



SECURITY TEAM POLICY and PROCEDURES

July 20, 2022

Pursuant to THE VILLAGES GOLF and COUNTRY CLUB EMERGENCY OPERATIONS/RESPONSE PLAN, Section iv,4,d, the Director of Security (and team members) are to: a) report to the Villages Emergency Operation Center (VEOC); b) be familiar with the location of all the Aid Stations; and c) be familiar with the Villages perimeter, travel paths, exit gates, water tank locations and various open spaces; d) be pro-active in securing the VEOC location, redirecting and/or transporting non-EPC members to open spaces or Aid Stations; e) collaborate with Public Safety staff as needed; and f) plan and coordinate efforts with The Villages Public Safety Director during drills and disasters.

Security Team member volunteers are Village residents who mostly have background experience in various public safety employment, aid certification, military or other emergency disciplines. In general, overall good physical health is a reasonable requirement.

Duties of the Director of the Security Team:

1. Participate in all meetings/trainings of the EPC Directors.
2. Participate in the annual Drill and ensure that as many members of the Team as possible participate in the Drill as well.
3. Work with the EPC Director of Recruiting to recruit new members for the Team.
4. Maintain the list of the members of the Team.
5. Understand how to start the emergency generators in case a member of the Engineering Team is not available during any emergency and for the annual Drill.
6. Update these procedures as necessary.

Emergency Responsibilities/Rocedures:

1. A Security Team Binder is to be made available to each team member. Team members are responsible for updating the binder with current EPC bulletins, directives and any other pertinent safety/security information distributed by the EPC Chair and/or the Security Director.
2. The first response in an emergency is to ensure that one's own household is OK. That being the case, the next duty of the Team members is to report to the VEOC and await further instructions by the Incident Commander or the Security Team Director.
3. Gas Leaks: Secure the immediate area if a gas leak comes to your attention. Advise resident and/or others to evacuate. Information of a gas leak, by smell or leakage (gas smells like sulfur or rotten eggs). If a gas leak is confirmed, communicate location of the leak to the VEOC and help facilitate moving Villagers to a safe distance from the leak area. The gas meter should be checked for rapid turning of the meter hands, verifying that there is a loss of gas. Another indication of a gas leak is any hissing sound. If it is safe to do, a non-ferrous gas wrench should be used to turn off the appropriate gas valve. The gas valve needs only to be ¼ turned. When

the gas is off, do not turn it back on; await PG&E. Review the approved gas emergency policy and procedures in the Security Team Binder.

4. Depending on the severity of the emergency, time of day and weather conditions, the number of residents seeking assistance may be moderate to numerous. In most instances direct residents to "open space" that is in the immediate area and to wait further instructions.
5. Security Team members are advised to keep their Security Binder up-to-date by inserting EPC materials as they are forwarded by the Security Director or emailed by EPC chairpersons. Dated materials should be removed. Review the Security Binder periodically and please forward any informational items that may be of interest to EPC and to the Security Team Director for review.
6. In a real emergency, Team members reporting to the VEOC can pick up a radio to be used to communicate to the Director and/or the radio control volunteers. Team members are advised to attend all radio training sessions as announced.
7. In an emergency and no one from the Engineering Team is available to start the generator(s), a member of the Security Team should step in to help. Detailed instructions for starting the generators and hooking them to the power grid are attached to the generators.