



**D 4-A1 ALERT/DISASTER  
PREPAREDNESS & RESPONSE  
GUIDEBOOK  
&  
REFERENCE MANUAL**



## **District 4-A1 Alert/Disaster Preparedness**

### **And Response Chairman**

**PDG Thomas (Tom) Penhallegon**

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# **DISTRICT 4-A1 ALERT/DISASTER PREPAREDNESS AND RESPONSE GUIDEBOOK AND REFERENCE MANUAL**

## **INTRODUCTION**

The intent at this time will be to assist The Red Cross or any other agency requesting our assistance as the **Primary Cooking and Serving Assist Teams** at Evacuation Centers set up within District 4-A1's area and being available to reach out with **manpower and equipment** to neighboring Districts.

Each of the 57 clubs (at this time) within District 4-A1 is unique when it comes to preparing for and assisting the communities within their area. However, there are certain critical steps that each club can take to mitigate the pain and suffering experienced by the victims of these disasters. One of those steps is to transition from a "Reactive Relief" to a "Proactive Preparedness" program, closely followed by enhancing your Existing Program using "Standardized" concepts that can be utilized by every Club throughout District 4-A1.

The District 4-A1 Alert/Disaster Preparedness and Response Program Committee is working hard to provide our Lions District with information to help and assist our District in providing a "MODEL" District Preparedness and Response Program that is Forward Thinking (in its strategy and implementation), Proactive, Trained, Partner Orientated, Understanding of Volunteer' Shared Duties and Responsibilities, and a program that is willing to plan for, and assist, Surrounding Clubs and Districts under Mutual Aid Assistance.

**As Leaders in Your Clubs and District, YOU need to insure YOUR Lions are prepared to help when a Disaster Strikes. The time to Prepare is not WHEN a Disaster Strikes it is NOW Before a Disaster Strikes. REMEMBER – it is not IF a Disaster will occur .. It is WHEN a Disaster will occur.**

The intention of this plan is to have a Club in close proximate to the evacuation center to take command and other trained Lions Volunteers can step forward and assist.

With this in mind our District should perform a "Self-Assessment" of our Current District Alert/Disaster Preparedness and Response Plan and involve/include the following:

1. A Disaster Plan
2. A Formation of Working Partnerships with other Disaster Programs

## **INTRODUCTION (cont'd)**

3. A robust texting and communications Notifications System
4. A Disaster chair that serves for 3 years.
5. Basic and on-going training for Leaders and Volunteers specific to our District Plan
6. Roles and Responsibilities Training for the Leaders in our District
7. Plan for Mutual Aid Assistance for neighboring districts in our area and throughout the state if requested.

The contents of this Guidebook and Reference Manual will help assist our District in creating a good, capable, proactive Alert/District Preparedness and Response Program. Please note that the contents of this Guidebook and Reference Manual is being placed in the District 4-A1 Website for ease of reference and duplication by Clubs of District 4-A1 Alert Preparedness and Response Chairpersons. In addition, a Power Point presentation is in the works for the near future to be placed on the District 4-A1 Website for your convenience. The contents of this Guidebook will be updated as necessary, as well as updates onto the District 4-A1 Website.

I am looking forward to serving District 4-A1 as Alert/Disaster Preparedness and Response Chairman. For questions or a program at your Club, you can contact me or any member of our District Committee.

### **PDG Tom Penhallegon, District 4-A1**

2018/2021 District 4-A1 Alert/Disaster Preparedness and Response, Committee Chairman  
MD 4 Committee Member (AREA I)

### **PDG Jack Van Etten**

#### **MD 4 Chairman**

District 4-C4

MD 4 Alert/DP&R Chairman

#### **DG Eileen Guadagnolo**

District 4-A1

#### **1<sup>st</sup> VDG Don Gall**

District 4-A1

#### **2<sup>nd</sup> VDG Claudia Miller**

District 4-A1

#### **Don Allen**

District 4-A1

LCIF Chairman



# **DISTRICT 4-A1 ALERT/DISASTER PREPAREDNESS & RESPONSE GUIDEBOOK AND REFERENCE MANUAL**

## **SUMMARY OF OBJECTIVES**

Please remember **Lions Club Volunteers are NOT First Responders.** Our involvement in a disaster is to work “as a coordinated Team” with our Pre-Determined “Partners” to support the work of our local First Responders By providing assistance to the victims of Disaster.

