

Emergency Response Committee Standard Operating Procedure (SOP)

Montezuma Valley Volunteer Community Service Organization (MVVCSO)

Effective Date: June 28, 2025

1. Introduction and Purpose

The Emergency Response Committee is established to plan for and respond to crises such as wildfires, floods, or food shortages in the Ranchita community. Its purpose is to protect all community members, including vulnerable populations like seniors and low-income families, by coordinating with local agencies and mobilizing resources. This aligns with MVVCSO's mission to serve all members, including outliers, and supports **Article XVI** of the 2025 Bylaws.

2. Authority and Legal Compliance

This SOP is authorized under **Article XVI** and **Article XIII** of the MVVCSO 2025 Bylaws and complies with:

- **California Corporations Code § 5110 et seq.:** Governs nonprofit public benefit corporations.
 - **Nonprofit Integrity Act (NIA, Gov. Code § 12586):** Ensures financial transparency and accountability.
 - **IRS 501(c)(3):** Requires activities to further the exempt purpose without private benefit.
 - **Unruh Civil Rights Act (Civ. Code § 51):** Mandates equal access and prohibits discrimination.
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3. Committee Composition and Structure

- **Membership:** Minimum of five members, including:
 - One Director from the MVMCSO Board.
 - Two Voting Members of MVMCSO.
 - One representative from local emergency services (e.g., fire department).
 - One member with expertise in accessibility or disability advocacy.
 - **Appointment:** Members are appointed by the Board, ensuring diverse representation (e.g., seniors, youth, disabled individuals).
 - **Term:** Two-year terms, renewable once.
 - **Chair:** Elected by the committee to lead meetings and report to the Board.
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4. Roles and Responsibilities

- **Committee Chair:**
 - Sets meeting agendas and facilitates discussions.
 - Coordinates with local agencies and submits quarterly reports to the Board.
 - **Members:**
 - Conduct risk assessments and develop emergency plans.
 - Ensure inclusivity in all planning and response activities.
 - **Emergency Coordinator:**
 - A designated member responsible for activating the emergency plan and managing crisis response.
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5. Emergency Response Planning

5.1 Risk Assessment

- Conducted annually to identify risks (e.g., wildfires, floods, food shortages) and assess community impacts.
- Involves consultation with local agencies and the Community Advisory Group.

5.2 Plan Development

- Develop and maintain an Emergency Response Plan (ERP) including:

- Evacuation routes and shelter locations.
 - Resource inventories (e.g., food, water, medical supplies).
 - Communication protocols with multilingual options.
- The ERP is reviewed and updated annually.

5.3 Accessibility Considerations

- Plans accommodate all community members, including those with disabilities, non-English speakers, and low-income families.
 - Partnerships with disability advocates ensure barriers are identified and addressed.
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6. Crisis Response Procedures

6.1 Activation

- The Emergency Coordinator activates the ERP when an emergency is declared or meets predefined criteria (e.g., wildfire within 5 miles).
- Activation is communicated via phone, email, and public postings.

6.2 Assessment and Coordination

- Prioritize vulnerable populations and coordinate with local agencies (e.g., fire, police).
- Ensure equitable, non-discriminatory resource allocation per the Unruh Civil Rights Act.

6.3 Communication

- Managed by the Secretary, ensuring accessibility (e.g., large print, multilingual formats).
- A designated spokesperson provides public updates.

6.4 Resource Allocation

- Expenditures up to \$10,000 are authorized by the committee, with detailed documentation submitted to the Board (per **Article IV, Section 7**).
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7. Community Involvement and Accessibility

- **Community Advisory Group:** Comprises diverse residents (e.g., seniors, disabled individuals) to provide input on preparedness and response.
 - **Volunteer Mobilization:** Volunteers are deployed based on skills, with accommodations as needed.
 - **Inclusivity:** All plans and communications are accessible to all community members.
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8. Training and Preparedness

- **Annual Drills:** Conducted with community participation, accommodating diverse needs.
 - **Training:** All committee members and Covered Persons receive annual training on emergency protocols and accessibility best practices.
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9. Resource Management and Budget

- **Budget Allocation:** An annual budget for preparedness activities is submitted by November 30.
 - **Transparency:** All expenditures are tracked and reported per NIA and IRS 501(c)(3) requirements.
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10. Reporting and Accountability

- **14-Day Report:** Submitted to the Board and Voting Members within 14 days of an emergency, detailing actions and expenditures (per **Article XVI**).
 - **Annual Review:** The Board assesses the committee's effectiveness, with results disclosed publicly.
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11. Northstar Alignment

- **Community Focus:** Protects and engages the Ranchita community.

- **Transparency:** Shares plans and outcomes with all stakeholders.
 - **Inclusivity:** Prioritizes the needs of all members, especially vulnerable groups.
 - **Serving All Members:** Ensures equitable support during crises.
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12. Review and Amendment

- The SOP is reviewed annually or after any emergency, with amendments approved by the Board per **Article VIII** of the 2025 Bylaws.
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