



THE AMERICAN LEGION CALIFORNIA DEPARTMENT



DISASTER PREPAREDNESS & EMERGENCY RESPONSE PLAN



**A Department Guide for Districts, Posts and Legionnaire's in Preparing for,
Training, and Responding to Disasters and Declared Emergencies**

Adopted: 29 June 2013



AMERICAN LEGION
CALIFORNIA DEPARTMENT



DISASTER PREPAREDNESS
& EMERGENCY RESPONSE PLAN

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Prepared by: Michael L. Brimer
Disaster & Emergency Services Commission
Reams Post 182, Suisun City, CA
707-429-4720 (h)

**THE AMERICAN LEGION
CALIFORNIA DEPARTMENT**

**DISASTER PREPAREDNESS
& EMERGENCY RESPONSE PLAN**

Goal: To provide guidance to the American Legion members of the California Department on preparing and training themselves, their families, Posts and communities for future disasters and emergencies; and to detail a coordinated response and emergency relief effort during such times in a manner consistent with both Legion guidance, Department plans, resolutions and existing agreements, as well as local, regional and statewide agencies and organizations.

ACTIVATING THIS PLAN

This plan should be activated during situations that require a response beyond the scope of normal day-to-day community emergency operations. Consider this Plan to be officially activated when:

- A notice of the existence or threatened existence of a **LOCAL EMERGENCY** has been proclaimed in a City or County.
- The Governor has proclaimed a **STATE OF EMERGENCY** in an area that includes any part of the counties in the American Legion's California Department service area.
- The President has declared a **NATIONAL EMERGENCY**.
- There is a proclamation of a **STATE OF WAR EMERGENCY** as defined by the California Emergency Services Act.
- There is a **TERRORIST ATTACK WARNING** or the observation of a **WEAPON OF MASS DESTRUCTION (WMD)** in any area served by the American Legion's California Department.

Other Organizational Plans

Each city and county maintains a detailed Emergency Response Plans. Non-government organizations (NGOs) like Red Cross and Salvation Army also have such plans. This document represents the American Legion California Department Emergency Plan. It provides procedures that will be put into effect within the State during times of emergency. This document is designed to be subordinate to all other plans, but used in conjunction with them. It provides specific technical guidance to all Districts and Posts in preparation for, and response to, disasters and declared emergencies.

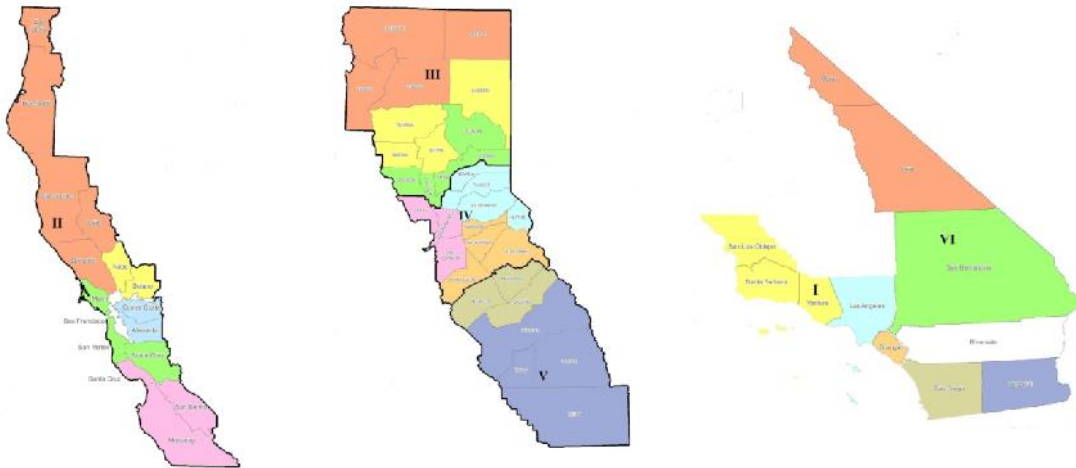
Emergency preparation and response checklists are provided as Appendices in the back of this document. If an emergency is declared, go directly to those appendices for specific tasks to be accomplished.

BACKGROUND

Most emergencies are handled at the local level by first responders (i.e. medical, fire, law enforcement). This puts a tremendous responsibility on each community for taking care of its own citizens. If an emergency is larger than the community can handle, then mutual aid requests are activated. This brings in first responders from other nearby communities, and may require the activation of the County Emergency Operations Center to coordinate the response.

If the event is large enough to overwhelm a local mutual aid response, and people are evacuated or displaced, then emergency proclamations are made at either the local, regional, state or national level (depending on size), and the amount of personnel, equipment and supplies sent to the area to deal with the disaster will be expanded as necessary. This is referred to as the “SEMS” format – California’s State Emergency Management System.

The State of California operates the *Emergency Management Agency*, which maintains three (3) administrative regions (inland, coastal, southern) to coordinate responses to disasters. The regions serving California Department Areas are:

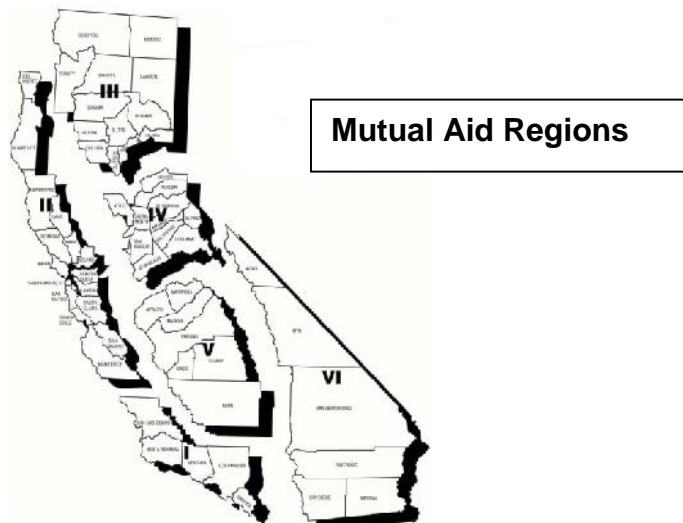


COASTAL REGION

INLAND REGION

SOUTHERN REGION

The California EMA has divided the state into six (6) regions to coordinate mutual aid in response to regional fires and rescue emergencies.



American Legion Overview

The American Legion recognizes that there are a variety of emergencies and disasters that may require its Posts and members to respond. Each response is based on the type of situation, and could require Legionnaires to take one or more of the following actions:

- Shelter in place from several hours to several days.
- Evacuate to a local shelter.
- Travel to other locations completely out of the area.
- Assist nearby neighbors.
- Assist other neighborhoods or the entire community.
- Open the Post for use as a shelter or an emergency meeting place.

Therefore, The Legion encourages all its state Departments, Districts, Posts, and individual members to be prepared to respond to any of these situations by planning, equipping, and training themselves, their families, their Posts, and their communities.

This Plan has been adopted by the American Legion's Department of California to provide general disaster and emergency response guidelines to all Districts and Posts in California in preparing for and responding to disasters within the State. All Plans adopted by Districts and Posts are to be considered subordinate to this Plan and should be designed to provide more specific detailed guidance for all Legion members.

It is not widely known, but The American Legion entered into an agreement with the Red Cross ("Disaster Relief Understanding ARC 1581"). That agreement provides a broad framework for cooperation between the two organizations at all levels in cases of larger declared emergencies where people are evacuated or displaced. If requested, the Legion has agreed to work to the fullest extent possible to provide its physical facilities (i.e. Posts) to the Red Cross for emergency sheltering, feeding, and disaster service centers. This means every Post must be ready to respond if asked.

The Legion also signed an affiliation agreement with Homeland Security in 2005 to support the operations of the newly formed Federal *Citizen Corps*. It then adopted Resolutions 97 & 98 in 2006 which encourage Departments, Posts, and Legionnaires to get involved in local *Citizen Corps Councils*, and to assist both individual citizens and entire communities get prepared for future disasters and emergencies. Posts are encouraged to help create and distribute individual emergency kits for both children and adults, and to help develop community / organizational / church disaster response plans. Individual members are encouraged to both remain prepared themselves, and assist their posts in helping other families, schools, workplaces and their communities in becoming prepared as well.

Therefore, a comprehensive Department disaster preparedness and response strategy is necessary to implement the goals in Resolutions 97 and 98, and to prepare Posts and their Amateur Radio clubs in California to coordinate with Red Cross and other local organizations.

With this background in mind, this Disaster Preparedness & Emergency Response Plan is designed to help each member, as well as Post, District, and Department leaders to prepare themselves and their communities to respond to emergencies and disasters.

