

**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  - Annually inventory medical supplies and replace outdated items in Med Paks and at the LTW OC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

**DRAFT**

- **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**