



# HOW TO DEVELOP A LIONS ALERT PLAN

to define Lions ALERT team responsibilities, tasks, procedures, and actions as well as receive advance training and certification or credentials required of volunteers in a disaster site.

- Begin by reading the **Lions ALERT Emergency Preparedness Guide** (IAD 911) available on the Lions Web site.
- During your next club meeting, introduce the Lions ALERT Program. Ask the club president to **appoint a chairperson** to investigate the possibility of developing a Lions ALERT plan. Ask the chairperson to report back to the club.
- The Lions ALERT chairperson should **meet with the local emergency manager**. This may be a government official or a disaster relief expert from a non-government authority such a local chapter of the International Federation of Red Cross and Red Crescent Societies. Ask how Lions can help in the event of a natural, man-made, or healthcare emergency. For ideas, review the Lions ALERT Disaster Relief Opportunities checklist.
- Report back to the club. **Vote on the suggested involvement of a Lions ALERT team**. If the club approves, form a Lions ALERT team committee.
- Develop a list of resources** 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.
- Meet with the emergency manager. Discuss Lions resources, assistance and expertise. **Together, develop a Lions ALERT plan**. Ask the club to review and approve the Lions ALERT plan.
- Participate in local **emergency preparedness drills**. Work with other local emergency preparedness organization as well as other local lions ALERT teams. If necessary, amend the Lions ALERT plan.
- Meet annually with the emergency manager** to review and update the Lions ALERT plan.

The information provided in this checklist is intended as a guideline. Lions should work with local emergency officials and first responder organizations to define the Lions' role, responsibilities and operational actions needed for a coordinated response. For detailed information and resources on developing a Lions ALERT emergency preparedness plan, view Lions ALERT (IAD 911) and the Lions Web site ([www.lionsclubs.org](http://www.lionsclubs.org)).