

Emergency Preparedness and Disaster Recovery Plan

Redwood Village Mobile Home Park LLC

Version 2.1 February 11, 2010 Redwood Village MHP LLC
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Emergency Preparedness and Disaster Recovery Plan
Redwood Village Mobile Home Park LLC

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Signature:
Date:

RVERT Senior Volunteer Officer
Email:

RVERT Section One Volunteer:
Email:

RVERT Section Two Volunteer:
Email:

RVERT Section Three Volunteer:
Email:

Introduction

The objective of this Emergency Preparedness and Disaster Recovery Program is to provide guidance to Redwood Village Management and Community and for the restoration of facilities at the manufactured housing community.

This plan describes the framework and procedures to be activated in the event of a disaster occurring, to enable recovery of services provided to Redwood Village Mobile Home Park LLC. The major goals of this plan are the following:

- * To minimize catastrophic damage to the residents, homes, and common facilities located within Redwood Village.
- * To minimize interruptions to the normal operations.
- * To limit the extent of disruption and damage.
- * To minimize the economic impact of the interruption.
- * To establish alternative means of operation in advance.
- * To train personnel with emergency procedures.
- * To provide for rapid restoration of service.

Purpose

To promulgate information concerning details of the organization, the personnel and the procedures of Redwood Village Mobile Home Park Emergency Preparedness and Disaster Recovery Plan.

To specify operational procedures to be followed under given circumstances, the personnel and equipment to be used and the operational chain of command to be observed.

The primary purpose of the Redwood Village Emergency Response Team (RVERT), as laid out in this plan, is to respond to the needs of the residents: To protect and/or care for the residents, their pets and all property and to mitigate the probability of worsening any injuries or damage.

To provide detailed information on the park utility systems and the Emergency shut-off valve locations.

Applicability

The Emergency Preparedness and Disaster Recovery Plan applies to the functions, operations, and resources necessary to restore and resume Redwood Village Mobile Home Park's operations as it is installed at Santa Rosa at 301 Airport Boulevard.

Scope

The scope of the procedures documented in this Emergency Preparedness and Disaster Recovery Plan is restricted to restoration of Park infrastructure/utilities sufficient to allow resumption of everyday living in a Manufactured Housing Community. This document does not, therefore, address individual Family Emergency Planning and Guidelines which can be found elsewhere. Redwood Village has available a separate document which covers Homeowner Emergency Planning (See Appendix A).

EMERGENCY NOTIFICATION LIST

Manager: Dean Namanny 527-9600
Asst. Manager: Cindy Sirdofsky 293-9147
Fire Department 528-5151 or 911
Sheriff 565-2121 or 911
Ambulance 544-4911 or 911
PG&E 800-743-5000
Telephone 611 (800-310-2355)
California PUC 415-557-3183
U.S. Dept. Of Transportation 800-424-8802
Nearest Public Telephone: Berry's Market
Nearest Hospital: Sutter Medical, 30 Mark West Springs RD, 576-4000
American Red Cross 707-577-7600

Contractor Emergency Call List

Park Utilities 916-944-1824 (24 hours call) 7710 Fair Oaks Blvd, Carmichael, CA 95608

Capabilities:

1. Leak Detection
2. Back Hoe
3. Pressure Test
4. Pipeline Repair

2. Reyff Electric 585-2481

Economy Plumbing 545-4455

Roto-Rooter 578-5885

Emergency Broadcast System

The Emergency Broadcast System was initiated in 1963 during the Kennedy Administration, to allow the president to address the entire nation in an emergency. The EBS was later further expanded through an interagency effort with the FCC, FEMA and the National Weather Service (NWS), to permit the system to be used for state and local emergencies. Tune to any radio or television station during an area wide emergency.

Agencies and Resources

The following is a partial listing of contact agencies that supplied information for this guidance and may be able to provide additional emergency information.

State-Federal Flood Operations Center

(800) 952-5530

Office of the State Fire Marshall

(916) 445-8200

Department of Water Resources

(Flood Forecasting)

(800) 952-5530

Department of Housing & Community Development (HCD)

Division of Codes and Standards, Manufactured Housing Section

(916) 445-3338

HCD Northern Area Office

9342 Tech Center Dr. Suite 550

Sacramento, CA 95826

(916) 255-2501

HCD Southern Area Office

3737 Main St, Ste 400

Riverside, CA 92501

(951) 782-4420

California Emergency Management Agency (Cal EMA)

Counties of San Luis Obispo, Santa Barbara, Ventura, Los Angeles, and Orange

(562) 795-2900

Counties of Del Norte, Humboldt, Mendocino, Lake, Sonoma, Napa, Marin, Solano, San Francisco, Contra Costa, San Mateo, Alameda, Santa Cruz, Santa Clara, Monterey, and San Benito

(510) 286-0895

Counties of Siskiyou, Modoc, Trinity, Shasta, Lassen, Tehama, Plumas, Glenn, Butte, Sierra, Colusa, Sutter, and Yuba
(916) 845-8470

Counties of Nevada, Placer, Yolo, El Dorado, Sacramento, Amador, Calaveras, Alpine, San Joaquin, Stanislaus, and Tuolumne
(916) 845-8470

Counties of Merced, Mariposa, Madera, Fresno, Kings, Tulare, and Kern
(209) 445-5672 or (916) 845-8470

Counties of Mono, Inyo, San Bernardino, Riverside, San Diego, and Imperial
(562) 795-2900

Western Propane Gas Association
2131 Capitol Ave, Ste 206
Sacramento, CA 95816
(916) 447-9742

American Red Cross
Disaster Assistance Division
(916) 993-7087

Earthquake Preparedness Center of Expertise
Attn: CESPDCO-EQ
211 Main Street
San Francisco, CA 94105-1905
(415) 744-2809

Western Manufactured Housing Communities Association (WMA)
455 Capitol Mall, Ste 800
Sacramento, CA 95814
(916) 448-7002

California Mobile Home Resource & Action Association (CMRAA)
P.O. Box 7468
San Jose, CA 95150
(408) 244-8134

National Weather Service (NWS)
3310 El Camino Ave, Room 226
Sacramento, CA 95821
(916) 979-3041

Redwood Village Emergency Response Team (RVERT)

In an emergency each of the five Section Volunteers will report to the Senior Volunteer Officer who will act as liaison with the Park Manager. The five sections of the Park are delineated in the following maps:

RVERT SECTION ONE

Includes:

5301, 5303, 5305, 5307, 5309, 5315, 5321 Huckleberry Way
5327, 5333, 5335, 5337, 5339, 5341, 5343 Huckleberry Way

RVERT SECTION TWO

Includes:

303, 307, 309, 311, 315, 317, 319 Locust Tree Way
302, 306, 310, 314, 318, 322, 325, 326 Toyon Way

RVERT SECTION THREE

Includes:

5304, 5306, 5308, 5310, 5316, 5322, 5328 Rexford Way
5334, 5336, 5338, 5340, 5342, 5344, 5346 Rexford Way

RVERT SECTION FOUR

Includes:

5314, 5320, 5326, 5332 Randy Court
5313, 5319, 5325, 5331 Rexford Way
300, 304, 308 Candy Lane
Manager's Residence

RVERT SECTION FIVE

Includes:

5300, 5304, 5312, 5318, 5324, 5330 Huckleberry Way
5311, 5317, 5323 Randy Court
316, 320, 324, 328 Candy Lane

The RVERT volunteers will serve to assist in an evacuation process. The team consists of residents from the park who are willing to volunteer their time to serve on the committee. This committee is 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. The committee operates under the direction of the Park Manager. The Redwood Village Emergency Response Team is responsible for informing each resident of

any impending disaster. In any situation requiring evacuation of the Park, residents shall be informed to exit the park in an orderly sequential fashion as delineated by the above Map Sections.

