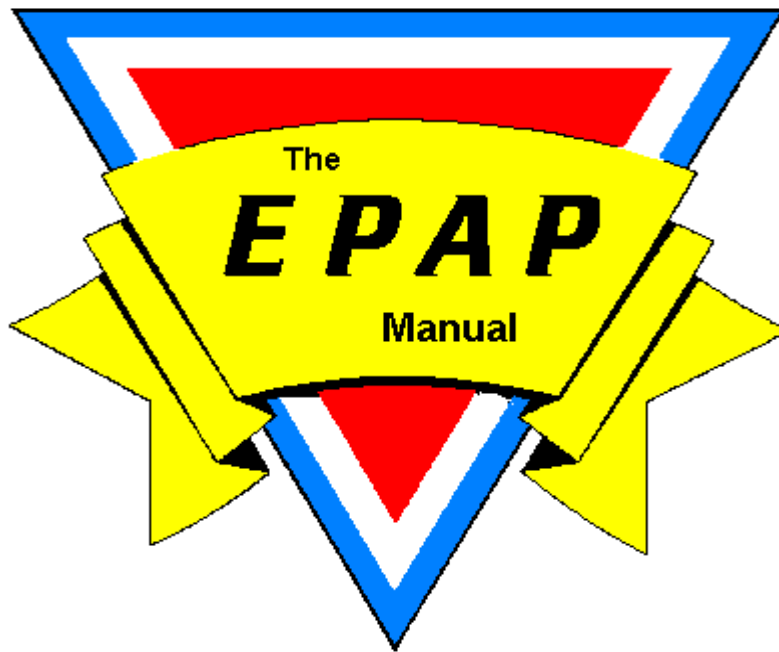


**SUN LAKES COUNTRY CLUB
HOMEOWNERS ASSOCIATION**

EMERGENCY PREPAREDNESS ORGANIZATION



**EMERGENCY
PREPAREDNESS
ACTION PLAN**



ALWAYS CALL 911 IF YOU HAVE A MEDICAL EMERGENCY

SUN LAKES MAIN GATE: 951-845-2163

EPAP CONTACT NUMBER: Should there be a possible emergency situation that may affect the Sun Lakes Community, notify EPAP at **951-524-3126** 24 hours a day, 7 days a week.

* * * * *

DEFINITIONS USED IN THIS MANUAL

Emergency Preparedness Action Plan: “Plan”

An operational concept that creates an organization of trained volunteers for the purpose of managing potentially catastrophic emergency situations in the Sun Lakes Country Club Community. The Plan is designed to deal with situations where normal public resources are no longer available to respond and assist. The comprehensive Plan includes all elements needed to deal with an emergency situation within Sun Lakes.

Sun Lakes Emergency Preparedness Organization: “Organization”

Official name of the entity and groups of personnel who implement the “Plan”

“EPAP”: Common name for the combination of the Emergency Preparedness “Organization” and the “Plan” which defines the actions of the Organization.

The EPAP Manual: “Manual”

The Plan is detailed in a document titled The EPAP Manual which is distributed to all Sun Lakes residents. This Manual describes all elements of the Plan, and explains the functional elements of the Organization. This Manual is approved by the Executive Team, Sun Lakes HOA Board of Directors, and District Delegate Assembly.

EPAP Operations Center: “EOC”

Name of the physical facility where EPAP personnel manage and coordinate the emergency response. The EPAP Operations Center is located at 1300 Country Club Dr., adjacent to the Golf Course Maintenance area. Telephone # : **951-845-2965**.

* * * * *

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Sun Lakes Country Club, Homeowners Association Master Board
Emergency Preparedness Organization
850 Country Club Drive, Banning, Ca. 92220

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September 30, 2022, July 1, 2025

SUN LAKES COUNTRY CLUB

EMERGENCY PREPAREDNESS ACTION PLAN

INTRODUCTION: As most of us are aware we, the residents of the Sun Lakes Country Club are no less susceptible to the devastating effects of both natural and man-made disasters than any other community.

It is also a fact that any emergency event large enough to be potentially catastrophic, will overtax the resources of our local emergency services and utilities for the first few hours, at least. During that period, it will be critically important that we be prepared and equipped to care for ourselves. It would be irresponsible, even foolish, to fail to be prepared.

Although no one can predict if or when a catastrophic event affecting our community will occur, we are confident that an effective emergency survival and recovery plan is our best insurance against the devastating effects of a major disaster.

Such a Plan was developed by Sun Lakes Emergency Preparedness Organization and approved by the Delegate Assembly and Master Board of Directors in 1991. The Plan has been revised frequently in order to remain effective as changes in conditions, availability of emergency services and our Club membership occur.

The Sun Lakes Emergency Preparedness Organization was established as a Permanent Standing Committee by the Master Board of Directors in 2018. As such, the Plan can be implemented with increased support and awareness from all levels of the Sun Lakes Country Club Homeowners Association including Residents, District Delegates, Organization operations staff, Management and the Master Board of Directors.

