



ALERT DISASTER OPERATIONS PLAN FLORIDA DISTRICT 35-I LIONS CLUBS

VERSION 4 · Effective July 1, 2026

District Governor 2026-2027

DG Beverly Flynn

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District Disaster / Emergency Chair

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ALERT DISASTER OPERATIONS PLAN – LIONS CLUB FLORIDA DISTRICT 35-I

Lions International (LI) – ALERT Mission Statement

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

ALERT Objectives

The objective of the Lions ALERT Program is to develop a plan of action in case of a:

- Level One Emergency (affecting a few people)
- Level Two Emergency (affecting a community)
- Level Three Emergency (affecting hundreds or thousands of people in a region)

The emergency may be a natural disaster, a man-made disaster, or a public healthcare crisis such as a large-scale (pandemic) influenza outbreak.

The complete ALERT Program is located on the LCIF website:

<https://www.lionsclubs.org/en/start-our-impact/service/disaster-relief>

I. SITUATION

In general, District 35-I has 41 nonprofit service organizations (Lions Clubs). Our District is widespread and very versatile, with club membership rosters ranging from 10 to 100+. Our clubs are located on the Florida Gulf Coast. We have experienced hurricanes and storms with high winds and flooding, tornadoes, wildfires affecting single or multiple families, and we could be subject to a terrorist attack and pandemic influenza.

Developing disaster plans for our clubs is good business practice and enables us to protect ourselves and serve our communities and District more efficiently. Working with local Lions Clubs within District 35-I, local government, and first responder organizations, we can significantly expand the reach and impact of emergency response efforts and help make a meaningful difference.

II. MISSION

To prepare our members and their families to deal with and be prepared for disasters, and to help the community and those suffering from a disaster or crisis. The District also maintains a Disaster Trailer and a Food Trailer to support deployment — see Attachments M and N for current inventories.

III. EXECUTION

A. Mitigation (Prevention)

Mitigation is a cost-efficient method for reducing the impact of hazards through preventive measures.

1. Given advanced notification of impending danger from natural disasters such as flooding, hurricanes, wildfires, and ice storms, the Club President will contact local authorities to determine where assistance may be needed. If called or self-initiated, we will begin working with an LCIF District ALERT Coordinator or Lions Club members who are designated liaisons or active members of first responder

organizations — such as the Red Cross, Homeland Security CERT, or local fire, rescue, and EMS — to identify community needs and help implement emergency management plans.

2. Club members should be encouraged to seek free disaster preparedness and first aid training from the above organizations and to use their training to identify hazards and problems to prevent or minimize the effects of these events. Our District may schedule at least one disaster preparedness training or exercise program each year.

B. Preparedness

Preparedness involves the development of a plan of action in case of emergency.

1. Using available books, pamphlets, online websites, local training, common sense, and discussion, we encourage our members to prepare a family plan in the event of a disaster. The plan should include sheltering in place for 3-5 days and the possibility of evacuation. Lions with disaster preparedness training should assist other members in creating their plans. Being prepared reduces fear and anxiety and helps limit damage and loss.
2. Using available resources, club members should prepare a disaster kit for sheltering in place and for possible evacuation. Items should be checked and replaced periodically, at least every six months. Once the family is cared for, the Lion member can turn attention to other Lions Club member families and to the needs of the community.
3. Being prepared also includes training with local first responder organizations. Members active with first responder organizations may be called in an emergency and can access areas restricted to the public. Establishing contacts with first-responder organizations and engaging in advance emergency planning is preferred.
4. Obtaining free online training through FEMA on the Introduction to the Incident Command System should be completed by the District Disaster/Emergency Chair, Club Disaster Chairs, Club Presidents, and Zone Chairs. ICS 100 introduces the Incident Command System — its history, features, principles, and organizational structure — and explains the relationship between ICS and NIMS. The course takes approximately 3 hours. See: <https://training.fema.gov/>
5. Our District will conduct a voluntary inventory/survey of District Club members to identify resources. See Attachment A. Club Disaster Chairs are responsible for distributing the questionnaire to their club members, collecting completed forms, and submitting the results to their respective Region Disaster/Emergency Chair. Current telephone numbers and special needs of members and their families should be identified.
6. Our District may maintain some cash and checks available with key personnel in the event that ATMs and credit cards cannot be used and materials, equipment, emergency supplies, food, or shelter are needed. Individual Lions Clubs, Regions, and the District may wish to maintain disaster kits containing FM radios, safety vests, gloves, hard hats, food/water, blankets, notebooks, pens/pencils, duct tape, tarps, first aid kits, cameras, flashlights, flares, and two-way radios. The District

also maintains a fully equipped Disaster Trailer and a Food Trailer — see Attachments M and N.

7. In some areas, local governments have established alert systems that citizens can sign up for regarding emergencies and crisis situations.

C. Response

Response includes mobilizing emergency services as defined in the emergency plan.

1. If our community is heavily damaged in a disaster, the first concern is for member families. The District Disaster/Emergency Chair will activate the North and/or South Region Disaster/Emergency Chairs for the affected area, who will in turn contact the Club Disaster Chairs in their region. Club Disaster Chairs will then reach out to their club's volunteers, assess availability, and report back up the chain. If a member does not answer and is believed to be home, a neighbor will be called or someone will drive to the member's house. Problems and special needs of members will be addressed first.
2. If communication via landline and cell phone is disrupted or unavailable, District 35-I Starlink satellite internet systems will be activated as the primary backup communication network for the chain of command. The District maintains four assigned Starlink units: one held by the District Disaster/Emergency Chair, one deployed in the North Region, one deployed in the South Region, and one held by the District Governor. As of July 1, 2026, three units are active; the District Governor's unit is pending acquisition. Each unit holder is responsible for having their device operational and ready to deploy within two hours of a disaster activation. Starlink provides internet-based communication — including email and messaging — independent of local cellular and landline infrastructure, ensuring the table of organization remains connected throughout any disaster response. Two-way radios (GMRS and FRS) may be used as a supplemental, localized communication tool in zones where members have them readily available; they are not part of the formal command communication structure. Members may need to provide immediate assistance to their neighbors. Work in pairs and avoid entering heavily damaged structures.
3. Unless otherwise assigned, those available to help will respond to designated areas within their cities/counties with personal equipment such as flashlights, extra clothing, sleeping bags, gloves, personal items, food, water, hand tools, and first aid kits. Members traveling to another club's area to assist should carpool.
4. Members who are active in local first responder organizations may report to their respective organizations for assignments and to coordinate Lions Club member assignments.
5. Club members will be assigned tasks based on the situation, training, and skills, and will work in pairs. When there is potential exposure to blood or other bodily fluids, members should use universal precautions—wearing gloves, eye protection, and other appropriate protective equipment.
6. If the magnitude of the disaster justifies a request for an LCIF Grant (generally \$15,000), a request will be made by the District Governor. For LCIF disaster relief resources: <https://www.lionsclubs.org/en/give-our-focus-areas/disaster-relief>

D. Recovery

Recovery aims to restore the affected area to its previous state.