## **OUR PLAN**

### **1. DISASTER ASSESSMENT**

What type of Disaster are we dealing with? Natural (fire, flood, mud slide, earthquake)? Accidental (plane crash)? Intentional bomb causing long power outage)? Who will be asking for our assistance? Red Cross, Police, Cal-Fire, Search and Rescue? **Our scope of aid at this time is mass feeding.** Any of those agencies could need our expertise in feeding First Responders or a combination of First Responders and Evacuees for days on end.

At this time most of the requests will come from Regional Red Cross to our Alert/Preparedness Chairmen and he/she will contact the closest Club to the evacuation center that is equipped to handle the emergency.

## **2. OUR FOCUS**

Our focus will be feeding through an Evacuation Center set up by Red Cross, whether it is inside in an existing kitchen or out-side with propane mobile grills (no power or gas conditions). We need to be equipped for either

## **3. WHO DO WE NEED:**

**Event Chairmen:** A Lion who is competent to be there every day, all day to run the day-to-day goings on. A leader. Organizer. Pre-determined volunteer.

- A. Kitchen Supervisor** - To delegate the duties needed to prepare the food for cooking of each meal. Sees that sanitary conditions are maintained at all times. Oversees food being brought in from inventory for each meal. Working knowledge of menu quantities / number of meals served. Sees that meals are served on time. Sees that all have training needed to handle food. (1-hour class)
- B. Inventory Supervisor** - Keeps inventory separated and counted. Receives all purchased and donated food and equipment. In-charge of pantry and refrigerated trailer.
- C. Event Secretary** - Maintain records of hours spent, (sign-in sheets) meals served. Money donated. (knowledge of how it is handled needed)
- D. Event Volunteer Scheduler** - Sees that enough volunteers are on hand to prepare and serve every meal. Need phone and people skills.

## **4. DELIVERY OF THE PLAN**

**A:** The **District 4-A1 Alert/Disaster Preparedness and Response Chairmen** receives a call for assistance from Red Cross stating that an Evacuation Center is being set up at a specific location.

**B:** The Chairmen then contacts the nearest Club and Requests their assistance to chair this project. The Local Club project chair and District chair then assess what

equipment is needed to set up a kitchen and start recruiting help through the communications Hot line calling system.

Red Cross can have local Food Eateries donations for the first few meals that will need volunteers for serving. Red Cross has a trailer load of food to prepare (canned goods and non-perishables) that can be on sight within 6 to 8 hours.

In a perfect world, Red Cross will purchase all the food that is needed (eventually). We will need to be set up to purchase food to complete a menu at times.

If we are serving large quantities of meals, we need to request Red Cross to secure a refrigerated trailer (semi) to keep refrigerated meats, liquids and vegetables on site.

The Lions Event Supervisor at the Evacuation Center will meet daily with the Red Cross representative in charge of feeding and with cooks and kitchen supervisor to set the menu out 3 days so that all ingredients for every meal is on hand for preparations on time. It is at this meeting that the numbers for projected meals for the next day are submitted and all needs on both sides are discussed.

## **Disaster Preparedness**

### **Future Development**

As we progress, our committee will develop new and more refined areas where we can move into and improve. There are many areas of disaster preparedness that this document doesn't touch on but we have to start somewhere and feeding is something that our District's clubs do well.

Other areas could be

1. Informing the Club members and community members how to make a **GO BAG/GO BOX** Clothing for 3 days and personal papers, documents, copy of all meds, Pass Ports, bank accounts, passwords and numbers **etc.**

2. Informing the Club members and community members how to prepare a **FIRST AID KIT.**
3. Informing the Club members and community members what 4 days of food and water looks like for a family and how to package it. This would also include methods of preparation and equipment needed to prepare it.
- 4.

