

**Emergency Management  
& Relief  
Manual  
for the  
Texas State Council**

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## Introduction

This manual is intended primarily for use by Grand Knights, District Deputies, Diocesan Deputies and the Texas State Council of the Knights of Columbus responsible for developing and maintaining state and local emergency support and relief. The manual provides guidance for planning each of the four levels of leadership described within.

“Emergencies and disasters such as hurricanes, floods, tornadoes, terrorist activities, fires, explosions, transportation accidents, and other potential hazards continuously threaten our cities, counties, and state. In response to these threats, state law requires every political subdivision in Texas to prepare and keep current a local or interjurisdictional emergency management plan. Each community's emergency management plan should address the specific hazards that community faces and describe how the community expects to use its resources to protect its citizens from those hazards and deal with incidents, major emergencies, and disasters arising from those hazards that may threaten public health and safety or private and public property.”  
From: *State of Texas, Local Emergency Management Planning Guide, Revision 3, January 2004, DEM-10*

While the state law does not include charitable organizations such as the Knights of Columbus, it is important that we develop our own emergency plan in support of the basic idea of “being prepared” for an event. The history of storms on or near the coast is still fresh in our memories. Implementation of this plan should alleviate many problems of the past. When you receive this manual, we ask that you do not delay in its development and implementation. All councils and dioceses should have plans completed by May 30<sup>th</sup>, 2007. June 1<sup>st</sup> will be the start of another hurricane season. Will Texas get a category four or five?

If your council spends a little time in preparing for an event, the benefits to the council are tremendous. First, members see the benefit of helping each other firsthand, the basic concept of Fr. McGivney. Second, by having a disaster drill that can be publicized to the parish, you will have added emphasis for your membership drive and charity fund raising. You may also pick up those parish members that may not had an interest in joining. And third, it may improve communication within your council to members that are infrequent attenders. The council can also solidify the efforts of ministries and other groups within the parish, and other parishes and faith based charities.

We also need to be reminded that this plan is for all types of catastrophes. Field and forest fires, and seasonless tornadoes can all bring widespread devastation. And,

who can predict what political threats may do to our communities? Please be cognizant of these issues as your council develops their plan.

**Notes from the State Coordinator:** To a lot of us, major crises like hurricanes, tornadoes or large industrial accidents can bring a lot of confusion and forgetfulness. "Where are we going to go, did you fill up with gas or get some cash from the bank?" Or maybe simpler things like picking up lose things in the yard. From my experience in the military, the nuclear power industry, and the boggled evacuation of the Gulf Coast in 2005, spending time developing an emergency plan eliminates most confusion and reduces problems to a minimum. This process will also require time and effort. Also, this manual will require revisions as we gain experience and adapt to needs of our Brothers. Your input is and will be greatly appreciated. I would also like to remind Brothers that Father McGivney taught us that our precepts of charity, unity and fraternity are especially important during a crisis. It's a matter of helping your Brother.  
Bob Sumicek, TSC EMRC

Revisions and comments may be forwarded to TSC EMRC , [www.tkofc.org](http://www.tkofc.org) or [www.tkocsumicek@sbcglobal.net](mailto:www.tkocsumicek@sbcglobal.net)