1. Recovery may be better accomplished by private companies and federal, state, and local governmental agencies.
2. After first responders depart, Lions Clubs may assist by providing monetary assistance to victims with LCIF grant funds.

IV. ADMINISTRATION / EQUIPMENT / LOGISTICS

A. Voluntary Inventory/Survey

1. Club Disaster Chairs will gather contact information on their club members, along with special needs, skills, training, and other pertinent information, using the Florida District 35-I ALERT Master Disaster Response Roster (a separate Excel workbook distributed with this plan). Each club's roster should be entered on a separate, clearly labeled tab within the workbook. Completed rosters are submitted to the respective Region Disaster/Emergency Chair — Zones 1-4 to the North Region Disaster/Emergency Chair (Barbara Klingensmith); Zones 5-7 to the South Region Disaster/Emergency Chair (John Raymer). Region Disaster/Emergency Chairs compile their regional rosters and forward them to the District Disaster/Emergency Chair, who maintains the Master District Disaster Response Roster. A copy of the completed Master Roster is forwarded by the District Disaster/Emergency Chair to the District Governor. Zone Chairs are kept informed of roster status and preparedness activities by their respective Region Disaster/Emergency Chair.
2. Determine what equipment resources are available. Maintain questionnaires and update them when members join or leave the club and when they obtain training or equipment. The District maintains a Disaster Trailer (see Attachment M) and a Food Trailer (see Attachment N).
3. If appropriate, a club can request manpower assistance, supplies, and materials through its Club Disaster Chair, who will coordinate the request with its respective Region Disaster/Emergency Chair.
4. Establish who is willing to temporarily house displaced families if needed.

B. Emergency Telephone Numbers

Our District will maintain a current list of local government agency telephone numbers, including the local Emergency Operations Center, EMS, police, and local first responders. See Attachment B.

C. First Responder Partnerships

Our District has active members in first responder or EMS organizations. If needed, liaison positions (Committee Chairperson) should be established for members to develop partnerships, maintain current contact information, and if possible, participate in emergency planning and exercises.

D. Planning and Training

This District has developed emergency disaster plans and will develop training or exercises to test our readiness. Participating in exercises with local first responders and EMS organizations is a goal of the District clubs. Plans will be reviewed and updated annually each January.

E. Equipment and Supplies

District club equipment and disaster supplies are maintained by the clubs and checked by a designated club member. Items such as water should be rotated regularly. Members are encouraged to take disaster training, and providers are invited to offer group classes for District Club members.

F. Financial

The District 35-I Charitable Foundation Treasurer will arrange for electronic transfer of funds if appropriate, pay bills associated with disaster relief, and keep a separate record of expenditures for accounting with LCIF if grant money is used. The Foundation Treasurer will maintain records of public donations and how they were disbursed to support the relief effort.

The Foundation Treasurer will arrange with local retail stores to obtain gift cards for affected families to purchase food and other necessities when funding is available.

G. Recordkeeping

The District Disaster/Emergency Chair will maintain the master disaster plan and questionnaires. The District Administrator will contact Club Secretaries to ensure individual member information is updated in July and January in MyLion. Club Service Chairs will report hours worked and services performed to Lions International. An After-Action Report will be prepared by the North or South Region Disaster/Emergency Chair within 15 days after relief/support activity has ended, with copies to the District Disaster/Emergency Chair, District Administrator, and District Governor.

H. External Disaster Relief Support

If a significant disaster occurs and LCIF and other Lion Districts participated in disaster relief that does not directly involve our District, the District Board will discuss the merit of making a financial contribution to LCIFF for disaster relief efforts.

V. COMMAND AND CONTROL

A. Delegation of Authority

1. The North and South Region Disaster/Emergency Chairs have decision authority in their region. If either Chair is unable to perform due to being directly affected by a disaster, the District Disaster/Emergency Chair will contact and direct the available Chair to assume that region's area of responsibility.
2. This delegation of authority applies only during a serious crisis or disaster that requires District clubs and members to provide service and assistance to the community.

B. Chain of Command

1. The North and South Region Disaster/Emergency Chairs have decision authority in their respective regions and report to the District Disaster/Emergency Chair (Peter Casamento), whose responsibility is to keep the District Governor and Vice Governors informed of the situation. Region Disaster/Emergency Chairs will in turn keep their Zone Chairs and Club Disaster Chairs informed. If the situation is beyond the capabilities of our District, more assistance will be requested from other Lions Club Districts through the District Governor.
2. For disaster volunteer roster management: Club Disaster Chairs in Zones 1-4 submit their completed Excel rosters to the North Region Disaster/Emergency Chair (Barbara Klingensmith). Club Disaster Chairs in Zones 5-7 submit to the South Region Disaster/Emergency Chair (John Raymer). Region Disaster/Emergency Chairs compile their regional rosters and forward them to the District Disaster/Emergency Chair. A copy of the completed Master Roster is forwarded by the District Disaster/Emergency Chair to the District Governor. This same chain is activated during a disaster response — the District Disaster/Emergency Chair contacts one or both Region Disaster/Emergency Chairs, who activate Club Disaster Chairs in the affected area.
3. The ALERT Public Information Officer will be kept informed regarding disaster relief activities by the District Disaster/Emergency Chair.

C. Organization

1. Club members are organized at the club level under their Club Disaster Chair. Club Disaster Chairs in Zones 1-4 report to the North Region Disaster/Emergency Chair (Barbara Klingensmith); Club Disaster Chairs in Zones 5-7 report to the South Region Disaster/Emergency Chair (John Raymer). Zone Chairs serve primarily in their general Lions Club administrative capacity; during active response operations, they may serve as field coordination leads within their zone at the direction of their Region Disaster/Emergency Chair. Each response team will have 10-14 members. Club Disaster Chairs and any Zone Chairs serving in an operational capacity during a disaster should complete the free online FEMA Introduction to the Incident Command System course within 30 days of assuming their position. See: <https://training.fema.gov/>
2. Team Leader(s) will be designated to create additional teams as needed.

3. Team Leaders will maintain current contact information and will call their members when requested or in an emergency.
4. Team Leaders will check on member availability and assignments, supervise work performed, remain accountable for District equipment, keep records of hours and work performed daily, report injuries, take photographs, conduct debriefings, and forward this information to the District Disaster/Emergency Chair.
5. Team Leaders shall be concerned for the mental and physical well-being of members who may become stressed by the situations they encounter, and will arrange for professional assistance available through first responder organizations on scene.

D. Club Disaster Chairs (Approved by DG Beverly Flynn, Effective 2026-2027)

As approved by District Governor Beverly Flynn for the 2026-2027 Lions year, each club in District 35-I will designate a Club Disaster Chair. The structure provides a clear, unambiguous chain of responsibility from each individual club through the two Region Disaster/Emergency Chairs to the District Disaster/Emergency Chair.