Like any other Plan, this one is only as good as the people that work to maintain it and stand ready to implement it when necessary. This document was reviewed and approved by:

Candace Jenkins, Executive Team Member

Janis Rice, Executive Team Member

Joe Ganino, Master Board of Directors

Cal Martin, District Delegate Chairperson

EMERGENCY PREPAREDNESS ACTION PLAN
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SUN LAKES COUNTRY CLUB, BANNING, CALIFORNIA

EMERGENCY PREPAREDNESS ACTION PLAN

SECTION 1. PLAN OVERVIEW

A. Purpose. The Sun Lakes Emergency Preparedness Action Plan is designed to accomplish the following:

1. Establish an organization of Sun Lakes residents who have volunteered their time and talents to prepare for, and respond to, the occurrence of a catastrophic event affecting our community.
2. Create the appropriate organizational elements and identify existing Sun Lakes clubs and groups willing to actively support the goals of this organization.
3. Devise emergency programs and procedures to prepare for and respond to a disastrous event affecting this community.
4. Recommend a comprehensive emergency survival and recovery plan for the residents of the Sun Lakes Country Club.
5. Encourage all residents, EPAP volunteers, Staff and Management to be prepared and trained to perform their duties in an emergency event. **ALL** personnel shall be guided by this plan to provide coordinated and successful operation of EPAP activities.

B. Emergency situations. The situations this plan is designed to cope with are those events that would have a catastrophic effect on the community (and possibly neighboring communities) to the extent that local police, fire and other emergency services may not be able to meet all our needs. These events would most likely include:

1. Earthquakes that cause obvious building damage, (e.g., broken windows, toppled chimneys, very large plaster cracks, etc.)
2. Major fire and/or smoke situations inside of, or adjacent to, the Sun Lakes community.
3. Hazardous effects of major toxic substances spills, and other situations when determined by the Executive Team to be or have the potential of being of a catastrophic nature.
4. Loss of electrical power.

C . Liability. The following provisions are applicable to this plan:

1. All EPAP organization personnel and other Sun Lakes residents acting in good faith in a volunteer capacity, during an emergency, are specifically exempted from liability under California State Law (Good Samaritan Statute).
2. All EPAP organization personnel and volunteers supporting the Sun Lakes Country Club Emergency Preparedness Action Plan are protected under the “Directors and Officers” liability clause of the Sun Lakes Country Club Home Owners Association insurance policy that addresses issues such as personal injury, slander, or false arrest. Rosters are on file in the Sun Lakes Country Club EPAP Operations Center.

SECTION 2. EMERGENCY ORGANIZATION

A. Official title. The official name of this organization is the Sun Lakes Emergency Preparedness Organization. It is headed by the **Executive Team** which is responsible for all community emergency planning activities and the coordination of those activities with the SLCC HOA Master Board of Directors and the appropriate authorities and agencies outside of Sun Lakes.

B. Organizational Elements. The Sun Lakes Emergency Organization is comprised of the following organizational elements.

1. The **Public Information Officer (PIO)** is responsible for the internal and external dissemination of media information. The primary functions of this office are:
 - a. Promote an awareness of the EPAP program in the Sun Lakes Community.
 - b. Respond to news media, government, and other agencies requests for information following the occurrence of a catastrophic event.
2. The **Communications Unit** is responsible for the reliability and operational setup of all EPAP Operations Center (EOC) emergency communications equipment. This unit is responsible for internal communications as well as establishing a link between the Sun Lakes community and local governmental emergency services (fire, police, utilities, medical, etc.). The Director of this unit also provides supervision and support for the Amateur Radio Team (FCC licensed operators). This team is responsible for the maintenance and operation of the amateur radio (HAM) equipment used in support of EPAP internal and external communication.
3. The **Medical Unit** is responsible for all on-site medical resources, including medically qualified volunteer personnel. The Director of this unit:
 - a. Maintains a current roster of volunteer medical and rescue personnel, their qualifications and availability.
 - b. Monitors the amount and readiness of on-site medical supplies.
 - c. Provides supervision, training and logistical support for medical personnel

assigned to District FAST Teams (First Aid Support), and a Medical Command Center (MCC) if activated.

- c. Maintains a supply of First Aid material at the District and Community level.
4. The **EPAP Patrol Unit** will assist in providing security for our community and assistance to various elements of the emergency organization. This unit will be comprised of as many persons, with public safety (police, fire, etc.) experience as possible; however, non-safety volunteers will not be excluded.
5. The **Animal Rescue Group** is responsible for the collection, kenneling and care of unattended domestic animals during an emergency situation.
6. The **Information Management Unit** is the clearinghouse for all automated information related to EPAP emergency pre and post event activity. This group was specifically formed to:
 - a. Support district volunteers in maintaining data for residents that want to be checked on in the event of an emergency.
 - b. Calculate aggregate drill results for districts that want to volunteer their data. EPAP will not retain any resident data.
 - c. Develop and maintain a master/post event program to store District data base information for use in operational planning and the tracking of injuries, resident relocation as well as building damage, following an event.
7. The **Operations Management Unit** is responsible for managing EOC Operations during emergency events, including event messages and records.
8. The **RV Group** is sponsored by the Sun Lakes RV Club. This club has agreed to:
 - a. Organize a volunteer group of their membership to provide emergency assistance for Sun Lakes residents following the occurrence of a catastrophic event.
 - b. Appoint an RV Group Leader to assist in the planning and accomplishment of RV post-event activities.
 - c. Maintain a current roster of participating RV owners and, periodically, provide a copy for the Resource Manager.

