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Emergency Management & Relief Manual

For the

Louisiana State Council
Knights of Columbus

2016 – 2017

Introduction

This manual is intended primarily for use by Grand Knights, District Deputies, Diocesan Directors and the Louisiana State Council of the Knights of Columbus responsible for developing and maintaining state and local emergency support and relief. The manual provides guidance for planning each of the four levels of leadership described within.

While the state law does not include charitable organizations such as the Knights of Columbus, it is important that we develop our own emergency plan in support of the basic idea of “being prepared” for an event. The history of storms on or near the coast is still fresh in our memories. Implementation of this plan should alleviate many problems of the past. When you receive this manual, we ask that you do not delay in its development and implementation. All councils and districts should have completed and updated plans prior to another hurricane season.

If your council spends a little time in preparing for an event, the benefits to the council will be tremendous. First, members see the benefit of helping each other firsthand, the basic concept of Fr. McGivney. Second, by having a disaster drill that can be publicized to the parish, you will have added emphasis for your membership drive and charity fund raising. You may also pick up those parish members that may have not had an interest in joining. And third, it may improve communications within your council members that are infrequent attendees. The council can also solidify the efforts of ministries and other groups within the parish, and other parish faith based charities.

We also need to be reminded that this plan is for all types of disasters. Field and forest fires, tornadoes can all bring widespread devastation. And, who can predict what political threats may do to our communities? Please be aware of these issues as your council develops their plan.

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Section C- The Council

Introduction: The council is the basic building block for this plan. Council responsibilities are two fold, planning and initiating relief. Your council also has the resources and manpower to make things happen. Of course the council

membership is the recipient of the works of charity. Therefore the manager of the plan at the council level needs to be a conscientious individual.

You should be cautioned not to wait too long before your council acts on this initiative. People have a habit of forgetting the loss of life and homes after hurricanes Katrina and Rita. Plan now and review periodically.

Position of Responsibility: The council EMR Coordinator (CEC) reports directly to the District Deputy during an event.

Responsibility: The Grand Knight appoints the CEC. Council officers and the CEC are responsible for: the plan's development and its implementation, and submitting the Disaster Relief Request form. The CEC should be able to report and discuss the check off sheets included in the plan with the DD. The CEC has the responsibility to understand and maintain the plan on the council level. The check off sheet is a basic guideline and should be modified to your council needs. The GK should also appoint an assistant CEC in case the CEC is unable to perform his duties in time of emergency.

Step One: Build a list of all council members with all their current phone numbers. Then the CEC should add to the list any important information that may be helpful during or after an event. This information should include transportation needs, physical disabilities and medical conditions of the members and family. This will be useful during evacuations. The CEC should also ensure that his name and council officers are on the state website.

Step Two: Discuss with the council officers the extent of involvement of the council during and after an event. The CEC will initiate a plan that shows how that involvement will proceed. This involvement will have to be funded by the council.

Therefore the council needs to plan how and when those funds will be raised. In other words, will the council raise funds before the event happens or wait until the need arises? The actual process of step two may be a joint effort with the Council Program Chairman since he also has knowledge of brothers that are key to the council.

Council's Ability to Respond

1. Coordinator – has to pre-plan
2. Plan – needs to reflect needs
3. Assets- tangible and real
4. Call list- has to be current
5. Annual Review- by council and DD
6. Education plan for church
7. Ability to mobilize by a call list

Council's with halls or Church Facilities

1. Size- floor plan w/sq. feet
2. Age – built and updates
3. Storm Proof
4. Highway location
5. Kitchen capacity
6. Power backup plan
7. Lavatories/showers
8. Storage
9. Council funding
10. Manpower
11. EMRC plan
12. Parking

Step Three: Inform the DD the involvement the council will implement during and after the event. The CEC will provide the DD with the council list and action plan in written and electronic formats. Both of these are important to the DD.

Step Four: Conduct and actual practice call up of all council members. Each team should have eight to ten members to call. Repeated attempts to reach members is recommended.

Submitting Relief Form- When a member needs financial assistance the CEC should complete the Disaster Relief Request form and submit to EMRC. Should the CEC not have access to the internet, he should contact his DD or his K of C insurance agent and relay all required information.

Section D – District Deputy

Introduction: The District Deputies are an important link between the councils and the Area Coordinators. This is important due to the fact that there can be many councils in each Area of the state. As everyone knows, during an emergency situation, time is critical. After all, the Diocesan Directors also has his family

responsibilities. Therefore, the DD's can survey their four or five councils much more efficiently.

Position of Responsibility: Reports directly to the Diocesan Director during an event. All CEC's within his district will report to him or his partner DD.

