



ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT



GUIDELINES FOR THE ORGANIZATION AND OPERATION OF ARKANSAS 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 shall be composed of students in grades 9-12.
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 May 1.
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 May 15. 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 no later than August 15 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, as well as two Council members 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.