

OAK SHORES COMMUNITY ASSOCIATION

HOME EMERGENCY PREPAREDNESS

(Updated January 2009)

- I. Family Organization and Assignments
- II. Family Training for Disaster
- III. Home Organization for Emergency
- IV. Preparing Family Emergency Kits

I. **FAMILY ORGANIZATION AND ASSIGNMENTS**

Family education should be done calmly, and in a matter-of-fact manner, before the disaster strikes. You should give basic instruction on earthquakes and other disasters to your children as soon as they are old enough to understand.

Put your family emergency plan on paper. Post the plan where it can be used by family member, babysitters and neighbors. A good plan should include family assignments with definite responsibilities, establishment of accountability, and drill training.

II. **FAMILY TRAINING FOR DISASTER**

It is important that each family member practice every facet of the emergency plan. Family members should be encouraged to take their first aid and CPR training.

III. **HOME ORGANIZATION FOR EMERGENCY**

Prepare a checklist of preparedness tasks. It allows you to indicate which family members are responsible.

IV. **PREPARING FAMILY EMERGENCY KITS**

A. **FIRST AID KIT**

- 1. Special prescription medications:
Contact personal physician for recommendation of special prescription medicines such as:

Insulin – Heart – High Blood Pressure – Other
- 2. Storage of First Aid Kit:
Keep in accessible place, such as a closet shelf near an exit door, but out of reach of children. Keep a list of contents taped to lid of box. Check contents periodically and restock supplies if used or too old.

**OAK SHORES COMMUNITY
DISASTER OPERATING GUIDE COMPANY #34**

(Updated January 2009)

The following operating guide covering Oak Shores initial attack area is intended to suggest actions to be taken in the first 48 – 72 hours following a disaster. The severity, weather, and population will dictate it all, part, or none of the information will be followed. Due to the isolation of Oak Shores, medical triage, damage recon, and fire loss may easily span 48 hours or more. The following assumes Oak Shores will need to be self-sufficient for 7 days.

1. THE FIRST RESPONSIBILITY OF EACH PAID CALL FIREFIGHTER (PCF) WILL BE TO HIS OR HER FAMILY

- a. Conduct welfare check of family and own residence.
- b. Check on propane and electrical.
- c. Treat / transport any injuries.
- d. Insure adequate food and water.

2. ALL COMPANY #34 MEMBERS RESPOND TO STATION

- a. Make damage assessment in route.
- b. Remove squad and engine from building. Do not leave on apron.
- c. Conduct radio check on county. If no response from San Luis Emergency Command Center (ECC), attempt to contact stations #33 (Heritage Ranch), #30 (Paso Robles) or on duty Battalion Chief. Attempt to contact by radio, then by phone. **ECC (805) 547-9331**
Station #34 (805) 472-9548
Station #33 (805) 227-6553
Station #30 (805) 238-2211
- d. If immediate need for equipment exists, respond as requested or prudent.
- e. Distribute or stockpile radios (HT's) as needed.
- f. Remove all medical / extrication equipment from building.
- g. Set up Triage / Medical treatment at either station, or clubhouse. (If structurally sound) or parking lot apron (below clubhouse) or campground.

3. ESTABLISH COMMUNICATIONS AND INCIDENT COMMAND POST

- a. Radio into ECC or Battalion Headquarters (Station #30).
 - i. Brief damage assessment
 - ii. Equipment status
 - iii. PCFs available
- b. Check telephones
- c. Distribute handi-talkies as needed.
- d. Obtain AM / FM radio for general emergency information.
- e. Form teams (assign leader with communications). Consider the following with compliment of eight.
 - i. One as Incident Commander, one as Assistant to maintain resource status board, unit log, ICS from 214 (attached) and assist with communications. See format for resource board on page 7.
 - ii. Two on engine.
 - iii. Two on rescue.
 - iv. Two on patrol.
 - v. Two to provide triage and first aid at medical area.
Create recon teams. (see page 4)

- f. Contact OSCA Operations Manager or Office Staff to request use of entry gate / patrol
 - i. Utilize pickups for movement of injured to first aid facility.
 - ii. Create public information center at entry gate. Inform public of first aid facility location.
 - iii. Assist in recon patrol.
 - iv. Continue or increase patrols.

