



Sector Chief Duties

EPC divides The Villages into 25 sectors, each of which has one or more Sector Chiefs who organize and train several Area Representatives. Area Reps are responsible for checking on Villagers in their respective sector areas during an emergency and reporting back to their respective Sector Chief.

The Sector Chief responsibilities include:

1. Attend regularly scheduled EPC meetings.
 - a. Calendar is updated regularly on www.thevillagesepc.com/calendar-1
2. Request an official EPC Sector Chief Badge from EPC Secretary
3. Obtain username and password from EPC Secretary to access resident information for your sector. www.thevillagesepc.org/start (Records Database)
4. Review documents and training videos:
 - a. www.thevillagesepc.com/sector-chiefs-forms
5. Create and maintain a phone tree of your Area Reps.
6. Keep an updated 'Activation List and Sector Chief' contact sheet in the Sector Chief Binder.
 - a. Take a picture on your phone to have easy access of these two contact lists.
7. Encourage Area Reps to participate in training sessions.
8. Attend your Village DAC Meetings periodically to seek volunteers.
9. Deliver recruiting letter periodically to all residents in Sector – use Area Reps to help.
10. Annually inventory the contents of your Aid Station.
11. Locate the two closest Aid Stations to your Sector.
12. Quarterly review the contents of your Aid Station: update Area Damage Assessment Forms on Area Rep clipboards and test all items that need batteries/replace batteries, if needed. Remove batteries when the items are not in use: store batteries in separate baggies. Keep items in their pre-arranged bins.
13. Inform Aid Station Director(s) if any items on the Contents List are absent.
14. Locate the two closest Aid Stations to your Sector.

Prior to the Annual Drill:

1. Facilitate Sector level meeting of Area Reps.
2. Confirm your Area Reps know how to access the Aid Station and its contents.
3. Make sure your Aid Station Binder is up to date and the radio/batteries are functional.
4. Test the radio, lantern, bullhorn and flashlights to make sure they work. Replace batteries, if necessary.
5. Have the following forms and clipboards (with pens/pencils) readily available for the Area Reps in the Aid Station.
 - a. Area Damage Assessment Forms – One per Area printed with addresses.
 - b. Sector Damage Assessment Form (1)
 - c. Sector/Area Rep Sign-In/Sign-Out Form

All of these forms can be found at www.thevillagesepc.com/sector-chiefs-forms

During an Earthquake Emergency:

EPC is immediately activated during an earthquake if anything falls off a wall/shelf or, during other emergencies according to *The Villages Emergency Operations/Response Plan*.

1. Check your own residence and take emergency actions necessary.
2. If all is okay - Place your OK Sign in your front window, or wherever it's visible from the street.
3. Get your Vest, EPC Badge, Cell Phone, Phone Tree List, and appropriate EPC documents.
4. Open your Aid Station and turn on your GMRS Radio.
5. Establish communication with the Villages Emergency Operations Center (VEOC), when contacted.
6. Assign person to verify Area Reps have been contacted and are awaiting deployment.
7. Send an Area Rep(s) to patrol the Sector to look for structural damages and personal injuries. Receive the report from the Area Reps and radio the VEOC to report issues.
8. Send Area Reps out in twos (buddy system) with a clipboard and the *Area Damage Assessment Form* to begin checking on all residents by area.
 - a. Fill out *Sector/Area Reps Sign-In/Sign-Out Sheet* to track location of all persons coming and going from Aid Station.
9. Consult the Area Reps to determine the extent of damage/danger and assess the needs that should be addressed.
 - a. Notify the VEOC via GMRS Radio of your findings.
10. Manage your Area Reps as required keeping SAFETY FIRST in mind; ask for assistance from EPC Specialty Teams if needed.
11. Ensure Area Reps have checked on every home and have completed the *Area Damage Assessment Form*.
12. When the emergency has abated, request a Stand Down order (via GMRS Radio) from EPC leadership and only after order is given, Area Reps can be dismissed.
13. Fill out the *Sector Damage Assessment Form* and deliver it with the *Area Damage Assessment Forms* to EPC Leadership in the VEOC.
14. If directed to another Sector by the Incident Commander, respond accordingly and designate Area Reps to assist.

During Localized Emergency

This outline of duties is to be used during a local event in one or more of Sectors of the Villages, such as a fire or an airplane crash.

1. Call 911 or 408-277-8911 to report emergency.
2. Follow above protocol if emergency is in your Sector.
3. If emergency is not in your Sector, assist other Sector Chiefs in damaged Sector.
4. If **First Responders** (e.g., firefighters, emergency medical technicians, etc.) are involved, follow their directions; they oversee the incident. If they are not involved, follow the lead of the EPC Leadership and/or Public Safety.

VILLAGES EMERGENCY PREPAREDNESS COMMITTEE

Neighbors Helping Neighbors

Area Representative Duties

1-23-22

This outline of duties is to be used during any and all emergencies.

1. After securing your own home, put up your home's OK sign.
2. Put on your name badge and, if you have them, a reflective vest and helmet. If it's dark (or will be dark soon) wear light-colored clothing.
3. Take your "tool kit" (flashlight, pencil, paper, etc.) and **report to the Aid Station**.
4. Using the *Area Damage Assessment Form* secured at the Aid Station, begin checking on the residents in your respective area of your sector.

Never endanger yourself. Use a "BUDDY SYSTEM,"
i.e., pair yourself with another individual for the safety of both in a hazardous situation.

Never enter a building alone.

5. **Knock loudly on the door of homes that do not have an OK sign displayed.** (Note: **Do not ring the doorbell.**) See if there is any information/sign that identifies whether there is a disabled person or if there are pets inside. Identify yourself and confirm the condition of all those present in their dwelling.
6. Check your area for:
 - injured people: If there is a person seriously injured, report this to Sector Chief immediately. Stay with the person until a Medical Team member/local nurse arrives and call 911. Your buddy should then obtain another buddy from Sector Chief and continue on to visit other residences. Record this information on *Area Damage Assessment Form* when able to do so.
 - fire
 - utility leaks
 - damaged buildingsRecord all pertinent information on the *Area Damage Assessment Form*. **Keep going until you have completed checking homes per the Area Damage Assessment Form.**
7. **If there are injuries, RECRUIT HELPERS to:**
 - Contact the Sector Chief for medical or emotional support.
 - **Recruit a neighbor willing to help out to stay with the injured person.**
8. Complete your round of your area.
9. Turn in the **completed** Area Damage Assessment Form to your Sector Chief!
 - Do not return to any residence until you have turned in the *Area Damage Assessment Form*.
 - Check with the Sector Chief for other actions needed.
10. After finishing your rounds, you should stay on alert at your Aid Station until you are released by a Stand Down order.

