



EMERGENCY PREPAREDNESS PLAN

**38-180 Del Webb Blvd.
Palm Desert, CA 92211
Sun City Palm Desert**

INTRODUCTION AND ACKNOWLEDGEMENTS.....	5
SECTION I: THE BIG PICTURE, DEFINITIONS AND DESCRIPTIONS	7
1. THE PLAN'S PURPOSE	7
2. THE PLAN DOCUMENT – A DESCRIPTION	7
3. THE EPC'S MISSION	7
4. THE EPC'S STRUCTURE	8
5. THE EPC'S AUTHORITY.....	8
6. THE EP ORGANIZATION'S DIVISION INTO DISTRICTS.....	8
7. INCIDENT COMMAND STRUCTURE - DESCRIPTION.....	8
8. EMERGENCIES - DESCRIPTION	9
9. EMERGENCIES – BASIC RESPONSE FOR ALL EPC MEMBERS	9
10. THE EOC (EMERGENCY OPERATIONS CENTER).....	9
11. NOTIFICATION OF VOLUNTEERS	9
12. RADIO COMMUNICATIONS.....	10
13. FIRST AID STATIONS.....	10
14. COMMAND POSTS.....	11
15. COMMUNITY ASSOCIATION BOARD MEMBERS' RESPONSIBILITIES DURING AN EMERGENCY.....	11
SECTION II: EPC'S NON-EMERGENCY OPERATIONS.....	13
1. EPC ORGANIZATION CHART	13
2. EPC JOB DESCRIPTIONS	14
A. <i>CHAIRPERSON</i>	14
B. <i>VICE-CHAIRPERSON</i>	14
C. <i>FINANCE DIRECTOR</i>	15
D. <i>COMMUNICATIONS DIRECTOR</i>	16
E. <i>DIRECTOR AT LARGE</i>	16
F. <i>DIRECTOR OF DISTRICT OPERATIONS</i>	17
G. <i>EMERGENCY OPERATION CENTER (EOC) DIRECTOR</i>	17
H. <i>MEDICAL DIRECTOR</i>	18
I. <i>NURSING DIRECTOR</i>	18
J. <i>TRAINING DIRECTOR</i>	19
K. <i>SECRETARY:</i>	19
L. <i>DISTRICT DIRECTOR (DD)</i>	20
M. <i>BLOCK CAPTAIN COORDINATOR (BCC)</i>	21
N. <i>BLOCK CAPTAIN (BC) & BLOCK CAPTAIN ALTERNATE (BC-Alt)</i>	21
SECTION III: EPC'S CHARTER AND BY-LAWS.....	23
1. CHARTER.....	23
2. BYLAWS.....	25
SECTION IV: POSSIBLE EMERGENCY SCENARIOS.....	29
1. SCENARIO FOR PARTIAL ACTIVATION.....	29
2. SCENARIO FOR TOTAL ACTIVATION.....	30
SECTION V: EMERGENCY OPERATIONS—ICS.....	31
1. IN AN EMERGENCY EVENT, DO THIS:	31
2. ICS ORGANIZATION CHART.....	32
3. ICS JOB DESCRIPTIONS: COMMANDER, STAFF AND DIRECTORS	33
A. <i>INCIDENT COMMANDER:</i>	33
B. <i>PUBLIC INFORMATION OFFICER</i>	33
C. <i>SAFETY ADVISOR</i>	33
D. <i>STRUCTURAL ADVISOR</i>	33
E. <i>DIRECTOR OF TEAM OPERATIONS</i>	34
F. <i>DIRECTOR OF DISTRICT OPERATIONS</i>	34
G. <i>LOGISTICS DIRECTOR</i>	34
H. <i>MEDICAL DIRECTOR</i>	35

I.	FINANCE/ADMINISTRATION DIRECTOR	35
J.	COMMUNITY ASSOCIATION BOARD LIAISON	35
4.	ICS JOB DESCRIPTIONS: DIRECTORS' TEAMS.....	36
A.	DIRECTOR OF TEAM OPERATIONS:.....	36
	Search & Rescue Team	36
	Generator Team	36
	Gate Teams	36
	Pet Rescue Team	36
	Support Liaison	36
B.	FINANCE/ADMINISTRATION DIRECTOR TEAMS:	36
	Finance Team.....	36
	Planning Team	37
	Documentation Team	37
	Situational Analysis Team	37
C.	DIRECTOR OF DISTRICT OPERATIONS.....	37
	Radio Team	37
D.	LOGISTICS DIRECTOR TEAMS.....	37
	Resource Distribution Team.....	37
	Volunteer Coordinator Team	37
	Transportation Team	37
E.	MEDICAL DIRECTOR TEAMS	38
	First Aid Station Administrators.....	38
	Nursing Support Team	38
	Counseling Team.....	38
	Morgue Team	38
5.	ICS JOB DESCRIPTIONS: DISTRICT-BASED PERSONNEL	38
A.	DISTRICT DIRECTORS.....	38
B.	BLOCK CAPTAIN COORDINATORS.....	38
C.	BLOCK CAPTAINS.....	39
6.	ICS JOB DESCRIPTIONS: CONTRACT COMMUNITY PATROL.....	39
7.	ICS JOB DESCRIPTIONS: GATE TEAMS	40
8.	ICS JOB DESCRIPTIONS: COMMUNITY ASSOCIATION STAFF	43
	SECTION VI: NOTIFICATION PROCEDURES	45
1.	THE DECISION TO ACTIVATE THE ICS.....	45
2.	ACTIVATION CLASSIFICATIONS	45
	Level 1 - Standby/Alert	46
	Level 2 - Partial Activation	46
	Level 3 - Full Activation	46
3.	NOTIFICATION USING AUTOMATED PHONING SERVICE	46
4.	NOTIFICATION USING "RUNNER SYSTEM" WHEN PHONE LINES ARE DOWN	47
5.	NOTIFICATION FOR ACTIVATION TO APPROPRIATE LEVEL	47
	Activation of EOC	47
	Notification of Directors' Teams	47
	Notification of Districts.....	48
	• F/A Director	48
	• Activators.....	48
	• District Directors	48
	• Block Captain Coordinators	49
	• Block Captains.....	49
6.	NOTICE OF CANCELTION	49
7.	ICS NOTIFICATION CHAIN.....	50

Sun City Palm Desert Emergency Preparedness Plan

Introduction and Acknowledgements

According to the State Seismic Commission and the California Earthquake Authority, when a major earthquake occurs in the Coachella Valley our community and the surrounding roads and commercial buildings will be devastated. The Washington Bridge over the I-10 Freeway may collapse onto the freeway, most roadways may be unusable, water and gas mains could be broken, innumerable injuries would occur, and emergency services would be unable to respond to our community.

Sun City Palm Desert's Emergency Preparedness Committee (EPC) has worked diligently for years to prepare for this catastrophic situation: working with local, state, and federal agencies, brainstorming scenarios, developing plans and contingencies, recruiting and training volunteers, holding resident awareness programs and an annual vendor EXPO, furnishing an Emergency Operations Center, stocking first aid supplies, radios and portable generators, and organizing community-wide participation in California's annual Great California Shakeout drills.

The fruits of our EPC's efforts to prepare our community for emergencies are presented in this document, *The Sun City Palm Desert Emergency Preparedness Plan*. It describes the policies and procedures to be followed in response to an emergency, whether partial or catastrophic, occurring at Sun City Palm Desert.

This is a living document routinely reviewed and updated, ensuring it stays current. It is also the result of long hours and hard work by many residents and staff too numerous to mention individually, whom we acknowledge and thank for their contributions: the several authors of the Plan and its revisions over the years, the Association Board of Directors without whose input and financial support this plan would not have come to fruition; the General Manager and the Community Standards Director, the members of the Public Safety Committee, and the SCPDCA staff. It would be impossible to carry out this endeavor without them.

We also gratefully acknowledge the hundreds of Sun City Palm Desert residents who volunteer in the effort to maintain emergency preparedness for our community.

Without these volunteers the plan would go nowhere, and our efforts at readiness and our response in an emergency would collapse.

Finally, and most importantly, we gratefully thank the members of the Emergency Preparedness Committee for their dedication to a difficult task.

We all hope that this plan is never activated, but if it is, we are confident the plan will work.

The Emergency Preparedness Plan Authors

Section I: The Big Picture, Definitions and Descriptions

1. The Plan's Purpose

The purpose of this plan is to provide guidance and direction to personnel involved in emergency operations in Sun City Palm Desert (SCPD). The health and safety of all residents, staff and visitors to Sun City Palm Desert are critically important; therefore the plan is intended to be applicable to all persons who are within Sun City Palm Desert at the time of an emergency, such as a community-wide incident where the residents require assistance, when help from outside agencies is not expected in a reasonable period of time.

2. The Plan Document – A Description

A copy of this Plan is provided to every EPC (Emergency Preparedness Committee) director, each SCPD board member, the General Manager, the Community Standards Director, and in the Community Documents shelf in our library in the Sunset View Clubhouse. This document is divided into six sections:

Section I: gives the big picture, definitions and descriptions.

Section II: gives the EPC's organization chart, job descriptions, and procedures for its day-to-day, non emergency operations.

Section III: provides the EPC's charter and by-laws.

Section IV: offers several emergency scenarios and briefly describes the EPC's or the ICS's planned response to them. Examples given are a Power Outage (Partial), a Power Outage (Full), an Emergency (Partial) such as flooding affecting just a few homes, and an Emergency (Full) such as a major earthquake.

Section V: *which is printed on yellow paper*, covers Emergency Operations, referring to a situation requiring activation of the EPC using the Incident Command Structure (ICS). This section contains an ICS organization chart, with job descriptions, procedures, and the responders' responsibilities.

Section VI: *printed on salmon-colored paper*, covers activation decision making and notification procedures using automatic telephone dialing or, if phone lines are down, any other means available, following the ICS Notification Chain, which is included as the final page of this document..

3. The EPC's mission

The EPC (Emergency Preparedness Committee) is a board-appointed, standing (permanent) committee of the Sun City Palm Desert Community Association. The EPC

is responsible for the direction, organization, training, supplies, equipment and communications for an emergency.

