

HIGHLAND SPRINGS COUNTRY CLUB

EMERGENCY ACTION PLAN

2018



**HIGHLAND SPRINGS COUNTRY CLUB
EMERGENCY ACTION PLAN
2018**

TABLE OF CONTENTS

	Page
Purpose of Plan	1
Plan Overview	1
 SECTION 1 – CONTROL CENTER & STAFFING	
A. Emergency Coordinator	2
B. Communications Director	2
C. Medical Triage Director	3
D. Rescue/Transport Director	4
E. Facilities & Security Director	5
F. Records Manager	6
G. Secretary/Scribe	6
 SECTION 2 – DISTRICT CAPTAINS & BLOCK CAPTAINS	
A. District Captains	7
B. Block Captains	8
 SECTION 3 – COMMUNICATIONS OPERATIONS	
A. Internal Communications	9
B. External Communications/“Races”	9
 SECTION 4 – MEDICAL TRIAGE OPERATIONS	
A. Staff Personnel	10
B. Medical Supplies	10
C. Response Guidelines	10
D. Requests for Assistance	11
E. Field Treatment	11
F. Transportation	11

	Page
SECTION 5 – RESIDENT’S PERSONAL PREPAREDNESS ACTIONS	
A. Medical Status and Information	12
B. Home EAP Card	12
C. Pets	12
D. Other Recommendations	12
E. Take responsibility for your own safety	13
F. In Case of Emergency	13
G. In Case of an Earthquake	13
H. Family Emergency Plan	14
I. What Should be in Your “Grab and Go” Bag	14
SECTION 6 – EVACUATION PLAN	
A. Purpose of a Plan	15
B. Evacuation Notice	15
C. Evacuation Sites	15
D. How to Evacuate	15
E. What to Bring	16
APPENDIX “A” EVACUATION ROUTE MAP	17
APPENDIX “B” CONTROL CENTER STAFF	18
APPENDIX “C” DISTRICT CAPTAINS & BLOCK CAPTAINS	19
APPENDIX “D” TRAINING & ASSIGNMENTS	20

HIGHLAND SPRINGS COUNTRY CLUB EMERGENCY ACTION PLAN

INTRODUCTION

It is a fact that we may be susceptible to the devastating effects of both natural and man-made disasters that can occur at any time. Subsequently, any catastrophic event will overtax the resources of local emergency services and utility companies for the first hours (and possibly days) following the incident. During that period, we may well have to take care of ourselves, so it would be irresponsible (even foolish) not to be prepared for an event of this magnitude.

The Disaster Preparedness & Safety Committee is a committee of residents which has undertaken the task of planning, organizing, and development this Disaster Preparedness Plan for the residents of the Highland Springs Country Club. This plan identifies tasks that must be performed during an emergency situation and positions or responsibility to accomplish these tasks. An effective emergency survival and recovery plan is our best insurance against the devastating effects of a major disaster, and our community's ability to survive a catastrophic event.

Our plan was prepared using the latest edition of the "Emergency Preparedness Action Plan," of the Sun Lakes Country Club, and the "Emergency Action Plan" of the Highland Springs Village. We are thankful for the use of these plans. However, like any other plan, for this plan to be successful, it must have the continuing support of all residents!

DESCRIPTION

This document describes a survival plan for the residents of the Highland Springs Country Club to be implemented should an event of a potentially catastrophic nature threaten our well being. This plan identifies tasks that must be performed during an emergency situation and positions of responsibility to accomplish these tasks. It includes procedures for:

- Collecting and assembling data for the emergency notification of an assistance to the residents of the Highland Springs Country Club
- Communicating information to the proper authorities
- Providing emergency medical assistance
- Providing survival emergency supplies
- Assessing the status of utilities, means of ingress/egress, structural integrity, etc.
- Informed professional decision making

Fully implemented and responsibility exercised, this plan will provide the structure within which the negative effects of a major disaster can be minimized.

