

Twin Oaks Mobile Home Community

I. Emergency Management Plan

A. Risk Assessment

1. Fire Safety:

- a) Fire spreads quickly and the entire structure may rapidly become engulfed in flames. There are steps you can take to minimize the dangers associated with fires and improve our families chances of survival should a fire erupt in your manufactured home. Be sure you have properly operating smoke detectors and fire extinguishers. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with daylight savings time. Plan, with the whole family, at least two escape routes from your manufactured home, Practice fire drills regularly, using a smoke detector as a signal to start the drill, follow your escape plan. Be sure your heating and electrical systems are properly maintained and in good working order. Change the heating filters as recommended by the heater manufacturer. Carefully follow the instructions on all appliances and heating units taking special care not to overload your electrical system. Be especially careful when displaying your holiday decorations. Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened. Fire drills are most important for children between the ages of two and twelve years old.
- b) Insure your personal property, Shop around for a company that best meets your needs for renters or homeowners insurance. Store important documents such as birth certificates, marriage licenses, social security cards and insurance papers in a fire proof box or in the refrigerator, or rent a safety deposit box at your local bank. Make an itemized list of your personal property, including furniture, clothing, appliances, and other valuables. If available make a video of your home and possessions. Keep the list and video up to date and store them along with other important documents.

2. Floods:

- a) Flood WATCH means that there is a possibility of flooding. Flood WARNING means that the flooding has begun or is imminent.
 - Before: Know the elevation of your property in relation to nearby streams, rivers and lakes. Have several escape routes planned. The National Weather Service continuously broadcasts updated weather conditions, warnings and forecasts on National Oceanic and

Atmospheric Administration(NOAA) weather radios. A NOAA radio may be purchased at radio or electronic stores. Local broadcast stations may transmit Emergency Alert System messages which may be heard on standard radios. When rising water threatens move everything possible to higher ground. If flooding is imminent and time permits, turn off main electrical switch. Disconnect all electrical appliances. Cover outlets with tape. Prepare and maintain your Family Disaster Supplies Kit. Most standard residential insurance policies do not cover flood loss in flood prone areas. The National Flood Insurance program makes flood insurance available for manufactured homes on foundations. See your insurance broker for details. Secure liquefied Petroleum Gas Containers. One option is to secure the tanks with stainless steel traps that connect to auger anchors in the ground. Strap and secure your hot water heater

- During: Take all Flood Warnings seriously. DO NOT WAIT. Get to higher ground immediately as flood waters often rise faster than expected. If time permits, take all important papers, photos, medicines and eye glasses. IF one escape route is not passable do not waste any time - try another route or back track to higher ground. Use travel routes specified by local officials. Never drive through flooded roadways. Do not bypass or go around barricades. Wear life preservers if possible. Wear appropriate clothing and sturdy shoes. Avoid any contact with flood water. Flood water may be contaminated and pose health problems. If cuts or wounds come in contact with flood waters, clean the wound as thoroughly as possible. Take your Family Disaster Supplies Kit with you. Lock your home before leaving. When you reach a safe place, call your pre-determined family contact person.
- After Floods: Return home ONLY after authorities say the danger of more flooding is over. Do not drink tap water unless it's declared safe. Boil water if unsure. If fresh food has come into contact with flood waters, throw it out. Do not turn on the main electrical switch. First have the electrical system checked by a professional. A flood can cause emotional and physical stress. You need to look after yourself and your family as you focus on clean up and repair. Rest often and eat well, Keep a realistic and manageable schedule. Make a list and do jobs one at a time. Contact the American Red Cross and get a copy of

the book *Repairing Your Flooded Home*. The book will tell you how to safely return to your home and begin the recovery process.