Approved this date: February 2, 2007

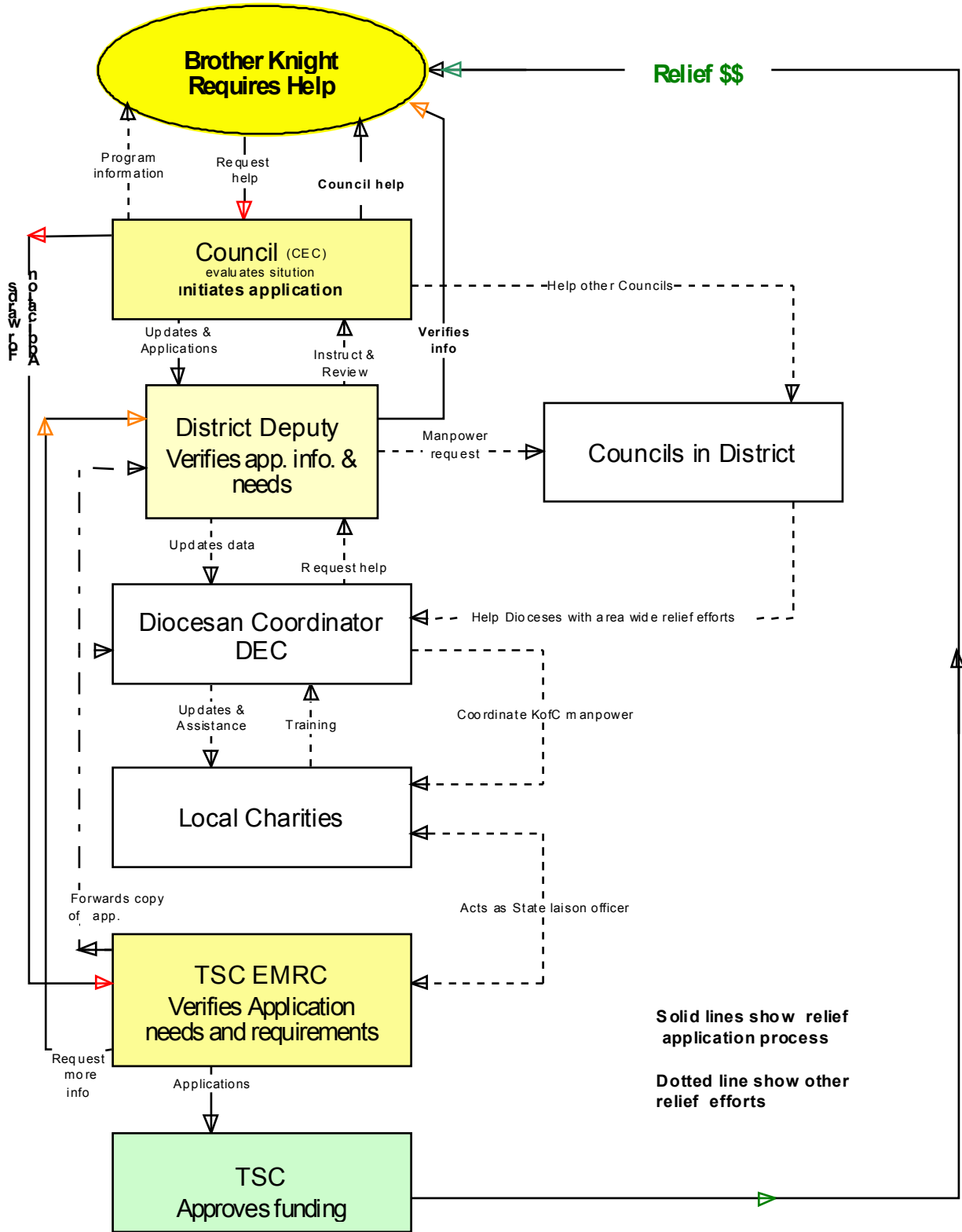
State Coordinator: On File with original  
Robert Sumicek

State Secretary: On File with original  
Javier Martinez

State Deputy: On File with original  
Larry Zapalac



# Emergency Management Relief Program Flow Chart



## Section B - The Table of Contents

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## Section C - The Council

**Introduction:** The council is the basic building block for this plan. Council responsibilities are two fold, planning and initiating relief. Your council also has the resources and manpower to make things happen. Of course the council membership is the recipient of the works of charity. Therefore the manager of the plan at the council level needs to be a conscientious individual.

You should be cautioned not to wait too long before your council acts on this initiative. People have a habit of forgetting the loss of life and homes after hurricanes Katrina and Rita. Plan now and review periodically.

