

ROTARY CLUB EMERGENCY / DISASTER PLAN **TEMPLATE**

Preface to this template

The material contained below is intended as guidance to Rotary Clubs in Rotary District 7020 in order to assist them in preparing and updating their own Rotary Club Disaster Preparation Plans.

Each club is encouraged to use this material as a general guide in order to develop, improve and expand upon their own club disaster plan. The material is taken from the contribution of many persons and Rotarians in D7020 and beyond including DNA-RAG, however individual Rotary clubs have produced plans which are much more detailed and specific than these guidelines. As such this material is intended to be a first start for clubs in the process of developing plans.

The material in this template is grouped into the following sections -

- Introduction
- Steps Prior to a Disaster
 - Identify Hazards
 - Preparedness Checklists
 - Essential Functions
 - Critical resources
 - Emergency Plan updates & maintenance
- Steps while in a disaster
 - Membership status checks and communication
- Steps after a Disaster
- References

INTRODUCTION

- I. PURPOSE OF THE PLAN - Identify Goals and Objectives
- II. GOALS AND OBJECTIVES OF THE PLAN – Explain how your club will benefit from this plan
- III. SCOPE OF THE PLAN – Explain to whom the plan applies and the intended overall impact

IDENTIFY HAZARDS ASSOCIATED WITHIN YOUR AREA AND ACTIONS

- I. Examples: Floods, Hurricanes, Earthquakes, Tsunami, Wildfires, Pandemics
- II. Actions taken before specific Disasters
i.e. securing club assets from vulnerable locations
- III. Actions taken during the specific Disasters
- IV. Actions taken after the specific Disasters

PREPAREDNESS CHECKLISTS

- I. Disaster Supplies Kit for members individually and/or the Club as a whole
- II. Develop Membership Call-down List - Include Alternate Point and Method of Contacts and addresses
- III. List of members with personal/family disaster plans documented
- IV. List of Essential Community Emergency and Relief Organizations for your area and contact information, such as:
 - a. Local and Island/National Disaster Recovery Organizations
 - b. Red Cross
 - c. Community Organizations who assist in disasters, Salvation Army, Samaritan's Purse, USAID etc.
 - d. Local Disaster Shelters in your community
 - e. Disaster Management departments within government
 - f. Other organizations within area that can help you after a disaster

ESSENTIAL FUNCTIONS

- I. Identify and List Responsibilities of essential Rotary Club positions
 - a) Club Disaster Chair – i.e. Provide weather notifications, maintain club plan
 - b) Club President –
 - i. Appoint DP chair & record in ClubRunner
 - ii. Activate Disaster Plan & Call Down List
 - c) All Rotarians – encouraged to participate and have personal and family disaster preparedness plans
- II. Identify members in your local community's official Disaster Management efforts that might need support at home from you club, i.e.
 - a) Law enforcement
 - b) Local and National Emergency Services
 - c) Employees of essential / strategic organizations

EMERGENCY PLAN UPDATES AND MAINTENANCE

- a) Review Plan at least annually
- b) Whenever shortfalls are identified
- c) After an Event / Disaster

MEMBERSHIP STATUS CHECK AND COMMUNICATION

- I. Develop communication list and strategy of contacting members, the AG, the district and other clubs nearby
- II. Formulate questions to be asked during the status check and Determine membership status and needs, such as:
 - i. Has the member activated their personal disaster preparedness plan
 - ii. Injuries / mental state / need for medication
 - iii. Immediate need of shelter / transportation / food supplies
 - iv. Wish / need for evacuation
- III. Develop multi-layer strategy for members unable to be contacted.
- IV. Identify Call-Up strategy to President / Disaster Chair to Contacts were made

CRITICAL RESOURCES

- I. Identify club / membership resources
 - a) Heavy Equipment
 - b) Food Resources
 - c) Alternate transportation
 - d) Building Supplies
 - e) Alternate communication devices, Sat phones, Amateur radio capability etc.
 - f) Water treatment equipment
- II. Link to the District Disaster Management App

REFERENCES

- DNA-RAG – Disaster Network of Assistance Rotary Action Group (www.dna-rag.com)
- Rotary Covid-19