SECTION 1. CONTROL CENTER

The Control Center is the golf course putting green area and operated under the direction of an Emergency Coordinator or their appointed alternate in their absence. This position is the main communication link between the community and outside services, e.g. fire, police, utilities, medical, etc. that may be needed.

The Control Center is divided into five divisions with each division having a director with specific education and/or experience in managing emergency situations in that field. This staff reports to the Control Center following the occurrence of an event. The basic goal of this body is to assess the damage caused by a catastrophic event (earthquake, flood, fire, etc.) and to anticipate any potential problems. The staff then takes action to eliminate or minimize the effect of the event on residents.

The following is a brief description of the responsibilities of the Emergency Coordinator and each director. Each director is to provide supervision and training for his/her unit in the execution of this plan, and have an alternate who will serve in their position in his/her absence.

Emergency Coordinator: The Emergency Coordinator is responsible for coordinating all activities of the Emergency Preparedness Committee and for the activation of the Emergency Plan following an event that requires activation. There shall be an alternate Commander available when the Executive Director/Incident Commander has a planned absence from the community. Duties and responsibilities include the following:

1. Arranging Emergency Preparedness meeting times, programs and agendas and clearing these scheduled activities on the Master community calendar scheduler.
2. Sending out a group e-mail to all EP members of these meetings with meeting reminders and communication as necessary.
3. Submitting, or arranging for submittal, a monthly *Breeze* article.
4. Attending the monthly BOD planning meeting (currently second Wednesday of each month) and the monthly BOD homeowners meeting (currently the fourth Wednesday of each month) to report on the committee's behalf. When unavailable, arranges for an alternate to attend and report.
5. Attends monthly PASSCOM meetings (currently the second Tuesday of each month from 8:30 a.m. to 10:00 a.m. at the San Gorgonio Memorial Hospital).
6. Filling any vacant Director positions and their subsequent training. Notifies all EP members via e-mail of any committee changes.
7. In a major event, reports to the Control Center for possible plan activation.
8. In charge of activating the Emergency Action Plan should it be necessary in an event, and deactivating the plan when the emergency has finished.
9. Communicates with directors (currently via c-b radio, channel 8), and district captains (currently via c-b radio, channel 9), and assigns a substitute in the absence of a director or captain during an event.

Communications Director The Communication Director is the key person for communication within the community with other directors and with District Captains, and responsible for the inventory, reliability, and accessibility of on-site communications equipment and c-b radio assignments. This Director maintains a c-b radio at home ready for use. There are assigned alternates to assist in the director's absence or when the Emergency Plan is activated. The Director is responsible for their supervision and training for the execution of this plan. Duties include the following:

1. Reports of the Control Center in any possible emergency situation.
2. When directed by the Emergency Coordinator (or alternate in their absence) announce an alert on C B channel #8 (identified as "Operations" to the three (3) other directors: Medical Triage, Rescue & Transport, and Facilities & Security, and perform a radio check.
3. When directed by the Emergency Coordinator. (or alternate in their absence) announce an alert on C B channel #9 (identified as "The Net") to the four District Captains, and perform a radio check.
4. If the Emergency Coordinator. determines if plan is to be activated, announce on radio channels 8 and 9: **"THE NET IS OPEN FOR HSCC COMMUNICATIONS OF CHANNEL 8 AND 9."**
5. Receives, prioritizes and organizes information from District Captains and transmit pertinent information to the appropriate authority.
6. Receives information from governmental agencies and other sources, and transmits this information to the Emergency Coordinator. The Communications Director may be directed by the Emergency Coordinator to transmit the information to District Captains for further action.
7. Participates bi-annually in an Activation Drill. For a drill, an announcement will be made stating, "EXERCISE NET FOR EMERGENCY ACTION PLAN."

