Everybody Ready!

HACIENDA MOBILE HOME PARK

4361 E. MISSION BOULEVARD
MONTCLAIR, CA 91763

Emergency Preparedness and Evacuation Plan

ADOPTED 2010

[This plan is provided in compliance with the Flood Emergency Action Team (FEAT): Initiative Number 5 Governor's Executive Order W-156-97; Approved by the Standardized Emergency Management System (SEMS) Advisory Board on November 21, 1997]

HACIENDA MOBILE HOME PARK
4361 E. MISSION BOULEVARD
MONTCLAIR, CALIFORNIA 91763

ONSITE MANAGEMENT

Manager(s):_____
TEL: (909) 627-0095
FAX: (909) 627-8086
EMAIL: haciendamobile@verizon.net

PARK MANAGEMENT

Haven Management Services
John Davis or Lisa Sibel
1910 S. Archibald Avenue, Suite S
Ontario, CA 91761
TEL: (909) 930-9750

PARK OWNER

Augusta Communities, LLC
400 N. Mountain, Suite 205
Upland, CA 91786

Emergency Preparedness and Evacuation Plan

ADOPTED 2010

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Emergency Preparedness and Evacuation Plan

ADOPTED 2010

A little advance planning can make the difference between tragedy and survival.
It all starts with a conversation.

No one likes to think about—let alone talk about—an emergency that could disrupt our daily lives, or worse, do harm to us or our loved ones.

Yet this thoughtful consideration is essential to effective emergency planning.

This "EMERGENCY PREPAREDNESS AND EVACUATION PLAN" is intended to provide a starting point to help you make that plan. In it you'll find some basic information, things to think about and things to do that might be helpful in an emergency. In addition, it contains information about how to access other resources for more details. Use this as a guide for making your own plan. So for yourself, your loved ones and your neighbors; make a plan to be safe.

You can do this!

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Start a conversation in your household:

WHAT TO PREPARE FOR
Discuss the types of events that are most likely to happen in your area. Think about the ways to respond to a natural disaster, terrorist event, or a major public health emergency.

WHOM TO CONTACT
Ask an out-of-state friend or relative to be your "family contact." Other family members can call this person and identify where they are. Use the form on page 3 as a guide.

Pick two places to meet:

WHERE TO MEET
▲ Right outside your house in case of a sudden emergency, such as a fire.

▲ Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.

WHERE TO STAY
Discuss the possibilities of evacuating the area or "staying put" and sheltering in place. Consider also:

▲ Developing a plan for children in childcare or school, older adults and other family members who need special assistance.

▲ Planning for the care of your pets. Shelters generally do not accept animals.

Make a plan:

WHAT TO DO
▲ Put together an emergency preparedness kit and keep it in a safe place in your home.

▲ Gather critical information into one place and share it with the occupants of your household. It may save precious time for you when you need it most.

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Resident's Contact List:

A copy of this information can be copied and given to all occupants of the household:

PERSONAL INFORMATION

Name. . . . . . .
Address. . . . . . .
Phone. . . . . . .
Cell Phone. . . . . . .
Birth Date. . . . . . .

LOCAL CONTACT

Name. . . . . . .
Relationship. . . . . . .
Address. . . . . . .
Phone. . . . . . .
Cell Phone. . . . . . .

OUT - OF - STATE CONTACT

Name. . . . . . .
Relationship. . . . . . .
Address. . . . . . .
Phone. . . . . . .
Cell Phone. . . . . . .

NEAREST RELATIVE

Name. . . . . . .
Relationship. . . . . . .
Address. . . . . . .
Phone. . . . . . .
Cell Phone. . . . . . .

PETS CARED FOR BY

Name. . . . . . .
Address. . . . . . .
Phone. . . . . . .
Cell Phone. . . . . . .

MEETING PLACES

Outside your home. . . . . . .
Outside your neighborhood. . . . . . .

EMERGENCY TELEPHONE NUMBERS

In a life threatening emergency, dial 911 or the local emergency medical services system number

Police Department. . . . . . .
Fire Department. . . . . . .
Hospital. . . . . . .
Family Physicians
Name & Telephone. . . . . . .
Name & Telephone. . . . . . .
Name & Telephone. . . . . . .

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EACH FAMILY MEMBER SHOULD CARRY A COPY OF THIS CARD:

FAMILY DISASTER PLAN

Local Office of Emergency Services phone number

_____

Emergency Meeting Place (outside your home)

_____

Meeting Place (outside your neighborhood)

_____

Phone_____

Address _____

Family Contact (name)_____

Phone (day)_____

Phone (evening)_____

If a disaster should occur, call your out-of-state contact, it is often easier to call long distance. A specific plan should be created for children in child care or school, older adults, and other immediate family members who need special assistance.

Evacuation of your mobilehome should be planned. Make up a map of the home; see example on page 13.

Emergency Contact Information:

Emergencies:	**911**
Fire Department:	**911 or (909) 626-1217**
Police/Sheriff Department:	**911 or (909) 621-4771**
Gas Co.:	**(800) 427-2200 (Southern California Gas Co.)**
Local Red Cross:	**(909) 983-7001**

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Park Office location:	**Inside Clubhouse**
Responsible person for operation and maintenance:	**_____**
Park phone to reach resident manager:	**(909) 627-0095**
Local emergency broadcast frequency:	**KFWB-AM 980, AM 1620, KFRG-FM 95.1**
Enforcement Agency:	**Department of Housing & Community Development**
Nearest public telephone:	**Alberto's Food at Mission Boulevard and Ramona Avenue**
Nearest fire alarm box, when available:	**8901 Monte Vista Avenue (Fire Station)**
Major safe site agencies used in the community:	**City of Montclair Community Center (511 Benito Street, Montclair, CA)**

Basic Park Information:

The Park has been constructed with all required government permits, licenses and approvals.

Elevation of the park property: ~ 1030 feet above sea level

Type of disasters common to your area:
- **FIRE • EARTHQUAKE • SEWER SPILL**
- **PUBLIC UTILITY**

The soil composition is unknown to owner. The soil conditions of the Park are further unknown to the owner, except from the observations which can be made based on physical inspection of the Park at the present time. Owner is unaware of any present defect in the composition of the soil of the park, including the grade and subgrade. Owner is unaware of any subsidence, expansive quality, propensity for failure, moisture content, lack of compactness, or other defect or condition requiring remedial attention or correction. Owner is unaware of any evidence that any of the conditions mentioned in this paragraph have ever occurred at any time in the past.

Owner is unaware of the presence of any substances, materials, or products which may be an environmental hazard such as, but not limited to, asbestos, formaldehyde, radon gas, lead-based paint, fuel or chemical storage tanks, and contaminated soil or water on the subject property.

The improvements consist of the features which can be observed on site and underground improvements. The underground improvements include water pipes, gas lines, electrical equipment, sewer and other improvements. The condition of the physical improvements in

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the park at the present time is fair and operable; this condition may change at any time requiring repair and replacement of improvements. Regular maintenance and testing may reveal possible failures of the improvements which could occur in the future but which may be avoided with early attention and repair. Owner is not aware of any improvements requiring repair or replacement at this time.

