

SUNSET RIDGE EMERGENCY PLAN
DRAFT

EMERGENCY PLAN

VERSION 1.0

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WHY DEVELOP THIS PLAN?

This document is intended to assist you in preparing for an emergency which might or might not require your family to evacuate from Sunset Ridge. The disruption and impact of an emergency on your family and on your property warrants preparation to minimize unnecessary burdens and risks.

It is important to bear in mind that each homeowner's first line of defense will always be the emergency services provided by government agencies that are normally reached through the 911 service. The BOD or Property Management Company will not be taking over the responsibility or authority of any government agency.

MANAGING THE EMERGENCY IN SUNSET RIDGE

Types of emergencies that could impact Sunset Ridge:

- Wildfire
- Severe Weather
- Hazmat
- Critical Infrastructure Disruption
- Infectious disease pandemic
- Terrorism

The scenario most likely to occur in Sunset Ridge requiring evacuation is wildfire. With wildfire, the direction of travel will be determined by the direction of the wind and approaching fire.

Levels of Emergency in Sunset Ridge

There are three levels of Emergency that determine the level of response required of Sunset Ridge residents:

Level I: Monitor Situation

- Stay informed and be aware of potential danger (*example: house fire, explosion, heavy snowfall*)

Level II: Partial Activation

- Emergency is more widespread and residents need to secure their homes and be prepared to leave (*example: wildfire in nearby surroundings*)

Level III: Full Scale Activation

- Eminent danger requiring evacuation of all Sunset Ridge residents (*example: major fire-storm, chemical spill*). There are two types of **Level III** evacuations that can occur in Sunset Ridge: 1) evacuation orders with time adequate to take care of business, and 2) orders to evacuate immediately.

COMMUNICATION DURING AN EMERGENCY

The BOD has been advised by Evergreen Fire and Rescue that in the case of an emergency evacuation, homeowners will receive a reverse-911 phone call that will direct each homeowner how to exit Sunset Ridge.

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If directed to exit onto Meadowview Rd, the message would include the combination for the lock on the gate at Meadowview Rd. Homeowners can also call the dispatch center (open 24/7) at 303-674-3411 for information during any emergency.

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PRE-PLANNING FOR EMERGENCIES

Pre-planning can really help

There is nothing that helps your chance to survive an emergency situation like preplanning.

- Have an emergency kit and first aid kit stocked and ready at all time.
- Know how to shut off all utilities at the main valves.
- Have a plan in place in case you or your family is away from the home during an emergency. Have a communication and/or meeting location in the event that you are separated during an evacuation.
- Have preparation in place to take care of your pet.
- Pre-think your priorities so that when an emergency happens, you can go into action mode quickly.

Disaster Supply Kit

You should keep enough supplies to maintain you for at least seven days:

- A supply of water for drinking and cooking (one gallon per person per day)
- A supply of non-perishable packaged or canned food and a non-electric can opener. (Canned vegetables, fruit, tuna, peanut butter, milk and dry goods such as crackers, cereal, etc.)
- Plastic sheeting and duct tape
- A change of clothing and shoes, raingear, blankets or sleeping bag
- A first aid kit with additional prescription medications. Extra eyeglasses or contact lenses
- A battery powered flashlight and radio with extra batteries
- Credit cards and cash in a water proof container
- Extra keys, books, magazines, card games, toys.
- Important documents in a water proof container
- Hygiene and sanitary supplies, grooming supplies
- Tools (Hammer, screwdriver, wrench) and Fire Extinguisher
- Food, leash, and other items for service animals or pets
- Eating utensils
- A whistle

First Aid Kit

- Sterile adhesive bandages in assorted sizes
- 2 inch and 3 inch sterile gauze pads
- Hypo allergenic adhesive tape
- Triangular bandages
- 2 inch and 3 inch sterile roll bandages
- Scissors, tweezers, needle
- Safety razor blade
- Bar of soap
- Moistened towelettes
- Antiseptic spray
- Thermometer
- Tongue blades and wooden applicator sticks

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- Tube petroleum jelly or other lubricant
- Safety pins in assorted sizes
- Cleansing agent/soap
- Latex gloves
- Sunscreen and insect repellent
- Aspirin, anti-diarrheal medication, antacid, laxative, and other non-prescription drugs

Important papers to take with you or to preserve in some way:

- Driver's license or personal identification
- Social Security card
- Proof of residence
- Insurance policies
- Birth and marriage certificates
- Stocks, bonds, and other negotiable certificates
- Wills, deeds, and copies of recent tax returns

If you have some time before evacuation is required:

- Bring things indoors – lawn furniture, hanging plants, trash cans, or any other object that can fly around and damage property.
- Turn off electricity, gas, and water at the mains. Know where these are ahead of time. Each family member should know how to do this. You will need a wrench to shut off the gas.
- Close all windows.
- Let someone outside your local area that you are evacuating and where you are going.
- Place a note inside your house as to where you are going.
- Lock up your home and leave.

