

APP VI. EMERGENCY PREPAREDNESS COMMITTEE

**Approved January 19, 1999, Amended October 14, 2014
Amended May 8, 2018, Amended November 12, 2019, Amended February 11, 2020**

A. Authority and Jurisdiction

The Board of Directors recognizes the Emergency Preparedness Committee as one of the standing committees of the Association. Acting under CC&R Article V Section 1(g) and Bylaws Article VI Section 15, the Board has delegated to the Committee the responsibility for establishing, developing, and implementing an emergency preparedness plan for Kala Point. In addition, the Committee is directed to continuously monitor the status of the plan and to revise and up-grade the plan as the situation may warrant. The Committee will have authority to conduct periodic activation tests of the various sub-plans.

B. Committee Mission

1. Establish a plan concept to assure that Kala Point is prepared for major catastrophic events such as earthquakes, fires, severe weather, or other event.
2. Develop the plan to include the establishment of an organizational structure, the staff required, and define and acquire the necessary resources for implementation.
3. Conduct periodic tests, reviews and assessments of the plan.
4. Implement the plan, when and if required.

C. Organization and Reporting

The Committee shall be reorganized and elect its Chair following the Association's Annual Meeting each July. The Committee shall be composed of seven or more members, including two Directors (Board Liaison and Representative), and shall be approved by the Board. The Committee normally meets monthly. Its Chair or delegated secretary shall maintain a list of current members. The Chair ensures that the Committee develops its own objectives and plan of action. The secretary shall keep written minutes of committee meetings, which shall be submitted to the Board prior to its regular monthly Board meeting. The treasurer shall maintain the Committee's financial records, manage its checking account, and provide a financial report at each monthly committee meeting.

D. Objectives and Action Plan

The Committee shall be responsible for reviewing, updating its objectives annually, and submitting them to the Board in September.

APP VI-1
Emergency Preparedness Committee
OBJECTIVES

Approved September 2004
Amended February 11, 2014

Amended October 14, 2014 Amended February 11, 2020

Objectives

1. Maintain an Emergency/Disaster Preparedness Plan for Kala Point based on the following concepts:
 - a. Only critical emergency/disaster coordination, communication, rescue, evacuation, and medical activities will be conducted on a centralized basis. In the absence of direction from authorized emergency agencies, the General Manager in cooperation with the Board President will be in charge.
 - b. Individual homeowners will be responsible for preparing and implementing their own disaster preparedness plans in conjunction with their neighbors, utilizing the most current information provided by authorized emergency management agencies and organizations.
2. The Committee will be responsible for providing checklists, guidelines, recommendations, training, and an ongoing awareness program designed to educate, motivate, and prepare the community for emergencies.
 - a. Develop and maintain appropriate communications channels — including but not limited to an EPC website, newsletters, and EPC's use of a secure point to point/group messaging application — to provide Kala Point residents and EPC members with important information related to emergency preparedness.
3. Implement an educational program on alerts, home preparedness, and neighbor preparedness at Kala Point.
4. Identify specific tasks for accomplishing the Emergency/Disaster Preparedness Plan and assign committee members to carry them out.
5. Communicate a Disaster Preparedness Plan to KPOA Board of Directors, staff management and residents and obtain general agreement on its content and approach.
6. Obtain necessary cooperation and involvement of all concerned to ensure the Emergency/Disaster Preparedness Plan's effectiveness and success.
7. Annually review the Emergency/Disaster Preparedness Plan at Kala Point.

Meetings

Meetings are held the first Thursday of each month at 9:30 a.m. in the Fireplace Room in the Clubhouse.

**APP VI-2
KALA POINT
EMERGENCY PREPAREDNESS PLAN
Amended February 11, 2014, NOVEMBER 12, 2019**

TABLE OF CONTENTS

INTRODUCTION
OVERVIEW
PRIMARY RESPONSIBILITIES
ACTIONS BEFORE THE DISASTER
ACTIONS DURING AND AFTER THE DISASTER
CONCEPT OF OPERATION

