



Lions Clubs of
District 201C1 Incorporated and District 201C2 Incorporated

DISASTER PREPAREDNESS AND RESPONSE PLAN

SUB-PLAN OF THE COMMUNITY SERVICES FUNCTIONAL PLAN

2009 EDITION

Lions Clubs of District 201C1 Incorporated and District 201C2 Incorporated

This Disaster Preparedness and Response Plan was compiled by
District 201C1 District Disaster Plan Chairman, Past District Governor Lion Pat Mells

and

District 201C2 District Disaster Plan Chairman, Lion Ted Laffin

The plan was commissioned by District 201C1 District Governor Lion John Taylor and District 201C2 District Governor Lion John Halliday in 2002/2003.

The plan was accepted and approved by District 201C2 executive committee on May 22 2004.

District 201 C2 executive committee approved amendments to the manual on January 31 2009.

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ACKNOWLEDGEMENT

Families SA (South Australian Department for Families and Communities) are acknowledged for their assistance in the preparation of this manual.

A copy of this manual is to be supplied to Families SA, when requested.

REVIEW

This manual is subject to review by the April 30 2012. The manual is reviewed every three years.

Lions Clubs of District 201C1 Incorporated and District 201C2 Incorporated

Disaster Preparedness and Response

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Section 1: Introduction

Purpose of the Lions Clubs Disaster Plan

This plan is a sub-plan of the Community Services Emergency Management Plan. It describes the emergency management arrangements in South Australia and specifies the role of Lions Clubs as a participating organisation.

Lions Clubs Role in a Disaster

Lions District 201C1 Incorporated and District 201C2 Incorporated are participating agencies under the Community Services Management Plan. Lions Districts 201C1 and 201C2 role (Section 1: Appendix A) in a major emergency or disaster are:

- To provide volunteer services during disaster recovery operations as requested by Families SA, and where the Lions Districts 201C1 and 201C2 identifies capability and capacity to carry out such tasks.
- Lions Districts 201C1 and 201C2 at the request of the State Controller, Community Service provide catering for community recovery activities at Recovery Centres / community public meetings –events.

State Emergency Management Plan

The State Emergency Management Plan, pursuant to the Emergency Management Act 2004 details emergency response, relief and recovery arrangements in South Australia. The State Emergency Management Plan identifies the Department for Families and Communities – Families SA as lead agency for community and social based relief activities during and following a major incident, major emergency or State disaster. This functional responsibility is known under the State Emergency Management Plan as the Community Services Functional Service.

Lions District 201C2 has been provided with a copy of the State Emergency Management Plan Community Services Functional Plan.

The Lions Disaster Support Plan is a supporting plan to the Community Services Functional Plan.

The Minister for Justice or Governor can declare a 'State of Disaster'.

Emergency Declarations

If an event is *declared* under the Emergency Management Act 2004, such declaration will be identified in the following categories depending on the scale and nature of the event.

During a declared event, powers may be exercised by the State Coordinator (Commissioner of Police) and Authorised Officers pursuant to the Emergency Managements Act 2004. Authorised Officers under the Community Services Functional Plan is the State Controller who is signatory to the memorandum of understanding, and his/her nominated Deputy State Controllers.

*A declaration **is not required** in order to activate plans and arrangements under the State Emergency Management Plan. A declared event provides Authorised Officers with authorised powers under the Emergency Management Act.*

1. Declaration of *major incident*.
The State Coordinator may declare 'major incident' but not for a period exceeding 12 hours.
2. Declaration of a *major emergency*.
The State Coordinator may declare a 'major emergency', which may remain in force for a period not exceeding 48 hours. With approval of the Governor, the declaration may be renewed or extended.
3. Declaration of a *Disaster*.
The Governor may declare a 'disaster' which remains in force for a period not exceeding 96 hours. The declaration may be renewed or extended on the authority of the resolution of both Houses of Parliament.

Appeal Funds

State Emergency Relief Fund

Under Section 37 of the State Emergency Management Act 2004, monies received by the Minister for relief of persons who suffer injury, loss or damage made must be paid into the State Emergency Relief Fund (SERF).

A committee appointed for the purpose of this Section will administer the fund subject to the directions of the Governor.

Participating Agency Emergency Relief Funds

After a declared event, it is common for the State Recovery Coordinator (nominated at the time of an incident by the Police Commissioner), or the Chair, State Emergency Relief Fund to request individual agencies administering appeal funds to come together as a collective planning committee.

Families SA encourages participation of its participating agencies for the purpose of collectively identifying needs and priorities, and to develop cooperative arrangements for targeting and distributing appeals monies. At all times, representative agencies maintain authoritative control over the respective appeal funds, unless they have opted to transfer funds to the State Emergency Relief Fund.

Families SA discourages collection of donated second-hand goods unless such a request is made (or supported) by the State Recovery Committee. The collection, management and disbursement of second hand goods is a complex and costly logistics exercise and may not serve to support or sustain the affected local economy.

The request for **cash donations** is the most simple and effective means of supporting and empowering affected individuals and communities.

Community Services Functional Plan

The purpose of the Community Services Plan is to identify and coordinate community and personal relief, and support longer term recovery services for disaster affected individuals, families and communities.

The Community Services Functional Plan is activated at such times there is a need to streamline transition between response and recovery activities during and following major incidents, major emergencies and disasters.

The following extract from the State Emergency Management Plan identifies key roles and responsibilities of the Community Services Functional Plan.

The Role of the Community Services Functional Plan is to identify and coordinate the provision of practical information and advice, and personal support services required by individuals, families and communities.

The aim is to support the affected community towards management of its own recovery.

Responsibilities include:

- 1) In liaison with the Police and/or lead response agency, establish Evacuation Centres to provide short term shelter, information and personal support services such as food, temporary accommodation, basic first aid, interpreter services and pet care.
- 2) Activation of the National Registration and Inquiry System (NRIS) with linkages to Police Casualty Information and Disaster Victim Identification processes.
- 3) Establish Recovery Centres as a one-stop centre for affected people to receive financial assistance, relief and recovery information and seek referral into the wide range of recovery services.
- 4) Ensure information on practical advice and social/psycho recovery services is disseminated with the affect community.

State Controller:

Executive Director, Families SA (Dept for Families and Communities).

