

What is the District response in a disaster and how does it work? Read below for the details.

ROTARY DISTRICT 5930 DISASTER RELIEF PLAN

I. MISSION

The mission of District 5930 Disaster Relief is to provide funds, supplies and recovery operations to alleviate human suffering caused by disasters that may impact people locally, primarily, but also regionally or worldwide.

II. PURPOSE

The purpose of the District Relief Plan is to provide general guidance for relief activities and an overview of our methods of preparedness, response and recovery as is applicable to District 5930. The plan describes our disaster relief operation and assigns responsibilities for various tasks. This plan is intended to provide a framework for who does what, when and how. District 5930 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.

III. OBJECTIVES

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. 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.

IV. DISTRICT DISASTER RELIEF COMMITTEE (DRC)

A. General

The District Disaster Relief Committee (DRC) will initiate disaster relief operations in response to a disaster, catastrophic incident, or incident of national significance that has impacted District 5930 or outside the boundaries of the District.

Members of the District DRC will determine what types of aid will be initiated for the identified disaster.

B. Organization

The committee shall be composed of seven members appointed by the District Governor. It is recommended that members shall serve rotation three year terms such that the terms of one-third of the members expire each year. The District Governor and District Treasurer shall serve as ex officio members of this committee while they hold these District offices. The District Treasurer shall use a designated restricted disaster relief fund for deposit of monies collected.

C. Appointments

The District Governor shall appoint Rotarians to the committee to fill positions becoming vacant upon his/her accession to office or to fill any other vacancy occurring or existing during his/her term of office. From among all of the members of the committee, the District Governor shall appoint a chairperson of the committee to serve a one-year term coinciding with the term of the District Governor making the appointment. Further recommendations as to committee structure may be found in the District Policy Manual.

D. Activation of the Disaster Relief Committee (DRC)

Activation of the DRC may be performed by the District Governor, committee chairman, or a member of the DRC. One or more of the following events may trigger activation of the District DRC.

1. A disaster impacting an area within District 5930.
2. A disaster impacting an area outside the boundaries of the District with the possibility of mobilizing the District's disaster relief operations.
3. A request for disaster relief assistance from another Rotary District or Club, or from Rotary International.
4. An event which presents a potential threat of significant damage and/or loss of life.

E. Duties and Responsibilities

1. The committee shall meet at least twice each year and shall be responsible for planning and coordinating the district's response to disasters in District 5930 and elsewhere.
2. Developing a comprehensive disaster preparedness plan and revising as needed in order to be responsive to future disasters.
3. Considering disaster relief assistance in the form of funds, supplies, equipment, volunteers or any other resource available to the District. The DRC may choose to provide relief assistance for a specific disaster in the form of a one-time monetary donation or it may choose to withhold disaster relief for any disaster.
4. Oversight, along with the District Treasurer, of all funds to be used for disaster relief.
5. Writing grants so as to ensure that district funds are applied for within a specified time. Rotary grant applications must be completed within a reasonable number of days of a disaster.
6. Solicitation to individual clubs within the district for specific materials, monies or services needed to assist with the District's disaster relief efforts.
7. The District DRC will designate specific individuals within the committee who can be contacted by the local clubs in the event of a disaster. These names, addresses, and telephone numbers will be provided to all clubs in the district. Likewise each club with a DRC committee should provide appropriate contact information to the District DRC.

V. DISTRICT TO DISTRICT TO CLUB ASSISTANCE

℞ • The primary strategy of District 5930 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.

℞ • The receiving District or Club should inform the District Governor or District DRC of its assessment of the impact of the disaster on the community and what kind of assistance and support is most urgently required.

℞ • One of the most important aspects of coordination between District 5930 and the receiving District or Club is to establish and maintain good communications despite disrupting circumstances.

℞ • The District DRC must designate specific individuals within the committee who can be contacted by the local clubs in the event of a disaster. These names and contact information will be provided to all clubs in the District, District website and District mobile app.

℞ • As the DRC 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.

VI. CLUB COMMITTEE ORGANIZATION

℞ • Clubs of significant size should be encouraged to form its own DRC committee, prepare a local disaster plan, and coordinate with the district committee to enhance the districts response to disasters.

℞ • The club DRC should develop a relationship with other local service groups, clubs, religious organizations, government disaster relief agents, etc. in order to be responsive to the needs of disaster victims and avoid duplication of efforts.

