

**Home Owners Association**

**Emergency Plan**

**VERSION 4-1**

**Calendar Year 2008**

**Policy and Assignments**

Approved: \_\_\_\_\_  
Jack Minenna- President Board of Directors

Date: \_\_\_\_\_

Original Signed by Jack Minenna \_\_\_\_\_ February 18-2008 \_\_\_\_\_  
Date

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## **I- Why are we developing this plan?**

Like any other place, Lake Forest residents must face the reality of living under what appears to be a perpetual threat of man-made disasters along with natural ones. It is the policy of our National and State government that we each must individually be ready to cope with an extended emergency that might overwhelm our government agencies. It is also a government recommendation that individuals should pull together in the form of community organizations to prepare for and recover from disasters. We are developing this plan of action to meet this need. We believe that this will help reduce the anxiety and isolation we may all feel before and after any disaster.

## **II-What is the policy adopted by your Board of Directors**

1. Our Emergency Readiness Committee (ERC) exists to develop our SELF-HELP capability in the event that a calamity overwhelms our government agencies and they become unable to respond to our needs. We will all be assisting each other **until order, control, and capability returns** to our government.
  2. It is important to bear in mind that each citizen'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/HOA/ERC, nor any of the volunteer neighbors will not be taking over the responsibility or authority of any government agency. We, each, are responsible to be as self reliant as possible for ourselves and our family
  3. The key to preventing panic and chaos is to provide individuals with a sense that there is ***focal point within the community (in our case, the Board of Directors and our club house/command post)*** that is working on their behalf to help alleviate their situation and which will help them to obtain and share information.
  4. ***The focal point for our community will be the Board of Directors assisted by the Emergency Readiness Committee( ERC)***. They will be operating at our club house which will be our designated command post.
  5. The community will be divided into manageably sized zones with a ZONE LEADER assigned to each one. Each zone leader will be assisted by block captains (the zone leader will, in fact, be the senior block captain). Block captains will be the direct contact with our residents for their assigned group of homes. The zone leaders will function as part of the ERC and will be the interface between the ERC and the residents.
  6. The club house/command post will attempt to provide the following services or functions to our community:
    - a. Be a place for sharing of helpful communication with their neighbors and to explore and put to rest harmful rumors.
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- b. Be a place where it will be possible to monitor radio and or television to stay up to date on the current situation.
- c. Be a place where those with specialized skills or knowledge can register and offer their assistance to their neighbors.
- d. Be a place to distribute water/food/rations to our community if allowed by our government agencies.

We will attempt to maintain continuous contact with city/county Emergency Operations Centers. We have installed a radio system as backup to normal lines of communication.

- 7. In a worst case situation where due to damage or injuries the functional goals listed here can not be accomplished, the Board of Directors and the Emergency Readiness Committee will identify at least one alternate command post.
- 8. In the event our community is under an evacuation order then the BOD will convene as soon as possible after return. Only those portions of the plan that are appropriate will be implemented upon return.

### **III- Who will be expected to do what?**

#### **Board of Directors (BOD)**

The Board of Directors will be the official entity representing our community. The BOD will formally activate and deactivate this plan. It will be the approving authority for all assignments, communications, and commitments made on our behalf. At a minimum, the president and vice president of the board are to be present at the command post at all times the command post is in operation (in their absence, at least two board members should be present to carry out the necessary duties). Board members are to make every reasonable effort to be reachable by each other, and the ERC by phone or other means once this plan is activated. The Board is to designate an alternate command post and identify the contents of a "quick travel kit" of any essential command post assets needed at an alternate site. The BOD will also direct the property manager to carry out any functions needed in support of this plan. Collect, organize, and report outward (to government agencies) all data available regarding our community status and needs;

#### **Emergency Readiness Committee (ERC)**

The ERC chairperson doubles as the operational commander for the committee when this plan is activated by the BOD. He is assisted by a vice chairperson who carries out managerial and coordination responsibilities. Membership in the committee is composed of the officers and the zone leaders and such others as may wish to become members. The officers of the Emergency Readiness Committee and committee members not otherwise assigned to other duties are to be present at the command post to assist the BOD in all their emergency related functions. It will also:

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- a. Monitor significant weather situations and will advise the BOD when this emergency plan should be implemented if not already done so at the discretion of the Board;
- b. Be the main communications focal point between the command post and the County/City Emergency Operations Centers;
- c. Keep incoming information and data organized and available to the BOD;
- d. Keep a tally of damage/injuries and needs for assistance for reporting to agencies and for self-help purposes by community volunteers;
- e. Keep a tally of assets volunteered by residents (time, talent, and physical facilities such as generators and temporary shelter for affected neighbors).
- f. Select Zone Leaders

### **Zone Leaders**

The community has been divided up into five color coded zones as shown in the attached map (a large scale version is posted at the club house). The zones are coded Yellow (161 homes), Green (166 homes), Blue (109 homes), Orange (113 homes), Pink (140 homes). A zone leader will be assigned to each zone.

