

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

PROGRAM MANAGER: Position Description, Duties & Responsibilities

A. Description. The Program Manager maintains a computer database for the District, providing storage and retrieval of name, address and other information volunteered by Sun Lakes residents for use in conjunction with this plan. The Program Manager also coordinates with the District Delegate or EPAP Coordinator to ensure resident data and EPAP position assignments are updated on a regular basis.

B. Duties & Responsibilities.

1. Each District computer program is maintained by a Program Manager, who is responsible to:
 - a. Maintain a copy of the District EPAP Excel Program or similar on their home computer along with a backup flash drive.
 - b. Receive resident information data from their District Delegate or EPAP Coordinator or marked Zone Data Report forms received from their Zone Captains, and update records of District resident data.
 - c. Coordinate with District representatives (Delegate or EPAP Coordinator) to ensure District resident data and EPAP position assignments are updated on a regular basis.
 - d. Print out all necessary report forms for use by Zone Captains, EPAP Coordinators, Delegates, and individuals holding Alternate positions.
 - e. Since computer systems will not be operable in a major emergency, the Program Manager must be diligent in providing updated data to District EPAP personnel whenever significant changes are made.