4. The EPC's structure

The Executive Committee consists of 11 positions that oversee more than 600 volunteers who function in numerous capacities. The various director-level people and team leaders meet monthly. The Committee's organization is described in Section II, with an organization chart and extensive job descriptions for all members of the organization, from the committee chairman, through various directors, District Directors, block captain coordinators, block captains, medical teams, search-and-rescue teams, gate teams, and pet rescue teams. The EPC's very important day-to-day operations in non-emergency mode, such as seeing to volunteer and resident readiness, an annual vendor EXPO, purchasing supplies and equipment, and maintaining the Emergency Operations Center, are not described in this document, and can only be hinted at here.

5. The EPC's Authority

The EPC is directly responsible to the Board of Directors of the Community Association of Sun City Palm Desert. Its mission is to train, inform, and assist the residents and staff of the community in case of an emergency through activation into an Incident Command Structure (ICS). Its Charter and By-Laws are reviewed annually and changes are made as needed; they are included here in Section III.

6. The EP Organization's Division into Districts

The Emergency Preparedness Organization overall is divided geographically into 14 districts that more or less correspond to the 15 Districts of Sun City Palm Desert. Each is headed by a **District Director**. Each district is divided into two or more subdivisions, each headed by a **Block Captain Coordinator**. Each Block Captain Coordinator has seven to ten **Block Captains** who report to him/her. Each Block Captain is responsible for approximately 15 adjacent homes.

7. Incident Command Structure - Description

When an emergency response is required, the EPC converts to an Incident Command Structure (ICS). The ICS is the system used by fire and law enforcement agencies to manage emergency operations, and is recommended by F.E.M.A. to insure every responding agency in an emergency is "talking the same language" and F.E.M.A. teams could take over with a minimum of confusion. In most cases members of the Emergency Preparedness Committee fill the positions. (Sections V and VI are perhaps the most important of this document, for they contain the procedures to be followed in an emergency. For this reason, they are printed on colored paper: Section V is on yellow, and Section VI is on salmon.) An ICS organization chart, job descriptions, procedures, and the EPC members' responsibilities are contained in Section V. From the IC (Incident Commander) and down through an organization of directors, advisors and teams, district personnel, plus Association staff members and the Association's contracted security service, all aspects of handling an emergency situation are identified.

8. Emergencies - Description

For the purposes of this emergency plan an emergency could be caused by a natural disaster (earthquake, flooding), a hazardous material spill (from I-10, the railroad line, or a pipeline accident), or a terrorist attack. In these cases emergency services resources such as fire, ambulance and police may be strained. The bridges over I-10 and the railroad tracks could be impassable, and the residents would not get fire fighting or ambulance service assistance. It is possible that all utilities will be disrupted; structures within Sun City Palm Desert and in the surrounding communities could be damaged or demolished; and food, water and other essentials could not be delivered. Further, medical care might be severely taxed or not available at all. This situation could last for an extended period of time—perhaps as long as two weeks—until outside assistance is received.

9. Emergencies – Basic Response for all EPC Members

Here is a very simplified overview of the basic steps to be followed by the EPC Executive Committee when becoming aware of any type of emergency, minor to major. This Plan elucidates each step.

- a. Take care of your family and house first.
- b. Notify appropriate people.
- c. Convert to Incident Command Structure organization (ICS).
- d. Determine the scope of the problem and decide on the appropriate level of activation—partial or total.
- e. Activate appropriate teams for the EOC and the districts.
- f. Notify external emergency organizations (County Office of Emergency Services - Indio AEOC, INCA Members, Sheriff's Department, Local fire station)
- g. Allocate resources.
- h. Execute ICS Plans.
- i. Terminate the incident following ICS procedures.
- j. Document the incident.

10. The EOC (Emergency Operations Center)

In an emergency, the EPC directors will rendezvous at the EOC (Emergency Operations Center), determine the nature and severity of the emergency, and decide upon the extent and means of community volunteer activation. The EOC is the nerve center for the ICS. It is located near the outdoor swimming pool at the Mountain View Clubhouse, and contains radios, supplies and an emergency generator.

11. Notification of Volunteers

When there is an incident of any kind, the EPC is alerted. If it is determined that a full or partial activation is required, then the Incident Command Structure (ICS) is immediately activated and replaces the EPC. EPC members are notified in a chain of cascading responsibility. The ICS Notification Chain is the last page of this document, appearing in Section VI *on salmon-colored paper*. At the direction of the Incident Commander, the

activation of the Districts takes place, communicating by means of our automatic calling service if phone lines are not disrupted; if phone lines are down, notification must be by any feasible means—runners in automobiles, golf carts, on bicycle or on foot. In all cases, persons who are working the notification process are responsible for staying with it until they have contacted all of the persons they are responsible to notify. At that point they are to return to the EOC to assume their ICS assignments.

After activation, if phone lines are down, communication will be by means of radios and walkie-talkies. There is also a satellite phone.

12. Radio Communications

The Emergency Operations Center (EOC) has five radio networks involving several types of radios and/or different frequencies:

- One is a Very High Frequency (VHF) radio operated by the amateur radio operators (HAMs) for communications with the Coachella Valley Emergency Operations Center in Indio and other emergency preparedness groups in the area, such as the I-10 North Corridor Association (INCA). A licensed HAM operator operates this radio.
- Another radio network is used for emergency communications between the EOC and the three First Aid Stations, District Directors and other personnel such as the Director of Team Operations, the Generator, Gate Teams and Pet Rescue Teams.
- The Search & Rescue Team has its own network to communicate with each other and with the EOC.
- The three First Aid Stations have their own operating frequency to communicate with District Directors and Block Captain Coordinators (BCCs) assigned to their particular First Aid Station. These networks are also used by the BCCs and District Directors to communicate with each other and with the EOC.
- There is also a separate High Frequency radio that will enable Sun City residents to communicate with friends and family outside the area through the “HAM” network on a time-available basis.

It is the responsibility of the EOC to maintain these radios. The handheld radios require ongoing battery conditioning and charging. They are distributed by the EOC when they are required, and are returned to the EOC after the need is over. This ensures each radio is in a state of readiness.

Each Block Captain Coordinator and Block Captain will be supplied with a Walkie-Talkie radio for communication. Batteries for these Walkie-Talkies are replaced annually or as needed, by the EPC. These radios have a range of only about a half mile in line of sight, and in some cases messages will have to be relayed by runners.

13. First Aid Stations

First Aid is provided by volunteer doctors and nurses at three First Aid Stations. These are located at or near the three clubhouses:

- **Lakeview Clubhouse First Aid Station** serves residents of Districts 10, 11, 12, and 13
- **Sunset View Clubhouse First Aid Station** serves residents of Districts 1, 3, 4, 8, 9 and 14
- **Mountain View Club House First Aid Station, at Building D near the tennis courts**, serves residents of Districts 2, 5, 6, 7, 14 and 15

In case of injury during an emergency, residents and staff who are within our gates should go to whichever First Aid Station is nearest. It should be noted that emergency treatment will perforce be limited to *first aid*. There will be no facilities for medical interventions or treatments.

14. Command Posts

Approximately 28 Command Posts will be set up in garages or common areas throughout the community. Each Command Post is headed by a Block Captain Coordinator and is staffed by block captains, assistants, radio operators, and runners. The block captains report to their respective Command Posts and are given a reflective vest, a walkie-talkie, a lighted signal whistle, etc. It is their job to check every house in their assigned area, and to help “their” residents in the emergency.

15. Community Association Board Members’ Responsibilities during an Emergency

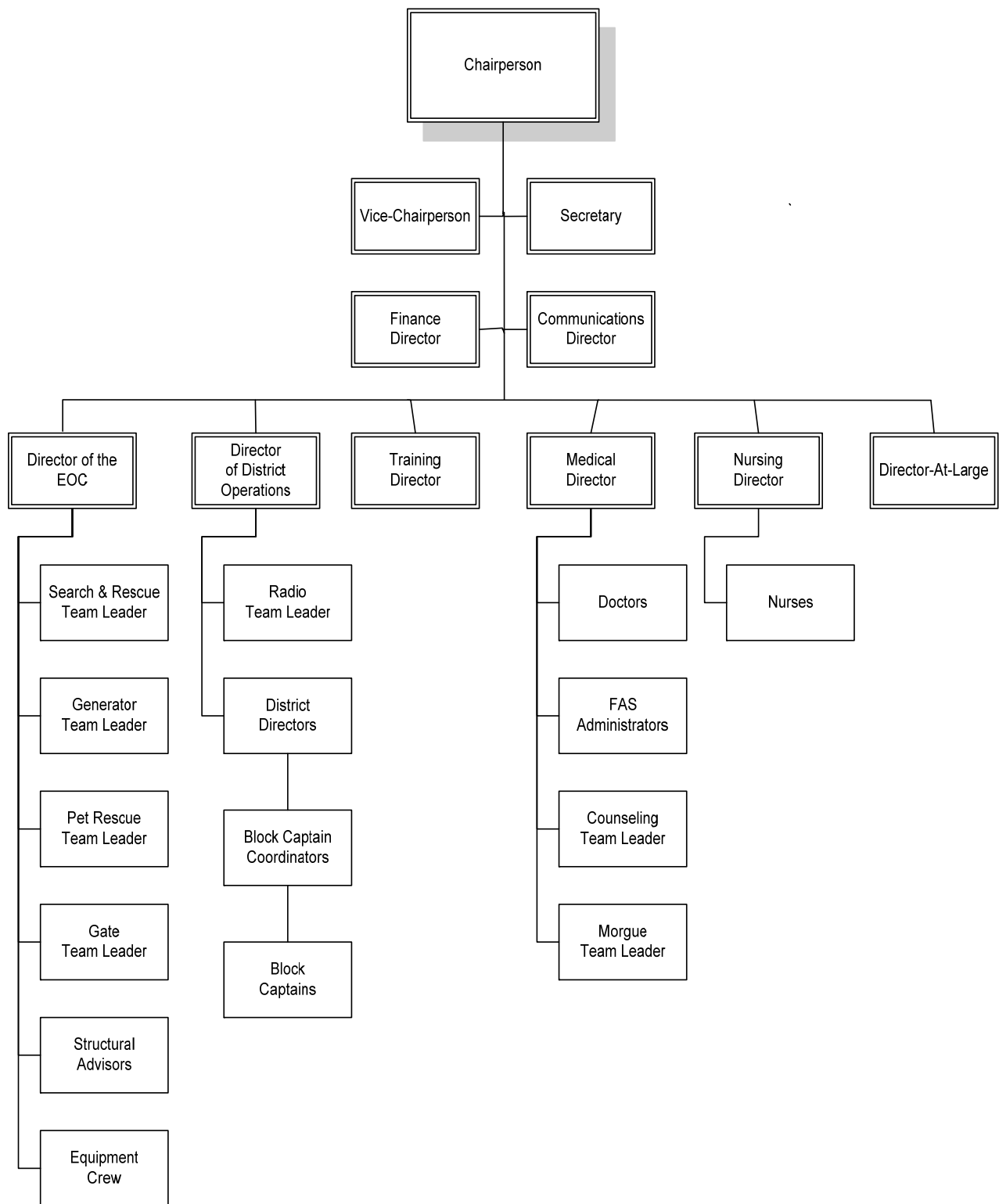
The duties and responsibilities of the Association Board members in the event of a major emergency in Sun City Palm Desert are as follows:

