

VILLAGES EMERGENCY PREPAREDNESS COMMITTEE

Neighbors Helping Neighbors

Policy/Procedure

Rev. 10/12/23

SUBJECT: EPC Description & Team Procedures

POLICY: It is the policy of the Villages Emergency Preparedness Committee (EPC) that its members will understand their roles and their relatedness to each other in order to enhance their readiness to respond effectively in the event of a disaster or serious emergency.

PERSONS INVOLVED: Chair, Co-Chairs, Secretary, Specialty Team Directors, Sector Chiefs and Area Representatives

FORMS/DOCUMENTS: EPC Description
The Villages Emergency Operations/Response Plan
The Villages Employee Disaster Plan
Leadership Duties of Chair and Co-Chairs
Secretariat Duties
Records Database and Document Management System Manual
Communications Team Manual
Emergency Shelter Team Procedures
Emotional Support Team Procedures & Involvement Process
Language Assistance Team
Medical Team Procedures
Pet Protection Procedures and Pet Travel Information Form
Recruiting Volunteers Procedures
Safety Team Procedures
Sector Chief and Area Representative Duties
Training Director Duties
Aid Station Locations and EPC Aid Station Contents List

PROCEDURES:

1. In order to clarify the role and function of the Emergency Preparedness Committee (EPC), an ***EPC Description*** is included here. This description includes relevant questions and answers relevant to EPC's purpose and suitable for newcomers to understand it.
2. The ***Villages Emergency Operations/Response Plan*** describes the objective, scope, purposes and tasks of the Villages Management and the EPC's preparation for and response to disasters. The ***Employee Disaster Plan*** outlines the emergency procedures to be followed by all the management departments in relation to the total evacuation of all Village employees, contractors and visitors.
3. The ***Leadership Duties of Chair and Co-Chairs*** delineates and clarifies the responsibilities of these leaders as they relate to each other, the Villages Management, and all EPC volunteers. As the leaders of EPC as a standing committee of the Club Board of Directors, they are responsible for organizing and facilitating the regular operations of the committee. Also,

they are to communicate with the Board (using the established process and forms) the notes of its regular meetings, annual reports and about all relevant matters (not ordinary budgetary expenditures) that involve special/out of the ordinary operational procedures or actions.

4. The **Secretariat Duties** enumerates the responsibilities of the Secretary as they relate to EPC leadership, the Club Board and all EPC volunteers. An integral part of this role is keeping current the **EPC Activation List**, which includes the names and contact information of the EPC Chair, Co-Chairs, Directors of the Specialty Teams, Sector Chiefs according to their sectors, and the involved Villages Administrative Staff. This role also includes registering participants during regular meetings/trainings and during the Annual Drill and emergencies.
5. The **Records Database and Document Management System Manual** serves as the repository for data and documents that are integral to the operations of the EPC. The Records Database contains both personal and property information for those residing within the EPC sectors. **Sector Chiefs are responsible for updating the Secretariat with any changes to the information related to the personnel in their respective sectors.** Area Representatives are able to view this information and generate reports for their Sector/ Area. The Document Management System contains all documents integral to the operations of EPC. Users of the system can view and print these documents as needed. The Data Manager (**EPC Secretary**) is responsible for maintaining the integrity of the data, uploading the current versions of all documents pertinent to EPC, and archiving all outdated documents that serve as a historic record of EPC operations.
6. The **Communications Team Manual** delineates how and when the EPC Communications Team will deploy to the EOC Radio Room at the Corporation yard and the Medical Center in the Cribari Auditorium (or a designated outside location if either site is unavailable) and begin radio operations. This activity follows the *Instructions to Activate the EOC Communications Room* and *the Medical Center* and will start with an announcement that they are on the air and ready for any emergency traffic. (The VARC Radio Shack is designated as the backup to the EOC Radio Room and will be activated as necessary.)
7. The **Emergency Shelter Procedures** explains how the Director of Emergency Shelter will connect with the Communications Team concerning the need for sheltering any Villagers during an emergency. He/she will coordinate this effort with team members, Villages staff, and Villagers willing to use their RVs for sheltering others during a disaster.
8. The **Emotional Support Team Procedures** describe how and when they will collaborate with the Medical Team in the event of a disaster wherein Villagers experience trauma and/or anxiety. The **Involvement Process** outlines the sequence of activities that clarifies when the EST is to become engaged. The members of the Emotional Support Team and the Medical Team will be ready to receive instructions from the Communications Team to proceed to the respective locations where their expertise is needed.
9. The **Language Assistance Team** is a group of volunteers who possess specific fluency skills in designated foreign languages and who are on call in case they are needed to interpret information to Villagers, guests and/or staff.