C. Management Staff. Each element listed above is headed by a volunteer Director with specific education and/ or experience needed to manage an emergency situation within their area of expertise. These volunteers form the “core group” of the Executive Team’s Staff. Other members, who staff these elements, may include residents of the Sun Lakes community that the Executive Team deems appropriate to the stated task, including the Delegate Assembly Chairperson and Sun Lakes contract Community Patrol company supervisor.

D. District Positions and Teams.

1. The job descriptions and duties listed here and on the Sun Lakes Country Club's website are to be considered as part of the "Plan". Also, the EPAP Team is available to provide training as needed for district volunteers.

2. **District Delegates** coordinate with the Executive Team in the appointment of District EPAP Coordinators, and alternates, who will have the primary responsibility for EPAP operations in their District.

3. **EPAP Coordinators** must be able to organize and direct District residents both prior to and during an emergency situation. They will make every effort to ensure that there is at least one Zone Captain, and alternate, designated for each zone and oversee the organization of the First Aid Support Teams in the districts. They are expected to maintain a liaison between the Zone Captains and District Program Managers to facilitate:

- a. The collection of data by Zone Captains is accomplished in a timely manner and in accordance with established procedures (i.e. Zone Status Updating Procedure).
- b. To facilitate the forwarding of computer information so that new District reports (e.g. Zone Status, Residents Listings, etc.) are obtained following all significant updates.
- c. To facilitate the review of district computer printouts for accuracy and any discrepancies called to the attention of the District Program Manager.

4. **Zone Captains.** The Occupants of this position are responsible for verification of the status of residents occupying homes in their neighborhood zone, following the occurrence of a large-scale emergency event, and to maintain a reliable link between the residents, in their zone, and their District representatives. Zone Captains are expected to:

- a. Use the Zone Status Report to maintain an ongoing record of relevant information.
- b. Periodically, visit or call each residence in their zone to update information (occupants and pets) and forward changes to their EPAP Coordinator.
- c. Following a disastrous event, check each unit in their zone, record the status of each unit on the Zone Status Report and report the results, of their survey, to their EPAP Coordinator at their District Command Post.

5. **First Aid Support Teams.** Each District should establish a FAST Team. The number of teams for each District will be predicated on the district's population. As/when

dictated by the post event situation, additional FAST Teams may be organized from available personnel and assigned as needed.

- a. **FAST Response.** The FAST teams should respond to the location of the injured, as determined by the actions of the Zone Captains and EPAP Coordinators, to assess the severity of injuries, provide first aid if possible (stop severe bleeding, stabilize fractures, etc.).
- b. **Identification.** District FAST Teams will be identified by their District number and ascending letters beginning with “A “(e.g. FAST-4-A). Reserve FAST Team members will be identified by the District number, to which they have been assigned , and descending letters beginning with “ Z “ (FAST-14-Y).
- c. **Equipment.** Each team will be issued: A Handi-Talki Radio, flashlight, clipboard, first aid kit, rescue kit, fire extinguisher and identification vests. This equipment will be maintained in a centralized District location. A supply of the “Injury/Relocation & Triage Report “, Form EF03, should also be maintained with the teams equipment and supplies.

6. District 50. An artificial District that, during regular working hours, has the responsibility to survey all common area buildings (e.g., clubhouses, pro-shops, management offices, etc.) for injuries and a summary assessment of structural conditions and report their survey findings to the District 50 EPAP Coordinator which will be, normally, the Management Company General Manager or Operations Director. District 50 is staffed, exclusively, with Management Company Employees who will also:

- a. Serve as Evacuation Site Managers, at common area locations, if assigned.
- b. Survey and assess the integrity of utility installations servicing common area facilities and report their findings accordingly.

7. District Companion Groups. The twenty-three Sun Lakes Residential districts and District 50 have been formed into eight groups of three contiguous Districts for the purpose of simplifying communications and resource sharing and are established as Companion Groups that share a dedicated Handi-Talki Radio channel and privacy code. The EPAP Coordinator of the District closest to the geographical center of the three districts is assigned the responsibility of Group Leader.

For further information regarding EPAP positions and duties, please go to the Sun Lakes Website (Sunlakescc.com and then click on EPAP in the Community menu).