- a. The Board Liaison to the Emergency Preparedness Committee will be the liaison to the Incident Commander in the case of a major emergency, and will be among the first people to be notified. In the case of an obvious major event such as a severe earthquake, the Liaison should appear as soon as possible at the EOC.
- b. In case of the liaison’s absence from home, the Board President, or in his/her absence, the Vice President, Secretary, or any other available board member as they decide among themselves, will act as Board Liaison to the Incident Commander (IC) of the emergency.
- c. The selected Liaison will make contact with the IC for information and support purposes only and will keep the remaining Board members informed of the magnitude and severity of the emergency, the proposed plan of action of the IC, and the involvement level of the Board requested by the IC.
- d. Unless requested by the IC, the Board members will not be involved in the mitigation efforts of the emergency. If the Board feels they need to inform or influence the Emergency Action Plan prepared and implemented by the IC, they will call a meeting of the appropriate personnel, IC, General Manager and Board members to express their concerns or give direction.
- e. In no way can an IC interfere with or relieve the Board members of their obligation or responsibility in providing for the well being of the Sun City Palm Desert Community during an emergency.
- f. The Board members will make themselves available for periodic briefings given

- by the Liaison, Public Information Officer (PIO) and/or the IC.
- g. The HOA Board will have all communication with the media. All media releases and interviews will be delivered by a representative of the Board unless otherwise directed by the Board, in which case they will be delivered by the PIO.
 - h. The Board will see that justified emergency financial support is available when requested.

Section II: EPC’s Non-Emergency Operations

1. EPC Organization Chart



2. EPC Job Descriptions

A. CHAIRPERSON

1. Is a member of the Emergency Preparedness Committee (EPC).
2. For the monthly EPC meetings:
 - a. Establishes the agenda, which is prepared by the Vice-Chairman.
 - b. Chairs the meeting, keeping the meeting on the agenda topics moving.
3. Ensures that EPC subcommittees are communicating with each other on appropriate items.
4. Establishes overall direction for the emergency preparedness organization and identifies future projects.
5. When an emergency occurs, functions under the direction of the Incident Commander according to the plan outlined in the Incident Command Structure (ICS).
6. Reports to the SCPD Community Association Board when appropriate.
7. Stays informed of all Riverside County emergency preparedness matters.
8. Works closely with SCPD Community Association Staff to insure for the planning and integration of disaster services.
9. Works collaboratively with all SCPD clubs and committees to support the functioning of the EPC.
10. Recruits for all positions in the emergency preparedness organization.
11. Approves and operates on an annual budget.

B. VICE-CHAIRPERSON

1. Is a member of the Emergency Preparedness Committee (EPC).
2. For the monthly EPC meetings:
 - a. Schedules the room, with proper table & chair arrangement.
 - b. Arranges for a U.S. flag.
 - c. Notifies attendees of meeting time & location.
3. When an emergency occurs, functions under the direction of the Incident Commander according to the plan outlined in the ICS.

4. Assists the Chairperson as required.
5. Performs the Chairperson's duties when the Chairperson is not available.
6. Recruits for all positions in the emergency preparedness organization.
7. Supervises the construction and maintenance of the EPC database to insure:
 - a. Information is properly secured from unauthorized access.
 - b. Information is properly backed up so it will not be lost in a disaster.
 - c. It contains timely and accurate data.
 - d. Information in the database is available to authorized EPC personnel in an easy to use format.
8. Approves and operates on an annual budget.
9. Controls all documents prepared on behalf of the EPC.

C. FINANCE DIRECTOR

1. Is a member of the Emergency Preparedness Committee (EPC).
2. Is responsible for all emergency preparedness funds received and paid out.
3. Reviews all expense reimbursements for accuracy (with receipt) and reasonableness and approves for submission to Accounting for payment.
4. Deposits all income to the proper EPC account.
5. Receives all expense reimbursement checks from Accounting and distributes to each person.
6. Tracks actual versus budgeted expenditures.
7. Keeps a record of all income received and all expenditures.
8. Maintains the EPC form for processing:
 - a. Expense Reimbursements
 - b. Donations
 - c. Product Sales
 - d. Contractor/Vendor checks
9. Prepares a monthly financial report for the EPC.
 - a. Reports monthly revenue, expenditures, and account balances.
 - b. Highlights budget items that have exceeded their budgeted amount.
10. Evaluates financial procedures, and makes recommendations for improvement when needed.

11. Prepares the annual budget for the EPC by consolidating the budgets of all board members. Approves and operates on an annual budget for the Finance Director.
12. Reports to the Incident Commander (per the Incident Command Structure (ICS) at the EOC for assignments when the EP organization is activated.
13. Recruits for all positions in the emergency preparedness organization.

D. COMMUNICATIONS DIRECTOR

1. Is a member of the Emergency Preparedness Committee (EPC).
2. Is responsible for communications between the EPC and the residents of Sun City as well as EPC volunteers. This includes:
 - a. Updates EPC information on the Association's CCTV channel ("the wheel").
 - b. Updates EPC information on the EPC website.
 - c. Prepares (or delegates responsibility for) the monthly page(s) for the News & Views publication.
3. Maintains email distribution lists and sends out announcements to all EPC volunteers who can receive email.
4. Reports to the Incident Commander (per the Incident Command Structure) for assignments when the emergency preparedness organization is activated.
5. Recruits for all positions in the emergency preparedness organization.
6. Approves and operates on an annual budget

E. DIRECTOR AT LARGE

1. Is a member of the Emergency Preparedness Committee (EPC).
2. Advises members of the EPC on how they can improve their effectiveness.
3. Maintains a history of the Emergency Preparedness organization in SCPD.
4. Represents the EPC at various organizations and reports back to the EPC.
5. Recruits for all positions in the emergency preparedness organization.
6. Reports to the Incident Commander (per the Incident Command Structure) for assignments when the emergency preparedness organization is activated.
7. Approves and operates on an annual budget.

F. DIRECTOR OF DISTRICT OPERATIONS

1. Is a member of the Emergency Preparedness Committee (EPC).
2. Assists each District to:
 - a. Create an effective District organizational structure.
 - b. Motivate their personnel and recruit volunteers.
 - c. Standardize titles.
 - d. Include their District Delegate in the emergency preparedness planning.
 - e. Ensures district personnel have current procedure manuals and other organizational material to enhance their effectiveness (e.g. database reports, maps, etc).
3. Is responsible for approving appointments to all positions of Block Captain, Block Captain Coordinator, District Director, and any other positions in the chain of command of the Director of District Operations.
4. Reports to the EPC on the concerns and needs of the district emergency preparedness organizations.
5. Communicates information from the EPC to each district emergency preparedness team.
6. Works with the Training Director to ensure all district volunteers are motivated and properly trained.
7. Maintains a roster of all district emergency preparedness volunteers. Notifies the Vice Chairperson of all roster changes and updates.
8. Approves and operates on an annual budget for planned Director of District Operations expenses
9. Recruits for all positions in the emergency preparedness organization.
10. In an emergency, the District Director of Operations reports to the Incident Commander under ICS and assumes his/her ICS position of responsibility.

G. EMERGENCY OPERATION CENTER (EOC) DIRECTOR

1. The Emergency Operations Center (EOC) Director is a member of the Emergency Preparedness Committee (EPC).
2. The EOC Director is responsible for preparing the Incident Command Structure (ICS) to deal with emergencies such as earthquakes, flooding, or hazardous material spills that could affect Sun City Palm Desert.

3. Organizes, staffs, trains and equips such teams as are necessary to carry out the mission described in the item above. Such teams include, but are not limited to, search and rescue, generator, communications (both external and internal), pet rescue, and gate security.
4. Supports other operations of the EOC such as medical, training, logistics, planning and safety.
5. Prepares the EOC to assume ICS responsibilities in case of an emergency.
6. Assumes a role in ICS when activated
7. Works with any other Sun City committee or organization to provide for the welfare of the residents in case of an emergency.
8. Works with other EPC committees as needed.
9. Approves and operates on an annual budget.
10. Recruits for all positions in the emergency preparedness organization.

H. MEDICAL DIRECTOR

1. Is a physician.
2. Is a member of the Emergency Preparedness Committee (EPC).
3. Assigns medical volunteers to First Aid Stations (FAS).
4. Coordinates counseling services with the Counseling Team Leader.
5. Evaluates personnel, procedures and equipment and makes recommendations for improvements when needed.
6. Approves and operates on an annual budget for medical team needs.
7. Educates and updates medical volunteers in all aspects of SCPD EPC plan and maintains a current roster.
8. Reports to the Incident Commander (per the Incident Command Structure) for assignments when the ICS is activated.
9. Suggests ways to improve the overall work of the First Aid Teams in the event of an emergency.

I. NURSING DIRECTOR

.

1. Is an R.N.
2. Is a member of the Emergency Preparedness Committee (EPC).
3. Assists the Medical Director in assigning volunteers to the First Aid Stations.
4. Maintains an inventory of medical supplies and equipment, including FAS bags.
5. Assists the Medical Director with annual budget preparation.
6. Recruits, educates and updates the medical volunteers in all aspects of SCPD EPC plan, and maintains a current roster of these volunteers.
7. Coordinates the training of non-professional FAS volunteers.
8. Reports to the Incident Commander (per the Incident Command Structure) for assignments when the ICS is activated.

