

**DISASTER RESPONSE PLAN**

This Rotary District 6490 Disaster Response Plan provides direction for the District 6490 Disaster Response Committee (DRC) who will initiate disaster response and relief operations in response to a disaster, catastrophic incident, or incident of national significance that has impacted District 6490, or beyond the District. The plan will also guide the DRC in coordinating a district response to international events in cooperation with Rotary International.

We are grateful for other Rotary district leaders, members of the Zones 30 & 31 Disaster Response Advisory Committee and the Disaster Network of Assistance – Rotary Action Group (DNA-RAG) who have shared resources, plans and expertise with us.

Plan development is an ongoing process as the DRC gathers knowledge and experience. The most current plan will be available on the Rotary District 6490 webpage.

We know that disaster could happen at any time. It won’t wait for us to have a perfectly completed plan! Every day that we increase our knowledge and our planning, we will become better prepared.

**WHY ROTARY IS ESSENTIAL IN DISASTER RESPONSE**

**VOLUNTEERS** adding capacity to current response and recovery operations.

**COMMUNITY CONNECTORS** providing instant strategic relationships.

**ESSENTIAL LEADERSHIP** and professional resources.

**LOGISTICS** to support supply storage and distribution centers.

**COMMUNITY OUTREACH** using existing relationships for networking.

**SUPER FUNDRAISERS** supporting community organizations and initiatives.

*Adapted from Rotary Zones 30 and 31 – Rotary Response Team Quick Guide*

**INTRODUCTION**

**MISSION**

Provide funds, supplies and recovery operations to alleviate suffering caused by natural disasters and help communities throughout District 6490 rebuild by providing operations, funds and supplies where needed.

**PURPOSE**

Provide access to the information and tools necessary to allow each Club and each Rotarian in District 6490 the ability to serve, through financial/supply donations and hands-on service, during and after a disaster.

**OBJECTIVES**

1. Using an all-hazard approach, provide a framework for addressing general functions that may need to be performed during any disaster.
2. Integrate the efforts of all Clubs within District 6490 to create a regional resource for response and relief efforts.
3. Assist each Club and each Rotarian in District 6490 in developing Club and personal plans for disaster preparedness and response.

**CONCEPT OF OPERATIONS**

*Rotarians are not first responders. We are a group of volunteers who will be number two to provide support after first responders have stabilized the affected area and identified specific needs. Our efforts will be coordinated with local, state, and federal emergency services.*

In the United States, disaster mitigation, response and recovery is managed according to the National Response Framework. The National Response Plan is the guiding document implementing that 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. Events exceeding local capabilities are then supported at the state level. In Illinois, events may be managed at a State Regional level.

The District 6490 Disaster Response Plan utilizes the same concept in that individual Clubs will coordinate with local (city and/or county) emergency management entities and then request assistance from District 6490 when such assistance is requested, or approved, by local emergency management. The District 6490 Disaster Response Committee will then coordinate that assistance. Under the Illinois Emergency Response Plan, there may be occasions when a request for assistance comes from the Illinois Emergency Management Agency. In those circumstances, the District 6490 Disaster Response Committee will coordinate all Rotary responses. In international situations, Clubs and individual Rotarians are urged to contact the District 6490 Committee so that efforts can be coordinated.

There may be situations in which individual Rotarians and/or Clubs are asked to contribute money to response efforts. This plan describes the process District 6490 will following in managing such requests and donations.

The United States National Response Framework mandates that disaster response efforts be managed utilizing the National Incident Management System (NIMS). NIMS guides all levels of government, nongovernmental organizations and the private sector in working together, answering to one identified Incident Commander who is in command of the response. All responders work within the chain of command established by the Incident Commander to ensure that the response is planned and coordinated. During the recovery phase of a disaster, leadership of efforts may transition to other management systems but will still be managed by a district organization.

**MISSION AREAS OF FOCUS**

The National Response Framework identifies five mission areas: Prevention, Protection, Mitigation, Response and Recovery. While Rotary and individual Rotarians may play a part in each of those areas, this plan focuses on the following three:

1. **Mitigation**: The capabilities necessary to reduce the loss of life and property by lessening the impact of disasters.
2. **Response**: The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
3. **Recovery**: The capabilities necessary to assist communities affected by an incident to recover effectively.

**DISTRICT 6490 DISASTER RESPONSE COMMITTEE (DRC)**

**GENERAL**

The District 6490 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 6490, or beyond the District. The DRC will also coordinate district response to international events in cooperation with Rotary International.

The District DRC will determine what types of aid will be initiated for the identified disaster as requested by the authority having jurisdiction.