4. CREATE RECON PATROLS

- a. Utilize civilian volunteers with one PCF if possible. Minimum of two people per team. Use pickup truck / 4 WD if possible. Issue check out lists and place team on status board for location tracking, recon teams should carry proper tools to shut off propane or electrical and be briefed on possible hazards. Open occasional hydrant and report on water availability, assign teams to the following areas:
 - i. Team 1 to check out Tract 378 utilizing check list.
 - ii. Team 2 to check out Tract 379 utilizing check list.
 - iii. Team 3 to check out Tract 380 utilizing check list.
 - iv. Team 4 to check out Tract 381 utilizing check list.
 - v. Team 5 to check out road into Oak Shores, Entry Gate, out to Interlake Road to Babe Ruth Mobile Home Park, check out Lynch Canyon Road to Christmas Cove on return to Oak Shores.
- b. All check out lists return to command post. Recon teams to report extreme hazards to ICP for dispatch by engine or squad.

5. ESTABLISH AID FACILITIES AT CLUBHOUSE

- a. Utilize fire station, clubhouse area or campground as:
 - i. First aid, triage, ambulance loading or morgue.
- b. Consider marina for staging and / or evacuation.
 - i. Assign staging area manager.
 - ii. Activate BBQ's for cooking / heating. Accept donated perishable foods and firewood.
 - iii. Arrange potable water if needed by requesting water tender or draining hot water tanks or utilizing RV in area.
 - iv. Arrange sanitation using latrines and disinfectant (only as last resort). Also RV's can be used as interim use.
 - v. Mark helispot in lower parking lot. (If lake level does not permit access use flats north of entry gate, marina parking or campground)
 - vi. Utilize entry gate and patrol for public information and direction and set up public information station at triage medical treatment station.

6. UTILIZE ENTRY GATE AND PATROL FOR PUBLIC INFORMATION AND DIRECTION AND SET UP PUBLIC INFORMATION STATION AT TRIAGE MEDICAL TREATMENT STATION.

EARTHQUAKE / MAJOR FIRE SURVIVAL PLANS

	Op Manager Admin Mgr	President	Vice President	Director	Company Administration	Fire Dept. Volunteer	OSCA Office	Water Dept. Head	Water Dept. Staff	Osca Employee	Osca Members	Sheriff's Office	Code Enforcement (city)	Code Enforcement (state)
Animal control										S	S	P	P	S
Communication	S				P	P	S					P	S	
Damage assessment	S	S			P	P	S	S				S		
Debris removal	P									S	S			
Evacuation		S	S		P	S					S	P	S	S
Osca facility inspect	S	P			S	S	S						S	
Osca facility mgn	P						S							
Water co. mgn								P	S					
Fire control					P	P		S						
Flood control					P	P		S	S					
Osca flood mgn	S	P	S					S						
Fuel mgn	P				S		S						S	
Health services					P	P					S			
Rescue					P	P						S	S	S
Law Enforcement												P		
Medical Services					P	P					S	S		
Information	P	S	S	S	P	P	S					S	S	
Housing					S	S								
Risk Mgn	S	S			P		S							
Temp. Housing	P	S			S	S					S			S
Traffic Control	P				S	S						S	S	S
Transportation	S		S		S	S					S	S		
Water (mains)								P	S					
Flood/ Water B/U	P-2				P-2			P			P-1			

P=Primary (full responsibility)

S=Secondary (support when requested)