J. TRAINING DIRECTOR

1. Is a member of the Emergency Preparedness Committee.
2. Organizes a "Training Committee" to oversee the Training program.
3. Coordinates the development and execution of an effective training program for emergency preparedness volunteers, including but not limited to:
 - a. Block Captain Coordinators (BCCs) and BCC Assistants.
 - b. Block Captains (BCs) and BC Assistants.
 - c. Runners.
 - d. Command Post personnel..
4. Works with the Emergency Preparedness Committee to educate the residents of SCPD in how to prepare for a disaster.
5. Works with the Communications Director to disseminate information via the News & Views publication, TV Channel 98, the EPC web site and emails.
6. Approves and operates on an annual budget.
7. Recruits for all positions in the emergency preparedness organization.
8. Reports to the Incident Commander (per the Incident Command Structure) for assignments when the ICS is activated.

K. SECRETARY:

1. Is a member of the Emergency Preparedness Committee (EPC).
2. Is responsible for taking minutes at all regular EPC meetings and distributing the minutes for approval at the next meeting.
3. Makes changes in the minutes according to the comments of other committee members.
4. Participates in other projects under the direction of the Chairperson.
5. Approves and operates on an annual budget.
6. Reports to the Incident Commander (per the Incident Command Structure) for assignments when the ICS is activated.

L. DISTRICT DIRECTOR (DD)

1. Is the leader of the Emergency Preparedness Team in his/her district, and reports to the District Director of Operations.
2. Is responsible for executing the activities of the SCPD Emergency Preparedness Team for his/her district. The pre-emergency activities include:
 - a. Recruits a District Director Alternate (DDA).
 - b. Selects locations for Command Posts (CPs) for his/her district.
 - c. Works with the Training Director to obtain and train a staff of volunteers for their district emergency preparedness team.
 - d. Maintains a current list of all the emergency preparedness personnel in his/her district.
 - e. Meets with all the Block Captain Coordinators and their assistants in his/her district at least twice a year to ensure the emergency preparedness team is fully staffed and trained and is knowledgeable about emergency preparedness plans and activities.
 - f. Attends training classes in order to maintain the skills required to perform the DD, BCC, and BC duties.
 - g. Recruits new volunteers for all emergency preparedness positions.
3. During an emergency, the District Director:
 - a. Notifies his/her BCCs to activate their emergency preparedness teams when notified to do so by the Director of Administration/Finance.
 - b. Ensures that each BCC has opened their Command Post and is in radio contact with the EOC
 - c. Follows the procedures outlined in the District Directors Manual.
 - d. Assists district emergency preparedness personnel as necessary.
 - e. Performs the duties of the BCC if he/she is not available (or makes sure someone is performing the BCC duties).
 - f. Ensures that the BCCs notify all assigned residents when the emergency is over.

M. BLOCK CAPTAIN COORDINATOR (BCC)

1. Is a member of his/her district Emergency Preparedness Team and reports to his/her District Director (DD).
2. Is responsible for executing the activities of the SCPD Emergency Preparedness Team for his/her group of Block Captains. The pre-emergency activities include:
 - a. Recruits an assistant Block Captain Coordinator (BCC).
 - b. Prepares a Command Post (CP) for use by the assigned BCs and their assigned residents.
 - c. Recruits and trains a staff of volunteers for the CP.
 - d. Maintains a current list of his/her Block Captains (BCs) and each BCs assigned residents.
 - e. Meets with all the Block Captains and their assistants and runners at least twice a year to ensure resident emergency preparedness information is current.
 - f. Meets with all members of the CP team at least twice each year to ensure all volunteers understand their duties.
 - g. Communicates emergency preparedness information from the EPC to their BCs, BC assistants, and runners.
 - h. Attends training classes in order to maintain the required skills to perform the BCC duties.
 - i. Understands the duties of the District Director, so the BCC can perform those duties if the DD is not available during an emergency.
 - j. Recruits new volunteers for all emergency preparedness positions
3. During an emergency, the Block Captain Coordinator:
 - a. Follows the procedures outlined in the Block Captain Coordinator Manual.
 - b. Notifies the DD of the status of all assigned residents as soon as practical.
 - c. Performs the duties of the DD if he/she is not available (or makes sure someone is performing the DD duties).
 - d. Ensures that the BC's notify all assigned residents when the emergency is over.

N. BLOCK CAPTAIN (BC) & BLOCK CAPTAIN ALTERNATE (BC-Alt)

1. Is a member of his/her district Emergency Preparedness Team and reports to his/her Block Captain Coordinator.
2. Is responsible for executing the activities of the SCPD Emergency Preparedness Team for his/her group of residents. The pre-emergency activities include:
 - a. Recruits a Block Captain Assistant or Runner.
 - b. Maintains a current list of his/her assigned residents (typically 10 to 20 homes).
 - c. Communicates with all the assigned residents at least annually to ensure the emergency preparedness information is current.

- d. Encourages all assigned residents to prepare for emergencies by following the recommendations in the EPC Resident Information Packet.
 - e. Trains each assigned resident in basic emergency procedures, as outlined in the EPC Resident Information Packet.
 - f. Informs each assigned resident that they should contact their Block Captain for information regarding emergency preparedness.
 - g. Attends recommended training classes to maintain the required skills to perform the BC duties.
 - h. Understands the duties of the BCC, so he/she can perform those duties if the BCC is not available during an emergency.
 - i. Recruits new volunteers for all EP positions.
3. During an emergency, the Block Captain:
- a. Follows the procedures outlined in the Block Captain Manual.
 - b. Notifies the BCC of the status of all assigned residents as soon as practical.
 - c. Performs the duties of the BCC if he/she is not available (or makes sure someone is performing the BCC duties).
 - d. Notifies all assigned residents when the emergency is over.

Section III: EPC's Charter and By-Laws

1. Charter of the Emergency Preparedness Committee

A Sun City Palm Desert Community Association Standing Committee

Revised/Restated as of December 7, 2010
Authorized by Board Resolution dated June 20, 2006

Charter

This Charter ("Charter") governs the operations of the Emergency Preparedness Committee (the "Committee"), a Standing Committee established by the Board of Directors (the "Board") of Sun City Palm Desert Community Association (the "Association"). At least annually the Board and/or the Committee shall review this Charter and recommend any proposed changes to the Board for approval.

Committee Authority

The Committee's primary authority is to implement the Sun City Palm Desert Emergency Preparedness Plan as approved by the Board. The Committee is not authorized to take action independent of the Board unless such action is specifically assigned herein or by subsequent Board action. All operating issues are the sole responsibility of the General Manager.

Purpose of Committee

The Committee shall be a research and analysis arm and shall alert the Board regarding possible trends and other matters of which the Committee believes the General Manager or Board should be aware.

The Committee is appointed by the Board to:

Make recommendations to the Board regarding emergency preparedness.

Provide for the organization, facilities, equipment, supplies and communications required to be activated in the event of an emergency of community-wide impact.

Consider the health and safety concerns of residents in light of an emergency (such as an earthquake, chemical spill, etc.).

Members and Qualifications

- a. The Committee will consist of a chairperson and up to 15 additional resident members appointed by the Board. In addition, the Committee has the authority to appoint a subcommittee.
- b. Board members and staff may serve as nonvoting members of the Committee.
- c. Resident members are appointed for a period of 2 years.

- d. Any Committee member may resign at any time. The Board may remove Committee members at any time with or without notice and with or without cause. The Board may appoint another person to fill any vacancy so created

.
Meetings and Notices

The Committee shall meet according to a schedule established by its members or the Board.

The Chair shall give all Committee members at least four (4) calendar days' notice of the time and place of all meetings. Such notices may be delivered in person, by US mail, by telephone (including voice mail or answering machine) or by electronic means and shall include the subject matter of the meeting.

All Committee meetings are open meetings. Residents are permitted to observe the proceedings and actions of all Committee meetings but are not permitted to join in any discussion without the express permission of the Chair. Closed meetings require advance authorization by the Board.

Committee Responsibility

The Committee shall be responsible to maintain minutes and attendance records for all meetings and to deliver the minutes to the General Manager within fifteen (15) days of the meeting.

The Committee is required to report at open Board meetings all of its issues and concerns. Such report may be oral or in writing (which may be the minutes of the meetings).

The Committee will provide administrative and/or general support and, upon request from the Board or General Manager, perform comparison studies and evaluate new opportunities.

No Committee member is permitted or allowed to direct any employee of the Association with regard to their duties without the prior permission of the General Manager. For purposes of this Charter, "employee" shall include employees of any organization that is providing services to the Association.

[List additional items as required by the Board]

Committee Chair _____

Date: _____

Association Documents Committee _____

Date: _____

SCPDCA Board _____

Date: _____

2. Bylaws of the SCPD Emergency Preparedness Committee

Organization

1. The Emergency Preparedness Committee (EPC) consists of the following positions which may be filled with one or more resident volunteers:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Director At Large
 - d. Emergency Operations Center (EOC) Director
 - e. Medical Director (Physician)
 - f. Medical Director (Nurses and Ancillary Personnel)
 - g. Training Director
 - h. Director of District Operations
 - i. Finance Director
 - j. Communications Director
 - k. Secretary
2. Emergency Preparedness Teams (EPT) will be defined and staffed by Volunteers under the leadership of the EPC.
3. All Directors, Team Leaders and Team Members will be identified on the Organization Chart by job description.
4. Reference: Organization Chart, attached.

Authority

1. The EPC members are nominated by the EPC and are approved by the Board of Directors of the Sun City Palm Desert Community Association (Board).
2. The Director responsible for each Emergency Preparedness Team will appoint the Team Members.

Meetings

1. Regularly scheduled meetings of the EPC will be held on the first Wednesday of the month.
2. All members of the Teams are encouraged to attend and participate. The Communications Director of the EPC will have the date and time of the meeting listed in each month's NEWS & VIEWS, the SCPDCA website, e-mail and on the "Wheel."
3. The Chairperson or Vice-Chairperson can call emergency meetings of the Emergency Preparedness Committee at any time.

