



THE GRAND CHAPTER
Kappa Alpha Psi Fraternity, Inc
TRAINING FOR LEADERSHIP SINCE 1911



Date: August 29, 2008

To: Membership of Kappa Alpha Psi Fraternity, Inc.

From: Dwayne M. Murray, Grand Polemarch

Re: Emergency Response Protocol GP Memo 08-109

On August 28, 2008 the Grand Board of Directors, IHQ Executive Staff, Province Polemarchs of the Southern, Southeastern, Southwestern Provinces and several members of the Kappa Foundation were briefed by the Fraternity's Emergency Management Team regarding the required preparedness in the wake of potential disaster. Brothers Chuck Carr Brown, Warren Miller and Symther Fallan are to be commended for the direction each have and will continue to offer the Fraternity.

Attached are documents our team believes will assist the membership as our gulf coast Provinces brace for yet another hurricane. Province Polemarchs are asked to forward the attached documents to the membership.

Based upon the advice of the Emergency Management Team, the Southwestern Province CRWLC scheduled to begin on September 4, 2008 has been postponed until further notice. Please govern yourself accordingly.

End of memo



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Kappa Alpha Psi Fraternity, Inc. Emergency Response Protocol

Because natural and man-made disasters can strike at any point and at anytime, Kappa Alpha Psi Fraternity, Inc. in order to give its members guidance and comfort in the face of these events, puts forth this emergency and rapid response protocol.

The purpose of this guidance is to furnish our members with basic information on the proper protocol for communication, event planning, financial assistance, and housing and shelter needs in the aftermath of hurricanes, tornados, floods, earthquakes, wildfires, or any other adverse occurrence of nature.

The following outline should be adhered to:

1. Communication
 - Contact IHQ with details of the event and a status of affected Brothers (Richard Lee Snow/ Spencer Bruce) 215-228-7184
 - Contact Province Polemarch of Jurisdiction
2. Event Planning
 - In the face of a contracted fraternity event in the face of a natural or manmade disaster, enact the act of god clause in your contract and postpone the event. Use your normal lines of communication to distribute the information.
 - Contact IHQ
 - Contact the Chairman of the COPP (Senior Grand Vice Polemarch Randy Bates, 713.851.6687)
3. Financial Assistance
 - Contact IHQ 215.228.7184
 - Contact Kappa Alpha Psi Foundation President (Activation of the Emergency Assistance Fund)
4. Housing and Shelter Needs
 - Contact IHQ 215.228.7184
 - Contact Deputy Chief of Staff Warren Miller 404.558.3066(Red Cross Partnership Activation)

The above is for guidance. Always contact local authorities for immediate response. All other request or concerns should be directed to Chief Administrative Officer, Dr. Chuck Carr Brown at (225) 205-5465

This guide is an ongoing project. Revisions will be posted on the Fraternity's site.

EMERGENCY SUPPLY KIT

- Flashlight(s) with extra batteries.
- Portable radio with extra batteries.
- NOAA Weather Radio.
- Non-perishable food for at least 3 days.
- Bottled water (1 gallon per person per day).
- First Aid Kit with prescription medications.
- Bedding and clothing for each family member.
- Blankets and towels.
- Plastic dishes/eating utensils.
- Rain Jackets/pants.
- Sun screen/sunglasses/mosquito repellent.
- Baby supplies (food, diapers, medication).
- Pet supplies (food, leash & carrier, vaccination records).
- Sanitary supplies.
- Toothbrush, toothpaste, soap, shampoo, cleanser, bleach, towelettes, toilet paper, trash bags, feminine hygiene products.
- Copies of important documents.
- Driver's license, SS card, proof of residence, insurance policies, wills, deeds, birth and marriage certificates, tax records, medical records, family pictures, etc.
- Cash, enough to fill up your vehicle with gas and travelers checks.
- Emergency generator.



BE REDCROSS READY

Are You Ready for a Hurricane?

Hurricane season is here. Do you know how to protect your family? The South Central MS Chapter of the American Red Cross will always be ready to respond with lifesaving relief and emotional support. The best way to protect your family and your home is to be prepared BEFORE disaster strikes.

Know What Hurricane WATCH and WARNING Mean

- **WATCH:** Hurricane conditions are *possible* in the area of the WATCH, usually within 36 hours.
- **WARNING:** Hurricane conditions are *expected* in the area of the WARNING, usually within 24 hours.

