

## **CHARTER**

### **HERRON ISLAND EMERGENCY PREPAREDNESS COMMITTEE**

The Herron Island Emergency Preparedness Committee is a permanent standing committee consisting of a Chairperson and volunteer HMC members in good standing.

- A director/chairperson will be elected as needed to head the committee. This person ideally will have skills and training in accordance with the needs of the position.
- The committee shall also be responsible for projecting and forecasting current and future expenses and to make recommendations to the Board of Directors and the Finance Committee regarding budgetary requirements of the committee.

The Emergency Preparedness Committee is charged by the Board of Directors with the following functions:

#### **I. Herron Island Emergency Preparedness Group (HIEPG)**

- A) The Emergency Preparedness Committee will create a volunteer group that shall be known as Herron Island Emergency Preparedness Group (HIEPG).
- B) HIEPG will coordinate with Pierce County-Neighborhood Emergency Teams (PC-NET) to be trained in the standards that Pierce County has set forth for all emergency preparedness organizations and is therefore subject to all rights and responsibilities therein. It will be listed as a division of PC-NET.
- C) HIEPG will have a set of Standard Operating Procedures (SOPs) written that will reflect these rights and responsibilities that shall be reviewed, revised, and accepted by the committee and recorded with the Board of Directors.
- D) HIEPG is responsible for providing such services as are practical, including, but not limited to *or requiring*, basic first aid assistance until the arrival of fire department personnel, senior assistance, and assistance to disabled residents and guests.

#### **II. Disaster Planning, Education and Preparedness**

- A) The Committee is responsible for creating a disaster plan for Herron Island, for educating both full-time and part-time residents about the plan

and, to the extent possible, for preparing for natural and man-made disasters and their aftermaths.

- B) The Committee has charged HIEPG with the training of all of its members and making this training available to all HMC Management members who wish to join.
- C) The Emergency Preparedness Committee shall compile a list of:
  - 1.) **Emergency Resources** – A list of privately owned resources such as boats, communication equipment and spare bedrooms that members would be willing to share in the event of an emergency resulting in isolation of the island.
  - 2.) **Emergency Supplies** – A list shall be compiled leading to the purchasing and storing of emergency supplies to be used by members and guests needing any form of aid during an emergency.
  - 3.) **Special Needs** – Committee members shall identify residents requiring special assistance because of health or mobility needs. HIEPG's Block Coordination Teams will have this information shared with them and shall be charged with checking on the welfare of these residents during an emergency.
  - 4.) **Fire Safety** – The Committee shall appoint members of HIEPG who will coordinate with the Island Manager and Pierce County Fire District 16 in identifying fire hazards and remedies on the island and in establishing fire prevention and education programs for the membership. This includes, but is not limited to, structure fire and wildland fire prevention measures. No fire department equipment stored on Herron Island shall be used by any member who is not a fire department volunteer or career member of Fire District 16.
  - 5.) **Water Safety** – The committee where possible shall coordinate with Fire District 16 and the United States Coast Guard Auxiliary in establishing boating safety and education programs.
  - 6.) **Communications** – The Committee shall facilitate communications between HIEPG HMC Management, members, and public and private agencies during an emergency. Cell phones, CB radios, FRS radios, the island web site, and other media may be used.

### **III. Charter**

This charter will be revised as needed.

\_\_\_\_\_  
Current Director/Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adopted by Island Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adopted by Board of Directors

\_\_\_\_\_  
Date