Other functions of RVERT might include*:

- To participate in training and practice 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
- Informing residents of either the possibility of evacuation or of an imminent evacuation of residents during a natural or man-made disaster
- Inform/train residents on procedures for securing their 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
- Organize and inform residents of their evacuation route to take in leaving the park in a safe and orderly fashion
- Secure transportation and coordinate evacuation of park residents who are unable to transport out of the park on their own
- For fragile elderly, or disabled residents RVERT could identify and keep updated records of any special medication, diet, or care information and ensure that they vacate the park with these necessities. People with special needs could also be listed by name, space number and phone number, and contact numbers for next of kin

*Above tasks as suggested in or adapted from "Emergency Plans for Mobilehome Parks," State of California, Governor's Office of Emergency Services.

Emergency Operations Center

In an emergent situation that may require its use, an Operations Command Center will be established in the Redwood Village Recreation Room or, if not available, at a suitable location determined by the Disaster Recovery Director. In that event the entire Emergency Response Team will be mobilized and the Senior Volunteer Officer will act as liaison between the Director and the rest of the volunteer team. The Park Assistant Manager will serve as directed by the Park Manager.

The RVERT volunteers will initiate their review of their assigned homes and report the status to the Senior Volunteer Officer or directly to the Command Center. Safety and welfare of the residents will always be the first concern, followed by animals/pets and, lastly, facilities. The Director will have final authority in all decisions regarding an Emergency Response.

Once the Emergency Operations Center is in operation, other Resident Volunteers willing to supply their time or special skills helping others would be welcomed. Following a catastrophic earthquake, for example, victims might be brought to the Command Center where extra volunteer help would prove to be invaluable.

EMERGENCY PROCEDURES CHECKLIST - GENERAL

Following is a list of some standard procedures for a variety of emergency and disaster situations. It must be understood by those responsible persons that no such list can possibly cover every emergency or

disaster. It must be left to the discretion of the responsible parties to make the immediate decision regarding what procedure to follow in a given situation.

It is imperative that those in charge at the time of an emergency or disaster be thoroughly familiar with all sections of this plan, and this checklist, and that they are familiar with the Park layout plans included within the plan. There are individual layouts showing the gas, electric and water systems, with the locations of the shutoff valves or breakers clearly marked. Total familiarity with all of these systems could be the difference between life and death in a situation where an immediate action is required.

The one attribute common to all of the situations listed below is the element of surprise. The most difficult aspect of any emergency is its unexpected nature. By keeping detailed, up-to-date disaster plans, the shock and confusion that usually attend such occurrences can be minimized. This only works, however, if the park manager and all park employees and all volunteer residents of the Park are thoroughly familiar with the disaster plan.

FIRE:

1. DIAL 911. Speak slowly and clearly so that all of the information you provide will be clearly understood. State your name and the number of the telephone you are calling from. Give the address of your Park and describe the location of the fire in terms that someone unfamiliar with the park would understand. Give the nature of the fire (gas, wood, chemical, electrical, etc.). It is very important to specify that the fire is in a mobile home. Finally, report any injuries.
2. DO NOT TRY TO ENTER THE AFFECTED HOME. Even in the case of a small fire, there is danger of smoke inhalation.
3. ELIMINATE POSSIBLE SOURCES OF THE FIRE. Turn off the gas and electricity to the affected home or section of the Park. Refer to the "Typical lot layout", or the specific park layout (gas, electric or water) located in this manual.
4. ISOLATE THE FIRE. Alert residents on all sides of the fire. Stand ready with garden hoses to extinguish sparks, and wet down any adjacent wooden structures right away.
5. VERIFY EVACUATION OF THE HOME. Account for all persons residing at affected home. If the home is inhabited by a disabled person or there is any reason to believe that someone could still be inside, give this information to the fire department immediately.
6. COOPERATE FULLY WITH THE FIRE DEPARTMENT. When fire fighting personnel arrive at the scene, provide any additional information you may have, especially that which pertains to additional hazards such as flammable chemicals, ammunition, or explosives stored in the affected structure. Comply with all instructions given by Fire Department personnel.
7. CORDON OFF THE AREA AS SOON AS POSSIBLE. Post members of your Park's disaster committee to turn away onlookers and direct emergency vehicles. These people should be posted at the park entrance and at the location of the fire, though at a safe distance.

EARTHQUAKE:

1. DURING THE EARTHQUAKE. If you are indoors, take cover under any piece of sturdy furniture. Avoid falling objects, as this is the greatest danger during an earthquake. There may also be gas leaks: DO NOT LIGHT MATCHES OR CANDLES OR TURN ON AN ELECTRIC SWITCH; USE A FLASHLIGHT. If you are outdoors, find an open area and stay there until the earthquake subsides.
2. MINIMIZE SUBSEQUENT DAMAGE. In the event of a major earthquake where the structural integrity of the entire park is affected, immediately shut down electricity, gas, and water supplies until these

systems can be inspected and pronounced safe for use. In any case, immediately shut off electricity, gas and water in any individual homes that are noticeably affected. As fires often result from earthquakes, these should be quickly extinguished before they can spread.

3. **EVACUATE RESIDENTS.** If there is serious structural damage to the park, evacuate everyone from the affected area to a clear space free of trees, power poles, buildings and other structures which could fail in the event of aftershocks. (See section VII - Earthquake disaster plan, for additional information).

4. **BE ALERT TO DISASTER INFORMATION.** Use a battery-operated radio or television to listen for emergency bulletins.

5. **CLEAN UP HAZARDOUS MATERIALS.** Resultant spillage of sewage, gasoline and other potentially harmful substances should be neutralized as soon as possible.

6. **CONFINE PETS.** All animals (if they are allowed by the Park) should be confined so that they do not interfere with emergency personnel. Animals have a tendency to panic during natural disasters.

7. **COOPERATE FULLY WITH THE AUTHORITIES.** Serious earthquakes usually affect large areas, so emergency personnel will be swamped, if available at all. Thus, when they do arrive at the scene, do everything possible to assist them.

8. **BE PREPARED FOR AFTER SHOCKS.** These can occur at varying intervals after the initial shock, and can be nearly as serious as the earthquake itself.

HIGH WINDS, SEVERE THUNDERSTORMS, TORNADOES:

In the case of high winds and severe thunderstorms, the most important consideration is to secure all loose objects: Picnic tables should be secured; lawn furniture, garbage cans and the like should be stored inside homes and sheds if possible. Above all, remain indoors during severe storms or winds and caution residents to do the same.

In the event of a tornado, there is but one consideration: **EVACUATE.** Mobile homes are not a safe haven during a tornado. Neither, usually, are the permanent structures in a mobile home park. A procedure for tornados might be as follows:

1. **TORNADO WATCH IS ANNOUNCED:** Upon hearing of a Tornado Watch in your area, be sure to alert all residents that this is taking place.