SECTION 3. PRE-EVENT PLANS AND PROGRAMS

- A. **Event Situations.** As stated previously, the situations this plan is designed to cope with are those events that would have a catastrophic effect on this community to the extent that local fire, police and other emergency services may not be able to meet all our needs. The most likely of those events, in this area, would be a major earthquake. However, most of the plan's functions and procedures can also be used effectively for other potentially catastrophic situations.
- B. **Operational Plans.** In addition to the emergency preparedness outlined in this document, each District and EPAP organizational element is encouraged to develop and maintain its own emergency operations plan.
1. **General.** Each operational plan should be:
 - a. Designed to accomplish the specific functions assigned to that organizational element.
 - b. In sufficient detail to ensure that all personnel understand what is expected of them and how they are to accomplish their assigned tasks.
 - c. Periodically reviewed, exercised and updated, when necessary.
 - d. Included in that unit, group or team's key personnel binder.
 2. **District.** The plan for each residential District (excluding District 50) should include:
 - a. The location of the District Command post and the FAST Team equipment and supplies container.
 - b. Designation of personnel, and their Alternates, expected to report to the Command Post.
 - c. Command Post personnel duty and responsibility assignments.
 - d. Procedures for verifying that Zone Captains, alternates, or volunteers have responded to survey each and every zone in the district.
 - e. When possible, outside of regular working hours, weekends or holiday's, ensure that there is someone assigned to survey the clubhouse located in their District.
- C. **EPAP Training.** All persons holding EPAP Management Staff positions are responsible for providing appropriate training for personnel in their Unit, Group, or Team. To maximize efforts and avoid conflict or duplication, all training plans should be coordinated with the Executive Team.
- D. **Tests and Exercises.** As with any emergency plan, the conduct of routine, recurring tests and exercises are vital to this plan's success. Accordingly, in addition to training exercises conducted within the various Districts, Units, Groups and teams there will be

one community wide, major disaster drill conducted each year. The date, time and scenario will be announced well in advance of the drill taking place.

E. Community Evacuation.

1. **Purpose.** Evacuation, in an emergency situation, is designed as a preemptive action which will facilitate people leaving an unsafe situation or location for a location of relative safety. Evacuation plans may or may not be implemented concurrent with the Emergency Action Plan. Orders to evacuate should initially come from the EPAP Executive Team or local authorities such as fire and/or police. **(See also Appendix A.)**
2. **Typical Situations.** The need for residents to evacuate this community may be expected in one of two ways:
 - a. The presence of heavy smoke in/or around the Sun Lakes Community could be very hazardous and/ or very uncomfortable for some residents, particularly those with respiratory conditions. This situation would likely require a **limited evacuation.**
 - b. However, a toxic or explosive vapor cloud or other potentially disastrous situation could make it prudent to activate the **mass evacuation** of all Sun Lakes residents.
3. **Shelter in Place.** For those situations in which there is a need to evacuate, but it is not possible or practical to do so in a safe or timely manner, the American Red Cross has devised a plan called “Shelter in Place“. This alternative to evacuations, outlined above, may be necessary and far more appropriate for some residents that would otherwise become involved in a **limited evacuation** situation. **(See appendix A “Shelter in Place “)**

SECTION 4. POST–EVENT OPERATIONS

A. Plan Implementation

1. **Notifications.** There are a variety of catastrophic events that could endanger Sun Lakes residents (earthquakes, brush fires, toxic and/or flammable vapor clouds, etc.) the specific characteristics and circumstances of which will usually dictate the most expedient and practical means of resident notification. With the exception of an earthquake your first notification of a potentially catastrophic event, will probably be through the Riverside County Early Warning System (Reverse 911) in which case your action should be guided by that telephone message.
 - a. Should a major earthquake occur causing local structural damage (broken windows, toppled water heaters, etc.) community residents will become instantly aware of the situation and other means of notification **may not be necessary.**

B. Operations Center.

Staffing and operations will be in accordance with previously established procedures. The first person to arrive at the EOC takes charge as the Incident Commander. As the event response develops, the Executive Team may appoint a different person to act as Incident Commander as necessary. The Incident Commander will assume command of all residential areas, HOA facilities, Management and Staff, Delegate Assembly and all District EPAP personnel, as well as all EPAP functional Units. In doing so, the Incident Commander will have full authority to manage the emergency response within the Sun Lakes Community and coordinate with Public emergency responders.

C. Other Activities. Concurrent with the EOC activation, the following activities should begin:

1. **EPAP Patrol Units.** All EPAP Patrol Unit Personnel and the Sun Lakes Community Patrol Supervisor should report to the Security Command center adjacent to the Sandwedge in the Main Clubhouse.
2. **Animal Rescue Group.** All personnel should respond, as expeditiously as possible, to the Kennel Area behind the EOC, and report to the Animal Rescue EPAP Liaison for assignment. One member of this Group will be assigned the responsibility to create and maintain records that reflect the type and number of animals cared for, returned to owner, relocated and/or any other pertinent information.
3. **Information Management Unit.** The Unit Director or an appropriate alternate should report directly to the EOC.
4. **RV Club.** Participating RV owners should go to their RVs, come up on **CB Channel 14** and await instructions from their RV Group leader. RVs may be needed as a source of electrical power, local Command Post, or comfort station.
5. **Zone Captains.** Each Zone Captain should immediately begin the survey of all residential units in their zone and record the results on the Zone Status Report. **A Resident Status Placard, in a window, indicates that all occupants of that property are OK and no assistance is needed, at that time.** When the survey and recording is completed, Zone Captains:
 - a. May suggest that injured, but ambulatory, persons whose injuries do not appear to be potentiality critical (superficial cuts, sprains, bruises, etc.,) apply first aid treatment at home.
 - b. Report their observations to their District Command Post Leader.
 - c. Return to and/or remain in their zone to provide periodic updates for the duration of the emergency or until relieved of their duties.

