



LIONS **DISASTER RELIEF MANUAL**

Providing Emergency Response and Safety Assistance

Latest Review: May 2021

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PREFACE

The absence of information about disaster preparedness in Lions Clubs constitutes a critical gap in our understanding of community major incidents or disasters readiness.

The establishing relationships and building partnerships involve establishing formal preparedness and response agreements. It is important the 13 steps guidelines plan on contact procedures and identify individuals who will need information and assistance during an emergency.

By establishing relationships between NGOs, the disaster centre or officials, private companies and other partners ahead of time, organisational needs will be identified, creating a better picture of requirements for an effective and efficient response.

This manual will provide specific and detailed guidance concerning procedures to respond towards a disaster or major incident. This manual will ensure that we as Lions Clubs will be in a state of readiness.

Another constricting factor regarding disaster planning is linked to disaster knowledge, this means that the lack of knowledge influences the limited attention disaster planning receives.

The understanding factor behind the lack of disaster knowledge and disaster training may be due that there exists this common idea that any disaster management is the sole responsibility of local municipalities or disaster centre.

Lions Club International recognises each Lion and Clubs' right to a healthy Lions' activities and environments and as such each Lions Club is responsible for the safety, health and environment and to strive to be compliant with all controls as identified by the different check lists.

The purpose of the Disaster Risk Management Act of 2012 is to provide for the establishment of institutions for disaster risk management in Namibia; to provide for an integrated and coordinated disaster management approach that focuses on preventing or reducing the risk of disasters, mitigating the severity of disasters.

Disaster Risk Management Act 57 of 30 December 2002: This act provides for an integrated and coordinated disaster management policy in South Africa that focuses on preventing and reducing the risk of disasters, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disasters and post-disaster recovery.

Neville van Rensburg
MDC Lions Alert

Pieter Nel
District Governor 410W

INTRODUCTION TO LIONS ALERT

The intent of this manual is by no means to educate the Lions Clubs in all facets of the Alert and disaster relief programme. What is important is to understand that Alert programme is operating within the guidelines of the Disaster Management Act.

For decades, Lions have provided humanitarian assistance to people affected by disasters. Lions remain dedicated to serving their communities, especially in times of crisis.

The mission of the Lions ALERT programme is *to provide Lions with a standardized structure and network to deliver needed services to people in emergency situations.*

What is Lions Alert?

A common framework and a degree of guidance for Clubs to better utilise their resources and ability to assist their community and others in the event of an emergency or disastrous event.

What is Disaster Relief?

According to LCIF whenever and wherever disaster strikes, Lions are often among the first to offer aid. LCIF is ready to support their efforts with funding assistance through global relief programmes.

LIONS INVOLVEMENT AND ROLE

How are Lions involved in disaster recovery?

Lions Clubs have many opportunities to participate in disaster mitigation from collecting and distributing food, water and other necessities, to assisting in long-term rebuilding efforts and participating in emergency preparedness activities. The extent of Lions involvement depends on the club's resources and opportunities to support emergency respondents on the ground.

Disaster Relief Grants

According to Lions Clubs International when a natural disaster strikes, Lions are among the first to offer help. With a disaster grant, they can do even more for community's devastated by hurricanes, floods, fires and other major events. As a foundation, we are proud to offer a variety of grant options to support various stages of disaster relief operations. 25.3 million people are displaced each year by disasters.

What will a Lions Club be expected to do as part of a Lions ALERT team?

First, they will meet with local emergency preparedness authorities and disaster management and centres. Then, the club can develop a separate Lions ALERT plan that meets their needs and the capabilities of club members. Refer to the Lions 13 Steps.

Partnership

LCIF partners with UNHRD, an international support hub located strategically around the world, that provide supply chain solutions to the international humanitarian community.

Developing local partnership

According LCIF, Lions and Leos know that we can achieve more when we work together. That's why partnering with like-minded organizations in your community is a great way to increase the visibility, reach and quality of your service projects.

What's Partnership

A group of organizations that share a common interest and agree to work together toward a common goal.

