



District 2-S5 ALERT PLAN

DEFINITIONS

ALERT CHAIRPERSON – A Lion appointed by the District Governor to oversee, update, maintain and implement the District ALERT Program and Plan.

ALERT COMMITTEE – A committee assembled by the ALERT Chairperson, and authorized by the District Governor, charged with the duties to update and maintain the District ALERT Program and Plan, as well as, performs duties related to the execution and operation of the plan.

ALERT PLAN – The outlined steps for executing and operating the District ALERT Program and Plan.

ALERT PROGRAM – A general overview of concepts and methodology intended to guide the understanding and maintenance of the ALERT Plan.

CABINET – District Governor’s Cabinet as defined by the District 2-S5 Constitution & Bylaws.

CLUB – A Lions club, as defined by Lions Clubs International Constitution & Bylaws, within the district.

DISTRICT – The geographical area located within boundary lines adopted by a Multiple District Convention and approved by the International Board of Directors of Lions Clubs International as District 2-S5. Specifically included in District 2-S5 are the Texas counties of: Austin, Bastrop (portion), Brazos, Burleson, Colorado, Fayette, Gonzales, Grimes, Guadalupe, Lee, Leon (portion), Madison, Robertson and Washington.

DISTRICT EXECUTIVE COMMITTEE – District Governor Team, District Secretary and District Treasurer

DG – District Governor

DGT – District Governor Team (District Governor, 1st Vice District Governor and 2nd Vice District Governor.

DS – District Secretary

DT – District Treasurer

EMERGENCY MANAGEMENT OFFICIALS – Elected officials granted emergency management powers, duties and responsibilities through the Texas Disaster Act of 1975 and all persons assigned, appointed, employed or otherwise directed by the aforementioned elected officials to maintain and perform duties relating to emergency management.

EOC – Emergency Operating Center established, maintained and activated by emergency management officials of the state, a county or an incorporated city.

LCI – Lions Clubs International

LCIF – Lions Clubs International Foundation

MD-2 – Multiple District-2 (State of Texas)

TLF – Texas Lions Foundation

ZC – Zone Chairperson

ZONE – A group of Lions clubs designated by the DG within an area of the district.

WHEN DISASTER STRIKES

The geographical area of the district and types of disasters that may occur within its boundaries require the ALERT Chairperson to focus on three types of disaster responses within the district. The response types are: **localized**, **spotted**, and **general**. The types, along with examples, are provided below and should **not** be interpreted to be the limit of number or types of disasters that can occur! They are:

1. Localized – One specific disaster area within the district
 - a. A tornado in one community
 - b. A flood in one community
2. Spotted – Several disaster areas interspersed within the district
 - a. Several fires in separate counties throughout the district
 - b. Several tornadoes throughout the district
 - c. Flooding in several communities, rivers or tributaries throughout the district
3. General – Whole district is affected by a single disaster
 - a. Hurricane evacuations
 - b. Widespread weather events

All three types of disasters have similar requirements. They are:

1. Notification of the disaster to activate the ALERT plan
2. Information regarding the locale, size and severity of the disaster
3. Information about immediate needs of the disaster victims
4. Mobilization of the ALERT committee

WHAT TYPE OF DISASTER ACTIVATES THE ALERT COMMITTEE?

Generally, any event that is above or beyond normal city/county control, capacity or ability will qualify for ALERT committee mobilization. A good rule of thumb is, if the disaster is large enough for the local (city and/or county) emergency management officials to call for aid from other governments and agencies, it is probably sufficient for the ALERT committee to be mobilized...especially, if the local Emergency Operating Center (EOC) is activated by local emergency management officials.

Local emergency response officials in all communities and counties within District 2-S5 have the ability and resources to respond to most emergencies occurring within their jurisdiction. Likewise, they have plans and programs in place that provide aid to those affected by those emergencies. Again, **it's the emergencies that stretch beyond the abilities of local emergency officials that will activate the ALERT committee.**

ALERT PLAN ACTIVATION RESPONSIBILITY

Ultimately, the DG is responsible for all actions, oversight, guidance and control of the District 2-S5 Alert Program, Plan and Committee, as authorized by district, MD-2 and LCI constitutions and bylaws. However, the DG may appoint an ALERT Chairperson to oversee, update, maintain and implement the District ALERT Program and Plan. The ALERT Chairperson acts under the direction and supervision of the DG and the DGT.

In accordance with the District's Program, Plan and authorization of the DG, the ALERT Chairperson is permitted and empowered to act in the best interest of District 2-S5 regarding disasters within the district boundaries. All requests for assistance from other districts will be reviewed and considered for action by the DG or, in the case of absence or inability to act, his/her successors.