DEFINING EMERGENCY MANAGEMENT

Emergency Management consists of 4 phases: 1) Preparedness; 2) Response; 3) Recovery; and 4) Mitigation. The goal of this *Disaster Preparedness and Emergency Response Plan* is to detail how the officers and members of all Districts and Posts should be organized, equipped, and trained to respond to disasters. It also details how all Legionnaires and their families should be prepared for disasters and emergencies. Finally, it describes what an appropriate level of Legion response should be *during* emergencies or disasters; what types of assistance the Legion could offer afterward in the *recovery phase*; and how the officers and members of the Legion can assist in mitigating the impact of future disasters and emergencies in their own communities.

Preparedness

The first phase of Emergency Management is *Preparation*. Preparation for future emergencies or disasters is a constantly evolving effort consisting of 5 basic integrated tasks:

1. Planning for emergencies and disasters.
2. Coordinating the plan with other groups.
3. Acquiring and storing appropriate equipment and supplies.
4. Recruiting, qualifying and training personnel.
5. Conducting practice exercises.

• **Planning**

This Plan is designed to provide both very broad, statewide guidance to coordinate statewide Legion efforts in both preparation and response. This Plan is also designed to provide specific, detailed guidance to District Officers on their responsibilities and tasks (see “District / Area Standardized Disaster Emergency Event Report” in the Appendix). To provide guidance to local Posts during emergencies, a “Post Emergency Response Checklist” is also provided as an appendix to this plan.

If a local Post has taken steps to authorize and create an Amateur Radio (Ham) Club, the members of the Club should have readily available, up-to-date set of local and regional maps, frequency lists of other local clubs and emergency contacts, as well as equipment and other supplies that will enable the Club to be an effective resource during an emergency. The Club should maintain a response plan that can be followed when necessary. The Club and its members should also work closely with the local area Emergency Operations Center, which can offer both training sessions and familiarity with the local emergency response system in case they are needed.

In addition, each radio club should be prepared to deal with the possibility that its own building may be severely damaged, and have in place a “continuity plan” that includes optional meeting places, off-site backup power supplies, maps, charts, and other items.

• **Coordinating With Other Groups**

Each level of government (city, county, state, federal) employ emergency responders in three main categories – fire, medical, and law enforcement. In addition, the State of California operates both the Army and Air National Guard that can respond to major emergencies or disasters if ordered by the Governor. Depending on the size of an event, the Federal Emergency Management Agency (FEMA) may be requested to mobilize to provide additional resources.

Non-governmental agencies (NGO's) such as the American Red Cross, Salvation Army, and various religious organizations are prepared to provide assistance.

The American Legion agreement with the American Red Cross stipulates that a close working relationship between local Posts and Red Cross chapters be maintained. In addition, the Legion's Emergency Response guidebook calls for Post Amateur Radio Clubs to work with Veteran's Administration facilities to help establish ham radio capabilities within each hospital, clinic, and other sites.

To assist in this effort, the American Legion published a booklet entitled "**Disaster Preparedness and Response for American Legion Posts**", and has made it available through normal distribution channels and over the internet as a downloadable pdf document. The booklet includes a 3 page checklist, as well as a "how to" guide to working with local governments and groups.

Post Amateur Radio Clubs should interact with other local and regional radio clubs, meeting with them and coordinating plans and equipment formats.

Simply put, the American Legion at each level must stand ready to react and assist when asked. Legion officers should have a working knowledge of the corresponding response agencies and NGOs at their particular level; have a working relationship with those corresponding agencies; and ensure their Emergency Plan is compatible with other plans far in advance of any event taking place.

- **Acquiring and Storing Supplies and Equipment**

The need to acquire emergency response supplies and equipment will be different at each level within California. At the individual member level, each adult family member is encouraged to create and maintain an emergency "go bag" that can be used to supply 1 or 2 people for the first 3 days if they are required to relocate (see "Go-Bag" Appendix for a recommended list).

At the member's home level, each residence is encouraged to be supplied with both food, water, tools, and equipment to supply everything necessary to shelter in place for at least seven (7) days or more without electricity or water. Each workplace is recommended to be supplied with those items necessary to provide each employee with the ability to shelter in place for up to three (3) days.

At the Post level, each Post faces a different range of potential disasters and emergencies from floods to earthquakes, forest fires to chemical spills. To assist their members, as well as the local community, each Post should consider preparing to be an emergency shelter or a meeting place. If possible, Posts should maintain supplies and equipment necessary to handle an initial surge of requests for shelter and/or assistance. Within 2 or 3 days, the Red Cross and other NGOs will respond by setting up emergency shelters and providing additional supplies and equipment as necessary, relieving the Post of any further demands for emergency supplies.

Each Post Amateur Radio Club should also be prepared to activate emergency nets and to maintain operations for up to seven (7) days, 24 hours per day (see Base Station Equipment List Attachment for a recommended Club equipment list).

If a Post elects to stockpile supplies and equipment, the annual Post budget should include adequate funds to acquire and later update upwards to 20% of the supplies and equipment it deems necessary, with the goal of being fully equipped within the first five years, then upgrading or rotating 20% of emergency supplies or equipment each year thereafter.

- ***Recruiting, Qualifying & Training***

Recruiting in the American Legion means to actively work to bring in new members. Internally, each Post is also encouraged to recruit its own individual members to become actively involved in its disaster preparedness programs by joining the Post's American Legion Emergency Response Team (ALERT), the Post's Amateur (Ham) Radio Club or to support local community preparedness events and activities.

Members of the Post's ALERT team should be committed to becoming trained and equipped at their own expense if necessary, and to respond to an emergency or disaster if requested. Members of the Post's Amateur Radio Club should be either FCC licensed or interested in becoming licensed, committed to becoming trained and equipped at their own expense, and be able and willing to respond to an emergency or disaster if necessary.

One of the tasks of the Post's ALERT Chair will be to actively recruit Post members to the ALERT program, and to promote and coordinate emergency preparedness training for both ALERT members and the Post.

Training includes individual, groups or teams, and entire Posts, and should include:

- Red Cross disaster preparedness presentations.
- Red Cross Shelter Operations training.
- FEMA on-line preparedness and response courses.
- Local fire department CERT training.
- Pamphlets, brochures, flyers.
- Articles in Post newsletters.
- Exercises and practice radio club nets.

Posts are encouraged to conduct youth and community outreach programs to teach preparedness, promote disaster kits / disaster readiness drills in their communities and assist in general community outreach.

- ***Conducting Practice Exercises***

Each Legionnaire has a role to play during an emergency or disaster. That role can be simply protecting themselves and their families, or more complex, by helping neighbors or the entire community. Responding correctly and effectively requires each of us to not only have a plan, but to practice it.

Legionnaires actively involved with the Post's ALERT team or the Amateur Radio Club are expected to conduct regular periodic practical exercises to maintain their ability to respond properly if asked. Each participant must:

- Learn the Post's Emergency Response Plan.
- Become familiar with response procedures, processes, forms, contacts, etc.
- Be properly equipped to respond.
- Be prepared to complete their assigned tasks, plus the tasks assigned to others if they are unable to respond.

Practice exercises should take place at least twice per year – once within the team or club, and once per year with outside organizations or agencies. After each exercise, it is expected that the Post's *Emergency Response Plan* will be updated and refined, and that equipment and supplies will be updated or improved as necessary. Post radio clubs should conduct at least one practice net per year.

Disaster Response

The second phase of Emergency Management is *Response*. Disasters can happen unexpectedly (earthquakes, explosions, etc.) or they can be anticipated (floods, tsunamis, forest fires, etc.). When a disastrous event takes place, an emergency is declared. It is important to understand that there are typically 3 phases to a disaster:

1. Warning Phase.
2. Impact Phase.
3. Recovery Phase.

When an emergency is formally declared, specific key controls and actions are automatically activated at various levels of government (i.e. city, county, Federal, State). Some may affect the Legion, and are listed below:

State of California Emergency Orders

- Suspend State Employee hiring during stated emergencies.
- All drugs and medical supplies at wholesale levels shall be temporarily held.
- Emergency personnel may be paid in cash.
- Bonds required for contract work in designated areas may be suspended.
- Housing laws affecting emergency workers may be temporarily suspended.
- Storage, distribution and use of petroleum products shall be at the control of the State.

State of California War Orders

- Warnings shall be given to all residents.
- War Emergency Plan shall be activated.
- All regional, county and local government employees shall be assumed to be statewide war emergency workers.
- All governmental efforts shall continue.
- All retail sales and distribution shall be discontinued for a minimum of 5 days
- Sale of alcohol is prohibited.
- All stocks of petroleum products shall be controlled by the State.
- All wholesale food stocks, except perishables and for mass care centers, shall be withheld and put under control of the State Food Director within certain guidelines.
- Medical supplies shall be held at wholesale or distribution centers and shall be under the control of the State.
- Banks shall enact emergency procedures in accordance with state law.
- Rent controls and price freezes will be put into effect.