GUIDANCE on CLUB/AREA PREPAREDNESS PLANS

- I. Set up communication plan
 - a. Have multiple matrix so that one person's absence does not break chain
 - b. Determine what works best for YOUR particular environment
 - i. Up
 - ii. Down
 - iii. lateral
 - c. Determine who in the club/area will be responsible for communicating with local disaster management authority
 - i. Have a backup in the event that person is unavailable
 - d. Determine who will be responsible to communicate conditions to District
 - e. Assign a person or group to communicate with local media
 - f. Assign a person or committee to handle social media
- II. Human Resources
 - a. What skills are identifiable within your club membership that might be relevant to disaster preparedness/recovery
 - b. Who should take lead positions - make sure you have a backup if the lead is not available?
- III. Material Resources
 - a. Produce a list of disaster recovery material and supplies
 - i. Examples:
 1. Snowplow
 2. Backhoe
 3. Front end loader
 4. Chain saws
 5. Mucking out tools
 6. Electrical equipment
 7. Plumbing equipment
 8. Dump trucks
 - b. Develop a list of who in the club has necessary material resources – tie this back to the above list
- IV. Project opportunities
- V. Promote discussion within the Club on Disaster Preparation

GUIDANCE on PERSONAL/FAMILY DISASTER PREPAREDNESS PLANS

Personal/Family Disaster Plans

- i) Meeting place for family
- ii) Escape route – can I get out of the attic?
- iii) Go bag –
 - (1) Meds
 - (2) First aid kit
 - (3) Important documents – on a thumb drive?
 - (4) Wipes
 - (5) Sealable bags to keep a change of clothes, important docs in
 - (6) Bug repellent
 - (7) Sunscreen
 - (8) Flashlight – solar lights
 - (9) Portable radio
 - (10) Cell or sat phone and chargers
 - (11) Contact numbers
- iv) PETS –
- v) Prepare your home
 - (1) Shutters
 - (a) Can you get them up yourself?
 - (b) If you need help – have you arranged for it?
 - (2) Generator – is it tuned up and run on a regular basis.
 - (a) If it is gas are you using ethanol free gas?
 - (b) Do you use a gas stabilizer?
 - (c) DO YOU RUN IT EVERY MONTH to make sure it will work when you need it?
 - (d) Do you know what you can power with it?
 - (3) Sandbags
 - (4) Electronics off the floor
 - (5) Propane for cooking
- vi) Prepare for the long haul
 - (1) DO you have a week or 2 supply of meds?
 - (2) Do you have water to drink and to cook with or
 - (3) Do you have a Sawyer filter – Life Straw – StTRI UV water Purifier?
 - (4) Do you have liquid bleach (pool chlorine) to use in questionable water?
 - (5) Canned food – and don't forget the can opener – and an electric one WILL NOT work
 - (6) Do you have other food that does not need refrigeration?
- vii) Identify local shelters if you are required to evacuate
 - (1) Do you require special needs shelter?
 - (2) Do you require a “pet friendly shelter”?

RC Cayman Central

- Foreward
- Mission
- Purpose
- Hazard Analysis
- Assumptions
- Plan Development and Maintenance
- Actions taken before a Disaster
- Actions taken during a Disaster
- Actions taken after a Disaster
- Disaster Committee responsibilities
- Hurricane Preparedness – Personal Plan
- Emergency Box Suggested Contents
- Grocery List
- After the Storm
- Flooding

Disaster Information on the web

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RC Sint Maarten Mid Isle

- Introduction
- Purpose / Goals and Objectives / Scope of the Plan
- HAZARDS ASSOCIATED WITHIN OUR AREA AND ACTIONS
- Actions taken Before the Disaster
- Actions taken During the Disaster
- Actions taken After the Disaster
- PREPAREDNESS CHECKLISTS
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- Disaster preparedness kit:
 - Personal Hygiene
 - Tools
 - Food (related) stuff
 - Miscellaneous
- **COMMUNICATION PLAN**
- ***Hurricane Shelters 2018:***
- **ESSENTIAL FUNCTIONS**
- **EMERGENCY PLAN UPDATES AND MAINTENANCE**

- **INFORMATION MAINTENANCE AND DISTRIBUTION**
- **MEMBERSHIP STATUS CHECK AND COMMUNICATION**
- **CRITICAL RESOURCES**
- **REFERENCES**

RC Spanish Town

- Introduction
- Goals and Objectives
- Scope of the Plan
- **HAZARDS ASSOCIATED WITH THE AREA**
- Action before disasters
- Action during disasters
- Action after disasters
- **PREPAREDNESS CHECKLISTS**
- **ESSENTIAL FUNCTIONS** within the Club
- **RESPONSIBILITIES**
- **EMERGENCY PLAN UPDATES AND MAINTENANCE**
- **INFORMATION MAINTENANCE AND DISTRIBUTION** – Club Secretary
- **MEMBERSHIP STATUS CHECK AND COMMUNICATION**
- **CRITICAL RESOURCES** to aid Post Disaster