Medical Triage Director: This position is the highest on-site medical authority and, as such, controls all medical related resources including the dispatch of first aid medical personnel. This Director maintains a CB radio at home ready for use. There are assigned alternates to assist the director in their absence or when the Emergency Plan is activated. The Director is responsible for their supervision and training for the execution of this plan. Care given will fall under the Good Samaritan Law. Treatment requiring a doctor's order will not be given. Duties include:

1. Tunes C B radio to Channel #8 ("Operations") whenever a possible plan activation to communicate with the Communications Director.

2. Maintains a current roster of qualified on-site first aid medical personnel, their location and availability.
3. Monitors the amount and readiness of on-site medical supplies inventory.
4. Directs Triage Area and set up.
5. Contacts Communication Director to request paramedic + rescue transport. (Ground – clubhouse parking lot; Air – east side golf course).
6. Documents actions taken, identity and location of persons in need, disposition and/or transportation information.
7. Provides a report of damage and corrective action that can be taken in the future.
8. Participates bi-annually in an Activation Drill. For a drill, an announcement will be made stating, “EXERCISE NET FOR EMERGENCY ACTION PLAN.”

Rescue/Transport Director The Rescue/Transport Director is responsible for a staff or residents (Cert Team Members, Medically Trained Persons and Trained Rescuers) which will provide for the physical rescue of trapped persons, as well as other needs (e.g. transportation, medical unit assistance, fire suppression, etc.) during an event. This Director maintains a CB radio at home ready for use. There are assigned alternates to this position to assist in the director’s absence or when the Emergency Plan is activated. The Director is responsible for their supervision and training for the execution of this plan. Duties include the following:

1. Develop a plan and organize and oversee a rescue unit to respond to and resolve a wide range of problem situations.
2. Works with the Facilities/Damage Assessment Director on the use of any needed vehicles, if needed.
3. Works with Medical Triage and the Communications Director when a paramedic and/or rescue transport is requested. For ground transport, makes certain that the clubhouse parking lot is clear, and for air transport, arranges a landing site on the east side golf course.
4. Participates bi-annually in an Activation Drill. For a drill, an announcement will be made stating, “EXERCISE NET FOR EMERGENCY ACTION PLAN.”

Facilities & Security Director: The Facilities & Security Director is the highest on-site facility utilization authority and the final decision-making authority for property and equipment of HSCC (clubhouse, maintenance building on east side property, golf course, tennis courts, etc.). This Director maintains a c-b radio at home ready for use. The Facilities Director is responsible for assessing the structural integrity of buildings to be used as well as areas to be used for communication centers, refuse areas, or other uses critical to a survival effort, in accordance with the parameters established by the HSCC Board of Directors.

The Facilities & Security Director is also responsible for developing and maintaining a Security Plan to be implemented so that the community is not vulnerable to entry by looters or other unauthorized persons in an emergency situation. The Facilities & Security Director has alternates assigned to assist when the Emergency Plan is activated and is responsible to provide supervision and training for the execution of this plan. General duties include the following:

1. Keeps c-b radio tuned to Channel #8 (“Operations”) for communication with the Communications Director.
2. Activates a Security Plan to prevent unauthorized entry into the community.
3. Inspects all interior streets and community gates and reports to the Control Center Staff on the status of same.
4. Assesses the status of utilities (water, sewer, natural gas, electric).
5. Assesses the status of the clubhouse and accessory buildings, streets and gates that may be used for ingress, egress, and refuse areas, etc. and reports the status of same to the Communications Director.
6. In addition to main gate, which should open automatically in case of a power failure, consults with the Emergency Coordinator on whether other gates should be opened.
7. Works with the Rescue/Transport Director on the use of any needed vehicles.
8. When notified by the Communications Director “THE NET IS NOW CLOSED FOR HSCC COMMUNICATIONS,” notifies alternates of same.
9. Provides a report of damage and corrective action that can be taken in the future.
10. Participates bi-annually in an Activation Drill. For a drill, an announcement will be made stating, “EXERCISE NET FOR EMERGENCY ACTION PLAN.”