Once a disaster occurs, and an emergency is declared, additional responders are brought to the area based on the level of response determined to be necessary. In California, there are typically 5 levels of increasingly complex responses that are possible when an emergency is declared, all based on the State Emergency Management System (SEMS):

- Field Response Level – local events.

- Local Government Level – Citywide or Countywide events.
- Operational Level – County EOC mobilization event.
- Regional Level – Multiple county event with localized mutual aid.
- State Level – Multiple county event with statewide or National mutual aid.

SEMS is designed to be an organizational framework that matches both responders and a response structure to each level of response, from field / local levels to a State-level response. The federal government operates under a similar Incident Command System (ICS), based on the California format, that also matches the command and responder structure to the level needed at the federal level.

Response at the Post level requires contacting all Legionnaires volunteering to be ALERT members, briefing them on the emergency and assigning them specific tasks as they arrive, monitoring their various efforts over time with an “event log”, and providing support services as necessary.

Disaster Recovery

The goal of recovery is to return to pre-disaster conditions. There are four categories of disaster recovery:

1. Physical
2. Social
3. Governmental
4. Economic

More specifically, the Recovery Phase has several goals:

- Reinstatement of individual autonomy.
- Restoration of family unity.
- Provision of essential public services.
- Ensure public safety.
- Permanent restoration of private and public property.
- Restoration of normal government operations.
- Restoration of public services.
- Research to uncover residual hazards, develop advance knowledge of disasters, and improve future emergency operations.

Recovery begins with a damage assessment, then lists are created, and recovery tasks assigned. Local residents are normally asked to visit recovery assistance centers to file claims, apply for recovery grants and loans, and to access assistance referrals.

Legion members may be somewhat involved in assisting local communities to recover from a disaster, including helping clear areas, clean or repair homes, distributing food and recovery supplies, and providing the Post as an Assistance Center. Much of this work may be under the auspices of the Red Cross, Salvation Army, or other local non-governmental groups. Legion Posts and their own ALERT teams may also operate independently as well.

Disaster Mitigation

The goal of the Mitigation phase is to take actions to eliminate or reduce the impact of future disasters. Actions such as modifying building codes to make buildings safer, raising buildings above a flood level, ensuring trees and brush are kept clear of structures and drainage facilities are all typical mitigations measures.

Normally, governmental mitigation plans include:

1. Conducting a risk assessment.
2. Developing a mitigation strategy.
3. Developing and implementing long-term mitigation programs.

Legion members will not normally be involved in mitigation efforts, but should be aware of them.

THE CALIFORNIA DEPARTMENT ORGANIZATION

Organization

The American Legion's Department of California is headquartered in San Francisco and is managed by a Department Commander, Officers, and several staff members. California is divided into six regions (Areas). Each Area covers multiple counties, contains a large number of posts, and is coordinated by an Area Vice Commander. Each Area is subdivided into "Districts", which are each managed by a District Commander. Districts can cover up to 25 posts or more, depending on circumstances. A map of California Department Areas is provided below.

State-wide disaster preparedness and response is coordinated at the Department level by a Commission with a representative from each Area. Preparedness, response and coordination at each subordinate level (District and Post) is the responsibility of the Commander at each level, who is supported by an appointed advisor. It is their responsibility to ensure that the emergency management program is in place and effective. At each level, preparedness tasks must be completed, the Plan kept up-to-date and all members kept appropriately familiar with it, proper supplies and equipment maintained, emergency response exercises conducted, and actual responses follow the guidelines of the Emergency Plan.



The California Department and its Areas by District

PREPAREDNESS

The first phase of Emergency Management, "Preparedness", requires that specific tasks be accomplished at each level of the Department - Area, Districts, Posts and individual members. Those tasks are listed, by level and category, below.

Disaster Preparedness Tasks at *Department Level*:

Planning

- This Disaster Preparedness Plan will be reviewed at least once per year and updated at least once each three years.
- The Department will provide each Post Commander with a copy of the American Legion "*Disaster Preparedness and Response for American Legion Posts*" booklet.
- The Department will provide each Post Commander with a copy of a Red Cross Personal Disaster Preparedness booklet, a reproducible preparedness supplies and equipment list and a preparedness power-point slide show for their Post.
- The Department will ensure that all Area Vice Commanders work closely with their Districts and individual Posts to create effective Disaster Preparedness and Response Plans and to assist in implementing those plans as necessary. Each year, all incoming Area Vice Commanders will confirm that all Districts and Posts in their Area have an adopted Plan that conforms to both The American Legion and the Department of California guidelines.
- All Area Vice Commanders will confirm that District level Disaster & Emergency Preparedness Advisor and the Amateur Radio Advisor are actively working to initiate and maintain plans at both the District and Post levels.
- All Area Vice Commanders will actively encourage Legionnaires in their Areas to participate in activities assisting residents and communities in both disaster preparedness and response.
- The Department will design an effective public relations program that can be utilized by the Districts and Posts prior to, during, and after disasters to promote the Legion and its work within the communities.
- The Department's Disaster & Emergency Services Commission will initiate contact with the State of California's new "*California Volunteers*" department to inform them of the American Legion / Homeland Security Agreement, and the Department's commitment to participating in Disaster Preparedness throughout the state, officially join the organization, seek a partnership arrangement, and request assistance for District and Post efforts.
- The Department's Disaster & Emergency Services Commission will work with Area advisors to design and implement a statewide "Legionnaires Master of Disaster Preparedness" training program that includes basic on-line FEMA and Red Cross preparedness training courses, along with instructor-led Red Cross training seminars for all ALERT members and other interested Post members, recognizing those completing the training program.

- ❑ The Department Commander will encourage each post to designate a Post Disaster Preparedness and Response Chairman. That Chairman will be responsible for developing and maintaining an up-to-date Post Disaster Preparedness & Response Plan, creation of a Post “*American Legion Emergency Response Team (ALERT)*”, identifying local resources, conducting disaster preparedness training, equipping the Post, and coordinating the Post’s disaster response activities (including both radio and personnel response).
- ❑ The Department Commander will require each Post to include Disaster Plan progress and events updates in their quarterly reports to the District Commanders. District Commanders will forward a quarterly consolidated emergency preparedness status report through the Department’s Disaster & Emergency Services Commission to the Department Commander.
- ❑ The Department Commander will encourage each District to initiate contact with emergency management officials in their respective cities and counties, informing them of the American Legion / Homeland Security Agreement, indicating the District’s commitment to be a participating partner, and seeking to establish partnership arrangements.
- ❑ The Department Commander will direct all Area Vice Commanders coordinate with their Districts in contacting all Veteran’s Administration medical centers within their service area, offering disaster preparedness and response assistance, and amateur radio communication systems assistance as appropriate.
- ❑ The Department Commander will send a letter to all Post Commanders notifying them of the American Legion Amateur Radio club, encouraging each post to promote membership in the National club by all licensed radio operator members, and encouraging each Post to create a Post amateur radio club in accordance with FCC rules that: 1) trains its members to be able to operate both a mobile / portable ham radio net; 2) operates a communications center that can be ready to respond to disasters and emergencies when called on; 3) partners with local ham radio clubs, MARS, ARES and RACES groups to improve coordinated ground station communications capabilities; and 4) recruits new members and offer training for all to receive new or update existing licenses.
- ❑ The Department Commander will direct the Department Amateur Radio Commission to write a letter to each amateur radio club in California informing them of the Legion’s efforts to create new clubs, elicit their support, and invite them to contact their local American Legion post to explore the possibility of partnering to establish fixed ground stations at local posts.
- ❑ The Department Commander will ensure that a comprehensive set of backup Department records are consistently maintained at a secure secondary site.

Coordinating with Other Groups

- ❑ The Department Commander will authorize the Department’s Disaster & Emergency Services Commission to contact, interact, and coordinate with statewide emergency preparedness agencies, Citizen Corps, NGOs and other organizations such as the

American Red Cross and Salvation Army chapters within California.

- ❑ The Department Commander will direct the Department's Disaster & Emergency Services Commission and Amateur Radio Commission to initiate a coordinated contact with each Veteran's Administration facility in California, and each California Veteran's Home facility to offer disaster preparedness and ham radio station assistance.

Acquiring and Storing Supplies and Equipment

- ❑ The Department Commander will encourage each Area Vice Commander to help coordinate their District Commanders and Post Commanders in budgeting for, acquiring, and storing appropriate emergency supplies / equipment as determined to be necessary by the individual Posts.
- ❑ The Department Commander will direct that a copy of this plan will be maintained as a permanent document at each District, along with appropriate forms, office supplies, and an updated contact list to be used when responding to a declared emergency within their service area.

