



## **GUIDELINES FOR THE ORGANIZATION AND OPERATION OF POPE COUNTY YOUTH PREPAREDNESS COUNCILS**

### **A. Initial Council Development**

1. Each high school in the County is requested to provide student representatives to the County Youth Preparedness Council.
2. The County YPC will be composed of students in grades 10-12. Ninth graders may be added at the discretion of the County OEM staff.
3. Council selection shall begin in the spring, notifying students in grades 8-11 for the upcoming year.
4. Applications will be made available to students in the early spring (preferably February). The deadline for the application to be returned to the school administration will be no later than April 5th.
5. Each school will select the appropriate number of school representatives for the Council as determined by the County Office of Emergency Management staff. At least two additional applicants will be identified and kept on an alternate list in the event a Council member is no longer able to serve the appointed term.
6. Selected applicants will be notified by the school, and the chosen student applications forwarded to the County OEM no later than April 15th. The selected members will serve a one-year term starting in the fall. Members may apply for additional years if they wish.

### **B. Initial Member Training and Summer Workshop**

1. The following Council training shall be completed by Council members in order to be eligible to serve on the Council. Failure to complete the training will be grounds for dismissal from the Council at the discretion of the County OEM staff.
  - IS-00100.b Introduction to Incident Command System ICS-100
  - IS-00200.b ICS for Single Resources and Initial Action Incident ICS-200
  - IS-00240.b Leadership and Influence
  - IS-00241-b Decision Making and Problem Solving
  - IS-00317 Introduction to CERT
2. Summer Workshop: The County OEM staff shall hold a training day during the summer school break that will include an introduction and orientation to responders that serve within the County (law enforcement, fire service, emergency medical services, emergency management, volunteer services, and other services identified by the staff). Local responders will be asked to give a short presentation on their career field, along with a tour of relevant equipment if possible. A portion of the day

will be dedicated to Council member training on emergency preparedness and response education and awareness programs for school projects. This training will help to prepare the Council members for the upcoming year. During this initial meeting, Co-Chairs will be selected to lead the Council, as well as serve as the county representatives to serve on the State Youth Preparedness Council. These two members will attend the State YPC training in Little Rock as well as participate in bi-monthly conference calls throughout the year. These members will serve as the liaisons between the State Youth Preparedness Council and the County Councils.

**C. Council Communications**

1. Council members may meet in person at a pre-determined location at the discretion of the County OEM staff. The frequency of meetings will be determined by the Co-Chairs of the YPC and the County OEM staff.
2. Members will also communicate using the group texting tool **GroupMe or Facebook**. Closed accounts (consisting of members and advisors only) will be created. Council accounts will be set up in each county, with an additional group composed of the representatives of the State YPC along with the State Advisor.
3. Council members may also communicate by conference call if available through the County OEM staff.

**D. Roles and Responsibilities of the Council members**

1. Council members will develop and implement at least two school projects during the school year. See list below for suggested projects.
2. Council members will assist the County OEM and/or local responders with public events that provide awareness and education to the general public if available (County fairs, local fall festivals, safety fairs, etc.)

**E. Suggested projects for County Youth Council members**

1. Teach the STEP curriculum (an emergency preparedness curriculum taught by the Council members to fifth grade students) to at least one class.
2. Produce a one to two-minute video on a disaster preparedness subject to be used in school or on social media (disaster kits, tornadoes, earthquake, cybersecurity, etc.)
3. Produce a 30 second to one-minute audio Public Service announcement for your local radio station on a disaster preparedness subject
4. Work a booth at the county fair or a local festival.
5. Set up a display at your local high school with informational brochures during National Preparedness Month (September)
6. Set up a display at your local high school with informational brochures during National Cybersecurity Month (October).
7. Speak at your school or local civic clubs (Kiwanis, Lions, Rotary, etc.) on emergency preparedness topics.
8. Work with your student council, national honor society, Beta clubs, Key clubs or other campus organizations on disaster education and preparedness projects.
9. Do presentations on disaster preparedness in your elementary and junior high schools.
10. ALL PROJECTS MUST RECEIVE PRIOR APPROVAL FROM YOUR SCHOOL PRINCIPAL.