REPORTING STRUCTURE:

Clubs in Zones 1-4 (North Region): Club Disaster Chair → North Region Disaster/Emergency Chair (Barbara Klingensmith) → District Disaster/Emergency Chair (Peter Casamento)

Clubs in Zones 5-7 (South Region): Club Disaster Chair → South Region Disaster/Emergency Chair (John Raymer) → District Disaster/Emergency Chair (Peter Casamento)

Club Disaster Chair Responsibilities:

1. Serve as the club's point of contact for all disaster preparedness and response activities.
2. Identify and register club members who are willing to serve as disaster response volunteers.
3. Collect each volunteer's name, email address, and best contact phone number using the Florida District 35-I ALERT Master Disaster Response Roster (a separate Excel workbook distributed with this plan).
4. Clubs in Zones 1-4: submit the completed Excel roster to North Region Disaster/Emergency Chair Barbara Klingensmith (Barbk50@hotmail.com / 813-312-9675). Clubs in Zones 5-7: submit to South Region Disaster/Emergency Chair John Raymer (johnraymersalem@gmail.com / 618-367-6954). Submit at the start of each Lions year and whenever membership changes occur.
5. When activated, contact the club's disaster volunteers, assess their availability, and report back to the Region Disaster/Emergency Chair with personnel available to respond.

North and South Region Disaster/Emergency Chair Responsibilities:

1. Receive club volunteer rosters from all clubs in their region.
2. Compile a regional master volunteer roster and forward it to the District Disaster/Emergency Chair.
3. When activated by the District Disaster/Emergency Chair, contact the Club Disaster Chairs in the affected area within their region.
4. Report available regional personnel and resources back to the District Disaster/Emergency Chair.

District Disaster/Emergency Chair Responsibilities:

1. Receive compiled regional rosters from both Region Disaster/Emergency Chairs and maintain the Master District Disaster Response Roster. Forward a copy of the completed Master Roster to the District Governor.
2. Update the master roster annually each July and whenever changes occur.
3. In the event of a disaster, contact the North and/or South Region Disaster/Emergency Chairs for the affected area to initiate activation.
4. Coordinate with Region Disaster/Emergency Chairs to direct volunteer resources to where they are most needed.
5. Report to the District Governor and keep the chain of command informed throughout any disaster response.

This structure streamlines the activation process: the District Disaster/Emergency Chair contacts one or both Region Disaster/Emergency Chairs, who in turn activate the Club Disaster Chairs in the affected area. Each Club Disaster Chair then contacts their club's volunteers, assembles a response count, and reports back up the chain — enabling rapid, coordinated deployment of personnel and resources across the District.

E. Individual Members

1. Individual members are encouraged to educate themselves in emergency preparedness and to make their own family emergency plans, creating disaster kits to sustain themselves for at least 3-5 days.
2. Keep emergency contact information current with Club Secretaries and their Team Leader. In an emergency, advise Team Leaders of your availability or if you have evacuated or relocated.
3. If physically capable, work with Team Leaders to assist the community. Keep Team Leaders informed of any assistance needs.
4. Take first aid, emergency preparedness, or disaster training from first responder organizations or other sources, and work with them to involve the Lions Club in their emergency plans. Report new training to the Club Secretary and provide a copy of the training certificate.

VI. ADDITIONAL RESOURCES

A. World Central Kitchen

www.wck.org — World Central Kitchen works with local restaurants, food trucks, and chefs. Founded in 2010 by Chef José Andrés, WCK is a not-for-profit organization whose method is to be a first responder and then collaborate with local chefs to solve the problem of hunger immediately following a disaster.

B. Operation BBQ Relief

www.operationbbqrelief.org — Operation BBQ Relief is a 501(c)(3) nonprofit founded in May 2011 in response to tornado relief efforts in Joplin, Missouri. Competitive pitmasters from nine states answered the call to feed displaced families and first responders.

C. Florida Comprehensive Emergency Management Plan (CEMP)

www.floridadisaster.org/dem/response/planning-section/all-hazards/comprehensive-emergency-management-plan/ — The Florida CEMP is the state-level all-hazards framework governing how Florida prepares for, responds to, recovers from, and mitigates emergencies. Lions ALERT teams coordinating with county and state agencies should be familiar with this plan. Full directory of county emergency management offices: www.floridadisaster.org/planprepare/counties/

ATTACHMENT A

Lions Club Questionnaire for Disaster Preparedness

Date of Questionnaire: _____

Club: _____

Name	
Address	
Home Phone	
Cell Phone(s)	
Vehicle Tag Numbers	
Two Neighbors: Name & Phone	
Out-of-Town Contact: Name & Phone	
# of People in Household / # of Pets	

Do you or any family members have special needs requiring assistance? If so, describe below:

Do you have a disaster kit with food, water, and other items for 3-5 days? Yes ____ No ____

Do you have a truck or trailer that can be used for hauling? Yes ____ No ____

Do you have 4-wheel drive and can you drive in bad weather? Yes ____ No ____

Would you be willing to house displaced family members? Yes ____ No ____

Do you have any equipment or items you would be willing to share in an emergency (e.g., a generator, chainsaw, clothing, cots, radios, medical supplies)? Please list below:

Do you have any special job skills (construction, electrician, engineer) or disaster training, past fire/law enforcement/EMS experience, or are you associated with any other organizations (Red Cross, Fire Department, local church leadership, VIPS, Neighborhood Watch, CERT)? Would you be interested in receiving some training?
 Yes ____ No ____

How can you help your club, neighbors, and the community in the event of a major disaster? Please explain:

ATTACHMENT B

District 35-I Emergency Telephone Numbers 2026-2027

DISTRICT LEADERSHIP

District Governor	Beverly Flynn
Mobile	(941) 773-5705
Email	lionbevflynn@aol.com
1st Vice District Governor	Drew Ogden
Mobile	(239) 910 - 3635
Email	Drewogden44@gmail.com
2nd Vice District Governor	Christine Malone
Mobile	815-549-6398
Email	lionchristinemalone@gmail.com
District Administrator	Karen Douglas
Mobile	(727) 585-7470
Email	dnarek23@aol.com
Cabinet Secretary	Diane LaSpina
Mobile	(863) 617-5459
Email	dslaspina@msn.com
Cabinet Treasurer	Barbara McGillicuddy
Mobile	(941) 735-3582
Email	bmcgl@verizon.net

DISASTER / EMERGENCY COMMITTEE

District Disaster/Emergency Chair	Peter M. Casamento
Mobile	(201) 280-6029
Email	lionpeter35i@gmail.com
North Region Disaster/Emergency Chair	Barbara Klingensmith
Mobile	(813) 312-9675
Email	Barbk50@hotmail.com
South Region Disaster/Emergency Chair	John Raymer
Mobile	(618) 367-6954
Email	johnraymersalem@gmail.com

ZONE CHAIRS

Zone 1 — Dade City Hispanic American, Hudson Bayonet Point, Lutz Land O'Lakes, Wesley Chapel, Zephyrhills

Jim Kilby, Zephyrhills	(301) 418-0325 jmskilby@yahoo.com
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Zone 2 — Brandon, Fishhawk, Plant City, Sun City Center/South Shore, Tampa Downtown, Tampa North, Riverview