## **Future RESPONSE**

The same will go for Future Response. New ideas will come up as we talk with other Districts on programs that they run and others that will come up in brainstorm sessions in our own District. Other programs could be:

1. Providing shovels, rakes, hoes, wheelbarrows and buckets to residents that have been burned out to help clear their property.
2. Provide prescription meds for those that run out and don't have the means to replace them. (No bank account records, no credit cards, no cash???)
3. Help those outside of the realm of Red Cross aid with tents, Camp beds, Cook stoves and utensils. Food box with a weeks' worth of food, cooler and ice. Water.
- 4.
- 5.





## **DISASTER PREPAREDNESS**

### **FIRST BOX:**

#### **The Go-Box / Bag**

When a disaster strikes and you must evacuate, what do you grab? The Sheriff is at your door saying “**GET OUT NOW**”... **You grab your family, keys, (hopefully your pets)** and jump in the car and leave. Whew, we made it. Where are we going? I don't know! How much money do we have? **OMG my wallet is still on the dresser at home! NO MONEY – NO CREDIT CARDS – NO INSURANCE INFORMATION – NO DAILY MEDS (DO YOU REMEMBER WHAT YOU WERE TAKING AND WHAT DOSES THEY WERE?) WHAT ARE YOU GOING TO DO?**

There are steps that you can take to prepare for just such an incident.

Pre-pack a box, a cooler on wheels, a tote bag, or whatever you prefer with those items and documents you will need later. Here are some suggestions of items needed.

1. **Identification** - (Who are you?) A folder with property tax # and last payment receipt, copy of driver's license, passport, copy of SSC #, marriage certificate, birth certificate, etc.
2. **Banking information** - The bank that you do business with, account #'s, credit cards and #'s with access codes, company that holds your investments and the person you deal with and their contact information
3. **Medications** - A seven (7) day supply of whatever meds you take on a regular basis. A list of all of them with RX # from the store you normally buy them at. (Don't forget your pet's meds with name of your vet.) List of all your allergies and those in your family.
4. **Communications** - Battery-operated radio with EXTRA batteries. (There may be no power anywhere.) If time, grab your computer, phone, I-pad/tablet, and all charging cords. A list (on paper) of phone #'s and e-mails for relatives and friends.
5. **Insurance** - A list of home, vehicle, health, and life insurance with contact information for each.
6. **Clothing** - Clothing for each person, enough for 4 days.
7. **Toiletries** - Personal toiletries for hygiene, i.e. soap, shampoo, deodorant. You know best what you need.
- 8.
- 9.

## **SECOND BOX:**

### **FOOD, WATER AND OTHER SUPPLIES**

Food and water are essential to survival. There may be no electricity and you could be on your own for a few days. What do you do? How do you do it?

Here are some suggestions: Set these items where they are close at hand, in one place together.

1. Water for 4 days (1 gal/person)
2. Food for 4 days, nonperishables (peanut butter, canned fruit, vegetables, meat such as spam, ham, stew, tuna, etc. (food you can eat directly from the cans).
3. First-aid kit, emergency travel sized, (although you may have to deal with large injuries).
4. Small backpacking stove with extra fuel, with matches or fire-starter.
5. Small frying pan and sauce pan (one each), plus utensils, and place settings, non-electric can opener.
6. Folding camp shovel.
7. Sleeping bag for each person.
8. Small pop-up tent/extra tarp, parachute (nylon) cord.
9. Small hatchet/hammer on head and camp knife.
10. Any other personal hygiene items, i.e. washcloths and towels, and plenty of toilet paper.
- 11.
- 12.

**You may be on your own for several days. Be prepared!**

More detailed information can be found online at local OES (Office of Emergency Services) and Red Cross sites.

First Aid kits can be stocked with your own personal choice of items, or you can purchase a variety of sizes of premade kits at most sporting goods stores or online.

# What Is Your Emergency Plan?

It's not always possible to avoid disaster – but there are ways to be prepared. Plan ahead with these five (5) steps:

- 1. Have a way to get emergency alerts.** You may be able to receive warnings and instructions by email, text, phone, radio, or mobile app.
- 2. Know how you will evacuate.** Choose several safe places to go in an emergency and work out what help you might need to get there.
- 3. Create a support network.** See if people you know can check on you after a disaster. Give them an extra set of keys for your home.
- 4. Figure out how family members will get in touch.** Carry their phone numbers and email addresses with you and pick an out-of-town person you can all contact to check in.
- 5. Prepare for your medical needs.** Have a seven-day supply of your medicines on hand. Store backup batteries for equipment you use, and if you have treatments at a hospital or clinic, find out where to go if they have to close.

