



Area Rep Training

Neighbors Helping Neighbors



TheVillagesEPC.com

What is the Emergency Preparedness Committee (EPC)?

EPC is made up of almost 400 resident volunteers – your neighbors.

EPC includes: The Directors, Sector Chiefs & Area Reps

EPC also includes the following Specialty Teams:

- Communications
- Logistics
- Medical
- Emotional Support
- Training
- Recruitment
- Language Assistance
- Aid Stations

Emergency Preparedness Committee

#1 Mission

Our number **ONE** mission is to prepare The Villages residents to be self-sufficient in the event of a disaster.

We are also good neighbors and want to help when an emergency strikes. This is why we have an annual drill to practice our plan and improve where needed.

How can **YOU** prepare for an emergency?

It's recommended that every household have a 3 to 5 day supply of:

- **Water** – 1 gallon per person, per day
- **Food** – non-perishable that doesn't require cooking
- **Medication** – both prescriptions and things you may need for first aid

AND A Go Bag – in case of a sudden evacuation.

Recommended contents can be found at:

www.TheVillagesEPC.com

Click **Emergency Supply List** on first page.

Things Every Villager Should Know

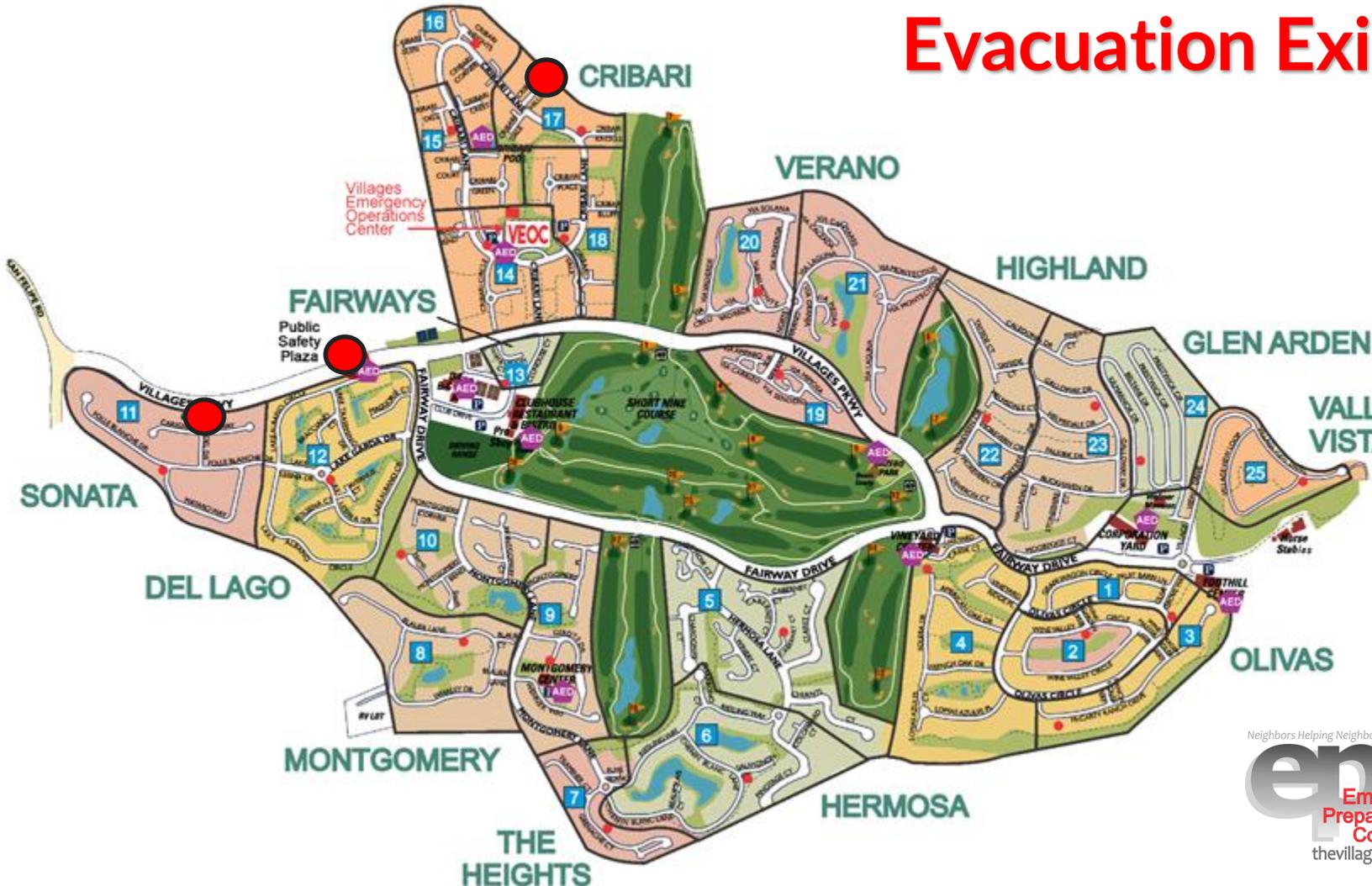
- Have your **OK** sign.
- Have an emergency plan.
- Villagers with Pets should have a Pet Sticker
.....and a plan for your pet.
- EPC is always looking for Area Reps and Sector Chiefs
- The EPC Annual Drill will be on Oct 20th