EARTHQUAKES: California is reputed for seismic activity. However, Owner is not aware that the Park is located in any delineated earthquake fault zone or other area specifically designated by the State Geologist because of faults deemed sufficiently active and well defined as to constitute a potential hazard to structures from surface faulting or fault creep.

ORDNANCE LOCATIONS: Owner is not aware of and has no knowledge of any federal or state ordnance locations within the Park's neighborhood area.

WILDLAND AREA: Owner is not aware that the Park is located within a wildland area which may contain substantial forest fire risks and hazards. Owner has no actual knowledge that The Park is in a state responsibility area, or that, if ever, a map designating the area has been provided to the county assessor.

Owner reserves the right to supplement this statement at any time with additional information as it becomes known.

EVACUATION: SB 23, section 1 states: It is the intent of the Legislature that an owner or operator of a mobilehome park or manufactured home community communicate to residents essential evacuation routes and basic emergency preparedness information in a manner appropriate to the community. It is not the intent of the Legislature that an owner or operator be responsible for physically evacuating residents from their homes during an emergency. It is further the intent that residents take personal responsibility for themselves during an emergency.

BE READY! **Please note that management is not responsible for evacuation of residents in the event of an emergency.**

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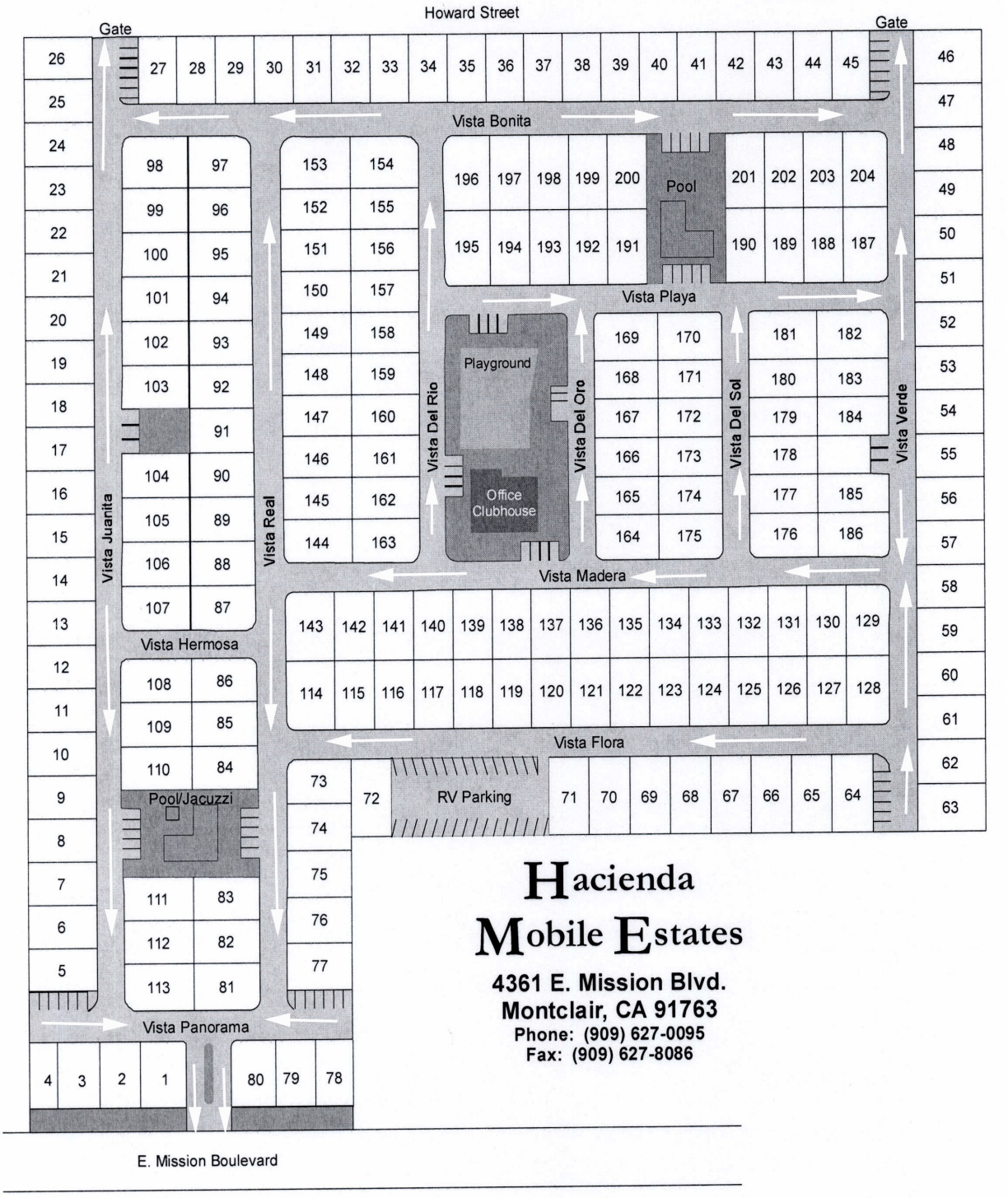
Map of Park



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Evacuation of a Mobilehome Park:

In the event that evacuation of the mobilehome park becomes necessary, the following basic information may be of assistance.

- **There are three (3) entrances and exits in the Park. Exit onto E. Mission Boulevard or Howard Street by the shortest route from your location.**
- **Two-way traffic is accessible throughout the Park.**
- **There are no fixed obstacles in the park that would hinder an evacuation route for any section of the Park.**
- **A map of the Park marked with the proposed flow of traffic out of the Park is located on the preceding page.**

Emergency Evacuation:

The order of evacuation (where orderly evacuation is possible) is by the shortest route to the exit nearest to your location, or as follows:

Exit to E. Mission Boulevard:	**Left Exit to Howard Street:**	**Right Exit to Howard Street:**
Spaces 1 to 16, then	**Spaces 26 to 17, then**	**Spaces 46 to 57, then**
Spaces 113 to 104, then	**Spaces 98 to 103, then**	**Spaces 35 to 45, then**
Spaces 81 to 90, then	**Spaces 27 to 34, then**	**Spaces 196 to 204, then**
Spaces 80 to 58, then	**Spaces 91 to 97, then**	**Spaces 187 to 195, then**
Spaces 114 to 128, then	**Spaces 144 to 153, then**	**Spaces 164 to 175, then**
Spaces 129 to 143.	**Spaces 154 to 163.**	**Spaces 176 to 186.**

SEE MAP OF PARK LAYOUT.

Evacuation Sites:

OUTSIDE THE PARK

In the event an evacuation of the park becomes necessary, you will be directed where to evacuate to by police, sheriff, fire or other officials. During an emergency, updated information will also be available to residents through the local media, radio stations and the American Red Cross.

Although no one knows with any certainty to what locations residents may be directed by the authorities, typically sites used for evacuation purposes include local high school gymnasiums, local park community centers, local churches, and Red Cross designated safe places.