Bridget Zickefoose, Plant City	(813) 846-9608 bridgetz1031@gmail.com
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Zone 3 — Clearwater, Gulfport, Largo, Palm Harbor, Safety Harbor, Saint Petersburg

Teri Barnett, Saint Petersburg	(239) 218-2178 teriheath9@gmail.com
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Zone 4 — Arcadia Centennial, Frostproof, Lake Placid, Lake Wales, Sebring Breakfast, Wauchula

Helen Goble	(321) 446-5327 (no email on file)
Judy Galm, PDG (alternate)	(863) 655-2973 galmjudy@gmail.com

Zone 5 — Bradenton, Englewood, Laurel-Nokomis, North Port, Port Charlotte Centennial, Punta Gorda, Sarasota, SWFL Lighthouse, Venice

Pamela Brown, Venice	(941) 218-9556 pamelajeanebrown@gmail.com
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Zone 6 — Cape Coral, North Fort Myers Noon, Fort Myers, Fort Myers Beach, Sanibel-Captiva

Amy Gephart, N Ft Myers Noon	(937) 212-4448 amygephart@ymail.com
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Zone 7 — Bonita Springs, Naples, Everglades

Elaine Middlestadt, Everglades City	(305) 962-8136 elaineecity@gmail.com
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YOUR CLUB'S LOCAL EMERGENCY NUMBERS

Fill in the information below for your club's area and keep this page accessible to all club members.

Sheriff Department	
Police Department	
Fire Department	
Emergency Management	
Homeland Security / CERT	
Police Non-Emergency	
Fire Non-Emergency	
Electric Company	
American Red Cross	
Telephone Repair	
Gas Company	
Poison Control Center	

ATTACHMENT C

Simple Family Disaster Plan (CERT)

Keep copies in all vehicles, with neighbors, and with all family members and out-of-town contacts. Review this information periodically and update when needed. Directions to locations are useful because people forget in a crisis — someone may need to meet you at your destination.

1. Names and Contact Information

For each person in the household: all phone numbers, email addresses, home and work addresses. Where is each person or pet likely to be? Key medical information — specific conditions, allergies, medications; names and phones for key physicians, veterinarians, etc.

2. Out-of-Town Contacts

Have at least two contacts, ideally in more than one region. For each: name, relationship, phones, email, home and work addresses.

3. Meeting Places

If at home: _____ (in the neighborhood).

Local daytime: _____ (central location away from likely hazard).

Out of town: _____ (consider likely evacuation routes when choosing; check with your likely host).

4. Supplies

Extra water and food — describe container and location:

Additional supplies (generator, fuel, plastic sheeting, duct tape, tools, extra clothing) — describe item, container, and location: _____

ATTACHMENT D

Prepare for Disasters: Build a Disaster Supplies Kit (American Red Cross)

There are six basics you should stock for your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items for medical conditions. Keep items most likely needed during an evacuation in an easy-to-carry container (large covered trash container, camping backpack, or duffle bag).

Water

Store one gallon of water per person per day (two quarts for drinking; two quarts for food preparation/sanitation). Keep at least a three-to-five day supply per person. Store in plastic soft drink bottles — avoid milk cartons or glass.

Food

Store at least a three-to-five day supply of non-perishable food requiring no refrigeration, preparation, or cooking. Include:

- Ready-to-eat canned meats, fruits, and vegetables
- Canned juices
- Staples (salt, sugar, pepper, spices)
- High-energy foods and vitamins
- Food for infants and comfort foods for stress

First Aid Kit (Home and Car)

- 20 adhesive bandages (various sizes)
- Sterile dressings: 5" x 9", conforming roller gauze, triangular bandages
- Sterile gauze pads: 3 x 3 and 4 x 4
- Roll 3" cohesive bandage; adhesive tape 2" width
- Germicidal hand wipes or waterless hand sanitizer; antiseptic wipes
- Non-latex gloves; anti-bacterial ointment; cold pack
- Scissors, tweezers, CPR breathing barrier

Non-Prescription Drugs

- Pain reliever (aspirin or non-aspirin)
- Anti-diarrhea medication, antacid, laxative
- Activated charcoal (use only if advised by Poison Control Center)

Tools and Supplies

- Battery-operated radio and extra batteries*
- Flashlight and extra batteries*
- Non-electric can opener, utility knife*

- Cash or traveler's checks*
- Fire extinguisher (small ABC type), matches in waterproof container
- Pliers, compass, aluminum foil, plastic storage containers
- Paper, pencil, needles, thread, medicine dropper
- Shut-off wrench (to turn off household gas and water)
- Plastic sheeting, map of the area

Sanitation

- Toilet paper, towelettes, soap, liquid detergent
- Feminine supplies, personal hygiene items
- Plastic garbage bags (ties), plastic bucket with tight lid
- Disinfectant, household chlorine bleach

Clothing and Bedding

- At least one complete change of clothing and sturdy footwear per person
- Rain gear, blankets or sleeping bags
- Hat, gloves, thermal underwear

Special Items

For infants: formula, diapers, bottles, powdered milk, medications.

For adults: heart and blood pressure medication, insulin, prescription drugs and copies of prescriptions, denture needs, contact lenses and supplies, extra eyeglasses.

Entertainment: games, books, portable music device.

Important Family Documents (store in waterproof, portable container)

- Wills, insurance policies, contracts, deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank and credit card account numbers
- Inventory of household goods, important telephone numbers
- Family records (birth, marriage, death certificates)

Store your kit in a convenient, known location. Keep a smaller version in your car. Change stored water every six months. Replace stored food every six months. Re-evaluate your kit and family needs at least once a year.

ATTACHMENT E

Evacuation Plan (American Red Cross)

Local government officials — not the Red Cross — issue evacuation orders when disaster threatens. If local officials ask you to leave, do so immediately.

When Evacuating:

- Wear long-sleeved shirts, long pants, and sturdy shoes.
- Take your disaster supplies kit.
- Take your pets — they are not permitted in public shelters, so arrange ahead of time for a pet-friendly location.
- Lock your home.
- Use travel routes specified by local authorities — do not use shortcuts.
- Stay away from downed power lines.

Grab-and-Go Items (if you have only moments):

- Medical supplies: prescription medications and dentures
- Disaster supplies: flashlight, batteries, radio, first aid kit, bottled water
- Clothing and bedding: change of clothes, sleeping bag or bedroll, pillow
- Car keys and keys to your destination

Protecting Your Home Before Leaving:

- Bring inside: lawn furniture, trash cans, children's toys, garden equipment, hanging plants, and any objects that could blow or fly in high winds.
- Turn off electricity at the main fuse/breaker and water at the main valve.
- Unless local officials advise otherwise, leave natural gas on — turning it off requires a licensed professional to restore.
- Turn off propane gas service — propane tanks often dislodge in disasters.
- Cover windows with shutters or plywood rated for wind-driven debris. Tape does NOT prevent windows from breaking.
- Consider using sandbags if flooding is expected (two people, one hour = wall 1 foot high x 20 feet long per 100 bags).