Recruiting, Qualifying & Training

- ❑ A Preparedness Training program conducted by local Red Cross instructors, will be organized and offered to all Department and District Officers and Committee Advisors every 2 years.
- ❑ The Department's Disaster & Emergency Services Commissioners will provide an annual overview / familiarization of the California Department's Disaster Plan and forms to all Area Vice Commanders, District Officers, and Committee Advisors.
- ❑ The Department's Disaster & Emergency Services Commission will develop a "Legion Master of Disaster Preparedness" training program, offer it to all Posts and Members within the Department, and recognize those who have completed the training.

Conducting Practice Exercises

- ❑ The Department Commander will recommend that at least once each year, preferably during the second quarter, each District Commander conduct a practice exercise to review procedures, forms, and contact information to be used during an actual disaster or declared emergency.

Disaster Preparedness Tasks at *District Level*

Planning

- ❑ The District Disaster Preparedness Plan will be reviewed at least once per year and updated at least once each three years.
- ❑ The District will work closely with individual Posts to create effective Disaster Preparedness and Response Plans and assist in implementing them as necessary. Each year, the incoming District Commander will confirm that all Posts in the District have an adopted Plan that conforms to both The American Legion and

the Department of California guidelines and the Area Plan.

- ❑ The District Commander will confirm that both the District's Disaster & Emergency Preparedness Advisor and the Amateur Radio Advisor are actively working to initiate and maintain plans at Post level.
- ❑ The District Commander will actively encourage all American Legion members participate in activities assisting residents and communities in both disaster preparedness and response.
- ❑ The District will work with American Legion headquarters and their Posts to design and implement an effective public relations program both prior to, during and after disasters to promote the Legion and its work within the communities.
- ❑ Volunteer photographers in each post should be recruited and trained.
- ❑ The District Commander or designee will work with the Area Commander in initiating contact with the State of California's new "*California Volunteers*" department, informing them of the American Legion / Homeland Security Agreement and the District's commitment to participating in Disaster Preparedness. Districts should officially join the organization, seek a partnership arrangement, and request assistance for District and local Post efforts.
- ❑ The District Disaster Preparedness Advisor will work to implement and supervise the "Master of Disaster Preparedness" training program throughout District, including basic on-line FEMA and Red Cross preparedness training courses, along with instructor-led Red Cross training seminars for all ALERT members and other interested Post members, and recognizing those completing the training program.
- ❑ The District Commander will encourage each post to designate a Post Disaster Preparedness and Response Chairman. The Chairman will be responsible for developing and maintaining an up-to-date Post Disaster Preparedness & Response Plan, creation of a Post "*American Legion Emergency Response Team (ALERT)*", identifying local resources, conducting disaster preparedness training, equipping the Post, and coordinating the Post's disaster response activities (including both radio and personnel response).
- ❑ The District Commander will require each Post to include Disaster Plan progress and events update in their quarterly reports.
- ❑ The District Commander will encourage each Post to initiate contact with emergency management officials in their respective communities, informing them of the American Legion / Homeland Security Agreement, indicating the Posts commitment to be a participating partner, and seeking to establish partnership arrangements.
- ❑ The District Commander will coordinate with local Posts in contacting all Veteran's Administration medical centers within their service area, offering disaster preparedness and response assistance as appropriate.

- ❑ The District Commander will encourage each post to promote membership in the National Amateur Radio Club by all licensed radio operator members, and encourage each Post to create a Post amateur radio club in accordance with FCC rules that: 1) trains its members to be able to operate both a mobile / portable ham radio net; 2) operates a communications center that can be ready to respond to disasters and emergencies when called on; 3) partners with local ham radio clubs, MARS, ARES and RACES groups to improve coordinated ground station communications capabilities; and 4) recruits new members and offer training for all to receive new or update existing licenses.
- ❑ The District Commander will encourage each Post to contact their local amateur radio club to inform them of the Legion's efforts to create new clubs, elicit their support, and invite them to work with the Post to explore the possibility of partnering to establish fixed ground stations within the local posts.
- ❑ The District Commander will ensure that a comprehensive set of backup District records are consistently maintained at a secondary site.

Coordinating with Other Groups

- ❑ The District Commander will encourage all Posts to contact their local Citizen Corps.
- ❑ The District Commander will encourage all Posts to contact their local Fire Departments for CERT Interaction.
- ❑ The District Commander's representative will contact all appropriate NGO's (Red Cross, Salvation Army, etc.) and establish a working relationship with each.
- ❑ The District Commander will encourage all Posts to help promote and participate in local community preparedness events, and to develop an active outreach / promotional program to publicize the Post's involvement with community emergency preparedness.

Acquiring and Storing Supplies and Equipment

- ❑ The District Commander will coordinate with the Post Commanders to ensure that if the Post elects to purchase and store emergency supplies and equipment, the annual Post budget provides for such purchases.
- ❑ The District Commander will maintain a copy of this plan, along with appropriate forms, office supplies, and an updated contact list to be used when responding to a declared emergency within the District.

Recruiting and Training

- ❑ District Officers, Committee Advisors, and Post Commanders will be offered Preparedness training by a local Red Cross instructor every 2 years.
- ❑ All District Officers and Committee Advisors will be provided with overview familiarization with the California Department's Disaster Plan and forms.
- ❑ The District Disaster Preparedness Advisor will implement the District's "Master of

Disaster Preparedness” training program, offering it to all Posts and Members within the District, and recognize those who have completed the training.

Conducting Practice Exercises

- At least once each year, preferably during the second quarter after being appointed, the District Commander and Officers will conduct a practice exercise to review procedures, forms, and contact information to be used during an actual disaster or declared emergency.

Disaster Preparedness Tasks at *Post* Level

Planning

- Develop a Post Disaster Preparedness and Emergency Response Plan.
- The Post Commander will ensure that a comprehensive set of backup Post records are consistently maintained at a secondary site.
- Designate a Post Disaster Preparedness and Response Chairman, create a Post “*American Legion Emergency Response Team (ALERT)*” group, implement the twenty-two (22) “Disaster Response Checklist “ items contained in American Legion “Disaster Preparedness and Response” booklet (stock 58-002) in conformity with Department, Area, and District guidelines.
- Develop and maintain an up-to-date Post Disaster Preparedness & Response Plan consistent with Department and Area plans that identifies local resources; conducts disaster preparedness training; confers with the local Red Cross chapter and equips the Post for disaster response; and coordinate the Post’s disaster response activities (including both radio and personnel response).
- Maintain reference copies of the Department of California Disaster and Emergency Response Plan and other guidelines and lists as appropriate to help the post prepare for and respond to disasters and emergencies.

Coordinating with Other Groups

- The Post Commander / representative will establish a communication link with the local Citizen Corps and investigate establishing a participant role with them.
- The Post Commander / representative will contact the local fire department and investigate CERT program interaction.
- The Post Commander’s representative will establish a communication link and initiate interaction with the local NGO’s (Red Cross, Salvation Army, etc.).
- The Post will work to be involved with promoting and participating in local community preparedness events.
- The Post Commander will task the Public Relations committee with developing an active outreach / promotional program to publicize the Posts involvement with community emergency preparedness.

- ❑ The Post Commander will assist the Post Radio Club in partnering with local ham radio clubs as well as MARS, ARES, and RACES groups to develop a space inside the post as a fixed ground station (hf/uhf/vhf) disaster radio communications center.

Acquiring and Storing Supplies and Equipment

- ❑ The Post Plan may include the purchase and storage of emergency supplies and equipment to enable the Post to be used as a member or community shelter. To accomplish this, the annual Post budget should provide for acquisition of at least twenty percent (20%) of those items each year until completed. Once complete, the supplies and equipment should be updated or replaced annually as necessary.
- ❑ Post ALERT Team members should be willing to prepare personal ALERT Team response kits at their own personal expense, including identifying clothing, FRS radio for communication, sleeping bag and other items based on the attached list.
- ❑ Post Amateur Radio Club should be fully functional on at least two bands, and equipped with emergency supplies and equipment to successfully operate an emergency radio net for at least five (5) days or longer.

Recruiting and Training

- ❑ The Post Commander will recruit a *Post Disaster Preparedness and Response Chairman* to develop the Post's plan and to recruit members into the Post's ALERT program.
- ❑ The *Post Disaster Preparedness and Response Chairman* will implement the "Master of Disaster Preparedness" training program, encouraging all Post members to become active members of the new Post ALERT group and to participate in various training opportunities, including on-line courses, seminars, and local readiness training events.
- ❑ Once created, Post Amateur Radio Clubs will recruit FCC licensed Post members to join the club, and will develop and implement a recruitment effort to bring in new members to the Legion who are also interested in becoming licensed, and work with them to attain their licenses or license upgrades.
- ❑ The Post members should assist and support all efforts to set up and equip the Post Amateur Radio Club if authorized.
- ❑ The Post Commander will ensure that an effective disaster preparedness program hosted by the local Red Cross chapter is offered at least once per year to all interested Post members and their family members.

