

Basics for NEW Sector Chiefs

The Villages Emergency Preparedness Committee

“Neighbors Helping Neighbors”

EPC MISSION AND STRUCTURE

EPC is a Volunteer Organization and all Services and Activities are dependent upon Volunteers and Resources available.

EPC's Mission

To preserve life and property during a disaster and to support Villagers' health and safety during the emergency period following:

- Earthquakes
- Fires (not wildfires)
- Extreme weather
- Other disasters (power outages)

EPC Tasks in a Disaster

- Account for each resident
- Provide emergency first aid to those in need
 - Medical Response Team (Primary Focus)
 - Sector Teams (**IF** trained and willing. Not mandatory. Use your best judgment.)
- Manage the emergency within the Villages
 - Direct the use of Villages resources
 - Support continuing health and safety needs
- Collaborate with Management and San Jose Emergency Operations Center
 - Call for help from city agencies as needed

EPC Organization

EPC Chair

EPC Co-Chairs

Specialist Teams

Neighborhood Teams

Specialty Teams

- Medical
- Emotional Support
- Radio Communications
- Engineering
- Security
- Emergency Food
- Emergency Shelter
- Pet Support

Neighborhood Teams

- Villages divided into 25 EPC sectors
- Each sector should have 2 or 3 Sector Co-Chiefs
- Each sector divided into several areas of approx. 10 to 15 residences
- Each area should have 2 Area Representatives – use “Buddy System”

An EPC Aid Station



SECTOR CHIEF DUTIES

DURING AN EMERGENCY

Duties of EPC Sector Chief

During And Following A Disaster

- Check your own residence and take any emergency actions necessary.
- Open operations at your Sector Aid Station.
 - Train your Area Reps on how to unlock aid station & use radio.
- Establish radio contact with the Villages Emergency Operations Center (VEOC).
- Set up and manage Sign In/Out Forms for Area Reps
- Pass out Sector and Area Summary Report Form to your Area Reps.
 - Make sure that your aid station has sufficient copies of forms.
 - You may need to do reassignment of some areas if some Area Reps do not report.
- Receive and record reports from Area Representatives into the Sector Damage Assessment Summary Form. When completed, deliver the Summary Form via the [Transport team](#) to the VEOC.

Duties of EPC Sector Chief

During And Following A Disaster (Continued)

- Assess needs of the Sector and direct actions of EPC Area Representatives, and other EPC Personnel to deal with local situations.
- Utilize assets within the Sector to maximum extent to deal with the disaster before asking for help from the EOC.
 - If you need help or advice, call EOC.
- If necessary, relocate Sector Headquarters away from Aid Station for better shelter or to be closer to, or farther from, a trouble spot.
- Keep Sector operations open until VEOC declares the emergency over. (It may be necessary for your Sector to help another.)

Area Rep Responsibilities in an Emergency

AREA REPS ARE THE EYES AND FEET FOR VEOC

- **Primary Area Rep Responsibilities**
 - Check on your neighbors
 - Report injuries/damage & dangerous conditions to your Sector Chief
 - Assist in helping victims as directed **AND** as you and your team are able & willing.
- **Area Reps and Sector Chiefs are NOT Required to:**
 - **NOT:** Provide Medical Attention (First Aid, CPR, etc.)
 - *Caveat: If you are trained **AND** you are willing to provide First Aid or CPR, you may do so **IF** you wish. Use your best judgement.*
 - **NOT:** Put out fires or enter damaged buildings
 - **NOT:** Put yourself in any situation you feel may be dangerous. Don't do it!

EPC EMERGENCY ACTIVATION

PROCEDURES, PERSONNEL, and LOCATIONS

WHEN IS EPC ACTIVATED?

- Earthquake Activation
 - WHEN IT ROCKS, EPC WILL ROLL. If small items fall or are knocked off shelves, the EPC is ACTIVATED!
 - 24 hours per day; 7 days a week.
 - If you are present in The Villages and you're not a victim, you are activated.
- Non-Earthquake Activation (fire or other emergency) – not covered in this class

Disaster Activation: Directors & Staff

- **Directors and their Teams assemble at the Cribari Patio**
- **Some “Sector Medics” go to assigned Aid Stations**
- **Villages Emergency Operations Center (VEOC) is set up**
- **Incident Commander (IC) identified – wears red vest.**
- **Communications Team activated; Radio operations start with Sector role call and incoming Sector reports**
- **Directors process reports/requests from Sectors, support IC**
- **IC manages resources, makes decisions, maintains communication with outside agencies**
- **Advise San Jose’s Office of Emergency Management (SJ OEM) on Villages situation; ask for assistance if needed**

Disaster Activation: Sector Chiefs

- **USE COMMON SENSE; VOLUNTEER SAFETY is PRIORITY**
- *NOTE: Delegate to volunteers as available to be more available for communicating to VEOC and manage activity.*
- Open Aid Station
- Activate Radio, assign Radio Operator, establish contact with VEOC
- Manage Area Reps: Sign In/Out Log, Assign Areas and Clipboards;
- Receive Area Reports and communicate urgent injuries to VEOC; request assistance.
- Triage and manage activities when/where needed or requested.
- Fill out Sector Damage Assessment Form
- Keep Sector open until Stand Down order is given from IC.