COMMUNITY TEAMS

1. FIRST AID

PRIMARY GOALS
GOALS BEFORE THE DISASTER
GOALS DURING AND AFTER THE DISASTER

2. DAMAGE ASSESSMENT AND SAFETY

PRIMARY GOALS
GOALS BEFORE THE DISASTER
GOALS S DURING AND AFTER THE DISASTER
EVACUATION

3. EMERGENCY COMMUNICATIONS

PRIMARY GOALS
GOALS BEFORE THE DISASTER
GOALS S DURING AND AFTER THE DISASTER

4. EMERGENCY PET MANAGEMENT

PRIMARY GOALS
GOALS BEFORE THE DISASTER
GOALS DURING AND AFTER THE DISASTER

RESIDENTS EMERGENCY PREPAREDNESS HANDBOOK

INTRODUCTION

This document outlines the basics of the Kala Point Emergency/Disaster planning. It is important for members to remember however that the Plan is staffed by volunteers who are functioning as neighbors assisting neighbors' more than trained professional responders. Each household at Kala Point needs to be as independently prepared for disaster as possible. Emergency Preparedness Committee volunteers have work and family commitments and committee turnover often occurs. The overall theme in Jefferson County during a large scale emergency is "You're On Your Own (YOYO)." This is good advice for the residents of Kala Point and should be the focus of their emergency planning.

This document represents the Emergency/Disaster Preparedness Plan for the community of Kala Point. It has been compiled and adapted to the conditions unique to the Kala Point community after review of the *Personal and Neighborhood Preparedness Workbook*, distributed by your County/City Department of Emergency Management in partnership with Puget Power, 1992 and the State sponsored *Map Your Neighborhood Program*. It describes the emergency assessment, coordination, communication, and medical activities that are intended to be voluntarily conducted on a centralized basis. It serves as the Kala Point Board of Directors' desires for the Emergency Preparedness Committee regarding its responsibilities in connection with the Plan.

Kala Point residents have long been concerned about the need to plan for emergencies such as earthquakes, fire, and severe weather. The semi-remoteness of the Kala Point Community drives the requirement to have an emergency/disaster plan that enables the residents to cope with the impacts of such occurrences for a minimum of thirty days. This Plan provides information about what is planned at the individual resident level and community level. This includes the goals for organization, the desired resources, and process for activating and executing the Plan. **This plan is a guide only and should not be relied on as a mandate.** Aspects are situational and volunteer manning dependent.

Individual residents are responsible for preparing and implementing their own disaster preparedness plans in conjunction with their neighbors. The Committee will attempt to provide emergency/disaster preparedness information and training for that purpose. This may include checklists, guidelines, recommendations, training and an ongoing awareness program designed to educate, motivate and prepare the community for emergencies. For communicating emergency preparedness information, the Committee will utilize the *Kala Pointer*, neighborhood meetings, community bulletin board, KPOA email and text alerts, KPOA and EPC websites, newsletters, a secure point to point/group messaging application, and other Board-approved channels. Key among these elements is preparedness training for Kala Point residents, with emphasis on CPR/first aid training, the *Map Your Neighborhood Program* information, and a *Kala Point Emergency Preparedness Handbook*, which is a quick reference and action guide to help residents prepare and respond to various emergencies. This handbook is given to each new homeowner and can be downloaded from the KPOA Web site or picked up at the KPOA Office.

Any emergency/disaster plan cannot begin to cover every detail of any possible event. Thus, this Plan focuses on the very basics and establishes courses of action for a first response. It also

provides a recommended community infrastructure for dealing with four elements: First Aid, Damage Assessment and Safety, Emergency Communications, and Emergency Pet Management.

OVERVIEW

When a major emergency or disaster occurs, the Kala Point General Manager or Board President or his /her designee will activate the Kala Point Emergency Preparedness Plan (the Plan). Emergencies or disasters may include earthquakes, major fires, severe weather, or any other event that overwhelms the 9-1-1 responders. The Plan provides a recommended framework of critical emergency services that may be provided during such events. The Plan is not intended to substitute for individual plans that should be developed by each resident within Kala Point. The Plan describes the triggering mechanisms, the level of responses that may be provided, and information to enable residents to develop their individual family emergency plans.

PRIMARY GOALS

- Establish the criteria that will activate the Plan.
- Establish linkage with the Jefferson County Emergency Management, the Amateur Radio Emergency Service, and new communication technologies as they arise. Monitor local radio FM 91.1 or 91.9, TV stations, and NIXEL text alerts.
- Establish the Plan, within the limited capabilities of Kala Point volunteers to include First Aid, Damage Assessment and Safety, Emergency Communications, and Pet Management.
- Recruit primary and secondary individuals to execute the Plan.
- Provide pre-positioned first aid, communication equipment, and emergency pet resources for use during a disaster.

