

**DISASTER RESPONSE PLAN**

*Updated 08.27.24*

This Rotary District 6490 Disaster Response Plan provides direction for Clubs throughout District 6490 and the District 6490 Disaster Response Committee (DRC) to initiate disaster response and relief efforts in response to a disaster or catastrophic incident occurring locally, regionally, or at the state or national level that has impacted District 6490 or beyond. This 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. Disaster won’t wait for us to have a perfectly completed plan! Every day that we increase our knowledge and our planning, we 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**

Encourage disaster preparedness on the part of individual Rotarians and collaborate with Clubs to form partnerships at the local, regional and state levels to prepare to provide recovery efforts under the direction of, and when requested by, the appropriate emergency management agency. Guide and support Rotarians to provide needed funds, supplies and/or recovery operations to alleviate suffering caused by natural disasters and to help communities rebuild.

**PURPOSE**

Provide general guidance and 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. 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**

In the United States, disaster mitigation, response and recovery is managed according to the National Response Framework, utilizing the National Incident Management System (NIMS). NIMS guides all levels of government, nongovernmental and private sector organizations in working together, answering to one identified Incident Commander. 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 a regional or state 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 the local emergency operation center. 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 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.

**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.

*Rotarians are not first responders. We are a group of volunteers who provide support for response and recovery efforts after first responders have stabilized the affected area and the appropriate emergency management agency has identified specific needs and requested, or approved, our assistance. Our efforts will be coordinated with local, state, and federal emergency services.*

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

**GENERAL**

The District 6490 Disaster Response Committee (DRC) initiates 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 determine what types of aid will be initiated for the identified disaster as requested by the emergency management agency having jurisdiction. The DRC will also coordinate district response to international events in cooperation with Rotary International.

**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/District 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.

**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.
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 Disaster Response Coordinator.

**ACTIVATION OF THE DISASTER RESPONSE COMMITTEE**

The DRC may be activated 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.*

**CLUB DISASTER RESPONSE COORDINATOR**

Because all disasters begin locally, and response begins with the local emergency management agency, it is the responsibility of individual Clubs, through direction of the Club president and board, to develop plans for disaster response in their local area. Each Club is asked to appoint a Club Disaster Response Coordinator (or have the President serve in that role.)

**DUTIES AND RESPONSIBILITIES**

1. Serve as the Club contact to the D6490 Disaster Response Committee (DRC).
2. Attend a training session provided by the DRC and encourage other interested Club members to participate. Seek ongoing support from the DRC as needed.
3. Establish a relationship between the Club and the local emergency management agency to establish response protocols. When there is more than one Club within the same jurisdiction, the Clubs should work together with the emergency management agency.
4. Notify the D6490 Disaster Response Committee Chair(s) or the District Governor when asked by a local management agency to assist in disaster response.
5. When needed, work with the Club president to request financial support for responding to a specific disaster through the *Request for Disaster Relief Assistance* submission to the DRC.
6. Assist Club members in entering into DACdb (DR module) their skills and equipment that could be useful during a disaster response.
7. Host Club program(s) to help Rotarians prepare to take care of themselves and their families in case of disaster.

**DISASTER RESPONSE TRAINING**

Free FEMA Independent Study courses are offered online @ <training.fema.gov/is/crslist>. Participants will need to establish a FEMA Student ID (SID) before completing courses. A Certificate of Completion is provided following completion/online evaluation for each course.

Disaster Response Committee Members and Club Disaster Response Coordinators are responsible for completing at least the following courses.

IS-100 Introduction to Incident Command System

IS-200 ICS for Initial Response

IS-244 Developing and Managing Volunteers

Many additional free courses are available on the <training.fema.gov/is/crslist> site for those interested.

**HANDLING OF FUNDS**

The District 6490 Rotary Foundation Account receives gifts, bequests, and donations of money and property in support of the charitable objects and aims of D6490, including funds to allow Rotarians to respond to disasters in a timely manner. All funds raised will be sent directly to the D6490 Foundation Account. In donating to the Account, individuals may donate to support “general disaster relief” or to allocate a donation to a “specific disaster” for which Rotary has announced a relief effort. Should more funds be received than needed for a specific disaster, the D6490 DRC may keep those funds in the disaster account to be used for another disaster.

Applications for disaster relief assistance from D6490 Rotary Clubs or other Rotary Districts will be submitted directly to the D6490 DRC Chair(s) for review and approval by the committee. The receiving Club or District will follow guidelines provided for expenditures and reporting back to the DRC.

**DISASTER RESPONSE 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:** <shelterbox.org>

*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.”*