

Attachment 7

082516 Notes for Best Practices for Safety Team

1. The Team will meet periodically, as needed to achieve our goal – which is to assist the Board of Directors in their efforts to provide security, health, and emergency processes at DBR.
2. The Team will respond to Park emergencies according to a basic protocol developed by the Team.
3. The Team will create the Safety/Disaster Preparedness Manual, and update it periodically. The Manual will always be available on the Safety Team's portion of the DBR website, and hard copies will always be available up in the Office.
4. The Team will create the Safety Team's portion of the DBR website, and update it periodically.
5. The Team will periodically assess the needs of the Park – for example, by conducting our 2016 survey, or by holding special topic meetings with all leaseholders to discuss specific safety issues.
6. The Team will research ideas that come from Best Practice #5, and create a plan to deal with a safety issue – either by an action or a purchase, or both.

Financial matters

7. At least two Team members will independently research any proposed Team expenditure, then meet and discuss it. Once they have the information, they will report their findings to the Team.
8. The Team will fundraise for equipment, education, or training. Examples of fundraising actions are 50/50s, potlucks, or direct fundraising by raising awareness in the Park for a specific need – an item or an activity.
9. The Team Chair will report all expenses and funds received at each meeting, and report the current funds available – using a current accounting report generated by the Park Office Manager.

Educating park members, and coordinating with groups inside and outside the Park

10. The Team will help the Park leaseholders and renters learn more about safety issues by investigating and inviting presentations or activities run by local experts/officials. Examples: the 2016 "Cascadia Rising" presentation, the fire extinguisher training, and the CERT training.
11. The Team may send one or more members to other Committee meetings, in order to represent Safety Team concerns or viewpoints; the attendee(s) will report back to the Team. An example of a Committee with which the Team might coordinate this way could be Long Range Planning.
12. The Team will send one or more representatives to the Jefferson and Clallam County meetings for emergency responders. Jefferson has them quarterly and Clallam has them on a schedule not yet determined. The Team attendee(s) will report back to the Team and to the Park residents.
13. The Safety Team may change this document at any time, to ensure it fits our goals and practices.