

# Emergency Management Plan

Submitted by the VGCC Emergency Management Committee (EMC)  
Approved by the VGCC Master Association  
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## **Emergency Management Committee (EMC)**

### **Introduction**

This document does not replace county, state and/or federal laws and regulations, but instead provides the basis for the implementation of the VGCC Emergency Management Plan (EMP). Residents volunteer as Good Samaritans who use common sense and assist according to their individual skill levels as volunteers.

DISCLAIMER: Although this document is issued under the auspices of the Venice Golf and Country Club Master Association, the Association and its Board of Directors offer no warranty, expressed or implied, for the material in this document, either for the accuracy or function of the content or any effects of its use. The VGCC Masters Association is attempting only to offer a collection of potentially useful information and assistance to homeowners in situations of emergency, via the Emergency Management Committee, but is not attempting to usurp the responsibility of individual homeowners to investigate, determine and then follow their own course of actions in the event of any emergency/disaster.

## Emergency Management Committee (EMC)

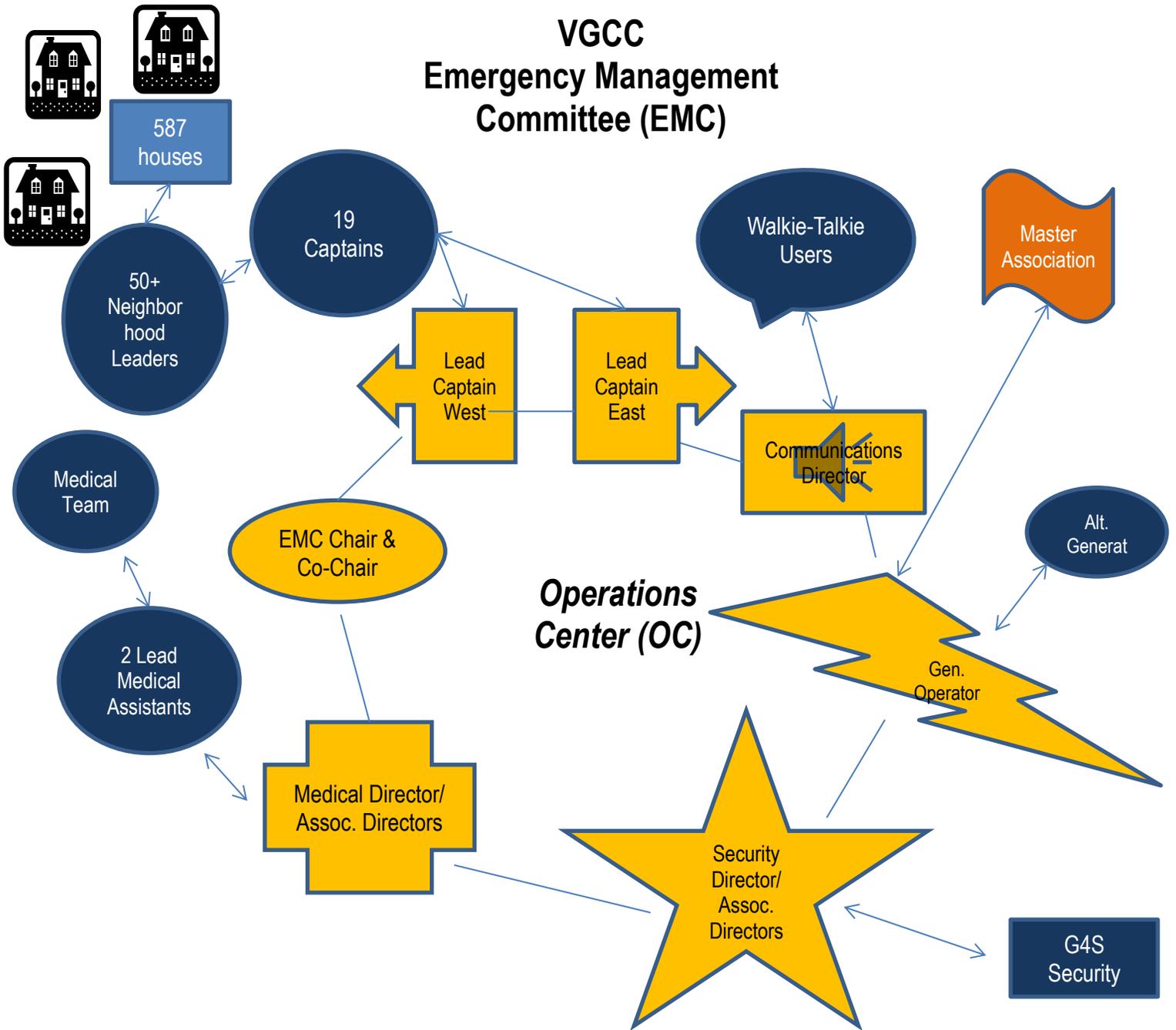
### Committee Structure

(See diagram below)

The Emergency Management Committee (EMC) is composed of the following member categories:  
*(The member categories that are underlined are responsible for the functioning of the Operations Center (OC), in the case of an actual emergency/disaster.)*

- Chair
- Associate Chair
- Lead Captains
- Captains
- Neighborhood Leaders
- Medical Director
- Associate Medical Director
- Lead Medical Assistant
- Medical Team
- Security Director
- Associate Security Director
- Communications Director
- Generator Operator

# VGCC Emergency Management Committee (EMC)



## Emergency Management Committee (EMC)

### Responsibilities

**Chair:** Organizes and oversees all committee activities and helps see that the EMC is prepared to respond to disaster/emergency situations.

**Co-Chair:** Organizes and oversees an annual field test, assists chair as needed, and assumes chair responsibilities in his/her absence.

**Lead Captain:** There are two Lead Captains, one for the West half of VGCC and one for the East half of VGCC. Lead Captains are responsible for the organization, training and operation of their team of Captains and Neighborhood Leaders.

**Captain:** There are 19 captains and 2 Lead Captains. (A Lead Captain may opt to serve in a dual role as Captain for a neighborhood and Lead Captain.) Each is assigned responsibility for a neighborhood of homes. Overall responsibilities include:

Set up **neighborhood committee** by:

- Securing volunteers from his/her neighborhood and appointing a co-captain (committee size should be 5 to 10 homes per member). These volunteers will be designated “neighborhood leaders”.