**DUTIES AND RESPONSIBILITIES**

1. Meet at least two times each year and be responsible for planning and coordinating the district’s response to disasters in District 6490 and beyond. Record minutes of all meetings.
2. Complete training in the National Incident Management System (NIMS) to a minimum of ICS-200, *Basic Incident Command System for Initial Response.*
3. Develop a comprehensive disaster preparedness plan and revise as needed to be responsive to future disasters.
4. Consider/approve requests from Rotary Clubs for disaster response assistance in the form of funds, supplies, equipment, volunteers and any other resources available to the District.
5. Oversee, along with the District Charities Administrator/Treasurer, all of the funds to be used for disaster response and relief.
6. Write grants, ensuring that district funds are applied for within a specific time. Rotary grant applications must be completed within five days of a disaster.
7. Solicit individual Clubs within the District for specific materials, monies or services needed to assist with the District’s disaster response efforts.
8. Designate specific individuals within the DRC who can be contacted by the District Clubs in the event of a disaster. This contact information will be provided to all District Clubs.
9. Provide training and assist district clubs to appoint a Club Coordinator and develop a Club Disaster Response Committee.

**ORGANIZATION**

The DRC shall be composed of members appointed by the District Governor and/or DRC Chair to include representation from the District Governor line, the District Charities Administrator/Treasurer, and other Rotarians from throughout the district with various levels of related expertise. The District Governor shall appoint a chairperson(s). The chairperson(s) serve as both planning and response chairs.

Additional Rotarians may serve on sub-committees that support efforts of the DRC.

**SUB-COMMITTEES OF DISTRICT DISASTER RESPONSE COMMITTEE**

The DRC will appoint additional District Rotarians to sub-committees to support planning and response operations as noted. A Chair will be appointed for each Sub-Committee.

1. Resources Sub-Committee
	1. Assist Clubs with encouraging individual members to enter inventory, skills and training information into the DACdb Disaster Response module (“My DATA”, “Edit Member”, “DR”)
	2. Maintain catalog of resources/services in the District that might be used in response to a disaster
	3. Maintain catalog of the facilities in the District that might be used in response to a disaster
	4. Identify locations/disaster trailers in the designated regional hubs throughout the District for storing emergency response equipment and supplies. (Hubs: Bloomington, Champaign, Danville, Dwight and Mattoon)
	5. Maintain catalog of available options for transporting resources to disaster locations
	6. Establish pre-disaster contracts for provision of resources/services where possible
	7. Coordinate with Clubs and volunteers as needed
2. Partnerships Sub-Committee
	1. Build relationships with Illinois Voluntary Organizations Active in Disaster (VOAD)
	2. Meet with local governmental emergency management agencies throughout district; Sign Memorandums of Understanding where needed to clarify relationships
	3. Identify agencies and organizations to partner with during disaster response and recovery:
		1. Regional organizations active in disaster response
		2. Regional religious organizations active in disaster response
		3. Retail outlets for equipment and supplies; Identify opportunities for grants (Home Depot Foundation, for example)
3. Communications/Public Information Sub-Committee
	1. Maintain District 6490 Disaster Response Committee web page
	2. Manage communications with District Leadership/Membership
	3. Manage communications with Zone Leadership
	4. Manage public communications with local media
	5. “Tell the story” of Rotary’s involvement in the disaster response/recovery
	6. Assist the Charities/Finance Subcommittee with publishing report to District and donor stakeholders.
4. On-Site Coordination/Logistics Sub-Committee
	1. Assist with operations of on-site Volunteer Center(s) and Donation Center(s) in cooperation with local emergency management authorities
	2. Assess situation and advise DRC as to current conditions and what resources/services are needed
	3. Update as conditions change and move from disaster response to recovery
5. Charities/Finance Sub-Committee
	1. Establish procedure for accepting donations through various means including online ‘Donate Now” option
	2. Receive and acknowledge donations
	3. Establish clear criteria for project district grant proposals
	4. Review project requests from Rotary Clubs/Districts for response and recovery funds
	5. Oversee stewardship of funds and require/accept final reports of expenditures from recipients
	6. File all reports as required
	7. Report to District and Donors on activities undertaken
6. Grants Sub-Committee
	1. Be well-versed in Rotary Disaster Response Grants, Global Grants, and grant writing
	2. Prepare and submit grants as requested by the District Governor and DRC
	3. Manage follow-up reporting on grants received
7. Education Sub-Committee
	1. Educate Clubs regarding District Disaster Response Plan
	2. Assist Clubs with developing Club Disaster Response Plans
	3. Provide emergency preparedness training for all District Rotarians, including personal disaster response plans so that all are prepared to help others if disaster strikes in our home communities

**ACTIVATION OF THE DISASTER RESPONSE COMMITTEE**

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

1. A disaster impacting an area within District 6490.
2. A disaster impacting an area outside the boundaries of the District with the possibility of mobilizing the District’s disaster response operations.
3. A request for disaster response or 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.
5. A request for funds or donation of funds to a disaster relief effort.

*NOTE: All assistance must be coordinated through the involved Incident Command Center 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 Emergency Operations 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.*

**GETTING STARTED: BASIC OVERVIEW FOR CLUB PLANNING AND PREPARATION**

This section provides a basic overview of actions that can be completed by Clubs throughout District 6490 to prepare for each phase of disaster preparedness, response and recovery.