Records Manager: The Records Manager is responsible for the establishment of a system to maintain information received, actions taken. Duties include the following:

1. Maintains the master set of EAP job descriptions, assignments, and forms, and maintains a stock of forms as needed.
2. Distributes Resident – Emergency form and other related documents to Block Captains for completion and distribution to residents in their area.
3. Inputs information from the Resident Emergency Data form into computer and maintains a copy of form in the Master file in the office.
4. May act as Secretary/Scribe in his/her absence.
5. Makes updates to the Emergency Plan when requested by Emergency Staff, including updates to appendix attachments.
6. When the Emergency Plan is activated, reports to the Control Center for assistance with records as needed.
7. Participates bi-annually in an Activation Drill. For a drill, an announcement will be made stating, “EXERCISE NET FOR EMERGENCY ACTION PLAN.”

Secretary/Scribe: The Secretary/Scribe is responsible for the collection of information. Duties may include the following:

1. Records and maintain committee meeting minutes and actions as requested.
2. Oversees a sign in sheet of attendees for any meetings.
3. Files a copy of the minutes (and sign-in sheet, if prepared) with the Board of Directors for permanent committee records.
4. During an event, when the Emergency Action Plan is activated, reports to the Control Center for scribing duties.
5. Maintains a record of information and actions both taken and deferred during an event.
6. Participates bi-annually in an Activation Drill. For a drill, an announcement will be made stating, “EXERCISE NET FOR EMERGENCY ACTION PLAN.”
7. Works with the Emergency Coordinator as needed for meeting notifications, etc.

SECTION 2. DISTRICT CAPTAINS & BLOCK CAPTAINS

A. District Captains District Captains are responsible for directing EAP operations in their assigned district. They are the main link between the Control Center and Block Captains under their jurisdiction. Each district is divided into zones containing about 10 - 19 residential units per zone overseen by a Block Captain. Each District Captain has an assigned alternate who will serve in their absence should the activation of the Emergency Action Plan be required. Regular duties of a District Captain include the following:

1. Maintaining their District's EAP Binder and c-b radio in their home.
2. Transferring their District Captain Binder and their assigned radio to their Alternate District Captain when an absence from the community over a day is planned and the Alternate is to assume responsibility.
3. Assist Block Captains with the periodic collection of resident information for the completion of a Resident Emergency form.
4. Be available, or find someone available, to cover when both a Block Captain and their Alternate Block Captain will be away from the community at the same time.
5. Participates bi-annually in an Activation Drill. For a drill, an announcement will be made stating, "EXERCISE NET FOR EMERGENCY ACTION PLAN."

When the Emergency Plan is activated, the District Captain shall:

1. Maintain radio contact with Communications Director on Channel 9 to report any needs/concerns and to be informed of any changes/updates.
2. Report to their assigned gate to receive reports from Block Captains under their assignment.
3. Summarize and forward updated information to the Communications Director while remaining at their assigned district gate to provide a link between the Control Center, Block Captains, and residents.
4. When the Communications Director announces, "**THE NET IS NOW CLOSED FOR HSCC COMMUNICATIONS,**" notify their respective Block Captains.

B. Block Captains Block Captains are residents who represent a group of neighborhood homes and maintain a vital link between the residents in their zone and their assigned District Captain. They maintain an Emergency Preparedness folders at home with information on the residents assigned to them. The folder may be transferred to their Alternate in their absence from the community, unless the Alternate already has their own folder. Block Captain have an assigned Alternate Block Captain to serve in their absence should the activation of the Emergency Action Plan be required. Should both the Block Captain and Alternate Block Captain be scheduled to be away from the community at the same time, they are to notify their District Captain in advance. If possible, Block Captains and their Alternate should come from different households and reside in the zone they represent.

