

Disaster Plan



DISASTER PLAN

ROTARY DISTRICT 5080 • DISASTER RESPONSE

Dan Crawford, Subcommittee Chairman

I. MISSION

The mission of the District 5080 Disaster Response Subcommittee is to encourage disaster preparedness on the part of individual Rotarians, to form partnerships at the local, regional, provincial and state levels to mitigation, response and recovery efforts under the direction of and when requested by the appropriate emergency operations center, and 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 Response Plan is to provide general guidance for disaster activities and an overview of our methods of preparedness, response and recovery as is applicable to District 5080. The plan describes our disaster response operations and assigns responsibilities for various tasks. This plan is intended to provide a framework for who does what, when and how. District 5080 wishes to be an integral part of disaster response and relief within our District and whenever possible assist in disaster response and relief for events that occur outside the boundaries of our District. The plan also outlines guidance for district participation in response and relief efforts during disasters occurring outside of the district. Finally, this plan outlines steps that individual Rotarians and clubs should take to prepare for and respond to disasters.

III. OBJECTIVES

To achieve our objectives, we have developed the District Disaster Response Plan that integrates the efforts of all clubs within the district and serves as a regional resource for response and relief efforts. This plan is based on an all-hazard approach to disaster response and relief. It addresses general functions that may need to be performed any disaster and is not a collection of plans for specific types of incidents.

IV. CONCEPT OF OPERATIONS

In the United States disaster mitigation, response and recovery is managed according to the National Response Framework. On the Federal level the National Response Plan is the guiding document which implements the Framework. The basic premise is that all disaster efforts begin at the local level and remain local unless the scope of the event is beyond the capabilities of the local entities. Event exceeding local capabilities are then supported at the state level. The district 5080 Plan utilizes the same concepts in that individual clubs will need to coordinate with local (city and/or county) emergency management entities and then request assistance from the district 5080 when such assistance is requested or approved by local emergency management. The district 5080 Disaster Response Team will then coordinate that assistance. In international situations clubs and individual Rotarians are urged to contact the district team so that efforts can be coordinated.

The United States National Response Framework mandates that disaster response effort will be managed utilizing the National Incident Management System (NIMS). Under this system all responders will answer to a person in overall command of the response. This person is known as the Incident Commander. This assures that the response is planned and coordinated. All responders work within the chain of command established by the Incident Commander. Rotarians, like all responders will be expected to follow that principle. During the Recovery Phase of a disaster, efforts may transition into other management systems, but they will still be managed by a district organization.

In Canada most emergencies are local in nature and are managed by municipalities and communities, or at the provincial or territorial level. Moreover, accumulating risks associated with factors such as increased urbanization, critical infrastructure dependencies and interdependencies, terrorism, climate change, environmental change, animal and human diseases and the heightened movement of people and goods around the world have increased the potential for various types of catastrophes. Such events could transcend geographic boundaries to challenge FPT (Federal, Provincial, Territorial) emergency management, including response. Provincial authorities will be the first line of defense should a disaster occur.

There may also be situations in which individual Rotarians and/or Rotary Clubs are asked to contribute money to relief efforts. This plan also describes the process district 5080 will follow in handling such requests and donations.

V. MISSION AREAS

The National Response Framework discusses five mission areas. While Rotary and individual Rotarians can play a part in each of those areas, this plan deals with only three. They are:

MITIGATION:

The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.

RESPONSE:

The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.

RECOVERY:

The capabilities necessary to assist communities affected by an incident to recover effectively.

A. GENERAL

The District Disaster Response Committee (DRC) will initiate disaster response and relief operations in response to a disaster, catastrophic incident, or incident of national significance that has impacted District 5080 or outside the boundaries of the district. The DRC will also coordinate District response to international events in cooperation with Rotary International.

Members of the District DRC will determine what types of aid will be initiated for the identified disaster as requested by the Authority having jurisdiction

B. ORGANIZATION

The committee shall be composed of members appointed by the District Governor and/or the DRC Chairman. The District Governor, District 5080 Charities Administrator, and the district 5080 Charities Treasurer shall serve as ex officio members of this committee while they hold these district offices. The District Governor shall appoint a chairperson of the committee. The district 5080 Charities Treasurer shall establish a restricted disaster response fund for deposit of monies collected.

