



# Lions Alert & Safety Management Manual



## **LIONS DISASTER RELIEF** **PROGRAM**

**Providing Emergency Response and  
Assistance**

Review at 29/06/2020

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## **Introduction**

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

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

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

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

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

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

# Module 1

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

**The mission of the Lions ALERT program is:**

*To provide Lions with a standardized structure and network to deliver needed services to people in emergency situations*

**What is Lions Alert? (Disaster Relief)**

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

## DISASTER RELIEF



*Help those in need*

### **LIONS INVOLVEMENT AND ROLE**

**How are Lions involved in disaster relief?**

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

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

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

**Is there a possible local partner for a Lions ALERT Team?** Yes. In 2009, Lions Clubs International entered into a partnership with the International Federation of Red Cross and Red Crescent Societies (IFRC). Lions clubs can contact their local Disaster Management for development of joint disaster preparedness and relief projects. We must also have MOU or agreements with our local disaster centre or officials and other NGO's

**Who are the Lions and what are Lions Clubs all about?** Who else will be there after the TV cameras have gone, after the initial aid has run out? Who will be there to help those affected to rebuild their lives, their communities in the long run? We will be. We're not for the short sprint. We're in for the marathon to help those worse off than ourselves to cross the finishing tape.

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

### **Alert functions**

- Willingness to organize a Lions ALERT plan in the event of a local emergency;
- Understanding of program parameters;
- Knowledge of Lions ALERT program resources;
- Ability to cooperate with local emergency assistance resource

### **ORGANIZE A LIONS ALERT COMMITTEE**

Members of the district/multiple district Lions **ALERT** committee can include:

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

#### **Non-Lion emergency responders such as:**

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

## **DEVELOP AN EMERGENCY RESPONSE PLAN**

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

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

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

**Develop a list of resources** 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.

### **List key emergency/disaster phone numbers**

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

### **Action to be taken**

- Meet with the emergency managers of Emergency services and Disasters officials on a regular basis.
- Discuss Lions resources, assistance and expertise.
- Meet and build relationship with Non-Government organisations
- Make sure other organisations know you club capabilities



## Lions Alert Plan guidelines for Emergency or Disasters

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

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

### Four phases of emergency management



### ***Preparedness;***

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

### ***Response;***

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

### ***Recovery;***

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

### ***Mitigation: (Prevention)***

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

## **Level of Emergency**

### ***Level One emergency***



As a local emergency, a local response is needed.

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

### ***Level Two emergency***

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

### ***Level Three emergency***

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

## **Needs Assessment**

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

### **Basic Facts – Three key elements**

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

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

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

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

- Clothing- If requests are made for clothing, specific details should be, mentioned, as to the type needed, and the group for whom it is intended.
- Baby and children clothing
- Hygiene items
- Toiletries

- latrines/toilets with separate sections for men and women
- Food (cans and food also that don't need to be cooked)
- food rations
- water, supply (approximately 15 to 20 litres per person per day)
- Mattress
- School items
- Diabetics people needs
- Vegetarian people
- Elderly people
- Handicap people
- Children
- Pregnant woman
- Cooking essentials
- Eating utensils

### **Selection of needs assessment site**

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

### **Do proper Needs analysis before response what is been needed**

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

### **Establish contact with person responsible for affected area**

- Determine the accessibility to the affected area for both assessment and delivery
- Determine the availability of a distribution mechanism to distribute shelter materials to those affected;
- Establish receiving venue for goods primary warehouse/club house and storage point
- Establish and account for money donations
- Transportation of people
- Proper shelter'
- Identify buildings which could serve as mass shelter and feeding centres
- Media inform and community of Lions involvement and capabilities
- Make sure of religions when distribute food to shelter areas
- Establish of soup kitchens at Shelter areas
- Feeding centres should be as close as possible to shelters.
- Planning for the storage of food, taking into account the climatic conditions,
- security and the possible need for vermin and pest control



# Module 2: Safety

## Introduction

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

## Why a Safety Programme?

- To Review each Club activity from a safety standpoint and identify potential hazards.
- To complete the self-inspection checklist for each activity and keep a copy on file.
- State of being safe ,free from danger or risks and the prevention of physical harm
- To make sure that we as Lions and Leos clubs are in line with Health and safety act 85 of 1993
- That we as lions and Leos clubs following the Events act of 2010
- That we understand the SANS 10366 document regarding the events or gathering