*Sources: American Red Cross; Federal Emergency Management Agency; Ready.gov.*

*Memorandum of Understanding*

*Between*

*American Red Cross Central Valley Chapter*

*And*

*Lions Club District 4-A1*



## **I. Purpose**

The purpose of the Memorandum of Understanding (MOU) is to document the relationship between the American Red Cross Central Valley Chapter (“Red Cross”) and Lions Club District 4-A1 (“Lions Club”). This MOU provides a broad framework for cooperation between the two organizations in providing assistance to communities impacted by disaster events. Both Red Cross and Lions Club are a “Party” under this MOU.

## **II. Independence of Operations**

Each party to this MOU will maintain its own identity in providing service. Each organization is separately responsible for establishing its own policies and financing its own activities.

## **III. Organization Descriptions**

The American Red Cross, founded in 1881, is dedicated to helping people in need throughout the United States and, in association with other Red Cross networks, throughout the world. The Red Cross depends on the many generous contributions of time, blood, and money from the American public to support its lifesaving services and programs. Through its mission, the Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. The Red Cross provides services to those in need regardless of citizenship, race, religion, age, sex, national origin, disability, sexual orientation, veteran status, or political affiliation.

### **Lions Club International Mission**

To empower volunteers to serve their communities, meet humanitarian needs, encourage peace, and promote international understanding through Lions clubs.

### **Lions Club International Purpose**

To organize, charter, and supervise service clubs to be known as Lions clubs.

To coordinate the activities and standardize the administration of Lions clubs.

To create and foster a spirit of understanding among the peoples of the world.

To promote the principles of good government and good citizenship.

To take an active interest in the civic, cultural, social, and moral welfare of the community.

To unite the clubs in the bonds of friendship, good fellowship, and mutual understanding.

To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by clubs members.

To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works, and private endeavors.

#### **IV. Methods of Cooperation**

In order to establish a partnership between the Lions Club and the Red Cross to provide assistance to communities impacted by disaster events in the United States, the following roles and responsibilities are agreed upon:

##### **1. Communication between organizations**

Representatives of the Lions Club and the Red Cross will maintain open communication. Both participants will encourage their respective chapters and affiliates to maintain open communication at the state and local levels. Each participant will share current data regarding disasters (except for client information which may be confidential or privileged, unless disclosure has been expressly authorized by the client), disaster situational and operational reports, changes in policy or personnel relating to this MOU, and any additional information pertinent to disaster preparedness and response. *See Attachment A: Organization Contact Information.*

##### **2. Disaster response activities**

The Red Cross will:

- a. Incorporate Lions Club District 4-A1 in its response plans as shelter workers and feeding partners, especially in food preparation and meal distribution;
- b. Provide trainings, such as Shelter Fundamental and Psychological First Aid, for Lions Club members; and
- c. Refer clients to Lions Club District 4-A1 for the purpose of assessing and receiving sight assistance, if applicable.
- d. Provide a facility as a reception, meeting space, evacuation center, volunteer intake center, training center, staff shelter, or feeding center.

The Lions Club District 4-A1 will:

- a. Provide personnel to be trained and deployed as shelter and feeding teams in support of the mission of the Red Cross;
- b. Accept client referrals for assessing and qualifying for sight and other assistance within the mission of the Lions Club International.

#### **V. General**

1. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so; however, the use of the trademarks of the other party is permitted for internal meeting notes and plans that are not publicly distributed and used during the normal course of business related to the purpose of MOU. If either party desires to use the intellectual property of the other, the “requesting party” should submit the proposed promotional/marketing materials, press releases, website displays or otherwise proposed use of the trademarks to the “Owning party” for review in advance of dissemination or publication.
2. The Red Cross and Lions Club will keep the public informed of their cooperative efforts.
3. The Red Cross and Lions Club will widely distribute the MOU within the respective departments and administrative offices of each organization and urge full cooperation.