During Disasters/Major Emergencies, State Controller is located in:

State Control Centre (Community services)

Location of State Control Centre:

7th Floor, EDS Building,

108 North Terrace, Adelaide

Phone 8124 4124

Participating Agencies under the Community Services Functional Plan

Lions Districts 201C1 and 201C2 are participating agencies within the Community Services Functional Plan. The District Governors or District Disaster Plan Chairmen of Districts 201C1 Incorporated and 201C2 Incorporated have each signed a Memorandum of Understanding (SECTION 2: MOU) with Families SA. The aim of the MOU is to:

- Formalise arrangements between the Lions District 201C1 and 201C2 and Families SA so as to ensure the delivery of efficient services that aid in the recovery of a person or communities affected by a disaster or major emergency.
- Enable the Lions Clubs to plan and develop the resource capacity and capability required to carry out the responsibilities specified in this agreement.
- Develop a professional relationship between Lions Clubs and Families SA in order to support recovery services to those affected by disaster or major emergency.

Supplementary Roles.

Each event is different in terms of impact, consequences and needs of an effect community. The following provides flexibility to support a range of activities that will be determined at the time of an event.

- Provide volunteer services during relief and recovery operations as requested by Families SA, and where the Lions Districts 201C1 and 201C2 identifies adequate capacity and capability to carry out such requests. This may be in relation to leading activities, or supporting other participating agencies under the Community Services Functional Plan.

Section 1: Introduction (Appendix A)

Community Services Functional Plan - Roles and Responsibilities

Families SA (DHS)	<ul style="list-style-type: none"> • Lead recovery agency • Establishment of support centres • Emergency financial relief grants • Assessment and referral • Participating agency engagement
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Participating Agencies - Memorandums of Understanding

South Australian Housing Trust	<ul style="list-style-type: none"> • Assist victims to secure accommodation that is consistent with their immediate needs and longer term needs.
Red Cross	<ul style="list-style-type: none"> • Reception services & practical assistance at the support centre. • National registration and inquiry system.
Local Government (Roles to be negotiated at local level with each Council)	<ul style="list-style-type: none"> • Provision of information to the effected community (in collaboration with Families SA). • Essential infrastructure advice.
St John Ambulance	<ul style="list-style-type: none"> • First aid services in a support centre.
Department of Education and Children's Services	<ul style="list-style-type: none"> • Providing schools for respite and temporary shelter (evacuation centre site). • Child care within a support centre.
Centrelink	<ul style="list-style-type: none"> • Manage the provision of advice and benefits, at prescribed rates, to registered disaster victims per Centrelink guidelines.
Insurance Council of Australia	<ul style="list-style-type: none"> • Provide advice and coordinate an appropriate response re: insurance matters for property damage arising from the incident.
Uniting Church – Post Disaster Pastoral Ministry Service (Coordinating a range of denominations)	<ul style="list-style-type: none"> • Support the spiritual and/or emotional needs of victims through post disaster pastoral ministry service/teams.
Lions Australia Lions District 201C1 incorporated Lions District 201C2 incorporated	<ul style="list-style-type: none"> • Provide catering services at the request of state controller, community services. • Catering for community public meetings/events.
Rotary International	<ul style="list-style-type: none"> • (draft) supply role – eg: tarpaulins, trestles, tables and other supplies as required.
Vacant	<ul style="list-style-type: none"> • Provision of household effects.
Interpreting and Translation centre	<ul style="list-style-type: none"> • Manage the provision of appropriate telephone and on-site interpreter services. • Translation of written communiqué

Legal Services Commission	<ul style="list-style-type: none"> Manage the provision of initial legal advice to people affected by the disaster through referral services coordinated by the commission.
National Parks and Wildlife	<ul style="list-style-type: none"> Pet care: provide advice and coordinate an appropriate response to the welfare needs of pets belonging to registered victims at support centres.
DHS : Aged and Community Care	<ul style="list-style-type: none"> Provide advice and coordination for the specialist support needs for victims who are elderly or who have special needs, particularly in cases where there are no immediate services, family or community supports available.
DHS : Disability Services	<ul style="list-style-type: none"> Provide advice and coordination for the specialist support needs of victims who are disabled, particularly in cases where there are no immediate services, family or community supports available.
DHS: Public Relations and Communication. Media spokesperson	<ul style="list-style-type: none"> Manage the preparation of information bulletins to victims within support centres and those remaining in the disaster affected area.
DHS: Mental Health Services	<ul style="list-style-type: none"> Provide advice, coordination and referral, including initial treatment where required (this role still being defined).

Section 2: Memorandum of Understanding

Lion Clubs of District 201C2 Incorporated and Families SA

Introduction

The State Disaster Plan details emergency response and recovery arrangements for South Australia to ensure a coordinated response by all agencies that have responsibility and designated function in a disaster or major emergency. The State Disaster Plan recognises the Families SA Community Services Plan as a functional plan that has statutory responsibility to provide recovery services to disaster affected communities.

Purpose of the Memorandum of Understanding

The purpose of the memorandum of understanding is:

1. To formalise arrangements between Lions District 201C2 and the Department for Families and Communities Services – Families SA being nominated lead agency for the Community Services Functional Service.
2. To identify agreed role and responsibilities of Lions District 201C2 in planning that supports timely, effective and coordinated delivery of relief and recovery services to disaster affected individuals and communities.
3. To enable Lions District 201C2 to plan develop resource and human capacity and capability necessary to carry out the functions and responsibilities specified in this agreement.
4. To develop a professional and collaborative relationship between Lions District 201C2 and Families SA that supports planning, preparedness, response and recovery activities.

The Memorandum of Understanding is intended to establish the basis for cooperative working arrangements between the Lions Clubs of District 201C2 Incorporated and Families SA and as such the parties acknowledge that this Memorandum of Understanding is not legally binding.

Support Arrangements

It is agreed that:

- 1) The parties recognise that statutory, policy and functional responsibilities of Families SA in the provision of relief and recovery services pursuant to the State Emergency Management Plan.
- 2) The Lions District 201C2 Incorporated, as signatory to this Understanding agrees to undertake at the request of the State Controller, Community Services, the key responsibilities as set out in the attached Schedule of Activities.
- 3) The Lions District 201C2 Incorporated is responsible for providing the services specified in this Understanding at location(s) as requested by Families SA.
- 4) Cooperative planning, exchange of information, training and liaison regarding the levels of preparedness for disaster relief and recovery operations will be developed and maintained in partnership with Families SA.
- 5) The Lions District 201C2 Incorporated will ensure that appropriate member(s) undertake training endorsed and supported by the Families SA.
- 6) On activation of this Memorandum of Understanding by the State Controller (Community Services), Families SA will :
 - a) Provide financial support to the Lions Clubs of District 201C2 Incorporated during relief and recovery operations to assist in the discharge of their responsibilities under this agreement.
 - b) Ensure coordination with other Functional Services within the State Disaster Organisation as prescribed in the State Emergency Management Plan.

