

## Emergency Preparedness Committee- Roles and Responsibilities

**DRAFT January 26, 2023**

The Emergency Preparedness committee provides advice and counsel to the Board of Directors on potential emergencies to the Mutual and its Members AND ways to minimize the damage and resident disruption from such emergencies by provide information to keep residents safe.

The Emergency Preparedness committee serves only in an advisory role to the Board. The goal is to communicate community needs to the Board of Directors of Mutual 40. Their primary roles are:

- To provide information and options to the Board to make fully informed decisions for the common good of the residents
- To educate residents regarding ways to keep themselves and their household prepared in the case of emergency situations (wildfire, earthquake, floods, mudslides, etc.)
- Maintain residents' information for the purpose of providing a way to communicate between members, property management and the Board.

The role of this committee is not intended to establish policy or financially or legally obligate Mutual 40 in any manner (Contract for services, hire contractors, borrow money, purchase equipment or supplies) unless approved by the Board

The Committee will have one Chairperson and a representative from each Entry in Mutual 40. All members of the committee must be members in good standing in the Mutual.

The Committee should meet as needed, but no less than four times a year. All official meetings of this Committee will have at least a 7 day notice prior notification to members of the Committee. The meeting minutes shall be emailed to Mutual 40 President, Secretary, and Assistant Secretary within 5 days after the meeting and serve as the report to the Board for the next scheduled Board meeting.

### Duties and Responsibilities of the Chairperson

- Report to the Board on the status of the association's emergency preparedness documents and such information available to the residents
- Ensure that Mutual preparedness is consistent with Rossmoor EPO and the Emergency and Safety Plan maintained by GRF Public Safety
- Maintain the emergency contact information as supplied by the residents
- Encourage committee members to become active in EPO

### Duties and Responsibilities of the Committee members

- Maintain a list of all Entry residents including Emergency contact information

- Provide all new entry residents with important information about the Mutual and Emergency Preparedness activities.
- Organize Entry meetings to discuss specific emergency preparedness ideas (SIP supplies, Go Bag, Evacuations etc.) and other topics of interest to entry residents (Trash, Recycle, etc.)