



**Veterans of Foreign Wars of the United States
Department of North Carolina
Disaster Relief
Standard Operating Procedure**

**VFW NC
4310 Cumberland d
Fayetteville, NC 28306**

Important Numbers:
VFW Department Adjutant:
984-232-4909
adjvfwnc@gmail.com

VFW Department Quartermaster:
919-606-3821
quartermastervfwnc@gmail.com

FEMA: 1-800-462-3362

Introduction

The Veterans of Foreign Wars, Department of North Carolina, developed a program to aid our posts in NC who suffered consequences from natural disasters such as Hurricanes. The severity of the storms attacking our state has caused us to review our program and make revisions where necessary.

Many of our posts have been required to house and feed members, relief workers, and local citizens during disasters. Others have had electrical power shut down and thus suffered perishable material losses. There have also been instances of communication loss due to loss of power and cell towers.

The VFW Department of NC Disaster Relief Program has now been changed to not only offer financial help to those members who suffer losses to their Dwellings, but also to aid those Posts who offer shelter and food to those who have lost their housing, temporarily or permanently.

This Department of North Carolina Standard Operating Procedure is required for all Districts and Posts to follow during a disaster situation. The intent of this SOP is to ensure that information pertinent to a given disaster condition is coordinated so that proper execution is implemented.

SCOPE: The SOP is structured to give, upon notification of a disaster or impending disaster within a VFW District, operating instructions to coordinate assets and to implement and distribute assistance where needed within a given area of devastation.

DEFINITION: A disaster is an occurrence such as a hurricane, tornado, storm, flood, high water, wind, tidal wave; earthquake, fire, explosion or other situations that cause human suffering or creates human needs that the victims cannot alleviate without assistance.

Disaster Response and Recovery Plan

The Department Commander will appoint a Disaster Relief Committee if needed. This committee will coordinate with Districts, which will coordinate with Posts. Post Commanders will report to their District Commander regarding the needs of members within their Posts. District Commanders will coordinate with the Disaster Committee. The Disaster Committee Chairman will report to the Department Commander.

The Department Commander will coordinate with Veterans of Foreign Wars of the United States if emergency funds are needed and will keep the Budget Chairman apprised of all donations received and issued.

The Department Quartermaster will determine amount of department funds available for disaster relief and will provide tax exempt letters upon request to those who donate.

The Disaster Relief Committee will:

- Print a roster list of all the members in the affected areas
- Coordinate with District commanders to determine what emergency assistance and supplies are needed
- Determine drop-off points and coordinate supply donations
- When safe, visit the affected disaster areas to assess damage and needs
- Determine if the Department needs to request emergency funds
- Keep a detailed record of all expenditures for relief efforts to report to Department QM
- Keep a detailed record of all damages
- Maintain a close working relationship with districts to ensure that each coordinator has completed their duties
- Ensure expedient action on all disaster activities
- Ensure that aid, both financial or otherwise, is transferred in an orderly manner

District Commander will:

- Ensure that posts are prepared in advance of any impending disaster
- Be the conduit between posts within their district and the Disaster Relief Committee, coordinating the needs of the posts within their district
- Maintain a close working relationship with posts to ensure that the Post Commander has completed their duties

Post Commander will:

- Create and maintain a roster of members' names, addresses, and phone numbers
- Maintain and distribute a list of emergency personnel in their county
- Establish a communication system, such as Starlink or something like it, to provide outward communication for Posts and members
- Make available to your members copies of the disaster relief assistance form
- Retain operational control of all disaster assets available at the Post
- Coordinate with District Commanders the needs of your post and members therein

Disaster Relief Funds

Funding available from the Department of North Carolina Disaster Relief will become available following approval by the Department Commander, the Department Quartermaster, and the Chairman of the Department Disaster Relief Committee.