- d. Should attempt to send someone to notify their District Command Post Leader if they encounter a situation that prevents them from leaving that location (e.g., a resident that should not be left unattended).
- e. Should determine if assistance for a family pet is needed, and attempt to notify the EPAP Coordinator so that a message can be sent to the Animal Rescue Group at the EOC.

SECTION 5. RESIDENTS PERSONAL PREPAREDNESS

- A. Dial 911.** In any situation requiring emergency services (Medical, Police, Fire, etc.) residents first **“Dial 911”**, then alert the Sun Lakes Main Gate Security personnel (951-845-2163). If it is determined that the emergency may exceed the capacity of local emergency services to meet our needs, the Sun Lakes Emergency Plan will be activated.
- B. New Resident packets.** This packet is provided by the Emergency Preparedness Organization and contains a Welcome Letter, a copy of this Manual (additional copies may be obtained by going to the Sun Lakes Country Club website and clicking on EPAP), Resident Information Form, a 4 ¼ x 5 ½ inch piece of colored poster board called a “Resident Status Placard “and a red plastic pouch called the “File of Life“. These items are intended to be utilized as follows:
1. **“File of Life“** : This magnetized pouch contains two printed forms to be completed, **in pencil**, Each occupant of the residence should complete one form and put the completed form in the “ File of Life “ pouch where it can be quickly and easily accessed by emergency personnel. The “File of Life“, with the completed form (s), should be attached to the outside surface of the refrigerator. However, for long-time residents of Sun Lakes, the “File of Life” may be located on the inside of the refrigerator. Remember to update your personal medical information whenever any part of it changes.
 2. **Resident Status Placard.** This placard should be stored in a convenient location near a street-facing window or in the “File of Life “pouch. Immediately following the occurrence of an event, this placard is to be placed in a street-facing window, **when no one in the residence needs assistance, at that particular time.**
- C. Resident Information.** The Resident Information Form was designed to enable residents to volunteer information, concerning their skills, experience, education, etc., that could be employed to assist the EPAP Organization in their goal of minimizing the effects of a potentially catastrophic event on the residents of this community. These Forms are available from your District Delegate or the Main Clubhouse Receptionist.

D. Prescription Medicines and Glasses. To be prepared for an emergency, of any kind, it is recommended that Residents keep extra glasses, medicines and other prescriptions in a readily accessible location.

E. Leaving the area. Any time that you expect to be away from your residence for an extended period of time, (example: more than two days), or decide to leave the area following an event, inform your Zone Captain or a neighbor who can pass that information on to the person responsible for surveying your Zone, following an emergency event, if it becomes necessary.

F. Pets. All pet owners should familiarize themselves with the information contained in the EPAP “ Emergency Preparation For Pets “ (Appendix B of this document)

G. Evacuation and Shelter in Place. All residents should be familiar with this Community’s evacuation plan’s described in Appendix A of this document. This Appendix also describes the alternative to evacuation, referred to as “**Shelter in Place** “.

Sheltering in Place is often a superior course of action, in an emergency situation, than it is to attempt to evacuate a community of size and complexity as Sun Lakes Country Club.

H. Other Preparations. Other recommended personal preparations include:

1. Maintaining adequate supplies of water, food, plastic bags, etc.
2. Keeping a battery operated radio, fire extinguisher, flashlights, and first aid kit.
3. Securely fastening tall furniture, mirrors, etc. to a wall.
4. Keeping propane – fueled barbecue tanks full.
5. Register your cell phones with Riverside County at RivCoReady.org/AlertRivCo. Also, the WatchDuty app can be used to monitor wildfire alerts.
6. Reviewing this, and other emergency preparedness guides periodically.

I. EPAP Manual Availability. Copies of this Manual describing the Sun Lakes Emergency Preparedness Action Plan are available in the Main Clubhouse at the front reception desk adjacent to the entrance, and on the Sun Lakes website under EPAP.

J. Additional Information. There is a great deal of information available to assist the public in preparing for emergencies, including the Emergencies Procedures section of the local Telephone Directory. EPAP programs and other emergency information are regularly included in the monthly Sun Lakes Lifestyles and Sun Lakes Life periodical, District Newsletters, as well as our community closed circuit television channel (97). Following the occurrence of an emergency, when conditions permit, emergency information may be broadcast on that channel.

APPENDIX A: COMMUNITY EVACUATION PLAN

(Revised 3/12/2020)

As briefly described in Section 3, this plan outlines the two situations in which evacuation plans for the Sun Lakes community **may** be required. Community evacuations could be accomplished at the direction of an outside agency (CalFire, Banning PD, County Emergency Services) and/or the EPAP Incident Commander.