4. All meetings will be conducted by the guidelines established in “Roberts Rules of Order.”

Emergency Preparedness Committee (EPC) Members Term of Office

Beginning July 1, 2003, EPC members will be elected for staggered two-year terms as outlined below.

Voting for Emergency Preparedness Committee Members

1. The Board appoints the members of the EPC. The Chairperson of the EPC will submit to the Board a list of recommended persons to be appointed to the various positions.
2. The Chairperson of the EPC will select a Nominating Committee in March consisting of three (3) Emergency Preparedness Committee members and four (4) Team Members.
3. The Nominating Committee will introduce a slate of proposed nominees at the April meeting of the EPC. Any Team Member can propose additional nominees at the April meeting providing that the nominee proposed from the floor is present and verbally agrees to accept the position if selected as a nominee and appointed by the Board.
4. The election will be held at the May meeting. The person who receives the most votes for a position will be selected as the nominee to be presented to the Board. All EPC members are eligible to vote at the May meeting for EPC members.
5. The Chairperson of the EPC will immediately notify the Board of the selection results so that the Board can approve the newly selected members of the committee at the Board's June meeting.

Quorum

A quorum at any meeting where voting could take place will be no less than six (6) EPC members.

Voting

1. In order for a measure to pass, a simple majority of a minimum of six (6) EPC members will be required. Each EPC position present is entitled to cast one (1) vote.
2. Any of the directorships identified in the paragraph above, entitled Organization, can

be divided into two or more co-directorships. However, any directorship that has been divided into co-directors is still only entitled to one (1) vote during meetings. In case there is a disagreement between the co-directors the vote of that directorship will not be counted during the voting on the issue under consideration.

Vacancies on the Emergency Preparedness Committee

1. If a vacancy occurs on the EPC during the term of office, the Chairperson fills the position by appointment with the advice and consent of the remainder of the Committee.
2. If the vacancy is the Chairperson, the Vice-Chairperson assumes the position of Chairperson and appoints a Vice-Chairperson to fill out the term of office with the advice and consent of the remainder of the Committee.
3. The Chairperson will promptly notify the Board of the change and request that the Board approve the appointment.

Vacancies on the Emergency Preparedness Teams

The responsible Director fills any vacancies on the team.

Issuance of Keys

The EOC Director will be responsible for issuing keys to Emergency Preparedness facilities. He will keep a record of the people who have been issued keys.

Financial Matters

1. Each of the EPC positions will prepare an annual budget for their area of responsibility.
2. The budgets are to be considered as guidelines only. Implementation of the items on the budgets is based on the availability of funds and the priorities established by the EPC.
3. Expenditures of under \$300.00 can be approved by an EPC member and will be forwarded to the Finance Director for payment or reimbursement. Expenditures of over \$300.00 must be approved by the Committee as a whole, the approval to be noted in the appropriate Minutes of the EPC.
4. All requests for reimbursement will be submitted to the EPC Financial Director for processing.

Approval of Committee By-Laws

1. The By-Laws of the Emergency Preparedness Committee (EPC) will be approved by a simple majority of the EPC and will be signed off by the Chairperson and the Vice-Chairperson.
2. Changes in existing EPC By-Laws, will be enacted in the same way as described in item 1 above.

Chairperson

Vice-Chairperson

Date

By-Laws Revised July 7, 2010

Section IV: Possible Emergency Scenarios

1. Scenario for Partial Activation of Emergency Procedures

(Example: A partial blackout of a portion of Sun City)

1. An Emergency Preparedness Committee (EPC) member receives a telephone call concerning the incident.
2. EPC Chairperson:
 - a. Notifies Community Standards Director who notifies contract security firm personnel, who in turn notify fire department and sheriff's office. Notifies Board Liaison.
 - b. Activates a portion of the Notification Procedure pertaining to the EPC. Committee meets at the Emergency Operation Center (EOC) to quickly evaluate emergency. Determines what area is affected.
3. Committee activates Incident Command Structure (ICS).
4. ICS Commander orders limited activation of:
 - a. Search & Rescue Team(s)
 - b. Medical Director(s)
 - c. First Aid Station(s) of affected District(s)
 - d. District Directors
 - e. Block Captain Coordinator(s)
5. Notification of activated personnel occurs; necessary equipment is distributed.
6. Search and Rescue team goes to site of incident assisting firefighters and paramedics who may be on scene.
7. Search and Rescue team return to EOC, equipment is returned, First Aid Station(s) are deactivated.
8. Activity is documented.
9. ICS deactivates and control reverts to EPC.

2. Scenario for Total Activation of Emergency Procedures

(Example: A major earthquake with epicenter 3.5 miles northeast of Sun City)

1. Earthquake occurs. Obvious damage to residences and structures in Sun City. Event affects all residents of Sun City.
2. Chairperson activates portion of notification procedure pertaining to the EPC.
3. Committee meets and quickly agrees that incident is community-wide. Incident Command Structure activates.
4. The Incident Command Teams are activated through the Notification Procedure.
5. All District teams and First Aid Stations draw equipment.
6. First Aid Stations send runners to Emergency Operation Center (EOC) to draw medical bags and radios if needed.
7. "HAM" radio operators establish communications with Riverside County emergency personnel, and other INCA communities.
8. Generator team powers EOC for operation and sets up power at First Aid Stations as required
9. Continuous operation of all ICS teams as well as EOC, First Aid Stations, District Directors, Block Captain Coordinators, Block Captains and Assistant Block Captains.
10. Generator team establishes lighted areas at selected places.
11. All teams document their activities.
12. Aftershocks cause no further damage or injuries.
13. All volunteers go on a rotation system so efforts can continue 24 hours a day.
14. All casualties are evacuated; normal power is returned.
15. At some point, some of the teams deactivate; remainder goes on standby.
16. At some point the ICS Staff determines the event is over for the Sun City EOC.
17. All medical bags, radios and other equipment are returned to EOC and put away.
18. Documentation of activities is completed.
19. ICS deactivates and control reverts to EPC.

Section V: Emergency Operations—ICS

1. In an emergency event, do this:

In case of any type of emergency, from a power failure affecting only part of Sun City to a major earthquake, the steps to be followed by the EPC are:

Become aware that a problem exists.

Take care of your family and house first.

Notify appropriate people according to the ICS Notification Plan in Section VI.

Follow the Incident Command Structure (ICS) Activation Plan:

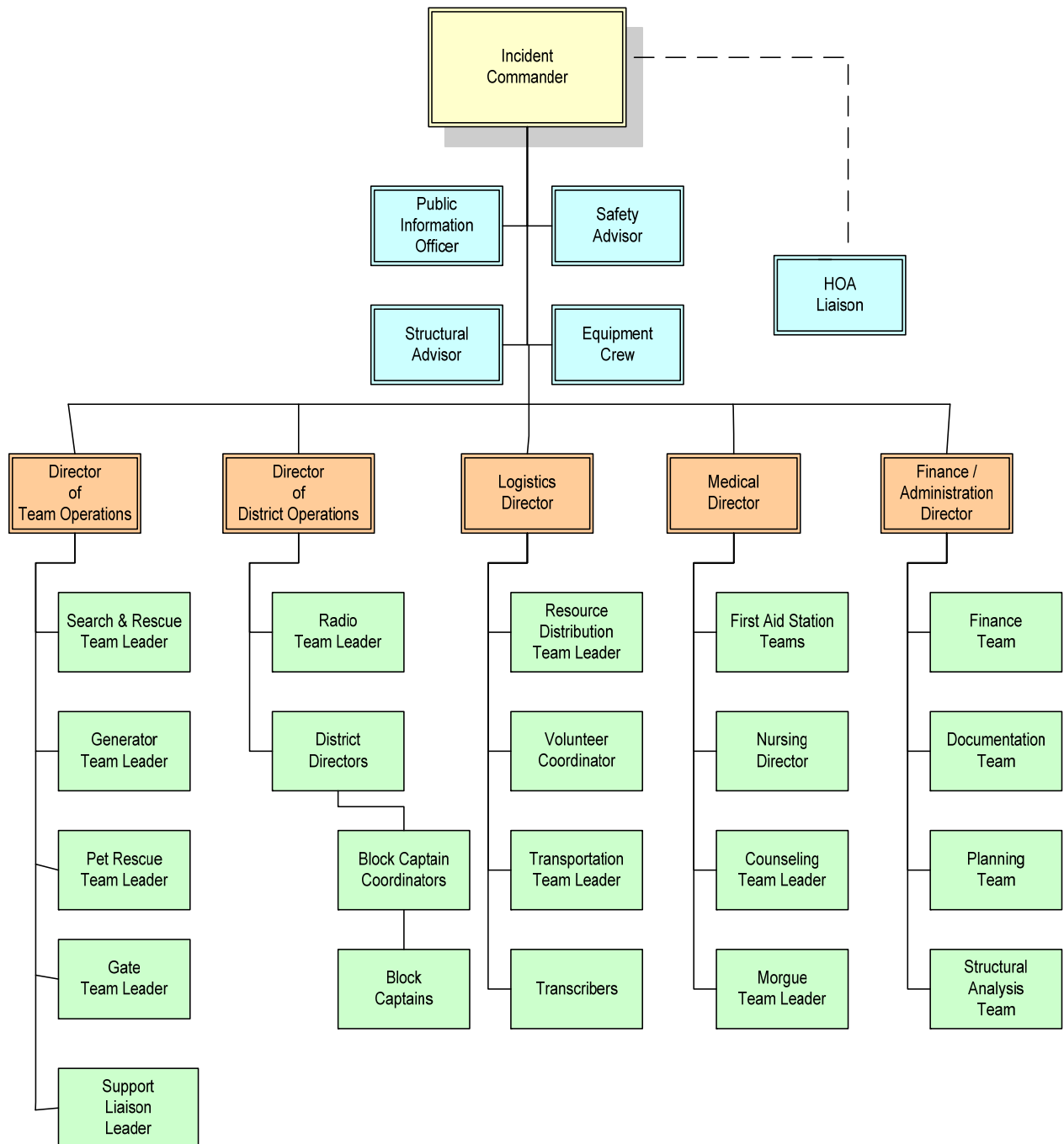
- Convert to Incident Command Structure organization (ICS) as described below.
- Determine the scope of the problem and decide on the appropriate level of activation—partial or total.
- Activate appropriate teams for districts and EOC.
- Notify external emergency organizations:
 - County Office of Emergency Services (Indio AEOC)
 - INCA Members
 - Sheriff's Department
 - Local fire department station
- Allocate resources.

