

WHCCA EMERGENCY PLAN

I. GENERAL-BEFORE EMERGENCY:

1.0 A key element in the softening of the impact of a disasterous happening will be the degree to which each household has prepared itself. To this end the WHCCA has distributed several guidelines that should be used to help each household to be relatively self-sufficient for at least three days. Both the Bellevue Fire Department 'Personal & Neighborhood Disaster Preparedness Workbook' and the Red Cross 'Your Family Disaster Plan' are excellent guides. Each household should implement their provisions to the maximum extent possible, considering the needs and capabilities of the household. Additionally, the household should have established an 'in area' and 'out of area' contact plan that is designed to keep the family in touch at the home site location and with related parties out of area (beyond disaster border), considering that electronic transmission may be unavailable for several days. And finally, make sure that all family members are aware of the plans and preparations that you have made, where all the emergency preparedness guides and this plan are located for rapid access, and what roles your household members will play on the Neighborhood Preparedness Teams- Communications--Damage Assesment--First Aid--Safety & Security--Search & Rescue--Sheltering & Special Needs.

1.1 Several subjects keep recurring that are worthy of repeat mention, including:

- a. Listen to emergency radio on KIRO 710 am for announcements from Emergency Authorities regarding first aid, evacuation, and emergency shelter activities and locations.
- b. The only water purification method recognized is boiling and treatment with sodium hypochlorite (see Workbook page 10). There are a number of commercially available treatments that are adequate, but they may be expensive and have a limited shelf life.
- c. Human wastes must be accomodated on site for a number of days. Page 13 of the Workbook provides guidance on this subject.
- d. Battery operated lighting sources are fine as long as the batteries last. Either be prepared with extra batteries or arrange to use candles, kerosene lamps, or gas mantle lighting SAFELY. Although these later sources are a little more dangerous, the storage of their 'power sources' is less time sensitive.
- e. One of the most important items of safety equipment is a pair of sturdy walking shoes. (This should certainly be an easily filled requirement in the outdoors oriented Northwest!)

2.0 This plan has been coordinated with the Bellevue Fire Department, the WHCCA Board of Directors, and the WHCCA Block Captains. A distribution list will be maintained as part of the plan and the plan will be updated annually. It will be available on the Internet at 'www.WHCCA.com'. Any comments (editorially and typographic) may be directed to W.J.Larson, phone 425 746 1757, or internet BOBSTEWLAR@AOL.com.

II.DURING/IMMEDIATELY AFTER:

1.0 To thine own self be true !! So said Shakespeare, and thus it should be for each person and household. Make sure that you take all actions necessary to protect you and yours. If everything is under control and you have no injuries, fires, floods or other

threatening conditions, put your fluorescent chartreuse OK sign in a front window plainly visible from the street. If you need help, put the sign up with the HELP side plainly showing. Note that if no sign is up, it can be assumed that no one is home, or if someone is home, he/she is seriously injured. In order to resolve the uncertainty, the Search & Rescue team WILL investigate!!

2.0 Once the emergency is under control for an individual household, the persons who are members of the various specialty teams should report to the Block Captain prepared to accomplish their various responsibilities at his direction. Details of the responsibilities and procedures for the six neighborhood specialty teams are provided in the annexes to this plan. Note that there is an annex for each block listing the specialty team members, plot plan for the block, first aid point, persons with special needs, persons with medical skills, and utility vehicles.

2.1 One final note in the case where telephone communications are NOT interrupted: USE 911 FOR EMERGENCIES: STAY OFF THE PHONE UNLESS IT IS A TRUE EMERGENCY

III.COMMUNICATIONS-Primary responsibilities include establishing communication between our neighborhood and the Bellevue Emergency Operations Center and monitoring local radio stations for news about the event and sharing such information within the neighborhood.

1.0 For each of the WHCCA Blocks, there will be at least three families named as points of contact (POC). Their names will be published in the Annexes to this plan. Because of the uncertainty of the time of the disaster, other teams making input to Communications will start with the name at the top of the list and contact the second or third point if an earlier listed party is out of area. Note that any responsible teenager or adult may act as the Communications POC. The Communications POC* will collect inputs from the other teams and pass all routine reports through the Block Captain to the two Master Block Control Points..one at Lattawood Park (for blocks A thru I), and one at Collingwood Park (for Blocks J thru R). These two points will keep each other informed of the progress of all the teams from all blocks** on the Consolidated Block Report Form(Annex page An S-2). One Block Captain, or an alternate in his absence, (designated in An S-1) near each of these two points will review inputs and determine which teams in which blocks have not reported and evaluate if an immediate followup is advisable. Serious injury, fire, other medical emergencies, looting, or any other threatening situations will be immediately reported to Fire Station 8 in the most expeditious way possible. Such emergency reports for radio transmission should be prepared in writing on Appendix Form 39.(The possibility of using an amateur radio located within WHCCA is under consideration.)