- Assigning street numbers that each neighborhood leader is responsible to oversee
- Obtaining completed Preparedness Surveys from each volunteer and resident in assigned neighborhood.
- Determining the talents of members, and the available neighborhood equipment, that might be useful in an emergency situation.

Train all neighborhood leaders so they understand their duties and responsibilities and understand the purpose of the requested forms. (Use this plan and appendices, in addition to local resources materials).

In an emergency situation, report medical emergencies and major home damage to the Operations Center (OC) and report when the emergency is resolved.

Maintain and update records including Volunteer Preparedness form, keeping one copy and submitting one copy to the Master Association staff. The Special Needs form should be sent to the County and if possible maintain a list of those with special needs.

Oversee and assist neighborhood leaders in completing their responsibilities.

**Neighborhood Leader:** Each captain delegates responsibility for groups of houses in his/her assigned area, to neighborhood leaders. Each neighborhood leader is responsible for obtaining appropriate information/forms from residents in his/her assigned area, and helping to the residents understand what to do to be “emergency ready”.

Before a disaster, neighborhood leaders will review homes that are or will be vacant for potential flying objects. They will also pass out special needs and preparedness surveys, hurricane shelter information, and HELP/OK signs, if residents do not already have them.

After a disaster, neighborhood leaders will; 1) ascertain whether any neighbor is in need of help, 2) help see that the street and driveways are clear to allow emergency vehicle access, 3) do a property damage assessment (include photos), 4) fill out forms as needed.

**Medical Director:** Organizes and oversees the volunteer medical team including, recruiting medically trained volunteers and helping them understand the process to follow during an emergency/disaster situation, and to be prepared to respond as needed.

**Medical Associate Director:** Assists Medical Director with responsibilities as described in “Medical Director” description above; assumes the Medical Director’s responsibilities in his/her absence.

**Lead Medical Assistant:** Assists Medical Director with Medical Team organizational, communication, recruitment functions.

**Medical Team:** A group of medically trained volunteers that will be available to respond in case of an emergency/disaster situation, as organized by the Medical Director.

**Security Director:** Organizes and oversees the security procedures that will take place in an emergency/disaster situation, in coordination with G4S, Artistree, County Responders and Officials.