MURS Radio

MURS = Multi-Use Radio Service (“Walkie Talkie”)

- **Turn on radio – make sure antenna is attached**
- **Select Channel**
 - Communications with Villages Emergency Operations Center (EOC):
 - EPC EAST - Sectors 1-4, 19-25: Channel 2
 - EPC WEST - Sectors 5-18: Channel 1
 - Communications with Medical Center (MC)
 - ALL Sectors: Channel 4
 - Use **PTT** (**P**ush **T**o **T**alk) button to talk
 - PUSH to Talk (*SEND*) – hold radio 6 inches from face when talking
 - RELEASE to Listen (*RECEIVE*)
 - Do NOT use CALL button
 - Do NOT use MODE button
- **After activating radio – LISTEN for role call – then PTT to identify your sector as “Present”.**
- **Take online radio training at radiotraining.TheVillagesEPC.org (10 min)**

Disaster Activation: Area Reps

Area Rep's Primary Assignment: Identify victims & dangerous conditions and report them to Sector Chief at Aid Station. **Be safe and use common sense.**

- **Sign in and out at Aid Station.**
- **Perform Area Inspection with Buddy**
 - **Account for all households in assigned Area and complete Area Damage Assessment Form**
 - **Assess people for injuries and send someone to Sector Chief if immediate medical attention is needed.**
 - **Assess and record building for damage, gas odor, water leaks, obvious hazards.**
 - **Complete your rounds as quickly and thoroughly as possible.**
- **Bring Area Damage Assessment to Sector Chief at Aid Station**
 - **Assist Sector Chief or other sectors as needed.**

Action if OK-Sign is Absent

- Knock loudly on front door (Doorbell may trigger gas ignition.)
 - Check with neighbors for knowledge of residents
 - If known to be away OR unit is empty/for sale, mark as GREEN & leave
 - If unable to determine status, mark as UNKNOWN & leave
-

EMERGENCY ONLY!!! NEVER ENTER DURING A DRILL!!!

- Gain entry IN EMERGENCY:
 - Try front door. (FORCED ENTRY POLICY – NEXT SLIDE)
 - Enter ONLY with a partner or neighbor!
 - Shout “IS ANYONE HOME?” upon entry & at each room
 - Search every room
-

***** Never endanger yourself. Never enter a building alone. *****

***** Use Buddy System, if possible *****

Medical Emergency Response

- Leave victim in place – do NOT move unless he/she is in immediate danger
- Sector Chief: Radio VEOC for help.
- Provide First Aid or CPR, if trained and willing.
- EPC Medical Center will send medical help and bring supplies when available.
- Emotional Support Team may be sent, too.

Forced Entry Policy

This policy specifies when forced entry into a Villages residence is authorized after an earthquake disaster. In no other cases is forced entry ever authorized.

- Forced entry may **only be considered after an earthquake** disaster when fire, police, and Villages Public Safety officers are overwhelmed and **no other help is available.**
- **Forced entry is never authorized in any other type of emergency or disaster.**
- No entry should be made to any residence that appears unsafe due to structural, electrical, water, gas, or any other type of hazard.
- Entering a residence should only be done with another person.
- If an OK sign is not posted in any window or door and the front door is locked, forced entry may be considered **only if there is apparent visual and/or audio occupant distress.**
- Area Reps should first check if any doors or windows are unlocked before breaking any window or door to gain entry.
- **Remember: Forced Entry is a last resort and may present REAL DANGERS to the person(s) attempting forced entry.**

SECTOR CHIEF DUTIES

**PRIOR TO AN
EMERGENCY**

SECTOR PREPARED AT ALL TIMES

- **Volunteers recruited and trained in policies and procedures**
- **Contact info up-to-date: volunteers and residents**
- **Aid station supplies sufficient and working**
- **Area Clipboards with current forms**
- **Documents current and available**

Duties of EPC Sector Chief

BEFORE A DISASTER – GETTING THE SECTOR READY

- With help of Recruiting Director, recruit additional Sector Chiefs as needed. (3+ recommended per Sector)
- Recruit Area Representatives (2+ recommended per Area)
 - Recruiting Director may be able to help.
- Participate in EPC Sector Chief meetings.
- Attend Disaster Response Training Classes, Area Rep Training and encourage Area Reps, to do the same.
- Become proficient in EPC radio operation and train backup radio operators.
- Maintain your EPC Sector Aid Station and inventory supplies. Report any problems with your station to the EPC Co-Chairs.