For pre-planning purposes only, some predetermined buildings/sites that may be used for evacuation purposes include:

- **Montclair High School, 4725 Benito Street, Montclair, CA**
  (909) 621-6781
- **City of Montclair Community Center, 5111 Benito Street, Montclair, CA**
  (909) 625-9462
- **Fairplex So Cal, 1101 W. McKinley Avenue, Pomona, CA**
  (909) 623-3111

PLACES IN THE PARK TO VACATE OR AVOID IN A DISASTER

- **Clubhouse Kitchen**
- **Pool Areas**
- **Playground Area**

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RESIDENT COMMITTEE PLANNING:

Some communities have formed a group known as a "Disaster Preparedness Emergency Plan Committee" ("DPEPC" or "resident committee") to assist in the evacuation process. The committee consists of residents from the park who are willing to *volunteer their time* to establish and serve on the committee. *All residents may wish to consider volunteering to form a committee.*

The committee should be primarily a phone committee, but in cases where phone service is not available or out-of-service, the emergency information can be passed house to house. It is recommended that the residents' committee should be responsible for informing each resident of any impending disaster. Other functions of the residents' committee could be:

- **Conducting training and practice evacuation sessions**
- **Acquiring and updating emergency phone contact lists for next-of-kin notifications**
- **Assessing any special needs for fragile, handicapped, elderly or disabled individuals within the park such as lists of family members, health care professionals, care-providers. For fragile elderly or disabled residents, the committee could and should identify and keep updated records of any special medication, diet, or care information and ensure that they vacate the park with these necessities.**
- **Informing residents of either the possibility of evacuation or of an imminent evacuation of residents during a natural or man-made disaster**
- **Informing/training on procedures for securing residents' homes prior to evacuation such as gas shut off, water main shut off, electrical shut off, locking doors and windows, and leaving immediately to pre-determined locations**
- **Organizing and informing residents of their evacuation route to take in leaving the park in a safe and orderly fashion**
- **Securing transportation and coordinating evacuation of park residents who are unable to transport out of the park on their own**
- **Assisting in the development of disaster planning kits and supplies (discussed below)**
- **Assisting in identifying meeting points outside the park in the event of evacuation**

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Please keep in mind that SB 23, section 1 states:

"SECTION 1. It is the intent of the Legislature that an owner or operator of a mobilehome park or manufactured home community communicate to residents essential evacuation routes and basic emergency preparedness information in a manner appropriate to the community. It is not the intent of the Legislature that an owner or operator be responsible for physically evacuating residents from their homes during an emergency. It is further the intent that residents take personal responsibility for themselves during an emergency."

THE IMPORTANCE OF INTEREST IN SAFETY

The most important feature of any home is something you probably do not see when you walk through the door. But it could save your life. It is safety. Safety comes in all shapes and sizes: smoke detectors; fire extinguishers; escape routes; carefully maintained heating and electrical systems; and knowing what to do and where to go in case of fire, flood, tornado, or other disasters. The key to being prepared in the event of a disaster or sudden emergency is preplanning and practice drills.

The next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency. Knowing what to do in an emergency is your best protection and your responsibility. Learn how to protect yourself and your family by planning ahead. To obtain more information, you may want to contact your local emergency management agency or civil defense office and the local American Red Cross chapter - be prepared to take notes.

WHAT THE RESIDENT NEEDS TO DO:

- **Ask your local emergency management agency, civil defense office and the local American Red Cross chapter how to prepare for each disaster. Ask them if and how you would be warned of an emergency.**
- **Remember which disasters are most likely to occur in your area.**
- **Learn about your community's (city and county) warning signals: what they sound like and what you should do when you hear them. In some areas, there are no alarms or signals, just patrol vehicles or emergency vehicles with officers verbalizing instructions from their public address systems. The park does not provide warning signals and alarms.**
- **Learn your community's main evacuation routes.**

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- **If needed, ask about special assistance for the elderly or disabled persons from your city or county. Management will allow for reasonable modification of the premises as defined by law for the facilitation of the disability of the resident. Management may not be permitted to inquire about disabilities due to restrictions in seeking information concerning protected class characteristics under Federal and State fair housing laws. Management does not provide special assistance or expertise with respect to the elderly or disabled. All special arrangements must be made by the affected resident and their own free choice of service providers, health care professionals, agencies, organizations and family.**

- **Ask about animal care during and after an emergency. Animals may not be allowed inside emergency shelters due to health regulations.**

SUMMARY CHECKLIST OF EMERGENCY PROCEDURES

Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather and earthquakes to children, the elderly, and persons needing special assistance. Plan to share responsibilities and work together as a team. The following may be used to create your plan.

- **Install safety features in your home, such as smoke detectors and fire extinguishers.**

- **Discuss what to do in an evacuation.**

- **Teach children how and when to call 9-1-1 and a long distance contact person. Post emergency telephone numbers near the telephone.**

- **Instruct household members to turn on a battery powered radio for emergency information.**

- **Locate the main electric box, water service main, and natural gas main shut off valve to your mobilehome. Learn how and when to turn these utilities off. Consult the rules and regulations for requirements concerning the pedestal on the space / homesite. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves. Turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. If you turn the gas off, you will need a professional to turn it back on.**

- **Pick one out-of-state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-state than within the affected area).**

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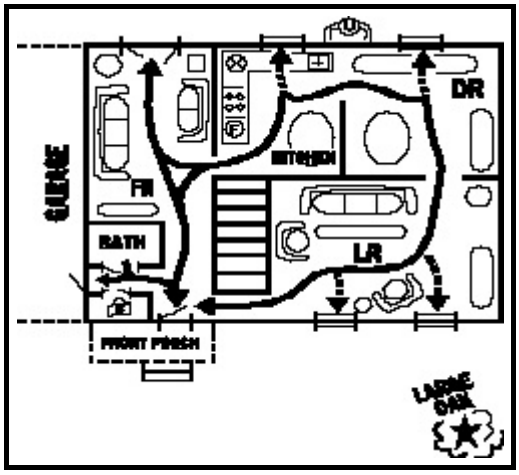
- **Pick two meeting places: 1) a place near your home in case of fire; 2) a place outside your neighborhood in case you cannot return home after a disaster.**
- **Take a basic first aid and CPR class.**
- **Keep family records in a water and fire-proof container.**
- **Draw a floor plan of your residence and mark two escape routes from each room.**



Mobilehome Residence Evacuation

- **Find the safe spots in your home for each type of disaster.**
- **Prepare a disaster supply kit. Please see detailed list of suggested content below.**
- **Local sources/merchants specializing in first aid, emergency, survival supplies:**
  - **Earthquake Store, www.earthquakestore.com**
  - **Consider checking local hardware stores, military surplus stores, camping supplies stores, survival supplies stores; consider neighbor pooling of resources and visit "big box" stores, splitting costs for larger volume purchases.**

If Disaster Strikes:

- **Remain calm and patient. Put your plan into action.**
- **Check for injuries; give first aid and get help for seriously injured.**
- **Listen to your battery powered radio for news and instructions.**
- **Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes.**
- **Check for damage to your home - use a flashlight only. Do not light matches or turn on electrical switches, if you suspect damage.**

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- **Check for fires, fire hazards and other household hazards.**
- **If you are remaining in your home, sniff for gas leaks, starting at the hot water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.**
- **Clean up spilled medicine, bleach, gasoline and other flammable liquids immediately.**
- **Shut off any other damaged utilities.**

Remember to:

- **Confine or secure your pets.**
- **Call your family contact - do not use the telephone again unless it is a life-threatening emergency.**
- **Check on your neighbors, especially elderly or disabled persons.**
- **Make sure you have an adequate water supply in case service is shut off.**
- **Stay away from downed power lines.**

Tips for Preparing Children

Children need to be prepared for a disaster as much as adults, if not more.