1. The principal responsibility of the Zone Leaders will be to:
    - a. Be the "field" representative of the ERC
    - b. Select and maintain an adequate sized group of Block Captains;
    - c. Assign a block of houses to each block captain to fully cover the zone;
    - d. Be the focal point for the block captains for assignments and reporting/communications;
    - e. Develop and maintain a sense of "team" within their group of block captains and encourage them to stay interested and to recruit other residents who could become block captains and/or zone leaders;
    - f. Stay in contact with the ERC to receive assignments and exchange information during the course of any emergency;
    - g. Participate with the ERC in meetings and discussions and sharing of ideas.
  2. Example duties that may/will be carried out by the Zone Leaders through their block captains are:
    - a. Distribute emergency readiness manuals and/or other "alerting" information throughout the community;
    - b. Collect information regarding unique needs of particular households prior to and during recovery from any emergency and submit this to the ERC;
    - c. Alerting residents of any impending emergency or critical information which must be taken to each household in a hurry.
    - d. Survey their assigned houses so as to tally damage/injuries and needs for assistance;
    - e. Survey their assigned houses so as to tally any assets which might be volunteered by residents (time, talent, and physical facilities such as generators and temporary shelter for affected neighbors).
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- f. Submitt collected information to the ERC through their zone leader.

**Committee Chairs** will stay in communication with the BOD and be ready to assist as necessary.

**Finance Committee** will obtain and keep on hand sufficient emergency cash for post emergency funding.

**Maintenance Manager and/or Maintenance Committee** will prepare the club house and the pool areas as necessary for the anticipated event as soon as notified by the Board. They will carry out the following steps:

-----EXTERIOR Tasks **Prior** to a Storm-----

1. Organize/hide loose objects on the outside
2. Deploy storm shutters
3. Secure all exterior pedestrian and vehicular gates
4. Tape bottom of doors to prevent wind blown rain
5. Procure and store the following to sustain the club house/command post staffed with 7 persons for 7 days:
  - a. Water
  - b. Buckets (to move water from the pool to the toilets)
  - c. Plastic bags for trash
  - d. Batteries for flashlights/spotlights
  - e. First aid kit
  - f. Plastic drop cloths and tape
  - g. Face and body remoistened wipes, toilet paper, paper towels
  - h. Candles and matches
6. Carry out a photo survey of key common areas and structures
7. Test the back up generator and be sure that spare oil, air filters, and spark plugs are available.

-----INTERIOR Tasks **Prior** to a Storm-----

1. protect files and important documents
2. Turn off electronic devices and trip main breaker (UPS- set to OFF)
3. Locate flashlights and other battery operated device (with emphasis on radios, walkie-talkies, and battery operated TV
4. locate fire extinguishers and be sure they are accessible

-----AFTER the storm-----

1. Report in to the BOD soon as able to coordinate the physical recovery and rehabilitation of the club house/command post and/or common property in coordination with the property manager.

**Advantage Property Management** will:

- a. Protect all HOA documents and/or computer files necessary for the proper continuity of HOA operations at all times;

- b. Appear on-scene at the club house/command post to carry out all contracted services and functions as soon as possible after any event;
- c. Prepare a list of potential contractors who can be called on to assist with clean up within the community or who may be of assistance to individual home owners (with emphasis on roofing and structural repair as well as internal house clean up and restoration);

**The club house/command post** will be manned as soon as each team member stabilizes his own home and family situation. Each director and committee chairman should report his personal situation to the president of the BOD as soon as communications enables that. The club house will be manned continuously as soon as safe to do so after an emergency.

**IV- Order of succession in case we loose our leadership:**

In the event the president is unable to carry his functions the role will be assumed in the following sequence.

- President
- Vice President
- Treasurer
- Secretary
- Director

**V- ASSETS**

The following facilities, equipment, materials, and supplies to be available at the club house/command post:

1. An electric power generator will supply selected circuits continuous power for:
  - a. Refrigeration (to protect emergency provisions);
  - b. Air conditioning (if possible);
  - c. Computer related equipment (with alternate backup computer if possible).
2. Communications equipment (Radio link to County/City EOC's and the Lake Forest net).
3. Telephones
4. Television and radio (including an automated weather radio)
5. FAX and Copying machines
6. Fire extinguisher
7. Normal quantities of office consumables such as computer paper, ink cartridges, toner, etc.

\_\_\_\_\_ End \_\_\_\_\_