Why should we partner with other organizations?

- Complement your club's strengths and fill in capacity gaps;
- Contribute additional assets and skills that improve your service projects;
- Act as a teammate in advocating for joint goals

Who could we partner with?

- Non-government organizations (NGOs)
- Private business/corporations
- Government agencies

OUR ROLE is defined as: **Preparedness "response, recovery and relief"** in relation to a disaster, means measures taken during or immediately after a disaster in order to bring relief to people and communities affected by the disaster.

Alert functions

- Willingness to organise a Lions Alert Action Preparedness Plan in the event of a local emergency;
- Understanding of programme's parameters;
- Knowledge of Lions Alert and safety programme and check list;
- Ability to cooperate with local emergency assistance resources.

ORGANISE A LIONS ALERT COMMITTEE

Members of the district/multiple district Lions Alert committee can include:

1. Lions who are experts in providing emergency services;
2. Lions who are willing to receive training from local agencies in emergency response techniques;
3. Lions Club

Non-Lion emergency responders such as:

4. Law enforcement personnel
5. Fire fighters
6. Emergency health services providers (paramedics)
7. Health care professionals
8. Public health and welfare workers
9. Aid agency workers
10. Transportation specialists who are familiar with highways, airports, seaports
11. Media representatives
12. Community leaders from local churches, businesses, etc.
13. Leo club members and other young people, including students.
14. People who share a common bond as emergency service providers are encouraged
15. To form a local Alert Lions Club. Emergency preparation can be an excellent way of gaining new Lions Club members.

DEVELOP AN EMERGENCY RESPONSE PLAN

Together, the Lions **ALERT** committee or Lions Club members can develop a plan customized for the needs of their respective area. The plan should identify local risk in their community.

The emergency 13 steps response plan includes specific instructions for coordinating emergency management.

The Lions **ALERT** committee should put in place procedures to evaluate, and modify, if necessary, their 13-step response plan on an annual basis. The committee should also identify a central meeting place that can be used as an operations centre.

Develop a list of resources.

Resource list from among Lions, e.g., a building that can serve as a shelter, members who are experienced in preparing meals for many people, medical experience, access to a warehouse, skilled carpenters, the availability of a large truck, childcare expertise, etc.



Lions Alert Plan guidelines for Emergency or Disasters

When a disaster or emergency occur clubs can follow the following guidelines:

1. Club President confirms the reported emergency and with Lions Alert coordinator estimates the overall magnitude of the damage or assistances needed.
2. Activate Lions Club members.
3. Arrange to meet at club house or where needed. Task members with functions. (Planning phase).
4. Do needs analysis of needs and resources needed to assist affected community. (Contact disaster management or other organisations, community leaders etc).
5. Identify the priorities of the affected people eg: (food, water, clothing, toiletries, Blankets, clothing, shelter, medicine, baby needs) List of Vulnerable Citizens
6. Collect the data of what is rapidly needed, and long term needed. Analyse the data that has been collected at points 4,5 and 6.
7. Identify a club member to be the communication person to facilitate all communications and telecommunications with other organisations or Lions Clubs.
8. Establish communication with the public and emergency services to make them aware of the Lion's logistic availability through local media or community leaders eg:(Drop off points or collection points, soup kitchen, collect and deliver supplies and food, service assistance).
9. Establish a log to document all process and procedures that were done and received.
10. Liaise with your local disaster centre and other organisations (build a relationship with your local disaster managers and centres).
11. Identify stakeholders (Other NGO's Emergency services and disaster management) transporters of people.
12. Estimate the additional support required from other Lions Clubs in districts for support if needed egg: (Funding, products, equipment or logistics support).
13. Estimate the additional support required from other Lions Clubs in districts for support if needed egg: (Funding, products, equipment or logistics support).

Four phases of emergency management



Preparedness:

- Involves the development of a plan of action in case of emergency. A Logistic operations centre and a practised emergency response plan are two elements of the preparedness phase. Example has a plan during lockdown how to serve the communities.
- Lions Clubs continuous cycle of planning, organizing training, equipping, exercising, evaluation and improvement activities to ensure effective coordination and the enhancement of capabilities to respond to major incident or disasters.