Conducting Practice Exercises

- ❑ Conduct annual Post Officer, ALERT Team and member training activities to familiarize everyone with the Post Disaster Plan, including emergency response procedures and individual responsibilities. Note: this is also an appropriate time to update contact lists, inventory supplies and equipment, and other tasks as may be necessary.

- ❑ ALERT Team members and other interested Post members should actively participate in personal training offered under the Department's Master of Disaster Preparedness program.
- ❑ Post Amateur Radio Club will operate at least one (1) full training exercise, including operating a full net exercise, each year.

Disaster Preparedness At Legionnaires Level Family Preparedness

- ❑ Each Legionnaire should:
 - Create a home emergency kit that includes, at a minimum, enough canned / dehydrated food, water and basic supplies for at least seven (7) days.
 - Create portable "go bags" that provide for rapid evacuation. One such bag should be prepared for every two people in the family, and should contain enough food, water, and basic supplies for at least three (3) days.
 - Prepare a plan for where to go, where to meet, and where to stay if required to evacuate the home.
 - Stay informed by listening to radio or television weather reports and weather warnings, and monitor radio stations during times of disaster or emergencies. Have several outdoor solar lights available for emergency indoor lighting and a Coleman or Sterno type stove to heat water / foods.

Personal Preparedness

- ❑ Each Legionnaire should:
 - Prepare themselves and their family to be ready for future disasters and emergencies.
 - Join the Post ALERT group if created, become familiar with the Post Emergency Plan, equip themselves to respond in emergencies, and practice implementing the emergency plan.
 - Participate in disaster preparedness training and community preparedness events as available.
 - Assist the Post in obtaining supplies and equipment in preparation to respond in case of future disasters and emergencies.
 - Assist the Post's Amateur Radio Club in obtaining supplies and equipment to establish an operational radio communication base station facility station.

DISASTER & EMERGENCY RESPONSE

The second phase of Emergency Management, "Response", requires that specific tasks be accomplished at each level of the Department – Department, Districts, Posts and individual members. Those tasks are listed, by level and category, below.

Disaster and Emergency Response at Department Level:

- ❑ Both the Department Commander and the Disaster & Emergency Services Commission Chair should be notified immediately of any reports of disasters or emergency events that directly affect Posts in California.

- ❑ The Department will monitor emergency situations affecting Posts, providing guidance and assistance where possible.
- ❑ The Department will maintain communications with District Commanders during any emergency situation affecting their Posts, and help coordinate guidance and assistance where possible.

Disaster and Emergency Response at District Level:

- ❑ The District Commander should immediately activate the District Disaster Plan.
- ❑ The District Commander should prepare and maintain an Event Log.
- ❑ The District Commander should notify District officers and appropriate committee chairs of the event.
- ❑ The District Commander should notify the Department Commander of the event.
- ❑ District Commander should be prepared to receive on-going and event summary Post reports, including damage / expense / inventory updates, and to forward those reports to the Department Commander. The Department Commander will then notify the California Department's Disaster and Emergency Services Commission.

Disaster and Emergency Response at Post Level:

- ❑ When notified of the event, the *Post Disaster Preparedness and Response Chairman* will:
 - Activate the Post Plan.
 - Notify the Post Commander, all Post officers, and appropriate committee chairs.
 - Notify the Post ALERT Team and Ham Radio response team leaders if the groups exist.
 - Notify District Commander and District Emergency Committee Chair.
 - Initiate and maintain an Event Log.
 - Maintain a log of all responders, when they arrive, where assigned, etc.
 - Begin the emergency response procedures as listed in the attached Post Emergency Response Checklist Appendix.
 - Continue to update District Commander as the event continues.
 - Receive Event Responder Checkout Briefing sheets at end of each shift.
- ❑ At the conclusion of the event, the *Post Disaster Preparedness Response Chairman* will:
 - Notify the District Commander and the District Emergency Committee Chair
 - Assemble all Responder Checkout Briefings and other data and prepare and submit a consolidated final report, an expense report and inventory list as noted on the attached Post Emergency Response Checklist Appendix.
 - Communicate with the post insurance carrier regarding post damages
 - File applications with American Legion Headquarters National Emergency Fund grant assistance program and the California Department Disaster Relief Program as they are received.
 - Begin replacement of expended / lost supplies & equipment.

DISASTER RECOVERY OPERATIONS

The third phase of Emergency Management, "Recovery" may involve local Post members assisting the community in recovering from a disaster. Members may be asked to help clear areas, clean or repair homes, distribute food and recovery supplies, and perhaps make the Post available as an Assistance Center.

Most of this work may be under the auspices of FEMA, the local city or County Fire Departments, or the Red Cross, Salvation Army, or other local non-governmental groups. Legion Posts and their ALERT teams may also operate independently as well, in helping their own Post members recover from the event. NOTE: It is important that Post ALERT teams be equipped with appropriate identification items, including such things as hard hats, vests, ID tags, etc.

The Post's trained volunteer photographer should be tasked with taking various "action" and "candid" photos of Post members that can be used in later promotional materials.

MITIGATION

The fourth phase of Emergency Management, "Mitigation", normally only involves local governmental agencies taking longer-term actions to eliminate or reduce the impact of future disasters. Legion members will not normally be involved in mitigation efforts, but should be aware of them.

RESOURCES

American Legion

700 N. Pennsylvania Street, Indianapolis, IN 46206
Phone: 317-630-1200 FAX: 317-630-1223
Disaster Services: 202-861-2700 (National Security Committee)
Website: legion.org

American Red Cross

Capitol Region chapter
1565 Exposition Blvd, Sacramento, CA 95815
Phone: 916-993-7070 FAX: 916-993-7094
National Website: redcross.org (family locator, shelter locator, local chapter contact, international family locator, etc.)

Salvation Army

Statewide: 832 Folsom Street, San Francisco, CA 94107
Phone: 415-553-3500
Website: usc.salvationarmy.org
Northern California: 3755 N. Freeway Blvd., Sacramento, CA 95834
Phone: 916-563-3700

California Department - American Legion

205 13th Street, Suite 3300, San Francisco, CA 94103
415-431-2400 FAX: 415-255-1571
email: maryj@calegion.org
Disaster & Emergency Services Commission
Amateur Radio Commission

State of California

Emergency Management Agency
3650 Schriever Avenue, Mather, CA 95655
Phone: 916-845-8510 (main number) website: calema.ca.gov

Home Food Supply / Equipment Lists

www.ready.gov/basic-disaster-supplies-kit

HANDOUTS AND PAMPHLET SOURCES

- Department of Homeland Security: www.ready.gov
- State and Local Agencies: [www.ready.gov/america/local/Are You Ready?](http://www.ready.gov/america/local/Are%20You%20Ready?):
- www.fema.gov/areyouready/
- CERT Program: www.citizencorps.gov/CERT
- Citizen Corps: www.citizencorps.gov/ready/
- Citizens Corps Pubs: www.citizencorps.gov/ready/cc_pubs.shtm
- FEMA: www.fema.gov
- FEMA Independent Study Program: training.fema.gov/EMIWeb/IS/
- SKYWARN: www.skywarn.org
- Storm Spotters: spotterguides.us
- National Voluntary Organizations Active in Disaster: www.nvoad.org/
- Tornado Frequently Asked Questions: www.spc.noaa.gov/faq/tornado/
- American Red Cross: www.redcross.org/
- 30 Tips for Preparedness: www.dhs.gov/xcitizens/editorial_0711.shtm
- Amateur Radio: www.emergency-radio.org/
- Links for Citizens: www.dhs.gov/xcitizens/

THE AMERICAN LEGION NATIONAL EMERGENCY FUND

**PLEASE READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY
NOT FOLLOWING DIRECTIONS COULD DELAY PROCESSING**

INDIVIDUAL MEMBER GRANTS: Grants from this fund provide emergency assistance to The American Legion or Sons of The American Legion *current* members in areas devastated by a declared natural disaster, to include floods, tornadoes, hurricanes, earthquakes and related adverse weather events. You must have been displaced or evacuated from primary residence and had out-of-pocket expenses to provide for food, clothing and shelter. ***These funds are not designed for insurance compensation or to cover monetary losses from a business, structures on your property (barns, tool sheds), equipment or vehicles.*** Individual members may apply for assistance. Only one grant per household (up to \$1,500.00) will be approved.