- c) Provide regular Situational Reports (sitreps) to the Lions District 201C2 of information available that assists the carrying out of identified roles and functions outlined in this agreement.
- d) Remain the point of contact for any matter that may be hindering or preventing the Lions District 201C2 from carrying out its responsibilities as outlined in this agreement.

Key responsibilities of each participating agency and support agency involved in the Community Services Functional Plan are provided in the attached summary of roles and responsibilities (attached).

This Memorandum of Understanding will take effect from the date signed by the parties and is subject to review by 30th April 2012.

Signed:

 (Name)
 David Waterford

State Controller – Community
 Families SA

Date: _____

 (Name)
 Ted Laffin

District Disaster Plan Chairman
 Lions Clubs of District 201C2 Incorporated

Date: _____

Section 3: Planning and Preparedness

Maintenance of the Lions Preparedness and Response Disaster Sub-plan

It is the responsibility of Lions Districts 201C1 and 201C2 to develop and maintain this plan. Families SA will guide and support Lions Districts as required ensuring compliance to the broader State emergency management arrangements.

The printed version of this plan will be held by Lion Districts 201C1 Incorporated and 201C2 Incorporated Disaster Plan Chairmen and the Emergency Management State Coordinator (Families SA).

Copies will be available as follows:

- Compact disc.
- International Association of Lions Clubs websites of District 201C1 or District 201C2 :www.lionsclubs.org.au/201c1/ or www.lionsclubs.org.au/201c2/ - click on resources – down load - scroll down to link for the Disaster Plan.

Planning and Preparedness

The Emergency Management State Coordinator (Families SA) maintains a database of key contacts for all participating agencies. Families SA will request updated information on an annual basis and Lions Clubs are requested to advise the State Coordinator if contact details change.

- Develop plans and arrangements for the procurement and delivery of supply items identified in the Schedule. Where possible, establish arrangements with suppliers as a function of preparedness.
- To support the principles of economic recovery, Lions clubs are encouraged to purchase resources and services at the local level.
- Provide an annual up to date list of Lions Districts contacts to the Emergency Management Coordinator, Families SA.
- Provide in conjunction with Families SA, appropriate emergency management information and training to Lions Clubs members.

Amendments to Lions Disaster Plan

District 201C1 and 201C2 Incorporated Disaster Chairmen will be responsible for any amendments to the Lions Disaster Plan, including those necessitated by changes to the State Disaster Plan or Community Services Function Plan.

Training – Minimum Standards

As this Disaster Plan will be reviewed every third year it will only be necessary for the District Disaster Chairmen to attend any information sessions, any alteration to the Plan or other requirement will then be passed onto Lions Clubs.

Section 4: Activation

Families SA District Centres (refer to Section 7: Appendix G – for localities directory) will be requested to activate the Community Services Functional Plan through either the:

- State Controller, Community Services, or
- Divisional Police Controller (local Police LSA).

Activation Phases

Activation of the Plan may escalate through the following phases:

Warning Phase

A 'warning phase' may be implemented because of a severe weather warning or an incident has the potential to escalate and require activation of the Community Services Functional Plan.

Participating agencies are not required to respond at this time.

The key requirement during this Phase is to remain contactable.

What to do:

- Families SA will contact Lions Clubs through its agency contact register. Families SA will be informed when the Lions Clubs have been placed on 'warning' and provide a briefing of the situation at hand.
- District Disaster Plan Chairman should identify the Lions Clubs response during the alert phase and are to remain contactable during this time.
- Depending on the event, consider whether both Districts 201C1 and 201C2 need to be aware of the 'warning' alert.

Lions Zone Chairmen

- To check communication systems (i.e. contact by telephone or other means Club Disaster Chairman or other nominated Club member).
- Advise the Club Disaster Chairman or other nominated Club member of the warning phase and discuss their role if the situation escalates. The Chairmen will also advise of the activation and stand down phase.

Because disaster/major emergencies do not have boundaries it is inevitable that the Districts, Regions, Zones and Club district will overlap when assistance is required.

Stand-By Phase

Participating organisations are not required to respond at this time.

The key requirement during this Phase is to be ready 'on standby' to respond if requested.

What to do:

- Families SA will contact Lions Districts 201C1 and 201C2 through its Participating Agency Register. Families SA will provide a briefing of the situation at hand,
- Lions Clubs Disaster Chairmen to step up preparations for activation, by:
- Providing a situation brief to relevant Lions Clubs contacts and ensures the members understand their roles/responsibilities.

- Remain available by telephone and keep District telephone lists and resource lists on hand.

Activation Phase

Lions Districts 201C1 and 201C2 will be activated by Families SA through its Participating Agency Contact Register to provide relief and recovery activities as identified in the Memorandum of Understanding and Schedule of Activities (Section 7: Lions Club Procedures – Appendix I -Telephone Tree) . Lions will then follow the procedures as defined in Section 7: Lions Clubs Procedures. At this time:

- A Lions District Liaison member may be requested to attend the State Control Centre – Community Services.
- Activate of Lions Districts 201C1 and 201C2 will be made via the nominated contacts.
- Lions Districts 201C1 and 201C2 to ensure Families SA is advised as early as possible if such requests cannot be effectively managed by a District or Lions Club.
- Encourage Lions Clubs involvement on local recovery committees where they are set up at a local level.
- Encourage where appropriate, members to promote where appropriate relief and recovery services available to disaster affected individuals, families and communities.

- **Section 5: Stand Down Phase**

Stand Down

If a participating agency has been placed on a 'warning' or 'stand-by' and during this phase the threat subsided, Families SA will officially advise the agency of the 'stand down' status.

Debriefing

Shift Debriefs

Ensure Lions members and volunteers are operationally briefed and debriefed as appropriate during and after the emergency or disaster.