Response:

- Includes the mobilization of Lions Clubs and lions Alert Coordinators.
- Do a rapid need assessment.

Recovery:

- Aims to restore the affected area to its previous state, such as rebuilding destroyed property, infrastructure and re-employment.

Mitigation: (Prevention):

- Is a cost-efficient method for reducing the impact of hazards through preventative measures?

Levels of Emergency

Level One emergency

As a local emergency, a local response is needed.

- A house fire or localized flood may be an example of a Level One emergency.
- A single Lions Club may provide the affected people with assistance and supplies such as drinking water, food, shelter, or clothing.



Level Two emergency

- Affects a larger geographical area, flooding's, or fires may be an example of a Level Two emergency. A coordinated district response may be necessary for a Level Two emergency.
- At this level, governments and other relief agencies may become involved in relief efforts, as first responders. Districts may be eligible to request a Lions Clubs International Foundation (LCIF) Emergency Grant



Level Three emergency

- Affects hundreds or thousands of people. A multiple district or several multiple districts can provide aid for victims of a catastrophic event such as a tsunami or an earthquake. Governments and other relief organizations become involved in relief efforts, as first responders (Example Covid 19)



Needs Assessment

Needs assessment is how the Lions Clubs identify and measure the humanitarian needs of a disaster or incident affected community.

Basic Facts – Three key elements

1. **Where:** Locations where impact has been greatest
2. **Who:** Groups most in need of humanitarian assistance and/or most vulnerable
3. **What:** Sectors that required immediate action.

The assessment analysis should also identify gaps in capacity and the following:

- Socio-Cultural and Social- Demographic factors (Language, Social Bonds, Gender)
- Human resources
- Aid Materials
- Logistics
- Capabilities
- Coping Strategies

Special dietary also needs to be taken into an account. Religious considerations like (Halaal food) and dietary restrictions (Vegetarians, Diabetics)

- Clothing- If requests are made for clothing, specific details should be, mentioned, as to the type needed, and the group for whom it is intended.
- Baby and children clothing
- Hygiene items
- Toiletries
- Latrines/toilets with separate sections for men and women
- Food (cans and food that doesn't need to be cooked)
- Food rations
- Water, supply (approximately 15 to 20 litres per person per day)
- Mattress
- School items
- Diabetics people needs
- Vegetarian people

- Elderly people
- Handicap people
- Children
- Pregnant women
- Cooking essentials
- Eating utensils

Selection of needs assessment site

- Where: is the greatest impact?
- Where: Are the greatest needs?
- Where: Is the least assistance
- In which location can you have the most impact

Do proper Needs analysis before response what is been needed

- Preparedness planning;
- Survey and data collection;
- Interpretation;
- Forecasting
- Reporting and monitoring

Establish contact with person responsible for affected area

- Determine the accessibility to the affected area for both assessment and delivery
- Determine the availability of a distribution mechanism to distribute shelter and materials to those affected;
- Establish receiving venue for goods primary warehouse/club house and storage point
- Establish and account for monetary donations
- Transportation of people
- Proper shelter: Identify buildings which could serve as mass shelter and feeding centres
- Media inform and community of Lions involvement and capabilities

- Make sure of religions when distributing food to shelter areas
- Establish of soup kitchens at Shelter areas
- Feeding centres should be as close as possible to shelters.
- Planning for the storage of food, taking into account the climatic conditions, security and the possible need for vermin and pest control



Module 2: Safety

Introduction

Each Lions Club must ensure that a Lion's member is elected to ensure safety procedures are maintained in the club house and at all projects undertaken by the club. If a non-Lions venue is used for the purposes of performing a project, safety rules and regulations need to be obtained from the Organization hiring the venue to the Lions Club.

Why a Safety Programme?