Infants and Toddlers

For infants and toddlers, special emphasis should be placed on making their environment as safe as possible.

Cribs should be placed away from windows and tall, unsecured bookcases and shelves that could slide or topple.

Install bumper pads in cribs or bassinettes to protect babies during the shaking of an earthquake or explosion.

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Install latches on all cupboards (not just those young children can reach) so that nothing can fall on your baby during an earthquake or explosion.

A minimum of a 72-hour supply of extra water, formula, bottles, food, juices, clothing, disposable diapers, baby wipes and prescribed medications should be stored where it is most likely to be accessible after an emergency. Also keep an extra diaper bag with these items in your car.

Store strollers, wagons, blankets and cribs with appropriate wheels to evacuate infants, if necessary.

Preschool and School-age Children

By age three or so, children can begin to understand what earthquakes are, as well as fires and floods, and how to get ready for them. Take the time to explain what causes these types of emergencies in terms they'll understand. Include your children in family discussions and planning for emergency safety.

Conduct drills and review safety procedures every six months.

Show children the safest places to be in each room when an earthquake hits or explosion occurs. Also show them all possible exits from each room. Use sturdy tables to teach children to Duck, Cover & Hold during an earthquake or explosion.

"EDITH" DRILLS IN THE HOUSE--

- **Make sure that children are ready to protect themselves with Stop, Drop and Roll during a fire. Also make sure that you practice emergency exit drills in the house (EDITH) regularly.**
- **Teach children what to do wherever they are during an emergency (at school, in a tall building, outdoors).**
- **Make sure children's emergency cards at school are up-to-date.**
- **Although children should not turn off any utility valves, it's important that they know what gas smells like. Advise children to tell an adult if they smell gas after an emergency.**

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Don't Forget Those With Special Needs

Seniors and those individuals with special needs must not be forgotten.

Tips for People with Disabilities

Before an Emergency

Set up your home or workplace so that you can quickly get under a sturdy desk, table or other safe place for protection. This will be most important during an earthquake or explosion. Identify doorways that do not have doors in which you can take cover.

In the event of an emergency, be prepared to get to safety, or help others to help you, by regularly practicing emergency exit drills.

Maintain a list of medications, allergies, special equipment, names and numbers of doctors, pharmacists and family members with you at all times.

Keep extra medication with your emergency supplies.

Keep extra emergency supplies at your bedside and by your wheelchair.

Have walking aids near you at all times. Place extra walking aids in different rooms of the house.

Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours, and they can be turned off by hand in an emergency.

Have a whistle near you to signal for help.

Find two people you trust who will check on you after an earthquake or other disaster. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept. Give them a spare key.

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During and After A Disaster

During an earthquake or explosion, if you are in bed or out of a wheelchair, stay where you are and cover your head and neck.

If you are in a wheelchair during an earthquake or explosion, stay in it and go into a doorway that doesn't have a door. Cover your head and neck with your hands. If possible, stay away from windows that may shatter.

Prepare to be self-sufficient for at least three days.

Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.

Prepare for aftershocks following an earthquake.

If you evacuate your home, leave a message at your home telling family members and others where you can be found.

More Disaster Preparedness Resources

- **National Council on Disability:** **www.ncd.gov**
- **California Foundation for Independent Living Centers** **www.cfilc.org**

Tips for the Elderly

Before a Disaster

Eliminate hazards. Make it as easy as possible to quickly get under a sturdy table or desk for protection during an earthquake or explosion.

Anchor special equipment such as telephones and life support systems. Fasten tanks of gas, such as oxygen, to the wall.

Keep a list of medications, allergies, special equipment, names and numbers of doctors, pharmacists and family members. Make sure you have this list with you at all times.

Keep an extra pair of eyeglasses and medication with emergency supplies.

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Keep walking aids near you at all times. Have extra walking aids in different rooms of the house.

Put a security light in each room. These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours, and they can be turned off by hand in an emergency.

Find two people you trust who will check on you after an emergency. Tell them your special needs. Show them how to operate any equipment you use. Show them where your emergency supplies are kept. Give them a spare key.

Make sure you have a whistle to signal for help.

Keep extra batteries for hearing aids with your emergency supplies. Remember to replace them annually.

Keep extra emergency supplies at your bedside.

During and After a Disaster

During an earthquake or explosion, if you are in bed or sitting down, do not get up.

If you are standing, duck and cover or sit down. You could be thrown to the floor if you are standing.

During a fire, make sure you are ready to Stop, Drop and Roll to protect yourself.

Practice emergency exit drills in the house (EDITH) regularly.

Prepare to be self-sufficient for at least three days.

Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.

Prepare for aftershocks after an earthquake.

If you evacuate, leave a message at your home telling family members and others where you can be found.

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Disaster Preparedness for Your Pets

Have an Emergency Pet Care Plan

- ▲ **If you evacuate, take your pet with you. Most emergency shelters do not allow animals, so have a plan for your pet. Safe places to take your pet may include homes of friends or relatives, pet friendly hotels, pet kennels or veterinary facilities. Prepare a list of contact numbers in advance. Contact your local animal control facility for information in your area.**
- ▲ **Choose a designated care giver, such as a neighbor, friend or relative to care for your pet in the event that you are unable to do so.**
- ▲ **Affix a Rescue Alert Sticker to the front of your residence. The sticker should include the types and number of pets in your house and veterinarian information.**
- ▲ **Ensure that your pet wears a collar with a rabies tag at all times. Consult your veterinarian about permanent identification, such as microchipping, or registration with a pet recovery database.**

Assemble a Pet Emergency Kit Including:

- ▲ **Leash, harness and / or Pet carrier**
- ▲ **1-Week supply of food and water with bowls**
- ▲ **Medications and pet first aid kit**
- ▲ **Copies of vaccination, medical records and a photo of you and your pet (for identification) in a waterproof container**
- ▲ **Plastic bags, disinfectants, paper towels and for cats, a litter box**
- ▲ **Blankets, toys and treats**

During an Emergency

- ▲ **Call ahead to make arrangements for boarding your pet outside the danger area.**

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- **Keep your pets on hand at the first sign of an emergency. Don't allow your pets to roam loose following a disaster.**

- **Keep your pet emergency kit close at hand.**

How to Secure Your Furniture

- **You must secure the contents of your home or office to reduce hazards, especially during shaking from an earthquake or explosion. You should secure anything heavy enough to hurt you if it falls on you. Here are steps you should take to secure your possessions.**