**Position of Responsibility:** The Council EMR Coordinator (CEC) reports directly to District Deputy (DD) during an event.

**Responsibility:** The Grand Knight (GK) appoints the CEC. Council officers and the CEC are responsible for: the plan's development and its implementation, and submitting the Disaster Relief Request form. The CEC should be able to report and discuss the check off sheet included in the plan with the DD. The CEC has the responsibility to understand and maintain the plan on the council level. The check off sheet is a basic guideline and should be modified to your council needs. The GK should also appoint an assistant CEC in case the CEC is unable to perform his duties in time of emergency.

**Step One:** build a list of all council members with all their current phone numbers. Then the CEC should add to the list any important information that may be helpful during or after an event. This information should include transportation needs, physical disabilities and medical conditions of the member and family. This will be useful during evacuations. The CEC should also ensure that his name and council officers are on the [www.tkofc.org](http://www.tkofc.org) web site.

**Step Two:** discuss with the council officers the extent of involvement of the council during and after an event. The CEC will the have to initiate a plan that shows how that involvement will proceed. This involvement will obviously have to be funded by the council. Therefore the council needs to plan how and when those funds will be raised. In other words, will the council raise funds before an event happens or wait until the need arises? The actual process of step two may be a joint effort with the Council Program Director

since he also has knowledge of Brothers that are key to the councils disaster relief efforts.

### **Council's Ability to Respond**

1. Coordinator – has to pre-plan
2. Plan – needs to reflect needs
3. Assets – tangible and real
4. Call list – has to be current
5. Annual review – by council and DD
6. Education plan for church
7. Ability to mobilize by a call list

### **Councils with Halls or Church Facilities**

Need an evaluation sheet with instructions using some, all or other suggestions below.

1. Size – floor plan w\ sq. ft.
2. Age – built and/or updates
3. Storm Proof
4. Highway location
5. Kitchen capacity
6. Power backup/plan?
7. Lavatories/showers
8. Storage
9. Council funding
10. Manpower
11. EMRC plan
12. Parking

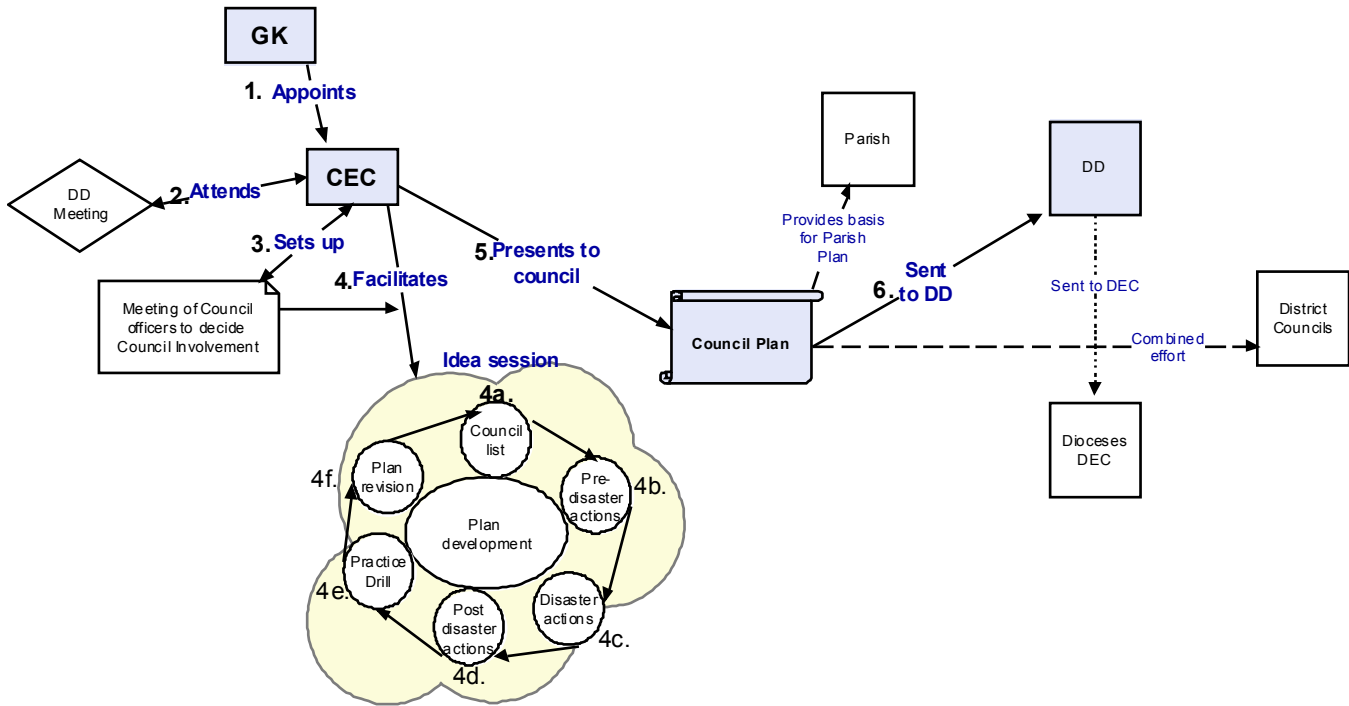
**Step Three:** inform the District Deputy the involvement the council will implement during and after the event. The CEC will provide the DD with the council list and action plan in written and electronic formats. Both of these are important to the DD, it allows him to help the CEC should an event occur.