Protect Your Valuables:

- Move TVs, computers, electronics, and small appliances to higher levels of your home, away from windows. Wrap in sheets or blankets.

- Make a visual or written record of all household possessions (include model and serial numbers) and store a copy off-site (safe deposit box).

Important Papers to Take:

- Driver's license or personal identification; Social Security card
- Proof of residence (deed or lease); insurance policies; birth and marriage certificates
- Stocks, bonds, and other negotiable certificates; wills, deeds, copies of recent tax returns
- Checkbook, cash, credit cards; map of the area

Food and Water in an Emergency (FEMA 477 / A5055)

If a disaster strikes, you might not have access to food, water, and electricity for days or even weeks. Having an ample supply of clean water is a top priority. A normally active person needs at least two quarts of water per day. Store a total of at least one gallon per person per day; store at least a two-week supply for each family member.

How to Store Water

Store in thoroughly washed plastic, glass, fiberglass, or enamel-lined metal containers. Never use a container that has held toxic substances. Plastic soft drink bottles are best. Seal tightly, label, and store in a cool, dark place. Rotate water every six months.

Emergency Outdoor Water Sources

- Rainwater; streams, rivers, and other moving bodies of water
- Ponds and lakes; natural springs

Avoid water with floating material, an odor, or dark color. Use saltwater only if you distill it first. Do not drink flood water.

Hidden Water Sources in Your Home

Hot water tank, pipes, ice cubes. In a last resort, the reservoir tank of your toilet (not the bowl). Know the location of your incoming water valve.

Three Ways to Treat Water

Boiling: Bring to a rolling boil for 3-5 minutes. Let cool before drinking. Pour back and forth between clean containers to improve taste.

Disinfection: Use regular household liquid bleach containing 5.25% sodium hypochlorite only. Add 16 drops per gallon, stir, let stand 30 minutes. If no slight bleach odor, repeat and wait 15 more minutes.

Distillation: Fill a pot halfway, tie a cup to the lid handle so it hangs right-side up when lid is inverted, boil for 20 minutes. Condensed vapor collected in the cup is distilled water.

Water Purification Systems: LifeSaver systems (www.iconlifesaver.com) can purify from water-bottle scale up to 500,000 liters.

Food Supplies

If activity is reduced, healthy adults can survive on half their usual food intake for an extended period. Food, unlike water, may be rationed safely (except for children and pregnant women). Avoid high-fat, high-protein, and salty foods when water is limited. Familiar foods are important — they lift morale in times of stress.

Shelf Life Guidelines

Use within 6 months: Powdered milk (boxed), dried fruit and crackers (in metal containers), potatoes.

Use within 1 year: Canned condensed soups and vegetables, canned fruits and juices, ready-to-eat cereals, peanut butter, jelly, hard candy, canned nuts, Vitamin C.

May be stored indefinitely (proper containers): Wheat, vegetable oils, dried corn, baking powder, soybeans, instant coffee/tea/cocoa, salt, white rice, bouillon, dry pasta.

ATTACHMENT G

Shelter-in-Place in an Emergency (American Red Cross)

Shelter-in-place means selecting a small, interior room with no or few windows and taking refuge there when hazardous materials may have been released into the atmosphere. This is a precaution to keep you safe while remaining indoors — it is not the same as going to a storm shelter.

At Home:

- Close and lock all windows and exterior doors.
- If danger of explosion, close window shades, blinds, or curtains.
- Turn off all fans, heating, and air conditioning systems. Close the fireplace damper.
- Get your family disaster supplies kit and make sure the radio is working.
- Go to an interior room without windows that is above ground level.
- Bring pets with you along with additional food and water for them.
- Seal all cracks around the door and vents into the room with duct tape and plastic sheeting (heavier than food wrap).
- Keep listening to radio or television until you are told all is safe or to evacuate.

At School:

- Activate the school's emergency plan. Follow reverse evacuation procedures to bring students indoors.
- Ask all visitors to stay — do not leave.
- Close and lock all windows, exterior doors, and openings to the outside.
- Turn off all fans, heating, and air conditioning systems, especially those that exchange inside air with outside air.
- Select interior rooms above ground floor with the fewest windows. Classrooms, large storage closets, utility rooms, or gymnasiums without exterior windows all work well.
- Seal cracks around doors and vents with duct tape and plastic sheeting.
- Allow students to use cell phones to call parents to report they are safe.
- Change voice mail to indicate the school is closed and students are remaining until authorities advise it is safe.

At Work:

- Close the business. Ask customers and visitors to stay — do not leave.
- Turn on call-forwarding or automated telephone answering services and update the recording.

- Close and lock all windows, exterior doors, and openings.
- Turn off fans, heating, and air conditioning.
- Select interior rooms above ground floor with the fewest windows. Avoid rooms with mechanical ventilation equipment that cannot be sealed from outdoors.
- Seal cracks around doors and vents with duct tape and plastic sheeting.
- Write down names of everyone in the room and call the designated emergency contact.

In Your Vehicle:

- If you are very close to home, your office, or a public building, go there immediately.
- If unable to reach a building quickly, pull over safely. Stop in a shady spot if sunny outside to avoid overheating.
- Turn off the engine. Close windows and vents. Seal heating/air conditioning vents with duct tape if possible.
- Listen to the radio for updated advice. Stay where you are until told it is safe to move.

Instructions to shelter-in-place are usually for durations of a few hours, not days or weeks. There is little danger the room will run out of oxygen.

ATTACHMENT H

Personal Workplace Disaster Supplies Kit (CERT)

For the workplace, where you might be confined for several hours or overnight, the following supplies are recommended.

Lighting and Information

- Flashlight with extra batteries (use only flashlights — no candles or open flame)
- Battery-powered radio for emergency news reports

Food

Enough non-perishable food to sustain you for at least one day (three meals). Select foods requiring no refrigeration, preparation, or cooking and little or no water.

- Ready-to-eat canned meals, meats, fruits, and vegetables
- Canned juices; high-energy foods (granola bars, energy bars)

Water

At least one gallon of water. Store in plastic containers such as soft drink bottles.

Medications

Include usual non-prescription medications (pain relievers, stomach remedies). Keep at least a three-day supply of prescription medications at your workplace. Consult your physician or pharmacist about storage requirements.

First Aid Supplies

- 20 adhesive bandages; sterile dressings (5" x 9", conforming roller gauze, triangular bandages)
- Sterile gauze pads (3x3 and 4x4); roll 3" cohesive bandage; 2" adhesive tape
- Germicidal hand wipes or waterless hand sanitizer; antiseptic wipes
- Non-latex gloves; anti-bacterial ointment; cold pack; scissors; tweezers; CPR breathing barrier

Tools and Supplies

- Emergency 'space' blanket (Mylar); paper plates and cups, plastic utensils
- Non-electric can opener; personal hygiene items (toothbrush, toothpaste, comb, brush, soap, contact lens supplies, feminine supplies)

- Plastic garbage bags; one complete change of clothing and closed-toed shoes or boots; extra eyeglasses

Adjust your kit to your personal needs. Do not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician.

