

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

EPAP COORDINATOR: Position Description, Duties & Responsibilities

A. Description. This position was created to coordinate all District EPAP activities. The occupant of this position must be able to organize and direct District residents both prior to and during an emergency situation. Each EPAP Coordinator must have an Alternate, who will be available in their absence to assume responsibility of this position. Coordinators and Alternates will jointly develop an understanding as to how and when position responsibilities will be transferred. (In an event, if available, both parties should report to the District Command Post).

B. Duties & Responsibilities.

1. Pre-event. Prior to the occurrence of an Event, he or she will:

- a. Ensure there is at least one Zone Captain and an Alternate designated for each zone, and arrange training for both. Provide each Zone Captain with an EPAP clipboard, Identification Attire, and Zone Status Reports for their assigned zone.
- b. Oversee the organization of the First Aid Support Teams (FAST) in their District and coordinate their training with the EPAP Medical Unit.
- c. In conjunction with the District Delegate, establish and maintain a District command post centrally located in the District. Assure that the FAST supplies storage container is positioned in this location. Monitor the battery-operated items (radios and flashlights) and expendable medical supply inventory and notify the Coordination Unit when these supplies fall below previously established levels. (Reference Inventory Form EF07).
- d. Maintain an EPAP Binder, Identification attire and the Command and Tactical Network Radios in their home. These materials must be transferred to the Alternate when that person is to assume EPAP responsibilities.
- e. Manage and Maintain District resident volunteer information on the Key Personnel, Zone Captains and MRT reports and maintain a liaison between the Zone Captains and the District Database Program Manager to enable:
 - (1.) The collection of residence occupancy data by Zone Captains is accomplished in a timely manner.
 - (2.) Residence data is updated for computer storage, and new District reports (Key Personnel, MRT, Zone Captain, Zone Status, etc.) are obtained following updates.
 - (3.) District computer printouts are checked for accuracy and any discrepancies called to the attention of the Database Program Manager.

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- f. Participate in the first Monday of every month EPAP Command and Tactical Radio Network tests.
- g. If needed, assign a volunteer to manage and operate the District Radios. During an event, a separate radio operator can assist the EPAP Coordinator with communications duties.
- h. Participate in regular meetings with all three EPAP Coordinators of your Companion Group to coordinate emergency plans and procedures within the Companion Group. Assure that all three EPAP Coordinators receive updated trainings as needed.

2. Post-event. Immediately following notification of an Event, check your own residence and occupants to ascertain status and if satisfactory, both EPAP Coordinator and Alternate report to the District Command Post with assigned Handi-Talki Radios, and:

- a. Report their status to their Lead District on the assigned Tactical Handi-Talki Radio Net channel so the Lead District EPAP Coordinator can report total Companion Group status to the Control Center on the Command Handi-Talki Radio Net channel.
- b. Prioritize reported residences requiring assistance and if available, dispatch FAST to those locations.
- c. Monitor the Tactical Network Radio channel assigned to assure communication with Companion Districts.
- d. Recruit and organize additional volunteers - as needed.
- e. If on-site, keep the Delegate and/or Alternate informed of activities in their District.
- f. Ensure that completed *Injury/Relocation & Triage Report* forms received are forwarded expeditiously to the Coordination Unit at the Control Center. (Reference Form EF08).
- g. Notify the Companion District when a District FAST team is available for reassignment.
- h. Upon Request, oversee the completion of the District Damage Assessment Report and assure the completed report is delivered to the Coordination Unit at the Control Center.

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C. FAST Supplies and Equipment Inventory (Reference Form EF07)

1. Quarterly Checks.

- a. *When?* The first Monday of January, April, July and October.
- b. *What?*
 - (1) All supplies in the 'Container' for an inventory match.
 - (2) Batteries in Handi-Talki and Spotlights.
 - (3) Fire Extinguisher for indicated condition.

Notes. (1) Check Handi-Talki radio and flashlight batteries regularly.

(2) If Medical Supplies seals are unbroken, ignore "expiration Dates".

(3) If Fire extinguisher gage indicates in the "Green Zone", ignore inspection date.

2. Condition Report:

- a. *When?* Within 30 days of completing the equipment check.
- b. *What?* Completed Form EF07 (longhand or typed) addressed to the Coordination Unit and placed in the EPAP mail slot at the Main Clubhouse (mail room), and containing the following information:
 - (1) Date inventory check and tests were completed.
 - (2) Inventory shortages (if applicable).
 - (3) Equipment failures (if applicable) by serial number and/or inventory number.
 - (4) Dates and Subjects of training and summary of activity highlights accomplished within the quarter.
 - (5) Status of volunteer staffing to all District positions (EPAP Coordinator/Alternate, Zone Captains/Alternates and FAST Personnel).