**Step Four** conduct an actual practice “call up” of all council members. The council call-up team should have enough members so that each team member will only call about eight to ten members. That team member should make best effort which means they may have to call a member four or five times over the first 24 hours of the “call-up”. This step will also help your council in its normal call-up or notification process.

**Submitting Relief Form** When a member needs financial assistance, the CEC should complete the Disaster Relief Request form and submit to EMRC. Should the CEC not have access to the internet, he should contact his DD or his K of C insurance agent and relay all required information.

Forms: Council List  
Council Action Plan  
Disaster Relief Request

# Council Plan Development Flow Chart



Process Steps are numbered

## **Section D - District Deputy**

**Introduction:** The District Deputies (DD's) are an important link between the councils and the Diocesan Emergency Coordinators (DECs). This is important due to the fact that there can be as many as 40 to 50 councils in each diocese. As everyone knows, during an emergency situation, time is critical. It would be too much for one person to coordinate. After all, the DEC also has family responsibilities. Therefore ten to fifteen DD's can survey their four or five councils much more efficiently.

**Position of Responsibility:** Reports directly to DEC during an event. All CECs within his district will report to him or his partner DD.

**Responsibility:** To link information from your four or five councils with the DEC. You will maintain phone and email list of each council in your district. You need to remind each GK and CEC the importance of these two items. Above all remind councils that in today's society we change mobile phone numbers a lot, therefore semi-annual updates and practice call-up drills are important. The DD needs to have a list of each council's support abilities and action plan.

Each DD should partner with another adjoining DD if he is unable to provide support. Then the partner DD has the ability to communicate with councils of that district. Remember the basic concept of this plan is to be able to communicate member information that can be important to their safety and well being.

**Step One:** Meet with GK's and their CEC to go over the EMRC manual. You should ask them to download it off the TKOFC web site or make a copy for each before the meeting. You should explain the