ATTACHMENT I

Pack Up Your Troubles in a Pet Disaster Kit Bag (The Humane Society)

Plan ahead for your pets — both for you and them. Make sure you have a pet disaster kit ready before you need it.

What to Include:

- Medications, a first-aid kit, and medical records in a waterproof container. A pet first-aid book is also handy.
- Sturdy leashes, harnesses, and carriers large enough for the animal to stand, turn around, and lie down. Include blankets or towels for bedding and warmth.
- Current photos and descriptions of your pets to help others identify them in case you become separated.
- Bowls, cat litter and litter box, manual can opener, and enough food and water for at least three days.
- Information on feeding schedules, medical conditions, behavior problems, and the name and number of your veterinarian.
- Pet beds and toys to reduce stress.
- Newspapers, paper towels, plastic trash bags, grooming items, and household bleach.

Once collected, store items in sturdy, easily carried containers (duffle bags, covered trash containers). Putting together a disaster kit is just one step — also plan for temporary housing that accepts pets and for reintroducing your pet to your home after the disaster.

ATTACHMENT J

Blessing Bag Contents

Blessing Bags are small personal care bags assembled and distributed to disaster victims. Suggested contents:

- Toothpaste and toothbrush (with travel cover)
- Deodorant; dental floss
- Shampoo and conditioner
- Body wash; nail clippers
- Pens and small notepad
- Toilet paper
- Feminine care products
- Band-Aids and Neosporin
- Cough drops; lotion
- ChapStick; razor
- Sunscreen; mosquito repellant
- Hand sanitizer
- Wet wipes / diaper wipes
- Comb
- Hand/foot warmers

ATTACHMENT K

County Emergency Managers & DEM Regional Coordinators Florida Division of Emergency Management

Rather than maintaining a static list that becomes outdated when personnel change, members should use the live FDEM directory below to find the current contact for any Florida county. The directory links to each county's individual emergency management page, including current manager name, phone, email, and office address.

COUNTY EMERGENCY MANAGEMENT DIRECTORY

Florida DEM — Counties Directory	www.floridadisaster.org/planprepare/counties/
How to use	Select your county from the list to reach that county's Emergency Management office page with current contact information.
Florida DEM Main Site	www.floridadisaster.org
FDEM Phone (General)	(850) 815-4000

DEM REGIONAL COORDINATORS

District 35-I falls primarily within Regions 4 and 6. Contact information below is from 2023 — verify current coordinators at www.floridadisaster.org if needed.

Regional Coordinator Manager	Jim Roberts — (850) 519-8636
Region 4 (Central West — Hillsborough, Pinellas, Pasco, Polk, etc.)	Paul Siddall — (850) 519-8633
Region 6 (SW Florida — Charlotte, Sarasota, Lee, Collier, etc.)	Jodie Fiske — (850) 519-8635
Region 1 (Panhandle West)	Jim Roberts — (850) 519-8636
Region 2 (Panhandle East / N. Florida)	Willie Bouie — (850) 519-1469
Region 3 (NE Florida / Jacksonville)	Aida Washburn — (850) 591-3855
Region 5 (Central / Orlando area)	Austin Beeghly — (850) 559-7459
Region 7 (SE Florida / Miami-Dade)	Claudia Baker — (850) 519-6734

FLORIDA COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

The Florida CEMP establishes the framework for how the State of Florida prepares for, responds to, recovers from, and mitigates the effects of emergencies and disasters. Lions Clubs and District ALERT teams operating in coordination with county and state agencies should be familiar with this plan.

Florida CEMP	www.floridadisaster.org/dem/response/planning-section/all-hazards/comprehensive-emergency-management-plan/
Purpose	State-level all-hazards emergency management framework — coordinates with county and local emergency management operations.

The CEMP is also referenced in Section VI of this plan as an additional resource for District 35-I Lions Clubs.

ATTACHMENT L

Retail Store Emergency Locator Lowe's & Home Depot

Rather than maintaining a static printed list that becomes outdated, members should use the store locator tools below during a disaster response. Both retailers update their systems in real time, including storm hours and supply availability — making the live locator more reliable than any printed address list.

LOWE'S

Store Locator (Web)	www.lowes.com/store
Mobile App	Lowe's App (available on iOS and Android)
Customer Service Line	1-800-445-6937

HOME DEPOT

Store Locator (Web)	www.homedepot.com/storelocator
Mobile App	Home Depot App (available on iOS and Android)
Customer Service Line	1-800-466-3337

CLOSEST LOCATIONS BY ZONE (QUICK REFERENCE)

The following locations are the nearest stores to each zone as of July 2026. Verify hours and availability using the locator tools above during an active disaster event.

Zone	Clubs Covered	Nearest Lowe's	Nearest Home Depot
1	Zephyrhills / Wesley Chapel	7921 Gall Blvd, Zephyrhills	32715 Eiland Blvd, Zephyrhills
2	Brandon / Plant City / Tampa	11375 Causeway Blvd, Brandon	9941 E Adamo Dr, Tampa (Brandon)
3	Clearwater / St. Petersburg	11101 Ulmerton Rd, Largo	10689 Ulmerton Rd, Largo
4	Arcadia / Sebring / Wauchula	2050 US 27N, Sebring	2303 US Hwy 27N, Sebring
5	Sarasota / Venice / Bradenton	1745 Tamiami Trail S, Venice	2450 Jacaranda Blvd, Venice
6	Fort Myers / Cape Coral	1651 NE Pine Island Rd, Cape Coral	3031 NE Pine Island Rd, Cape Coral
7	Naples / Bonita Springs	6415 Naples Blvd, Naples	2251 Pine Ridge Rd, Naples

ATTACHMENT M

District 35-I Disaster Trailer Inventory Date of Inventory: February 15, 2026 | Conducted by: PDG Gary LaSpina

This inventory reflects the contents of the District 35-I Disaster Trailer as of 02/15/2026. Update this attachment whenever items are added, removed, or replaced.