Execute ICS Plans.

Terminate the incident following ICS procedures.

Document the incident.

2. ICS Organization Chart



3. ICS Job Descriptions: Commander, Staff and Directors

A. INCIDENT COMMANDER:

- Is in charge of all emergency activities during an incident.
- Receives reports from all support activities, and with the advice of the various directors makes all decisions pertaining to the emergency. The Incident Commander, in turn, reports to the Sun City Palm Desert Community Association Board or its representative.
- Can, at his/her discretion, delegate responsibilities and authority to the various directors.
- Steps aside in case a government agency wishes to assume responsibility within Sun City.
- Has as alternates the Director of Team Operations, the Safety Advisor, the Director of District Operations, and the Logistics Director in that order.

B. PUBLIC INFORMATION OFFICER

- Is on the immediate staff of, and reports to, the Incident Commander.
- Acts as the liaison between the Incident Command Staff and the residents of Sun City.
- Stays aware of on-going activities and statistics during an emergency.
- Sets up briefings, and prepares and distributes news releases to residents in case of an emergency.
- Keeps the Incident Commander aware of feedback from residents.
- Establishes times and locations to brief the residents of what is going on.
- Keeps the First Aid Station Administrators aware of what is going so they can answer questions of residents who talk to them.
- Selects and trains an alternate to take over for him. Keeps the alternate aware of what is going on.
- Will assist the SCPDCA Board with the media.

C. SAFETY ADVISOR

- Is on the immediate staff of, and reports to, the Incident Commander.
- Consults with various Directors and Team Leaders to insure that volunteers work in a safe manner.
- Insures that all activities of all of the volunteers involved in the emergency operations are conducted in a safe manner.

D. STRUCTURAL ADVISOR

- Insures that all structures being used by emergency operations are safe for use.
- Examines roads, bridges, utility lines, and trees to determine if they are safe to use or work around. If not, determines alternative routes and procedures.

E. DIRECTOR OF TEAM OPERATIONS

- Is on the immediate staff of, and reports to, the Incident Commander.
- Responsible for the staffing, training, and operation of all teams listed under the "Team Operations" section of the ICS Organization Chart.
- Selects team leaders.
- Keeps Incident Commander and other staff apprised of situation reported from the field.
- Documents all activities and orders.
- Is responsible for the staffing of subordinate teams for a minimum of 72 hours.
- Can replace Incident Commander.
- Designates an alternate, and keeps him aware of what is going on.

F. DIRECTOR OF DISTRICT OPERATIONS

- Is on the immediate staff of, and reports to, the Incident Commander.
- Is responsible for the teams listed on the ICS Organization Chart under Director of District Operations.
- In case of activation of the Incident Command Structure, the Director of District Operations is responsible to see that the District structure is notified through the Finance/Administration Director.
- Becomes thoroughly aware of the emergency situations in Sun City.
- Maintains situation map.
- Documents all incoming damage reports and emergency activities.
- Advises Incident Commander and staff on over-all situation and priority of assistance. Is responsible for the staffing of subordinate teams for a minimum of 72 hours.
- Designates an alternate and keeps him aware of what is going on.
- Receives radio requests, prioritizes needs and dispatches necessary personnel and equipment to fulfill requirements.
- Supervises radio communications within Sun City and from Sun City to community emergency organizations.

G. LOGISTICS DIRECTOR

- Is on the immediate staff of, and reports to, the Incident Commander.
- Is responsible for the teams listed under Logistics on the ICS organizational chart.
- Documents all communications. Orders supplies and equipment of the non-emergency type from outside sources if available.
- Is responsible for the documentation of the utilization of supplies, equipment and outside material.
- Coordinates the staffing of the Command Center and works with other staff to keep medical teams staffed.
- Is responsible for the staffing, training and operation of all teams listed under "Logistics" on the Incident Command Organization Chart.
- Is responsible for the staffing of subordinate teams for a minimum of 72 hours.

- Designates an alternate and keeps him aware of what is going on.
- Can replace Incident Commander.

H. MEDICAL DIRECTOR

- Is on the immediate staff of, and reports to, the Incident Commander.
- Responsible for the staffing, training and operations listed under “Medical” on the ICS Organization Chart, including First Aid Stations and Nursing teams, etc.
- Advises the Incident Commander of the medical situation within Sun City.
- Is available at the Emergency Operations Center (EOC) to make decisions about evacuation of patients from First Aid Stations and from Sun City.
- Is available for consultation by radio with First Aid Stations on patient care.
- Coordinates the consolidation of First Aid Stations.
- Is responsible for the staffing of First Aid Stations for a minimum of 72 hours.
- Keeps key staff aware of situation.

I. FINANCE/ADMINISTRATION DIRECTOR

- Is on the immediate staff of, and reports to, the Incident Commander
- Is responsible for the staffing, training and operation listed under Administration / Finance on the Incident Command Organization Chart.
- Is responsible for the activation of Sun City Districts under the overall supervision of the Director of District Operations (See Notification and District Activation Plans).
- Supervises Teams that are responsible for Planning, Finance, Documentation and Situational Analysis.
- Coordinates with other ICS Directors.
- Keeps Staff advised of activities as needed.

J. COMMUNITY ASSOCIATION BOARD LIAISON

- Is NOT on the staff of the Incident Commander.
- Provides liaison between the EOC and the Board.
- Receives ongoing briefing on casualties, including fatalities, damage.
- On behalf of the HOA Board offers recommendations to the EOC staff through the Incident Commander.
- Is available to the Incident Commander on behalf of the HOA Board for consultation on any matter.

K. EQUIPMENT CREW

- Assist the Incident Commander in all administrative matters, including but not limited to filing, typing and the like.
- Maintain the orderliness of the administrative area of the EOC. Provide liaison between the Incident Commander and the Incident Command Staff.
- Provide liaison between the EOC Commander and Staff and the other Tier-2 groups as required.

- Assist the IC/EOC staff in the preparation of their required manuals and Procedure Manuals.
- Represent the EOC Commander in communication with any other Incident Command/Emergency Preparedness Committee personnel. (i.e. "I am calling on behalf of the EOC Commander, etc. etc.").
- Assist in recruiting staff and sub-staff positions.
- Assist in the distribution and recovery of radios and other equipment and supplies.
- Assist in the Notification process in case of an activation.

4. ICS Job Descriptions: Directors' Teams

Under most ICS Directors there are two or more teams as listed on the ICS Chart. Each team is led by a Team Leader who reports to the Director. With the advice and consent of the Director the Team Leader appoints an assistant team leader if appropriate.

Each team has a specific responsibility (generators, radio, search and rescue, staffing, etc). The team leaders keep their director aware of their activities and any problems.

A. DIRECTOR OF TEAM OPERATIONS:

Search & Rescue Team: Assists in the rescue of trapped residents. Supports other teams. Assess structural and road damage as directed by the IC.

Generator Team: Provides generator-supplies electrical power and lighting to locations as directed. They will also maintain generators and replenish fuel to said generators.

Gate Teams: Work with Community Standards Director and contract security company if available, to manually open specific Sun City gates. Control traffic wishing to enter Sun City consistent with the Gate Teams Emergency Action Outline as described in the Gate Action Plan.

Pet Rescue Team: Gathers up stray animals and returns them to owners or houses them at a contained area until they can be returned. Gives them food and water.

Support Liaison: Provides liaison between EOC and the HOA Maintenance Department, Golf Course Maintenance and the Community Standards Director / contract security company to coordinate their efforts with the emergency preparedness efforts during an event.

B. FINANCE/ADMINISTRATION DIRECTOR TEAMS:

Finance Team: Keeps track of all expenditures made during an emergency to include, but not limited to, rental of equipment, use of outside services or

equipment, and purchases of any sort made specifically for dealing with the event. Documents all such expenditures for payment by SCPDCA, or to request reimbursement from other agencies. Keeps track of use of expendables.

Planning Team: Stays aware of what is going on during the emergency. Takes an overview. Recommends to the Incident Commander what actions should be taken such as where to concentrate effort, when to start closing first aid stations and other information.

Documentation Team: Accurately documents the activity of the Incident Command Teams. Along with Financial Administration team keeps a list of the material used, particularly the disposable items.

Situational Analysis Team: Monitors radio communications and briefings to stay aware of the damage situation in Sun City as well as the number of deceased, injured and sick. Keeps the Incident Commander, the Director of Team Operations, the Director of District Operations and the Medical Director aware of those specific areas and problems that need immediate attention, such as a shortage of gasoline for the generators, a need for RVs to be brought in, or heavy equipment needed to move debris.

C. DIRECTOR OF DISTRICT OPERATIONS

Radio Team: Responsible for radio communications between Sun City EOC and Coachella Valley / Riverside County Emergency Operation Center. Also is responsible for communication between the Sun City EOC and the First Aid Stations as well as District Operations personnel, the Search & Rescue Team, the Gate team and other personnel requiring communication with the EOC. Supports the internal District Block Captain radio system by the use of roving radio teams.

D. LOGISTICS DIRECTOR TEAMS

Resource Distribution Team: Maintains a list of resources available to emergency preparedness that is not under immediate control of the EPC or the Incident Command. List includes but is not limited to vehicles, tools, fuel, water, HOA Staff, buildings, and the like. Coordinates the use of these resources with ICS staff.

Volunteer Coordinator Team: Keeps advised of personnel shortages within Districts and within First Aid Stations. Recommends transfer of personnel within a District, and between Districts, as required.

Transportation Team: Provides transportation of supplies and equipment as required. Responsible for maintenance and recharging of golf carts.

E. MEDICAL DIRECTOR TEAMS

First Aid Station Administrators: Responsible for the operation of the First Aid Stations. Keeps them stocked with medical supplies. Arranges for their re-supply through the EOC. Supervises the operation of the First Aid Stations. Identifies personnel who will staff the stations and assists in their training. Keeps Incident Commander and Public Information Officer (PIO) aware of patient load. Under the direction of the PIO keeps residents around the First Aid Station aware of what is going on. Provides crowd control around the area.