2.0 The above is primarily concerned with the activities within the WHCCA area. Remember that there WILL be at least a radio link with the outside world (as long as you have a battery powered radio) directly from the Seattle Emergency Radio Station(s) KIRO 710 AM or KLSY 92.5 FM for information on city, state, or further. There may be

important directions from this source, especially with regard to evacuation collection points and evacuation routes.

*A convenient meeting point for block team reports might be established at the first aid station or the home of the Communication POC.

** Use of walkie-talkies to be considered for use at the master control points and by several (4?) geographically separated block captains. In addition, the utility of hand powered radio receivers will be explored.

IV. DAMAGE ASSESSMENT- Primary responsibilities include reminding/urging all neighbors to keep accurate records (photos, videos, other records) of all valuables as of now and after the disaster (for insurance purposes) and the conduct of preliminary and updated surveys of damage to report to the Block Captain. This team works in close coordination with the Safety & Security Team.

1.0 Preparation: As will be necessary for each of the six emergency teams, a list of three neighbors to perform the damage assessment function will be published in the Annexes for the Blocks. As soon as possible, the team will help each household conduct a lot survey to identify potential hazards and to locate exterior gas and water shutoff points. This information will be recorded on the block plan and filed in the Annex for the block. The name, address, and phone number of all residents in a block exist in the WHCCA data base, and this information is available from the WHCCA BOD and from the Block Captain. The Red Cross offers a training course for damage assessment and the BOD will coordinate with them and the Fire Department to determine the utility of the course for our purposes.

2.0 Survey After Event: This team's effort is envisioned as a quick reaction and survey effort to identify major damage and hazards for immediate reports. The team will survey each house in their block in accordance with the directions provided by Appendix Form 40. One variation to the listing on that form should be considered in the case of 'power lines down'. As our electrical utilities are buried, it is unlikely we will have lines down. However, we might have lines that are thrust up, and of course there are street lights that can be down. Once the block has been surveyed, a report should be provided to either the Block Captain or the Communications POC, who will provide the report to one of the two Master Block Control Points. This team will then coordinate with the Safety & Security Team and assist in utility shut off, danger area ropeoff, and evacuation.

V. FIRST AID- Primary responsibility begins with the establishment of neighborhood first aid stations and identifying those who need special medical care, and culminates after a disaster in the providing of physical and psychological first aid to those who need it.

1.0 Establish Existing Capabilities: There exists a good reservoir of skills in the neighborhood that can provide a basic first aid capability in the event of a severe emergency. However, they must be identified and recorded in format and locations that are readily available in times of emergency. Toward that end, a survey of the medical

skills available in each block will be identified in the Block Annex Team Lists. Medical specialties will be noted after each listed name. Additionally, block captains should determine two households who would be willing for their home to be declared (in the Block Annex) and used as a first aid station during an actual emergency.*

1.1 Establish Special Needs: Just as there are existing skills in the neighborhood, there are existing and ongoing special needs that should be considered during an emergency. A survey will be conducted to identify those individual who might have special needs to be considered for emergency planning. These individuals' names and condition will be recorded in the Block Annex, and plans for accommodation by WHCCA will be developed to the extent possible. However, it should be recognized that some conditions may be beyond this community's capability to assist. This is especially true of individual medication for which no community support can be expected. All individuals should arrange to have about a week's emergency supply of medication on hand at all times.*

* Surveys in both these areas will be made through two channels: House to house surveys by block captains and advertisements in WHISPERS. Responses will be recorded at the block level.

1.2 First Aid Kits: Will be stored at numerous locations within the WHCCA area, usually within each block. The kits will be stored in individual homes, and names, addresses, and phone numbers will be recorded in the Block Annexes. In case of emergency, and only then, when the homeowners are absent, block captains or first aid specialists may enter the home to retrieve the kit. The WHCCA will arrange a verbal agreement with each householder to this effect prior to publishing the Block Annex. The repair of any damage caused by such entry will be reimbursed by WHCCA.