Limited Evacuation. Should the atmosphere in or around Sun Lakes be subject to heavy smoke, as might be caused by an adjacent brush fire, persons with respiratory conditions will likely be the first to recognize the urgency in finding relief. The need to evacuate may very well be limited to those most directly and immediately affected. If that situation occurs, the following actions are recommended:

1. Listen to local news and public service announcements for weather reports and information addressing the problem condition. The community access TV channel (currently channel 97) may be able to provide some timely advice.
2. If an evacuation is necessary, plan an escape route and destination that will avoid the highest concentrations of smoke or hazardous gases.
3. Inform your District Delegate, Zone Captain or neighbor of your plans. (You may want to contact that person, at a later time, for an update on the current conditions here in Sun Lakes.)
4. Leave as soon as practical.

Mass Evacuation. The need to conduct a complete evacuation of the Sun Lakes Community will be precipitated by a destructive event, such as an earthquake, transport accident emitting a toxic substance, or a broken fuel line. The type and severity of the event, and other existing factors will determine both the means by which residents will be notified with instructions transmitted to their Zone Captains.

1. **Guidelines.** Should it be necessary to implement a **mass evacuation**, the following important guidelines should be adhered to:
 - a. Leave promptly with the clothes on your back, your purse or wallet, prescription medications, go bag, portable medical devices, your pets, and very little else.
 - b. Remain calm and try to be very methodical in your actions. PLEASE DO NOT PANIC.
 - c. Once you leave, do not return until you are advised, by an authoritative source, that it is safe to do so.

2. **Exits.** Unless the evacuation instructions say otherwise, Sun Lakes residents should plan to exit through the gate according to the gate plan below:
 - GATE 1: Districts 2, 3, and 5
 - GATE 2: District 17
 - GATE 3: Districts 5, 6, 7, 8, 9, and 18
 - GATE 4: District 16
 - GATE 5: Districts 1, 4, 10, 11, 12, and 13
 - GATE 6: Districts 14, 15, 19, 20, 21, 22, and 23
 - a. In a mass evacuation our contract Community Patrol Company and EPAP Patrol Unit personnel will take control of and secure all gates.
 - b. All gates will be opened, both the entry and exit sides.
 - c. **Do not attempt to exit through an entrance gate, the entrance gates are intended for use by responding emergency vehicles.**
3. **Zone Plans.** Despite the plans outlined above, in a large-scale evacuation, traffic congestion is always a problem. To reduce the number of vehicles involved, it is highly recommended that each zone develop a car pool plan that identifies the Zone Evacuation Vehicles and Drivers.
4. **Circumstantial Variances.** Circumstances specific to a particular event may make it impractical to attempt a total evacuation of this community. In some situations, it may be more practical to evacuate residents to on-site facilities or common areas where they are better protected, or at least more comfortable. Decisions of this nature must be made at, or soon after, the time the event occurs and will be conveyed to those affected in the evacuation instructions.
5. **Shelter in Place.** For those situations where, it seems, there is a need to evacuate but it is not possible, or practical, to do so in a safe or timely manner, the Red Cross recommends: **“Sheltering in Place”**. **Given the location, and ambient atmospheric conditions that routinely affect Sun Lakes Residents, except for the effects of an event that renders structures unsafe to inhabit, “sheltering in place” is usually a more practical choice of action by residents.**
6. Should residents chose to **“Shelter in Place”**:
 - a. Close all windows in your home, as well as the fireplace damper.
 - b. Turn off fans, heating and air conditioning systems. The heating and air conditioning units can be turned off using the on/off switch located on the in-house thermostat.

In the Diamond series homes, built by the Pulte Corporation, the automatic air circulation system will continue to run after the thermostat switch is moved to the off position. This system must be **Shut-off at the structure's main electrical panel**. This panel is normally located on an external wall of the home and contains a 15 AMP circuit breaker labeled "FAU "(Forced Air Unit). Moving the FAU breaker, in the main electrical panel, to the **off position** is required. (It is suggested that the bused 30 AMP circuit breakers labeled Heating and Air Conditioning also be moved to the OFF position as a precaution.

- c. Go to the room with the fewest windows and doors. Take your disaster survival supplies with you unless you have already stored them in that room.
- d. Wet some towels and "jam" them in the crack under the doors. Place tape around doors, windows, exhaust fans, or vents. Use plastic garbage bags to cover windows, electrical outlets and heat registers.
- e. If you are advised there is a danger of explosion, close the window shades, blinds and curtains. Then, to avoid injury, stay away from all windows.
- f. Stay in your room and watch your local TV channels, if possible, or listen to your radio until you are told (1) that it is safe to leave or (2) that it is necessary for you to evacuate.

Summary. If there comes a time when we are instructed to **evacuate** or **shelter in place**, we must be ready and willing to follow the instructions provided. The people providing these instructions will have current information on the situation at hand; as well as training and experience in planning and carrying out this type of activity. The instructions we receive will be specific and must be followed to the letter. Our wellbeing, and that of our neighbors, could depend on our compliance with these instructions.

