

*Iowa*  
*Knights of Columbus*  
*Disaster Relief Protocol*

Revision 4-21-2011



# *Iowa Knights of Columbus Disaster Relief*

## *Mission*

*To make a difference by assisting those less fortunate*

## *Vision*

To offer a bit of assistance to as many persons as possible who have suffered household loss as a result of disasters, giving preference to Brother Knights first, fellow Catholics second, and assisting others third. Assistance is not intended to offer complete relief, replace insurance, or take care of health needs, but to offer ready cash to assist in everyday living needs as lives are put back together.

In line with the mission and vision of Iowa Knights of Columbus Disaster Relief and recognizing the potential magnitude of disasters in Iowa, the Iowa Knights of Columbus establishes the following disaster protocol to be adapted and used as needed in the event of a disaster affecting any part of Iowa.

**A disaster is identified as, “a damaging or destructive event:** an event that causes serious loss, destruction, hardship, unhappiness, or death”.

**A natural disaster is identified as, “a disaster caused by natural forces:** an event caused by natural forces rather than by human action that causes serious loss, destruction, hardship, unhappiness, or death”.

For the purpose of this protocol we will be dealing with disasters and natural disasters as defined above and will refer to them as disaster(s).

The State Disaster Chairman is appointed by State Deputy and is responsible for working as a team with two (2) other members, appointed by a simple majority vote of the Executive Committee for a term of two (2) years, with no limit on the terms, with the term of member (A) elected in 2008 to run for one (1) year and member (B) elected in 2008 to run for two (2) years and all terms to run for two (2) years thereafter, to make up the State Disaster Committee. Managing the Iowa Disaster Relief Fund would be the responsibility of the State Disaster Committee. Management would include decisions on disbursement of funds, all record keeping, and all reporting as required by State Deputy and/or Executive Committee. The Executive Committee will be the body responsible for oversight of actions of State Disaster Committee and said Committee will respond within seven (7) days to all requests for information or reports from Executive Committee.

A disaster can be identified in any way that will recognize that Brother Knights, Fellow Catholics or others are in need of assistance as a result of the identified disaster. Once a disaster has been identified all pertinent information on the disaster will be directed to State Disaster Chairman. State Disaster Committee may initiate a conference call with State Officers to discuss State response, initiate Disaster Relief Plan if determined to be necessary, or handle requests for funds as they come in.

**The need for disaster assistance is best identified by the local council and the following procedure is to be followed. It is strongly recommended that this be the course of action but magnitude of some disasters may require action by State Disaster Committee as described above:**

1. The Grand Knight, or his appointed representative, will check with disaster victims in his area to ascertain their **immediate needs**: food, clothing, temporary shelter, etc. (items such as furniture or appliances are not considered an "immediate" need.) Other persons identifying needs should contact the local Council Grand Knight.
2. The **GRAND KNIGHT or his appointed representative will** contact State Disaster Chairman to request assistance for affected members of his council. He must also indicate what action the council intends on taking. He must have contact information for all members in need. This information will need to be entered into the online form and forwarded to State Disaster Chairman. This can be done after initial contact is made but will have to be completed prior to any grant of assistance.
3. If request is approved, the local council will coordinate with the State Disaster Chairman to arrange for the immediate needs for family.

**REMEMBER State Disaster Committee can authorize disbursement of up to \$250.00 per request without any supporting funds from the local council. A council may ask for up to an additional \$250.00 and if approved, councils must provide supporting funds of one hundred dollars. Example: A request for an additional \$250.00 would require the local council to provide \$100.00 in supporting funds. Proof of supporting fund will be required by State Disaster Chairman. Special circumstances would be handled at the discretion of State Disaster Committee.**

There are many options for disbursing funds and what form disbursements will take is decided by State Disaster Committee. Examples are: Pre-Paid Visa cards, store vouchers like Wal-Mart or others, checks, cashier's checks, and gift cards from merchants. Options for delivery of fund are at discretion of State Disaster Committee.

Any and all fund dispersed by State Disaster Committee will require a signature by person receiving funds or person who is delivering funds to person in need. If someone other than person in need picks up funds for delivery, complete contact information will be required in addition to their signature. We prefer that the person in need, who is receiving funds, sign for those funds.

Should State Disaster Committee feel disaster is of such magnitude as to require implementation of Iowa Disaster Response Plan the following actions will constitute Iowa Disaster Response Plan.