Air Tools

Qty	Description	Brand / Model	Notes
5	Air Hose 3/8" x 50'	Husky	
1	Air Hose Reel 3/8" with 50' air hose	Husky	
1	Air Nailer 1 3/8" 18-gauge Brad Gun	Porter Cable BN138	
1	Air Nailer 1/2" 16-gauge Nail Gun	Porter Cable FN250C	
1	Air Nailer 1/2" Nail Gun	Bostitch	
2	Compressor 20-gallon Electric	Husky C202H	

Chain Saws

Qty	Description	Brand / Model	Notes
1	Chain Saw 16"	Stihl MS170	
1	Chain Saw 16"	Ryobi RY3716	
1	Bar Chain Oil		Shelf Right Top

Cooking Equipment

Qty	Description	Brand / Model	Notes
1	Cooler 5-gallon	Home Depot	
1	Grill BBQ	NexGrill	
2	Propane Tank 20 lb	Bernzomatic	

Generators

Qty	Description	Brand / Model	Notes
2	Generator Dual Fuel	DuroMax XP13000DX	Next Generation
1	Generator Hybrid	DuroMax XP4400EH	Next Generation
1	Generator Gas	Generac Power Rush GP6500	
1	Inverter Generator	iPower 1600	
2	Motor Oil Quart	Mobil	
1	Liquid Transfer Pump (battery operated)	HyperTough	

Lights

Qty	Description	Brand / Model	Notes
3	LED Spot Light Lithium (handheld)	Defiant	
2	Work Light 10,000 Lumen LED Twin Head	Husky	

Power Tools

Qty	Description	Brand / Model	Notes
1	Hammer Drill 1/2"	DeWalt DW511	

Qty	Description	Brand / Model	Notes
1	Power Strip with 10' cord, 9-outlet Metal	HyperTough	
1	SawZall Heavy Duty	Milwaukee 6509-2	

Pumps, Safety & Satellite

Qty	Description	Brand / Model	Notes
1	Submersible Pump (Waterbug)	Wayne	
1	Safety Cones (collapsible)		
1	Starlink Standard Kit	Starlink	S/N: D2533005-512/B Kit: 302461545

Straps & Tarps

Qty	Description	Brand / Model	Notes
1	Come-Along (power puller) ratchet		
2	Recovery Strap 10,000 lb	HiTest Keeper	
4	Tie-Down Strap 16' x 1.5" Ratchet	Husky	
2	Tie-Down Strap 27' x 2" HD Ratchet	Husky	
5	Tarp 10' x 12'		
2	Tarp 12' x 16'		
1	Tarp 15' x 20'		
2	Tarp 4' x 6'		
2	Tarp (size unknown)		

Trash / Garbage Bags

Qty	Description	Brand / Model	Notes
2	42-gallon Contractor Bags (50 count)	Husky	
2	50-gallon Outdoor Bags (70 count)	Kirkland	
1	55-gallon Outdoor Bags (50 count)	HyperTough	
1	32-gallon Trash Can	Roughneck	

Water Purification

Qty	Description	Brand / Model	Notes
2	LifeSaver Water Filter	LifeSaver PRD0140	

Yard Tools

Qty	Description	Brand / Model	Notes
1	Ax		
1	Electric Blower 8amp (JetFan)	Ryobi RY421021VNM	S/N: LT20080N030598
1	Broom Push Multipurpose Nylon 24"		
1	Sledge Hammer		
1	Hatchet		
1	Ladder 18' All-In-One Multi-Position Folding	Cosco	
1	Garden Rake		
1	Metal Leaf Rake		
3	Pruning Shears		

Qty	Description	Brand / Model	Notes
3	Flat Shovel		
1	Round Shovel		
2	Scoop Shovel		

Miscellaneous / Trailer Hardware

Qty	Description	Brand / Model	Notes
1	Tool Bag with crescent wrenches & pliers	Husky	
2	Wheel Chocks (rubber)		
1	Low-Profile Jack 2.5 Ton (5,000 lb)	Husky	
1	Spare Tire		
2	Vinyl Disaster Help Signage		
1	Popup Tent	BCP One Button	
1	Military Cot	Byer Maine	
4	Recessed Anchor Rings 4-7/16"	Husky	
1	Electric Fan		
1	Folding Chair	Coleman	
1	Coloring Activity Books & Crayons		Shelf Right Side
1	Reading Glasses (various prescriptions)		In tub
1	Nails, Screws, Anchors (various sizes)		Shelf Right Side
1	Paper & Cloth Towels (various sizes)		Shelves Left & Right
1	Water Bottles		In tub
1	Batteries C (7 ea)		Shelf Right Side
2	Batteries D (pack of 12)		Shelf Right Side

ATTACHMENT N

District 35-I Food Trailer Inventory Date: February 12, 2024

Contact for food trailer inquiries: Please see the current District Disaster/Emergency Chair (Attachment B) for current custodian information.

Purpose: Inventory of District 35-I Disaster Relief Food Trailer Major and Minor Equipment

Major Equipment

Date Purch.	Brand	Purchased From	Description	Value
2023	Range Guard	Range Guard	Fire Suppression System RG-2.5G	\$550.00
2023	Range Guard	Range Guard	F.S.S. Control Box B120010	\$280.00
2023	Atosa Cat. Equip.	Atosa Cat. Equip.	Countertop Griddle	\$1,200.10
2023			Prep Table / Refrigerator	\$1,398.00
2023			Glass Door Refrigerator MCF 8725GR	\$1,747.00
2023	Bosch		Water Heater / Water Pump ES2.5-1MWR	\$250.23
2023	Gold Metal		Hotdog Roller / Cooker	\$1,177.00
2023			Air Conditioner	\$1,981.00
2023			Spare Tire with Rim	\$119.00
2023	Kobalt	Lowe's	X-Large 31-Gallon Roller Bin #3710852	\$43.98
2023	DuroMax	Lowe's	XP 13000DX Generator	\$1,699.00
2023	24/7 First Aid	Amazon	First Aid Kit	\$34.99
2024		Amazon	Stainless Steel Food Containers (4)	\$65.99
2024	Uline	Amazon	Liquid Soap Dispensers (2) H-7174	\$96.00
2024	Uline	Amazon	Paper Towel Dispenser H-1596BL	\$24.00
2023	FDW Store	Amazon	Hands-Free Trash Cans (2)	\$97.98
2023	Cordova Safety	Lowe's	Traffic Safety Cones (2) IMHV18	\$22.87
2023	Dadamong	Amazon	Color-Coded Spoons 5-pc. set	\$13.62
			MAJOR EQUIPMENT TOTAL	\$10,805.71

Tools & Utensils

Date Purch.	Brand	Purchased From	Description	Value
2023	KitchenAid	Amazon	Food Scissors	\$8.44
2023	Prepworks	Amazon	Short Whisk	\$9.95
2023	Winco	Amazon	Long Handle Tongs	\$6.18
2023	KitchenAid	Amazon	Pot Holders (2)	\$10.99
2023	Josoft	Amazon	Collapsible Measuring Cups	\$8.91
2023	KitchenAid	Amazon	Measuring Cup Set Plastic	\$9.99
2023	Wisconic	Amazon	Plastic Funnel Set of 2	\$7.99
2023	Zero-G Teknor	Lowe's	100 ft. Hose #4001-100	\$69.98
2023	Kobalt	Lowe's	Kobalt Soft Tool Bag GP-62619A	\$14.98

Date Purch.	Brand	Purchased From	Description	Value
2023	Craftsman	Lowe's	8" Adjustable Wrench CMMT81621	\$7.98
2023	Stanley	Lowe's	Side Cutters G9088012	\$6.75
2023	Klein Tools	Lowe's	Phillips Screwdriver #32476	\$9.98
2024	Blue Rhino	Lowe's	Propane Gas Gauge (2) 03003LWS	\$49.96
2024	Flame King	Lowe's	40 lb. Propane Tanks (2) YSN401	\$248.50
2024	Flame King	Lowe's	30 lb. Propane Tank YSN330	\$80.48
			TOOLS & UTENSILS TOTAL	\$534.69