- To review each club activity from a safety standpoint and identify potential hazards.
- To complete the self-inspection checklist for each activity and keep a copy on file.
- State of being safe, free from danger or risks and the prevention of physical harm.
- To make sure that we as Lions and Leos clubs are in line with Health and safety act 85 of 1993 South Africa.
- That we as Lions and Leos Clubs follow the Events Act of 2010.
- That we understand the SANS 10366 document regarding the events or gathering
- Employers, by **law**, must provide employees with a **safe** and healthy working environment. Occupational **Health and Safety** in **Namibia** is governed by the Labour **Act** Nr 11 of 2007 in conjunction with Regulation 156, 'Regulations Relating to the **Health and Safety** of Employees at work'.

The Role of Safety

- Preparation and monitoring of event
- Monitoring and coordinating safety performance.
- Manage the health and safety of attendees who are attending an event.
- Check the venue design.
- Risk analysis use of information to identify risk sources to estimate risk and to mitigate risk.
- Risk assessment, overall process of risk analysis and risk evaluation.

Recommendations

Review and put into practice/implement the Basic Safety Guidelines in the Lions Clubhouse/Premises where possible.

Each Lions Club or other organization should designate a Safety Officer with duties as follows:

- 1) Review the booklet LCI Liability Insurance Program (IA-3) and pages 18, 19 ,20 and 21 in particular as they apply to activities being planned.
 - 2) Review each Club activity from a safety standpoint and identify potential hazards.
 - 3) Complete the self-inspection checklist for each activity and keep a copy on file.
 - 4) Ensure that there is adequate supervision of the event for the protection of Lion members, spectators, participants and the public.
 - 5) Obtain Certificates of Insurance from circuses, carnivals, concessionaires, or other operators who conduct or participate in Lions events and have them name your Lions Club as additional insured.
 - 6) Gather all significant information on any incident that might result in a liability claim and report it promptly to the insurance company.
-

Emergency phone numbers

- Police
- Ambulance
- Fire
- Local Disaster Centre
- Hospitals
- Local Doctor, First Aiders or Rural Nurse
- Gas Supplier
- Electrical Supplier
- Water Services
- Food Suppliers
- Emergency accommodation organisations
- Health and Welfare organisations
- Other NGOS organisations.
- Vet, etc.



Lions Club Venue COVID-19 Self-Inspection Checklist

Club Safety Officer _____

Date: _____

Club Venue: _____

Date of Inspection _____

Please answer any questions that are applicable and correct noted deficiencies or additional information

DESCRIPTION	Y	N	N/A	Notes
Hand washing /sanitising stations at the entrance and exit of the club, events hall or outdoor venue				
Is the event or meeting outdoors (low risk) Level 1&2 - Max 250 persons Level 3 – Max 100 Persons or 50% of venue capacity				
Is the event or meeting indoors (high risk) Level 1&2 - Max 100 Persons Level 3 – Max 50 Persons or 50% of venue capacity				
Arrangements to maintain physical distancing 1.5 to 2 metres				
An attendance register is in place to record the contact details, for contact tracing if needed				
Symptom screening is in place				
Signage is visibly displayed to say no one will be allowed entry without wearing a mask				
Prominently display of hygiene signage are in place (eg. hand washing and sanitising practices)				
At toilets have clean running water, liquid soap and paper towel and a bin with plastic bag inside for the waste				
General cleaning is implemented to ensure that ALL frequently touched areas such as taps, basins, door handles, locks on toilets, dining tables, counter tops and sinks are regularly cleaned				
Is there provision in place for managing the flow of persons through the venue				

Inspection by: _____

Date: _____

Signature: _____



Lions Club Venue Self-Inspection Checklist

Club Safety Officer: _____ Date: _____

Club Venue: _____ Date of Inspection: _____

Please answer any questions that are applicable and correct noted deficiencies or additional information