Regular duties include the following:

1. Meet with residents in their area to complete a Resident Emergency Data form when notified of a new resident by the Records Director.
2. Once the Resident form is completed, submit a copy to the Records Manager and keep the original form in their Block Captain folder.
3. If resident declines to complete form, so note this on blank form and submit a copy of same to the Records Manager so that information can so be noted.
4. At least bi-annually, visit or call each resident in assigned zone to update existing information (names, addresses, phone numbers, medical conditions, emergency contact, etc.). Forward any changes to the Records Director.
5. Notify their Alternate Block Captain when expected to be unavailable for service.
6. Participates bi-annually in an Activation Drill. For a drill, an announcement will be made stating, "EXERCISE NET FOR EMERGENCY ACTION PLAN."

When the Emergency Plan is activated, the Block Captain shall:

1. Survey assigned area noting displayed red and green cards where help may be needed, and to check for any damage. Gas and electricity should be shut off where a problem exists. Report findings to District Captain for appropriate action.
2. Take care moving mobile injured residents to the Medical Triage (Clubhouse Putting Green area). For a person with possible major injuries (back, neck, internal), **DO NOT MOVE, UNLESS IN IMMINENT DANGER**. Report situation immediately to the District Captain for assistance from Rescue and Transport.
3. Notify their respective District Captain when they are done patrolling their assigned area, and then report to the Control Center in case further assistance is needed.

SECTION 3: COMMUNICATIONS OPERATIONS

Communications protocol is based on a “worst case scenario.” It is assumed that all normal means of communicating would be cut off – telephones – cellular phones – etc. This leaves CB (Citizens Band) radio and Amateur Band radio as source internal and external link to the needs and services required within HSCC and those services available only outside the community (ambulance – fire – rescue – etc.). In order to maximize effective communications so that our most immediate needs are taken care of, there will be two levels of communications established.

A. Internal Communications

1. Emergency staff will place their c-b radios on standby “ON ALERT,” and the Control Center will be “**ON WATCH**” to see if the emergency plan is activated.
2. The Control Center conducted a radio check to ensure that communication is possible.
 - a. Channel 8 (“**OPERATIONS**”) is allocated for communications between the **Directors** and the Communications Director.
 - b. Channel 9 (“**THE NET**”) is allocated for communications between **District Captains** and the Communications Director.
3. If the Emergency Coordinator determines the emergency plan is to be activated, the Communications Director will announce: “**THE NET IS OPEN FOR HSCC COMMUNICATIONS OF CHANNEL 8 AND 9.**”
4. When an incident slows or ends, an announcement will be made from the Control Center on both Channel 9 and Channel 8 saying, “**THE NET IS NOW CLOSED FOR H.S.C.C. COMMUNICATION.**”
5. At least two exercises per year will be held when the NET will be open for a communication exercise (c-b radio drill), not including the emergency action plan operations, unless stated otherwise.

B. External Communications - RACES

For external communications outside of the community, it is assumed that all normal means of communicating would be cut off – telephones – cellular phones – etc. This leaves CB (Citizens Band) radio and Amateur Band radio as source internal and external link to the needs and services required within HSCC and those services available only outside the community (ambulance – fire – rescue – etc.).

“**RACES**” (Radio Amateur Civil Emergency Service) is handled by amateur radio through an amateur radio operator located at the Control Center. External communication in a disaster situation will be handled by 2 meter FM link or 70 CM FM link to one or more established EOC’s (Emergency Operating Centers) in the area. The San Gorgonio Pass Amateur Radio Club “SPARC” is dedicated to the interests of radio communications and emergency preparedness, and provides a wide variety of volunteer services to the community. Their call sign is “W6PRC.”