℞ • The club DRC should inform the district Governor and the district DRC of its assessment of the impact of the disaster on the community and what kind of assistance and support is most urgently required, i.e. drinking water, ice, food, medical supplies, clothing, temporary housing, debris removal, etc.

℞ • The names and all contact information of all local committee members should be provided to the District Governor and the District DRC promptly after appointment.

VII. RECORD KEEPING

A. 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.

B. 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.

VIII. ACCOUNTING PROCEDURES

- ℞ • The District Treasure will be responsible for setting up the proper account to handle disaster funds collected for a particular disaster. Funds donated by individual clubs will be sent directly to the District Treasure and not to the District DRC.
- ℞ • Contributions to the district for emergency relief should be maintained in a single deposit account for each disaster. The account should be interest bearing and placed in an account with a financial institution with more than one location in the district.
- ℞ • The treasure will maintain such records that will track contributions by club received in his/her office and will be responsible for disbursement of disaster funds at the direction of the DRC or the District Governor.
- ℞ • The district DRC is recommending that the district budget contain a line item allocation annually a sum of money that can be used immediately at aid relief response. It takes time to request support from clubs and a sum in the district budget would provide money upon request for supplies and material to respond to critical needs.
- ℞ • An exception to this procedure might occur when the disaster is international in nature and the RI Foundation establishes a Donor Advised Fund or separate area fund within the Foundation. In this instance, funds contributed by individuals and / or clubs might be sent through the District Foundation Chairman so that records would be kept as to the total contributed from the District.

IX. FORMS

- A. For disaster relief funds needed and requested by the club within the district only two forms are needed for the proper flow of information between clubs and the committee.

1. Project Request and Acceptance Form

This form would be used by the club to request funds for a particular relief project. Forms are available upon request from the DRC or can be made available for inclusion in individual club disaster plans. (Form attached).

2. Project Disbursement Form

This form would be used when the club receives funds from the District Treasurer. The form would accompany any check made to the club and would be returned by the club in the form of an expense report. Any excess funds would be returned to the District with this form.

X. POST-INCIDENT AND EXERCISE REVIEW

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

Rotary District 5930

Disaster Relief Project Request and Acceptance Form

Club Name: _____ Date: _____

Contact: _____ Home phone: _____

Address: _____ Cell phone: _____

City, State, Zip: _____

Fax: _____ E-mail address: _____

Project Title: _____

Project Scope:

Number of individual served: _____ Amount of funds requested: \$ _____

Date Funds Needed: _____ / _____ / _____ Disbursement Description: _____

Remainder of form to be completed by District 5930 Disaster Relief Committee

Amount Approved: \$ _____ Date: _____ By: _____

Project # _____ Fund Source: _____

Modification to the above request:

Description of approved distribution method:

Disbursements:

Rotary District 5930
Disaster Relief Project Disbursement Form

Club Name: _____ Date: ____/____/____

Project # _____ Amount Approved \$ _____

Fund Source: _____

Date	Description	Deposit	Check #	Amount	Balance

Instruction for Club Distribution;

Description should include payee, beneficiary and a brief description of unmet needs. Include reference for agency or Club member referring the beneficiary.

Completed by: _____ (Name of Treasurer)

Address: _____ City: _____ State: _____ Zip Code: _____

Daytime Telephone: (____) _____ Evening Telephone: (____) _____

Complete form, sign and return to the District 5930 Disaster Relief Committee at:

Name: _____

Address: _____

City, State, Zip Code: _____

Daytime Telephone: _____

Cell Phone: _____

Fax: _____

Email Address: _____

Rotary District 5930 Disaster Prepared Program

Mission Statement: Encourage and support the Rotary clubs of D-5930 in preparing their members and clubs to be self-reliant in the wake of major natural and man-caused disaster; to train, equip, and exercise participating clubs in responding to local and disaster-related requests from other Rotary clubs or districts.

Approach: To achieve this mission, the District Disaster Preparedness Committee will establish a District Support cell, and ...