Communication

Make a plan on how contact will be made with non-resident relatives in the case of a major event. Identify a meeting location and make a communication plan so emergency phone lines are not impacted. Communicate this plan to friends and relatives. Ask an out-of-state friend or relative or someone who lives at least 50-100 miles from you, to be your "contact." After a disaster, long distance calls may be easier to make than local calls. Ask your contact person to notify others. Chances are you may be separated during an emergency so have a plan on how you are going to get back together after a major disaster, such as an established meeting place.

Valuables

Make a plan to preserve valuables. Loss of ancestral photos and history, artwork, even computer data, etc., can be tragic. Formulate a plan to get valuables to second floor or attic and backup data, keeping one copy at another location some distance from your home. Also, have an inventory of all your possessions and keep a copy of that inventory at a safe location away from your home. You might even consider a video inventory.

Food and Water

- Keep a cache of food items and bottled water, preferably on the second floor if available. Purchase canned goods such as vegetables, fruit, peanut butter, tuna, stews and dry goods such as

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crackers, cereal, etc. Keep a good supply of bottled water as well as boxed containers of milk. This stash should be recycled at least once each year. So, continuously eat from the stash and replenish it as it is used.

- If the power is out for longer than 2 hours, the following guidelines should be followed:
 1. A freezer that is half full will hold food safely for up to 24 hours. A full freezer can hold food safely for 48 hours. Do not open the freezer door if you can avoid it.
 2. For refrigerated section – pack milk, other dairy products, meat, fish, eggs, and spoilable leftovers into a cooler surrounded by ice.
 3. Use a digital quick-response thermometer to check the temperature of your food right before you cook it or eat it. Throw away any food that has a temperature of more than 40 degrees.
- During an emergency, one of the most critical issues is safe drinking water. Here are some general rules concerning water for drinking, cooking, and personal hygiene:
 4. Do not use contaminated water to wash dishes, brush your teeth and prepare food. Use alcohol-based hand-wipes to wash your hands.
 5. If you use bottled water, make sure it came from a safe source.
 6. Boil water, when practical. It is the preferred way to kill harmful bacteria and parasites. Bring water to a rolling boil for 1 minute to kill most organisms.
 7. When boiling is not practical, you can treat water with chlorine tables, iodine tablets, or unscented household chlorine bleach.

Cooking Gear

If you have camping gear, keep at least one full tank of propane on hand. Keep the gear so that it is accessible during an emergency. These items would include a Coleman type camp stove, a lantern, several pots and pans.

Shelter

If you have a tent and sleeping bags, keep them where they can be accessed in an emergency.

Fuel

Keep the car fully fueled in times of potential emergencies.

Pets

- It is imperative that you make preparations to evacuate your family and your pets. There are steps you can take that will make you better prepared to care for your pets during in a disaster.
- Take them with you. The most important thing you can do to protect your pet is to take them with you. If it is not safe for you to stay in a designated area, it is not safe for your pet either. Leave early. Don't wait until the very last second.
- Don't forget ID. Your pet should be wearing up-to-date identification at all times. Remember, your address and phone number may be unreachable if your pet is found during a disaster.
- Find a safe place ahead of time.
- If you don't evacuate, keep your pet with you on a leash or in a carrier. Have food and medications at hand.
- In case you are not home during a disaster, make arrangements with friends and neighbors to take your pets.

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- After the disaster, keep your pets tethered until you know it is safe for them to roam.

Planning Ahead

- Make an emergency “To-Do” list and post a copy in each room.
- Determine the best escape routes from your home.
- Find two ways out of each room.
- Find a safe place in your home for each type of disaster.
- Have an emergency set of keys at an easy location near each exit.
- Teach family members how to shut off gas, electricity and water.
- Teach children how to dial 911.
- Know which radio station to tune to for emergency information.

Givens:

- Your own personal safety comes above all else.
- Things are going to be chaotic.
- You cannot rely on the phones to work because of either overload or being knocked out-of-service.
- Vehicle traffic will either be impossible or not be allowed so that emergency vehicles can pass.
- Natural gas may be shut off for an extended period.
- Electricity may be off for an extended period.
- No gas available for car.
- No food available at grocery store.
- No water available from tap.
- There will be a lot of misinformation.
- People’s nerves are going to be on edge.
- Fire may be moving in high winds faster than you can walk.
- You may encounter a life-or-death situation.
- You may have to abandon part or all of this plan for the safety of yourself and your family.

