



## Predator Ridge Community Safety Committee

### Terms of Reference

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#### 1. Introduction

The Predator Ridge Community Safety Committee (PRCS) has been established by the residents of Predator Ridge as an umbrella committee that integrates a variety of emergency planning initiatives in our community, in accordance with the overall City of Vernon Emergency Management Program.

The PRCS's mission: "To raise community awareness, educate, and initiate emergency management activities, primarily relating to prevention/mitigation and preparedness."

#### 2. Authority and Mandate

As of February 13, 2018, the PRCS was recognized as a member of the Vernon Emergency Program Subcommittee (VEPS) of the City of Vernon Emergency Management Program (as outlined in *Section 6(3.1) – local authority emergency organization of the BC Emergency Program Act*).

#### 3. Structure and Membership

The PRCS is a group of volunteer community leaders that require an interest in (and knowledge of) emergency management, with good communication skills. There will be a maximum of 8 members on the PRCS, comprised of:

- At least 1 homeowner representative from FireSmart,
- At least 1 homeowner representative from Block Watch, and
- Additional homeowner representatives from other emergency preparedness initiatives (e.g., First Aid/CPR).

Additionally, the PRCS will, as necessary, work with:

- Predator Ridge rental accommodations,
- Predator Ridge Resort, and
- Sparkling Hill Wellness Resort.

When vacancies occur, members will be recruited through a variety of means (e.g., via the PRCS website, announcements at Town Hall Meetings, the homeowner intranet). Interested volunteers are always welcome to contact PRCS members.

The PRCS will appoint a Coordinator, who will delegate responsibility to an alternate when deemed necessary.

#### 4. Committee Member Terms

Members will commit to a minimum two-year term. Members may continue for additional 2-year terms after the expiry of their previous term, upon approval of the PRCS. Any member recruited to replace an early departing member will complete the departing member's term. Replacement members will be nominated to, and endorsed by, the PRCS (by majority vote).

## 5. Meeting Schedule

The PRCS will meet twice per year at a minimum. Additional meetings may be required, as determined by the coordinator, or at the request of the Vernon Emergency Management Program.

## 6. Activities/Emergency Management Continuous Process

The PRCS will:

- Maintain the PRCS Emergency Management Plan.
- Conduct an annual Hazard, Risk, Vulnerability Assessment (HRVA) pertaining to the Predator Ridge community.
- Ensure that volunteer contact information and orientations are recorded and maintained by the applicable subcommittee or overseeing body (e.g., Block Watch contact information is maintained by the City of Vernon Crime Prevention Coordinator).
- Take actions to prevent/mitigate and/or prepare for vulnerabilities within the Predator Ridge community.
- Assign seasonal emergency management tasks to Sub-committees (e.g., Block Watch, FireSmart).
- Represent and maintain communication with Predator Ridge residents pertaining to emergency management as it relates to the Predator Ridge community (e.g., via the PRCS website, resident Intranet, newsletter, social media, Town Hall meetings).
- Coordinate emergency management training (e.g., emergency management orientation, first aid, CPR), as may be initiated by the PRCS.
- Participate in emergency exercises (e.g., wildfire evacuation, amber alert), as coordinated by the City of Vernon Emergency Management Program.
- Participate in emergency management training opportunities to maintain a current understanding of emergency management principles and requirements. Training will align with, or be provided by, the City of Vernon Emergency Management Program.
- Designate two members to participate on the VEPS, as requested and scheduled by the Vernon Emergency Management Program.
- Provide semi-annual reports to the Vernon Emergency Management Program, or as otherwise requested by the Director of the Vernon Emergency Management Program.

During an actual emergency or disaster, PRCS members may assist with:

- Registering and coordinating volunteers (only when requested);
- Search and rescue (only when requested);
- Providing first aid (if trained and safe to do so);
- Evacuations (e.g., muster points, access/egress), only when requested; and
- Communication to Predator Ridge residents, only under the direction of the Vernon Emergency Management Program (to ensure one voice and consistent messaging).

## 7. Decision Making

The PRCS will make decisions based on a majority vote. Votes can be made in person, or electronically.

## 8. Resources

All costs associated with PRCS initiatives, will be funded via sponsorships, grants, or GoFundMe support. The PRCS will maintain funds in a recognized bank, allowing for growth of funds awaiting disbursement, and will track those funds using generally accepted accounting principles. Funds will be expended on initiatives that support the mission of the PRCS.