

**EMERGENCY PREPAREDNESS COMMITTEE**

**PREAMBLE**

1. The major purpose of this Committee is to help the community prepare and respond to emergency situations that may arise in our community and to respond to these in an effective manner.
2. Work closely with CG manager to develop and maintain emergency and non-emergency communications methods and procedures.
3. The Committee is advisory to the Board of Trustees.
4. The Committee is open to all members in good standing and is composed of a chairperson(s), volunteer members with some background and/or interest in the area of emergency preparedness and a Board liaison. The Committee will have a minimum of three members, excluding the Board Liaison. (CG By-Laws, Article VI, #6, Committees of the Board.)
5. The Committee Chairperson(s) is(are) approved by the Board and will serve for a two year time period beginning after the August Board meeting.
6. The Committee will meet at least two times each calendar year or as necessary.
7. Keep written minutes of all meetings and present oral and written reports to the Board when appropriate. The Chairperson or designees will submit an annual written and oral report at the CG Annual Membership meeting.

**DUTIES**

1. Develop and implement an emergency preparedness plan for use in the Cape George community.
2. Organize, train and manage an Incident Management Team and 1st Responder network throughout the community to respond to emergency incidents in the community.
3. Work closely with CG manager to provide emergency communications to residents and information to the Incident Management Team and 1st Responders.
4. Conduct formal and informal educational programs at the community that encourage residents to acquire continuing education in CPR, first aid, and other emergency preparedness subjects.
5. Participate in emergency preparedness plans of Jefferson County and the State and other local private communities.

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Robin Scherting  
President

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Richard Hilfer  
Secretary