2. **TORNADO WARNING IS ANNOUNCED:** This indicates that a tornado has been sighted in your area. As stated above, mobile home parks are not safe during a tornado. Know where local shelters are and be prepared to evacuate your park in the event of an imminent tornado.

FLOODS:

1. **Minimize damage.** Have on hand the tools and materials to deal with a flood should one occur. These include shovels and sandbags. If the water is rising slowly, you may have time to sandbag in order to prevent any significant damage. In areas that are already flooded, turn off electricity and gas systems and remove valuables to higher ground if possible. Hand tools are available in the tool shed at the end of the Laundry Room.

2. **Resident safety.** As with other types of disasters, the most important consideration here is the safety of the people in the park. In order to ensure this, be ready to evacuate at a moment's notice, especially in case of flash flooding, which can be very sudden and destructive. Listen to a battery operated radio or television for disaster information and keep the park's residents and employees apprised of this

information as it becomes available.

3. Cooperate fully with authorities. At such time as emergency agencies arrive on the scene, they will be very busy, as floods, like earthquakes, are usually widespread disasters. So, it is extremely important to cooperate fully in order to control the situation as quickly as possible.

4. Cleanup. Afterwards, there will be a great deal of debris and the possibility of sewage spills as the system is overloaded by high waters. Be prepared to deal with these problems, and have the appropriate tools at hand.

SEWER LINE BREAKAGE OR BLOCKAGE:

1. Minimize the consequences of spillage. If spillage occurs as a result of sewer system malfunction, the first concern is to contain the area of the spill in any way possible. Apply chemicals (which should be kept on hand) to neutralize odor and kill bacteria, thus eliminating any immediate health hazard. If the spill occurs in an area which is prone to foot traffic or vehicle traffic, erect barricades. These may be available from a local utility or construction company. If not, they can be rented.

2. Arrange for immediate repair. Call the sewer district, or if the problem lies with facilities owned by the park, call a plumber.

3. Inform residents (through their Section captains) that they should not flush their toilets.

4. Arrange for chemical toilets. If the problem lies within the park, call Wine Country Sanitary - 996-4331.

WATER LINE BREAKAGE:

First, turn off the water in the affected area. The park water line layout and the locations of the main shutoff valve and the secondary shutoff valves for specific areas of the park can be quickly located by referring to the Park Layout Water, Page of this manual.

If the area affected by the water breakage is large, or if the water will be off for a long period of time, it may be advisable to arrange with the water district office to get a water wagon on site for the duration. The Cal American Water Company telephone number is (707) 542-1717. The park swimming pool is a good source of water for flushing toilets. Inform the residents that this source is available. It will be necessary for them to carry the water in buckets or other containers. If drinking water is not readily available for an extended period of time, the water in hot water heaters is potable. In any case, keep the residents of the park advised of the situation at all times.

EMERGENCY PROCEDURES CHECK LIST WITH STANDARD PROCEDURES FOR A VARIETY OF EMERGENCY AND DISASTER SITUATIONS.

It should be noted here that much of the information, as well as the procedures and actions described within this gas emergency plan can be directly related to similar emergency situations to be covered in subsequent sections having to do with electric emergencies, water emergencies or earthquake disasters. Therefore, it is not deemed necessary to repeat this information, or the procedures or actions to be followed. It is imperative that the park manager, all park employees and any relief personnel become thoroughly familiar with all of the information herein, and that they are trained and prepared to act and react to any given emergency or disaster situation without having to refer to this manual. Needless to say, in any given emergency, time is of the essence.

Without a doubt, the single most important fact that can be learned from this manual is the location of the master shutoff valves for gas and water, and the location of the main and secondary breaker panels in the park. This information is readily available on the park layout plans in the individual sections which follow.

BECOME FAMILIAR WITH YOUR PARK PLANS!!

GAS EMERGENCY PLAN:

The primary responsibility in REDWOOD VILLAGE in the event of a gas emergency lies with the park manager, or his immediate representative in his absence.

The Park Layout Plan-Gas, Page 22, immediately following this section shows the location of the shut off valve for the entire park, as well as the locations of any secondary shutoff valves for specific sections of the park.

In the event of an emergency involving and limited to only one mobile home in the park, it may, at the discretion of the park manager or his representative, be necessary to shut off the gas service to only the affected home. If the emergency is of greater scope, the manager or his representative will immediately go to the master meter located in the tool yard adjacent to the Laundry/Tool Room (see the Park Layout Plan-Gas, page XX for the specific location. A wrench is available at the site of the master gas meter for this purpose.

The following information details the specific procedures to be followed in the event of a gas emergency.

DEFINITION OF A GAS EMERGENCY INCIDENT

An "Emergency" condition exists when a designated employee has declared that extraordinary procedures, equipment, manpower and supplies must be employed to protect the public or property from existing or potential hazards. These hazards may include, but are not limited to the following:

1. Facility failures which result in:

A. Underpressure in the gas system

B. Overpressure in the gas system

C. Large volumes of uncontrolled escaping gas

D. Fire, ignition, or explosion

E. Any hazardous leak (see Grade 1 leak, below)

2. Load Curtailment conditions where it is necessary to meet unusual and exceptional conditions by the voluntary or mandatory reduction of gas usage by selected customers.

3. Natural disasters such as floods, tornadoes, earthquakes or other severe forces of nature which make emergency provisions necessary.

4. Civil disturbances or riots.

5. National emergencies.

DEFINITION OF A HAZARDOUS LEAK GRADE I

1. Description

A leak that represents an existing or probable hazard to persons or property, and requires immediate repair or continuous action until the conditions are no longer hazardous.

2. Action Criteria

Requires prompt action" to protect life and property, and continuous action until the conditions are no longer hazardous.

"The prompt action in some instances may require one or more of the following:

- a. Implementation of company emergency plan;
- b. Evacuating premises;
- c. Blocking off an area;
- d. Rerouting traffic;
- e. Eliminating sources of ignition;
- f. Venting the area;
- g. Stopping the flow of gas by closing valves or other means;
- h. Notifying police and fire departments.

3. Examples

1. Any leak which, in the judgement of operating personnel at the scene, is regarded as an immediate hazard.
2. Escaping gas that has ignited.
3. Any indication of gas which has migrated into or under a building, or into a tunnel.
4. Any reading at the outside wall of a building, or where gas would likely migrate to the outside wall of a building.
5. Any reading of 80% LEL, or greater, in a confined space.
6. Any reading of 80% LEL, or greater in small substructures (other than gas associated substructures) from which gas would likely migrate to the outside wall of a building.
7. Any leak that can be seen, heard or felt. And which is in a location that may endanger the general public or property.

GAS ODOR/LEAK REPORT

The first employee/volunteer receiving a report of a gas leak or odor will complete a leak report form including the following:

Information to be obtained from caller or report

- A. Caller's name, address, and telephone number.
- B. Location of incident.
- C. Brief description of problem as applicable to the following.

1. Gas odor inside or outside
2. Can escaping gas be heard
3. Size of broken gas line if known
4. Was there a fire, explosion, or ignition
5. Injuries or fatalities

All reports of leaks on consumer premises will receive priority with top priority going to a reported leak inside a building.