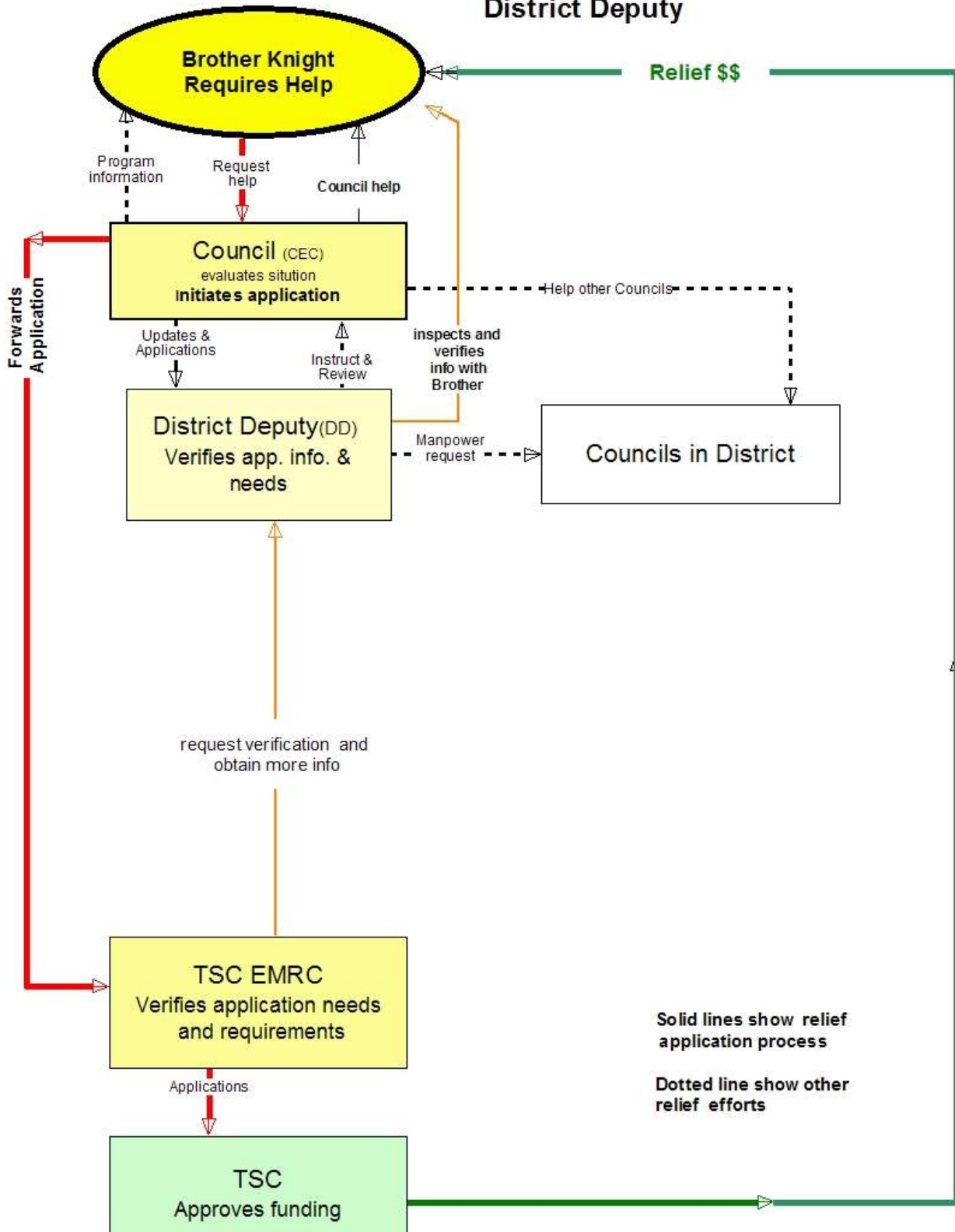
development of their council plan. Should you be unable to answer their questions, you should forward them immediately to the DEC. The DD should help with their four council steps (see Section C). By the end of the meeting, each council should have an outline of what they need to develop with a timeline with dates for completing each step. The DD should maintain information from these meetings for his reference.

**Step Two:** DDs should develop your own timeline which will allow you to monitor your councils' progress. When all your councils have completed all four steps from Section C, you will notify your DEC and the State EMRC.

**Step Three:** DD will visit council halls and church facilities to review capability to support area needs. This will provide you with valuable information during an event. You should briefly describe each council's capabilities in writing to the DEC.