10. The **Medical Team Procedures** describe how and when they will collaborate with the Emotional Support Team in the event of a disaster wherein Villagers experience trauma and/or anxiety. The members of the Emotional Support Team and the Medical Team will be ready to receive instructions from the Communications Team to proceed to the respective locations where their expertise is needed.
11. The **Pet Protection Procedures** delineate the appropriate actions that pet owners and the Coordinator of Pet Protection can take before, during, and after a disaster. The **Pet Travel Information Form** can be used by pet owners in the event of a disaster or other emergency.
12. The **Recruiting Volunteers Procedures** underscores the importance of continual recruitment efforts by all EPC leaders. Led by the Director of Recruiting, EPC leaders strive to actively recruit volunteers to serve as Sector Chiefs or Area Reps in the 25 Villages' sectors or as Specialty Team Directors or members of the Specialty Teams.
13. The **Safety Team** is responsible for guiding residents/guests away from any dangerous situation during an emergency. Collaboration with the Villages Public Safety staff is integral to implementing this responsibility. In addition, the team members, led by the Team Director(s) will assist in the setting up of the VEOC and in the maintenance and deployment of EPC equipment needed during an emergency (e.g., lights, generators, cables, etc.).
14. The **Sector Chief and Area Representatives Duties** are included and elaborated in the Emergency Operations Manual for Sector Chiefs that is described in Section 1.5 of this Manual. The Area Reps are responsible for completing the *Area Damage Assessment Forms*, have them signed by the respective Sector Chief and delivered to the EOC at the appropriate time (after "Stand Down" order, i.e., the message that the emergency is declared over). The Sector Chiefs are responsible for completing the *Sector Damage Assessment Forms* and delivering them to the EOC at the appropriate time (after "Stand Down" order, i.e., the message that the emergency is declared over).
15. The **Security Team Procedures** explains the role that the team members carry out in the event of a disaster. Team members are to report directly to the EOC location. They are to familiarize themselves with the location of all Aid Stations (**Aid Station Locations**). Also, they are to be familiar with the Village perimeters, exit gates, water tank locations and various "open spaces" (e.g., golf course areas) for the safety of displaced residents until further instructions are available. Security Team members will be pro-active in securing the EOC and SC locations, redirecting and/or transporting non-EPC members to open spaces or other functioning Sector Aid Stations.
16. The **Training Director Duties** describes the organization, publication and coordination of the training sessions for the appropriate EPC volunteers. This is directed toward enhancing the volunteers' expertise and preparedness for and in the event of a natural disaster or emergency for which the EPC must be activated.
17. The **Aid Station Locations** clearly shows where the Aid Station are located in all of the 25 sectors in the Villages. The Director(s) of the Aid Stations uses the **EPC Aid Station Contents List** during their periodic and as needed inspections in order to know both the contents of and what supplies are needed for every aid station. Before every annual drill, the Director submits to the EPC Chair (or designee) a list of the supplies that need to be purchased in

order to keep current the level of supplies in all the aid stations. The collaboration with the Sector Chiefs in fulfilling this role is essential.