SECTION 4. OPERATING PROCEDURES

MEDICAL UNIT OPERATIONS

A. Staff Personnel

1. Medical Triage Director: This position will be filled by a physician's assistant or a nurse. During an Event, this person:
 - a. Controls all on-site emergency medical operations.
 - b. Receives reports of medical needs in the community.
 - c. Dispatches medical assistance as needed.
 - d. Maintains a Staff at the **Control Center** sufficient to provide organizational flexibility.
 - e. Maintains a close working relationship with the Security and Communications Directors.
 - f. Keeps a record of information received and action taken.
2. Line of Succession: Staffing for the Medical Triage Director's position will be posted in all Control Center staff binders.

B. Medical Supplies

All medical supplies will be stored in the disaster storage room adjacent to the pool area.

C. Response Guidelines

1. Medical personnel should first determine their own status, other persons in their home, the condition of their home, and the practicality of leaving.
2. Personnel who are able to respond to the Control Center shall place their EAP green "OK" card preferably in a street-facing window, or a location easily visible from the street, before leaving their residence.
3. Choose the safest route available to the Control Center and be on alert.
4. If driving a motor vehicle, DO NOT park in the clubhouse parking lot as this area is for emergency vehicles only. If driving a golf cart, bicycle, etc., park in a grassy area away from the immediate Control Center.

5. When en route to the Control Center, should you encounter someone in need of medical attention, provide what help you can and send someone to the Control Center to notify the Medical Triage Director.
6. The Medical Director's call sign will be "Medical and Triage" and all radio communications pertinent to medical operations will be directed to them. The Medical Triage Director will maintain a record of all signs and nurses/districts to which they are assigned.
7. A small staff of nurses will be held in reserve at the Control Center to respond to high priority calls.

D. Request for Assistance

1. Requests for assistance must be called to the Medical Triage Director.
2. Requests for assistance that require medical training will be filled by on-site medical staff, as they can be made available.
3. A pool of non-medically trained personnel will be maintained in the Control Center to respond to requests for assistance that do not require medical training.
4. If/when life threatening injuries or illnesses are encountered, immediately inform the Medical Triage Director. The following actions will be initiated:
 - a. Top priority requests will be made to off-site medical authority for paramedic transport (ambulance or helicopter).
 - b. Rescue/Transport will be dispatched preferably with a flat-bed transport vehicle to assist and/or transport victim(s) to a pickup point (clubhouse parking lot or east side golf course), if that action is required.

E. Field Treatment

Of necessity, treatment must be sufficient to control the immediate problem but completed quickly enough to allow medical staff to become available to help others. It should be regarded as remote triaging.

F. Transportation

HSCC golf carts will be located near the Control Center and available for EAP use. By the time medical personnel arrive at the Control Center, Facilities & Security will have information of the status of streets and the advisability of using carts, cars or other means of transportation.

SECTION 5: RESIDENT'S PERSONAL PREPAREDNESS ACTIONS

This section provides information applicable to our community and lists actions that HSCC residents can take to assist in better identifying those residents in need of help so that time is not wasted on residents not requiring help.

A. Medical Status and Information

Each resident should maintain an information card placed in a zip lock plastic bag and stored in the refrigerator (near the front where visible). The following information should be included:

1. Doctor's name and telephone
2. List of medical conditions
3. Medications being taken for each resident and location where medication is stored.
4. All medical allergies
5. Name and telephone number of an off-site person to be notified in case of injury or death.
6. Any other information you would want available to people trying to help.

B. Home EAP card

Each resident should have both a Green and Red EAP card that is to be placed in a street-facing window, or a location easily visible from the street, in emergency situation. When no assistance is needed, place green "OK" card. If assistance is needed, place the red "HELP" card to draw the attention of emergency personnel.

C. Pets

If you intend to remain on-site, place your pets in a motor vehicle with adequate water, food and ventilation. If you are leaving, take them with you. Keep all pets leashed or in an appropriate container.

(You may want to provide information on your dog or cat on your resident's Emergency information form. This information may be helpful in matching a pet with its owner should your pet become stranded).

