



Emergency Preparedness Committee (EPC)

Board Positions Available for 2026-28 Elections

Vice Chair, Emergency Operations Center Director, Planning & Administration Director,
Director at Large, Resident Outreach Director

Vice Chair (election cycle even years)

- In the absence of the Chair, assumes all responsibilities of the Chair for day-to-day operations.
- Serves as Alternate Incident Commander during a disaster. Performs the incident command function in a relief capacity.
- Takes on duties as directed by the Chair, which may include assuming responsibility for any major functions that are without leadership.
- Participates in the development and review of the Committee's governance policies, bylaws and procedures.
- Assists the Chair in preparing agenda for the monthly EPC meetings.
- Maintains relationship with HOA Board, Delegate Council, SCPD Association General Manager and Staff
- Recruits for all positions in the Emergency Preparedness Committee
- Coordinates community-wide practice drills and advises in focused team drills

Emergency Operations Center Director (election cycle even years)

- Oversees the operation and maintenance of the SCPD Emergency Operations Center (EOC) and the teams associated with the EOC.
- Serves as an Incident Commander in the absence of the Chair or Vice Chair
- Prepares the EOC to assume Incident Command Structure in the case of an emergency.
- Oversees the EOC Support Teams
 - Air Support Team
 - AM 1620 Team (Emergency Broadcast Radio)
 - Courier Team
 - Equipment Team
 - Gate Team
 - Generator Team
 - HAM Radio
 - Pet Rescue Team
 - Search & Rescue Team
- Appoints team leads, and alternative leads as necessary.
- Works directly with EOC Team Leads to recruit, organize, train, and equip volunteers.

- Maintains inventory of EOC equipment, including 2-way radios and mobile CERT units.
- Maintains EPC key inventory and distribution.
- Maintains working relationship with SCPD Association Staff and Community Patrol

Planning and Administration Director (election cycle even years)

- Manages the collection, evaluation and dissemination of operational information related to the disaster.
- Studies the emergency conditions and plans for multi-shift and/or multi-day operations.
- Maintains situational awareness for incidents, tracking resources and needs.
- Maintains incident documentation and developing plans for demobilization.
- Oversees Spontaneous Volunteer Center when activated in a disaster.
- Oversees the Director of Finance who is responsible for all emergency preparedness funds including reviewing all expense reimbursements, deposits revenue, tracks actual to budgeted expenditures, prepares monthly financial reports for the EPC.
- Works with Finance Director and EPC chair to prepare upcoming year's budget for submission to the HOA General Manager

Director at Large (election cycle even years)

- Offers a broad perspective and diverse insight for emergency preparedness to the Chair and other members of the Emergency Preparedness Committee
- Maintains a working knowledge of all key functions in the organization to assume roles as designated by the Chair, which may include assuming responsibility for any major function that is without leadership or requires additional assistance.
- Represents the EPC at meetings, events and organizations (internal and external to SCPD)
- Maintains strong working relationship with SCPD Delegate Council and other SCPD Committees.
- Assists in the recruitment of all assignments in the Emergency Preparedness Committee
- Reports to the Incident Commander for assignments when the Incident Command Structure is activated.

Resident Outreach Director (election cycle even years)

- Directs the work of the Resident Outreach Team engaged in producing emergency preparedness *News & Views* articles, *EBLAST* announcements, and social media postings.
- Coordinates the work of event planners organizing emergency preparedness events.
- Coordinates the production and updating of printed and digital resources.
- Maintains a library of published Emergency Preparedness Committee (EPC) articles and announcements.
- Oversees the dissemination of Resident Activity reports to EPC volunteers.
- Maintains strong working relationships with the HOA Staff, and the Community Marketing and Activities Committee.
- Is a voting member of the Emergency Preparedness Committee and plays a pivotal role in our mission to educate residents on individual preparedness and resilience.
- Reports to the Incident Commander for assignments during practice drills and disasters.

Resident Outreach Team

- Writers to prepare emergency preparedness articles for the *News & Views* Magazine
- Writers/graphic artists engaged in the production of announcements for events sponsored by the Emergency Preparedness Committee
- Event Planners to organize, plan venue arrangements, create exhibits/posters, and coordinate resource materials for community wide events such as California Shakeout, Community EXPO, Surviving the Big One.