POST GRANTS: Same criteria apply. Post Grants (up to \$5,000.00) must derive from a declared natural disaster. Substantiating information must provide that The American Legion Post will cease to perform the duties and activities in the community due to losses sustained. A written report from a Post, District or Department officer outlining losses and the impact on community should be provided with the Grant Application. The NEF is not a replacement for insurance. It is the responsibility of each Post to have necessary insurance to sustain operations in the event of damage.

REQUIRED APPLICATION INFORMATION: Department and National Headquarters must have sufficient, documented information to justify the need. The application must be filled out **completely and accurately**. If needed, attach additional sheet(s) for supporting data (photos, receipts for temporary lodging and food, work estimates, etc.). NOTE: Grant requests must be submitted through the proper channels and reach National Headquarters within 90 days of the date of the disaster.

DISTRIBUTION OF COPIES: Applicant will forward original and all supporting documentation to Department Headquarters for processing. Keep a copy of all everything for your records. All grant requests must be reviewed and signed by the Department Commander or Department Adjutant before being sent to National Headquarters. **Make sure you have included ALL proper documentation and photos of hardship to help justify the grant request.**

RECOMMENDATION/SIGNATURE OF NEF GRANT APPLICATION: After reviewed by Department, if additional information is needed, the Department will either call or return the application to the individual member or local Post for resubmission. If the application is properly completed, a recommendation will be made and signed by either the Department Commander or Adjutant with the recommended amount, then forwarded to the National Emergency Fund Coordinator for action. When approved by the National Adjutant, a check will be issued and forwarded to Department Headquarters for issuance to the applicant.

If any of the above criteria has not been met, the application will be rejected and returned to Department Headquarters for amendment or further clarification. If the application is disapproved, it will be returned to Department Headquarters who will notify the applicant.

IF YOU HAVE ANY QUESTIONS REGARDING THE COMPLETION OF THIS APPLICATION, CONTACT YOUR DEPARTMENT HEADQUARTERS FOR HELP.



**The American Legion
National Emergency Fund**

Application For (Check Only One):

**Individual Member Grant (Circle One) Legion Auxiliary SAL
Post Grant -- Must be Completed by Authorized Post Officer**

PLEASE READ INSTRUCTIONS ON COVER PAGE PRIOR TO COMPLETING FORM

DATE OF DISASTER: _____
(MUST Be Within Past 90 Days)

TYPE OF DISASTER: _____
(Must Be Declared Natural County, State Or Federal Disaster)

LOCATION OF DISASTER: _____
CITY COUNTY STATE

Name _____ **American Legion Membership ID #** _____
(Last) (First) (MI) (Must Be Current At Date Of Disaster And Application)

Post # _____ **Dept.** _____ **Post Office Held** _____
(For Post Grants Only)

How Long Were You Evacuated / Displaced? _____
(Note: Must Have Been Evacuated Or Displaced To Apply For Funds. See Instructions.)

Damaged / Evacuated Address _____
Physical Address (Street Address) (City) (State) (Zip)

Current / Temp. Address: _____

Current Phone # _____ **Cell Phone #** _____ **email Address** _____

Damages / Description Of Loss *(Include Supporting Documentation: i.e., Photographs, Repair Estimates, Written Statements, etc.):*

List Out-Of-Pocket Expenses Due To Evacuation / Displacement (Must Only Cover Food, Clothing, Shelter, Gas, etc. See Instructions):

Repair / Replacement Estimate: \$ _____ **Other Sources Of Reimbursement:** _____
(Insurance, Donations, State/Federal Aid, Other Disaster Funds)
Amount: \$ _____

Applicant Signature:

Date:

FOR DEPARTMENT AND NATIONAL HEADQUARTERS USE:

DEPARTMENT: Approve or Disapprove **Recommended Amount: \$** _____

Signature: _____ Date: _____

NEF ADMINISTRATOR: Approve or Disapprove **Recommended Amount: \$** _____

Signature: _____ Date: _____

NATIONAL ADJUTANT: Approve or Disapprove **Amount: \$** _____

Signature: _____ **Date:** _____

Comments: _____

30-076 (Revised 10/07)

NATIONAL COPY



**THE AMERICAN LEGION
DEPARTMENT OF CALIFORNIA**

DISASTER RELIEF APPLICATION

Please Print or Type

401 Van Ness Ave., Suite 117
San Francisco, CA. 94102-4587
Phone: (415) 431-2400
FAX: (415) 255-1571

FAX TO DEPARTMENT HEADQUARTERS

1. _____
(First) (Middle) (Last)

2. Membership #: _____ Post #: _____

3. Address: _____
(Street or P.O. Box #) (City) (State) (Zip)

4. Phone: (____) _____ 5. SIGNATURE: _____

6. Description of Loss _____
(Attach any and all supporting documents, i.e. photographs, repair estimates, etc.)

7. Repair/Replacement Estimates: \$ _____

8. I have reviewed the above information and certify that the information given is true to the best of my knowledge. I also certify that the above names person is a member in good standing of The American Legion, Department of California.

Recommended Amount: \$ _____

____ APPROVE _____ DISAPPROVE Signature: _____
(Post/District Commander)

____ APPROVE _____ DISAPPROVE Signature: _____
(Area Disaster & Relief Commissioner)

NOTE: All signatures (Applicant, Post/District Commander, and Area Disaster & Relief Commissioner) must accompany this form before processing.



POST DISASTER COORDINATOR EMERGENCY RESPONSE CHECKLIST

- Notify District and Area Vice Commanders of the emergency, level of declaration, type, general location, and approximate number of people affected (see standard report format)
- Initiate the ALERT responder group notification process
- Initiate the Amateur Radio Club member notification process.
- Open the emergency supply and equipment locker / facility.
- Prepare a basic briefing of the emergency for all responding Legionnaires. The Post Emergency Response Checklist can be used as a guide.
- Assign responding ALERT members and other Legionnaires to specific tasks, including a temporary "Post Manager" to set up, operate, and supervise Post maintenance, etc.
- Prepare a master list of all Legionnaires and others responding, including time in, time out, task and location assigned, and emergency contact information.
- Dispatch the pre-trained volunteer photographer to Post responder work sites as necessary.
- Notify the Post's insurance company / agent of any Post / building damages.
- Conduct periodic reviews of Legionnaire activities to ensure strategic objectives are appropriate and are being met.
- Assemble data / information and prepare periodic briefings for the District Commander and Area Vice Commander, news reporters, emergency responders and local officials.
- Be prepared to report the current Post situation (including any areas evacuated) and support needs to the local emergency responders, county EOC, and NGO's such as Red Cross and Salvation Army as necessary.
- Be prepared to brief your shift change, ensuring that ongoing activities and members responding are identified, and follow-up requirements are known.
- Ensure that coffee and other refreshments are prepared and available.
- Ensure a rest area is prepared, and cots, chairs, and other support items are ready for use. Ensure restroom is equipped (TP, soaps, paper towels, trash container, plunger, etc.)
- Ensure all areas are kept neat, clean, dry, ventilated, and safe. **NOTE:** Do not operate generators or BBQs or other carbon dioxide producing equipment indoors.

After an Emergency

- Release personnel from the Post and Amateur Radio Club when crisis diminishes
- Receive final signed briefings / updates from personnel before they are released.
- Have debris in and around the Post cleaned up as soon as possible
- Prepare an inventory of Post supplies and equipment.
- Ensure all unused Post emergency supplies and equipment are properly stored and secured, and all items supplied by others are returned as appropriate.
- Contact the District and Area Vice Commander and verbally debrief as necessary
- Document all Post damage with both pictures and written descriptions, and be prepared to provide the documentation to the Post's insurance agent / company
- Prepare a final written report to the Post Commander, District Commander and Department Commander on the overall emergency, the Post's response, and final results, including an inventory of emergency supplies and equipment that need replacing and estimated costs (see Standardized Post Report form). Include hours and funds donated, total miles driven.
- Re-check this checklist.



