

**DISASTER ADVISORY GROUP (DAG) BYLAWS****I. NAME**

The name of this organization shall be County of Orange Emergency Medical Services Agency Disaster Advisory Group, hereinafter referred to as "DAG."

**II. PURPOSE**

The Disaster Advisory Group is established by the County of Orange Emergency Medical Services (OCEMS) to monitor, study, evaluate, advise, direct, coordinate and make recommendations related to the disaster and emergency response plans, activities and exercises of the county's health and medical care system component and partners. DAG shall additionally: 1) Monitor and recommend necessary changes to the Orange County Emergency Medical Services Multi-Casualty Medical Response Plan; and 2) review and evaluate the county's mass casualty/medical health exercises and/or events with policy/procedural recommendations.

**Mission Statement:** The Disaster Advisory Group shall act in an advisory capacity to the County of Orange Emergency Medical Services Agency and the Emergency Medical Care Committee (EMCC) on all matters relating to medical and health disaster planning, response, care and recovery.

**III. MEMBERSHIP**

**Section 1.** DAG membership shall be appointed by Orange County Emergency Medical Services and shall serve at the OCEMS' discretion.

**Section 2.** The membership shall consist of at least one member from within each of the following entities and members at large approved by chairperson:

- (a) Orange County Emergency Medical Services – Disaster and Emergency Program Coordinator
- (b) American Red Cross, Orange County Chapter
- (c) OCSD/Communications
- (d) Base Hospital Coordinators
- (e) Ambulance Association of Orange County
- (f) Hospital Disaster Support Communications System
- (g) Orange County Fire Chiefs Association – Training Officers/EMS
- (h) Orange County Law Enforcement – Terrorism Early Warning Group
- (i) Orange County Coalition of Clinics
- (j) Hospital Association of Southern California/ ReddiNet
- (k) Blue/Green Hospital Net
- (l) Red Hospital Net
- (m) Yellow Hospital Net
- (n) Orange County HCA Bioterrorism Preparedness and Planning Program
- (o) Orange County Emergency Management Organization
- (p) Orange County Sheriff's Emergency Management

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For organizations listed in (b) through (p), the respective organizations may submit nominations or recommendations to the OCEMS for appointment to DAG. Members shall actively serve until the OCEMS or their respective organizations request their resignation.

**I V. OFFICERS**

*Section 1.* The officers of DAG shall be a Chairperson, a Vice Chairperson, and an OCEMS Staff Secretary.

*Section 2.* The Chairperson and Vice Chairperson of DAG shall be elected by the DAG in January of each year. No person shall serve as either officer for more than two consecutive terms in either position.

*Section 3.* The Secretary shall be assigned by the OCEMS Program Manager.

*Section 4.* Duties of Officers:

- (a) *Chairperson:* The Chairperson shall, when present, preside at all meetings of DAG.
- (b) *Vice Chairperson:* In the absence of the Chairperson, the Vice Chairperson shall preside at meetings and shall exercise the powers and duties of the Chairperson.
- (c) *Secretary:* The Secretary shall cause to be kept all minutes of all meetings of the DAG.

**V. MEETINGS**

*Section 1.* Regular meetings of DAG shall be held at least quarterly in January, April, July, and October at a time and place designated by the Chairperson. The frequency of the meetings may be modified at the discretion of the committee.

*Section 2.* Special meetings may be called by the Chairperson, or upon written request of a majority of DAG members. The purpose of the meeting shall be stated in the call. DAG members shall be notified of the time, date, and place of the special meeting.

*Section 3.* A quorum consisting of at least one more than one-half the total membership of DAG must be in attendance before any business can be transacted at regular or special meetings of DAG.

**VII. SUBCOMMITTEES**

*Section 1.* Special subcommittees may be appointed by the Chairperson when deemed necessary to carry on the work of DAG.

*Section 2.* The Chairperson and the Disaster and Emergency Program Coordinator shall be ex-officio member of all subcommittees.

*Section 3.* There shall be established the following standing committees of DAG:

- (a) Blue/Green Hospital Net
- (b) Red Hospital Net

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(c) Yellow Hospital Net

**VIII. AMMENDMENTS**

The Bylaws may be amended by DAG at any time, or at any regular meeting of DAG by a two-thirds vote of the total membership if the proposed amendment has been submitted in writing at the previous regular meeting; provided, however, that any proposed amendment by the membership shall not be effective until and unless approved by the OCEMS.

**IX. PARLIAMENTARY PROCEDURE**

The committee shall be governed by parliamentary procedure.

**X. FUNCTIONS**

1. Develop and publish the annual mass casualty exercise schedule.
2. Working with the Hospital Nets and other exercise stakeholders, develop measurable exercise objectives and goals.
3. Evaluate each exercise based upon the objectives and goals set forth and compliance with the OCEMS plans, protocols and guidelines.
4. If an evaluation tool does not exist, assist in the development of an evaluation tool.
5. Participate in the review of Disaster Plans and annexes.
6. Provide an update to EMCC following each meeting or appropriate activity.
7. Provide updates at County Paramedic Advisory Committee (CPAC).
8. Participate with various other EMS, disaster and public safety groups sharing and exchanging information, guidance and direction.
9. Submit written recommendations to OCEMS to modifying and/or adding policies and procedures.

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