

COMMITTEE CHARTERS

EMERGENCY PREPAREDNESS COMMITTEE CHARTER

PURPOSE:

The Emergency Preparedness Committee (EPC) is a standing committee providing guidance to individual members as well as the community as a whole to achieve disaster resilience. The EPC creates an emergency preparedness plan and is advisory to the Board of Trustees. The plan will not supplant the necessity for individual households to prepare and support themselves, nor will it guarantee the well-being of residents.

COMPOSITION and MEMBERSHIP:

The EPC will be comprised of a minimum of 5 members. It includes a chair, vice chair and secretary. The chair selects the members of the committee. Trustee(s) will be appointed as Board liaison. The chair will be appointed by the Board for a 2 year term and may be reappointed as desired. It is essential to this committee that continuity, depth of skill and experience in Emergency Preparedness is preserved.

FUNCTION:

The EPC creates an emergency preparedness plan that includes an organized volunteer response. It advises the Board of necessary purchases of materials as well as upgrades to infrastructure in order to be able to effectively respond to an event. The emergency preparedness plan will foster resilience by educating, preparing and organizing the community prior to a disaster.

Topics to be addressed are included but not limited to:


1. Communication
2. Access to potable water
3. Medical assistance
4. Road clearance
5. Transportation
6. Evacuation
7. Hazardous material containment
8. Identify hazards
9. Individual household preparation

AUTHORITY:

In the event of a disaster, the General Manager (GM), or in the absence of the GM the EPC chair or any trustee, activates the emergency preparedness plan.

RESPONSIBILITIES:

1. Create an emergency preparedness plan and revise and update this plan every 2 years or more frequently as needed. The Board must approve the plan and its revisions.
2. Identify materials and supplies needed to respond to an emergency and forward purchasing requests to the General Manager.
3. Inspect and review the storage of materials and supplies at least annually.
4. Identify hazards and advise the Board.
5. Provide twice per year or more frequent education of CGCC membership to foster individual preparation and community resilience.
6. Maintain a system of neighborhood and community wide communication including communication with the County and State. This includes Incident Management Teams(IMTs), HAM operators and Neighborhood Responders (NRs).
7. Work with the Welcoming Committee to identify new members and provide emergency preparedness educational material.
8. Obtain emergency contact information from all community members and renters.
9. Organize a community wide drill annually.
10. Participate in emergency preparedness plans and activities of Jefferson County and Washington State.
11. Meet quarterly or more frequently as needed.
12. Maintain minutes of each committee meeting and forward to the Board.
13. Submit an annual summary report to the Board.


Betsy Coddington
President


Brian Ritchie
Secretary

Effective Date: 12/1/2024