Prepare a Personal Evacuation Plan

- Identify ahead of time where you could go if you are told to evacuate. Choose several places--a friend's home in another town, a motel, or a shelter. Call someone outside the area, tell them your plan.
- Keep handy the phone numbers of these places as well as a road map of your locality. You may need to take alternative or unfamiliar routes if major roads are closed or clogged.
- Listen to NOAA Weather Radio or local radio or TV stations for evacuation instructions. If advised to evacuate, do so immediately.
- Take these items with you when evacuating:
 - ++Prescription medications and medical supplies
 - ++Bedding and clothing including sleeping bags and pillows
 - ++Bottled water, battery-operated radio and extra batteries, first aid kit, flashlight
 - ++Car keys and maps
 - ++Documents, including driver's license, Social Security card, proof of residence, insurance policies, wills, deeds, birth and marriage certificates, tax records, etc.
 - ++Cash. Banks and ATMs may not be open

Assemble a Disaster Supplies Kit including the Following Items:

- First aid kit and essential medications.
- Canned food and can opener.
- At least one gallon of water per person per day for five days.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infants, elderly, or disabled family members.
- Cash. Banks and ATMs may not be open if power is out.
- Written instructions on how to turn off electricity, gas and water if authorities advise you to do so. (Remember, you'll need a professional to turn them back on.)

Prepare for High Winds

- Install hurricane shutters or purchase pre-cut 1/2" outdoor plywood boards for each window of your home. Install anchors for the plywood and pre-drill holes in the plywood so that you can put it up quickly.
- Make trees more wind resistant by removing diseased and damaged limbs, then strategically removing branches so that wind can blow through.

Know What to Do When a Hurricane WATCH Is Issued

- Listen to NOAA Weather Radio or local radio or TV stations for up-to-date storm information.
- Prepare to bring inside lawn furniture, outdoor items, trash cans, hanging plants, items that can be picked up by the wind.
- Fill your car's gas tank.
- Recheck manufactured home tie-downs.

Know What to Do When a Hurricane WARNING is Issued

- Listen to the advice of local officials, and leave if they tell you to do so.
- Complete preparation activities.
- If you are not advised to evacuate, stay indoors, away from windows.
- Be aware that the calm "eye" is deceptive; the storm is not over. Trees, shrubs, buildings, and other objects damaged by the first winds can be broken or destroyed by the second winds.
- Be alert for tornadoes. Tornadoes can happen during a hurricane and after it passes over. Remain indoors, in the center of your home, in a closet or bathroom without windows.
- Stay away from flood waters. If you come upon a flooded road, turn around and go another way.

Know What to Do After a Hurricane is Over

- Keep listening to NOAA Weather Radio or local radio or TV stations for instructions.
- If you evacuated, return home when local officials tell you it is safe to do so. Call the people outside your area as soon as you can to let them know you are safe.
- Inspect your home for damage.
- Use flashlights in the dark; do not use candles.
- Learn more from Red Cross printed info on Power Outage Safety, Food Safety, Chainsaw Safety, Portable Generator Safety and Water Treatment.



**American
Red Cross**

of South Central MS

606 Hutchinson Avenue
Hattiesburg, MS 39401
601.582.8151

Call 601.582.8151 or
visit our website at southcentralsredcross.org



Kappa Alpha Psi Foundation, Inc.

2322 N. Broad Street * Philadelphia, PA 19132 * (215) 225-6566 Office* (215) 225-2205 Fax * E-mail: KAPsiFdn@aol.com

NATURAL DISASTER REQUEST FOR ASSISTANCE

(Please enter data clearly.)

Name: _____

Address: _____

Telephone: _____

Cell & email: _____

Chapter of Affiliation: _____

Chapter/Year of Initiation: _____

Non -member of Kappa Alpha Psi - Yes _____

REASON(S) FOR FINANCIAL ASSISTANCE (CIRCLE EACH NUMBER THAT IS APPLICABLE)

- 1. I lost my home during the disaster.
- 2. I lost my clothing as a result of the disaster.
- 3. I lost my automobile as a result of the disaster.
- 4. My current income totals: _____
- 5. I lost my job as a result of the disaster.
- 6. Number in family directly affected by the disaster that I am responsible to provide care for during this crisis: _____
- 7. I need to make a deposit on: _____
- 8. I need to purchase the following: _____

- 9. Other reasons for financial assistance include: _____

Amount Requested \$ _____

Signature Date

Return to: Curtis Anderson at: Director_of_Finance@kappaalphapsi1911.com
Fax to: 215.228.7181 Attn: Curtis Anderson