

Emerald Isle

Emergency Preparedness & Evacuation Plan

October 2019

RECEIVED

By Andrew Trippel at 6:55 am, Sep 30, 2019

Table of Contents

Section	Page Number(s)
Introduction	3
Purpose	3
Principles	3
Preparedness	3
What is an Emergency	4
Resources	4
Contacts and Communication	5
Non-Emergency Contacts	5
Complex Management Contacts	5
Emergency Notifications	6
Emergency and Disaster Procedures	7-11
Evacuation Procedures	11-12
Appendix	12-16
A. Evacuation map	
B. Road network map	
C. Site plan with gas and electric shutoffs	
D. Building Evacuation meeting points	

Introduction

Purpose of Plan

The purpose of this document is to help guide and ensure the safety of residents, guests and employees in the event of a disaster. This manual will serve as a supplement to any and all other operational and regulatory requirements that are in place within the City of Santa Rosa.

This plan does not cover every possible disaster situation but provides a framework for actions that should be taken in the event of an emergency or disaster situation.

Principles of the Plan

1. Residents need to take responsibility for their own household emergency preparedness as outlined by the City of Santa Rosa Fire Department.
2. At no time should residents take any action that threatens their own personal safety or that of others.
3. The plan requires that residents take action during an emergency as appropriate to their capabilities. Therefore, all residents (and guests staying in the apartments) should understand the Plan in advance of any emergency.
4. The Plan requires residents to behave cooperatively. Cooperation includes communicating your own situation and needs to your neighbors and being aware of their needs.
5. Management and Residents will meet annually to discuss and update the plan as needed.

Preparedness

As explained in Principle 1, it is recommended that each apartment prepare a household emergency plan and have a go bag/kit. Guidance on preparedness can be found at: <https://srcity.org/2558/Emergency-Preparedness>

What is an Emergency?

For the purpose of this document an emergency or disaster refers to situations that cause destruction, distress, or threat to life and safety of one or more residents, guests and staff of this community. They can be the result of internal or external events and can be man made or the result of natural events.

Resources

Santa Rosa Fire Department: <https://srcity.org/393/Fire>

County of Sonoma: <https://sonomacounty.ca.gov/DEM/Emergency-Preparedness/>

American Red Cross: <https://www.redcross.org/store/preparedness>

Centers for Disease Control <https://emergency.cdc.gov>

Be Ready Campaign <https://www.ready.gov>

National Weather Service www.noaa.gov

Department of Homeland Security www.dhs.gov

Fire Safe Sonoma <https://www.firesafesonoma.org>

PG&E <https://www.pge.com/weather>
<https://www.safetyactioncenter.pge.com>
<http://pge.com/pspszipcodealerts>

Emerald Isle Resident Portal www.liveEmeraldisle.com

Contacts and Communication

CALL 911 IN AN EMERGENCY

Non-Emergency Contacts

Emerald Isle Complex Management	707.XXX.XXX
Santa Rosa Fire Department	707.543.3500
Santa Rosa Police Department	707.543.3550
Sonoma County Sheriffs Office	707.565.2511
PG&E Gas	1.800.743.5000
PG&E Electric	1.800.743.5000
Ombudsman	707.528.4108
Adult Protective Services	1.800.667.0404
American Red Cross	707.579.7600
Comcast	
Kaiser Hospital	
Sutter Hospital	
Memorial Hospital	

Complex Management (Chain of Command during Emergencies)

1. Property Manager	707.XXX.XXX
2. Maintenance Director	707.XXX.XXX
3. Assistant Property Manager	707.XXX.XXX

Emergency Notifications

It is the recommendation of the Santa Rosa Fire and Police Departments that all residents and visitors be as informed as possible regarding disasters and emergencies within the city and county.

Once you are connected to these alerts it is critical that you follow all the instructions that are broadcast about what actions to take.

The notification tools are listed below along with the web sites to get registered to receive them.

Santa Rosa Fire Emergency Alerts: <https://srcity.org/3123/Know-Your-Emergency-Alerts>

SoCoAlert: <https://socoemergency.org/home/emergency/stay-informed/socoalert/>

NIXLE: <https://www.nixle.com>

Local radio tune to 1350 AM, 103.5 FM, 100.1 FM, 89.1 FM (bilingual), 98.7 FM (Spanish); watch preferred local TV news channel.

