

**SUN LAKES COUNTRY CLUB
EMERGENCY PREPAREDNESS ACTION PLAN
POSITION GUIDELINES**

DISTRICT DELEGATE: EPAP Support Functions

- A. **General.** District Delegates (& Alternates) are elected Sun Lakes Homeowners Association positions. Their primary responsibility is to represent their respective Districts in a liaison capacity with the Delegate Assembly and the Master Board of Directors relative to matters that concern its residents. In addition to their other duties, they have agreed to use their elected office in support of this community's Emergency Preparedness Action Plan to provide a safe environment during an emergency.
- B. **Pre-event Activities.** Prior to the occurrence of an Event, he or she is expected to:
1. Coordinate with the EPAP Executive Team in the appointment of a District EPAP Coordinator (& Alternate), who will be responsible for the EPAP operations in their district.
 - (a) Maintain a supportive role of the EPAP Coordinator through training, action and communications, including the joint development of personnel assignments for efficient operation of the District Command Post.
 - (b) Recruitment of District residents willing to serve in EPAP District positions and alternates.
 2. If not already accomplished, organize their district into EPAP Zones, of 8 to 15 residential units each. The number of properties assigned to a zone should be determined on the basis of easy, quick accessibility. Each zone carries a letter designation (A, B, C, etc.)
 3. In the absence of a District EPAP Coordinator, assume all of the duties and responsibilities of that position.
- C. **Post-event Operations.** Immediately following notification of an Event, check own residence and occupants to ascertain status and if satisfactory, both Delegate and Alternate report to the District Command Post to assist the EPAP Coordinator/Alternate in the performance of Post-Event duties and responsibilities including:
1. Handling the Command and Tactical Radio Network Communications.
 2. Dispatch of First Aid Support Teams in response to Zone Captains reports & observations and/or Companion District requests.
 3. Coordination of all other emergency recovery efforts in their district.