P-1=OSCA office / Maintenance Bldg / Entry Gate

P-2=Homeowners' home

*=Specific assignments

DISASTER RESPONSES / ACTIONS

FIRE ADMINISTRATOR / INCIDENT COMMANDER

1. CONFIRM OWN HOME CONDITION / STABILIZATION
2. REPORT TO FIREHOUSE AND ESTABLISH A CONTROL BASE FOR YOUR RESPONSIBILITIES.
 - a. Damage Assessment (inspect damaged structures for trapped personnel)
 - b. Fire Control
 - c. Health Service / Rescue / Medical
 - d. Evacuation
3. PERFORM A DAMAGE RISK ASSESSMENT OF COMMUNITY
 - a. Evaluate additional service requirements. (Medical Support, Fire Control Support, Additional Equipment)
 - b. Need for evacuation
 - c. Dangerous structures, trees & etc. and damage assessment
 - d. Establish temporary hospital / triage area

OSCA BOARD OF DIRECTORS

1. CONFIRM OWN HOME CONDITION / STABILIZATION
2. REPORT TO OSCA OFFICE AND ESTABLISH CONTROL BASE FOR YOUR RESPONSIBILITIES:
 - a. Damage / Risk Assessment of OSCA facilities (coordinate with Fire Dept)
 - b. Document association members' property and OSCA's facility damage (photographs)
3. Establish availability of vehicles for evacuation purposes prior to emergency.
4. Establish evacuation routes and control personnel (prior to emergency)
5. If evacuation of community is required (as directed by fire dept) obtain vehicles and direct evacuation.
6. Perform a damage / risk assessment of osca facilities
7. Photograph (document) structure damage to association members property and OSCA facilities

MANAGERS

1. CONFIRM OWN HOME CONDITION / STABILIZATION
2. REPORT TO OSCA OFFICE AND ESTABLISH CONTROL BASE FOR YOUR RESPONSIBILITIES:
 - a. OSCA facilities management
 - b. Information /Communication
 - c. Fuel Management
 - d. Debris Removal (as directed by Fire Dept)
3. Set up communication base and supply information to association members as gathered from government agencies and other OSCA emergency managers. Obtain volunteers (prior to emergency) with fixed and mobile for communication. Establish temporary housing at location established by Fire Dept.
4. Direct employees to remove debris as requested by Fire Dept.
5. Establish and store limited capability to feed emergency personnel (on short term basis)
6. Establish list of volunteers to support traffic control, evacuation, and medical support.

OSCA EMPLOYEES

1. CONFIRM OWN HOME CONDITION / STABILIZATION
2. GATE / PATROL
 - On Duty – Stay on duty and report to Manager
 - Off Duty – Report to Manager
 - On / Off Duty – report to OSCA Manager at OSCA Office
3. WORK CREWS / MAINTENANCE
 - On / Off Duty – report to OSCA Manager at OSCA Office

WATER DEPARTMENT HEAD

1. CONFIRM OWN HOME CONDITION / STABILIZATION
2. Report to water plant and establish control base for your responsibilities:
 - a. Water Company Management
 - b. Water Distribution System
3. Establish water distribution plan to maintain water supplies for fire protection (bypasses /alternate routes in the event of busted mains) prior to emergency.
4. Support Fire Department in supplying water to fight fires.
5. Support Fire Department in flood control when flood is caused by water distribution system.
6. Control water flow and manage water reserves to avoid major water loss.

HOMEOWNER / ASSOCIATION MEMBER

1. CONFIRM OWN HOME CONDITION /STABILIZATION
2. Store food / water as suggested by “Earthquake and Major Fire Home Emergency Preparedness Plan” prior to emergency.
3. FOLLOW PLAN

Note: In the event of home loss / or extensive medical support is required Emergency Medical and Housing will be established by the Fire Dept.