GOALS BEFORE THE DISASTER

- Educate residents by distribution of copies of the *Kala Point Emergency Preparedness Handbook*, and communicate emergency preparedness information through the Kala Pointer, neighborhood meetings, community bulletin boards, KPOA email and text alerts, KPOA and EPC websites, newsletters, a secure point to point/group messaging application, and other Board-approved channels.
- Coordinate the Plan with the Jefferson County Department of Emergency Management Services and the local Amateur Radio Emergency Service.
- Identify operations center locations.
- Recruit and train key emergency personnel on emergency skills and conduct tests and simulations of the Plan.
- Identify, acquire, and position resources and materials as space and availability allows.
- Install necessary systems, antennas, equipment, and hardware.
- Conduct an annual Plan review.

GOALS DURING AND AFTER THE DISASTER

- Implement the Plan when directed by authorized personnel such as Office of Emergency Management, or the Board President or his/her designee, or Kala Point General Manager.
- Continually monitor the Plans effectiveness.
- Modify the Plan as required to meet current emergency.

CONCEPT OF OPERATION

This Plan recognizes that neighbors want to help each other in a disaster and will do so to some extent, regardless of any formal team structure or preparations beforehand. It is human nature that some families will have taken steps to prepare for a potential disaster while many others may find themselves unprepared.

Three programs have been modeled for disaster response; 1) Community, 2) Individual, and 3) State and County sponsored. The first program is centralized and operated at the Kala Point community level. It calls for the establishment of four critical areas of emergency services within Kala Point:

1. First Aid,
2. Damage Assessment and Safety,
3. Emergency Communications,
4. Emergency Pet Management.

The second program focuses on the individual resident. It calls for promoting first aid/CPR training, providing emergency preparedness guidelines through the *Kala Point Emergency Preparedness Handbook*, and making available to Kala Point households personal emergency preparedness information.

The third program is the State, County sponsored preparedness trainings and neighborhood meetings like Map Your Neighborhood Program, which provides information and procedures for neighborhood readiness in a disaster, and it has been recommended by the KPOA Board for a model to follow. However, because of the remoteness of Kala Point, the overriding principle must be YOYO, “you’re on your own”, and members should prepare accordingly.

1. FIRST AID TEAM

The strength of an emergency preparedness plan is in pre-emergency training and the capability of Kala Point residents to care for them in the absence of professional emergency assistance. The First Aid Team has a goal of organizing First Aid and CPR classes for Kala Point residents so that ideally one member of each household will be trained in first aid and CPR.

When a major emergency or disaster occurs within Kala Point, the First Aid Committee Chairperson or alternate will attempt to provide Emergency First Aid services. As soon as they have taken care of their own family members, any household emergencies and their immediate neighbors, the First Aid team members will assemble at the designated First Aid Station (currently the KPOA Clubhouse or KPOA Administration Building). In a large-scale emergency such as an earthquake, first aid team members should report to the first aid station whether or not they have been notified. Once there, they will proceed to organize their areas of responsibility with personnel and resources that are available, determine needs, and begin to provide emergency first aid to the greatest extent possible.

PRIMARY GOALS

- Organize continuing community first aid training.
- Establish the Community First Aid Station.
- Provide basic first aid care to those who need it.
- Identify those who require professional medical care and request it.

GOALS BEFORE THE DISASTER

- Complete an American Red Cross Standard First Aid Course, CPR qualifications, AED and triage training.
- Coordinate with the American Red Cross and establish First Aid and CPR classes to be held for Kala Point residents.
- Stockpile emergency first aid supplies.
- Develop necessary record keeping forms for recording patient information.
- Inform Kala Point residents of the location and function of the community First Aid Station.

GOALS DURING AND AFTER THE DISASTER

- Activate First Aid Station as soon as possible after the disaster.
- Post a large sign identifying the First Aid Station.
- Determine the number of injured, the number of injured requiring professional medical care, and the number of deceased. Report this information to the Jefferson County Emergency Operations Center periodically.
- Assess the physical and psychological needs of those arriving at the First Aid Station and provide emergency first aid to the extent possible. Separate serious injuries from minor one and treat the serious injuries first.
- Request medical assistance for those victims in need of professional care as soon as possible.
- Keep appropriate victim records including treatments and dispositions.
- After disaster, the First Aid Team meets to debrief and discuss ways to improve.