If it can be determined that a hazardous gas leak may exist inside a building, the customer should be advised to:

1. Evacuate all occupants of the structure to a safe distance.
2. Do not operate any electric switches or appliances.
3. Do not use phone inside building.
4. Do not use matches, cigarettes, or other possible sources of ignition.

If a combustible gas indicator is not available to determine the concentration of gas, any strong odor of gas inside a building should be assumed to be hazardous.

The Park Manager will be dispatched immediately to the location of the reported leak to make an evaluation and shut off service valves, main valves, or master meter valves if necessary. Also:

1. Call fire Department, if necessary
2. Call local gas company, if necessary

GAS LEAK: INSIDE BUILDING

The first responsible person to arrive at the scene of a gas leak shall take every corrective action necessary to protect life and property from danger.

Immediately after entering the building sample the air in the rooms, basement, or crawl space. If the presence of a dangerous concentration of gas in the building is indicated by a combustible gas indicator or if a strong odor of gas is detected inside the building, proceed as follows:

1. Evacuate the building immediately.
2. Do not operate any electrical switches or appliances.
3. Do NOT use phone inside building.
4. Shut off gas service valve, main valves, or master meter valve, if necessary.
5. Implement check list.
6. Probe outside building with rod and gas indicator for gas in ground outside building; check water meter, sewer line, and all available openings. Surrounding buildings should also be probed to assure that gas has not migrated there as well.

7. If ground is gas free outside building and after building is properly aired out, use meter test and pressure test and/or soap water to check service line leaks. Check walls and openings with gas indicator. Check all gas piping and appliances for leaks.

8. Repair leak or notify customer to correct the situation, turn off service valve, lock valve, and leave off.

9. Return occupants to building, but only after you are positively sure it is safe to do so.

Note: Some of these checks can only be made using special probing and metering equipment available through a professional service. Park Utilities is our contractor for this service, 916-944-1824 (24 hours call).

GAS LEAKS: OUTSIDE

The first responsible person to arrive at the scene of a gas leak shall take every corrective action necessary to protect life and property from danger:

That person shall:

1. Assess danger to public, surrounding building occupants, and property.
2. If necessary, evacuate and/or assist all persons to safety.
3. If necessary, notify Fire and Police Departments, ambulances and local gas utility.
4. If it is determined that a hazardous condition may exist, turn off gas supply at service valve, main valves, or master meter valves.
5. Notify supervisor and/or contractor and other responsible persons.
6. If necessary, blockade the area. (Police help may be needed.)
7. Complete checklist.

EMERGENCY CHECK LIST-GAS

1. Has Fire Department been called?
2. Has local gas utility been called?
3. Have persons been evacuated and area blockaded?
4. Has the Police Department been notified?
5. Has the repair crew been notified?
6. Has a telephone report been executed to all concerned?
7. Have communications been established?
8. Has outside help been requested?
9. Have ambulances been called?
10. Has leak been shut off or brought under control?

11. Has electrical utility been called for power shut off to the area, if appropriate?
12. Has the Civil Defense been notified?
13. Have emergency valves or proper valves to shut down or reroute gas been identified, and located?
14. If an area has been cut off from a supply of gas, has the individual service of each customer been cut off?
15. Is the situation under control and has the possibility of reoccurrence been eliminated?
16. Has surrounding area been probed for the possibility of further leakage? Note: When emergency is over, the Park Manager or his representative can make arrangements for a crew to re-light pilot lights and reinstate individual service when gas is to be turned on in specific area or in entire park.

SAFETY CONSIDERATIONS

Determine if a hazardous leak exists. You must grade the leak as hazardous Grade 1 or nonhazardous Grade 2 or 3. You may have to immediately call for assistance.

A. If gas is found in ground outside building, call your Fire Department, local gas utility, or emergency response contractor if necessary. Open water meter boxes and all available openings to allow gas to escape to atmosphere. Care must be taken to make these openings safe for traffic and to avoid ignition. Check for migrating gas in sewer lines and all available openings.

1. If ever in doubt, call the local gas utility and Fire Department immediately.
2. If gas is found in ground outside a coach, be sure to check neighboring coaches. The gas may be migrating and could be hazardous at more than one location.
3. Do not rely on your sense of smell to determine if gas is present in a building or in the ground. You must use instruments for this.

WHEN IN DOUBT CALL FOR ASSISTANCE!

4. Electric meters may be removed to shut down all lights and electric appliances in the building. Do not attempt this if the electric meter is inside the building or in an area of gas concentration. Where no gas is present at the electric panel, the switch or switches may be turned off. However, it is imperative that the combustible gas indicator shows that no gas is present in or around the area of the panel.

5. If it is determined it is unsafe to enter a coach, vent the building, if possible, but do not reenter. Personnel trained and equipped with gas detectors should make all judgements on where and when to vent.

6. Consider a "Grade 1 leak" a hazardous leak.

RESTORATION OF SERVICE DUE TO OUTAGE

When the supply of gas has been cut off to an area, no gas will be turned on to the affected area until the individual service to each customer has been turned off.

A coach to coach operation is mandatory. The individual service of each resident must be turned off, either at the meter or at service valves. If the service valve cannot be located, the service line must be uncovered, a service valve installed and gas turned off. If restoring service to an affected area all gas piping and meters must be purged and appliance re-lit.

The person in charge is to coordinate this operation and be responsible for purging and safe restoration of all gas service.

A complete record of the incident, with drawings, pressure test, etc., shall be kept on file.

The following is a list of Professional service personnel to be called to assist in the restoration of service to individual coaches where gas supply has been turned off in park and at each pedestal.

Park Manager, 527-9600 and/or: Economy Plumbing, 545-4455 or other qualified professional.

EMPLOYEE VOLUNTEER TRAINING

At least once each year, and periodically as needed, a meeting will be held to discuss and train employees and volunteers in emergency procedures. This training shall be coordinated by park management and disaster program chairman.

The employee training and discussion shall include, but not be limited to the following:

1. Location of emergency manual.
2. Review of emergency manual procedures (employee/volunteer responsibility).
3. Review the location and use of emergency tools and equipment.
4. Review the locations and use of the following:
 - A. System maps
 - B. Emergency valves
 - C. Regulator station, master meter schematics
5. Review method of calling for assistance.
6. Update call list.
7. Properties of natural gas.
8. Record keeping (documentation).

Records shall be kept on file of attendance and items discussed at each meeting.

LIAISON WITH PUBLIC OFFICIALS

Liaison shall be established with fire, police, civil defense, and medical officials with respect to emergency procedures.

Establish a Means of Communications:

The Park manager and the emergency committee will initiate informational exchange sessions with the fire, police, civil defense, and and medical organizations to familiarize them with the Park emergency procedures. The Fire Department will be advised of the location of all emergency valves and the location of the gas pipeline map. The Park manager should participate in fire, police, and civil defense meetings on a local level.

The Park manager, or his representative will implement and coordinate this program.

A record shall be filed of all meetings, training sessions and other related activities.