It is advisable that after a shift, volunteers are contacted by their Clubs' representative to check that things are all right at a personal and operational level. This can be a quick chat about operational aspects and to provide an opportunity for the volunteer to discuss their thoughts. Furthermore, it provides an opportunity to acknowledge and to thank the volunteer for their effort.

Shift debriefs are also an ideal time for fellowship and to gather intelligence for situation reporting.

Personal Debriefing

The majority of Lions members and volunteers will benefit from personal and practical support during the emergency. Recognition of personal contribution and Club contribution to the recovery effort is also important.

Others may have past or present experience(s) that impact on their ability to cope with the event. In these cases, Families SA can organise personal counselling with a trained professional.

Operation Debriefing

After major incidents or emergencies, Families SA will conduct an operational debrief of the key agencies involved in the relief and recovery effort.

This debriefing session will be attended by the District Governors and/or District Disaster Chairmen, who will compile all the forms as listed in Section 7 - appendices A, B, C, D, E, and with a report - appendix J - on Lions activities while assisting Families SA during the Recovery Operation and any suggestions to improve the operation.

Nominated members of participating Lions Clubs may be invited by the District Governor or District Disaster Plan Chairmen to attend the debriefing session.

Families SA will organise the debriefing session.

Section 6: Schedule of Activities

Post Disaster

Each event is different in terms of impact, consequence and needs of an affected community. The following provides flexibility to support a range of activities that will be determined at the time of an event.

Lions District 201C1 Incorporated and District 201C2 Incorporated, at the request of the State Controller (Community Services), will be asked to:

- provide volunteer services during relief and recovery operations as requested by Families SA, and where the Lions District 201C1 and 201C2 identifies adequate capacity and capabilities to carry out such requests. This may be in relation to leading activities, or supporting other participating agencies under the Community Services Functional Plan.

There is a separate Memorandum of Understanding for both District 201C1 Incorporated and District 201C2 Incorporated. The associated 'Schedule of Activities' and 'International Association of Lions Clubs – Disaster Preparedness and Response Plan' overarch both Districts' memorandums. The rationale being that both Districts provide the same role and cooperative arrangements for planning, preparedness and response.

The role is further clarified in the Lions District 201C1 Incorporated and District 201C2 Incorporated Disaster Preparedness and Response Plan (sub-plan of the Community Services Functional Plan).

These services will be provided at evacuation centre(s) and/or other locations identified by Families SA.

Planning and Preparedness Activities

- Develop plans and arrangements for the procurement and delivery of supply items identified in this Schedule. Where possible, establish arrangements with suppliers as a function of preparedness.
- To support the principles of economic recovery, Lions Clubs are encouraged to purchase resources and services at a local level.
- Provide an annual up to date list of key Lions District contacts to the Emergency Management State Coordinator, (Families SA).
- Provide in conjunction with Families SA, appropriate management information and information to all Lions Clubs members.

Response Activities

Lions Districts 201C1 and 201C2 at the request of the State Controller, Community Services provide catering for community recovery activities at such Recovery Centres and community public meetings/events.

Manage the catering services through Lions Clubs, other kindred community service clubs and spontaneous public volunteers. Provide a Liaison Lions member to the Community Services Control when requested by the State Controller, Community Services.

Administrative and Personnel Management

- Roster Lions Clubs members and other kindred community service Clubs members (i.e.: Apex, etc, except Rotary Clubs) and Spontaneous Volunteers to provide catering services.
- Provide situation reports (also know as SITREP) to Families SA as requested (proforma – Section 7 - Appendix A attached).
- Record assistance - proforma Lions members registration (Section 7 – Appendix B), other kindred community service Clubs registration (Section 7 - Appendix C): and Spontaneous Volunteers registration (Section 7 – Appendix D), all attached, and contribute to Families SA record keeping as requested.
- Ensure records and invoices/statements/receipts are kept of all expenses incurred on behalf of Families SA, also provide a statement where reimbursement is required from Families SA following the emergency, or as soon as possible (proforma list of expenses – Section 7 -Appendix E), attached).
- Ensure volunteers are appropriately debriefed as appropriate during and after the emergency.
- Reimbursement of out of pocket expenses includes kilometre allowance for use of private vehicles. Compliant log records must be provided. The rate of reimbursement is prescribed in the Commissioner for Public Employment's Determination 8. As at March 2006, the rate is 64c per kilometre and an additional 6c per kilometre when a vehicle is towing a trailer.
- At the request of the Deputy State Controller (Community Services), provide an evaluation of the operation performance of community service Clubs catering service during the emergency.

Community Services Functional Plan Contact Officers

Catherine Freriks
Emergency Management Coordinnator
Families SA (Dept for Families & Communities)
Level 7, 198 North Terrace
Adelaide
Phone: 8226 7256
Mobile: 0427 975 927
Fax: 8226 6316

Danielle Kowalski
Emergency Management Planning and Training Officer
Families SA (Dept for Families & Communities)
Level 7, 108 North Terrace
Adelaide
Phone: 8226 6667
Mobile: 0414 855 086
Fax: 8226 6316

Postal Address
GPO Box 292
Adelaide SA 5001

Section 7: Lions Clubs Procedures

Liaison with Families SA

District Disaster Plan Chairman

The District Governors of District 201C1 Incorporated and District 201C2 Incorporated authorise the District Disaster Plan Chairmen of both Districts to act for and on behalf of both Districts under the provisions of this manual.

At the commencement of a Lions Year the District Disaster Plan Chairmen of Districts 201C1 Incorporated and 201C2 Incorporated will supply to the Chief Executive Officer of Families SA the particulars of the District Governor, District Disaster Plan Chairman and Zone Chairmen of their respective Districts. The District Disaster Plan Chairmen will liaise with Families SA when the need arises.

It is not necessary for the District Disaster Plan Chairman to attend at an Evacuation Centre when Lions assistance is required.

Zone Chairmen

Zone Chairmen are the coordinators under the provisions of this manual. When a request for assistance is made by Families SA, the District Governor or District Disaster Plan Chairman will advise the Zone Chairman nearest to the disaster area that Lions assistance is required, that Zone Chairman can then place the nearest Lions Club(s) on 'stand by' and later advise the evacuation centre location where the Club(s) is required to attend when the 'activation' advice is received. The Zone Chairman will be advised when to 'stand down' Club(s).