State Disaster Committee will contact State Officers and State Family Members to enlist their cooperation to begin calls to the District Deputies. After discussing the mission and vision of the intended response with each SF member, the State Disaster Committee will secure assurance that they will follow through promptly as assigned. If person does not feel they can assist in this mission the State Disaster Committee should ask another person for assistance. Complete cooperation is imperative.

Each contacted SF member will contact assigned District Deputies within 3 days. Sharing same information and requesting same cooperation from District Deputies in contacting their assigned councils. Documentation needs to be completed in regard to date of call, time of call, who they talked to and notes on discussion. It is imperative to document details of every contact with District Deputies and councils to insure every member is assisted if possible. This plan can be modified as needed concerning number of DD's that need to be contacted. As each disaster affects different areas, contact may be necessary with only 1 DD or all 46. This plan easily adjusts. The importance of assistance from District Deputies in implementing this plan cannot be overstated. Without a commitment from them it will not work.

Speed of process is of utmost importance. Decisions must be made quickly and effectively and funds must be delivered promptly.

Each District Deputy will contact the Grand Knight of each council assigned to him within 3 days to determine names, and contact information, of every Knight in the council in need of assistance because of household loss caused by a disaster.

If there are members in need, get all information that is on attached form (the form is also available online) completed for each member in need. Dollar amount of loss is only an estimate to determine how bad the person's situation is.

**If the GK is sure there are no members in need of aid the DD will document that fact and ask the council to assist in funding the disaster relief fund. Additionally If there are no members in the council in need, ask the GK if he could contact members who may be able to go to the disaster area and assist in physical work. The GK should compile a list of members who will help and contact the DD and advise that the council can assist in the physical work. It is imperative that the GK talk with his members and commit them to a list. We do not want the GK to simply say they will help, we need a commitment.**

The District Deputy will need to set a date and time for a follow-up call to each GK and State Family personnel need to set a date and time for follow up with District Deputies.

All accumulated information needs to be channeled back to the State Disaster Committee for immediate action as listed above.

The State Disaster Chairman will keep the State Deputy advised of the actions taken by the State Disaster Committee so he is fully aware of the scope of the disaster.

Post disaster the Disaster Committee needs to follow up in the areas affected to determine effectiveness of response and any additional needs.

**The disaster Committee will prepare a final report for the Executive Committee and State Deputy.**

Father Michael J. McGivney started with a few good men.  
We are many; we are the Knights of Columbus.

## Disaster Relief Outline

1. Disaster is Identified
  - A. Disaster Committee is notified
    - I. DC decides course of action
  - B. Disaster Affect is Local
    - I. GK of affected councils contacted
    - II. GK contacts members
    - III. GK reports to DC
    - IV. DC takes action
      - a. Make funds available
      - b. Contact area Councils for help
      - c. Report actions to State Deputy
    - V. If funds are sufficient assist Fellow Catholics and others
  - C. Disaster Affect is Wide Spread
    - I. DC contacts State Family members for assistance
    - II. SF members contact DD's in affected areas
    - III. DD's contact Grand Knights of affected Councils
    - IV. GK report needs back to SF members
    - V. SF members report to DC
    - VI. DC takes action
      - a. Make funds available
      - b. Contact area Councils for help
      - c. Report actions to State Deputy
    - VII. If funds are sufficient assist Fellow Catholics and others

# Iowa Knights of Columbus Disaster Relief Request

## Person Making the Request

Date Requested \_\_\_\_\_

Person Making Request \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Council Number and Town \_\_\_\_\_

Ref What Disaster \_\_\_\_\_

## Person the Funds Are Being Requested For

Date Requested \_\_\_\_\_  \_\_\_\_\_

Signature of person receiving funds

Person Needing Assistance \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Is a Member of Council Number and Town \_\_\_\_\_

If not a member are they Catholic \_\_\_\_\_ Parish \_\_\_\_\_

Describe the loss and needs if known \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you received any insurance or FEMA assistance? If yes, list amount: \_\_\_\_\_

Have you received any other type of assistance? If yes, list amount or goods: \_\_\_\_\_

Estimate (Guess) Total Dollar Amount of the Loss: \_\_\_\_\_

If a person other than the person needing assistance listed above, receives funds, complete contact information of the receiving person is required along with their signature. **There is no exception to this rule!** Place information on the back.