## The Role of Safety

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

## Recommendations

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

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

- 1) Review the booklet LCI Liability Insurance Program -la3 and pages 18, 19, 20 and 21 in particular as they apply to activities being planned.
  - 2) Review each Club activity from a safety standpoint and identify potential hazards.
  - 3) Complete the self-inspection checklist for each activity and keep a copy on file.
  - 4) Ensure that there is adequate supervision of the event for the protection of Lion members, spectators, participants and the public.
  - 5) Obtain Certificates of Insurance from circuses, carnivals, concessionaires, or other operators who conduct or participate in Lions events, and have them name your Lions Club as additional insured.
  - 6) Gather all significant information on any incident that might result in a liability claim and report it promptly to the insurance company.
-

## Lions Club Self-Inspection Checklist

**Club Safety Officer** \_\_\_\_\_

**Date of Inspection** \_\_\_\_\_

**Please answer any questions that are applicable and correct noted deficiencies**

### Firefighting Catering operations

Purpose	Items needed	YES	NO
Non cooking	2 KG dry powder extinguisher		
Cooking	4.5 KG dry powder extinguisher		
	1 Light duty fire blanket		
Deep fat frying	9 Litre foam fire extinguisher		
	1 Light duty fire blanket		

### Evacuation routes

EXITS	Clearly marked identified exist signs		
	More than one exists route		

### Sanitation

Female	Male		
1 Toilet per 100 females attendance	1 Toilet per 500 male attendance ,plus 1 urinal per 150 male attendance		

### Waste management

Bins	Bins and plastic backs in place different places		
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**Lions Club Self-Inspection Checklist (continued)**

**Food Service**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| • Is all food fresh and/or well refrigerated?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are knives and sharp objects stored properly?                               | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are decorations kept a safe distance from open flames or cooking equipment? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there an adequate number of properly placed litter containers?          | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the general public blocked from entering the cooking area?               | <input type="checkbox"/> | <input type="checkbox"/> |

**Outdoor Events**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| • Are the premises free of hazards to the public?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is there adequate distance between the action area and the viewing area to afford protection to spectators?                  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are barriers provided to protect spectators/public if necessary?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the action area secure to prevent entry of unauthorized persons?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are participants in games, contests and other events of proper age and in adequate physical condition to safely participate? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are participants exposed to dangerous conditions?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do you have an evacuation plan in case of inclement weather?   | <input type="checkbox"/> | <input type="checkbox"/> |

**Outside Operators –Contrators - Concessionaires**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| • Are outside parties qualified and adequately insured?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Has your club obtained a current “Certificate of Liability Insurance” from these parties with your club as well as The International Association of Lions Clubs added as additional insureds? | <input type="checkbox"/> | <input type="checkbox"/> |

**Liquor Liability**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| • If you sell or distribute alcoholic beverages, have you purchased Liquor Liability Coverage? | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|

**Medical Aids**

- |  |                          |                          |
|--|--------------------------|--------------------------|
| • Do you have an adequate number of trained and/or professional medical personnel? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all medical/first aid supplies sterile and stored in a clean location?       | <input type="checkbox"/> | <input type="checkbox"/> |

***\*\*\* This form should be completed and kept on file for future reference.***



## Lions Club Self-Inspection Checklist

Club Safety Officer \_\_\_\_\_

Date of Inspection \_\_\_\_\_

**Please answer any questions that are applicable and correct noted deficiencies.**

### Parking

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| • Are entrances and exits clearly marked?                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is lighting adequate?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is parking area free of holes, cracks, puddles, ice and debris?             | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is security provided in parking area to deter robbery, theft and vandalism? | <input type="checkbox"/> | <input type="checkbox"/> |

### Crowd Control

- |   |                          |                          |
|---|--------------------------|--------------------------|
| • Are adequate signs posted for directing traffic flow in/out of the area?              | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are police used to direct traffic into and out of parking lots?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are individuals directing traffic wearing safety vests to be easily seen by vehicles? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there sufficient security personnel to control crowds?                            | <input type="checkbox"/> | <input type="checkbox"/> |

### Buildings, Tents and Arenas

- |  |                          |                          |
|--|--------------------------|--------------------------|
| • Are the premises neat and clean?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are there an adequate number of marked exits?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the number of occupants/capacity controlled?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Do structures have adequate fire protection equipment such as automatic sprinklers or extinguishers? | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all extinguishers currently tagged and tested?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is smoking prohibited and are signs posted?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is emergency lighting provided?  | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is public address system available to relay emergency messages?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all aisles, stairs, etc. unobstructed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all stairways, elevated platforms, etc. adequately marked and guarded?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all chairs, bleachers and tables structurally sound?   | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are all tent stakes and guy wires marked or blocked off to prevent trips?                            | <input type="checkbox"/> | <input type="checkbox"/> |