It is not a requirement for Zone Chairmen to attend at an Evacuation Centre when Lions assistance is required.

Club Disaster Plan Chairman

It is suggested that Lions Clubs Presidents appoint a member to be the Club's Disaster Plan Chairman. Such member should be readily available to receive the 'stand by', 'activation' and 'stand down' advise from their Zone Chairman.

Lions Participation

Lions will only be required to provide catering facilities and volunteers during a disaster or major emergency (Section 6: Schedule of Activities). Where possible, purchases are to be made locally or where directed by Families SA.

Lions should be prepared to provide barbecue type food (ie: sausage sizzle, etc.) to people affected by a disaster or major emergency. The number of people could amount to hundreds or thousands, depending upon the extent of the incident. ***Lions Clubs may have to provide additional LPG gas bottles, and portable generators and fuel.***

Emergency Services

The Salvation Army is responsible for catering services to emergency services, such as Police, Fire Services, Ambulance, State Emergency Service and other emergency service personnel. This catering service is separate to Families SA – Community Services Functional Plan.

Where a Lions Club is in doubt as to rendering assistance to a local emergency service they should contact the District Disaster Plan Chairman for clarification.

International 24 Hours Time

International 24 hours time is to be used in place of the normal 12 hours clock. This is more precise in identifying a particular time of the day. A ready reckoner of time conversion is attached (Section 7: Appendix H).

Expenses

Families SA will pay all expenses in relation to this Disaster Plan. The President or nominated member is to keep all invoices/statements/receipts received on behalf of Families SA and attach to the list of expenses sheet (Section 6: Appendix E). Where Lions incur expenses from their Activities Account, a separate expenses sheet is to be submitted with invoices/statements/receipts attached.

“Lions Clubs International, District 201C2 Incorporated, Tax Invoice ABN 87 295 843 228, District 201C2 Disaster Plan”, is to be quoted on all invoices for reimbursement for expenses incurred in reference to the District Disaster Plan. Requests for reimbursement are to be made to Families SA through the District Disaster Plan Chairman.

After a Club has been advised by Families SA of the location of the evacuation centre, the President or nominated member is to ascertain from Families SA the name and location of the outlet, which will supply the provisions for catering.

The President or nominated member will advise the supplier of provisions that Families SA are responsible for payment, NOT Lions. Where a supplier will not provide provisions without written authority, Lions are to obtain that authority from Families SA.

After the ‘stand down’, the President of the Club involved in the recovery operation are to forward all invoices, statements and receipts attached to the ‘expenses form’ to the District Disaster Plan Chairman who will then forward them on to the Emergency Management State Coordinator of Families SA with a forwarding memo, separate to the ‘General Report’ (Section 7: Appendix J).

Lions Clubs ‘WILL NOT’ be reimbursed by Families SA or District 201C2 Incorporated Cabinet for any expenses incurred if Clubs provide catering services to other organisations during a disaster or major emergency other than through an official request by Families SA.

Required Information

The President or nominated member is requested to supply the information as follows:

- Situation Report (SITREP) (Section 7: Appendix A)
- Registration of Lions Club member (Section 7: Appendix B)
- Registration of kindred community service Clubs members (Section 7: Appendix C)

- Registration of Spontaneous Volunteers (Section 7: Appendix D)
- List of expenses (Section 7: Appendix E)
- General Report – (Section 7: Appendix J)

This and other information should be, where possible, be placed in a clipboard type of folder.

This information is to be given to the District Governor or District Disaster Plan Chairman as soon as possible, either by e-mail, facsimile or telephone. The general report with the forms and any attachments forwarded by post to the District Disaster Plan Chairman (as soon as possible after the stand down). All the information will then be forwarded to the District Governor (District Disaster Plan Chairman to keep of copy) after the 'stand down' phase. Clubs should keep a copy of all the information.

Communications

Lions are to be aware that during a disaster or major emergency that airways of landline telephones, mobile telephones, facsimiles and two-way radios may be come jammed because of the increase of usage of these facilities. Other means of relaying information/requests may have to be adopted (i.e.: the use of vehicles).

Information Sheets

The District Governor or District Disaster Plan Chairman will need to prepare an information sheet (also known as a running sheet) of all the information received from the Club(s) and Families SA (Section 7: Appendix F). This information is to be used at a debriefing session (Section 5: Debriefing).

Stand By and Activation

Prior to the 'stand by' warning Families SA will contact the District Governor or District Disaster Plan Chairman to advise of the 'warning (alert) phase'. Lions Clubs will not be required to be advised to respond at this time.

It is anticipated that Lions Club(s) can be directed at any one time to an evacuation centre. In the event of a disaster Families SA will contact the District Governor or District Disaster Plan Chairman, who will then contact the respective Zone Chairman nearest to the evacuation centre. It is inevitable that Clubs districts will overlap and more than one Club in a Zone or Zones will be placed on 'stand by'. Lions Clubs are not to contact Families SA, but are to 'stand by' and wait for further information (Section 4: Stand By Phase). Clubs will be advised of the activation phase.

The District Governor or District Disaster Plan Chairman of a District that receives the first advice that Lions assistance is required will contact the District Governor or District Disaster Plan Chairman of the other District to advise that Lions have been placed on 'stand by'. A disaster may occur in one District and the evacuation area may be in the other District, see Lions localities directory (Section 7: Appendix G).

Evacuation Centres

Lions Clubs will be advised of the location of the designated Evacuation Centres and are to only provide catering facilities at these locations.

Roll Call

As previously mentioned Lions will be on 'stand by' which will allow a register of Lions members to be drawn up (Section 7: Appendix B). Lions are to remain with their respective Club(s) for identification and to be accounted for when the need arises.

A register (Section 7: Appendix C) for members of kindred community service clubs who volunteer to assist Lions is to be provided for those members. Such members may be required to register with Families SA before assisting Lions. Most community service clubs have their own injury insurance.

Spontaneous Volunteers

Members of the public who wish to volunteer their services to Lions and are not members of an organisation are to be requested to register with the nearest Families SA office (a Families SA officer should be present at the evacuation centre) so that they can be covered by an injury insurance before they commence to assist Lions. The Spontaneous Volunteers registration form (Section 7: Appendix D) can be used when the public volunteers assist Lions.

Stand Down

Families SA will advise Lions to 'stand down' when assistance is no longer required (Section 5: Stand Down).