**Step Four:** DD will annually review each council's plan and grade the success of their member "call-up". Then submit review to DEC.

# Emergency Management Relief Program Flow Chart for District Deputy



**Brother Knight  
Requires Help**

**Council (CEC)**  
evaluates situation  
**initiates application**

**District Deputy(DD)**  
Verifies app. info. &  
needs

Councils in District

**TSC EMRC**  
Verifies application needs  
and requirements

**TSC**  
Approves funding

**Relief \$\$**

**Forwards  
Application**

**Solid lines show relief  
application process**  
  
**Dotted line show other  
relief efforts**

## **Section E - Diocesan EMR Coordinator (DEC)**

**Introduction:** This is a new position for the Knights of Columbus for the State of Texas. You have been appointed to a position that hopefully will be utilized on rare occasions. But when the occasion arises, you must be ready and know your duties described below. You will not have time to learn what to do when an event occurs. It is also understood that your position maybe difficult since your duties are not a part of other well-established council functions. **And finally, don't forget your own family in a time of crisis; they are the center of your life.**

The DEC needs to mirror the activities of the DD. Obviously your activities will include the entire dioceses. It is important for you to monitor and assist DD's in the completion of their plan. The DEC will have area information that will be needed to be conveyed to all the DDs in your Dioceses in the event of a disaster. The DEC will need to keep a binder with a list of all the DDs and their councils (including council list). You will need a list of resources and contacts of council halls and churches that will be able to offer shelter and or assistance. You will work with the Texas State Council, Emergency Management and Relief Coordinator (TSC EMRC) in formulating a list of local agency assets and support. Local charities may include Catholic Charities, St. Vincent de Paul Society, area Christian coalitions, United Way, Salvation Army, and local, state, and federal agencies. Therefore the DEC needs to periodically update list of these assets.

**Position of Responsibility:** You will report directly to the TSC EMRC during an event. All Diocesan Deputies will report directly to the DEC in an event.

**Responsibilities:** The Diocesan Emergency Coordinator (DEC) is responsible for coordinating all District Deputies and their Councils during an event<sup>1</sup>. His duties include:

1. ensuring DDs are current in their EMRC duties,
2. coordinating Diocesan wide relief efforts –
  - a. with council activities,
  - b. interacting with other Dioceses,
  - c. with other local charities.

3. be aware of local charities, their contacts, resources, and needs; and
4. be aware of any clergy that may need assistance in the event of evacuation.

For an overview, see the Emergency Management Relief Program flow-chart for activity action of all levels.

<sup>1</sup> See definitions.

## **Section F - State Emergency Management and Recovery Coordinator (EMRC)**

### Coordinator Activities and Responsibilities

**Position of Responsibility** – Reports directly to State Deputy during crisis periods, otherwise to State Secretary.

#### **Duties:**

1. Develops and manages the Emergency Management and Recovery Plan and presents changes to the Texas State Council.
2. Coordinates communication process during events deemed as a "crisis situation" by the State Deputy or the State Secretary.
  - a. This process will involve requesting information from appropriate Diocesan and/or District Deputies concerning severity of the situation, if any brother Knights are involved, and what if any assistance is needed.
  - b. Provides situation updates to Director of Publicity.
  - c. This process involves notifying Diocesan Deputies of affected areas of various types of assistance available.
3. Coordinates Diocesan and /or Council manpower assistance for involved area.
4. Coordinates assistance from and for area agencies involved with the crisis.
5. Coordinates monetary assistance from State Charities for Brother Knights and their families affected directly by the crisis.
6. May recruit and appoint area assistant coordinators to aid in fulfilling duties and process requirements.
7. Assist Training and Publicity Directors in order that they may provide Dioceses and local councils with the knowledge of their involvement in the EMRC program.