Purpose	Items needed	YES	NO	N/A	Notes
Fire Fighting Equipment & Emergency Exits					
Non-cooking area	4.5 KG dry powder extinguisher				
	4.5 KG dry powder extinguisher				
Cooking area	1 Light duty fire blanket				
	9 Litre foam fire extinguishers				
Deep fat frying	1 Light duty fire blanket				
	Clearly marked identified exist signs				
Exits	More than one exit route				
	Are club banners and decorations sufficiently placed away from heat or flame sources to prevent catching alight?				
Fire Prevention					
Ablutions and Waste Management					
Female	1 Toilet per 100 female's attendance				
Male	1 Toilet per 500 male attendance, plus 1 urinal per 150 male attendance				
Waste	Is there Adequate bins and plastic waste bags in place				
	Is there a procedure/contract in place for waste removal?				
Parking and Crowd Control					
Parking & Traffic Control	Are entrances and Exits Clearly Marked?				
	Is lighting Adequate? (Min 75 Lux)				
	Is the parking area free of potholes, debris and has grass been cut?				
	Is the terrain flat without tripping hazards?				
	Is there adequate security provided?				



Lions Club Event Self-Inspection Checklist

Club Safety Officer: _____ Date: _____

Club Venue: _____ Date of Inspection: _____

Please answer any questions that are applicable and correct noted deficiencies or additional information

Purpose	Items needed	YES	NO	N/A	Notes
Fire Fighting Equipment & Emergency Exits					
Non-cooking	2 KG dry powder extinguisher				
Cooking	4.5 KG dry powder extinguisher				
	1 Light duty fire blanket				
Deep fat frying	9 Litre foam fire extinguishers				
	1 Light duty fire blanket				
Exits	Clearly marked identified exist signs				
	More than one exit route				
Ablutions and Waste Management					
Female	1 Toilet per 100 female's attendance				
Male	1 Toilet per 500 male attendance, plus 1 urinal per 150 male attendance				
Waste	Is there Adequate bins and plastic waste bags in place				
	Is there a procedure / contract in place for waste removal?				
Parking and Crowd Control					
Parking & Traffic Control	Are entrances and Exits Clearly Marked?				
	Is lighting Adequate? (Min 75 Lux)				
	Is the parking area free of potholes, debris and has grass been cut?				
	Is the terrain flat without tripping hazards?				
	Is there adequate security provided?				

	Is the local police used to assist with traffic control?				
	Are Parking/Traffic controllers issued with reflective vest to make them visible?				
Crowd Control	Is there adequate signage to direct the flow of patrons in and out of the venue?				
	Is there sufficient security/ushers to assist with the flow and control of patrons?				
	In an emergency is there a procedure for crowd control?				
	In the event of a power failure, is there adequate back up lighting in order for the patrons to see where they are going?				
Indoor Event Safety					
Indoor Events (Buildings, Tents and/or Arenas)	Are Premises neat and clean				
	Are there adequate Entrances and Exits? (Can all patrons be evacuated from the venue in 8 min)				
	Is the legal capacity displayed and is there a control measure to ensure no overcrowding?				
	Does the Venue have adequate Fire Extinguishing equipment? (Please State)				
	Are all fire extinguisher serviceable? (Inspection date Current and Pressure gauge in the green)				
	Are NO SMOKING signs posted in non-smoking areas?				
	Is emergency Lighting Provided in the event of a power failure?				
	Is there a public Address System in place? (Please state method in Notes)				
	Are all isles and walkways unobstructed?				

	Are all stairways and elevated platforms equipped with handrails of at least 900mm height?				
	Is all Seating adequate and structurally sound?				
	If using a Tent, are all steak and guide ropes adequately marked for visibility to prevent tripping over them?				
	Has the tent been signed off by the Local Fire Safety Officer? (Should be arranged by the tent hire company)				
Outdoor Event Safety					
	Are the premises free of hazards to the public?				
	Are there adequate space between activities and Spectators to prevent injury from activities?				
	Are participants of legal age and physically fit to engage in an event activity?				
	Are patrons and participants exposed to ant hazardous activities?				
	<i>If "Yes" to the above question, please state how they will be protected.</i>				
	Is there a disclaimer that will be signed to protect Lions Club Members?				
	Is there an emergency procedure in place in the event of any emergency?				
	If the patrons are more than 500, will there be an ambulance in attendance?				