- **Secure Tabletop Objects**

- **TVs, stereos, computers, lamps and chinaware can be secured with buckles and safety straps attached to the tabletop (which allows for easy movement of the units when needed) or with hook and loop fasteners glued to both the table and the unit.**

- **Glass and pottery objects can be secured with nondrying putty or microcrystalline wax.**

- **Anchor Your Furniture.**

- **Protect Yourself from Broken Glass.**

- **Secure the tops of all top-heavy furniture such as bookcases and file cabinets to the wall. Be sure to anchor to the stud, not just to the plasterboard. Flexible fasteners such as nylon straps allow tall objects to sway without falling over, reducing the strain on the studs.**

- **Replace your windows with ones made from safety glass or cover them with a strong shatter-resistant film. Be sure you use safety film and not just a solar filter.**

Secure Overhead Objects

- **Ceiling lights and fans should be additionally supported with a cable bolted to the ceiling joist. The cable should have enough slack to allow it to sway.**

- **Only soft art such as tapestries should be placed over beds and sofas.**

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- **Framed pictures, especially glass-covered, should be hung from closed hooks so that they can't bounce off.**

Secure Items in Your Kitchen

- **Use child-proof latches, hook and eye latches or positive catch latches, designed for boats, to secure your cabinet doors.**
- **Make sure your gas appliances have flexible connectors to reduce the risk of fire.**
- **Secure your refrigerator to prevent movement.**

SPECIFIC DISASTER CONSIDERATIONS

It is impossible to predict the types disasters that could conceivably occur, however the considerations and guidelines discussed throughout this Emergency Preparedness and Evacuation Plan are designed to provide information and resources to enable you to prepare in advance (to the extent that advance preparation is possible), for emergencies of any nature.

Just like having a working smoke detector in the case of a fire, preparing for the unexpected makes sense. Some disasters are more likely to occur or are more common in the area than others, as discussed above.

However, you should be aware there are a myriad of possible natural and man-made disasters, including but not limited to:

Earthquakes
Fire or wildfire
Flood
Tornadoes
Hurricanes
Tsunamis
Winter storms
Landslides
Volcanic Eruptions
Dam Failures
Air Disasters
Explosions
Hazardous Materials Incidents
Chemical Emergencies
Terrorism

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You can prepare for these disasters in much the same way you would for other emergencies, keeping in mind that you will need to rely on police, fire, and other officials for instructions. Following are some planning considerations for specific disasters, although these same considerations may be of assistance in planning for any type of emergency or disaster that may occur.

Earthquake:

Prior to any earthquake, each resident should preplan and practice steps they will take in the event of an earthquake. Manufactured home owners/residents need to know the physical location of piers/supports under their homes. During a severe earthquake, manufactured homes have been known to drop off their supports and these supports may come through the floor causing physical damage above. In order to avoid injury, residents must know the location of the supports and where safe areas are located within their manufactured homes.

Before an Earthquake: Home Hazard Hunt

In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break or cause a fire is a potential hazard.

- ▲ **Repair defective electrical wiring and leaky gas connections.**
- ▲ **Fasten shelves securely and brace overhead light fixtures.**
- ▲ **Place large, heavy objects on lower shelves.**
- ▲ **Hang pictures and mirrors away from beds.**
- ▲ **Strap water heater to wall studs.**
- ▲ **Repair cracks in ceilings or foundations.**
- ▲ **Store weed killers, pesticides and flammable products away from heat sources.**
- ▲ **Place oily polishing rags or waste in covered metal cans.**
- ▲ **Clean and repair chimneys, flue pipes, vent connectors and gas vents.**

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- **Be sure your manufactured home is installed in accordance with the manufacturer's instructions and all applicable state regulations and requirements.**

During An Earthquake

- **If indoors, stay there. Take cover under any sturdy piece of furniture such as a table or desk, or stand in a corner or a doorway, or get up on a bed or couch that is against a wall.**
- **If outdoors, find an open area and remain there until the earthquake stops. Stay away from trees, brick or block walls, tall buildings, bridges, underpasses, power poles and electrical lines.**
- **If in a high-rise building, stay away from windows and outside walls. Get under a desk or table. Do not use elevators.**
- **If driving, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your car until the shaking is over.**
- **If in a crowded public place, do not rush for the doors. Crouch and cover your head and neck with your hands and arms.**
- **Stay away from windows or ceiling objects such as lighting fixtures.**
- **Do not light matches or candles.**
- **Do not turn on electrical equipment of any kind.**
- **Use only battery operated flash lights and radios.**
- **Listen to a self contained (battery operated) radio for emergency instructions.**
- **Confine and secure all pets so they will not hamper emergency service employees in the performance of their duties.**

After An Earthquake

Unless there is an immediate, life-threatening emergency, do not attempt to use the telephone.

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After a quake, be sure to:

- ▲ **Check for gas and water leaks, broken electrical wiring or sewage lines. If there is damage, turn the utility off at the source and immediately report gas leaks to your utility company. Check for downed power lines; warn others to stay away.**
- ▲ **Check your building for cracks and damage, including the roof, chimneys and foundation.**
- ▲ **Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and follow instructions.**
- ▲ **Do not use your vehicle unless there is an emergency. Keep the streets clear for emergency vehicles.**
- ▲ **Be prepared for aftershocks.**
- ▲ **Stay calm and lend a hand to others.**
- ▲ **If you evacuate, leave a message at your home telling family members and others where you can be found.**

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Fire:

Fire spreads quickly and the entire structure may rapidly become engulfed in flames. There are steps you can take to minimize the dangers associated with fires and improve your family's chances of survival should a fire erupt in your manufactured home.

Before a Fire

- ▲ **Be sure you have properly operating smoke detectors in your home. Clean and test them at least once a month. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with daylight savings time.**
- ▲ **Plan, with the whole family, at least two escape routes from your manufactured home.**
- ▲ **Practice fire drills regularly, using a smoke detector as a signal to start the drill. Follow your escape plan.**
- ▲ **Be sure your heating and electrical systems are properly maintained and in good working order. Change the heating filters as recommended by the heater manufacturer.**
- ▲ **Carefully follow the instructions on all appliances and heating units, taking special care not to overload your electrical system.**
- ▲ **Check electrical outlets. Do not overload outlets.**
- ▲ **Be especially careful when displaying your holiday decorations.**
- ▲ **Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened. Fire drills are most important for children between the ages of 2 and 12 years old.**
- ▲ **Plan two escape routes out of each room in your home.**
- ▲ **Practice fire drills at least twice a year.**

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- **Teach family members to stay low to the ground when escaping from a fire.**
- **If you must exit through smoke, crawl low under the smoke.**
- **Teach family members never to open doors that are hot. In a fire, feel the bottom of the door with the palm of your hand. If it is hot, do not open the door. Find another way out.**
- **Keep a whistle in each bedroom to awaken household in case of fire.**
- **Purchase and learn how to use a fire extinguisher (5 lb., A-B-C type).**
- **Consider installing home sprinklers.**
- **Insure your personal property. Shop around for a company that best meets your needs for renter's or home owner's insurance.**
- **Store important documents, such as birth certificates, marriage licenses, social security cards, and insurance papers, in a fire-proof box or in the refrigerator, or rent a safety deposit box at your local bank.**
- **Make an itemized list of your personal property, including furniture, clothing, appliances, and other valuables. If available, make a video tape of your home and your possessions. Keep the list and/or tape up-to-date and store them along with the other important documents.**