Dividing the Villages into Sectors & Areas



Each Sector has an Aid Station filled with Emergency Supplies

Evacuation Exits



The Villages Alert System

The Member Portal App is what EPC uses to activate its volunteers.

If you haven't already done so,
please download the App and activate Notifications with Sound.

The alert system will send texts and voice phone calls. Please make sure your information is correct in the Member Portal.

If you need help doing this, The Villages is available to help you.

AREA REPS

Area Representatives PRIMARY MISSION is to CHECK on neighbors and report injuries and dangerous conditions. It is NOT their job to 'rescue' residents who may be in peril.

Activate

Alert goes out to EPC and we activate.

Show Up

Check your home & family. Gear up and go to the Aid Station

Assess

Go door to door with a buddy and the Damage Assessment Form.

Report

Report back to your Sector Chief at the Aid Station.



Area Rep Preparedness & Duties

- Check your own household and secure your home, take care of your family first!
- If all is okay - put your **OK** Sign in your front-facing window
- Grab your Personal Emergency Kit (EPC Vest, Name Badge, Flashlight, Batteries, Gloves, etc.)
- Report to the Aid Station – checking your neighborhood on the way for any significant damage
- Sign In with the Sector Chief and obtain your Clipboard with your “Area Damage Assessment Form”

Area Damage Assessment Form

Sector 12 Del Lago

Area 6

Date Oct 17, 2022
Area Rep Diane Finley
Sector Chief Bob Dolci
Start Time 4:15pm Finish Time 5:25pm

INCIDENT STATUS		FIRE	HAZARDS				HOME		OTHER			
NO HELP NEEDED (Green)	NON LIFE THREATENING (Yellow)		STILL BURNING	FIRE EXTINGUISHED	GAS LEAK	WATER LEAK	ELECTRICAL	CHEMICAL	DAMAGED	COLLAPSED	PEOPLE TRAPPED	NO ROAD ACCESS

Comments



Area Damage Assessment Form

Sector 12 Del Lago

Area 6

Address	SIGN	RESIDENT STATUS				PERSON(S) DECEASED	FIRE		HAZARDS				HOME		OTHER	
	OK SIGN DISPLAYED	UNKNOWN	NO HELP NEEDED <small>(Green)</small>	NON LIFE THREATENING <small>(Yellow)</small>	IMMEDIATE HELP <small>(Red)</small>		STILL BURNING	FIRE EXTINGUISHED	GAS LEAK	WATER LEAK	ELECTRICAL	CHEMICAL	DAMAGED	COLLAPSED	PEOPLE TRAPPED	NO ROAD ACCESS
3221 Lake Albano Circle																
3222 Lake Albano Circle																
3223 Lake Albano Circle																

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Area Damage Assessment Form

Sector 12 Del Lago

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Address	SIGN				RESIDENT STATUS				FIRE		HAZARDS				HOME		OTHER		Comments		
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3221 Lake Albano Circle	X																				
3222 Lake Albano Circle		X																		Residents Out of Town	
3223 Lake Albano Circle	X																				
3224 Lake Albano Circle	X																				
3225 Lake Albano Circle	X																				
3226 Lake Albano Circle	X																				
3227 Lake Albano Circle			X																	Jim has minor cuts - he's okay	
3228 Lake Albano Circle	X																			Knocked on Door - No answer	
3229 Lake Albano Circle		X																			
3230 Lake Albano Circle	X																				
3231 Lake Albano Circle																		X		Fallen Tree across street	
Area Totals	7	2	1																	1	Totals



Now what?

