

POSITION DESCRIPTION:

Rotary Club Disaster Preparedness Coordinator

As your club's Primary Contact for Disaster Preparedness and Response, you are expected to ...

- Take steps to prepare yourself and your family to be self-reliant for 72 hours.
- Implement household hazard mitigation steps.
- Maintain a current club roster with cell phone + home phone + business phone numbers and home street addresses. Copies at the office and in your car.
- Coordinate post-incident distribution of "Haves" to those with "Needs." Document.
- Contact District Disaster Preparedness Task Force: report status, needs and haves, and intent. Document.

Delegate to Assistants and interested club members:

- Produce & deliver a "Preparedness Minute" at your club's regular meeting at least monthly (e.g. at 2nd meeting of every month.)
- Create and maintain a Club survey of skill-sets, and resources. Update annually.
- Prepare and maintain a rapid call-down "phone-tree" for rapid communication with entire club. Update quarterly, with updated roster.
- Following an incident, initiate assessment efforts: reach out to club members to determine their "needs" and their "haves." Document.
- Establish contact with locality Fire Department, Volunteers Active in Disasters (VOAD), major churches.

Equipment:

- Have a suitable cell-phone charger unit in the car you use every day.

Training/ practice:

- Complete FEMA self-study course "IS- 22: Are You Ready? An In-depth Guide to Citizen Preparedness."
- Organize and conduct one "re-call" exercise annually for your club.