TELEPHONE REPORTS TO THE DEPARTMENT OF TRANSPORTATION

Gas pipeline incidents that are not intended by the operator must be reported to the office of Pipeline Safety by the person in charge, or whosoever he designates, provided that the leak failure meets some of the requirements listed below:

DOT Requirements:

1. Caused a death or a personal injury requiring hospitalization.
2. Required the taking of any segment of pipeline out of service unless part of planned or routine operation.
3. Resulted in gas igniting.
4. Caused total damage in excess of \$5,000 (total of operators damage and damage to others including gas loss).
5. Could have resulted in or was a significant incident to the operation, this being in the judgement of the operator even though it does not meet the criteria of the above requirements.

The telephone report to DOT should contain:

1. Name of facility.
2. The location, time, and date of incident.
3. Fatalities and personal injuries.
4. All other significant known facts that are relevant to the cause of the leak or extent of the damages. (Describe accident)
5. Who in management should be contacted upon arrival at accident site.

EMERGENCY EQUIPMENT

The manager, or his representative, shall be responsible for the adequacy, availability and condition of emergency equipment. Periodic checks of emergency equipment must be taken and records of these inspections must be kept on file.

The emergency equipment is located as follows:

1. First Aid Cabinet: Located in clubhouse storeroom.
2. Shovels, picks, rakes: Located in tool shed.
3. Hand tools: Located in pump house.
4. Emergency water stockpile: approximately 200 gallons of water is stored at the tool shed.
5. Emergency Radio located in clubhouse.

6. Ham Radio Communications: The Park Manager is a licensed Amateur Radio Operator and could establish Emergency Communications in the event of a catastrophic disaster.

Gas Master Meter Shutoff and Section Valves

Gas Section Shutoff Valves:

Gas Valve Section A:

Section A Valve serves:

303,307,309,311,315,317,319 Locust Tree Way

302,306,310,314,318,322,325,326, Toyon Way

Gas Valve Section B

Section B Valve Serves only the Laundry Building

Gas Valve Section C

Section C Serves:

5311,5317,5323 Randy Court

5300,5304,5312,5318,5324,5330 Huckleberry Way

300,304,308,316,320,324,328 Candy Lane

Manager's Residence, Recreation Room

Gas Section Valve D

Section D Serves:

5314,5320,5326,5332 Randy Court

5304,5306,5308,5310,5313,5316 Rexford Way

5319,5322,5325,5328,5331,5334 Rexford Way

5336,5338,5340,5342,5344,5346 Rexford Way

Gas Valve Section E

Section E Serves:

5301,5303,5305,5307,5309 Huckleberry Way
5315,5321,5327,5333,5335 Huckleberry Way
5337,5339,5341,5343 Huckleberry Way

ELECTRIC EMERGENCY PLAN

As has been previously stated, much of the information that appears in the previous sections of this manual can be directly related to an electric emergency. The need for those responsible for the safety of Redwood Village, its residents and its facilities and equipment to become thoroughly familiar with this manual and its contents cannot be over stated.

Immediately following this section, on page 28, is a Park Layout - Electric, showing the location of the main breaker panel as well as all of the secondary breaker panels.

The primary responsibility in Redwood Village in the event of an electric emergency lies with the Park manager, or his immediate representative in his absence.

The main distribution panel would be used to shut down the electric service in the entire Park in the event of an all-out emergency or disaster, such as a major earthquake with obvious extensive physical damage to the park. The secondary distribution panels would be used to shut down a specific portion of the Park where the emergency is limited to one particular area. It is also possible, where the emergency is confined to one home in the Park, to shut down the electrical service to that individual space by means of a breaker located on the pedestal at that home.

Warning:

All personnel involved in disaster or emergency procedures within the park should be advised that there are some situations when it is not advisable to shut power off in an emergency. Primarily when there is a strong smell of natural gas in the vicinity of the emergency. Throwing a breaker switch under these circumstances could create a spark within the breaker panel which would in turn ignite the gas and cause an explosion. When in doubt, especially when the emergency is limited to a relatively small area, it may be advisable to retreat to the secondary distribution panel controlling that area and throw the breaker for that area. If the emergency is more extensive, it may be advisable to shut down power in the entire Park. This decision should come from the Park Manager or some other responsible person.

The following information details the specific procedures to be following in the event of an electric emergency.

DEFINITION OF AN ELECTRIC EMERGENCY INCIDENT

An "EMERGENCY" condition exists when the Park manager or his designated volunteer declares that extraordinary procedures, equipment, manpower or supplies must be employed to protect the public or property from existing or potential hazards. These hazards may include, but are not limited to the following:

1. Facility or equipment failures which result in:

- A. Loss of electrical power throughout Park;
- B. Loss of electrical power in an identifiable section of the Park;
- C. Interrupted/intermittent power flashes, flashing lights, in specific location / coach or building;
- D. Fire, ignition or explosion.

2. Power curtailment condition due to loss of power from supplier (Power Company);

3. Natural disasters such as floods, tornadoes, earthquakes, or other severe forces which make emergency actions necessary.

4. Civil disturbances or riots.

5. National emergencies. COURSE OF ACTION SPECIFIC EMERGENCIES

1. Facility or equipment failures

A. Loss of power throughout the Park.

(1) The manager, or his responsible representative should, on the occasion of a total loss of power throughout the Park, first determine if the loss of power is limited to the Park, or if it is a total community blackout. If the problem is community wide, ascertain, as quickly as possible, by contacting the supplier (PG&E) through their emergency number, the cause and expected duration of the problem. If it is a momentary or short term outage, you have no further responsibility other than to be available to explain the problem to concerned residents.

(2) If the outage will be of considerable duration, it would be advisable to notify your Park volunteer network who can, in turn, notify the residents in their respective assigned areas.

(3) If the outage is Park wide, and the adjoining community is not affected, it is obviously a Park equipment problem. The Park manager, or his representative should go directly to the main electric panel to check the main breaker. If the breaker has released, it may have been caused by a momentary surge, or by a brief overload in the system. To determine this, the following procedure should be followed: (a) Push the main breaker to the "OFF" position and hold it there with some pressure for several seconds. (Frequently, when a breaker releases, it will remain in a neutral position. By forcing it, and holding it in the "OFF" position, you will, in effect, "reset" the breaker.) Hold the breaker in this position for 10 to 15 seconds. Then turn the breaker to the "ON" position. If the breaker releases again, there is a short in the circuit, and a professional electrician should be called immediately to determine the source of the problem. If the breaker holds (does not release again) in a reasonable amount of time (3 to 5 minutes), it can be assumed that the problem was a momentary overload. At this point, no further action is required.

B. Loss of electrical power in an identifiable section of the Park.

(1) The manager, or his responsible representative should proceed to the main breaker panel of the Park and locate the breaker for that specific area. If the breaker has released, follow the same procedure as with the main breaker in the previous section of this text. If the breaker holds for a reasonable period of time (3 to 5 minutes), the problem was a momentary overload, and no further action is necessary.

If the breaker releases again, that indicates a problem in the circuit. You should proceed to the distribution panel for the affected area. If no problem is visible, a professional electrician should be called at once to locate and repair the problem.

C. Interrupted power, intermittent power flashes (arcs) flashing or flickering lights, odor of hot electrical

wiring or loss of power in a specific coach or building.

(1) When notified of this type of problem affecting one specific location, the manager or his representative should proceed to that location immediately. If the resident hasn't already done so, the main breaker to the coach (located on the electric pedestal below the electric meter) should be turned off immediately.

