

PROGRAM MISSION: To coordinate and maintain an Emergency Preparedness Program supporting the Los Trancos Woods community.

PROGRAM GOALS:

- Maintain current program
- Evaluate program regularly for effectiveness.
- Adapt program to meet changing needs of community

PROGRAM COORDINATOR RESPONSIBILITIES:

- Recruit Program team members and insure all Program tasks assigned to specific team members and continually tracked.
- Liase with Vista Verde Emergency Preparedness team, Woodside Fire District, CERPP, Red Cross, and other relevant agencies.

PROGRAM TASKS:

- Drills
 - Plan and coordinate two drills per year
 - Recruit drill planning team members;
 - Assign drill-specific tasks (day-of-drill duties)
 - Community outreach and notification
 - Run drills
 - Evaluate drill effectiveness and define follow-up tasks
- Record Maintenance
 - Review & update individual Neighborhood Emergency Surveys every two years.
 - Get surveys from new residents and distribute copies to OCs and back-up storage binders
 - Distribute Emergency Packets to new residents.
 - Evaluate effectiveness and relevance of Survey forms and update as necessary
 - Maintain Emergency Phone Trees and distribute every two years
- Training & Special Skills Identification
 - Attend individual training classes (First Aid, CPR, etc.)
 - Encourage & facilitate community training classes (First Aid, CPR, etc.)
 - Train team members on Program
 - Identify and involve key responders (medical, infrastructure, etc.)
 - Develop training & communication to guide residents in household preparedness
- Logistics and Supply Management
 - Inventory and maintain supplies in LTW Operations Center
 - Coordinate with VV to maintain inventory at Pony Tracks Ops. Center
- Medical coordination
 - Keep current list of community medical resources (individuals and supplies)
 - Coordinate with VV on shared medical resources and supplies
 - Annually inventory medical supplies and replace outdated items in Med Paks and at the LTW OC
 - Evaluate and add to medical resources

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- **Administration**
 - **Attend Board Meetings and report on Program activities**
 - **Provide Program-related input to LTWCA Newsletter editor**
 - **Maintain supply of handouts and samples for community events**
 - **Maintain supply of Emergency Packets**
 - **Develop and maintain budget and track finances**