Identification

Lions members are requested to wear their Lions Club dinner badge with any other Lions dress as a means of identification. This badge is more recognisable than other Lions badges and will show uniformity in identifying Lions members.

Lionesses and Leo members are also requested to wear their Club dinner badge.

Lions Ladies and Lions Partners may assist Lions members and are requested to have some means of identifying themselves with Lions.

Other kindred community service Clubs members are also to be requested to wear their Club's dinner badge.

Spontaneous volunteers are to be requested to wear name identification.

Identification Vest

Yellow safety identification vests with the Lions logo and the words 'Lions International' are supplied and to be only worn by the Club member nominated to be the Lions liaison member with Families SA, other organisations and the public at any evacuation centre.

Localities Directory

A Localities Directory list of Families SA offices nearest to a particular Lions Club is attached for easy reference (Section 7: Appendix G). After Clubs have commenced to assist Families SA at a designated location this directory may be used when any assistance or information is required from Families SA.

Telephone Communication Tree

A telephone communication tree showing the communication flow system, will be used for placing Lions Clubs on 'stand by', 'activation' and 'stand down' phases (Section 7: Appendix I).

The communication will commence from the State Coordinator, to:

1. Families SA to
2. District Governor/District Disaster Plan Chairman to
3. Zone Chairman to
4. Lions Club(s) in the affected area to
5. Lions Club(s) will maintain contact with the nearest Families SA office as the need arises.

Media Releases

- Families SA will make all media releases. If the media seek any information from Lions the media are to be informed to liaise with Families SA. Lions are to make NO statements concerning the disaster /major emergency.

Copying Proformas

When a particular proforma is required, it may be printed off the District Disaster Plan compact disc (CD) and then photocopied for the number required.

Amendments

The District Disaster Plan Chairmen will be responsible to maintain the plan and for any amendments to this manual, and those received in reference to Families SA Disaster Sub-Plan and the State Disaster Act. A copy of these articles is to be held the District Disaster Plan Chairmen.

The District Disaster Plan Chairmen of Districts 201C1 Incorporated and 201C2 Incorporated may prepare suitable amendments to Section 7: Lions Clubs Procedures and forms in the manual when necessary. The amendments are firstly to be submitted to the Chairmen's respective District Executive Committee for approval. After the approval has been received from both Districts 201C1 Incorporated and 201C2 Incorporated Executives, the District Officers and Lions Clubs in their respective Districts can then be advised of the amendments. These amendments will only apply to Section 7 and the forms used by Lions. The whole plan is subject to revision and amendment every three (3) years in liaison with Families SA.

LIONS ARE REMINDED; WE ARE ASSISTING, NOT IN CHARGE.

NOTE : The information contained in this manual is ONLY in reference to this Disaster Plan; it is NOT to be used as a reference for any other Lions projects.

(It is to be noted that District 201C2 Policy Minute 5.6.1-3 "Lions Clubs of District 201C2 may participate in the procedures of the District Disaster Plan", now makes the District Disaster Plan a District Project and Lions Clubs only need to refer to the Plan in their Club minutes after participating on an incident).

Attachments

Appendices:

APPENDIX A – SITUATION REPORT (SITREP)
APPENDIX B – REGISTRATION OF LIONS CLUBS MEMBERS
APPENDIX C – REGISTRATION OF OTHER KINDRED CLUB MEMBERS
APPENDIX D – REGISTRATION OF SPONTANEOUS VOLUNTEERS
APPENDIX E – LIST OF EXPENSES
APPENDIX F – INFORMATION (RUNNING) SHEET (PROFORMA)
APPENDIX G – LOCALITIES DIRECTORY
APPENDIX H – INTERNATIONAL 24 HOURS TIME CALCULATOR
APPENDIX I – TELEPHONE COMMUNICATION TREE
APPENDIX J – GENERAL REPORT

Section 7: Lions Clubs Procedures (Appendix A)

Situation Report to Families SA

LIONS AUSTRALIA

DISTRICT 201C1 INCORPORATED / DISTRICT 201C2 INCORPORATED
(Strike out the District which is not applicable)

SITUATION REPORT (SITREP) TO FAMILIES SA
(SCHEDULE OF ACTIVITIES)

ZONE

LIONS CLUB OF

(ALL TIMES TO BE INTERNATIONAL 24 HOURS TIME: IE 8.20AM = 0820 HOURS – 2.40PM = 1440 HOURS)

DATE:	TIME:
LOCATION:	
REPORTING LIONS CLUB MEMBER:	
CONTACT NUMBER:	
CURRENT SITUATION:	
No. OF LIONS CLUB MEMBERS, OTHER KINDRED COMMUNITY CLUB MEMBERS AND SPONTANEOUS VOLUNTEERS INVOLVED (IE: AT CURRENT TIME)	

CURRENT ISSUES:
PLANNING REQUIREMENTS:

Section 7: Lions Clubs Procedures (Appendix B)

Registration of Lions Clubs Members

Section 7: Lions Clubs Procedures (Appendix C)

Registration of other kindred Club Members

Section 7: Lions Clubs Procedures (Appendix D)

Registration of spontaneous volunteers

Section 7: Lions Clubs Procedures (Appendix E)

List of Expenses

LIONS AUSTRALIA

DISTRICT 201C1 INCORPORATED / DISTRICT 201C2 INCORPORATED
(Strike out the District, which is not applicable)

ZONE _____

LOCATION _____

LIST OF EXPENSES INCURRED FOR CATERING
DURING A DISASTER / MAJOR EMERGENCY

DATE	NAME AND ADDRESS OF SUPPLIER	INVOICE NUMBER	AMOUNT	DATE FORWARDED TO FAYS

***ATTACH ALL INVOICES, STATEMENTS AND RECEIPTS TO THIS FORM

Section 7: Lions Clubs Procedures (Appendix F)

Information (Running) Sheet

LIONS AUSTRALIA

DISTRICT 201C1 INCORPORATE / DISTRICT 201C2 INCORPORATED
(Strike out which District is not applicable)
RUNNING SHEET

DATES / /

PAGE

(ALL TIMES TO BE INTERNATIONAL 24 HOURS TIME: IE 8.20AM = 0820 HOURS – 2.40PM = 1440 HOURS)