Determine if there is any immediate danger to the resident or the property (fire or electrical danger). Evacuate the coach if any doubt exists, and call an electrician immediately.

D. Fire, ignition or explosion.

(1) Where any of these emergencies exist, isolate the problem immediately. If the problem is major, turn the power off the entire park at the main panel. If the problem is confined to a specific area, turn the power off to that area. If the problem involves only one coach, turn the power off at the pedestal. Do not turn power back on until you are certain that the problem no longer exists.

2. Power curtailment condition due to loss of power from supplier. This emergency situation has been discussed in item A, (1) above.

There is little that can be done when a regional power interruption occurs. The most important factor to consider is that of being available to respond to inquiries regarding the situation, and having the correct information to disseminate.

NOTE: Items 3, 4 and 5 listed below are obviously major emergencies. The necessary, required procedures to be followed in these emergencies are covered in other sections of this document. It is imperative that ownership, management and all other responsible parties be familiar with these procedures. The loss of life or property could well depend on such familiarity.

3. Natural disasters such as floods, tornadoes, earthquakes or other severe forces which make emergency actions necessary.

4. Civil disturbances or riots.

5. National emergencies

EMERGENCY CHECKLIST - ELECTRIC

1. Has power been shut off in affected area?
2. Has utility company been advised of the existing situation if deemed necessary?
3. Have residents in affected areas been notified of reason for and anticipated duration of the problem?
4. Has electrician been summoned?
5. Has ownership/management been advised of the situation, especially in major situations?
6. Has contractor been contacted in cases where underground repairs appear necessary?
7. Have residents in affected areas been evacuated if deemed necessary?
8. Have other utilities been turned off in affected areas if deemed necessary?
9. If it was necessary to cut off gas supply to the affected area, has the individual service to each unit been turned off?

10. If a major, persistent problem exists, have the appropriate emergency I disaster entities been put on alert (i.e. Fire Company, Police, Civil Defense, Red Cross, Emergency Rescue Service)?

11. In case of injury, has the Emergency/Rescue Service (911) been notified?

12. Is the situation under control and has the possibility of reoccurrence been eliminated?

Electrical Main Panel

Electrical Main Panel located at the rear(west) side of the Laundry facility building.

The panel consists of the 800 amp Main Breaker, as well as 9 Section Breakers as shown below.

Main Panel Electrical Circuit Breaker Numbers and Associated Sections:

- #3 Spaces 29, 30, 31, 32
- #5 Spaces 33, 34, 35
- #7 Not identified or not in use
- #8 Laundry Building
- #9 Spaces 1-14
- #10 Spaces 36-43
- #11 Spaces 44-57
- #12 Spaces 15-29 plus Apartment
- #13 Office, Recreation Room, Pool area, Spaces 58-67

WATER EMERGENCY PLAN

In discussing a water emergency, we are primarily talking about a failure in the underground water distribution system, and not as it might relate to a flood situation.

Only under extreme circumstances could this type of emergency be life threatening as with a gas or electric emergency. However, water damage can be extensive and costly, and specific procedures should be established and followed to alleviate the situation quickly as possible.

Immediately following this section, on Page 31, is a Park Layout - Water, showing the location of the Main Valve for the Park. It is possible to close the main valve and shut the water off in the entire Park. It is also possible, in case of a problem in a specific part of the park, to isolate that problem by closing down individual supply lines for various homes of the Park.

The primary responsibility in in the event of a water emergency lies with the Park manager or his representative in his absence.

It is imperative that. the Park manager, his designated replacement (in his absence) and the Park volunteer committee personnel be aware of the location of the valves, and the procedures for turning them off.

Primary water main breaks as well as breaks in secondary feeder lines become obvious very quickly.

Even if the break is 3 to 4 feet underground, it doesn't take long for the escaping water to surface.

The following information details the specific procedures to be followed in the event of a water emergency.

DEFINITION OF A WATER EMERGENCY INCIDENT

An "EMERGENCY" condition exists when the Park manager or his designated volunteer declares that extraordinary procedures or equipment must be employed to eliminate an emergency situation. Such situations could include the following:

1. Supply failure.
 - A. Loss of water supply throughout the community.
 - B. Loss of water supply throughout the Park.
 - C. Loss of water supply within a specific section of the Park.
 - D. Loss of water supply to one unit.
2. Distribution system failure.
 - A. Break in main or secondary supply line.

COURSE OF ACTION WITH SPECIFIC EMERGENCIES

1. Supply Failure

- A. Loss or water supply throughout the community.

(1) The manager, or his responsible representative should, on the occasion of a total loss of water supply in the Park, first determine if the loss of water supply is limited to the Park, or if it is a community wide problem. If the problem is community wide, ascertain as quickly as possible the cause and expected duration of the problem. This should be accomplished through direct contact with the supplier (water company). If it is a momentary or short term problem, you have no further obligation other than to be available to explain the problem to concerned residents.

(2) If the loss is to be of considerable duration, it would be advisable to notify the Park volunteer network who can, in turn, notify the residents in their respective assigned areas. It may also be advisable to arrange with the water district office to deliver a water wagon on-site for the duration.

The park residents should be aware of the fact that the swimming pool is a good source of water for flushing toilets. However, it will be necessary for them to carry the water in buckets or other containers, or to arrange for someone to haul it for them. In addition, if drinking water is not available for an extended period of time, advise your residents that the water in their hot water tank is potable.

- B. Loss of water supply throughout the Park.

(1) Once you are able to determine that the problem is not community-wide, you must assume that the problem is within your Park distribution system. At this point, the manager or his representative should proceed to the main supply line coming into the Park. Check the main gate valve to make certain it has not been accidentally turned off. A break in the main supply line inside the Park should be easy to locate. Once the problem area has been located, retrace your steps to the nearest gate valve and shut the water off at that point.

Next, contact your contractor (one with excavating equipment) and have the break located and repaired.

Here again it is advisable to keep your Park residents advised of the problems, the anticipated duration,

and whatever actions they should take in the interim.

C. Loss of water supply within a specific section of the Park.

(1) Once it has been determined that the loss of water is confined to a specific section of the Park, the manager or his representative should proceed to that section of the Park in search of a wet area or flowing water on the surface. Again, it is usually not difficult to find this type of problem. The water must go someplace, and it normally rises to the surface. Once the trouble has been located shut off the water supply. Next, contact your contractor (one with excavating equipment) and have the break located and repaired.

D. Loss of water supply to one unit.

(1) Although this may be the easiest problem to locate, it is not always the easiest to repair. Water distribution lines in Mobilehome Parks usually pass directly under the coaches as they pass from one coach to the next. Usually, you become aware of this problem when someone reports water flowing from underneath a coach. In this situation, it will probably still be necessary to shut down a portion of the Park while the problem is being located and repaired. Depending on the location, it may be necessary to shut down the entire Park water system.

Excavating equipment is not functional or practical when the problem lies close to or under a coach. It may be necessary to dig to this specific problem by hand. This can be very time consuming. Keep those residents who are being inconvenience by lack of water advised of your progress and the anticipated duration of the problem.