**Associate Security Director:** Assists the Security Director as needed and assumes the Security Director’s responsibilities in his/her absence.

**Communications Director:** Organizes and oversees the communication process that will be in effect in a disaster/emergency situation; and sees to it that EMC members are assigned functioning walkie-talkies and are adequately trained to use them.

**Generator Operator:** Verifies with the Master Association that the VGCC generator is functioning, and operates the generator as needed in a disaster/emergency situation.

## **Operations Center (OC)**

### **Overview**

The EM Chair, or in his/her absence, the EM Co-Chair will decide if an emergency/disaster situation warrants the activation of the Operations Center (OC). If neither is available, the decision to activate the OC can be made by one of the Lead Captains.

The EMC Chair, or designee, will have the following responsibilities:

- Designate a site for the OC. The first choice for the location will be the Activity Center. Other options will be considered as determined by the disaster/emergency situation.
- Provide leadership for the community during disaster operations.
- Assist in assigning volunteers to areas most in need of help (safety, medical, etc.).
- Give direction to help coordinate various functions/jobs.
- Operate the OC and make decisions as appropriate.
- Operate as a hub for information for teams and volunteers.
- Designate a central location for receiving and distributing emergency aid and supplies from outside the community
- Establish communications with appropriate outside agencies.
- Assign volunteers to gate duty if no staff is available or if staff needs help.

### **Disaster Operations**

#### **Prior to a disaster (eg. Hurricane Watch is declared)**

- The VGCC Master Association will put the Severe Weather Policy into effect for the Common Areas and the neighborhoods.
- VGCC staff will; fill containers with gas, store potential projectiles in the Activity Center or other secure place(s), secure the Activity Center, and turn off power and water if necessary.
- EMC Chair alerts; the communications director who will inform the EMC to charge their walkie-talkies; the two lead neighborhood captains (East & West) who will remind their neighborhood leaders and neighbors to be supplied and prepared (including their pets), and account for any residents who would need assistance if an evacuation order is given.
- Neighborhood captains and their teams check out unoccupied homes in their areas for objects that could become flying missiles.
- EMC Chair alerts the head of the medical team who then checks to see that all available neighborhood medical personnel are on stand-by and have charged their cell phones and/or walkie-talkies.
- EMC Chair alerts the security director who verifies that the security team is ready.
- EMC Chair verifies with appropriate VGCC staff that the generator is moved to the Activity Center and will be accessible in the aftermath.

**Disaster Operations**  
**Prior to a disaster**  
**(eg. Hurricane Warning is declared)**

If an evacuation order is not given, the EMC will continue its preparation with the following:

- Everyone secures their own homes (and pets if applicable).
- Assist disabled/infirm as needed. (They may choose to be evacuated during the “warning” even though an evacuation order was not given.)
- Security preparations are made by security team.
- EMC Chair checks the status of generator operator in preparation for storm aftermath.
- Everyone takes cover.

**If a mandatory evacuation order is given for the area by the Sarasota County Emergency Operations Center, evacuation procedures will be followed.**

- EMC members alert neighbors that there is a mandatory evacuation order and assist disabled/infirm as needed, to evacuate.
- VGCC residents including the EMC, evacuate in accordance with evacuation order.

**Disaster Operations**  
**Disaster Aftermath**

- An Operations Center will be set up. The first choice location will be in the VGCC Activity Center. However, if that is not feasible another area near the Activity Center will be selected by the EMC Chair, Co-Chair, or designee as the emergency management committee base of operations.
- All EMC members report to Activity Center to log in.
- Generator is taken out of the Activity Center and readied for possible use.
- Set of reserve walkie-talkies will be charged and available if needed.
- Contact 911 or call the county for assistance for anyone needing transportation to a hospital or shelter.
- Security, and tree/branch removal procedures will be in place as per agreements with G4S and Artistree respectively and with County, and Captains assistance as needed.
- Captains and their teams check on their returning neighbors first and then the unoccupied homes.
- Captains report their findings to the EMC Chair, using their walkie-talkies if the telephones and cell phones are not working.
- Captains alert Medical Director or Associate Director if there is a need for someone from the medical team. The Medical Director/Associate Director will send team member(s) out to aid the victim(s).
- Captains seek help from neighbors, especially those with generators, chain saws, etc.