Food and Hygiene

Food Services	Is food fresh and suitably refrigerated?				
	Is packaged food within its expiry date?				
	Is there adequate hand washing facilities?				
	Are knives with sharp edges properly stored?				
	Are event decorations sufficiently placed away from heat or flame sources to prevent catching alight?				
	Are food waste bins provided?				
	Are patrons prevented from entering the food preparation/cooking areas?				

External Operators/Contractors/Concessionaries

External Providers	Are External parties adequately qualified and approved for delivering their specific service?				
	Do the External Parties have adequate liability cover?				
	If external Contractors are registered companies, do they have the necessary Letter of good standing from the Compensation Commissioner?				
	Does the Club have the Liability cover from Lions International?				
	Are non-company registered parties included in the clubs International Lions Liability cover?				

Alcohol at an Event

Liquor Safety	If selling alcohol at an event, do you have adequate Liability cover?				
	Do you have the necessary Liquor licences for the Event				
	IF external alcohol provider, do they have the necessary Liquor licences?				
	<i>*Please note that if liquor is sold at a Lions Event, the Lions International Liability Cover will be voided.</i>				

Event Medical Response					
Medical Response	Do you have adequately Trained First Aiders for Events smaller than 500 persons				
	Are First Aiders Provided with the correct Regulation 3 First Aid Boxes?				
	Are First Aid stations adequately sign posted with the First Aiders name and contact details.				

Additional Notes:

Inspection by: _____ Date: _____

Signature: _____

How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

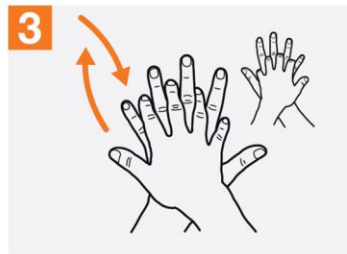
 Duration of the entire procedure: 20-30 seconds



1a Apply a palmful of the product in a cupped hand, covering all surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



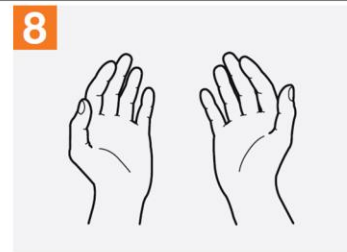
5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clapsed in right palm and vice versa;



7 Rotational rubbing, backwards and forwards with clapsed fingers of right hand in left palm and vice versa;



8 Once dry, your hands are safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care


SAVE LIVES

Clean Your Hands

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How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 **Duration of the entire procedure: 40-60 seconds**



0 Wet hands with water;



1 Apply enough soap to cover all hand surfaces;



2 Rub hands palm to palm;



3 Right palm over left dorsum with interlaced fingers and vice versa;



4 Palm to palm with fingers interlaced;



5 Backs of fingers to opposing palms with fingers interlocked;



6 Rotational rubbing of left thumb clasped in right palm and vice versa;



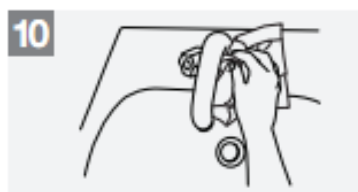
7 Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



8 Rinse hands with water;



9 Dry hands thoroughly with a single use towel;



10 Use towel to turn off faucet;



11 Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

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IDEAS OF PRACTICAL HOMEMADE HAND WASHING STATIONS



Important to wash your hands with soap for 40-60 seconds



Note:

At toilets in your club house, use paper towels instead of towels and always have a bin with a plastic bag inside where used paper towels can be placed in.