2. Distribution system failure.

A. Break in main or secondary supply line.

(1) The procedure to be followed in the event of a break in the main or secondary supply line is basically the same as has been established in the sections immediately preceding. The Park manager should be certain to have access to a reliable, available contractor who will come on short notice - one who has the necessary tools and equipment.

EMERGENCY CHECKLIST - WATER

1. Has the water been shut off to the affected area?
2. If the problem originates outside the Park, has the water company been contacted concerning the reason for the loss and the anticipated duration?
3. Have the residents in the affected areas been notified of the reason for and the anticipated duration of the loss?
4. Has a plumber been called if deemed necessary?
5. Has a contractor been called in cases where excavation and underground repairs are anticipated?
6. Has ownership/management been advised of the situation (especially in major situations)?
7. Have residents in affected areas been evacuated if deemed necessary?
8. In case of injury due to problem, has the emergency / rescue service (911) been notified?
9. In the case of an loss of extended duration, has the water district office been contacted to arrange for

an on site water wagon for the duration?

10. In the case of an extended loss, have the residents been advised that water from the swimming pool is available for flushing the toilets? And have they been advised that the water in their hot water tanks is potable?

11. Is the situation under control and has the possibility of re-occurrence been eliminated?

Water Main Shut Off Valve Box

EARTHQUAKE DISASTER PLAN

An earthquake disaster plan should realistically be considered to include portions or all of the emergency situations previously detailed in this document. A major earthquake could involve broken gas, water, sewer and electric lines, or even total loss of some or all of these utilities. The need for total familiarization with this property, the layouts for all utility systems and the procedures to follow in each emergency/disaster situation cannot be overstated.

Under normal circumstances, in the event of an emergency other than a major earthquake, (i.e., fire, electrical power loss, water main or feeder line break, gas line rupture, etc.), the Park clubhouse would be used as a meeting place/ command center. If necessary, the clubhouse could be used as a temporary shelter for residents who have been displaced by some emergency.

The possibility exists, however, that in the event of a major earthquake, the clubhouse may be damaged to the point of being uninhabitable. It may even be totally destroyed. In this case, an alternate area will be selected for a command center and gathering place.

Specific individual emergencies can, with the proper actions and reactions, be handled in a reasonable amount of time with the least amount of inconvenience or discomfort to those involved. However, it must be understood, in case of a major earthquake, all of these emergencies could occur at the same time. Coaches could be knocked off of their piers; gas lines and water lines could be broken; electric lines could snap; sewer lines could rupture with sewage flowing to the surface.

Probably the most important consideration under these circumstances is the distinct possibility that the required outside assistance, so desperately needed with each of these emergencies, may not be available for hours or even days following a major earthquake. It is therefore imperative that Park management, along with the volunteer network within the Park committed to and assigned to specific responsibilities be familiar with this document, the Park utility system, the location of necessary tools and equipment and the procedures to follow in a timely manner.

The primary responsibility in the event of a major earthquake lies with the Park manager or his representative in his absence. As has been previously stated, the occurrence of a major earthquake could well involve every type of emergency situation previously discussed in this document.

Special attention should be directed to those pages that refer to the collection and storage of emergency supplies and food. It is intended that the guide provided in Appendix A will have been previously distributed to all residents in the Park. All Residents should be reminded that the need for self sufficiency lies with the individual in a major disaster. Employees and volunteers should refer to this manual periodically to refresh their memories. In addition, the information herein should be updated as necessary.

Earthquake Disaster Checklist:

1. Do the utility mains need to be turned off? Electric? Gas? Water?

*IMPORTANT NOTE: If the gas is turned off for the entire Park, it is imperative that it also be turned off at each coach, and it will be necessary, once the systems are checked (gas and electric) and declared repaired and safe, that a team be assembled to turn the gas on at each location and relight all pilot lights.

2. Has the Park been evacuated if deemed necessary?

3. In case of injury, has the emergency /rescue service been called (911)?

4. In case of fire, has the fire company been called?

5. Has a command center been established, and have the volunteers been notified of the location?

6. Have the Utility companies been notified of your situation and any major system damage that you are aware of?

7. Has a contractor been called where excavation is anticipated or required?

8. Have the volunteers assigned to specific responsibilities regarding homebound/infirm residents performed their duties and reported the disposition of those residents to the command center?

9. Have the appropriate emergency / disaster entities been put on alert (fire company, police, civil defense, Red Cross, emergency rescue service, etc.?)

10. Is the situation under control?

APPENDIX A

FAMILY DISASTER PLAN AND PERSONAL SURVIVAL GUIDE

REDWOOD VILLAGE DISASTER EVACUATION PLAN

In the event of a catastrophic disaster requiring evacuation of residents from the park the following guidelines are offered:

First, if any peace officer is present in the Park then follow his or her directions.

If NO peace officer is present, then evacuation will proceed according to the Redwood Village Emergency Response Team (RVERT) plan. That plan is to evacuate by park sections one through five in a sequential, orderly fashion. Coordination will be through the Section Volunteer Leaders, the Senior Volunteer Officer, the Disaster Recovery Director/ Park Manager.

The following maps show the five sections of the Park in detail:

RVERT SECTION ONE

Includes:

5301, 5303, 5305, 5307, 5309, 5315, 5321 Huckleberry Way
5327, 5333, 5335, 5337, 5339, 5341, 5343 Huckleberry Way

RVERT SECTION TWO

Includes:

303, 307, 309, 311, 315, 317, 319 Locust Tree Way
302, 306, 310, 314, 318, 322, 325, 326 Toyon Way

RVERT SECTION THREE

Includes:

5304, 5306, 5308, 5310, 5316, 5322, 5328 Rexford Way
5334, 5336, 5338, 5340, 5342, 5344, 5346 Rexford Way

RVERT SECTION FOUR

Includes:

5314, 5320, 5326, 5332 Randy Court
5313, 5319, 5325, 5331 Rexford Way
300, 304, 308 Candy Lane
Manager's Residence

RVERT SECTION FIVE

Includes:

5300, 5304, 5312, 5318, 5324, 5330 Huckleberry Way
5311, 5317, 5323 Randy Court
316, 320, 324, 328 Candy Lane

Know how to shut off your home lot Utilities:

If your Gas Meter requires a wrench to turn the valve, keep one in a designated place.

Individual Home Utility Shutoff Location Map

Please note the following is typical, but some homes might have meters in different locations.

Family Disaster Plan and Personal Survival Guide

I. PREPARATION

Family Meetings

At least once a year, have a meeting with your family to discuss and upgrade your disaster plan and determine what training, equipment and supplies are needed. Occasional drills will assure quick reaction and avoid injury and panic in an emergency.

II. TRAINING

A. Learn how to protect yourself from falling objects, smoke, fire, caustic fumes, etc.

B. Learn First Aid/CPR

Person(s) Trained:

Name _____ Date Training Expires: _____

Name _____ Date Training Expires: _____

Name _____ Date Training Expires: _____

Location of First Aid Kit _____

C. Know How and Where to Shut off Utilities.

Location of Gas Valve: _____

Location of Wrench: _____

Location of Main Water Valve: _____

Location of Main Electrical Circuit Breaker: _____

Location of other Utilities: _____

D. Draw a floor plan of your home showing the location of exit doors and windows, utility shutoffs, First Aid Kit, emergency supplies, food, clothing, tools, etc. Be sure EVERYONE in your household is familiar with it. Show it to babysitters and house guests when you're going away. They could use it to guide

someone to a utility shutoff in an emergency.