In Case of Fire

- **Immediately assess the problem (where, extent involved) to assist you in exiting away from the fire source**
- **Know how to use a fire extinguisher**
- **Get everyone out of the house immediately**
- **Without risk to any person, get pets out of the house**
- **Call 9-1-1 or the Fire Department then call the park office (from a neighbors phone) and:**

    1. **Give: your name, telephone number you are calling from, park address, space number where the fire is, any helpful locational directions.**

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2. **Describe the type/nature of the fire (gas, wood, chemical, electrical).**

3. **State that the fire is in a manufactured home and report any known injuries.**

4. **Turn off the gas and electricity at the home(s) affected.**

5. **Tell all residents near the fire source to stand ready with water hoses to wet down their homes or adjacent building(s) in case of traveling sparks.**

6. **Make sure all occupants have left the affected home and immediately let the fire department personnel know if any disabled person(s) or anyone not accounted for and may still be in the residence.**

7. **Never go back into a burning home.**

8. **If smoky conditions are present, remember that smoke rises and stay as close to the floor as possible. Before exiting through a door, feel the bottom of the door with the palm of your hand. If it is hot, find another way out. Never open a door that is hot to the touch.**

9. **Should your clothing catch fire: first drop ... then roll. Never run. If a rug or blanket is handy, roll yourself up in it until the fire is out.**

10. **If trapped on an upper floor, hang something out of a window to signal rescuers.**

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Floods:

Before a Flood

- ▲ **Know the elevation of your property in relation to nearby streams, rivers, and lakes.**
- ▲ **Have several escape routes planned.**
- ▲ **The National Weather Service continuously broadcasts updated weather conditions, warnings and forecasts on National Oceanic Atmospheric Administration (NOAA) weather radios. A NOAA radio may be purchased at radio or electronic stores. Local broadcast stations transmit Emergency Alert System messages which may be heard on standard radios.**
- ▲ **When rising water threatens, move everything possible to higher ground.**
- ▲ **If flooding is imminent and time permits, turn off main electrical switch. Disconnect all electrical appliances. Cover outlets with tape.**
- ▲ **Prepare and maintain your Family Disaster Supplies Kit.**
- ▲ **Most standard residential insurance policies do not cover flood loss.**
- ▲ **In flood-prone areas, the National Flood Insurance Program makes flood insurance available for manufactured homes on foundations. See your insurance broker for details.**
- ▲ **Secure your Liquefied Petroleum Gas Containers. One option is to secure the tanks with stainless steel straps that connect to auger anchors in the ground.**
- ▲ **Strap and secure your hot water heater.**

During A Flood

- ▲ **Take all flood warnings seriously. Do not wait. Get to higher ground immediately as flood waters often rise faster than expected.**
- ▲ **If time permits, take all important papers, photographs, medicines, and eye-glasses.**

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- **If one escape route is not passable do not waste any time - try another route or back track to higher ground.**
- **Use travel routes specified by local officials. Never drive through flooded roadways. Do not bypass or go around barricades.**
- **Wear life preservers if possible. Wear appropriate clothing and sturdy shoes.**
- **Avoid any contact with flood water. Flood water may be contaminated and pose health problems. If cuts or wounds come in contact with flood waters, clean the wound as thoroughly as possible.**
- **Take your Family Disaster Supplies Kit with you.**
- **Lock your home before leaving.**
- **When you reach a safe place, call your pre-determined family contact person.**

After a Flood

- **Return home only after authorities say the danger of more flooding is over.**
- **Do not drink tap water unless it is declared safe. Boil water if unsure.**
- **If fresh food has come in contact with flood waters, throw it out.**
- **Do not turn on main electrical switch. First have the electrical system checked by a professional.**
- **A flood can cause emotional and physical stress. You need to look after yourself and your family as you focus on cleanup and repair.**
- **Rest often and eat well. Keep a realistic and manageable schedule. Make a list and do jobs one at a time.**
- **Contact the American Red Cross and get a copy of the book Repairing Your Flooded Home. The book will tell you how to safely return to your home and begin the recovery process.**

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Tornado:

Although tornados are not a common occurrence in California, they have been reported. In some areas, high wind may be expected. Keep alert. Listening to weather forecasts on the radio and television is important when you are trying to stay informed. A weather radio might be helpful.

Before a Tornado

- **Pay close attention to weather reports.**
- **Know the difference between a tornado watch (when conditions are ripe for a tornado to form) and a tornado warning (when a tornado has been spotted in the area or a severe weather event is occurring or imminent).**
- **Plan where to go during severe weather - leave your manufactured home. Go to a friend or relative's basement, or go to the lowest level of a permanent structure such as the community club house.**

During a Tornado Warning

- **When a tornado warning has been issued, leave your manufactured home immediately. Go to your pre-determined safe place.**
- **Stay in the center of the building, away from windows.**
- **If no shelter is available, go outside in the open. Lie face down in a low area or ditch with your hands covering the back of your head and neck. Be aware of possible flooding or flying debris. Do not try to outrun the tornado, tornadoes don't last long, and you are much safer lying down.**
- **Be sure to keep a portable radio handy - with working and extra batteries.**
- **Keep your Family Disaster Supplies Kit near an exit door.**

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FIRST AID

- **Information on first aid can be found in your local phone book or by contacting the American Red Cross.**
- **Utilize known persons who are medically trained (such as Doctors, Nurses, or people medically trained in CPR and first aid) to assist in administering first aid to those injured.**
- **If the injured individual(s) are in imminent danger they should carefully be moved to a safe location to administer first aid. In the case where injuries are severe and movement could cause further injuries, do not move the injured. Make the injured person(s) as comfortable as possible and wait for emergency personnel.**
- **Before emergencies, prepare a first aid kit. Have the kit in an easy to locate place. Make sure all family members know the location of the kit.**

Sample First Aid Kit:

- **Sterile adhesive bandages (assorted sizes)**
- **2- and 4-inch sterile gauze pads (4-6 each)**
- **Hypoallergenic adhesive tape**
- **Triangle bandages (3)**
- **2- and 3-inch sterile roll bandages (3 each)**
- **Scissors**
- **Tweezers**
- **Needle**
- **Moistened towelettes**
- **Antiseptic**
- **Thermometer**
- **Tongue blades (2)**
- **Petroleum jelly or other lubricant**
- **Safety pins (assorted sizes)**
- **Cleansing agent/soap**
- **Latex gloves (2 pairs)**
- **Sunscreen**
- **Aspirin**
- **Syrup of Ipecac**
- **Activated charcoal (use only if advised by the Poison Control Center)**

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Family Disaster Supplies Kit:

Government and Relief Agencies estimate that after a major disaster, it could take up to three days for relief workers to reach some areas. In such cases, a 72 hour disaster supply kit could mean the difference between life and death. In other emergencies, a 72 hour disaster supply kit means the difference between having a miserable experience or one that's like a pleasant family camp out. In the event of an evacuation, you will need to have items in an easy-to-carry container like a backpack or duffle bag.

