

## **EMERGENCY PREPAREDNESS COMMITTEE CHARTER**

### **PURPOSE:**

To investigate and formulate programs to prevent, or to minimize the impact upon Deerlake Village residents' homes and properties, which may possibly result from flooding or forest fire or other natural disasters.

### **GOALS:**

To review and update the Emergency Action Plan of the Deerlake Village Community as required and to develop any further safety programs as necessitated by any new or updated City, State, or Federal safety programs/guidelines that pertain to the Deerlake Village Community.

To prepare and submit to the County's Emergency Services Director semi annual Emergency Call Lists for all of Deerlake Village and for those who would be affected by flood waters, should the dam break.

### **MEMBERSHIP:**

- The Board will appoint a chair and committee members (maximum of 5) to represent all areas of the community.
- The chair and members of the EPC are appointed by the Board of Directors to serve (3) three year off-setting terms.
- No member of the Board of Directors shall serve as Chair of the committee) However, a Board member may serve as a non-voting Acting Chair until another Chair can be recruited.
- It is recommended that no more than one member of a household be a member of the committee.
- Individuals may be reappointed by the Board to serve multiple consecutive or non-consecutive terms on the committee.
- A committee member may choose to resign at any time.
- The committee may invite friends of the committee to volunteer to assist and advise the committee on special projects.

### **MEETINGS:**

- The committee will meet prior to each DVCA quarterly meeting to prepare a report.
- Other meetings will be at the request of the Committee Chairperson.
- Minutes are to be taken at each meeting and a copy submitted to the DVCA Board through the designated DVCA Board liaison after each meeting.

### **ANNUAL BUDGET:**

No formal Budget will be required. The chair will submit any expenses to the treasurer for reimbursement from account 1100, Administrative Supplies & Postage.

The DVCA Board of Directors approved the Emergency Preparedness Committee Charter on the 10<sup>th</sup> of April 2014.