POST STANDARDIZED EMERGENCY RESPONSE REPORT

Date / Time of Report: _____ Prepared by: _____

Contact Information: Phone: _____ email: _____

Filed With: Post Commander District Commander Area Vice Commander

What exactly happened and when: _____

Where did it happen _____

What was the cause _____

What city / area / population was affected _____

How long will they be / were they affected _____

Local Media Report: How many dead / injured / missing _____

What is the extent of the damage _____

How did we learn of the incident _____

When did we respond _____

How many Legionnaires responded _____

What has been done so far _____

Is the Post being utilized by Red Cross or other NGO ? Yes No

What is the long-term situation _____

What is the short-term situation _____

What decisions are needed at District Level _____

What decisions are needed at Area Level _____

Damage to the Post (interior, exterior) and estimated repair costs _____

Equipment that needs replacement and estimated cost _____

Emergency Supplies that need replacement and estimated cost _____

(Attach additional narrative and inventory sheets as necessary)
The American Legion Department of California Disaster Preparedness & Emergency Response Plan



DISTRICT STANDARDIZED DISASTER / EMERGENCY EVENT REPORT

Date / Time of Report: _____ Prepared by: _____

Contact Information: Phone: _____ email: _____

Filed With: Area Vice Commander Department Commander

POST INFORMATION

Post Number: _____ Location: _____ District: _____ Area: _____

Post Commander: _____

Post Disaster Preparedness and Response Chairman: _____

EVENT BACKGROUND

Post Report Attached Yes No

Legionnaire Casualties: _____ deceased _____ injured

Legionnaire / Families left homeless: _____

Estimated damage to Post or Legion facilities _____

Current estimate of total cost of Post / Legion facilities damage: _____

Have insurance carriers been notified Yes No

Has Department Commander been notified: Yes No

Has National Headquarters been notified: Yes No

Is Red Cross / County expected to use the Post: Yes No

Estimated number of Legion members applying for Department / Legion assistance: _____

Equipment that needs replacement and estimated cost _____

Emergency Supplies that need replacement and estimated cost _____

What decisions / support are needed at District Level _____

What decisions / support are needed at Department Level _____

The “Go-Bag”

All ALERT team and Amateur Radio Club members should prepare an emergency response “go-bag” and have it, a sleeping bag, and air / foam mattress ready to respond to emergencies. In addition, Radio Club members should also have a radio equipment bag.

Each Legion member is encouraged to also maintain a “go-bag” and have it ready should they and their family members be required to quickly evacuate their residence during an emergency.

The “go-bag” can be a backpack or other easy-to-carry container that is available to grab quickly when responding to a disaster or other emergency. Since you may be required to be away from home for a day or two, your “go-bag” contents should include not only a couple of dehydrated / pre-prepared meals, water and support equipment, but also personal comfort items as well. It should also have an ID tag on the outside.

Storing the “go-bag” in the trunk of your car is highly practical, as long as you park your car outside and away from structures that could collapse in an earthquake; and provided nothing in it is affected by heat. Otherwise, it can be stored in a cool closet area of your home. The items listed are individually very light weight. However, when combined, the bag can weigh as much as 20 lbs., primarily due to weight of liquids.

Emergency Go-Bag

Flashlight (waterproof) (LED recommended) with fresh batteries and backup batteries
AM / FM Radio – battery, solar or wind-up, with earphones (note: an AM / FM / Shortwave Radio is even better). Include extra radio batteries
Whistle (USCG approved water / storm proof)
Dust masks & heavy work gloves
Folding knife (larger blade)
Emergency survival blanket or bag (metalized polyester “space blanket”) for outside use
Emergency / votive / t-light candles with holder
Matches (windproof/waterproof) in a waterproof container, butane lighter, or other fire starter
Lexan plastic or metal cup, bowl, plate, knife, fork, spoon, and water bottle
Can opener (military fold-up type recommended)
One climbing-rated spring-gated carabinier and several “mini-biners”
Stainless steel or polymer mirror
Emergency cash and change in small denominations, including quarters for phone calls
Sturdy shoes, a change of clothes (including underwear), and hat (safari-style recommended)
Local map and compass
Some emergency foods and water:

- two dehydrated (i.e. Mountain House) with a bottle of water each, or MRE meals
- several small bottles of water
- power bars / granola bars / nutrition bars @ 1200 calories per day
- powdered gatorade, tea bags, coffee bags, sugar packets, salt packets, etc.
- hard candies & gum

Reflector arm band or waist band
First Aid Kit with alcohol wipes, band-aids, anti-bacterial ointment, tweezers, etc.
Hand sanitizer and water purification tablets
One (1) week of prescription medications
Permanent marker, pen, paper and tape

Parachute cord (Military Spec) or other strong lightweight rope (50 ft. recommended)
List of emergency point-of-contact addresses, phone numbers, email addresses, etc.
List of drug and food allergies (especially antibiotics)
Copy of health insurance and identification cards
Extra prescription eye glasses, hearing aid or other vital personal items
Aspirin, ibuprofen, mosquito repellent, sunscreen, etc.
Feminine items as required
Small personal roll / packets of toilet paper in plastic bag
Toothbrush / toothpaste, safety razor, antibacterial soap, hand sanitizer, and shampoo
Bandana (large)
"Construction-level" Hard Hat w/LED light attached (emergency and radio club responders)
Deck of plastic coated playing cards, paperback book, or other personal entertainment items
Extra keys to your house, mailbox, and vehicle
Viscose (quick drying) towel
GMRS extended range multi-code handheld radios with batteries & charger

Radio Equipment Bag

Each Post member who is also a member of the Radio Club, and who is expected to respond in emergencies, should have a pre-prepared Radio Equipment Bag. A medium or larger sized tool bag with handles works well. The bag should include the following items:

Hand-held dual band radio with operating manual, battery charger / rapid charger
Extended range "rubber duck" antenna
Dual band magnetic mount antenna
Extra high-capacity battery pack
Cigarette lighter charger and extra fuses
External speaker / microphone
Extension cord
1 roll duct tape and 1 roll electrical tape
Male-BNC-to-SMA adapter
Female BNC to SO-239 adapter
Copy of FCC Operating License and repeater location / frequency list.
Mini-Mag or long-life LED flashlight with spare batteries
Leatherman-style multi-purpose tool or Swiss Army-style pocket knife
(2) Ink pens / (2) Pencils / notepad and pencil sharpener
Self-stick removable notes: 2 7/8" x 4 7/8" size
Emergency gas / phone money
Hard candy / Granola bars / plastic or metal cup
First Aid Kit and surgical gloves
Disposable lighter
Mechanic's Gloves, hat (brimmed "boonie" hat recommended), sunglasses

Miscellaneous Items:

Additional optional items for the Radio Equipment Bag are listed below (remember to think small):

Small pocket compass	Whistle
Local ARES phone and frequency reference card	State road map
Spare eye glasses / sunglasses	Family member contact list
Moist towelettes	Mosquito Repellent
Operating quick reference card for HT	All-purpose markers

Pocket sewing kit
Sunscreen (small size bottle)
Aspirin / Acetaminophen / Tylenol
Throat Lozenges, antacid tablets
Rain gear
Water purification tabs
"Construction-level" hard hat w/LED light attached

Grease Pencil
Parachute cord (50ft.)
Cable ties
Dehydrated meals or MREs
Safety Vest / Reflector belt
Emergency Stove / Fuel
Ear phones & ear protectors



STANDARDIZED DISASTER / EMERGENCY EVENT RESPONDER CHECKOUT BRIEFING

Date / Time of Briefing: _____ Prepared by: _____
Contact Information: Phone: _____ email: _____

Filed With: Post Commander Post Disaster Coordinator Other: _____

POST INFORMATION

- Post Number: _____ Location: _____ District: _____ Area: _____
- Post Commander: _____
- Post Disaster Preparedness and Response Coordinator: _____

RESPONDER BRIEFING

Method contacted: Telephone Email In Person Other: _____

Time / Date In: _____ Time / Date Out: _____

Total Time Donated this period: _____ hrs

Please list any injuries sustained during this shift: _____

Were injuries reported ? Yes No Injury treated : Yes No

Estimated value of supplies/equipment expended /used up/lost this shift: \$ _____

Estimated mileage driven this shift (include miles to and from home, etc.) _____

Total estimated value of items or funds donated during this shift: \$ _____

List tasks assigned to you this shift: _____

List any difficulties you experienced during this shift: _____

Do you feel you could benefit from personal one-on-one counseling if offered ? _____

Please provide your recommendations on future supplies and equipment needs, and improvements in task assignments, communications, training, support and housing that should be considered: _____

(attach a separate sheet of paper if necessary)

I hereby give permission for my photographic image to be used by the American Legion in future public relations materials: _____