Nursing Support Team: Coordinates with the Medical Director. Could be the Medical Director. Is responsible for supporting the First Aid Stations. Gives medical advice. Supports EOC in all medical problems. Consults with Staffing Team for allocation of personnel among First Aid Stations.

Counseling Team: Reports to the Medical Director. On call by the Medical Director to attend residents who require immediate and short-term stress counseling because of the incident that occurred, or require grief counseling because of a death caused by the incident. Keeps the Medical Director advised of status of counseling needs.

Morgue Team: Reports to the Medical Director. Responsible for the respectful handling, documentation and storage of the remains of any one in Sun City who dies during an event. When it becomes possible, will arrange for the transfer of the bodies to local mortuaries within the community and notify the families of what arrangements have been made.

5. ICS Job Descriptions: District-Based Personnel

A. DISTRICT DIRECTORS

Upon receiving instructions to activate their district, first takes care of self, family and property. Activates their Block Captain Coordinators (BCC) or the BCCs alternates. Confirms that someone within the BCC structure is operational to insure all necessary people are activated. Maintains the names, address and telephone numbers of the BCCs and knows how to find their homes in case personal activation is required.

B. BLOCK CAPTAIN COORDINATORS

Upon receiving instructions to activate from the District Director or designated alternate, first takes care of self, family and property. Activates Block Captains (BC) or Alternate BCs (BC-Alt), assistants and runners. Maintains the names, addresses and telephone numbers of the Block Captains and their alternates, runners and other personnel, and must be aware of the locations of those homes in case personal activation is required. Designates and maintains a Command Post for everyone to gather to receive instructions.

C. BLOCK CAPTAINS

Upon being activated by the BCC, first takes care of self, family and property. Goes to Command Post, checks on assigned residences.

6. ICS Job Descriptions: Contract Community Patrol

Emergency Action Outline for Contract Community Patrol

(Submitted by SCPDCA Community Standards Director)

(Assuming that the Contract Employees remain available)

In the event of a major emergency (Earthquake, etc.) all contracted security employees must be accounted for and a status given. The procedure is as follows:

1. All personnel should immediately leave the building taking only the portable radio. Do not try and grab any valuables, leave immediately and report to your Staging Area. Smoking is prohibited in case of a gas leak.
2. Do not reenter the building until a full structural inspection is completed.
3. All contracted security employees except the North Gate officer and Patrol unit #3 will immediately, without haste, report to the main Gate staging area. North Gate officer and Patrol unit #3 remain in the staging area at the North Gate.
4. In the event that any patrol unit cannot make it to their respective staging area, status and current location must be provided.
5. Emergency radio procedures will be in place and therefore channel 2 must be kept clear unless directed by the Shift Supervisor or Site Supervisor.
6. The Supervisor should ensure contact is made with the North Gate and confirm status of officers. If there is no response, a Patrol unit must be diverted to investigate and report back.
7. The Shift Supervisor or Site Supervisor must notify the Community Standards Director of the status, as soon as the following items have been identified:
 - a. Status of employees; any missing, any injuries, deaths, etc.
 - b. Status of the Main Gate/North Gate structure.
 - c. Status of vehicles.
 - d. Status of utilities.
 - e. Status of Gates (Swing & Arm).
 - f. Status of communications.
8. If there are any injuries, deal with them as best you can but anyone injured should be directed to one of the three First Aid Station locations.
9. Contracted security personnel will begin to implement operational procedures to limit access to unauthorized individuals. Actual severity of emergency will determine

what level of operational security procedures will be implemented. Facilitate access for any Emergency Services Personnel arriving on the property.

10. Start your Emergency procedures as listed in detailed gate program.
11. If residents call or arrive at either the Main or North Gates, tell them to go to their designated staging areas.

7. ICS Job Descriptions: Gate Teams

Emergency Action Outline for Gate Teams

In the event of a major earthquake, if it is found that the contracted security company/Sun City Palm Desert (SCPD) Association staff cannot provide the work force necessary to provide appropriate access control at the SCPD gates, emergency operations will be instituted. The EPC will immediately begin implementing the Gate Action Plan by having resident volunteers man the Main and North gates. The 38th Avenue gate will be used by EPC personnel only, to transfer equipment from the RV Park to the community. All manned gates will remain closed during the emergency and opened manually to grant access.

Conduct of Gate Personnel

No gate personnel will carry any type of a weapon, nor will they become involved in any type of physical confrontation. If there is a problem, the gate personnel shall notify their supervisor and attempt to de-escalate the situation by either talking to the confrontational person(s) in a calm voice or simply walking away.

People Authorized to Exit/Enter Community

The following people are authorized to exit/enter the SCPDCA facility during an earthquake emergency:

Exit

1. Residents, their guests and employees
2. Association staff and employees and contract personnel
3. Visitors on the facility at the time of the incident
4. Emergency Assistance (vehicles and personnel)

Entrance (under direction and appropriate designated processing)

1. Emergency Assistance (vehicles and personnel)
2. Residents, relatives of residents, and any person rendering assistance to residents
3. Association Staff and employees

Any individual not appearing on this list is not to be granted entry. However, under no circumstances shall a volunteer try to physically restrain someone insisting on entrance. EOC Command shall be notified immediately.

Chain of Command

The following chain of command will be in effect for gate personnel (from bottom to top):

1. Gate Personnel
2. Gate Supervisor
3. Incident Command Operations Director
4. Incident Commander
5. Board of Directors

If gate personnel are unable to contact or communicate with the Gate supervisor due to an emergency situation, they will then contact the next person in the chain of command until someone is finally contacted.

The Gate supervisor will periodically contact gate personnel to provide assistance if needed and to check on their safety.

Work Shifts

A work shift shall consist of two gate residents working four hours at each gate. There will be no "lunch" breaks. Resident gate personnel will bring their own food and water to consume, when not busy. If staff members or contract personnel are manning the gate, they will receive their normal lunch break.

Depending on the duration of the earthquake devastation and the number of gate personnel available, a work schedule will be published as to who will report each day; the time they are to report; and the location of their work assignment. Gate personnel will report to the Emergency Operations Center (EOC) to receive their work schedule and pick-up their equipment bag. Gate Supervisors will be responsible for the maintenance of the work schedules.

If a gate person is unable to report or complete his/her assignment, the person shall immediately notify their Gate supervisor.

The off-going shift will advise the on-coming shift as to any unusual occurrences or any encountered resident/non-resident problems.

Equipment

When pairs of gate personnel report to the EOC, they will check out an equipment bag that will have various items of equipment for the two residents. The bag will contain one multi-channel radio, two helmets, flashlights with extra batteries, heavy-duty gloves, reflective orange vests, clipboards with pens, a first-aid kit, a box of vinyl/latex gloves, face masks, a box of Handi-wipes, a camera and the gate log. At the conclusion of the shift, the gate log will be returned to the EOC.

The on-coming shift shall verify all equipment in the bag is present and accounted for. At the end of the emergency, the last shift will return the bag to the EOC.

Gate personnel shall bring their own clothing, jackets, boots, and incidentals as needed.

The helmets will have the word "GATE" painted on the front in large letters and the helmets should be worn by gate personnel. The fluorescent vests *shall* be worn. The importance of appearance cannot be overstated during an emergency situation as there will be individuals who are panicked and not thinking clearly. A good appearance conveys the impression of authority.

Communications

Gate personnel will have one portable multi-channel radio at each gate. These radios will only be used to communicate emergency or important information. The Gate supervisor can also be utilized to communicate emergency or important information.

Reporting Procedures

A gate log will be utilized at each manned gate and will include each gate person's name as they begin their shift and will include any unusual occurrences or any encountered resident/non-resident problems.

Back-up/Replacements

The Gate supervisor will ensure that all manned gates are fully staffed at all times. The Gate supervisor will also ensure that if a back-up of personnel is needed at a particular gate, the supervisor will have adequate manpower to respond. The Gate supervisor will likewise have a reservoir of personnel to replace non-attendance gate personnel.

Association Equipment Failure

If any needed equipment fails to perform, immediately notify the Gate supervisor. The Gate supervisor will attempt to replace the item or rectify the situation. If unable, the Gate supervisor will notify his/her supervisor in the chain of command for guidance.

Emergency Medical Care

If gate personnel are approached by an injured person, they can provide bandages to the injured person and then advise the person to go to one of the different medical First-Aid stations on the community property. Gate personnel *shall* wear latex/vinyl gloves whenever assisting injured people who are bleeding.

De-Activation of Gate Action Plan

When the contracted Security Manager or the Community Standards Director notifies the EPC that adequate security personnel are on hand and can again assume the role of Access Control, the Incident Commander will then deactivate the Gate Action Plan and notify the SCPD Board of Directors and all concerned personnel.

Changes to Gate Action Plan

In any emergency situation, circumstances or problems will arise that may cause a major change(s) to be made from the original plan. If such a critical situation occurs during an EPC emergency and time is of the essence, the normal chain of command shall be bypassed and the reporting person shall immediately notify the Incident Commander directly, for a decision. The Incident Commander is authorized to make a change and all concerned personnel will be notified of that change.

8. ICS Job Descriptions: Community Association Staff

Emergency Action Outline for Community Association Staff

1. As soon as an emergency is called, notify the Emergency Response Team and Contract Patrol to begin evacuation of buildings.
2. If the alarm sounds, begin the evacuation immediately.
3. Allow employees to retrieve personal items at their desk or work area ONLY. They may not go to lockers or remote areas for personal items.
4. Direct employees to the designated exits. Have them precede single file through a narrow exit, or double-file through wide exits and down stairwells. Some should hold the doors open and then close them behind the last person.
5. Direct the employees to the area of assembly and ask that the group stay together until the Floor Warden arrives.
6. Direct the evacuation of the disabled and those who need assistance.
7. The Emergency Response Team conducts a sweep of the assigned area and checks all areas for persons still in the building. Be sure to check:
 - a. Restrooms
 - b. Private Offices
 - c. Locker Rooms
 - d. Supply Rooms
 - e. Service/Janitor closets
 - f. Employee Lounges
 - g. Interior/non-exit hallways
8. Note: In the event of a bomb threat, a search is not conducted; evacuate immediately to allow the bomb search team access.
9. The Emergency Response Team is the last to exit, closing all doors behind them.
10. The Emergency Response Team proceeds to the area of assembly and conducts a head count.
11. Employees are to wait until released before returning to buildings or leaving the premises. Members of Emergency Response Teams can be excused, joining

their teams.