1.3 First Aid Training: Upon the completion of the 1.0 and 1.1 surveys, an evaluation of existing capabilities will be made by the WHCCA BOD to determine what additional or updated capabilities might be advisable. Additional needs will be advertised in WHISPERS. Of course, a series of first aid courses, including CPR, are offered by the Red Cross, Fire Department, and others. All citizens are encouraged to attend and update as their individual conscience dictates.

2.0 First Aid Station: Immediately after the disaster, the Block Captains at the two Master Control Points will review immediately available team reports with first aid personnel, and identify specific addresses to become first aid stations. Communications personnel will be requested to spread this intelligence as widely as possible within the community, including sandwich board notes, as well as to the Bellevue EOC. Persons with medical skills (identified in the Block Annexes) will proceed to the First Aid station when freed from their household and immediate neighbor first aid needs.

2.1 Provide First Aid: Provide immediate medical and psychological assistance to all in need. General guidelines are provided by Appendix Form 43 and 44.

VI. SAFETY & SECURITY- Primary responsibilities include assisting householders to turn off utilities; identifying and roping off hazardous areas; and coordinating evacuation of the neighborhood when necessary. This team works in close coordination with the Damage Assessment Team.

1.0 Preparation Before: In concert with the Damage Assessment Team, conduct a survey of each house in the Block to locate exterior water, gas, and electrical shut off points and note these on the Block Plot Plan. Also as part of the survey, note any unusual features of the landscape, house, or utilities that might present a safety hazard in case of a disaster, and record this on the plot plan.

Identify the nearest schools by name and location, and identify potential evacuation routes from the neighborhood to those schools. It is likely that Disaster Authorities (Fire, Police, Red Cross, etc) will designate certain schools as major first aid, assembly, or evacuation points. One caution however. We cannot be certain that the schools will be identified as evacuation points. The Safety & Security Team must be aware of directions announced on emergency radio, KIRO 710 AM, which may supercede this plan at the time of the actual disaster.

Finally, record the names and addresses of families that have vehicles that are particularly adaptable to emergency use (4-wheel drive/van/SUV). WHISPERS will publish a request for this information, and the Safety & Security Team should follow up to complete this information.

All the above information will be recorded in each Block Annex, either on the Block Plot Plan or on Form 46 shown in the Appendix. General guidelines for this team are provided in Form 45

1.1 Tools: To turn utilities off, the gas meter usually requires a 3/8" open end wrench and the exterior water meter requires a 1/2" open end wrench. However, a 6" or 8" crescent or pipe wrench may be just as practical. (And every household should have these tools on hand.) Only turn off utilities if there is an overriding consideration of personal safety or property damage. And remember that once the gas is turned off, safety concerns dictate that only the gas company should reactivate service. If there are other minor tools or equipment required (warning tapes, cones, paper forms, etc.) these will be stored with the first aid kits.

2.0 Immediately After Disaster: Assist each householder to shut off utilities as safety and utility control dictates. Rope off all danger areas (electrical hazards, unsafe constructions, sink holes, water hazards, etc.). If Disaster Authorities or local conditions make it apparent that evacuation is advisable, arrange with neighborhood citizens to assist. Such assistance might include the removal of debris blocking evacuation routes and the loan of motor vehicles and drivers. The Damage Assessment Team reports and personnel will be of key assistance.

2.1 Some consideration is due regarding persons entering the area from outside the neighborhood that might intend to benefit from the disaster- specifically looters. All neighborhood residents should be alert and report any suspicious actions to the Police as expeditiously as possible. The Fire Department tells us that in studying disasters around

the country, the actual cases of looting following disasters where there is no warning is extremely low. Basically if you don't have a problem with looters before the disaster, you won't have a problem after the disaster. It is actually quite the opposite. In almost every case, the crime rate drops after a disaster such as an earthquake. They find there is more of a problem with looting in areas where crime rate is extremely high on a daily basis, or when the disaster has a long term warning such as a hurricane. When everyone is "in the same boat", people tend to rise to the occasion and try to help each other.