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EMERGENCY ACTIONS TO TAKE

Wildfire

Type 1 – Plenty of time

- Make sure you take care of your immediate family and pets first. Move on to step 2 only when you feel your family is safe and taken care of.
- If there is time, turn off your electrical and gas at the main valves.
- Close windows, vents, doors, blinds and drapes. Remove all lightweight curtains.
- Turn on a light in each room to increase the visibility of your home in heavy smoke.
- Place combustible patio furniture inside.
- Connect the garden hose to outside taps.
- Wet or remove shrubs within 15 feet of the home.
- Make an attempt to notify neighbors on each side of you in case they have not heard the alert.
- If for any reason you are not able to evacuate safely, please phone 911 and/or the Evergreen Fire and Rescue Dispatch Center at 303-674-3411.
- Move yourself and your family away from the direction of the fire. Evergreen Fire and Rescue will try and make sure that every home has been notified and that everyone is evacuated in that direction. Make an attempt to locate other Sunset Ridge residents depending upon the direction of evacuation.
- People will be moved from the temporary locations to safe sites established by the Evergreen Fire and Rescue depending upon the severity of the fire and the eminent danger to local residents.
- The Evergreen Fire and Rescue (*need to confirm*), will notify you when it is safe to return to your home.

Type 2 – Immediate Evacuation

- Do not panic. Keep a cool head and those around you will be much better off.
- Leave everything behind and move your family and pets as quickly as possible in the direction opposite the approaching fire.
- If at all possible, as you leave your home, attempt to notify neighbors on each side of you, but only if it is safe to do so.
- If for any reason you are not able to evacuate safely, please please phone 911 and/or the Evergreen Fire and Rescue Dispatch Center at 303-674-3411.
- Depending upon the emergency, people will be moved to locations established by the *Evergreen Fire and Rescue*.
- The Evergreen Fire and Rescue (*need to confirm*), will notify you when it is safe to return to your home.

Earthquake

While we are not prone to earthquakes, they can occur at any time.

Before an earthquake:

- Prepare an emergency kit
- Know the safe spots in each room

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- Know the danger spots in your home – near windows, tall unsecured furniture
- Decide where and how your family will reunite if separated
 - Choose an out-of-state acquaintance so others can call after the quake to report their whereabouts and conditions
- Learn how to shut off gas, water, and electricity to your home
- Secure water heater as well as tall, heavy furniture, mirrors, etc.

During an earthquake:

- If indoors, stay there. Get under a desk, table, or stand in a corner away from all windows
- If outdoors, get into an open area away from trees, buildings, walls, and power lines
- Stay away from windows and outside walls
- Cover your neck and head with your hands and arms

What to do after an earthquake:

- Check for injuries and treat the injured with first aid. Take steps to stop any bleeding and call for medical assistance if necessary. Don't attempt to move severely injured persons unless they are in immediate danger of further injury. Cover them with blankets.
- Stay calm and use common sense.
- Use the telephone only to report severe emergencies.
- Put out fires. Don't use matches, lighters, candles, electrical switches or appliances in case there is a gas leak; use flashlights.
- Check gas, water and electrical lines and check appliances for damage. If you smell gas or see a broken line, shut off the main valve.
- Wear heavy shoes and gloves in areas near fallen debris and broken glass.
- Do not touch downed power lines or broken appliances.
- Clean up dangerous spills such as glass, bleach or medicines.
- Turn on a battery-powered or car radio for instructions and information.
- Check water and food supplies. If water is cut off, use emergency water supplies found in toilet tanks and water heater.
- Check the building for damage and cracks. Do not use the fireplace until it is inspected.
- Check cabinets and closets. Open carefully and beware of falling objects.
- Watch for falling objects when you enter or leave buildings. Do not enter severely damaged structures.
- Do not use your vehicle, unless there is an emergency. Do not go sight-seeing to view damage. You may hamper the relief effort. Keep streets clear for emergency vehicles.
- Render aid and assistance to your community as needed.
- Be prepared for aftershocks. They can cause added damage.
- If evacuation is necessary, post a message of where you can be found in clear view. Have designated reunion points. Have a 72-hour survival kit ready to take with you that includes: medicines, first aid kit, flashlight, radio batteries, important papers, cash, food, water, sleeping bags, blankets, and extra clothes.
- Take special precautions with your pets. They will most likely be traumatized from the event and require special handling

After an earthquake turn off your gas at the meter:

- If you smell, hear, or even suspect gas is escaping in your damaged or undamaged building(s).

