

# **AHEPA**

## **District 3**

### **Disaster Response Plan**

The purpose of this plan is to be able to respond to any emergency request from The National Headquarters or from local authorities.

The level of response is limited to money, relief items (i.e. Food & Clothing) and man power.

To accomplish the appropriate response action the Chapter has to be prepared in advance to move into action.

#### **Step 1**

It is imperative that each Chapter establish an emergency relief fund that is separate and distinct from any existing specialized fund (i.e. building, charity, operating, special projects, etc.). This fund should have a minimum balance of \$1,000.00 at all times with an ultimate goal of at least \$5,000. It appears historically that we are called on every 4-5 years for a disaster response (i.e., 911, Katrina, the fires in Greece). To develop this fund a small Chapter with little resources should start with a plan to produce at least \$250.00 per year for 4 years by having a special event that will produce at least that amount of money. A large Chapter with resources should create an account (interest bearing) and fund it.

#### **Step 2**

The Chapter should have a member and community notification system that would alert the Chapter members of the AHEPA's intention to provide an emergency response. That can be through e-mail or phone tree depending on the nature and magnitude of the needed response.

#### **Infrastructure**

Each Chapter should establish an emergency response officer that would be the primary contact to activate this response. The Emergency response officer (ERO) can be any member in good standing in the Chapter should be a volunteer and appointed by the President.

**DUTIES:** The Emergency response officer will establish, implement, and test their specific emergency communication system. It is recommended that this system be tested by using it to notify members of illness or death to keep the system vital.