# **Section G**

## **Relief and Support Protocol**

To be completed 2007

## Section H

### State of Texas Emergency Evacuation Plan for Local Areas

**Main Message: Protecting your property means taking precautions and making advance preparations well ahead of storm season. Start planning now.**

#### **Key Talking Points:**

- Learn your vulnerability to flooding from hurricanes by finding out the elevation of your property and checking floodplain maps. As construction increases in your area, floodplains can change.
- Check your insurance coverage. Most homeowner insurance policies do not cover flood damage. Learn about the National Flood Insurance Program.
- Find out if your home meets current building code requirements for high winds. Structures built to meet or exceed current building code high-wind provisions have a better chance of surviving violent windstorms.
- Protect all windows by installing commercial shutters or preparing 5/8 inch plywood panels.
- Garage doors are frequently the first feature in a home to fail. Reinforce all garage doors so that they are able to withstand high winds.
- If you do not live in an evacuation zone or a mobile home, designate an interior room with no windows or external doors as a Safe Room.
- If you live in an evacuation zone, DO NOT plan to stay during a hurricane.
- Before hurricane season, assess your property to ensure that landscaping and trees do not become a wind hazard. Trim all dead wood, and weak branches or overhanging branches from all trees. Certain trees and bushes are vulnerable to high winds and any dead tree near a home is a hazard.
- Consider landscaping materials other than gravel or rocks.

**Prepare your emergency supplies and copies of important documents before hurricane season begins June 1. Having these emergency supplies on hand will serve you well, no matter what kind of hazard you may face. Plan for your supplies to last three to seven days.**

#### **Key Talking Points:**

Your supplies should include:

- Food, water and cash (including small bills) because power outages mean banks and ATMs may be unavailable.
- First-aid kit, extra prescription medications, written copies of

prescriptions, special medical items, eyeglasses, hearing aids.

- Toilet paper, cleanup supplies, personal hygiene products, special items for babies, the elderly and pets.
- Copies of important documents and records, photo IDs, driver license, proof of residence, account numbers, information you may need to process insurance claims. Maintain in a waterproof container that is easy to carry.
- Battery-operated radio, flashlight, extra batteries, extra keys, tools, NOAA weather radio.
- Road maps, a list of places between your town and your destination where you can stop if the highways are clogged, phone numbers of family and friends.
- Food supplies should include a three-day supply of non-perishable food, one gallon of bottled water per person per day, coolers for food and ice storage, paper plates, plastic utensils, manual can opener.
- Blankets, pillows, sleeping bags and extra clothing.
- Supplies for pets, including leashes and carry cases.

# Hurricane Evacuation and Contraflow Plan

(Seperate Download, see web sites this section )

## Important Tips

Your needs and those of your family should be the primary factors considered when determining the timing of your evacuation. Do not delay your departure in anticipation of the announcement of the contraflow plan. Should the contraflow be activated, citizens will be advised through local radio and television stations. All citizens should prepare a plan well in advance of the evacuation.

### The following steps are recommended:

- ✓ Assemble your disaster supplies kit with items such as flashlights, cell phones, extra batteries, battery chargers, portable radio, first aid kit, emergency water and food, medical supplies and equipment, nonelectric can opener, highway map, important documents such as insurance and medical information, etc.
- ✓ Secure your home against disaster to help reduce damages. Cover windows with shielding materials. Secure or put up any loose objects from around your home.
- ✓ If you can't take your pets with you, make provision for your pets.
- ✓ Know your area's evacuation plan/routes before you leave home. ([texasonline.com](http://texasonline.com))
- ✓ Fill your vehicle with gas as early as possible. Take only the vehicle necessary to transport you and your family to safety. Extra vehicles create congestion.
- ✓ Bring extra cash in case banks are closed and ATM machines are inoperable.
- ✓ Notify family and friends (especially those out of the area) of your plan and your destination.
- ✓ Develop an emergency plan in case family members are separated from one another. instruct all evacuating family members on the name and contact information of your designated out-of-area friend or family.
- ✓ Ensure children know how and when to call 911.
- ✓ Evacuate, traveling safely to your destination.
- ✓ Expect travel times to destinations to be significantly longer than normal.