The District ALERT Plan may be activated at the discretion of the District ALERT Chairperson after receiving:

1. Notification regarding impending or current disasters
2. Information referencing the locale, size and severity of the disaster
3. Information about immediate needs of the disaster victims

PLAN ACTIVATION

Plan activation requires a multi-plane approach, with COMMUNICATION as a key ingredient to success. When the decision is made to activate the plan, the ALERT Chairperson will mobilize the ALERT committee in the following manner:

1. Inform the DGT of the disaster
2. Notify all Plan subcommittee chairpersons about the disaster and which duties may be requested of their specific area of responsibility
3. Contact the ZC(s) of the area affected by the disaster to:
 - a. apprise him/her of the disaster
 - b. request more information concerning the disaster
 - c. ask for an open line of communication with Lions in the disaster area
4. Maintains situation awareness communication with DGT and takes direction and control from the DGT to effectively accomplish District ALERT objectives

SUBCOMMITTEE RESPONSIBILITIES

ALERT CHAIRPERSON

1. Guide the ALERT committee to fulfill the purposes, goals and responsibilities set by the DG for the District ALERT Program
2. Oversees the ALERT committee and gives direction and control to each committee to fulfill their individual functions
3. Receives and acts upon information regarding impending or current disasters
4. Maintains situation awareness communication with DGT and takes direction and control from the DGT to effectively accomplish District ALERT objectives

5. Mobilizes ALERT committee to respond to disaster events
6. Advises the DGT and Lions clubs of ALERT plan and state/ccounty/city emergency management plan concepts and their compatibility with LCI, MD-2 and district ALERT plans.
7. Conduct district ALERT disaster drills
8. Convene disaster briefing sessions, when practicable
9. Organize post disaster debriefing sessions for plan mitigation
10. Prepares and delivers post disaster reports to the DG

ADMINISTRATION – District Executive Committee

1. Maintain District Office duties and responsibilities as outlined in the district and LCI Constitution & Bylaws
2. Receive information regarding impending or current disasters and activate the ALERT Chairperson
3. Receive information and updates from the ALERT Chairperson regarding impending or current disasters
4. Accept advice and requests from the ALERT Chairperson regarding disaster relief funding, grants, public information dissemination and multiple emergency management plan compatibility in regard to the District ALERT Program
5. Act on requests for communication, grant, public information and funding management from the ALERT committee
6. Represent the district in person or by signature with:
 - a. Grant applications
 - b. Media statements and information releases
 - c. Disaster relief distributions
7. Keep ZCs informed of current disaster situation awareness
8. Participate in district ALERT disaster drills
9. Attend disaster briefing sessions
10. Attend post disaster debriefing sessions for plan mitigation

EDUCATION / PUBLIC INFORMATION / MEDIA

1. Collaborate with all ALERT subcommittees to standardize ALERT committee publications, announcements and updates
2. Publicize information regarding the District ALERT program/plan to the cabinet, clubs and individual Lions
3. Create audio/visual/printed educational programs focused toward Lions club education
4. Write PSAs (Public Service Announcement) to be used for multimedia marketing
5. Accept direction from District ALERT Chairperson to activate a disaster information procedure
6. Receive and collect information regarding disasters within the district
7. Write news releases about current or impending disasters within the district
8. Distribute and broadcast news releases as authorized by the DG or ALERT Chairperson
9. Prepare mass media announcements and statements for district officials that will be used for news conferences
10. Explore and utilize social media and website sources to distribute and broadcast information concerning current disaster information and updates

11. Collaborate with Donations Management subcommittee to seek contributions for specific disaster events using social media and website sources
12. Participate in district ALERT disaster drills
13. Attend disaster briefing sessions
14. Attend post disaster debriefing sessions for plan mitigation

DONATIONS MANAGEMENT

1. Seek donations for an imminent or current disaster, when directed by the District Governor, and turn over all donations received for the disaster to the DT for deposit into the proper bank account
 - a. Collaborate with PUBLIC INFORMATION/MEDIA committee to create news releases and letters of solicitation
 - b. Collaborate with COMMUNICATION committee to develop a quick method for news release and donation solicitation through the use of emails, social media, newspapers, newsletters, radio, television and any other sources suggested by the committee
 - c. Collaborate with GRANT committee to initiate grant requests to LCIF, TLF and other granting sources suggested by the GRANT committee
 - d. Keep ZC apprised of current donation solicitations...they are the eyes, ears and voice of the DG in their respective zones
2. Maintain an accurate accounting of ALERT funds available in district bank accounts
3. Request disbursements of funds from the DT to pay disaster relief invoices, as directed by the DG, ALERT Chairperson or Grant committee (if applicable)
4. Keep accurate records and receipts, as per LCI Rules of Audit and grant requirements, and issue to the DG a final report of itemized funds received and disbursed for each disaster, including original receipts for each disbursement
5. Participate in district ALERT disaster drills
6. Attend disaster briefing sessions
7. Attend post disaster debriefing sessions for plan mitigation