Duties of EPC Sector Chief

BEFORE A DISASTER – GETTING THE SECTOR READY

(continued)

- Assure Area Representatives readiness to perform duties.
 - Provide links to Area Rep video training
 - Encourage Area Reps to attend classroom training.
 - Meet with Area Reps at the sector's Aid Station
- Keep copies of preprinted Area Damage Assessment Forms, Sector Damage Assessment Forms, and Area Summary Reports in your Aid Station Binder.
- Update forms frequently and before the annual drill.
- Notify Sector Chief(s) and EPC Chair if out of the Villages for several days. chair@thevillagesepc.org
- Notify updates@thevillagesepc.org when you make volunteer changes.

Tool Kit

Sector Chief & Area Reps

EPC Toolkit Contents *For Sector Chiefs & Area Reps*

Your toolkit should be stocked, ready for an emergency (or drill), and in an easy to access place in your home at all times.

Recommended Items:

1. *Emergency forms with addresses to check. (If you are assigned to a specific area in your sector.)
2. Flashlight and extra batteries.
3. Paper & pencil/pen.
4. *EPC Name Badge
5. *Medical Exam Gloves.
6. Leather Gloves. (Not cloth/rubber gloves)
7. *Safety Goggles.
8. *Medical Face Mask
9. *Triage Tag (at least one).
10. *Extra OK signs (for residents who don't have one displayed)

Optional Items:

1. Whistle
2. Light Stick
3. Hand Sanitizer
4. Duct Tape
5. Cellophane Tape
6. Anything else that you feel you might need in an emergency.

Notes:

1. **Keep all items in an easy to carry bag or case.**
2. **At twilight or night, wear light colored easily visible clothing or a reflective vest.**
3. **All items above marked with an * are provided by the EPC. Except for Name Badge, these items should be stocked at Sector's Aid Station.**

Training Available to EPC Volunteers

- You Tube video training available via EPC Training website: trainingvideos.thevillagesepc.org
- **CPR/AED/First Aid**
 - Dates TBD.
 - Free to all EPC volunteers
- **San Jose Prepared CERT Classes**
 - Dates TBD.
 - Free to all EPC volunteers