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- If your gas water heater or any other gas appliance has been knocked over and/or pulled free from its wall connection.
- If your building has suffered extensive damage, such as large cracks in the walls or in the concrete slab floors, etc. AND you suspect the gas lines may have been damaged.
- **WARNING:** If you smell gas don't turn on or off any switches. Don't use any open flame to check for leaks. Don't turn on any battery operated flashlights, unless they are a safety/ water-proof light. Chemical light sticks are a safe source of light in the event of a gas leak.
- **WARNING:** It is very dangerous, and therefore not recommended that you go searching for gas leaks inside any damaged building.
- **REMEMBER:** Do not turn the gas valve back on after an earthquake, unless a qualified person has checked extensively for gas leaks.
- **REMEMBER:** A qualified person or gas company employee will have to relight all the pilot lights.

Severe Weather

Severe Blizzard

- Severe winter storms happen in Sunset Ridge. How prepared are you for 60 inches of snow? What if the storm lasts for more than 4 days?
- Winter storms can be deadly. They can cause hypothermia. Fireplaces, emergency heaters and candles can cause household fires. Toxic fumes such as carbon monoxide can cause asphyxiation. And, hazardous roads can cause accidents.
- Winter storms can lead to power outages.
 - When a power outage happens, water is not being pumped into the Sunset Ridge neighborhood water tank. This tank is located at the top of Sweetbriar and has water pumped into it by the Metro Water District. If the power goes out on that side of the neighborhood, water will not flow into the tank. If this happens, our neighborhood could run out of water within a few days.
 - Please conserve water during these types of snow storms so we do not run out of water for our community if the power should go out.
- During a winter storm, clear the snow away from your fireplace intake.
- During a winter storm, clear the snow from your gas meter.

Severe Thunderstorm

- Thunderstorm can sometimes be violent in Sunset Ridge. Be prepared by:
 - Securing outdoor objects that could blow away or cause damage.
 - Securing outside doors and close blinds.
 - Avoid showering or bathing during the storm. Plumbing can conduct electricity.
 - Use a corded phone only for emergencies. Rather, rely on cordless or cellular phones.
 - Unplug appliances and other electrical items such as computers and turn off air conditioners. Power surges can cause serious damage. Fax machines are particularly susceptible to power surges.
 - Take shelter during severe weather. Stay away from windows, doors and outside walls. Protect yourself from any flying debris. Stay in the middle of your residence.

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- After the storm, be very cautious upon exiting your home. Watch for fallen debris, downed electrical lines, and be cautious of gas leaks. Report any broken water, sewer, or other utility lines to the appropriate authorities.

Extreme Temperatures

Extreme Heat

- Drink a glass of water every 15 to 20 minutes or at least one gallon per day (avoid alcohol and caffeine)
- Wear light-colored, loose fitting clothing
- When indoors, when you have no electricity, open windows if outdoor air quality permits and use hand fans
- Take frequent cool showers or baths
- If you feel dizzy, weak, or overheated, go to a cool place. Sit or lie down, drink water, and wash your face with cool water. If you do not feel better soon, seek medical help quickly.
- Heat stroke is the most serious heat related health issue. It happens when the body cannot control its own temperature. Sweating fails and the body simply cannot cool down. Body temperatures can rise to above 106° or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if not treated quickly. If you suspect someone has suffered a heat stroke, immerse the body in cool water or wrap the body in a cool, wet sheet.

Extreme Cold

- **Acute Hypothermia** is caused by a rapid loss of body heat, usually from immersion in cold water
- **Subacute Hypothermia** often happens in cool outdoor weather when conditions lower the body's ability to cope with cold
- **Chronic Hypothermia** happens from ongoing exposure to cold indoor temperatures
- As the body temperature decreases, the person will be less awake and aware and may seem confused and disoriented. Because of this, even a mildly hypothermic person might not be able to help themselves. If you find a person with the symptoms:
- Seek medical help immediately.
- DO NOT rub or massage the skin.
- People with severe hypothermia must be carefully rewarmed and their temperatures must be monitored. DO NOT use direct heat or hot water to warm the person.
- Give the person warm beverages to drink
- No alcohol or cigarettes

TO BE DEVELOPED:

Hazmat

Critical Infrastructure Disruption

Infectious disease pandemic

Terrorism