E. Alternate reunion locations when family is not at home, e.g. home, neighbors, relatives, park, school, etc.

Name _____ Phone # _____

Relative _____ Phone # _____

Park Name _____ Location _____

School Name _____ Location _____

School Phone _____

F. Name and telephone number of person outside your local area for family members to call to report their location and condition

Name _____

Location _____ Phone (_____) _____

G. What is your children's school disaster policy? Will they keep your children until you're able to come and get them?

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—

Are medical consent forms for your children complete? _____

Where are they located? _____

H. Where are emergency supplies and equipment located?

Portable radio: _____

Flashlight/batteries: _____

Water: _____

Food: _____

Sanitation supplies: _____

Fire extinguisher: _____

Tools: _____

Blankets: _____

Cooking equipment: _____

Safety equipment: _____

Prescription glasses: _____

Medications: _____

Complete set of clothes for each family member: _____

There are many different kinds of disasters, such as earthquakes, fires, floods, airplane crashes, chemical spills, pipeline leaks and explosions, which seldom give warning and can be equally devastating to their victims. This guide is primarily geared to earthquakes, but the planning you and your family does now will be of benefit for any type of disaster that can strike your community.

III. BEFORE A DISASTER

- A. Inspect your home.
- B. Secure water heater and tall or heavy furniture to wall studs.
- C. Move heavy items to lower shelves.
- D. Install clips, latches and other locking devices on cabinet doors.
- E. Provide strong support and flexible connections on gas appliances.
- F. Remove or isolate and secure flammable materials.

IV. DURING AN EARTHQUAKE

A. If you are indoors **STAY THERE**. Move away from windows, book cases, tall shelves. Get under a table or desk and hold on to it. Be prepared to move with it and **HOLD** that position until the shaking stops and it is safe to move. If there is no desk or table to get under, brace yourself in an interior corner. Watch for falling, flying and sliding objects.

NOTE: If you are in a mobile home which is resting on A-Frame supports, get on top of the bed or sofa and cover your head and face. If a mobile home slips off the supports they may penetrate the flooring and cause injuries. B. If you are outdoors, move to an open area away from buildings, trees, power poles, brick or block walls and other objects that could fall.

C. If you are in an automobile, stop and stay in it until the shaking stops. Avoid stopping near trees and power lines or on or under overpasses or bridges.

D. If you are in a high-rise building, get under a desk and hold on, or crouch next to an interior wall until the shaking stops. **DO NOT USE THE ELEVATOR TO EVACUATE**. Use the stairs.

E. If you are in a store, get under a table or any sturdy object. Avoid stopping under anything that could fall. **DO NOT RUN FOR THE EXIT**. Choose your exit carefully.

V. IF YOU EVACUATE

A. Prominently post a message indicating where you can be found and the date and time you left.

B. Take with you:

1. Medicines and first aid kit

2. Flashlight, radio and batteries
3. Important papers and cash
4. Food, blankets and extra clothes
5. Make arrangements for pets

VI. AFTER A DISASTER

- A. Put on heavy shoes immediately to avoid injury from stepping on glass.
- B. Check for injuries and give First Aid.
- C. Check for fires and fire hazards.

1. Sniff for gas leaks, starting at the hot water heater. If you smell gas, hear a hissing sound or suspect a leak, turn off the main gas valve, open the windows and carefully leave the house. **DO NOT TURN LIGHTS ON OR OFF, OR STRIKE MATCHES.**

NOTE: Do not shut off the gas unless you suspect a leak exists. Do not turn it back on until the gas company or a plumber has checked the system.

2. Shut off the water at the main valve.
 3. Turn off the electrical system at the main circuit breaker or fuse box.
- D. Check on your neighbors for injury.
 - E. Turn on your portable radio and listen for advisories. Locate a light source, like a flashlight, if necessary.
 - F. Do not touch downed power lines or objects touched by downed wires or stand in water near downed lines.
 - G. Clean up potentially harmful material.
 - H. Check house, roof, chimney for damage.
 - I. Check emergency supplies.
 - J. Do not use the phone except in emergencies.
 - K. **DO NOT GO SIGHTSEEING!**
 - L. Be prepared for aftershocks.
 - M. Open closets and cupboards carefully.
 - N. Cooperate with public safety officials.
 - O. Be prepared to evacuate when/if necessary.

VII. HOME EMERGENCY SUPPLIES

This list contains items usually available in your home. It is recommended that they be organized and located for easy access during an emergency. Your emergency supplies should be sufficient to sustain you, your family and pets for a minimum of 72 hours. A two (2) week supply of medicines and prescription drugs is recommended.

Basic Water - minimum of 1 gallon per person per day

First Aid Kit - ample and freshly stocked

First Aid book - Know how to use it

Food - canned or dehydrated, pre-cooked and/or requiring minimum heat or water Consider the needs of infants and pets and any other special needs

Can opener - non-electric

Blankets or sleeping bags for each member of the family

Radio - portable, with spare batteries

Critical medications and glasses

Fire extinguisher – multipurpose dry chemical labeled “ABC”

Flashlight - spare batteries and bulb

Watch or clock - non-electric

Sanitation Supplies

Large plastic trash bags - for waste sanitation and protection

Large trash cans

Hand soap and liquid detergent

Shampoo

Toothpaste & toothbrush

Pre-moistened towelettes

Deodorant

Dentures

Feminine supplies

Infant supplies

Powdered chlorinated lime - add to sewage to deodorize, disinfect and reduce insects

Toilet paper and paper towels

Newspapers to wrap garbage or waste

Safety

Heavy shoes for each family member

Heavy gloves for each adult

Candles and waterproof matches (never light or strike a match near possible gas sources)

Clothes - complete change for each family member

Knife or razor blades

Garden hose - for siphoning and fire fighting

Cooking Barbecue or gas grill; charcoal and lighter or propane (for outdoor use only); sterno stove Plastic bags - various sizes, sealable

Pots (cooking) - at least two

Paper plates, plastic utensils, paper towels

Car Survival Kit

Non-perishable food

Flares

Bottled water

First Aid kit

Fire extinguisher

Blanket

Sealable plastic bags

Flashlight with batteries

Tools and rubber hose

Critical medications

Pre-moistened towelettes and tissues

Water Tips

To purify drinking water use one of the following methods:

A. Boil for 5-10 minutes, or

B. Add 8 drops of household bleach per gallon of clear water, mix well and let stand for 30 minutes, or

C. Add household tincture of iodine in the same manner as bleach, or

D. Use commercial purification tablets such as Halazone or Globaline following package directions.

VIII. IMPORTANT TELEPHONE NUMBERS

USE "911" FOR LIFE SAFETY ONLY

A. FIRE

B. POLICE

C. MEDICAL

D. PHYSICIAN

E. GAS COMPANY—Call Park Manager, 527-9600

F. ELECTRIC COMPANY—Call Park Manager, 527-9600

G. WATER COMPANY—Call Park Manager, 527-9600

H. OTHER

Adapted from:

The Unified San Diego County Emergency Services Organization
San Diego County Office of Emergency Services