NOAA Alerts: <https://www.nws.noaa.gov/nwr/info/nwrrcvr.html>

Emergency and Disaster Procedures

- A. Fire at the complex
- B. Wildfire
- C. Earthquakes
- D. Floods
- E. Power Failure
- F. Gas Explosions

A. Fire at the complex

Follow the “R.A.C.E.” acronym if there is a fire or suspected fire:

Rescue – Alarm – Confine – Extinguish

1. Rescue
 - a. Immediately stop what you are doing and evacuate to your pre-designated emergency assembly point as contained in your personal preparedness plan.
 - b. If you need assistance, that assistance needs to be a part of your preparedness plan in advance of an emergency.
 - c. Get out as safely and quickly as possible. The less time you and others are exposed to poisonous gases, heat, or flames, the safer everyone will be.
2. Alarm
 - a. Call 911 to report the location and current extent of the fire.
 - b. Activate the fire alarm pull station in the Recreation Building.
3. Contain
 - a. Close all doors and windows that you can safely reach to contain the fire.
 - b. During evacuation close the doors behind you.
4. Extinguish
 - a. Only attempt to extinguish the fire if it is safe for you to do so.
 - b. Retrieve the nearest fire extinguisher and follow the “P.A.S.S.” procedure:
 - P** = Pull the pin breaking the plastic seal;
 - A** = Aim at the base of the fire;
 - S** = Squeeze the handles together; and
 - S** = Sweep from side to side.

B. Wildfire

Before evacuation from a Wildfire

1. Have a plan and a kit and be prepared to evacuate the property.
2. Listen for local emergency advisories or special instructions from local emergency services agencies before, during, and after the wildfire.
3. Have cash on hand for the possible need to pay for services, supplies.
4. For insurance purposes, take photos of valuables within your living area.

During a Wildfire

Listen to the emergency radio stations and alerts for evacuation information.

If a wildfire threatens your community and time permits, the following precautions should be taken if there is no immediate threat to your safety:

1. Shut off gas at the meter. Only a qualified professional (PG&E) can safely turn the gas back on.
2. Place combustible patio furniture inside.
3. Move vehicles into a position that is facing the direction of your escape route.
 - a. Shut doors and roll up windows.
 - b. Leave the key in the ignition and the car doors unlocked.
4. Close garage windows and doors but leave them unlocked.
5. Close windows, vents, doors, blinds or noncombustible window coverings, and heavy drapes.
6. Move flammable furniture into the center of the building away from windows and sliding-glass doors.
7. Close all interior doors and windows to prevent drafts.
8. Communicate with your neighbors whenever possible and keep them updated of your plans.
9. Evacuate when notified by emergency services agencies or when necessary. Do not delay!
 - a. If evacuation is necessary, follow procedures in the *Evacuations* section of this manual.

After a Wildfire

1. Attend to any urgent medical needs and/or injuries.
2. Only return to the building when authorized by emergency services agencies.
3. Check for immediate hazards, such as gas or water leaks and electrical shorts.
4. Turn off damaged utilities.
5. Have the fire department or gas and electric companies turn the utilities back on when the area is secured.

C. Earthquakes

Prepare your home and living areas before an earthquake strikes. Secure paintings, cabinets, shelves and other items that may fall or tip over during an earthquake.

Actions to take during an Earthquake if you are inside:

1. Take cover under a sturdy desk, table, or bench or against an inside wall, and hold on.
 - a. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Stay in bed—if you are there when the earthquake strikes—hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
4. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
5. Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects when entering into or exiting from buildings.
6. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

During an Earthquake if you are outdoors.

1. Stay there.
2. Move away from buildings, streetlights, and utility wires.

During an Earthquake if you are in a Moving Vehicle

1. Stop as quickly as safety permits and stay in the vehicle.
 - a. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
2. Proceed cautiously once the earthquake has stopped and watch for road and bridge damage.

If You are Trapped Under Debris

1. Do not light a match.
2. Do not move about or kick up dust.
3. Cover your mouth with a handkerchief or clothing.
4. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available.
 - a. Shout only as a last resort—shouting can cause you to inhale dangerous amounts of dust.

After an Earthquake

1. Attend to any urgent medical needs and/or injuries.
2. Be prepared for aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures.
3. Evacuate the building if a dangerous condition exists.
 - a. Keep calm. Do not run.
 - b. Watch for falling debris or electrical wires when leaving the building.
 - c. Assist with evacuations per the evacuation section of this plan.

4. Open cabinets cautiously. Beware of objects that can fall off shelves.
5. Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations.
6. Don't use lanterns, torches, lighted cigarettes, or any open flames as there may be gas leaks.
7. In an emergency, your gas can be turned off at the main gas service shutoff valve. Do not shut off the gas unless you smell gas, hear gas escaping, see a broken gas line or suspect a gas leak. If you shut off the gas, there may be a considerable delay before PG&E can turn your service back on.
8. Telephones are reserved for emergency use only. Do not call 9-1-1 unless an emergency exists.

