

## Rossmoor Emergency Preparedness Organization (EPO) ENTRY COORDINATORS and BUILDING CAPTAINS

**THE EPO MISSION:** *The mission of the Rossmoor Emergency Preparedness Organization (EPO) is to provide information to residents about disaster preparedness and to organize them to be self-sufficient until first responders are available.*

### ***The duties and mission of Entry Coordinators and their Team of Building Captains (resident volunteers):***

- Serve as the direct link between residents and professional first responders (we use two-way radios to communicate condition and needs to emergency response teams quickly after an earthquake or wildfire. Assess residents and residences after a disaster and radio their entry gate status to the command center within Rossmoor)
- Collect Resident Emergency Information forms annually to let EPO team know changing health status, special needs and emergency contacts
- Train residents to prepare for community-wide disasters with safety procedures and offering informational meetings (e.g., emergency supplies, pets and caregivers to “shelter-in-place”; making suggestions for filling a Go-Bag to take if we evacuate; training how to use fire extinguishers and how to “drop, cover and hold on”)
- Provide first-aid to those in need following a disaster; by giving residents a “shelter-in-place” command from officials or by communicating a mandatory evacuation order if ordered from officials
- Help residents link up with state and community emergency warning systems that send alerts to residents' home phone, cell phone and/or computer (e.g., Nixle, Contra Costa County Warning System)
- Organize an annual get-together of all residents in your entry gate to promote connection and cohesion (two community assets that will sustain all of us in a major emergency)