Consider these general categories for preparedness:

- **3-5 gallons of water (one gallon of water per person per day)**
- **Method of water purification**
- **Matches in a waterproof container**
- **Second method of starting a fire**

Food: ready-to-eat canned meat, fruit and vegetables; canned juice, milk, soup; high energy foods - peanut butter, jelly, crackers, granola bars, trail mix; specialty foods for infants, elderly persons or persons on special diets; comfort/stress foods - cookies, hard candy, sweetened cereals, lollipops; instant coffee, tea bags; vitamins

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- Tent/shelter
- Wool-blend blankets or sleeping bags (1 per person)
- Emergency reflective blanket
- Lightweight stove and fuel
- Hand and body warm packs
- Rain poncho
- Light sources
- Flashlight, batteries, and extra batteries
- Candle
- Light sticks
- Tools (pliers, hammer, screw drivers, bolt cutters)
- Pocket/utility knife
- Shovel
- Hatchet or axe
- Sewing kit
- 50-foot nylon rope
- First aid kit and supplies
- Burn gel and dressings
- Bottle of potassium iodide tablets
- Radio, batteries, and extra batteries
- Whistle with neck cord
- Personal sanitation equipment
- Personal comfort kit (include soap, toothbrush, toothpaste, comb, tissue, razor, deodorant), and any other needed items
- Extra Clothing (include at least one complete change of clothing and footwear per person per day) extra socks, underwear, hat, gloves, and sturdy shoes
- Mess kits, paper cups, plates and plastic utensils
- Cash (at least $20) or traveler's checks, change for phone calls
- Non-electric can opener
- Fire extinguisher: small canister, ABC type
- Important family documents (copies of birth certificates, marriage licenses, wills, insurance forms, phone numbers, credit card information, financial records, veterinarian records, extra keys for your house and car
- Signal flare
- Household chlorine bleach
- Special or prescription medication
- Contact lenses and supplies; a spare set of contacts or glasses if available
- Baby items - formula, diapers, bottles, powdered milk, medications, and favorite security items

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- **Games, books, toys**
- **Sun block/sun glasses**
- **Insect repellent**
- **Tape**
- **Compass**
- **Aluminum foil**
- **Portable toilet**

You should inspect your kit at least twice a year. Rotate food and water every six months. Check children's clothing for proper fit. Adjust clothing for winter or summer needs. Check expiration dates on batteries, light sticks, warm packs, food and water. Keep a light source stored in the top of your kit for easy access in the dark.

Your kit should be in a portable container located near an exit of your house. A large plastic garbage can with a lid makes an excellent storage container. Make sure you have not overloaded your kit as you may have to carry it long distances to reach safety or shelter.

You may want to have a backpack or duffle bag for each family member and divide up the rations in the event that family members are separated during evacuation or the disaster.

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Contacts:

The following is a partial listing of federal, state and local agencies who supplied information for this guidance and who may be able to provide additional information on individual emergency preparedness:

Agency:	**Telephone Number:**
State-Federal Flood Operations Center	**(800) 952-5530**
Department of Water Resources **Flood Operations Office**	**(916) 574-2612**
Office of the State Fire Marshall	**(916) 445-8200**
California Emergency Management Agency **Inland Region** **3650 Schriever Avenue** **Mather, CA 95655**	**www.calema.ca.gov** **(916) 845-8510**
Coastal Region **1300 Clay Street, Suite 400** **Oakland, CA 94612**	 **(510) 286-0895**
Southern Region **4671 Liberty Avenue, Building 283** **Los Alamitos, CA 90720-5158**	 **(562) 795-2900**
Department of Housing and Community Development (HCD) Division of Codes and Standards **Manufactured Housing Section**	 **(916) 445-3338**
HCD Northern Area Office **8911 Folsom Blvd., Sacramento, CA 95826**	 **(916) 255-2501**
HCD Southern Area Office **3737 Main Street, Suite 400, Riverside, CA 92501**	 **(951) 782-4420**

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Governor's Office of Emergency Services

Mutual Aid Region I: Encompasses the counties of San Luis Obispo, Santa Barbara, Ventura, Los Angeles, and Orange	**(562) 795-2900**
Mutual Aid Region II: Encompasses the counties of Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Marin, Solano, San Francisco, Contra Costa, San Mateo, Alameda, Santa Cruz, Santa Clara, Monterey, San Benito	**(510) 286-0895**
Mutual Aid Region III: Encompasses the counties of Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Sierra, Colusa, Sutter, Yuba	**(916) 224-4835**
Mutual Aid Region IV: Encompasses the counties of Nevada, Placer, Yolo, El Dorado, Sacramento, Amador, Calaveras, Alpine, San Joaquin, Stanislaus, Tuolumne	**(916) 262-1772**
Mutual Aid Region V: Encompasses the counties of Merced, Mariposa, Madera, Fresno, Kings, Tulare, Kern	**(209) 445-5672**
Mutual Aid Region VI: Encompasses the counties of Mono, Inyo, San Bernardino, Riverside, San Diego, Imperial	**(562) 795-2900**

Western Propane Gas Association
2131 Capitol Avenue, Suite 206
Sacramento, CA 95816 **(916) 447-WPGA (9742)**

American Red Cross
Disaster Assistance Division **(916) 368-3130**

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Earthquake Preparedness Center of Expertise **Attn: CESPD-CO-EQ** **211 Main Street** **San Francisco, CA 94105-1905**	**(415) 744-2809**
Western Manufactured Housing Communities Association (WMA), **455 Capitol Mall, Suite 800,** **Sacramento, CA 95814**	**(916) 448-7002**
California Mobilehome Resource & Action Association (CMRAA) **3381 Stevens Creek Blvd., Suite 210** **San Jose, CA 95117**	**(408) 244-8134**
National Weather Service (NWS) **3310 El Camino Avenue, Room 226** **Sacramento, CA 95821**	**(916) 979-3041**
American Red Cross	**www.redcross.org**
Centers for Disease Control	**www.cdc.gov**
Disaster Help	**www.disasterhelp.gov**
Federal Emergency Management Agency	**www.fema.gov**
U.S. Department of Homeland Security	**www.ready.gov**
Emergency Preparedness for Home and Business:	**http://www.oes.ca.gov/Operational/OESHome.nsf/a0f8bd0ee918bc3588256bd400532608/06a6f8ffce99346b88256cd20079918d**
Humane Society of the United States	**www.hsus.org/disaster**
Community Animal Response and Evacuation Group	**http://evacuatemypet.com/index.html**
California Animal Shelters	**www.cacda.org/shelters.cqs**

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California Department of Food and Agriculture Downloadable Animal Disaster Preparedness Brochures	**www.cdfa.ca.gov/ahfss/ah/disaster_prep_Brochures.htm**
Listing of Hotels that Allow Pets	**www.petswelcome.com/**
FEMA Pet Preparedness	**www.fema.gov/plan/prepare/animals.shtm**
American Society for the Prevention of Cruelty to Animals Disaster Preparedness	**www.aspca.org/site/PageServer?pagename=disaster**
Humane Society Disaster Preparedness	**www.hsus.org/hsus_field/hsus_disaster_center/**
Centers for Disease Control and Prevention - Protecting Pets in an Emergency	**www.bt.cdc.gov/disasters/petprotect.asp**
United Animal Nations	**www.uan.org/index.cfm?navid=27**
US Search and Rescue Task Force	**www.ussartf.org/pets_and_disasters.htm**
City of Montclair	**www.ci.montclair.ca.us/**

Appreciation is Expressed to the Montgomery County Advanced Practice Center for Public Health Emergency for their cooperation and assistance. Montgomery County, Md. ***www.montgomerycountymd.gov***

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Regulations: The Law

You should be familiar with the current governing regulations and requirements for parks in a floodway. California Code of Regulations Title 23, Section 114 outlines the existing general evacuation procedures for mobilehome and recreational vehicle parks in a floodway.

