

San Joaquin Operational Area



Emergency Preparedness Committee By-Laws

January 31, 2014

San Joaquin County Emergency Medical Services Agency
P.O. Box 220, French Camp, California 95231

San Joaquin Operational Area
Emergency Preparedness Committee By-Laws

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I. INTRODUCTION

The Emergency Preparedness Committee (EPC) is one of the functional groups of the San Joaquin Operational Area Healthcare Coalition and consists of the Emergency Preparedness Coordinators from member agencies and organizations.

II. PURPOSE

The purpose of the committee is to provide a forum for joint emergency preparedness planning, training, exercising and information sharing. In addition, active members are responsible for completing the required deliverables for the Hospital Preparedness Program (HPP) grant and determining how to use grant funds to improve and sustain healthcare preparedness capabilities.

III. LEADERSHIP

The Hospital Preparedness Program (HPP) Coordinator is the chairperson for the committee. In the absence of the HPP Coordinator the Region IV Regional Disaster Medical Health Specialist will chair the committee meetings.

IV. MEMBERSHIP

Membership is open to all participating healthcare facilities, providers, public and private medical and health agencies/organizations operating within the geographic boundaries of San Joaquin County.

A. Active Member

An active member agency/organization is one that:

- Participates in eight out of twelve monthly meetings during the calendar year (66%)
- Participates in all HPP required exercises
- Participates in all applicable HPP required surveys, questionnaires and/or deliverables
- Submits a signed Emergency Preparedness Committee Participation Agreement as an active member

B. Inactive Member

An inactive member agency/organization is one that:

- Participates in less than eight out of twelve monthly meetings during the calendar year (66%)
- Submits a signed Emergency Preparedness Committee Participation Agreement as an inactive member

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C. Guest

A guest is visitor to the Emergency Preparedness Committee meeting(s). A guest may become an active or inactive member agency/organization by meeting the requirements listed in items A or B above.

D. Restoration of an inactive member agency/organization to active member status is accomplished by completing the following:

- Participate in four consecutive meetings
- Re-submit a signed Emergency Preparedness Committee Participation Agreement as an active member
- Maintain a minimum 66% attendance record for all subsequent meetings

V. MEETINGS

A. Frequency

Meetings are conducted on the third Tuesday of the month from 1430 to 1600 hours in the EMS Agency classroom.

B. Conduct

Meetings are conducted using Robert's Rules of Order

C. Voting

Each member agency or organization has one vote on the committee

D. Documentation

- Meeting agendas and minutes are published and distributed to members
- Members can add items to a meeting agenda by submitting the agenda item to the Chairperson at least one week prior to the meeting.

VI. HOSPITAL PREPAREDNESS PROGRAM (HPP) GRANT PARTICIPATION

A. HPP grant participation is limited to active member agencies or organizations that comply with the following:

- Participate in eight out of twelve monthly meetings during the calendar year (66%)
- Participates in all HPP required exercises
- Participates in all applicable HPP required surveys, questionnaires and/or deliverables
- Submit a signed Emergency Preparedness Committee Participation Agreement as an active member

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VII. EMERGENCY PREPAREDNESS COMMITTEE PARTICIPATION AGREEMENT

- Agree to participate in the Emergency Preparedness Committee as an active member

- Agree to participate on the Emergency Preparedness Committee as an inactive member

IN WITNESS WHEREOF, the undersigned have executed this Agreement on behalf of:

Agency/Organization Name

Address

City

State

Zip Code

By:

Name¹

Signature

Date

Title

Telephone Number

Email Address

Submit this original signature page to:

San Joaquin County Emergency Medical Services Agency
P.O. Box 220
French Camp, CA 95231
Attn: HPP Coordinator

¹ Authorized by the agency/organization to sign this agreement
January 31, 2014