After the storm, listen to local officials for the all-clear signal before returning home. Check for information at [texasonline.com](http://texasonline.com).

Remember, do not try to drive through standing water. Just a few inches of water can float a vehicle.

### Fender-Bender?

State law requires motorists to move fenderbender accidents out of the travel lanes to the shoulder of the road. To keep all travel lanes and shoulders clear, however, disabled vehicles on the shoulder will be relocated to the next exit ramp where further assistance may be available.

More information on hurricane preparedness and evacuation safety is available from the following:

Evacuation routes, shelters and special needs transportation: call 2-1-1.

Emergency Alert Stations:

Houston: [KTRH 740 AM](#)

San Antonio: [WOAI 1200 AM](#)

### **State of Texas web sites:**

<http://texasonline.com>

Texas Department of Transportation:

<http://www.dot.state.tx.us>

Highway Road Conditions: [800-452-9292](tel:800-452-9292)

Texas Department of Public Safety:

<http://www.txdps.state.tx.us>

Governor's Division of Emergency Management:

<http://www.txdps.state.tx.us/dem>

American Red Cross:

[1-866-GET-HELP](tel:1-866-GET-HELP)  
(438-4357)

**The following maps are from Texas Department of Safety. It is highly advisable to go on line at the above sites to obtain better information.**

**A. Beaumont**

**B. Houston/Galveston**

**C. Victoria**

**D. Corpus Christi**

**E. Brownsville**

**Section I**  
**Council and Church Facilities Management**

**To Be completed during 2007**

## Section J – Forms



# Knights of Columbus Texas State Council Disaster Relief Request

Please use Arrow or Tab Key to move between cells and enter data in non-shaded fields only.

Recipients Name:	
Title:	
Membership No.:	
Council No./ Location:	
Address:	
Phone:	
Email:	

Brief Description of Need: Attached pages ?:	
Amount Requested:	
Request Submitted by:	

How are Local Councils and Chapter Helping?	
How many Knights and their Families are involved in the project?	
Other Sources of Revenue solicited to assist in this project?	

Texas State Council Use Only				
EMRC Amt. Appvd				
EMRC Approval	By:		Date:	
Request Approved:	By:		Date	
Request Approved:	By:		Date:	
<b>Amount Approved:</b>	~		~	~
Paid:	Date:		Check No.:	
Not Approved:	By:		Date:	

**Email completed form to:**  
**Bob Sumicek – [tkocsumicek@sbcglobal.net](mailto:tkocsumicek@sbcglobal.net)**  
**Tony Herreth - [tony.herreth@tkofc.org](mailto:tony.herreth@tkofc.org)**

## Council Action Plan Developing a Plan

<b>Action</b>	<b>Date assigned</b>	<b>Date completed</b>	<b>Approved</b>	<b>Comments</b>
Grand Knight assigns Council Emergency Coordinator (CEC)				
Grand Knight assigns Assistant CEC				
CEC attends District Deputy Emergency Management Meeting				
CEC request council officer meeting to decide level of council involvement and activities.				
CEC develops action plan from meeting including timeline for actions and members involved. <span style="color: red;">See Flow Chart, Form 2 – CFC 2006</span>				
CEC submits action plan to council for approval				
Practice Drill				
Revise action items in plan where problems exist.				
CEC submits plan to DD.				
Annual Revision				
May meet with other councils in District to combine efforts				
May provide emergency management services to parish.				

## **Section J**

### **Definitions:**

Communication List – A Phone and email list of all council coordinators, district deputies and diocesan coordinators and their backup personnel.

Event – Any situation that has been declared a disaster by state or federal authorities. It may also be such circumstances that the State Deputy deems it necessary for Brother Knights need to offer charitable assistance.

Support – this is providing; communicating with members information important for the event, funding for relief efforts, providing physical labor and/or equipment for remediation, and/or any physical and moral effort that provides comfort to members in need as a consequence of the event.