# How to Handrub?

RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED

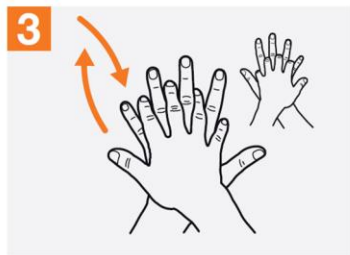
 Duration of the entire procedure: 20-30 seconds



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



Rub hands palm to palm;



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



Palm to palm with fingers interlaced;



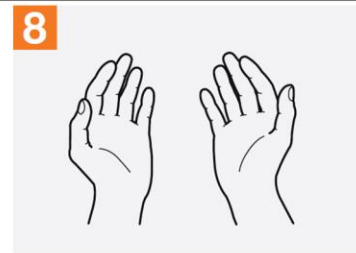
Backs of fingers to opposing palms with fingers interlocked;



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



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



Once dry, your hands are safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care


SAVE LIVES

Clean Your Hands

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# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

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



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



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



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



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



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



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health  
Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

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## IDEAS OF PRACTICAL HOMEMADE HAND WASHING STATIONS.



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



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



## USING OF HAND SANITIZER



## Notes on Covid 19

What is the impact of the three Ds?

**\*Distance\*:** The further away you are from someone who is infected, the less likely you are to be infected by them or to breathe in particles they have breathed out.

**\*Dose\*:** To become infected you need to have contact with a minimum dose, which takes time and exposure to people with the virus. The longer you are exposed to an infectious person, the more people you are exposed to, and the fewer barriers (like cloth masks) between you, the more likely you are to be exposed to the virus. People who have symptoms or are about to develop symptoms, including mild illness, are generally more infectious – i.e., are able to produce larger doses of infected respiratory particles.

**\*Dispersion\*:** Because smaller particles hang around in the air, the movement of air makes a really big difference. The particles disperse quickly if you are outside, particularly if there is a breeze or wind. We also know that sunlight breaks down the virus. Small, enclosed spaces with closed windows are high risk, especially when they are crowded.

**\*The three Ds interact!\*** If you are outdoors, at least one metre (but preferably two metres) apart from others, for less than 10 minutes, your risk of becoming infected is incredibly low.

When you are stuck in a room with closed windows, with someone with symptoms, your risk of getting the disease increases, whether or not you wear a cloth mask.

Large known outbreaks have arisen in indoor functions in churches, weddings, music events, and restaurants or bars: places where a crowd of people are indoors, close together and talking and singing for hours.

Lions clubs and Leos clubs urgently need to pay attention to the interaction of the three Ds.

Physical distancing is very effective when outdoors or for short encounters (10 minutes); once you are in a closed space, its effectiveness dramatically diminishes.

Masks and two metres distance are not enough if you are with people in an unventilated space all day. Evaluate your office, place of worship, business, planned funeral or other event in terms of the intersection of the three Ds.

Those who want to read more on this topic can use the below website.

<https://www.dailymaverick.co.za/article/2020-06-26-distance-dose-dispersion-an-experts-guide-on-covid-19-risks-in-south-africa-and-how-to-manage-them/>



## **HONOR THE “CODE OF CONDUCT”**

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

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

### **Partnerships with the International Federation of Red Cross (IFRC)**

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

### **FOR MORE INFORMATION**

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

LIONS CLUBS Districts Alert Chairman's W O R E

Lions Web site: <https://www.lionsclubs.co.za>

## REFERENCES

**Asian Disaster Preparedness Centre (ADPC)** is a regional resource centre for safer communities and sustainable development in Asia and the Pacific. The Centre provides training, technical services, and special projects. <http://www.adpc.net>

**The Disaster Preparedness and Emergency Response Association** is an International organization that assists communities worldwide in disaster preparedness, response and recovery. It is a link for professionals, volunteers, and organizations active in all phases of emergency preparedness and management. <http://www.disasters.org/dera/weblink.htm>

**Federal Emergency Management Agency (FEMA)** is the US agency that leads the effort to prepare the nation for all hazards and manages federal response and recovery efforts following any national incident. <http://www.fema.gov/>

**Relief Web** is a project of the UN Office for the Coordination of Humanitarian affairs. It is a repository of information on humanitarian initiatives around the world. The site includes a searchable database of emergencies by event and country. <http://www.reliefweb.int>

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World Health Organisation (Who) 1999: Community emergency preparedness: A Manual for managers and Policy -Makers online retrieved <https://www.who.int/gpsc/5may/resources/posters/en/>

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