Area Reps report back to the Aid Station to deliver their findings to the Sector Chief.

They might need to go assess another area. (generally, only $\frac{1}{3}$ of volunteers will likely be available during an actual emergency)

Help out at Aid Station where needed. Residents can also help!

Please do not leave area until you have been dismissed by the Sector Chief.

What to do if there is NO Sector Chief

Remain Calm

One or more Area Reps assume role of Sector Chief

Open AID Station

Find Bins 1 & 2 (bright yellow labels)

Radio is in Bin #1 (instructions are attached to Radio)

Clipboards and documents in Bin #2



Sector Chief

Assemble and turn on Radio & set aside – Listen for Roll Call

Sign IN all Area Reps on Sign In/Out Sheet

Pair up Area Reps

Distribute clipboards and Sign OUT Area Rep PAIRS to each area

As Area Reps return, Sign them IN. Send to another area if needed and Sign them OUT

Start to enter Totals on the Sector Assessment Totals sheet

Sector Assessment Totals

Sector 12 - Del Lago

Date _____
Sector Chief _____

AREA NUMBER	Number of Units	SIGN	RESIDENT STATUS				FIRE		HAZARDS				HOME		OTHER		Comments	
		OK SIGN DISPLAYED	UNKNOWN	NO HELP NEEDED <small>(Green)</small>	NON LIFE THREATENING <small>(Yellow)</small>	IMMEDIATE HELP <small>(Red)</small>	PERSON(S) DECEASED	STILL BURNING	FIRE EXTINGUISHED	GAS LEAK	WATER LEAK	ELECTRICAL	CHEMICAL	DAMAGED	COLLAPSED	PEOPLE TRAPPED		NO ROAD ACCESS
1	11																	
2	8																	
3	15																	
4	6																	
5	14																	
6	11																	
7	12																	
8	15																	
9	20																	
10	16																	
11	15																	
12	17																	
13	14																	
	174																	
Sector Totals																		

Put Forms into Envelope

Put all forms:

- ❖ Area Damage Assessments
- ❖ Sign In/Out Sheets
- ❖ Sector Assessment Totals

Into this envelope

Wait for the ALL CLEAR

Take envelope to VEOC in Cribari

INTER-DEPARTMENT DELIVERY

NOTE - CROSS OUT ENTIRE LINE WHEN RECEIVED AND RE-USE UNTIL ALL LINES ARE FULL.

DATE DELIVERED TO DELIVERED BY

epc
Emergency Preparedness Committee
Neighbors Helping Neighbors

**Sector Chief Instructions
For
End of Drill or Real Emergency**

Do NOT stand down (release your team and leave the Aid Station) until you have finished all of your responsibilities and you have been given the **ALL CLEAR** by the Command Center (VEOC) via radio.

Before leaving your Aid Station, please complete the following documents, put them in the envelope, and turn them in to the VEOC Command Center.

Please double check these forms before you turn them in.

1. **Sector Sign In/Out Sheet** Make sure all your Area Rep volunteers have been accounted for.
2. **Area Damage Assessment Forms** One for each Area in your Sector. Please complete the totals at the bottom of each page.
3. **Sector Damage Assessment Form** One for your entire Sector. Please complete the totals at the bottom of the page.
4. **All forms should be legible and filled out completely.**

Following the Drill, please report to the Auditorium in Cribari for the Post Drill Evaluation. We strive for constant improvement and can only do this with your help!

Thank you from
Your EPC Co-Chairs

All of the forms above are available on the EPC Website at
<https://thevillageepc.com/damage-assessment-forms>

Sector 12

Important Policies

Gas Leak/Shut Off

If you smell gas, get AWAY! At least 330' upwind and report to Sector Chief. Only take action at the specific direction of the government agency in charge of the gas leak.

Forced Entry

Authorized ONLY after an earthquake disaster. Forced entry is ONLY allowed when you can see and/or hear a person in distress. No other cases of forced entry are ever authorized.

Think SAFETY at all times

#1 Priority - Safety of your EPC Team

- NEVER endanger yourself or your team
- NEVER enter a building alone
- ALWAYS use the Buddy System

SAFETY

SAFETY

SAFETY

After-Action Report

Report to Foothill Center

Directly after the drill, we invite all volunteers to evaluate the process.

We encourage your feedback with possible solutions.



Any Questions

www.thevillagesepc.com

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