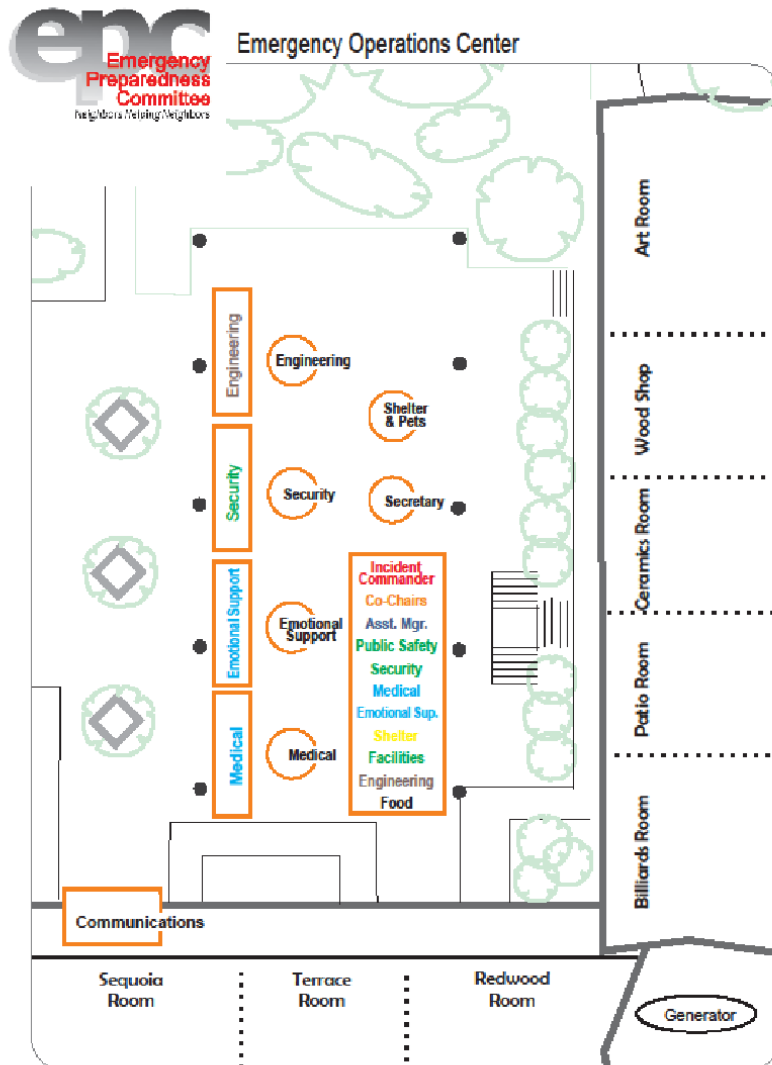
ANNUAL DRILL

October 18, 2021

4:00 pm

Annual Drill

Typically mid-October & 4:00 pm start time



EPC Villages' Emergency Operations Center (VEOC) Located in Cribari Center Patio

What are the stars for? They make the diagram look too busy.

EPC Database: DMS

Villages Emergency Preparedness Committee (EPC)



Emergency Preparedness Committee
Records Database



Emergency Preparedness Committee
(EPC)
Document Management System

For access – Username & Password
Send Email to admin@TheVillagesEPC.org to request access
Take DMS/DatabaseTraining at thevillagesepc.org/start website under
Training Videos.

Sector Chief Resources

- **Sector Chief and Area Rep video training** is available online via the **Document Management System (DMS): Training Tab**

Emergency Preparedness Committee (EPC)
Document Management System

Home Help | Document Listing

- [-] **EPC Documents**
 - [+] Active EPC Volunteers
 - [+] Annual Drill
 - [+] Departments & Special Teams
 - [+] Documents & Reports
 - [+] Forms & Instructions
 - [+] Maps
 - [+] Operational Manual
 - [+] Policies
 - [+] Publications
 - [+] **Training**
 - [+] Area Reps
 - [+] Co-Chairs
 - [+] Sector Chiefs
 - [+] Training Videos

TRAINING VIDEOS WITHOUT DMS ACCESS

trainingvideos.thevillagesepc.org

Area Representative Training Videos

Title	Date Posted	URL Link
Welcome Aboard Introductory Training ((27 Minutes)	March 31, 2016	WelcomeAboard.thevillagesepc.org
How to use the Area Damage Assessment Form (10 minutes)	April 9, 2016	AreaDamageForm.thevillagesepc.org
Quick User Training For The MURS Radio (10 Minutes)	July 31, 2019	radiotraining.thevillagesepc.org

Sector Chief Training Videos

Title	Date Posted	URL Link
How to Access EPC Forms to Prepare for Drills & Emergencies (17 Minutes)	Sept. 27, 2017	SectorChiefForms.thevillagesepc.org
EPC Database and Document Management System Training for Sector Chiefs (40 Minutes)	July 29, 2020	DMSandDatabaseTraining.thevillagesepc.org

Sector Volunteer List

Sector Chiefs

Name	Address	Land Phone	Cell Phone	Email
Rose Mary Ferrante	5331 Cribari Glen	408-238-7726		roseferrante@icloud.com
Judy Wessler	5314 Cribari Glen	408-646-3687		judywessler@gmail.com

Area Representatives

Area	Name	Address	Land Phone	Cell Phone	Email
1	Louise O. Connors	5259 Cribari Hts	408-221-6485		maddresser@aol.com
3	Nancy Algeier	5309 Cribari Glen	650-388-0677		zukunft2@gmail.com
3	Sheryl Wachter	5325 Cribari Glen	669-296-2406	505-920-1153	dwachter67@yahoo.com
3	Leonie "Loni" Gattis	5336 Cribari Glen	408-223-0555		lgattis@rocketmail.com
3	Douglas Wachter	5325 Cribari Glen	669-296-2406	508-310-8007	dwachter67@yahoo.com
4	Joanne Bennett	5295 Cribari Hts	954-661-8948		joanne944@gmail.com
4	Maria Montiel	5386 Cribari Crest		408-386-4134	cuabuggie@gmail.com
5	Angela Banister	5294 Cribari Hts		415-308-2320	banister.angela@gmail.com
5	Larry Bostow	5294 Cribari Hts		650-868-1997	asuperscribe@comcast.net
5	Suzanne Vader	5315 Cribari Glen	310-766-6866		vadersuzie@gmail.com

Special Representatives - None

Training Evaluation

- **Please fill out a paper with your comments, suggestions, ideas to help us improve this training.**
- **Thank you!**
- If you want a PDF file of this presentation, please send an email message to: **judywessler.epc@gmail.com**.