12. The Emergency Response Team should verify employee phone numbers and provide a message center phone number for employees to contact in order to learn when business will resume.
13. No one is to return back to his or her area until it is declared safe and the Incident Commander has given authorization to do so.
14. Incident reports are to be completed immediately following the incident by the team members whose areas are affected by the emergency and a copy sent to the Human Resources Manager.

Section VI: Notification Procedures

1. The Decision to Activate the ICS

In case of any incident, the Incident Command Structure (ICS) is activated and becomes operational if the following Emergency Preparedness Committee persons determine that it should do so:

EPC Chairperson
Incident Commander
EPC Vice Chairperson
EOC Director
Director of District Operations

And/or other EPC members present at the time of the incident.

Once the EPC agrees to any level of activation, the INCIDENT COMMAND STRUCTURE (ICS) immediately becomes active and supersedes the EPC for the duration of the activation.

In some cases, the need to activate will be obvious, such as a major earthquake or power outage of some duration. Other events of a less comprehensive nature will have to be evaluated on an individual basis, and classified as to their severity.

2. Activation Classifications

For the purpose of activation and subsequent notification, incidents can be classified as being on one of three levels:

<u>EVENT/SITUATION</u>	<u>ACTIVATION LEVEL</u>	<u>EOC STAFFING</u>
•Localized Power Failure	Standby Alert (Level 1)	•All EP Committee Members •Other Volunteers if advised
•Moderate Earthquake •Campus-wide Power Outage •Major Wind or Rain	Partial Activation (Level 2)	•All EP Committee Members •All EP Committee Members •EP Volunteers as required
•Major Earthquake •Community Wide Disaster	Full Activation (Level 3)	•All EP Committee Members •All EP Volunteers

Level 1 - Standby/Alert

- The emergency includes incidents that can be managed using normal community emergency response operations. The EP organization is not activated but appropriate EP volunteers are informed and placed on alert status.
- After the EPC's decision on activation level, the Director of Finance/Administration will notify the appropriate volunteers using an automated telephone notification or the "runner" notification system described further in this Section.

Level 2 - Partial Activation

- The emergency can no longer be managed using normal community emergency response procedures. The EP organization including the EOC is partially activated, i.e. some, but not all positions are called on to coordinate and support the response to the incident. One or more districts may be mobilized, depending upon the nature of the incident.
- EP Volunteer staffing decisions are made by the Incident Commander and depend on the circumstances surrounding the event. The Director of Finance/Administration will notify the appropriate volunteers using an automated telephone notification or the "runner" notification system described below.

Level 3 - Full Activation

- Immediate mobilization may occur as a result of an obvious incident such as a major earthquake or other disasters of a community-wide impact. The EP organization including the EOC is fully activated and all emergency volunteers are mobilized.
- All members of the Emergency Preparedness Committee must immediately report to the Emergency Operations Center after checking their family, pets, and house first. On their way to the EOC the committee members are to carefully view the houses, trees, bridges, buildings, and other structures to determine what damage has been created by the incident.
- All other EP volunteers (District Directors, First Aid Station staff, Search & Rescue, Block Captains, etc.) should report to their pre-assigned staging areas and *not wait for a phone request to respond* after checking their family, pets and house first.
- The Director of Finance/Administration will attempt to notify all EP volunteers using an automated telephone notification or the "runner" notification system described further in this Section.

3. Notification Using Automated Phoning Service

If phone lines are working, notification will automatically be sent by phone to the appropriate volunteers simultaneously, advising them of both the level of the emergency and whether to report or remain on standby.

It works like this: After the EPC decides upon the appropriate level of activation, an EPC officer (with assigned backups if necessary) will activate the automated phoning from any available cell phone or land line. Pre-recorded messages are established in advance for all of several scenarios, and the appropriate message will be selected and automatically and simultaneously dispersed, to notify volunteers to the activation level

decided upon.

If phone lines are down, the notification process will be by the “runner system” as described next.

4. Notification Using “Runner System” When Phone Lines are Down

If any incident results in phone lines being down, notification of the appropriate personnel will have to be made *in person* using any feasible means—automobiles, golf carts, bicycles or on foot.

In all cases, persons who are working the notification process are responsible for staying with it until they have contacted all of the persons they are responsible to notify. In no case should the notification process be dropped because the responsible party cannot locate the required person. The responsible person must continue down their list until some one is located. However, after 30 minutes this task should be delegated to another responsible person and the first person should report to their primary emergency job.

If the persons who are responsible for starting the notification process are not available, their areas of responsibility will have to be picked up by other non-immediate essential personnel at the discretion of the Incident Commander or his/her designee.

To facilitate the efficient operation of the notification process, particularly if the notification has to be done in person, the list will be divided up geographically rather than by areas of responsibility. This division of areas will be revised after each EPC election by the ICS Planning Section under the Administration/ Finance Director of the ICS Staff.

Persons who have notification responsibilities will be responsible for obtaining the names, addresses and telephone numbers of the persons they are responsible to activate and their alternates. Keeping their notification list updated is also their responsibility. The database available at the EOC should be able to provide most of this information.

5. Notification for Activation to Appropriate Level

If the automated phoning system is operable, it will of course be used for notification, whether partial or total. If it is not operable, the “runner “system will be used. The following procedures assume the latter is the case:

Activation of EOC

As soon as the activation parameters are established, the ICS staff will start activating the EOC. The staff will be responsible for activating either the selected emergency preparedness teams or Districts or the entire emergency program, if necessary.

Notification of Directors’ Teams

ICS Directors at the EOC will be responsible for notifying their teams. They can utilize

the persons they initially activate, or they can utilize the EOC administrative staff, if they are available. The various team leaders under the various Directors are responsible for the activation of their teams.

Notification of Districts

The notification of the Districts will be the responsibility of the Director of Administration / Finance and the designated team. The duties of the various responsible persons involved in the activation of the Districts, after first taking care of self, family and property, are:

- **F/A Director:** Under the supervision of the F/A Director, and at the direction of the Director of District Operations, the F/A Team, now considered to be **Activators**, will immediately initiate the activation of either all of the Districts, or only those selected Districts that require aid. The F/A Director will notify the Activators in case of a full activation, or, in a partial activation, only the Activators responsible for the Districts that are to be activated. The F/A Director will assign the Districts on a geographic basis as far as possible. For the purposes of emergency services, the 15 Sun City Districts have been combined into 14 Districts. (District 14 and parts of District 15 have been absorbed by adjacent districts). The remaining districts have been divided geographically into five notification areas. The F/A Director will assign one of these areas to each of the Activators, keeping one area for themselves. This has to be done immediately. The Finance/Administration Director is responsible for keeping assignments up to date if and when there are personnel changes. If possible, the areas should be assigned so that the responsible Activator will have the area of responsibility closest to where they live.
- **Activators:** Each Activator will be assigned specific **District Directors** (districts) to notify. It is the responsibility of the Activators and their assistants to know the names, addresses and telephone numbers of the District Directors and alternates that they are responsible for and know how to locate their homes. Activators will first attempt to contact the District Director, then the alternates. They will stay on this task until they have made an authorized contact. If necessary, they will contact the District Delegate. Once all of the necessary contacts have been made, the Activators are to report back to the F/A Director and then are dismissed from their activation duties and can revert to their duties within the Incident Command Structure.
- **District Directors:** Upon receiving instructions to activate their district, each first takes care of self, family and property, then activates their Block Captain Coordinators (BCC) or the BCC alternates. They must confirm that someone within the BCC structure is operational to insure all necessary people are activated. It is the responsibility of the District Director to maintain the names, address and telephone numbers of the BCCs and know how to find their homes.

- **Block Captain Coordinators:** Upon receiving instructions to activate from the District Director or designated alternate, each first takes care of self, family and property; then notifies Block Captains (BCs) or Alternate BCs (BC-Alts), assistants and runners. The BCC must maintain the names, addresses and telephone numbers of the Block Captains and their alternates, runners and other personnel. They must be aware of the locations of those homes. The BCCs then designate and maintain a Command Post for everyone to gather to receive instructions.
- **Block Captains:** Upon being activated by the BCC, each first takes care of self, family and property; goes to Command Post and checks on assigned residences.

6. Notice of Cancellation

When an alert or mobilization order has been issued and subsequent information indicates EP assistance is no longer required, the Incident Commander will issue a notice of cancellation that will follow down the chain of command. The Incident Commander will request the Director of Finance/Administration to contact all EP volunteers using an automated telephone notification or the “runner” system, to inform them that the activation has been canceled.

7. ICS Notification Chain

<u>POSITION</u>	<u>NOTIFIES (BY TITLE)</u>
Chairperson	Incident Commander Medical Director Public Information Office (PIO) Community Standards Director / contract security firm
Incident Commander	Director of Team Operations Director of District Operations Safety Advisor Structural Advisor
<i>IT IS THE RESPONSIBILITY OF TEAM LEADERS TO NOTIFY ALL MEMBERS OF THEIR TEAM:</i>	
Medical Director	Nursing Director Counseling Team Leader Morgue Team Leader
Nursing Director	First Aid Station Administrators
First Aid Station Administrators	First Aid Station Teams
Public Information Director	HOA Board Liaison or Alternate Board Liaison SCPDCA General Manager Director of Logistics Equipment Team
Director of Team Operations	Search and Rescue Team Leader Generator Team Leader Pet Rescue Team Leader Gate Team Leader Support Liaison
Director of District Operations	Director of Finance/Administration (F/A) Radio Team Leader
Logistics Director	Resource Team Leader Volunteer Coordinator Transcribers Transportation Team Leader
Director of Finance/Administration	Situation Analysis Team / Activator Planning Team / Activator Documentation Team / Activator Finance Team / Activator
Activators	District Directors
District Directors	Block Captain Coordinators
Block Captain Coordinators	Block Captains