GRANT DEVELOPMENT

1. Act on requests for grants from the DG
2. Study grant application and implementation requirements for TLF and LCIF grants
3. Prepare a TLF and LCIF grant use guideline that will assist the Administration committee, ALERT Chairperson and Donations committee to make decisions of when and how to expend funds for disaster relief that qualify for ALERT intervention
4. Seek additional non-Lion grants that may expand or enhance the ALERT committee mission
5. Create a guideline outlining the steps for submitting immediate, spur-of-the-moment, grant applications
6. Participate in district ALERT disaster drills
7. Attend disaster briefing sessions
8. Attend post disaster debriefing sessions for plan mitigation

COMMUNICATION

1. Develop a communication system to accept and disseminate information regarding current or impending disasters
2. Construct an emergency contact database using, but not limited to, information for:
 - a. Cell Phone
 - b. Landline
 - c. Fax
 - d. Email
 - e. Social Media
3. Create and maintain a contact list of district Lions directly related to disaster involvement, including, but not limited to:
 - a. ALERT Chairperson
 - b. District Executive committee
 - c. ALERT Subcommittee Chairpersons and members
 - d. ZCs
 - e. Club Presidents
 - f. Club Secretaries
4. Create and maintain a contact list of city and county Emergency Management officials of jurisdictions within the district, including, but not limited to:
 - a. County (Administrative) Judge
 - b. County Emergency Management Coordinator
 - c. City Mayor
 - d. City Emergency Management Coordinator
5. Channel communiques from the District ALERT Chairperson and/or DGT to Cabinet, Zone and Club Lions
6. Channel communiques from Cabinet, Zone and Club Lions to the District ALERT Chairperson and/or DGT
7. Maintain accurate records of communiques occurring while the ALERT committee is mobilized
8. Participate in district ALERT disaster drills
9. Attend disaster briefing sessions
10. Attend post disaster debriefing sessions for plan mitigation

RESOURCE

1. Collaborate with all ALERT subcommittees to determine probable needs during a disaster
2. Establish a list of resources available to satisfy those needs, such as, but not limited to:
 - a. Trailers
 - b. Other shipping methods
 - c. Storage
 - d. Coolers and/or refrigeration
3. Maintain a database for resource contacts
4. Consider methods of resource deployment for ALERT plan addendum
5. Participate in district ALERT disaster drills
6. Attend disaster briefing sessions
7. Attend post disaster debriefing sessions for plan mitigation

SHELTER ACTIVITY BOX

1. Enhance the Shelter Box concept by educating Lions clubs of the description, intended purpose, distribution process, cost and need for donations to purchase more Shelter Boxes
2. Accept direction from the District ALERT Chairperson or DG regarding placement of the Shelter Boxes
3. Maintain a recordkeeping system to preserve District 2-S5 care, custody and control of the Shelter Boxes
4. Develop a method to distribute the Shelter Boxes
5. Develop a method to retrieve and store the Shelter Boxes after use
6. Participate in district ALERT disaster drills
7. Attend disaster briefing sessions
8. Attend post disaster debriefing sessions for plan mitigation

ZONE CHAIRPERSONS

Information, **and more information**, should be your main focus...aid or action can't be expected without good, accurate information. Following is a list of expectations from ZCs within the plan:

1. When there is a disaster in your zone, you will be the first person contacted by the ALERT chairperson or other district official, for information.
2. If it is a multi-zone event, you will be contacted for information within YOUR zone. However, don't hesitate to assist other ZCs if your zone has not been affected by the disaster.
3. When a disaster occurs in your zone, do not wait for contact from the ALERT chairperson or other district official...begin gathering information immediately!
4. Your best sources for information in specific areas are your club presidents and other Lions from clubs within your zone. Keep good documentation and contact information regarding the Lions from whom you receive information...we may need more info from them or we may need to contact them to help coordinate the district's efforts in their area or to let them know help is on the way.
5. While information is being gathered, and if you haven't been contacted by the district ALERT chairperson or other district official since the disaster occurred, contact the district ALERT chairperson to apprise him/her of the event...this is a large district, your disaster may not be "news" in another part of the district. **DON'T ASSUME EVERYBODY KNOWS WHAT HAPPENED IN YOUR AREA!** Remember the three rules of leadership...**COMMUNICATE, COMMUNICATE, COMMUNICATE!** Once the district is involved, your job will become much easier.
6. Resist the temptation to begin activating disaster assistance for disaster victims in your zone until you have authorization from the district level...your actions may impair future efforts or impede grant application requirements from LCI and other sources. Besides, you will be much more effective with the full district behind you because of the manpower, funds and resources that can be sent to support the assistance needed.