D. Other Recommendations

1. During an earthquake, stay away from windows, glass objects, sliding doors, etc. Breaking glass is a major source of injury.
2. Do not extinguish natural or propane gas fueled lines until the source has been shut off.
3. Secure tall furniture to the wall
4. Keep propane barbecue tanks filled in case needed for emergency cooking and water heating.

E. Take Responsibility for Your Own Safety

Secure Your Belongings

- Strap top-heavy furniture and appliances to walls
- Secure TVs and other heavy objects that can topple
- Look up! Is there anything that can come crashing down?
- Install a fire extinguisher (and routinely check gauge for proper pressure)

Stock Up on Supplies

- Store and rotate plenty of water
- Store and rotate plenty of food
- Have an extra supply of medication
- Have extra pet supplies
- Store a supply of batteries for portable radios and flashlights.
- Keep an extra set of bedding to take with you in case you are displaced.

Power, Fuel, Money

- Generator – If you need power for medical devices or life support machines. (Note: The Control Center only has power to run the First Aid Station.)
- Have cash on hand
- Keep your vehicle fuel tanks full

F. In Case of Emergency

DO

- Know the location of your utilities and how to shut them off, if necessary.
- Store a minimum of 7 days of food, water and medication for an emergency. Rotate items stored for freshness.
- Know what immediate steps to take during and after an emergency takes place.
- Have a “Grab and Go” bag ready at all times.
- Have your golf cart charged and ready to go at all times.
- Know where to go during an emergency to get help or to volunteer.
- Be aware of earthquake after shocks.
- Make a “Mutual Aid” arrangement with a friend/neighbor to check on each other.

DON'T

- Use candles for light. Use a flashlight. Beware of natural gas leaks, explosions.
- Turn natural gas back on once it has been turned off. You must contact the gas company to reconnect service.
- Leave your garage door open. If you are able, open door, remove vehicle, close door. Be aware of theft.

G. In Case of Earthquake

- The homeowner should only turn the gas off if the odor of gas is present.
- There is no charge to turn the gas back on after an earthquake.
- After a major event, it may take days for the gas company to reconnect service.

H. Family Emergency Plan

In the case of a major disaster, there is a great likelihood that you may be temporarily separated from other family members. Therefore, it is essential that each family take responsibility for their own emergency preparedness.

- List a meeting place outside of the community
- Pick a central point to check in (suggest calling an out of state or out of area member or friend)
- Create and carry in you wallet an emergency contact list with names, addresses, phone numbers, including cell numbers and e-mail addresses.
- Create and carry in your wallet a list of your doctors, medications, including RX numbers and pharmacy name. Include addresses and phone numbers for each.
- Always have available emergency cash to use in case of power failure in case banks, atm's, and stores are also affected by the power failure.
- Create a "Grab and Go" and keep it always stored in your vehicle trunk.

I. What Should Be In Your "GRAB AND GO" Bag

It is suggested that you place your "Grab and GO" items in a carry-on bag, duffel bag or suitcase and store the bag in the trunk of your car.

- Bottled water (at least 1 bottle per person)
- Personal travel-size toiletries.
- Non-perishable food; high energy cereal bars, unsalted nuts
- Portable battery-operated radio, with extra batteries
- Flashlight, with extra batteries
- Whistle to signal for help
- Extra set of car, home, and safe deposit keys
- Copies of important documents (birth certificates, tax returns, driver's license, passport, social security card, deeds, vehicle titles, insurance policies, etc.). (Most originals of these documents should be maintained in a safety deposit box).
- First-aid supplies
- Extra supply of medications
- Extra clothes and hard-soled shoes
- Extra pair of reading glasses
- Cash, particularly small bills and a major credit card
- Emergency phone contact list.
- Cell phone and car charger
- Pair of scissors
- Flashlight with extra batteries
- Radio, with extra batteries
- Hygiene and sanitation supplies
- Plastic rain poncho
- Bedding items (in case you are displaced for some time)

SECTION 6: EVACUATION PLAN

A. Purpose of a Plan

An Evacuation plan is necessary for the safe, calm, and orderly evacuation of our community should we encounter a catastrophic event affecting our community. An evacuation is appropriated, when lives and property are in the pathway of an impending disaster and a safety issue has been declared. An evacuation can be initiated by either the police or fire department.

