

CHARTER OF THE COOSAW CREEK DISASTER PREPAREDNESS COMMITTEE

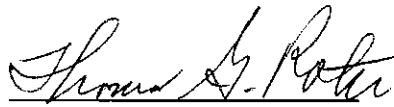
PREAMBLE

1. The major purpose of the Disaster Preparedness Committee is to help the community effectively prepare and respond to emergency situations that may arise in our community.
2. The Committee is advisory to the Coosaw Creek Owners' Association Board of Directors.
3. The Committee is open to all members in good standing and is composed of a chairperson, volunteer members with some background and/or interest in emergency preparedness and a Board liaison.
4. The Committee chairperson is selected by the Committee members and approved by the Board. There are no term limits for membership on the Committee or for the Chairperson.
5. The Committee will meet once each month or as necessary to conduct its business.
6. The Committee will keep and maintain minutes of its meetings and present oral or written reports to the Board or community when appropriate.

DUTIES AND RESPONSIBILITIES

1. Develop, maintain and implement an emergency preparedness plan for use in the community.
2. Organize, train and manage an Emergency Response Team and first responder network throughout the community to respond to emergency incidents.
3. Identify and recruit volunteers to support the Committee's emergency preparedness response efforts.
4. Recruit and train block captains to act as liaisons between the Committee and members of the community in order to educate residents on emergency subjects and to disseminate critical information prior to and during disasters or emergencies.
5. Encourage and organize refresher training of Community Emergency Response Team (CERT) members; where possible, coordinate this training with County and city Emergency departments.
6. Coordinate with federal, state and local officials responsible for emergency services during disasters, such as hurricanes, flooding, earthquakes and pandemics.
7. Participate in the emergency preparedness plans of the county and state, as well as other local private communities.
8. Regularly communicate with members of the community on emergency preparedness subjects. Ensure residents understand their role in emergency response.
9. Work closely with the POA Board on all matters relating to disasters or emergencies.
10. Prepare an expenditure plan during the annual budget cycle to ensure appropriate funding is available to support committee and community Disaster Preparedness needs.


Chairperson, Disaster Preparedness
Committee


President, Coosaw Creek POA