GATE / PATROL SUPERVISOR

1. CONFIRM OWN HOME CONDITION / STABILIZATION
2. Report to OSCA Gate and contact OSCA Office via radio. Establish a control base for your responsibilities:
 - a. Code Enforcement
 - b. Traffic Control
 - c. Animal Control
3. Control Ingress and Egress at gate as directed by Manager and / or Fire Dept.
4. Control traffic within OSCA property as directed by Manager and / or Fire Dept. using off duty OSCA staff.
5. Establish a touring patrol (in truck) to stop potential looting and perform code enforcement.

ORDER OF ASSIGNMENT

TITLE	1 ST CHOICE	2 ND CHOICE	3 RD CHOICE
EMS Coordinator	Fire Department - 911		
General Manager	Annette Louder – 674-8716		
Board of Directors	President – Robert Lever – 472-9069 Cell 213-760-5512		
Board of Directors	Vice President – Randy Gillenwater – 472-9404		
Current Board of Directors	Jim Money 472-2015	Randy Gillenwater 472-9204	Don Reader 472-2021
	Bob Sutherland 472-2855	Sue St.George 661-713-5620 cell	Dan Wheeler 472-9206 831-809-8586 cell
	Bob Lever 472-9069 213-760-5512 cell		
Fire Administrator	Chris Kirk 472-9272 home 472-9172 work	Tim Bean 472-2540	Peggy Johnson 472-9638 674-6548
Fire Department Volunteers	Bandy & Rosalie Smith, Stephanie & Chris Kirk, Tim Bean, Marcus Dunlap, Peggy Johnson, Brandon Ortiz, & Josh Marmolejo		
Water Department Head	Tim Bean – 472-2540		
Water Department Staff	Larry Denny – 472-2540	Rolf Grant	
OSCA Office Staff	Stephanie Dayton Home: 472-9500	Debbie Sani Home: 472-2380	472-2233
OSCA Maintenance Staff	Mike Colombo, Dale Dehart, JJ Johnson, Guy “Duke” Snow, 434-7770 674-6546		
Gate/Patrol Supervisor	Peggy Johnson – 674-6548 or 472-9638		
Gate/Patrol (on)	on duty		
Gate Patrol (off)	off duty and available		

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RESOURCE BOARD

RESOURCE	AVAILABLE	COMMUN- ICATION	LOCATION	NATURE OF CALL	TIME IN	TIME OUT
E-34						
S-34						
P-34 RECON 1						
RECON 2						
RECON 3						
RECON 4						
RECON 5						
RECON 6						
RECON 7						
PCF						
COMMENTS (AS NEEDED)						

** INCLUDE ANY AVAILABLE RESOURCE

UTILIZE CHALKBOARD AT STATION

MEDICAL UNIT CHECKLIST

**STRIP MEDICAL EQUIPMENT FROM
STATION AND ENGINE**

OBTAIN ADEQUATE TRAINED MEDICAL PERSONNEL

SET UP A TREATMENT CENTER

**ISOLATE AREA WITH CONES
AND ESTABLISH TRIAGE**

**OBTAIN COMMUNICATION WITH
INCIDENT COMMAND POST**

**COORDINATE WITH RESCUE, AMBULANCE, ETC.
TO ENSURE PROPER TREATMENT AND
TRANSPORTATION**

REQUEST ADEQUATE RESOURCES, PEOPLE

**MONITOR ONGOING TREATMENT ATTEMPT TO
CONTACT LOCAL HOSPITALS**

RECON TEAM LIST

**RECEIVE ASSIGNMENT FROM INCIDENT
COMMANDER**

TO RECON SPECIFIC AREA OR TRACT

RECEIVE RECON CHECKLIST AND MAP

ENSURE PROPER TRANSPORTATION

**CONDUCT RECON AND DAMAGE
ASSESSMENT LIST**

**DO NOT STOP FOR ANY REQUEST FOR
ASSISSTANCE UNLESS IMMEDIATE LIFE THREAT**

CHECK ON WATER AVAILIBILTY

**RETURN CHECKLIST TO INCIDENT COMMANDER AT
COMMAND POST**

REQUEST ADDITIONAL ASSIGNMENT