APPENDIX B: EMERGENCY PREPARATION FOR PETS

Food and Water. Along with the family supplies, store at least a two weeks supply of canned and dry pet food for each pet (be sure to check the dated shelf life). Remember that under normal conditions, a 40-pound dog needs a minimum of a gallon of water a day, larger dogs need more and cats require a quart. Of course, for other types of pets, follow the same logic in meeting their basic food and water needs.

Pet Supplies:

- Can opener
- A twin size heavy blanket
- A set of water/feed bowls
- An extra collar and leash (10 ft)
- A grooming brush
- A pooper scooper
- For a cat, have a “carry cage” in storage. It is best to have two different sizes of collapsible wire cages complete with folding covers.

Documents:

- Copies of dog license.
- Rabies vaccination certificate
- Other pet records
- Photos taken within the last year

Medical: For pets that are on special medication, keep an extra two weeks supply in storage. Follow the Vet’s instruction regarding storing medicine. If your pet is exceptionally high strung, ask your veterinarian about keeping a small supply of tranquilizers on hand. Keep your pet’s vaccinations up to date. During a disaster, pets may stray and become exposed to infectious diseases.

First-aid for pets. Recommendations:

1. Use caution when handling injured pets.
2. All animals may bite when in pain or afraid. A rolled gauze bandage can be used for an emergency muzzle. Cut off a lengthy strip, wrap it around the pets muzzle several times, then tie it behind the ears.

3. Treat minor cuts or abrasions as you would your own. Flush the affected area with clean water or hydrogen peroxide. Apply an antibiotic ointment such as Panalog or Neosporin.
4. Use direct pressure to stop bleeding. If a tourniquet is needed, do not allow it to impede the normal blood flow.
5. To check your pets temperature with a rectal thermometer. Lightly coat the thermometer with KY jelly. Leave it inside the rectum for one to two minutes. Normal temperature for a dog is 102, and 101.5 for a cat. A slight increase may be due to excitability. A more severe increase could mean a fever.
6. A decrease in the normal body temperature usually indicates shock. In suspected shock cases, try to keep your pet calm and quiet. Wrap your pet in blankets, or towels, to maintain the proper body temperature.
7. Seek professional veterinary help as soon as possible for serious injuries.

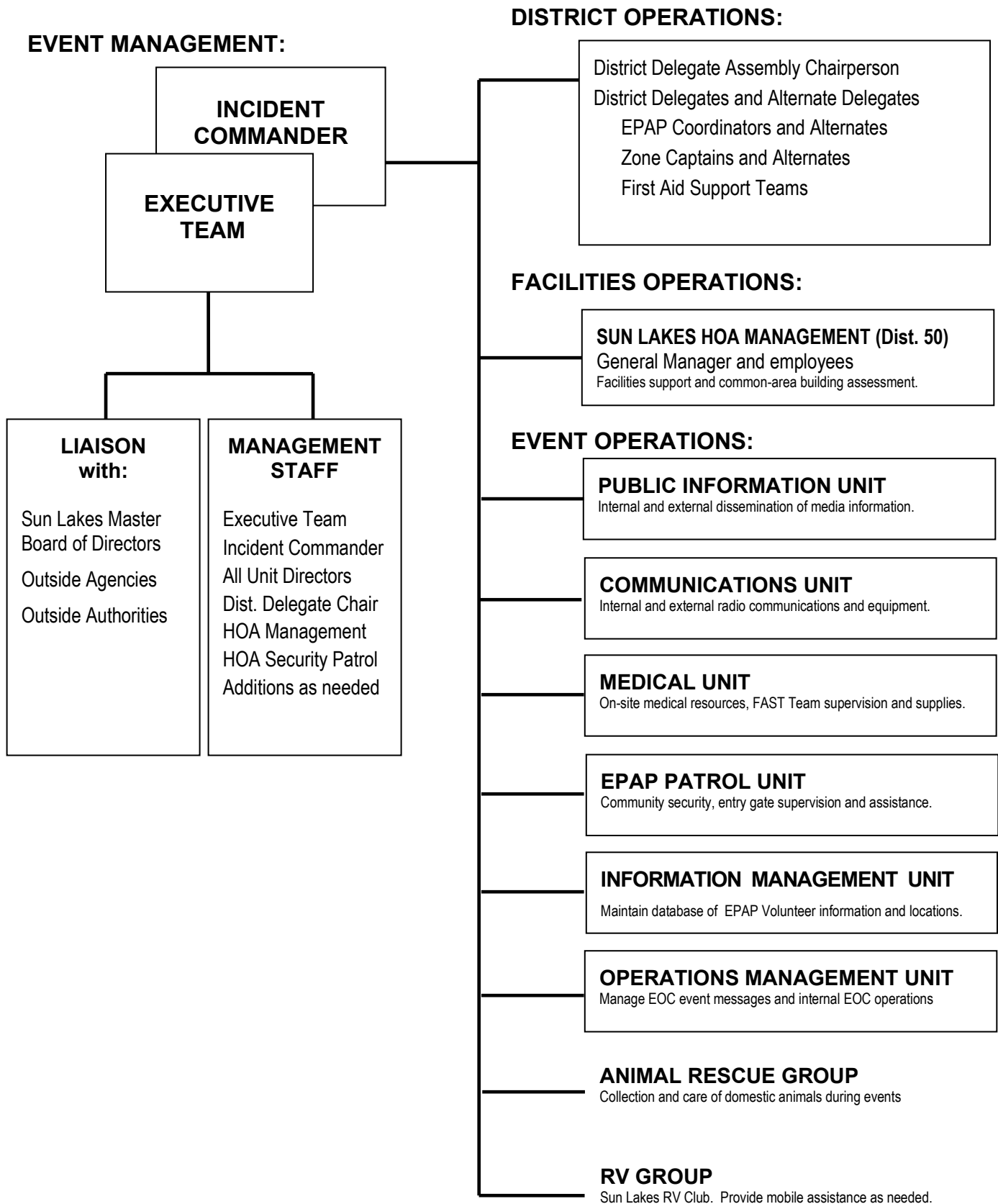
Three very important tips:

