

Trilogy Security and Preparedness Committee Guidelines to Establish Emergency Preparedness Plan 3/5/2019

Organize

1. Identify people in the Trilogy community interested in emergency preparedness.
2. Emergency Preparedness is a sub-committee of the TSPC.
3. Monthly meetings are held and run by Vice Chairperson.
4. The committee reviews materials and establishes objective.
5. Develop a home owners survey of resources in the community
 - a. Resident contact information
 - b. Any special assistance required
 - c. Residence status (full time/part time, owner occupied/rental)
 - d. Skills
6. Obtain a map of Trilogy, use data from resource inventory:
 - a. Identify Neighborhood Watch groups
 - b. Identify skills present in each Neighborhood Watch group
 - c. Identify residence status present
 - d. Identify residents in each group requiring special assistance.
7. Present and review objective and work accomplished to date with HOA Board of Directors.

Educate Homeowners

1. Review materials and research on homeowner preparations to create a list and tips for distribution to community.
2. Review materials and research on "What to Do in an Emergency: Earthquake, Fire, etc., and create handout for distribution to community.
3. Research and contact vendors of emergency related products for the homeowner, and local emergency service agencies (Cal Fire, Sheriff, etc.) to participate in a Trilogy Community Preparedness Fair.
4. Set date, place and participants for Trilogy Community Preparedness Fair.

Establish Neighborhood Emergency Plan and Protocols

1. Review materials and research to establish protocols for:
 - a. Trilogy Chain of Command - who, what, where
 - b. Neighborhood leads
 - c. Residents
2. Establish locations in Trilogy community for:
 - a. Communications Center
 - b. Triage

3. Create support materials, checklists, contact lists, etc.
4. Meet with local emergency support agencies and present plan and protocols

Train, Maintain and Educate

1. Train Neighborhood leads on protocols
 - a. Neighborhood leads hold neighborhood meetings
2. Conduct annual review of plan, update resident information, set date and time for Annual Safety Fair.
3. Conduct de-briefing and reflection after an emergency, modify plan as necessary.
4. Conduct continuing community EP meetings/seminars to educate, review accomplishments, and recruit new volunteers.