Food Preparation & Cooking Supplies

Date Purch.	Brand	Purchased From	Description	Value
2023	Mercer Millennia	Amazon	Color-Code Knives 4-pc. set	\$78.59
2023	Dexas H.D.	Amazon	Color-Code Cutting Boards (4)	\$15.65
2023	Mecurate	Amazon	Infrared Thermometer	\$26.99
2023	Duykqem	Amazon	Digital Probe Thermometer (2)	\$29.99
2023	LinkDm	Amazon	Refrigerator Thermometer (4)	\$7.99
2023	IRIS USA	Amazon	Plastic Food Bins (2)	\$47.92
2023	NOBONDO	Amazon	White Aprons Pack of 12	\$26.99
2023	LinkDm	Amazon	Clock/Timers Pack of 6	\$11.99
2023	Mind Reader	Amazon	Mop & Mop Pail	\$49.99
2023	Yocada	Amazon	2 Brooms & 1 Dustpan	\$49.99
2023	Anmakro	Amazon	2 Spatulas with 1 Scraper	\$24.99
2023	BIC	Amazon	Flex Lighters (2 pc.)	\$12.99
2024	Sinland	Amazon	Reusable Dish Rags (20)	\$19.99
2024	Cuisinart	Amazon	Melting Domes (2) CMD-388	\$29.29
2024	Cater Gator	WebstaurantStore	170 Qt. White Cooler/Wheels CC170WHW	\$399.99
2023	Best of Signs	Amazon	A-Frame Dry-Erase Board	\$175.95
2023	Sanford	Amazon	Dry Erase Marker Set Expo-80556	\$13.98
2023	Uincko	Amazon	Spray Bottles Set of 4	\$12.97
2023	Bellemain	Amazon	Squeeze Bottles Set of 6	\$17.49
2023	Tablecraft	Amazon	Squeeze Bottles Set of 2	\$7.50
			FOOD PREP & COOKING TOTAL	\$1,018.77

Disposable Consumables

ATTENTION FOOD HANDLERS: Please check off items that you use and notify the food trailer coordinator when items need to be reordered.

Date	Brand	Purchased From	Description	On Hand	Value
2/12/24	Band Aid	Amazon	Detectable Blue Bandages	1 package	\$16.95
2/12/24	OMWAH	Amazon	Nitrile Gloves Small 50/box	1 box of 50 pr	\$9.99
2/12/24	OMWAH	Amazon	Nitrile Gloves Med. 50/box	1 box of 46 pr	\$9.99

Date	Brand	Purchased From	Description	On Hand	Value
2/12/24	OMWAH	Amazon	Nitrile Gloves Lg. 50/box	1 box of 50 pr	\$9.99
2/12/24	OMWAH	Amazon	Nitrile Gloves Ex.Lg. 50/box	1 box of 38 pr	\$9.99
2/12/24	Dial	Amazon	Liquid Hand Cleaner 1-gal.	1 Gallon	\$22.33
2/12/24	ECO-SAN	Amazon	Liquid Hand Sanitizer 1-gal.	1 Gallon	\$14.49
2/12/24	Dawn	Amazon	Dish Soap one gallon	3/4 Gallon	\$29.65
2/12/24	Members Mark	Amazon	FCC Sanitizer one gallon	3/4 Gallon	\$26.25
2/12/24	Genuine Joe	Amazon	Disposable Towels Case of 6 rolls	5 Rolls	\$35.29
2/12/24	Velona	Amazon	Sunflower Oil 64 oz.	64 oz.	\$29.95

ATTACHMENT O

Food Trailer Quick Reference Guide District 35-I Disaster Relief Food Trailer

Reference Guide — Volume 1, Issue 1 — March 2024

This quick reference guide covers most start-up, running, and shutdown concerns. It is not a replacement for scheduled hands-on training.

⚠ SAFETY WARNING — READ BEFORE OPERATING

AT NO TIME SHOULD THE FLATTOP STOVE BE LIT OR TURNED ON WITHOUT THE AIR CONDITIONING UNIT RUNNING AND KEEPING THE TRAILER TEMPERATURE BELOW 78° F.

THE EXHAUST FAN MUST ALSO BE ON WHENEVER THE STOVE IS ON.

Opening the Trailer

- Unlock and open the trailer door and window for light and fresh air.
- Remove all bungee cords holding equipment in place for transport. Store them in a safe place.
- Install the ramp at the base of the entry door. Secure by lining up the holes with the door sill and inserting retainer pins through holes with chains on the outside of the ramp.
- Carefully line up the generator with the ramp and move the generator down the ramp to the front of the trailer. (For safety, this may require two people.)

Power Cord and Generator Setup

- On the floor under the sinks, find the power cord for the trailer. Open the small circular plastic door in the floor and feed the cord through it. Close the door when complete to keep insects out.
- Connect one propane tank to the generator. Make sure the tank is upright and secure. Connect the fuel line including the fuel gauge to the propane tank, then connect the other end to the Propane Inlet on the generator.
- Turn Fuel Select Switch to Propane. On Control Center, turn Battery Switch On (be sure the valve on the propane tank is open first). Push the START button on the Control Center. The generator may take a few tries — allow it to start on its own; push the start button two or three times if needed.
- Allow the generator to run for a few minutes, then turn the AC Breaker Switch On to send power to the trailer.
- Remove the ramp from the entry door so the door can close.

Air Conditioning and Cooling

- Be sure the slider window is closed, then turn on the air conditioner using the remote control.

- The sooner you start the generator, the sooner the refrigeration units and air conditioner will reach operating temperature. The trailer must be cooled below 78°F before lighting the flattop stove.
- Turn on lights and adjust refrigeration settings as needed.

Lighting the Flattop Stove

- PRIOR TO LIGHTING: The exhaust fan must be on and the trailer must be cooled below 78°F.
- Turn the valve of the propane tank on. Using a long flex Bic lighter, choose the center burner and push the knob in and turn to the pilot light indicator dot. Keep pushing in with the flame of the lighter directly on the pilot. This works best if you can watch the gas from the pilot push the flame of the lighter. As you release from pushing the knob, the pilot light should stay on. Once it stays on, let it set for a few seconds, then you can set the flame on your center burner. This may take a couple of tries; once the center is lit, the left and right burners come on much easier and quicker.

Hotdog Roller / Cooker

- Allow up to one hour of cooking time. You can cook up to 27 hotdogs at a time. Skinless hotdogs work best — they are straighter and tend not to walk off the rollers.

Additional Operating Notes

- Trash pails are hands-free. On the back side of the black cover is an on/off switch. To the right of the hand-wash sink is the hands-free liquid soap and hands-free liquid sanitizer — each has an on/off switch on the right side near the power connection.
- All tools needed, including an oil funnel and extra oil for the generator, can be found in the blue canvas tool bag.

For detailed illustrated procedures and scheduled training, contact the District Disaster/Emergency Chair: lionpeter35i@gmail.com | (201) 280-6029