The Department Chairman of Disaster Relief is responsible for coordinating the distribution of available funds with District Commanders, who are responsible for coordinating with Post Commanders. A complete disaster relief assistance form must be completed and submitted to the Department Relief Chairman and the Department Quartermaster. Upon review and acceptance, money will be distributed.

Posts Responsibilities in Preparing for a Disaster

The post Commander should organize the post disaster team, according to the skills of members and the equipment required.

Member skills required are people with medical or nursing backgrounds, those with four-wheel drive vehicles, those who have cooking and meal-preparing experience, and those with satellite phones for communications. Provide a listing of all emergency agencies in the area, such as the police, fire department, and hospitals, to all members.

Equipment required to house victims of a disaster is listed below

- Beds with blankets
- Nonperishable food
- Paper plates and plastic utensils
- Fuel for the power generator
- Flashlights and batteries
- Manual can opener
- Radio
- First aid kit
- Basic toiletries

Disaster Relief Items Needed

Cleaning supplies

Bleach / Household Cleaners
5-Gallon Bucket with Lid
Clothes Pins / Lines
Disinfectant Dish Soap
Latex Gloves
Scouring Pads / Brushes
Sponges
Rags
Heavy Duty Trash Bags
Mop / Broom / Dustpan
Bug Spray

Home Goods:

Flashlight
Batteries
Generator
Work Gloves
Tools
Axe
Gas Cans
Chain Saw
Chain Oil
Rubber Boots

First Aid Kit

Bandages
Rubber Gloves
Antibiotic Ointment
Sunscreen
Thermometer
Mask, N – 95 rating

Personal Hygiene

Insect repellent with/DEET
Deodorant
Soap
Hand Sanitizer
Toothbrush and paste
Washcloths and Towels

Food

Non-perishable
Water

Other

Blankets
Sleeping Bags
Propane
Propane Heater
Charcoal Grill
Charcoal

Disaster Relief Form

Who is Eligible for Financial Assistance:

- Active duty service member
- Member of activated National Guard or Reserve unit
- Immediate family member in above two categories
- Military retiree or spouse widower of retiree
- Veteran
- Immediate family member of veteran

Information to Have Ready:

(Please provide as much of the following information about the veteran or service member as is known)

- Full legal name
- Address
- Phone number
- mail
- Picture ID
- Branch of service

Type of Validation Needed:

- DD-214
- VA Award Letter
- VA or Picture ID
- Active Military / Dependent ID
- LES if still on active duty
- Veteran Organization Membership ID
- Driver's License with veteran classification

**Anyone in the affected area, bring a driver's license and a bill to your local DSS for possible additional assistance provided through the state.*



DEPARTMENT OF NORTH CAROLINA

DISASTER RELIEF FUND APPLICANT INFORMATION:

DATE: _____ POST: _____ MEMBERSHIP #: _____

Full Name:

Last First M.I.

Address:

Street Address Apartment/Unit #

City State ZIP Code

Home Phone: _____ Cell Phone: _____

WHERE TO SEND DISASTER FUNDS IF APPROVED?

Relocated Address: _____

DISASTER INFORMATION:

Please check the type of disaster & list the damages incurred:

- ☐ Fire ☐ Hurricane ☐ Tornado
☐ Flooding ☐ Other: _____

List of damages: (Please submit any photos you can for proof)

Will Homeowners Insurance or any other type of insurance cover the lost?

- ☐ Yes ☐ No Why? _____

Have you applied for FEMA Assistance?

- ☐ Yes, Amount Received: _____ ☐ No Why? _____

Please sign and date the application to verify that the information you have submitted herein is true to the best of your knowledge, and that you understand that funds are limited, and the demand is great. Funds will be apportioned on an "As Needed" basis.

Signature: _____ Date: _____

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BELOW FOR DEPARTMENT DISASTER COMMITTEE:

RELIEF AMOUNT: \$ _____ **CHECK #:** _____ **DATE MAILED:** _____

APPROVED: _____ **DISAPPROVED:** _____ **WHY?** _____