D. Floods

If there is heavy rain and a flood is likely in the area, follow these guidelines.

1. Listen to the radio, television, or emergency alerts for information.
2. Be aware that flash flooding can occur.
3. Be aware of streams, drainage channels, canyons, that could flood.
Flash floods can occur in these areas with or without typical warnings.
4. Avoid and do not walk through moving water.
 - a. Six inches of moving water can make you fall.
 - b. If you must walk in water, walk where the water is not moving.
5. Do not drive into flooded areas.
 - a. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.
6. Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
7. Follow recommendations from local emergency services agencies.

E. Power Failures

Be prepared before the power outage happens. Have a plan in advance.

1. Make sure that the batteries in your flashlights are charged and working.
2. Do not use candles or open flames for additional lighting.
3. If you have electrically powered medical equipment have a battery backup available.

F. Gas Explosions

Follow these procedures and have a plan in advance.

If you suspect a gas leak

1. Evacuate the area immediately and contact 911.
2. Shut off the gas at the meter, if it is safely accessible. Only a qualified professional can safely turn the gas back on.
3. Control ignition sources.
 - a. Shut off electricity at the outside breakers, if it is safely accessible.

4. Contact the fire department or gas and electric companies to turn the utilities back on when the area is secured.

After a Gas Explosion

1. Evacuate the building, if necessary.
2. Address any fires that have started using the R.A.C.E. procedures described in this manual.
3. Attend to any urgent medical needs and/or injuries.
4. Only return to the building when authorized by emergency services agencies.
5. Check for immediate hazards, such as gas or water leaks and electrical issues.
6. Turn off damaged utilities.
7. Have the fire department or gas and electric companies turn the utilities back when the area is secured.

Evacuations and Shelter in Place Directions

During an emergency or disaster, the decision to recommend or require evacuation or shelter in place will be based on the severity of the disaster or emergency, the proximity of the threat to the community. In some situations, the buildings are actually the safest place to be, particularly in larger buildings that are constructed according to stringent fire and building codes.

This decision to evacuate or shelter in place will be made by the emergency response staff within the City of Santa Rosa. That decision and directions will be communicated with emergency alerts that everyone should be signed up for in advance. However, when in doubt, if you think it's best for you to evacuate to protect your safety then follow the routes indicated in appendix A.

If a decision is made to shelter in place, follow the guidelines as indicated in this document for the specific emergency. All buildings in this development were constructed to meet all of the most current codes at time of construction. This includes all wildland fire and earthquake hazards. The Recreation Building was constructed to include an emergency generator (generator was designed to start up at time of any power failure). An area within the Recreation Building has the capability to have power from that generator for up to 12 hours. This generator powered space will enable residents to have a place to assemble, as needed, prior to any evacuation that is needed from the property.

NOTES:

1. The emergency access gate is interconnected to the fire alarm of the buildings. If a fire alarm or water flow alarm from the fire sprinkler system activates, the gate will be automatically be opened. The gate will also have a manual override for power outages.
2. A lock box will be installed as approved by the fire department. Emergency access keys will be located in that box as recommended by the fire department.

Emergency Plan Distribution and Review

This plan will be made available upon move in for all residents. Documentation will need to be collected to show receipt of the document. The plan will also be made available electronically on a resident web site or portal.

Annually property management will host a meeting with residents to review and update this Emergency preparedness and Evacuation Plan. Documentation of the meeting and attendance will be recorded.

The meeting topics will include but are not limited to:

- Review procedures to notify residents in the event of an emergency/disaster.
- Update contact information of all residents for management and emergency responders. Include any “special needs” information for residents.
- Confirm the Recreation Building as the central gathering place for information/evacuations during an emergency/disaster. Provide instructions for 24/7 access to Recreation Building.
- Property Management Chain of Command and emergency contacts will be presented.
- Discuss any amendments or changes to the plan that may be necessary.
- Update resident lists and contact information to be used only during emergencies by management and first responders.
- Review of emergency notification tools and how to be signed up for alerts.
- Review procedures for emergency generator, utility shutoffs and emergency gate operations.

Appendix's

A. Site evacuation map

Insert map

B. Road network map

Insert Map

C. Site plan with gas and electric shutoffs, generator location, master keys location, and gate override switch.

(To be provided prior to certificate of occupancy.)

D. Building evacuation meeting points map.

(To be provided prior to certificate of occupancy.)