**PREPAREDNESS –** “While skies are blue”

*Inventory of resources and skills:* Rotarians enter resource and training information into DACdb

*Build relationships:* With local emergency management and voluntary organizations active in disaster (VOADs)

*Training and education:* Utilize free resources, trainings and education; hold scenario-based training

*Speakers:* Invite local disaster professionals to present at meetings

*Preparedness kits:* Build preparedness kits to share with the community

*Fundraising:* For D6490 fund or a specific disaster organization or initiative

**RESPONSE –** Immediately after a disaster

*Participate in VOAD calls:* Understand community needs and who is responding. Identify who to partner with.

*Understand membership needs:* Check in with Club members. Understand how many need assistance.

*Take action:* Once understand what community needs and what steps we can take to assist

**RECOVERY –** Long-term assistance

*Volunteer:* Partner with organizations rebuilding the community. They often need volunteers and funding.

*Understand long-term recovery needs:* Determine how Rotary can make a long-term impact.

**RESOURCES**

**All Hand and Hearts:** [www.allhandstandhearts.org](http://www.allhandstandhearts.org)

*Organization committed to addressing the immediate and long-term needs of global communities impacted by disasters, arriving early and staying late to to rebuild schools and homes.*

**American Red Cross:** [www.redcross.org](http://www.redcross.org)

*Responds to disasters big and small, going wherever needed to help individuals, families and communities have clean water, safe shelter and hot meals when they need them most.*

**Disaster Network of Assistance Rotary Action Group (DNA-RAG)**: [www.dna-rag.com](http://www.dna-rag.com)

*Assists with disaster preparedness, communication and recovery. Primary focus is on disaster preparedness with an emphasis on communication between the affected area and potential assistance for long-term recovery.*

**Disaster Aid USA (DAUSA):** [www.DisasterAidUSA.org](http://www.DisasterAidUSA.org)

*A non-governmental organization established as a Rotary project that is open to all U.S. Rotary Districts, their Clubs and their members. Provides humanitarian aid when domestic and international disasters strike. While not a first-responder, seeks to provide immediate relief to victims following a disaster.*

**FEMA:** [www.fema.gov](http://www.fema.gov)

*Provides resources and federal assistance for disaster operations.*

**FEMA Community Emergency Response Team (CERT):** [www.community.fema.gov](http://www.community.fema.gov)

*Nationally supported, locally implemented initiative that teaches the public how to better prepare themselves for hazards that may affect their communities. The ability for CERT volunteers to perform these activities frees up professional responders to focus their efforts on more complex, essential and critical tasks.*

**FEMA Emergency Management Institute:** [www.training.fema.gov](http://www.training.fema.gov)

*Provides self-paced courses designed for people who have emergency management responsibilities and the general public. All are offered free-of-charge to those who qualify.*

**Habitat for Humanity:** [www.habitat.org](http://www.habitat.org)

*Helps address housing needs arising from natural disasters and emergency conflicts, including sustainable shelter and housing solutions.*

**Illinois Voluntary Organizations Active in Disaster (VOAD):** [www.ilvoad.org](http://www.ilvoad.org)

**National Voluntary Organizations Active in Disaster (VOAD):** [www.nvoad.org](http://www.nvoad.org)

*An association of organizations that mitigate and alleviate the impact of disasters that provides a forum promoting cooperation, communication, coordination and collaboration to foster more effective delivery of services to communities affected by disaster. Provides lists of state/national volunteer organizations.*

**Rebuilding Together:** [www.rebuildingtogether.org](http://www.rebuildingtogether.org)

*A national nonprofit organization with a mission to repair the homes of people in need and revitalize communities.*

**Rotary Grant Center:** [www.myRotary.org](http://www.myRotary.org)

*The Rotary Foundation Disaster Response Fund provides funds to help Districts launch their own projects, or work with established relief organizations, to meet specific community needs and help them recover. Grant funds can be used to provide basic items such as water, food, medicine and clothing. Districts in an affected area may apply for a maximum grant of $25,000, with the opportunity to apply for subsequent grants after successfully reporting outcomes from previous grants. The Rotary Foundation also offers funding to support long-term disaster recovery efforts through global grants.*

**Salvation Army:** [www.salvationarmyusa.org/usn](http://www.salvationarmyusa.org/usn)

*Serving in nearly every community in the United States, provides critical aid, shelter, food and support to survivors and rescue workers following disaster.*

**SBP:** sbpusa.org

*SBP’s five interventions seek to help streamline disaster preparedness and recovery. The five interventions are Build, Share, Prepare, Advise, Advocate.*

**ShelterBox USA**

*Providing life-saving shelter and essential tools and supplies for rebuilding homes after disaster.*

**Team Rubicon:** [www.teamrubicon.org](http://www.teamrubicon.org)

*A veteran-led humanitarian organization, built to serve global communities before, during, and after disasters and crises. “Boots on the Ground Serving Communities That Need It.”*