C. ACTIVATION OF THE DISASTER RESPONSE 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 DRC.

A disaster impacting an area within District 5080. A disaster impacting an area outside the boundaries of the district with the possibility of mobilizing the District's Disaster Response operations.

1. A request for disaster response or relief assistance from another Rotary District or Club, or from Rotary International. NOTE: All assistance must be coordinated through the involved Incident Command or the Emergency Management organization having authority when either has been activated. Unsolicited assistance will duplicate other programs and often will interfere with assistance already being provided. When Incident Command and/or an Emergency Operations Center has been established, requests will be made utilizing the

resource request system in place for the incident. Showing up at a disaster or sending items without a request is known as “freelancing” and is discouraged.

2. An event which presents a potential threat of significant damage and/or loss of life.
3. A request for funds or donation of funds to a disaster relief effort.

D. DUTIES AND RESPONSIBILITIES

1. The committee shall meet at least four times each year and shall be responsible for planning and coordinating the districts response to disasters in District 5080 and elsewhere.
2. Developing a comprehensive disaster preparedness plan and revising as needed in order to be responsive to future disasters.
3. Considering disaster response 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 Charities Administrator and the District Charities Treasurer, of all funds to be used for disaster response and relief.
5. Writing grants to ensure that district funds are applied for within a specific time. Rotary grant applications must be completed within five days of a disaster. This will ensure that funds are dispersed in a timely manner to the various NGOs. In some circumstances, for example, fires and ice storms it may be necessary to extend the grant application deadline in order to establish the needs of a specific disaster.
6. Solicitation to individual clubs within the district for specific materials, monies or services needed to assist with the district's disaster response 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.
8. The District DRC will encourage each club in the district to appoint a Club Disaster Coordinator.
9. The District DRC will provide training to club coordinators and other interested members.

10. Members of the District DRC should take FEMA course ISC-200. This course outlines the duties and functions of disaster response command.

DISTRICT 5080

Club Disaster Response Chair

A. GENERAL

Because all disasters begin locally, it is the responsibility of individual Rotary Clubs to develop plan within the guidelines of the District Disaster Plan. The club president and the club board of directors are responsible for the club plan and appointing a “Club Disaster Response Chair”. The club president is responsible for coordinating the efforts of the club with local emergency management organizations if the event requiring a response remains local. In the event a Rotary Club or a group of clubs within a locale are asked by local emergency management authorities to assist, the club(s) involved should notify the District Governor or a member of the District Disaster Response Committee, which is found in the DAC database under District Committees.

In some cases, there may be two or more clubs within the same local jurisdiction that have agreed to participate in the disaster process. In this case, those clubs should work together to establish response protocols with local emergency managers.

The club plan should also include a provision to respond to individuals who may need assistance following a personal disaster. For example, if a fellow Rotarian or other citizen has damage to his or her home, Rotarians should be ready to help.

As part of disaster preparation, each Rotarian should be prepared to take care of his or her own family during a disaster. This means the Club Disaster Response Chair should host at least one program annually that discusses individual preparation and planning.

B. PLANNING

The Club Disaster Response Chair should attend a training session provided by the district and encourage other interested club members and friends of Rotary to participate. This class will cover the material in the FEMA IC-100 Course and the District Disaster Plan. It would be helpful if a member of local emergency management also attends the class.

The Club Disaster Response Chair will maintain the resource list and make it available to local emergency management officials. If invited, the Club Disaster Response Chair should participate in one or more local drills and exercises.

C. ACTIVATION

When the plan is activated, all Rotary resources will answer to the appropriate position within the Incident Management Organization. Reporting, check-in, check-out and demobilization will be done according to the Incident Action Plan established for the incident.

D. HANDLING OF FUNDS

All funds will be sent directly to District 5080 Charities and earmarked for disaster response. These funds will be kept in and disbursed through a special sub-account within the district 5080 Charities 501(c)(3) in accordance with IRS regulations and Rotary International (RI) and District policies. It is important that proper procedures be followed. If more funds are received than are needed for a particular event, the District Disaster Response Committee may keep those funds in the disaster account, authorize their use for another disaster, or contribute them to an RI recognized partner like Disaster Aid USA, Disaster Aid Canada and Shelter Box Should that happen, clubs will be recognized for their contribution on a pro rate basis for those funds donated.