VII SEARCH & RESCUE- The primary responsibilities for this team are to check on the well-being of the persons in each block household, conduct a search of each home sustaining damage, and rescue anyone who may be trapped or injured. The search and rescue efforts will be inclusive of those actions and equipment that can normally be expected to be performed within neighborhood capabilities. Efforts beyond this will require the immediate notification of outside emergency capabilities through the established emergency radio network.

1.0 In preparation for reacting to a disaster, personnel should complete an American Red Cross First Aid Course if possible, and be certified in a Cardio-Pulmonary Resuscitation procedure.

1.1 In accordance with paragraph II, 1.0, if a HELP/OK sign is not posted at a home, or there is readily apparent damage, this team will investigate to determine the well-being of the inhabitants. This may require home entry. At this time, the exact legal position of such entry under either forced or unforced situations, is covered by "Good Samaritan Laws". This area of concern has been referred to the Bellevue Fire Department, and their guidance is quoted in paragraph VII, 2.3 below.*

2.0 Immediately after the disaster, and coordinating with the Damage Assessment and Safety & Security Teams, conduct a survey of all homes that are obviously damaged, display the HELP sign, or have no sign showing. The house survey should be conducted in general accordance with the procedure in Appendix Form 48. Determine the well-being of all inhabitants of such households and assist with first aid, evacuation, or provide whatever other assistance might be required. Priority for this Team's effort will be: One- houses with a HELP sign displayed; Two- houses with no sign displayed; Three- houses with an OK sign displayed.

2.1 Be especially alert to the needs of children, elderly or disabled, or seriously frightened individual. Reunite families where possible, calm the frightened, and help evacuation where necessary. Evacuation points within the WHCCA include the first aid points and others identified by the Block Captains, and outside the neighborhood as announced over emergency radio by Emergency Authorities.

2.2 Keep records of key actions as outlined in Appendix Form 47. Call on the First Aid and Sheltering & Special Needs Teams where additional assistance is required.

2.3 In regard to personal liability for team members, *"The Good Samaritan Law comes into play in a powerful way, provided you stay within your level of training and within this plan. Let's face it, when there is a declared emergency, if you suspect someone within a home is hurt and are attempting to help, the grounds for liability are very thin."

VIII. SHELTERING & SPECIAL NEEDS- Primary responsibilities include the identification of children, elderly, and disabled individuals in each block who may need special assistance following a disaster, and to identify several homes that may be designated as care centers to provide temporary shelter and from which to dispatch aid.

1.0 Establish block needs and capabilities. In coordination with other teams (First Aid, Damage Assessment, and Safety & Security) and under the direction of the Block Captain, conduct a Block Survey to identify individuals who may need special assistance.

Complete an Appendix Form 50 entry for each individual and incorporate the list in the Block Annex. In addition, solicit the block householders relative to their willingness to use their home as a temporary care site for children or disabled individuals. Such a facility will allow their usual caretakers to accomplish assigned emergency surveys and immediate aid actions. (Of course, not to the detriment of their primary responsibilities to their own family!) Homes that may be designated as temporary care centers will be so noted in the Block Annex. (See paragraph V, 1.1 for First Aid crossreference.)

2.0 Immediately after the disaster, coordinate with the Damage Assessment and Safety & Security Teams to make sure they have the list of children, elderly, and disabled, as well as the addresses of the block care centers, in their possession. They will use the lists to check on the well-being of each individual and to direct them to care centers as necessary. Upon completion of the DA and S & S surveys, they will cross-check with the care centers to make sure referred individuals are accounted for. (The 'after disaster' actions should be in general accordance with Appendix Form 49.)

DISTRIBUTION LIST

WHCCA Board of
Directors (12)

Bellevue Fire Depart-
ment (2)

Block Captains (18)

ANNEXES

There is one annex for each block. Each annex contains two vital pieces of information. The first item is a plot plan of the Block showing the geographic layout of the lots and streets, each lot noted with its street number. The block Captain may chose to add notes such as the location of gas and water shut off valves or safety hazards. The second item is the list of Neighborhood Disaster Response Team members. This sheet is also noted to show the location of the Block first aid kit and homes willing to act as temporary care sites in the event of an actual neighborhood-wide emergency. Additional forms as mentioned in the body of the Plan (persons with special needs, emergency vehicles, identified safety hazards) that are unique to a block complete the Block annex. Annex sheets are numbered 'An X1, An X2, ...etc' the x being representative of the appropriate Block letter.