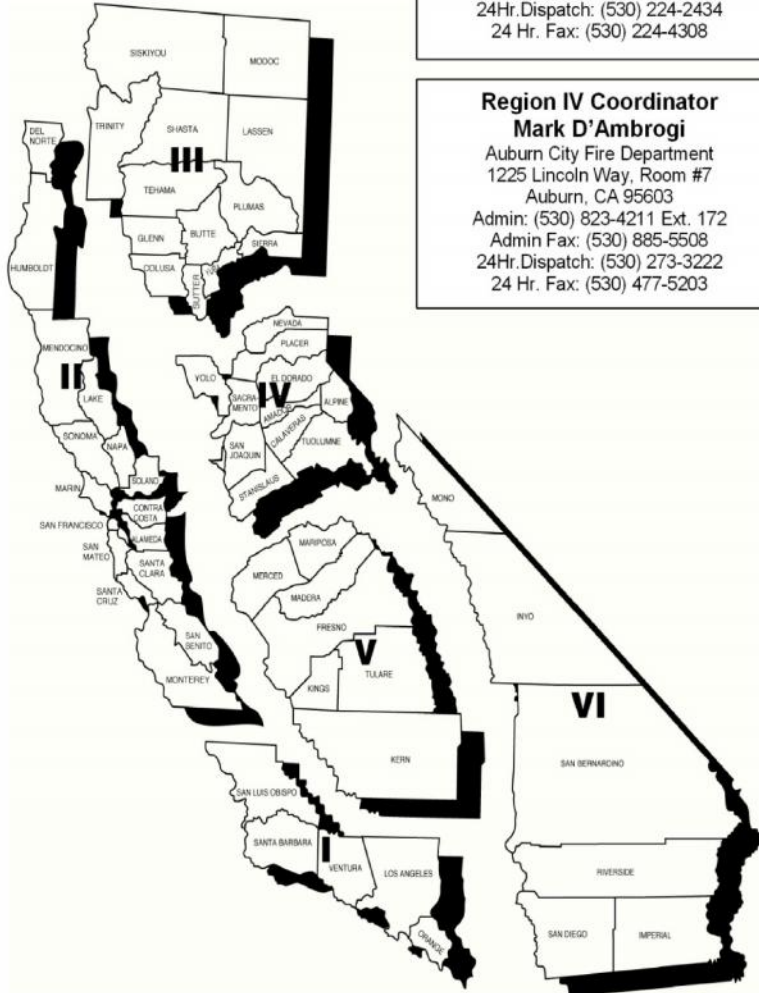
This Responder Checkout Briefing is true and complete: _____

(Attach additional narrative pages to this form as necessary)

The American Legion Department of California Disaster Preparedness & Emergency Response Plan



Cal EMA Fire and Rescue Division Regional Mutual Aid Coordinators



**Region III Coordinator
Doug Wenham**
CALFIRE Northern Region Operations
6105 Airport Road
Redding, CA 96002
Admin: (530) 224-2462
Admin Fax: (530) 242-2496
24Hr. Dispatch: (530) 224-2434
24 Hr. Fax: (530) 224-4308

**Region IV Coordinator
Mark D'Ambrogi**
Auburn City Fire Department
1225 Lincoln Way, Room #7
Auburn, CA 95603
Admin: (530) 823-4211 Ext. 172
Admin Fax: (530) 885-5508
24Hr. Dispatch: (530) 273-3222
24 Hr. Fax: (530) 477-5203

**Cal EMA Fire & Rescue Division
Sacramento Headquarters**
3650 Schriever Avenue
Mather, CA 95655
Fire & Rescue Division: (916) 845-8711
Nights & Weekends: (916) 845-8911
FAX: (916) 845-8396

State Fire and Rescue Chief
Kim Zagaris
kim.zagaris@calema.ca.gov

FIRE OPERATIONS
Deputy Chief – Brian Woodbeck
brian.woodbeck@calema.ca.gov

FLEET OPERATIONS
Deputy Chief – Bob Praytor
bob.praytor@calema.ca.gov

FIRE ADMINISTRATION
Deputy Chief – Bob Wyman
bob.wyman@calema.ca.gov

SPECIAL OPERATIONS
Deputy Chief – Lorenzo Gigliotti
lorenzo.gigliotti@calema.ca.gov
Assistant Chief – Len Chesmore
len.chesmore@calema.ca.gov
Assistant Chief – Joe Gear
joe.gear@calema.ca.gov

FIRESCOPE
Deputy Chief – Ralph Domanski – Riverside
ralph.domanski@calema.ca.gov
Deputy Chief – Ralph Domanski – (Acting)
Redding

HAZ-MAT
Deputy Chief – Vacant

**Region II Coordinator
Sheldon Gilbert**
Alameda County Fire Department
835 E. 14th Street
San Leandro, CA 94577
Admin: (510) 618-3490
Admin Fax: (510) 618-3445
24 Hr. Dispatch: (925) 245-0420
24 Hr. Fax: (925) 422-5730

**Region I Coordinator
Daryl Osby**
Los Angeles County Fire Department
1320 N. Eastern Avenue
Los Angeles, CA 90063-3294
Admin: (323) 881-2401
Admin Fax: (323) 265-9948
24 Hr. Dispatch: (323) 881-2455
24 Hr. Fax: (323) 266-6925

**Region V Coordinator
Keith Larkin**
Fresno County Fire Protection District
210 S Academy Avenue
Sanger, CA 93657
Admin: (559) 493-4300 / Fax: (559) 875-8473
24 Hr. Dispatch: (559) 292-5271
24 Hr. Fax: (559) 292-0368

**Region VI Coordinator
Dale Hutchinson**
CALFIRE Southern Region Operations
2524 Mulberry Street
Riverside, CA 92501
Admin: (951) 320-6200
Admin Fax: (951) 320-6395
24 Hr. Dispatch: (951) 320-6197
24 Hr. Fax: (951) 782-4900

THE AMERICAN LEGION
DEPARTMENT OF CALIFORNIA
205 13th STREET, SUITE 3300, SAN FRANCISCO, CA 94103

THIS FORM MUST BE FILLED OUT IN TRIPLICATE

Resolution No. 13-001 Subject ADOPTION OF THE CALIFORNIA DEPARTMENT DISASTER PREPAREDNESS AND EMERGENCY RESPONSE PLAN

(DO NOT FILL IN ABOVE THIS LINE)

RESOLUTION

WHEREAS, The American Legion's Pillar 2, National Security, actively promotes working closely with the government at all levels to improve disaster readiness in local communities and, at the national level, to ensure that the Department of Homeland Security is prepared for any catastrophic event; and

WHEREAS, The American Legion entered into an agreement with the Red Cross ("Disaster Relief Understanding ARC 1581") which provides a broad framework for cooperation between the two organizations at all levels in cases of larger declared emergencies where people are evacuated or displaced, and which commits the Legion to work to the fullest extent possible to provide its physical facilities (i.e. Posts) to the Red Cross for emergency sheltering, feeding, and disaster service centers; and

WHEREAS, The American Legion signed an affiliation agreement with Homeland Security in 2005 to support the operations of the newly formed Federal Citizen Corps; and

WHEREAS, The American Legion has adopted Resolution 97 ("The American Legion Role in Homeland Security) and Resolution 98 ("The Citizen Corps") at the 88th National Convention in Salt Lake City in August 2006, and Resolution 134 passed by the 92nd National Convention, which all encourage activities that support disaster preparedness and emergency response; and

WHEREAS, The American Legion Disaster Preparedness and Response Guide puts the American Legion on record as urging its Legionnaires, Posts and Departments to assist in Homeland Security efforts in communities by developing emergency kits and plans; by remaining informed and assisting families, schools, workplaces and communities in developing emergency plans and checklists, and by becoming involved in local Citizen Corps activities; all while establishing our own programs that are affiliated with the Citizen Corps; and

WHEREAS, The Department of California of The American Legion is a massive area encompassing over 155,700 square miles divided into 58 counties containing 482 cities with a total population of some 37.6 million people; and

WHEREAS, The State of California is recognized for its major active geologic fault lines, large expanses of hills and brush lands, mountains and forests, 840 miles of coastline, large regional cities, rail lines, airports, ports, and manufacturing centers, all of which could pose significant threats to the population in widely varied forms such as earthquakes, fires, floods, landslides, drought, hazardous spills, tsunamis, and terrorist attacks; and

WHEREAS, The Department of California of the American Legion serves over 91,000 Legionnaires organized into 6 regional Areas, 30 Districts, and 488 local posts; and

WHEREAS, The American Legion encourages each Department, District, Post and Legionnaire to have a Disaster Preparedness and Emergency Response Plan in place, and to assist our communities and residents in being prepared for disasters; now, therefore, be it

RESOLVED, By The American Legion Department of California at the Department Convention in Palm Springs, California June 26-30, 2013 that it does hereby remove the current “Department of California Disaster and Emergency Plan” and adopts the “ Department of California Disaster Preparedness and Emergency Response Plan, A Department Guide for Districts, Posts and Legionnaires in Preparing For, Training, and Responding to Disasters and Declared Emergencies” dated May 10, 2013 as its replacement effective immediately; and be it finally

RESOLVED, that each District, Post, and Legionnaire within the California Department is encouraged to work diligently to plan, train, equip, and otherwise be prepared to respond to future disasters and emergencies as they occur in their communities, protecting themselves, and assisting their communities in the spirit of The American Legion.