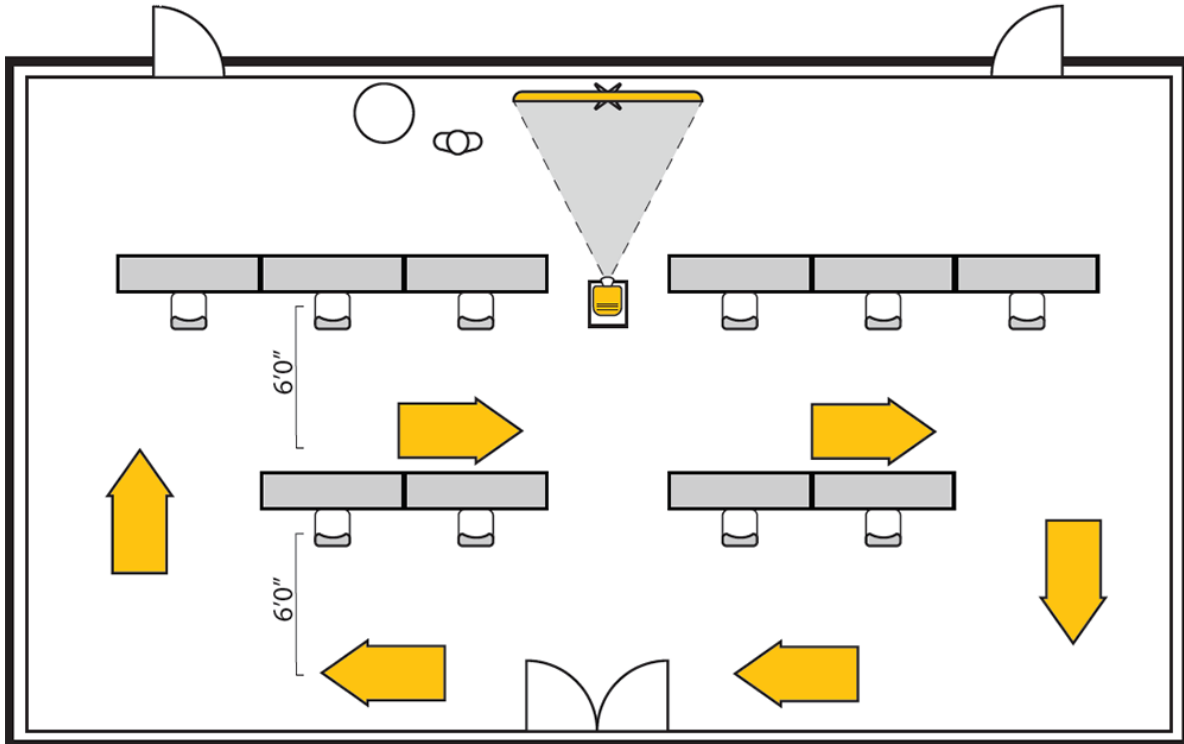
USING OF HAND SANITISER



Benefits of waterless hand sanitiser:

1. Requires less time than hand washing.
2. Acts quickly to kill micro-organisms on your hands.
3. Is more accessible than sinks.
4. Reduces bacterial counts on hands.
5. Does not promote antimicrobial resistance.
6. Is less irritating to **skin** than soap and water.
7. Some can even improve condition of your **skin**.

Safe meetings layouts





MD410 LOUIS VOLKS DISASTER RELIEF FUND



CRITERIA & APPLICATION

OBJECTIVE:

The objective of the MD410 Louis Volks Disaster Relief Fund is to provide immediate emergency relief assistance to victims of natural or man-made disasters. This is done via the Lions Clubs of Multiple District 410. This assistance is available for relief aid in the aftermath of earthquakes, hailstorms, fires, flooding, drought caused by either natural disasters or as a consequence of man-made disasters e.g. arson.

APPLICATION AND CRITERIA REQUIREMENTS:

Relief funds are available to Lions Clubs in amounts not to exceed R10 000 per project and is to be utilised for the distribution of immediate relief aid to victims of serious natural disasters where 50 or more people have been displaced or affected. The respective Lions Club within MD410 must submit the application request for funds, providing specific details including a needs analysis regarding the damages sustained and specifying what said funds will be utilised for. The Club Presidents and Club Alert Co-ordinator should both sign said application. The District Governor of the specific District under which the requesting Lions Club falls would need to sign (either physically or electronically). The application and forward to the Council Chairperson and Council Treasurer of Multiple District 410 for final approval. Applications can be submitted via email.

