes occur in threat hazards, resources or capabilities.
2. The Disaster Relief Plan should be revised or updated by a formal change at least **every five years**. Responsibility for revising or updating the Disaster Relief Plan is assigned to the District Disaster Relief Committee.
3. Revised or updated planning documents will be provided to all Clubs and Officers in the District.

***** END OF DISASTER RELIEF PLAN *****

Supplementary Materials

Joyce Stauden
Aniwyke
Mandy Auerbach

Added to
Chuck Kutzman
Mottin
SM

"The delegates at the District 5790 Conference Business meeting on April 25 hereby authorize the disaster relief committee to research and if feasible, establish a Tax Deductible entity under the IRS Code 501 c 3 and authorize the district treasurer to establish a separate bank account for this purpose."