B. Evacuation Notice

In the event of a catastrophic event, we must be prepared to evacuate immediately. You will receive notice to evacuate the area in one of the following ways:

- Emergency Alert System.
- Uniformed agent of law enforcement or fire service will contact you.
- Identifiable person of our Emergency Preparedness Committee will contact you. (Most likely, will be wearing either a green or orange vest).
- Mobile sirens, police, fire, or other PA system will be used to alert you.

C. Evacuation Sites

Evacuation sites are designated at the time of the evacuation, and are determined by the type of disaster and the damage to structures or roads. Once it is determined that we have to be evacuated, we will then be directed where to go.

There are many potential evacuation sites in the area, but only those designated for this particular disaster, will be staffed by the Red Cross, who can be set up within an hour. The Red Cross has prearranged shelter sites throughout the community. Unless directed elsewhere, the following is a list of locations where you may report.

1. Beaumont Sports Park S/E corner of Brookside and Beaumont Avenue
2. Beaumont Community Center N/E corner Oak Valley Parkway & Cherry Ave.

D. How to Evacuate

1. Place your GREEN placard in a front window of your residence, or a location easily visible from the street, to indicate that you have received notification.
2. Exit the community through the exit gate assigned to you.
3. If for some reason your assigned gate is not assessable or too congested, go to the next closest gate. There will be someone assigned to the gates to keep the traffic flow moving.
4. Remember, all is determined by what instructions we are given by the people in authority, and by what the emergency is, and what is happening outside our gates

5. For better traffic flow, the community is divided into three exit zones (Appendix C).

<u>District 1 -</u>	<u>Exit Main gate</u>
Bel Air Drive	10631-10806
Cherry Hills Drive	all
Round Hill Court	all
Candlewood Drive	all
Cedar Ridge Lane	all
Inverness Circle	all

<u>District 2 -</u>	<u>Exit Bobby Jones gate</u>
Bel Air Drive	10260 – 10621
Northmoor Drive	all
Caballero Drive	all

<u>District 3 & 4 -</u>	<u>Exit Brookside/Deerfield gate</u>
Bel Air Drive	10870 -11070
Cypress Point Drive	all
Deerfield Drive	all
Lincoln Place	all

6. For the residents who will not leave, the Police may mark your house with yellow tape to indicate that you have chosen to remain. Residents should be aware that once an evacuation is ordered, should they choose not to leave, they may be in jeopardy with their property insurance should they incur damage or loss.

E. What to Bring

If you are asked to leave immediately, leave promptly with the clothes on your back, your purse or wallet, cash, your pet(s), daily medications, cell phone and charger, a couple of family photographs, and very little else.

If you are given time to evacuate, you may want to take items listed in the previous section, "GRAB AND GO" if easily available or already packed in your vehicle.

THE FOLLOWING FOUR ITEMS, APPENDIX "A" TO "D," ARE NOT INCLUDED WITH THIS ONLINE PLAN. THESE ITEMS CAN BE REVIEWED FROM THE COPY OF THE PLAN ON FILE IN THE CLUBHOUSE LIBRARY. THE ITEMS ARE:

APPENDIX "A" EVACUATION ROUTE MAP PAGE -17-

APPENDIX "B" CONTROL CENTER STAFF PAGE -18-

APPENDIX "C" DISTRICT CAPTAINS & BLOCK CAPTAINS PAGE -19-

APPENDIX "D" TRAINING & ASSIGNMENTS PAGE -20-