

CHARTER FOR THE EMERGENCY PREPAREDNESS COMMITTEE

AUTHORIZATION

The Emergency Preparedness Committee is established by the Board of Directors (The Board) under ARTICLE V, Section 2, of the Bylaws of the Heritage Harbour Community Association (the Association) on February 15, 2007, and will serve at the pleasure of the Board.

PURPOSE

The Board requires the support of the Emergency Preparedness Committee to establish and maintain an emergency preparedness program for the community.

SCOPE

The scope of the Emergency Preparedness Committee encompasses the entire community.

PRIMARY FUNCTIONS

The primary functions of the Committee are:

- To develop an Emergency Preparedness Plan to address various emergencies, both natural and man-made, which may impact upon the residents of the community.
- To recommend specific actions and/or projects to implement the plan.
- To monitor the plan and make recommendations to modify the plan, as needed, to keep the plan current.

SPECIALIZED FUNCTIONS

The Committee has the following specialized functions:

- Develop a program to provide information to the residents of the community on the Emergency Preparedness Plan and its implementation.
- Coordinate, as needed with County officials, health officials, and other organizations involved in emergency preparedness functions.
- Develop communications procedures for informing residents of emergencies.
- Recruit a cadre of volunteers to assist the Committee in identifying residents that may require special assistance in the event of an emergency.

COORDINATION

The Committee shall coordinate its activities with the General Manager, *Harbour Lights*, Heritage Harbour TV, and other organizations of the community, as needed.

MEMBERSHIP

The Committee shall have:

- A chairperson committed to the effective functioning of the committee appointed by the President in consultation with the Board of Directors and can be suggested by the committee.
- At least three other members to be selected by the chairperson.

The Committee shall adopt committee rules that define its officers, terms of office, election procedures, and membership procedures and file these rules in the Association office.

MEETINGS

Meetings of the Committee shall be open to all Association members and be advertised in Harbour Lights, on the Heritage Harbour television channel, or by some other appropriate means. The Committee shall provide records of its activities for inclusion in the Association's records. These records shall be maintained in accordance with the Association's Record Control Schedule.