



Rotary District 5930 Disaster Emergency Preparedness, Relief, and Recovery Plan

Statement of Adoption

**This Document is hereby adopted by District 5930 at the
District Advisory Committee Meeting Dated Friday, May 4, 2018
As Proposed by Andy Hagan, District Governor 2018-2019**

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Plan

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ROTARY DISTRICT 5930 DISASTER RELIEF PLAN

I. MISSION

The mission of District 5930 Disaster Relief is to alleviate human suffering caused by disasters that may impact people locally, regionally or worldwide.

II. PURPOSE

The **District Emergency Preparedness, Relief, and Recovery Plan (Disaster Relief Plan)** adopted by District 5930 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 5930. 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 5930 Officials, District 5930 Disaster Relief Committee, Club Disaster Relief Committees, Crisis Management & Communication coordinator, District IT coordinator, and 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). DRRAG 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 5930 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
DHS	Department of Homeland Security
FEMA	Federal Emergency Management Agency
IP	Improvement Plan
NGO	Non Governmental Organizations
NRP	National Response Team
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 5930 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 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 coordinated 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 DC will create and implement the Disaster Relief Plan as well as manage disaster relief operations for District 5930.

5. Disaster Relief Rotarian Action Group (DRRAG). DRRAG is a global networking, multiservice, relief and development non-governmental organization (NGO). DRRAG was recognized by the Board of Directors of Rotary International in 2007 as a Rotarian Action Group (RAG). To this end, the DRRAG 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, 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

1. District 5930 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 and Safety	Estimated Impact on Property
Natural			
Drought	Likely	Moderate	Moderate
Hurricane	Highly likely	Major	Major
Flooding	Likely	Major	Major
Tornado	Likely	Major	Major
Wildfire	Occasional	Limited	Moderate
Winter Storm	Occasional	Moderate	Moderate
Thunder/Hail Storms	Highly Likely	Moderate	Moderate
Technological			
Dam Failure	Likely	Major	Major
Hazmat/Oil Spill (Fixed)	Occasional	Moderate	Limited
Hazmat/Oil Spill (Transport)	Occasional	Major	Limited
Major Structural Fire	Likely	Major	Major
Radiological Incident	Occasional	Major	Major
Security			
Civil Disorder/Terrorism	Likely	Major	Moderate
Other Potential Hazards			
Water System Failure	Likely	Major	Moderate
Energy/Fuel Shortage	Occasional	Major	Limited

B. Assumptions

1. District 5930 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.

2. 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 increases 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 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.

2. Local, State, and/or Federal government(s) are 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 5930 will not engage in emergency response operations.

3. In order 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.

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 5930

2. The advisory/planning function of the Disaster Relief Committee will be accomplished during the non-emergency mode of a DCA-3. To consider initiating disaster relief operations, the Disaster Relief Committee must be activated to a DCA-2 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 like 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 5930 or outside the boundaries of the District.

2) Members of the District Disaster Relief Committee will determine what types of aid will be initiated as deemed appropriate 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 Relief Officer, on an as needed basis;
- c. The District Treasurer, on an as needed basis;
- d. The District Crisis Communications/PR officer, on an as needed basis;
- e. The District Governor-Elect, on an as needed basis.
- f. The District Disaster Relief Endowment Fund chair on an as needed basis;
- g. The District Information & Technology Coordinator on an as needed basis;

2. For the 2018-2019 Rotary year, the District Disaster Relief Committee shall also include six 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 seven 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 the overall planning and coordination of the district's response to disasters in District 5930 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 5930 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 5930 which might be called upon in response to a disaster;
 - c. To conduct a comprehensive survey of the Rotarians of District 5930 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 5930's response to future disasters;
 - e. Development of an electronic and/or loose-leaf manual of procedures for use by the District, its Clubs, and for distribution to other interested parties;

4. **Club Contact Subcommittee** comprised of;
 - a. The District DRO and 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 5930 Disaster Relief Committee newsletter periodically for distribution to the Rotary Clubs of the District;
- c. Establish and maintain reliable communications with the individual Rotary Clubs affected by 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 5930 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 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;
 - 4) Such others as may be appointed by the subcommittee chairperson for that particular disaster, including a Treasurer, a Ssecretary and Agency liaisons to other service providers such as the Red Cross, Salvation Army, Local Emergency Planning Committees (LEPC), Local Volunteer Organizations Active in Disasters (VOADs), etc.

7. Disaster Operations Subcommittee responsibility

- a. As each disaster occurs, the District Disaster Relief Committee for District 5930 will form a subcommittee bearing the name of the particular disaster 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 5930 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 5930, it is recommended that each local club in the District establish and maintain a standing Club DRC as a subcommittee of Community Service.

2. The Club's DRC should include a Club DRO 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 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.

2. The receiving District or Club should inform District 5930 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 5930 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 5930.

6. Each Club in District 5930 should submit to the Club Contact Subcommittee the names, addresses and telephone numbers of members in 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 5930 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 5930 DRC to inform them of their plans, resource availability, limitations, emergency contacts, and intended destinations 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 and detail when, where, and how the aid will be delivered.

10. For supplies, a viable 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 materials.

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 periodic needs assessments, relief items of the highest priority, updates as to access limitations or perils in area, and photographs of relief projects that are in process or completed.

E. Assignments 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 RI and 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 5930 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 5930.

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 as deemed appropriate.

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 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 5930

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 with organize as a body to consider the appropriate response to:
 - a. A disaster impacting the District.
 - b. 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 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 for the 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 generally accepted accounting 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 a designated 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 or designated alternate 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 and 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 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 three 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*****