2. DAMAGE ASSESSMENT AND SAFETY TEAM

In the event of an emergency or disaster in the Kala Point Community, the goal for the Damage Assessment and Safety Team (DAS Team) is to complete a damage assessment of Kala Point on a neighborhood basis while providing a measure of safety for Kala Point residents. DAS Team members would ideally be pre-identified and trained block captains.

All members of the DAS Team are intended to be self-starting and should begin the assessment and security processes as soon as possible following the onset of an emergency or disaster only after they have taken care of their own family members, any household emergencies and their immediate neighbors. The DAS Team must have direct communication with the Kala Point's First Aid Team and the Emergency Communication Team whose amateur (HAM) radio operator(s) will report critical information to the Jefferson County Emergency Operations Center.

PRIMARY GOALS (Within the limits of available personnel and resources)

- Following the protocols of State sponsored awareness trainings like *Map Your Neighborhood Program*, attempt to conduct a preliminary assessment of Kala Point on a street-by-street basis and report the findings to the Team Leader/ Block Captain.
- Shut off leaking, moved or unstable propane tanks and water lines for every home in the neighborhood.
- Shut off water mains as necessary.
- Identify and rope off all hazardous areas.
- Coordinate the evacuation of a neighborhood when directed.
- Direct traffic to avoid hazardous areas.

GOALS BEFORE THE DISASTER

- Team members prepare a personal safety kit consisting of a first aid kit, hardhat with a Kala Point Logo, leather shoes/boots, gloves (leather or leather palm), dust masks, a whistle, a flashlight, caution tape, and personal hand tools such as a 4-in-1 tool.
- Team members will determine the location of water shut-off tools and water utility maps and will note the location of water shut-off valves in their assigned area.
- Team members should become familiar with the three emergency exits: one off Terrace Drive, a second by the water tower in RV Lot A, and a third behind the administration building (for foot traffic use).
- Team members will assist the Team Leader in creating and in maintaining an inventory of useful tools and items owned by team members and neighbors. Desirable tools include: chain saws, generators, wedges, pry bars, hydraulic jacks, and cribbing material.
- Team members will educate residents on the use the *Map Your Neighborhood Program* placards for “OK” and “HELP”. The team can, upon request, show residents their gas and water valve location and shut off, and conduct safety house-checks.
- Residents will be encouraged to file copies of important documents in a safe place and to take photos/videos of all valuables as documentation for insurance purposes. Residents are encouraged to use the FEMA 532 Booklet “*Emergency Financial First Aid Kit*.” This is available on FEMA’s web site, at local banks, through the Jefferson County Emergency Management Office, and the Kala Point Office.

GOALS DURING AND AFTER THE DISASTER

Following the protocols of State sponsored awareness trainings like *Map Your Neighborhood Program*, DAS Team members will attempt to:

- Check on the safety of their family, pets, and their home.
- Dress safely, using items from their personal safety kit, before starting their safety checks and assessment.
- Attempt to notify the Team Leader (or Block Captain as appropriate) of their current status and actions.
- Check on the condition of their neighbors. Kala Point residents are encouraged to use the *Map Your Neighborhood Program* placards for “OK” and “HELP”.
- Survey their neighborhood for hazards

- Conduct a preliminary assessment of the area(s) assigned without entry into damaged structures.
- Team members will report emergencies to the Block Captain/Team Leader utilizing whatever means are available including runners.
- After disaster, the DAS Team, Block Captains, and/or Team Leader meet to debrief and discuss ways to improve.