Responsibility: To link information from your councils with the Diocesan Directors. You will maintain phone and email list of each council in your district. You need to remind each GK and CEC the importance of these two items. Above all remind councils that in today's society we change mobile numbers frequently, therefore semi-annual updates and practice call-up drills are important. The DD needs to have a list of each councils support abilities and action plan.

Each DD should partner with another adjoining DD if he is unable to provide support. Then the partner DD has the ability to communicate with councils of that district. Remember basic concept of this plan is to be able to communicate member information that can be important to their safety and well being.

Step One: Meet with GK's and their CEC to go over the EMRC manual. You should ask them to download it off the Louisiana KC website. You should explain the development of their council plan. Should you be unable to answer their questions, you should forward them immediately to Diocesan Directors. The DD should help with the four or five councils. By the end of the meeting, each council should have an outline of what they need to develop with a time-line with dates for completing each step. The DD should maintain information from these meetings for reference.

Step Two: DD's should develop your own time-line which will allow you to monitor your council's progress. When all your councils have completed all four steps from Section C, you will notify your Diocesan Directors and the State EMRC.

Step Three: DD will visit council halls and church facilities to review capability to support area needs. This will provide you with valuable information for an event. You should briefly describe each council's ability in writing to the Diocesan Directors.

Step Four: DD will annually review each council's plan and grade the success of the call up. Submit review to Diocesan Directors.

Section E – Diocesan Directors

Introduction: The Diocesan Directors position will be utilized on rare occasions. But when the occasion arises, you must be ready and know your duties described below. You will not have time to learn what to do when an event occurs. It is also understood that your position may be difficult since your duties are in conjunction with your family life during this crisis.

The AC needs to mirror the activities of the DD. Obviously your activities will include the entire Area. It is important for you to monitor and assist the DD's in the completion of their plan. THE AC will have area information that will be needed to be conveyed to all the DD's in your Area. The AC will need to keep a binder with a list of all the DD's and their councils including their rosters. You will need a list of resources and contacts of council halls and church that will be able to offer shelter and or assistance. You will work with the Louisiana State Council and EMRC in formulating a list of local agency assets and support. Local charities may include Catholic Charities, St Vincent de Paul, United Way, Salvation Army and local and State and federal agencies. Therefore the AC needs to periodically update the list of assets and contact numbers.

Position of Responsibility: You will report directly to the LSC EMRC during an event. All District Deputies will report directly to the Diocesan Directors.

Responsibility: The Diocesan Directors is responsible for coordinating all District Deputies and their councils during an event. His duties include.

1. Ensuring DD's are current in their EMRC duties
2. Coordinating Area wide relief efforts With council activities
 - Interacting with other Areas
 - With local charities
3. Be aware of local charities, their contacts, resources and needs.
4. Be aware of any clergy that may need assistance in the event of evacuation

Section F – State Emergency Management and Recovery Coordinator (EMRC)

Coordinator Activities and Responsibilities

Position of Responsibility: Reports directly to State Deputy during crisis periods.

Responsibility:

1. Develops and manages the Emergency Management and Recovery Plan and presents changes to Louisiana State Council.
2. Coordinates communication process during events deemed as a crisis situation by the State Deputy.
 - a. This process will involve requesting information from appropriate Diocesan Directors and or District Deputies concerning severity of the situation. If any brother Knights are involved and what assistance is needed.
 - b. Provides situation updates to State Family.
 - c. This process involves notifying District Deputies of affected areas of various types of assistance available.
3. Coordinates Area and Council manpower assistance for involved areas.
4. Coordinates assistance from area agencies involved with the crisis.
5. Coordinates monetary assistance from State Charities for Brother Knights and their families affected by the crisis.
6. May recruit and appoint area assistant coordinators to aid in fulfilling duties and process requirements.
7. Assist Training in order to provide Area and Local councils with knowledge of their involvement in the EMRC program.



Knights of Columbus

Louisiana State Council

Disaster Relief Request

Please use Arrow or Tab Key to move between cells and enter data in non-shaded fields only.

Recipients Name:	
Title:	
Membership No.:	
Council No./ Location:	
Address:	
Phone:	
Email:	
Brief Description of Need: Attached pages ?:	
Amount Requested:	
Request Submitted by:	
How are Local Councils and Chapter Helping?	
How many Knights and their Families are involved in the project?	
Other Sources of Revenue solicited to assist in this project?	

Louisiana State Council Use Only

EMRC Amt. Appvd

EMRC Approval	By:		Date:
Request Approved:	By:		Date
Request Approved:	By:		Date:
Amount Approved:	~		~
Paid:	Date:		Check No.:
Not Approved:	By:		Date:

Email completed form to:

Bill McCrossen – wjm4727@hotmail.com

James Riente-jriente@yahoo.com