4. The Red Cross and Lions Club will allocate responsibility for any shared expenses in writing in advance of any commitment.
5. The Lions Club agrees to adhere to *Attachment B – The Principles of Conduct for the International Red Cross and Red Crescent Movement and NGO’s in Disaster Response Programs* as it applies to disaster-caused situations in the USA.

**VI. Periodic Review and Analysis**

Representatives of the Red Cross and Lions Club will jointly evaluate their progress in implementing tis MOU every three (3) years and revise and develop new plans or goals as appropriate.

**VII. Term and Termination**

This MOU is effective as of the date of the last signature below and expires three (3) years from the last signature date. The parties may extend this MOU for additional periods not exceeding five (5) years each time, and if so, should confirm this in writing. This MOU may be terminated at any time upon written notice from either party to the other.

**VIII. Miscellaneous**

Neither party to this MOU has the authority to act on behalf of the other party or bind the other party to any obligation. This MOU is not intended to be enforceable in any court of law or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

**IX. Signatures**

**American Red Cross Central Valley Chapter**

**Lions Club District 4-A1**

**By:** \_\_\_\_\_  
*Signature*

**By:** \_\_\_\_\_  
*Signature*

**Name:** \_\_\_\_\_  
*Print Name*

**Name:** Thomas Penhallegon  
*Print Name*

**Title: Disaster Program Manager**  
\_\_\_\_\_

**Title:** Chair, District 4-A1 Disaster Preparedness  
and Relief Program  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ATTACHMENT A – Organization Contact Information**

**Primary Points of Contact**

The primary points of contact in each organization will be responsible for the implementation of the MOU in their respective organizations, coordinating activities between organizations, and responding to questions regarding this MOU. In the event that the primary point of contact is no longer able to serve, a new contact will be designated and the other organization informed of the change.

**NOTE:** When Attachment A is updated, the revised attachment is inserted in the MOU. The MOU *does not* need to be signed again.

**Relationship Manager Contact\***

American Red Cross Central Valley Chapter		Lions Club District 4-A1	
<b>Contact</b>		<b>Contact</b>	Thomas Penhallegon
<b>Title</b>	Disaster Program Manager	<b>Title:</b>	Chair, District 4-A1 Disaster Preparedness and Relief Program
<b>Office phone</b>		<b>Office phone</b>	N/A
<b>Mobile</b>		<b>Mobile</b>	209-694-5191
<b>E-Mail</b>		<b>E-Mail</b>	<a href="mailto:pdgtom.penhallegon@sonoralions.org">pdgtom.penhallegon@sonoralions.org</a>

*\*The Relationship Manager is the person that works with the partner organization in developing and executing the MOU.*

**Operational Contact\*\***

American Red Cross Central Valley Chapter		Lions Club District 4-A1	
<b>Contact</b>		<b>Contact</b>	Thomas Penhallegon
<b>Title(s)</b>		<b>Title(s)</b>	Chair, Disaster Preparedness and Relief Program
<b>Mobile</b>		<b>Mobile</b>	209-694-5191
<b>E-Mail</b>		<b>E-Mail</b>	<a href="mailto:pdgtom.penhallegon@sonoralions.org">pdgtom.penhallegon@sonoralions.org</a>
<b>Contact</b>			
<b>Title</b>			
<b>Mobile</b>			
<b>E-Mail</b>			
<b>Contact</b>			
<b>Title</b>			
<b>Mobile</b>			
<b>E-Mail</b>			

*\*\*The Operational Contact is the person each organization will call to initiate the disaster response activities as defined in the MOU.*



**Organization Information**

<b>American Red Cross Central Valley Chapter</b>		<b>Lions Club District 4-A1</b>	
<b>Department</b>		<b>Department</b>	
<b>Address</b>		<b>Address</b>	4600 Broadmore St., Chowchilla, CA 93610
<b>E-Mail</b>		<b>E-Mail</b>	bgraines1@gmail.com
<b>Website</b>		<b>Website</b>	<b>lions4-A1.org</b>