



Guidelines to Establish a Community (HOA) Emergency Preparedness (EP) Organization

Organize your Community (HOA)

1. Identify people in your community interested in emergency preparedness (President, Board Members, Homeowners).
2. This small group forms an Emergency Committee, headed by an enthusiastic chairperson, and meets on a regular basis.
3. The committee reviews material to have a basic understanding of a Universal Incident Command System approach and establishes purpose and objectives for your community.
4. Evaluate other emergency preparedness organizations similar to your size and establish an organization chart, which meets objectives and needs of homeowners in your community.
5. Based on your community's geographical size, divided your community into manageable groups of homes (approximately 5 -15), each headed by a street leader with larger communities divided into sections with multiple street leaders in each sections.
6. Develop a homeowners survey for your community which will provide a profile of residents.
 - Resources
 - Skills
 - Health needs/limitations
 - Pets
 - Residence status (full time/part time)
 - Emergency Contact information
7. Review the objectives of your EP organizations with community HOA Board of Directors and obtain their support.

Publicize Your Objectives, Organization and Educate Homeowners

1. Select and publicize a time and location for your first community EP meeting when a good number of your homeowners can gather.
2. At Meeting present EP committees, review goals and objectives, EP organization, homeowners survey, Steps to Earthquake Safety document, Rancho Mirage DVD and recruit volunteers.
3. If your community has a newsletter, website or TV channel, publicize objectives and educate homeowners with earthquake tips. Look into Map Your Neighborhood, or Next Door for communication

Implement Your Emergency Preparedness Organization

1. Utilizing recruited volunteers, committee members, HOA Board Members, assign residents to positions in your EP organizational structure.
2. Block leaders personally contact each homeowner in their assigned block to discuss objectives, delivery, education utilizing Steps to Earthquake Safety document, collect completed homeowner surveys and recruit volunteers.
3. Compile homeowner survey information
4. Communities can conduct their own Emergency Preparedness Meetings. Any size community can be directed to the Emergency Preparedness Town Hall Forum held annually and the City Expo held twice a year at the Rancho Mirage Library (contact City for dates).
5. Conduct a community meeting/seminar publicizing your EP committee accomplishments, review survey results, educate homeowners and recruit more volunteers.
6. Obtain radio equipment and connect with the Rancho Mirage monthly test of alert system.

Train, Maintain and Recruit More Volunteers

1. Conduct continuing training with drills and functional field exercises, and invite non-participating homeowners to observe.
2. Encourage all homeowners to get CERT Training
3. Develop ongoing maintenance procedures for stored supplies and facilities
4. Conduct continuing community EP meetings/seminars to educate, review accomplishments and recruit new volunteers.