- a. Work to achieve Club Preparedness such that member Rotarians are well-prepared to look after themselves and their families for at least 72 hours following a major incident.
- b. Work with Rotary club Disaster Coordinators to achieve the following:
 - Prepare telephone “CALL” list of all club members; update monthly.
 - Prepare a “Skill-set Inventory” of club members, especially in the following areas: engineering, nursing, medicine, trades (electrician, plumbing, roofing), contracting, transportation, veterinary, warehousing, debris removal, host family,
 - Construct a “Resources Inventory” within the club, especially the following resources: electric generators, chainsaw, solar power, warehousing,
 - Prepare an “Outreach list” to the community links in the club locality (with name, phone #, e-mail address, and position/title), especially the following:
 - Schools
 - Medical facilities
 - Nursing homes
 - Food banks
 - Churches
 - Member business – Insurance, Claims Adjuster
 - Local Fire Department
 - Local Emergency Management Agency Liaison Officer
 - Local Electric Power company(ies)
 - Local Natural Gas Co.
 - Local Water & Sewer Agency
 - Local American Red Cross and Salvation Army
 - Local telephone/cell phone/ Internet service providers
 - County Emergency Coordinators and Emergency Operations Center (EOC) Salvation Army
 - Update annually.
- c. Assists clubs with initial training through club presentations on general personal and club-based approach to disaster preparedness by team members and others; introduction to Emergency (Trauma) First Aid and CPR (by an EMT), Business preparedness (Red Cross or team members or the Salvation Army).

Rotary District 5930 Disaster Preparedness Program

- d. Help clubs develop and draft a basic Emergency Operations Plan to include the following:
 - Damage Assessment process: documenting and reporting;
 - Continuity of Operations (COOP) Plan
 - Update annually
- e. Arrange and/ or conduct appropriate advanced training for club Rotarians and families:
 - First Aid / CPR
 - CERT
 - ICS-100
 - Exercises / Drills / Update
- f. Work with Club Representatives to introduce program sustainability:
 - Annual refresher (on-line) training of club coordinators.
 - Annual training exercise / recall / seminar.
 - Minimum 3 person team per club with multi-year staggered commitment.
 - Provide District & Club website preparedness and mitigation info.
 - Use Social Media

The District Support Cell will be prepared to assemble, if required, and activate specific elements of the District's response, as follows:

- Assemble and maintain a Telephone call list of club Disaster Coordinators;
- Produce and update ICS-style "Incident Map" when required;
- Solicit, assemble and post Damage Assessment Summary(ies) of clubs' reports, as needed, to include:
 - Club's Status, Needs, and Plan of Action
 - Available resources (District-wide)
 - Community Service needs
- Receive requests for assistance from clubs;
- Receive offers of assistance from clubs and districts;
- Work with local / city / county Emergency Management staff.

**Rotary District 5930 Disaster Preparedness Program
Rotary Club Resources Survey**

Club: _____ Date: _____

Emergency Preparedness simply means being in a position to take care of yourself and your family for a few days if something bad should happen to your home... to your neighborhood...to your country. Rotarians should be in a good position to assist themselves, fellow Rotarians, and their neighbors.

Each Rotarian should have a family emergency preparedness plan, and exercise I annually.
Each Rotarian should have a family emergency response kit in their home, office, and car.

Each Rotary club should have a “recall” process, and a system to activate the “call-down” phone list following a major incident (tornado, winter/wind storm, flood, earthquake, major fire, etc.) The purpose of the call-down is to check on each member...are they okay? Do they need any assistance? Could they provide assistance to others?

Each Rotary club should establish a small committee of 2-3 Rotarians whose role would be as follows:

- Establish the Recall roster and call-down process; maintain phone number currency;
- Establish and maintain the club’s emergency asset survey;
- Schedule and conduct a club disaster exercise annually;
- Initiate and manage the club’s response efforts following any major incident.

Survey:

Club member resources:	Member names		
Chain saws	_____	_____	_____
Generators	_____	_____	_____
1 st Aid supplies	_____	_____	_____
Boat	_____	_____	_____
Plane	_____	_____	_____
HAM radio (ROAR)	_____	_____	_____
Large fans	_____	_____	_____
Walkie-Talkies	_____	_____	_____
Water well	_____	_____	_____
Winches	_____	_____	_____
4-wheel drive vehicle	_____	_____	_____
Truck(s)	_____	_____	_____
Warehouse space	_____	_____	_____
Mat’l Handling Equipm’t	_____	_____	_____

Forward a copy of this survey to the www.DSASTRPLNG@ **Attn: District Disaster Task Force.**

1. Refer to the “Go Kit” checklist in the club coordinator’s Tool Box.
2. See “Recall process” template in the club coordinator’s Tool Box.