§ 114. Mobile Home Parks and Recreational Vehicle Parks.

(a) The following definitions apply to this section:

(1) Existing Mobile Home Park –means any area within a floodway on which two or more mobile homes have been maintained prior to the adoption of the area as an authorized flood control project, as a plan of flood control, or as a designated floodway.

(b) Mobile home parks are subject to the following requirements:

(1) New mobile home parks are not permitted within an adopted plan of flood control except in floodway areas classified as zone B as described in § 113.

(2) New mobile home parks are not permitted on a levee section or within ten feet of a levee toe.

(3) Existing mobile home parks located within an adopted plan of flood control may remain if a permit from the Reclamation Board has been obtained, a current implementable evacuation plan is on file with the board, and the following criteria continue to be enforced:

(A) The locations of all structures, mobile homes, recreational vehicles, and appurtenances are shown on the evacuation plan.

(B) The location of the river staff gauge and the gauge height that will indicate an evacuation of a mobile home park are shown on the evacuation plan.

(C) The number of tow vehicles and the usual location of such tow vehicle to be used to evacuate a mobile home park are shown on the evacuation plan.

(D) The locations of emergency storage areas outside the floodway for the mobile homes, recreational vehicles, portable and floatable structures are shown on the evacuation plan.

(E) The route to be used to evacuate mobile homes from a mobile home park to the emergency storage area is shown on the evacuation plan.

(F) After the initiation of an evacuation, all mobile homes not anchored in place and all recreational vehicles, and portable and floatable structures are removed from the floodway within the time period specified in the evacuation plan.

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(G) **Existing multiple-wide mobile homes, unless specially designed for quick removal, are anchored in place with concrete deadmen.**

(H) **New multiple-wide mobile homes, unless specially designed for quick removal, are not permitted.**

(I) **A copy of the evacuation plan is provided to all residents of the mobile home park.**

(J) **The park permittee or the manager has a duplicate of all keys necessary to move a mobile home and a signed statement allowing the removal of an absentee owner's mobile home during an emergency evacuation.**

(K) **The permittee of a mobile home park accepts sole responsibility for initiating an evacuation of the park.**

(L) **Mobile homes not anchored in place, all portable structures, and recreational vehicles have axles, wheels, and any required tow hitch installed, and are in a readily movable condition at all times.**

(M) **Any related structures, such as laundry rooms or storage buildings, are securely anchored to prevent floatation during high water and are not utilized for human habitation.**

(N) **If significant flood damage occurs to any of the mobile homes or other park structures due to failure of the evacuation plan or its execution, the park may not continue operating without approval of the board.**

[California Code of Regulations, Title 23 § 114, subds. (a) and (b)]

1994 Uniform Fire Code: Standard 82-1 (g) Where necessary to prevent flotation due to possible high flood waters around aboveground containers, or high water table for those underground, containers shall be securely anchored.

EVACUATION: SB 23, section 1 states: It is the intent of the Legislature that an owner or operator of a mobilehome park or manufactured home community communicate to residents essential evacuation routes and basic emergency preparedness information in a manner appropriate to the community. It is not the intent of the Legislature that an owner or operator be responsible for physically evacuating residents from their homes during an emergency. <u>It is further the intent that residents take personal responsibility for themselves during an emergency.</u>

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FREQUENTLY ASKED QUESTIONS

Q. What should I do to be prepared in case of an emergency?

A. **Everyone should prepare an "emergency response plan" for themselves for both home and office. This plan should include lists of who you will contact outside of the area should an emergency occur, family emergency numbers, school contacts, an emergency meeting place for the family, and local contacts. Be sure to include other pertinent information such as medical information, medications and physician/pharmacy phone numbers. Be sure to discuss the plan with your loved ones and coworkers.**

You should also be prepared to "shelter-in-place" for three days (for example, in preparation for a major snowstorm). To shelter comfortably, you will need a disaster supply kit as defined above (all the items you normally use that you would need for 3 days should an emergency occur)

Q. Why is planning so important?

A. **It is everyone's responsibility to be prepared for any emergency. Initially, emergency services will be consumed with responding to the disaster. It is up to each of us to prepare. Planning in advance will help you, your family, and friends manage an emergency in a calm and effective way, which will help keep you safe.**

Q. How can I obtain information in an emergency?

A. **There are several sources for emergency information:**

- **Local television and radio stations, which will broadcast emergency alerts**
- **Emergency announcements broadcast on weather alert radios, which are available for purchase at stores that carry home electronics. For more information about weather alert radios, visit www.nws.noaa.gov/nwr**

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Q. What if the City has to be evacuated? What will the City do for me?

A. In the unlikely event that an evacuation is ordered, communication to the public is of the utmost importance. An evacuation order would specify the perimeters of the area to be evacuated and direct residents to the available shelters. Residents of areas that are not in the evacuation area would be directed to stay where they are (shelter-in-place).

Q. If we have to evacuate or relocate, will the City provide shelters?

A. There may be numerous facilities that are equipped to serve as shelters. Contact the City to determine this. These locations are not published in advance, as many factors will determine which shelters(s) would be opened. Some of these factors include the size and severity of the disaster, the disaster location and the number of people needing shelter. When the determination is made to open a shelter, the community will most likely be notified through the media.

Q. What can community members do to help evacuate themselves and others?

A. Maintain your sense of community. Use your vehicle to provide transportation to others. Do not add to traffic gridlock. If you are not in an area affected by the evacuation, stay where you are, shelter-in-place. Listen to the media for updates as circumstances change.

This plan is the exclusive statement of the information provided by the management as to the requirements of SB23. Use and reliance on this and other materials from residents which address or advise actions to be taken in the event of an emergency, is at the sole risk of resident. According to SB 23, "[I]t is further the intent that residents take personal responsibility for themselves during an emergency."

Management welcomes all resident efforts for self-reliant preparedness and evacuation. However, the management and owner are taking no part in the actual notification, contact, coordination or evacuation of any resident in the event of an emergency as stated in the law. As per state law, residents take personal responsibility for themselves during an emergency. Management disclaims all responsibility for and all connection to or with resident efforts or programs the residents may choose to implement for their own protection in the event of emergencies.

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