The Council Chairperson of Multiple District 410 in conjunction with the Council Treasurer of Multiple District 410 has final approval authority for the release of funds up to a maximum of R10 000 per application. These funds are to be utilised in providing immediate needs including the purchase of food, bottled water, clothing, blankets, medicine, etc.

The funds may not be utilised for non-immediate needs such as providing shelter, rebuilding damaged facilities and homes. For this purpose, an LCIF Emergency Grant Application would need to be done.

APPLICATION CRITERIA:

- Applications will be considered for situations evidenced by an urgent need for water, food, clothing, medical supplies, blankets, etc. The District Governor of the respective District will ensure that the project relief effort is oversee that the relevant Lions Club leads the distribution of all goods provided from the funds provided by the MD410 Louis Volks Disaster Relief Fund.
- A Lions Club who receives the funds from the MD410 Louis Volks Disaster Relief Fund is obligated, within 30 days to supply a full report with supporting documentation (cash slips, photographs, etc.) to the District Governor of the respective District, Council Chairperson and Council Treasurer of Multiple District 410.
- Funds from the MD410 Louis Volks Disaster Relief Fund shall not be given or used to provide direct cash assistance to disaster victims.

DISASTER DETAILS:

The respective Lions Club should answer the following questions in detail. It is important that as much information as possible is provided about the damages sustained. A delay in providing this information will delay processing and release of the funds from the MD410 Louis Volks Disaster Relief Fund by the Council Treasurer of MD410.

1. When and where did the disaster occur? (Specify municipal area).

2. What is the extent of the damage, deaths and injuries? How many homes and families were affected?
3. What current relief efforts are underway by the community, relief agencies and Lions?
4. What is the Lions Club's plan of action to purchase and distribute immediate relief aid such as food, clothing, blankets, bottled water, medical supplies and similar items?

When all information is received by the Council Chairperson undersigned by the respective District Governor and if it meets the Criteria, the request will be sent to the Council Treasurer for payment into the respective Lions Clubs Projects Account.

CERTIFICATION BY DISTRICT GOVERNOR:

This is to certify that I have reviewed the MD410 Louis Volks Disaster Relief Fund application and endorse the need for funds and will ensure that proper and efficient administration of the relief funds to purchase and distribute only food, clothing, blankets, bottled water, cleaning supplies, medical supplies and similar items via the Lions Club of _____

District _____ Nature of Disaster _____

Date Disaster Occurred _____ Date of Request _____

District Governor's Signature _____

Telephone Number _____

E-mail Address _____

CERTIFICATION BY COUNCIL CHAIRPERSON:

Council Chairperson Signature _____

Telephone Number _____

E-mail Address _____



HONOR THE “CODE OF CONDUCT”

In 1994, the International Red Cross and Red Crescent Movement adopted a Code of Conduct for relief aid workers. Principal commitments of the code are:

- The humanitarian aid imperative is first and foremost.
- Aid is provided regardless of race, creed, or nationality of the recipients and without adverse distinction of any kind. Aid priorities are calculated on the basis of need alone.
- Aid is not to be used to further a particular political or religious standpoint.
- Aid is not to be used as an instrument of government foreign policy.
- Aid agencies should respect culture and custom.
- Aid agencies should attempt to build disaster response on local capacities.
- Ways should be found to involve program beneficiaries in the management of relief aid.
- Relief aid should strive to reduce future vulnerabilities to disaster as

Partnerships with the International Federation of Red Cross (IFRC)

Lions Clubs International (LCI) and the International Federation of Red Cross have signed a memorandum of understanding between the two institutions, so as to strengthen the role the volunteers play in preparing for Disasters and in responding to disasters and Emergencies at a local level. (Lions Alert document)

FOR MORE INFORMATION

For additional information about the Lions **ALERT** Program, contact:

LIONS CLUBS Districts Alert Chairman’s W O R E

Lions Web site: <http://www.lionsclubs.org>

REFERENCES

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3. Disaster Risk Management Act 10 of 2012, Namibia
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