TIME	ITEM No.	INFORMATION

Section 7: Lions Clubs Procedures (Appendix G)

Club Localities Index

District 201C1 - Localities Directory

Lions Club	Nearest Families SA Office & Telephone Number
Adelaide Chinese	Adelaide 8304 0120
Adelaide Community	Adelaide 8304 0120
Adelaide Hellenic	Adelaide 8304 0120
Adelaide Italian	Adelaide 8304 0120
Adelaide West	Adelaide 8304 0120
Angaston & District	Gawler 8521 4444
Ardrossan & District	Kadina 8821 3065
Athelstone	Modbury 8407 4999
Balaklava & District	Gawler 8521 4444
Barossa Valley	Gawler 8521 4444
Booleroo Centre	Port Pirie 8638 4311
Bridgewater	Aberfoyle Park 8374 6111
Burnside	Adelaide 8304 0120
Bute & District	Port Pirie 8638 4311
Charles Sturt – Woodville –Hindmarsh	Woodville 8406 2777
City Of Adelaide	Adelaide 8304 0120
Clare District	Port Pirie 8638 4311
Cleve District	Whyalla 8648 8880
Cooper Pedy	Cooper Pedy 8672 4555
Cowell	Whyalla 8648 8880
Cummins & District	Port Lincoln 8688 3344
East Torrens	Modbury 8407 4999

Lions Club	Nearest Families SA Office & Telephone Number
Elizabeth - Playford	Elizabeth 8207 900
Gawler	Gawler 8521 4444
Gilbert Valley	Gawler 8521 4444
Gilles Plains	Modbury 8407 4999
Glenside	Adelaide 8304 0120
Golden Grove	Modbury 8407 4999
Grange	Marion 8298 0800
Highbury	Modbury 8407 4999
Jamestown	Port Pirie 8638 4311
Kadina	Kadina 8821 3068
Kapunda	Gawler 8521 4444
Kimba	Whyalla 8648 8880
Lefevre Peninsula	Woodville 8406 2777
Leigh Creek & District	Port Augusta 8648 5060
Lock	Port Lincoln 8688 3344
Maitland & District	Kadina 8821 3068
Mallala & District	Gawler 8521 4444
Minlaton & District	Kadina 8821 3068
Modbury	Modbury 8407 4999
Moonta	Kadina 8821 3068
Onkaparinga	Murray Bridge 8535 6211
Orroroo	Port Augusta 8648 5060

Lions Club	Nearest Families SA Office & Telephone Number
Peterborough & District	Port Pirie 8638 4311
Pooraka	Modbury 8407 4999
Port Adelaide – West Lakes	Woodville 8406 2777
Port Augusta	Port Augusta 8648 5060
Port Lincoln	Port Lincoln 8688 3344
Port Pirie	Port Pirie 8638 4311
Prospect – Blair Athol	Enfield 8269 8333
Quorn	Port Augusta 8648 5060
Richmond	Adelaide 8304 0120
Rocky River (Gladstone & Adjacent Areas)	Port Pirie 8638 4311
Rostrevor	Modbury 8407 4999
Salisbury	Salisbury 8209 4910
Snowtown	Port Pirie 8638 4311

Lions Club	Nearest Families SA Office & Telephone Number
Stansbury Dalrymple	Kadina 8821 3068
Tea Tree Gully	Modbury 8407 4999
Torrens Valley	Modbury 8407 4999
Tumby Bay & District	Port Lincoln 8688 3344
Unley	Adelaide 8304 0120
Virginia & District	Gawler 8521 4444
Wallaroo	Kadina 8821 3068
West Beach	Marion 8298 0800
West Lakes – Seaton	Woodville 8406 2777
Whyalla	Whyalla 8644 0088
Whyalla - Mount Laura	Whyalla 8644 0088
Wudinna	Port Lincoln 8688 3344
Yorke Peninsula Rail	Kadina 8821 3068

District 201C2 - Localities Directory

Lions Club	Nearest Families SA Office & Telephone Number
Aberfoyle & District	Aberfoyle Park 8374 6111
Baramera	Berri 8595 2400
Battunga Country (Meadows)	Murray Bridge 8535 6200
Beachport – Rivoli Bay	Mount Gambier 8724 4844
Berri	Berri 8595 2400
Blackwood	Aberfoyle Park 8374 6111
Bordertown	Mount Gambier 8724 4844
Brighton	Marion 8298 0806
Coonalpyn & District	Murray Bridge 8635 6200
Edwardstown	Marion 8298 0806
Gambier City	Mount Gambier 8724 4844
Goolwa	Victor Harbor 8552 2011
Hallett Cove & District	Marion 8298 0806
Hahndorf & District	Murray Bridge 8535 6200
Kalangadoo & District	Mount Gambier 8724 4844
Kangaroo Island (Kingscote)	Victor Harbor 8552 2011
Karoonda & District	Murray Bridge 8535 6200
Keith	Mount Gambier 8724 4844
Kingston (SE)	Mount Gambier 8724 4844
Loxton	Berri 8595 2400
Lucindale	Mount Gambier 8724 4844
Mannum	Murray Bridge 8535 6200
Marion	Marion 8298 0806
McLaren Vale & District	Victor Harbor 85523011
Millicent	Mount Gambier 8724 4844

Lions Club	Nearest Families SA Office & Telephone Number
Mitcham	Aberfoyle Park 8374 6111
Morgan & District	Berri 8595 2400
Mount Barker	Murray Bridge 8535 6200
Mount Gambier	Mount Gambier 8724 4844
Murray Bridge	Murray Bridge 8535 6200
Murray Bridge City	Murray Bridge 8535 6200
Nairne & District	Murray Bridge 8535 6200
Naracoorte	Mount Gambier 8724 4844
Norlunga – Morphett Vale	Norlunga 8207 3000
Parndana (KI West)	Victor Harbor 8552 2011
Penola	Mount Gambier 8724 4844
Pinnaroo	Murray Bridge 8535 6200
Port McDonnell & District	Mount Gambier 8724 4844
Renmark	Berri 8595 2400
Ridley (Swan Reach & Areas)	Murray Bridge 8535 6200
Robe & Districts	Mount Gambier 8724 4844
Strathalbyn & District	Murray Bridge 8535 6200
Tailem Bend	Murray Bridge 8535 6200
Tintinara	Murray Bridge 8535 6200
Victor Harbor & Port Elliot	Victor Harbor 8552 2011
Waikerie	Berri 8595 2400
Willunga & District	Norlunga 8207 3000
Yankalilla & District	Victor Harbor 8552 2011