1. When pets are suddenly scared, they often run away and become confused and lost. Make sure your pet has a current license and wears a personal ID tag that includes the pets name, address and phone number. Cats should also wear some form of ID tag or ID ear stud.
2. Contact several relatives or close friends who would be willing to house and care for your pets in the event of an emergency.
3. Record the name, telephone number and address of your veterinarian in a location where you can easily access it, if necessary, in an emergency. In the same location, record the name, address and telephone number of the local animal control agencies and humane societies.

After the emergency:

1. Examine your pet for injuries.
2. Do not allow the pet to roam. Secure your pet in undamaged structures, rooms, cages or on tie lines.
3. If your pet is missing, contact the Animal Rescue Group (located adjacent to the Kennels that abut the Sun Lakes EOC) or the local animal shelter as soon as possible.

APPENDIX C: EPAP ORGANIZATION CHART -- ACTIVE EMERGENCY



APPENDIX D: LOSS OF ELECTRICAL POWER:
YOU AND YOUR NEIGHBORS HAVE LOST YOUR ELECTRICAL POWER
NOW WHAT ARE YOU GOING TO DO?

On Wednesday, September 6, 2017, sections within Sun Lakes and the surrounding community of Banning lost electrical power for approximately 2 hours. How can residents within Sun Lakes best prepare for such an event in the future and what actions can we take during a power outage?

As a resident within Sun Lakes, you can prepare for a power outage by doing the following:

1. Have flashlights in the various rooms of your home. The newer LED lights will last longer and provide a brighter light.
2. Become familiar with where the Bus Room is located in the Main Club House. In the event of an extended power outage, the Bus Room may be set up to provide electrical power for those who need to charge their medical equipment or actually run the equipment.
3. Let a neighbor know if you are using medical equipment (oxygen, dialysis, etc.) that requires electrical power so that they may assist you with transportation to the Bus Room or an alternate location. Also, be sure to tell your EPAP Zone captain.
4. Because your garage door will not operate, be sure you carry a house key with you or place one in a "hidden" location so that you can get into your home.
5. Become familiar on how to use the "emergency release" on your garage door so that you or a neighbor can manually open the door.
6. During a power outage, many "landline" phones may not work. If you have a cell phone, be sure it is charged and in working order.
7. If you have a small generator, check it monthly to be sure that it is in working order and that you have a supply of gas.
8. Get to know who your EPAP Zone Captain is. Know how to contact your EPAP Coordinator and District Delegate. During a power outage, they may be able to help you.
9. Know where your EPAP Command Post will be located in an emergency. You may need to go there for help.

When a power outage occurs, you should do the following:

1. **DON'T PANIC!!!!** Help is as close as next door.
2. **IF YOU HAVE A GENERATOR AND WILL BE USING IT, BE SURE IT IS PLACED OUTSIDE OF YOUR HOME WITH GOOD VENTILATION. YOU CAN USE AN EXTENSION CORD TO BRING POWER INTO YOUR HOME. DO NOT CONNECT THE GENERATOR TO YOUR HOUSE WIRING!**
3. Check on neighbors who may need assistance.
4. If you know of a neighbor who is using medical equipment, pay them a visit to be sure they are ok.
5. If a neighbor needs to charge or use their medical equipment, offer to provide assistance/transportation to the Bus Room at the Main Club House.
6. **Rather than burning candles for light, use flash lights within your home.**
7. If possible, do not open your refrigerator or freezer. Your food will last for hours if the doors are kept closed.
8. Check with your EPAP Zone Captain to let them know how you are doing. They may have more information about the blackout.
9. If you have a cell phone, be sure it is turned on.
10. Manually open your garage door. You may need to go somewhere. If it is too heavy, enlist the help of an able-bodied neighbor.
11. Your EPAP organization in your District should monitor Channel 4-0 for further information, updates, etc. If you have an emergency situation, your EPAP staff may be able to assist and get the necessary assistance to you.
12. **IN A LIFE-THREATENING SITUATION, YOU NEED TO DIAL 911.**