EVACUATION

In the event that the evacuation of a neighborhood becomes necessary, DAS Team members may assist Kala Point residents in reaching a designated Red Cross evacuation site. These sites are not predesignated by the Red Cross in the event that they may not be unusable following a disaster due to damage. Team Members will follow these guidelines:

- Team members will take directions from authorized personnel such as Office of Emergency Management, Sheriff or firefighters (if present) as to the route to take, and direct residents to those routes.
- The primary Kala Point evacuation route is through the front gate. If the front gate is blocked, an alternate off Terrace Drive can be utilized. A secondary route is via the RV storage Lot A, by the water towers. The route by the Administration Building, to the State Park, is a last resort evacuation route and is usually suitable only for foot traffic.
 1. The clubhouse key will open the locks on all of these gates.
 2. Team members will seek through authorized personnel or attempt to identify the best route to the nearest Red Cross designated shelter.
 3. In the event of a fire, an alternative evacuation site by foot or boat would be the Kala Point beach area.
 4. In the event of a tsunami, most of Kala Point is above the 50' to 100' safety zone. If you are at the Kala Point beach area, evacuate the beach area on foot by walking directly up Sailview Dr. Automobile evacuation from the beach area is ill advised.

3. EMERGENCY COMMUNICATIONS TEAM

When a major emergency or disaster occurs within Kala Point, the Emergency Communications Team (EC Team) will be called into action. Efforts will be made to establish communication links between the Kala Point emergency communication team to the emergency services organizations in Jefferson County and through out the Puget Sound region. Communications between residences within Kala Point can be handled through personal radios - Family Radio Service (FRS), which can be acquired from local suppliers. NIXLE emergency text alerts, Kala Point email, low power FM station(s) 91.1 or 91.9, and sirens maybe used to pass one-way emergency information to residents. The Emergency Communication Team will seek out, and link with, any other communication technologies as appropriate

PRIMARY GOALS

- Establish communication links with the various Kala Point teams involved in the emergency operation.
- Establish communication links between Kala Point and the emergency communication center in Jefferson County.

- Establish links as appropriate between various organizations involved in the emergency to provide emergency communications as well as health and welfare when necessary.

GOALS BEFORE THE DISASTER

- Acquire the necessary equipment to implement the Emergency Communications Plan.
- Identify and train team members in the operation of the equipment planned for use in the emergency communications operation.
- Provide regular practice training sessions with the other Kala Point emergency teams.
- Provide regular practice sessions with emergency agencies and organizations outside Kala Point.
- Identify residents of Kala Point who have personal radios. Organize these residents and provide training in how to communicate in an emergency environment.

GOALS DURING AND AFTER THE DISASTER

- Activate the communication links established in the Communications Plan.
- Establish contact with the other teams at Kala Point involved in the disaster.
- Establish contact with Jefferson County Department of Emergency Management and with other emergency service organizations (Red Cross, FEMA, etc.) activated for the emergency as possible.
- After disaster, the EC Team meets to debrief and discuss ways to improve.

4. EMERGENCY PET MANAGEMENT

PRIMARY GOALS

- Advise Kala Point animal owners about the need for an emergency pet plan. In case of an evacuation order, Jefferson County Emergency Management and the Red Cross have a no pet rule at shelters, only service animals will be allowed in a shelter.
- Advise Kala Point animal owners about products and procedures they should have in place to manage pets confidently and independently during a disaster or emergency.
- Minimize animals running loose after a disaster.
- Set up and monitor two sites where pet owners or team workers can drop off animals that need temporary containment, sustenance, and/or first aid in the aftermath of an emergency or disaster.

GOALS BEFORE THE DISASTER

- Prepare and distribute advisory materials to animal owners – what products and equipment they should have on hand in case of emergency and procedures they might implement in various disaster scenarios.
- Recruit team members distributed around the community to assist in a disaster.
- Identify staffing for the emergency containment sites for animals as necessary.
- Acquire and store supplies (cages, muzzles, feeding dishes, water, and food, catchpoles and capture nets).
- Train team members in use of supplies and communications equipment.

- Recommend that team members be prepared with appropriate clothing (hardhat, heavy shoes and gloves, sturdy jacket to withstand claws and bites).

GOALS DURING AND AFTER THE DISASTER

- Establish communication with other team members.
- Pick up equipment and supplies and transport them to predetermined shelter/containment sites (tennis courts).
- Dispatch members to contain any reported loose animal.
- Log reports of loose animals.
- Do house-checks as to safety of registered animals – in case some are trapped inside alone.
- After disaster, the Emergency Pet Management Team meets to debrief and discuss ways to improve.

EMERGENCY PREPAREDNESS HANDBOOK

The *Kala Point Emergency Preparedness Handbook* is available at the Kala Point Office, clubhouse Fireplace room and on-line on the Kala Point Web site.