Section 7: Lions Clubs Procedures (Appendix H)

International Time Converter

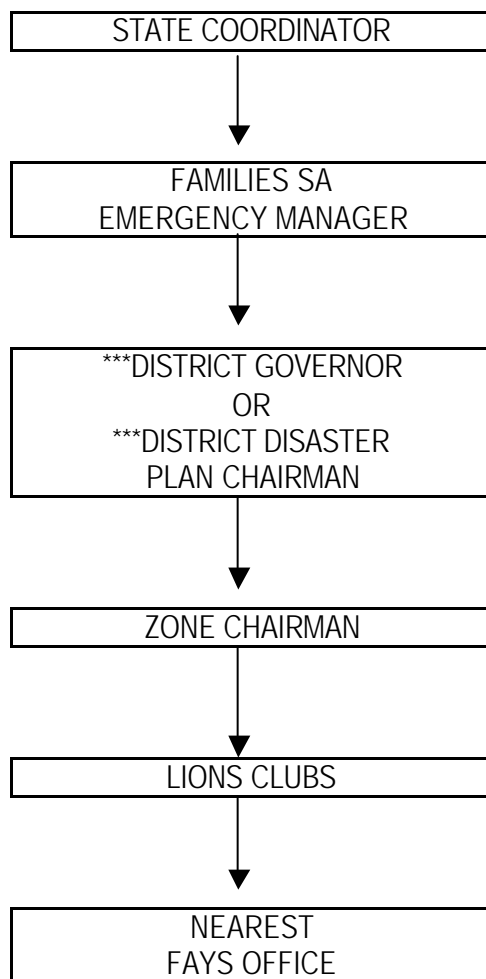
International 24 Hours Time Calculator

AM		PM	
12.01	0001 hours	12.01	1201 hours
12.15	0015 hours	12.15	1215 hours
12.30	0030 hours	12.30	1230 hours
12.45	0045 hours	12.45	1245 hours
1.00	0100 hours	1.00	1300 hours
1.15	0115 hours	1.15	1315 hours
1.30	0130 hours	1.30	1330 hours
1.45	0145 hours	1.45	1345 hours
2.00	0200 hours	2.00	1400 hours
2.15	0215 hours	2.15	1415 hours
2.30	0230 hours	2.30	1430 hours
2.45	0245 hours	2.45	1445 hours
3.00	0300 hours	3.00	1500 hours
3.15	0315 hours	3.15	1515 hours
3.30	0330 hours	3.30	1530 hours
3.45	0345 hours	3.45	1545 hours
4.00	0400 hours	4.00	1600 hours
4.15	0415 hours	4.15	1615 hours
4.30	0430 hours	4.30	1630 hours
4.45	0445 hours	4.45	1645 hours
5.00	0500 hours	5.00	1700 hours
5.15	0515 hours	5.15	1715 hours
5.30	0530 hours	5.30	1730 hours
5.45	0545 hours	5.45	1745 hours
6.00	0600 hours	6.00	1800 hours
6.15	0615 hours	6.15	1815 hours
6.30	0630 hours	6.30	1830 hours
6.45	0645 hours	6.45	1845 hours
7.00	0700 hours	7.00	1900 hours
7.15	0715 hours	7.15	1915 hours
7.30	0730 hours	7.30	1930 hours
7.45	0745 hours	7.45	1945 hours
8.00	0800 hours	8.00	2000 hours
8.15	0815 hours	8.15	2015 hours
8.30	0830 hours	8.30	2030 hours
8.45	0845 hours	8.45	2045 hours
9.00	0900 hours	9.00	2100 hours
9.15	0915 hours	9.15	2115 hours
9.30	0930 hours	9.30	2130 hours
9.45	0945 hours	9.45	2145 hours
10.00	1000 hours	10.00	2200 hours
10.15	1015 hours	10.15	2215 hours
10.30	1030 hours	10.30	2230 hours
10.45	1045 hours	10.45	2245 hours
11.00	11.00 hours	11.00	2300 hours
11.15	1115 hours	11.15	2315 hours
11.30	1130 hours	11.30	2330 hours
11.45	1145 hours	11.45	2345 hours

Section 7: Lions Clubs Procedures (Appendix I)

Telephone Communications Tree

Telephone Communication Tree



***When the District Governor or District Disaster Plan Chairman of one District is advised by Families SA of the 'standby phase', they are to advise the other District Governor or District Disaster Plan Chairman of the 'standby phase' alert, in case the emergency in one District and the evacuation area is in the other District, or if assistance is required by one District from the other District.

Briefing outline from Families SA :

- What is the current situation
- What are the current objectives.
- Particular services required of a Lions Club – time frames.
- Operational considerations.
- Personal safety considerations.

Briefing outline to Lions Clubs :

- What is the current situation.
- What are the current objectives.
- What is required and timeframe.
- Operational advice
- Personal safety advice, e.g.: protective clothing, medication, and safe access / egress routes.
- Identification – Lions Club dinner badge

Section 7: Lions Clubs Procedures (Appendix J)

General Report

General Report

Situation:

- Date, time and place of incident.
- What caused the incident.
- How long did the incident last.
- How was the community affected (suggest information from Families SA and local media).
- What organisations were involved in assisting Families SA with the recovery operation.

Mission:

What did Lions do to assist with the recovery operation.

Execution:

- How were Lions alerted to the incident (Lions communication tree – Section 7 : Appendix K).
- How did Lions service the catering and type of food provided.
- Where was the location of the evacuation centre where Lions assisted.
- How long was Lions involvement, when did it start and when did it finish.
- What was the liaison with Families SA.
- Did Lions incur any expenses (List of Expenses - Section 6 : Appendix F).

Administration & Logistics:

How was Lions involvement coordinated (by Lions).

Command & Control:

Who was the coordinator from Families SA and which Families SA District Office was responsible.

Safety:

- Were the practices under the provisions of the Occupational Health and Safety Act observed.
- Were any Lions or persons assisting Lions injured.

Other Relevant Information:

Conclusion:

- How did the Lions Club perform.
- Compliments to Club and Lions, and others involved.
- Any comments to improve the information contained in the Disaster Plan.