3. Tornado: If you feel your structure is unsafe, seek another appropriate structure. Below ground structures are the safest as well as above ground storm shelters when faced with a direct hit with an F3 or F4 tornado. No wood structure is safe when directly hit with a tornado. Pay close attention to weather reports. Know the difference between a watch (when conditions are ripe for a severe weather event) and a warning (when a severe weather event is occurring or is imminent). Plan where to go during severe weather - for instance, the community club house or a relative's basement. When a tornado warning has been issued, go to your pre-determined safe place or if you are outside with no sturdy structure to go to, lie down in a low area with your hands covering your head and neck. Be sure to keep a transistor radio - with working batteries handy. Keep your Family Disaster Supplies Kit near an exit door.
4. If Disaster Strikes:
 - a) Remain calm and patient. Put your plan into action. Check for injuries, give first aid and get help for the seriously injured. Listen to your battery powered radio for news and instructions. Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes. Check for damage to our home using a flashlight only. Do not light matches or turn on electrical switches if you suspect damage. Check for fires and other household hazards. Shut off any other damaged utilities. Clean up spilled medicines, bleaches, gasoline and any other flammable liquids immediately.
 - b) Remember to: Confine or secure your pets. Call your family contact - do not use the telephone again unless it is a life threatening emergency. Check on your neighbors, especially elderly or disabled persons. Make sure you have an adequate water supply in case service is shut off. Stay away from downed power lines.
5. First Aid:
 - a) Information on first aid can be found in your local phone book or by contacting the American Red Cross. Utilize known persons who are medically trained (such as doctors, nurses, EMT's or CPR and First Aid certified, to assist in administering first aid to those injured. If the injured individual(s) are in imminent danger they should be moved to a safe location to administer first aid. In the case where injuries are severe and movement could cause further injuries, do not move the injured. Make the injured person(s) comfortable as possible and wait for emergency personnel. Before emergencies, prepare a first aid kit. Have the

kit in an easy to locate place. Make sure all family members know the location of the kit.

b) Sample First Aid Kit:

- Sterile adhesive bandages in assorted sizes
- 2 and 4 inch sterile gauze pads (4-60 each)
- Hypoallergenic adhesive tape
- Triangle Bandages (3)
- 2 and 3 inch sterile roller bandages (3 rolls ea.)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue Blades (2)
- Tube of Petroleum Jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing Agent/soap
- Latex Gloves
- Sunscreen
- Aspirin
- Syrup of Ipecac
- 3-5 gallons of water (one gal. of water per person per day)
- Method of water purification
- Food: ready to eat canned meats, fruits and vegetables; granola bars, trail mix, specialty foods for infants, elderly persons or persons on special diets, comfort/stress foods-cookies, hard candy, sweetened cereals, lollipops, tea bags, vitamins. etc.
- Matches in a waterproof container
- Second method of starting a fire
- Tent/shelter
- Wool-Blend blankets or sleeping bag (1 per person)
- Emergency reflective blanket
- Lightweight stove and fuel
- Hand and body warm packs
- Rain Poncho
- Light sources
- Flashlight, radio, batteries and extra batteries
- Candles
- Light Sticks
- Tools (pliers, hammer, screwdriver, bolt cutters)
- Pocket/Utility knife
- Shovel, Hatchet, Axe

- 50- foot nylon rope
- Burn gel and dressings
- Bottle of potassium iodide tablets
- Whistle with neck cord
- Personal sanitation equipment
- Personal toiletries kit
- Extra Clothing (one change of clothes per person per day)
- Extra socks, underwear, hat, gloves, and sturdy shoes.
- Paper cups, plates and plastic utensils
- Cash (at least \$20.00)
- Non Electric can opener

c) Government and Relief Agencies estimate that after a major disaster, it could take up to three days for relief workers to reach some areas. In such cases, a 72 hour disaster supply kit could mean the difference between life and death. In other emergencies, a 72 hour disaster supply kit means the difference between having a miserable time experience or one that is akin to a family camp out. In the event of an evacuation, you will need to have items in an easy-to-carry container like a backpack or duffle bag. You should inspect your kit twice a year. Rotate food and water every six months. Check children's clothing for proper fit. Adjust clothing for summer and winter months. Check expiration dates on batteries, light sticks, warm packs, food, and water. Keep a light source stored in the top of your kit for easy access in the dark. Your kit should be in a portable container near an exit in your house. A large plastic garbage can with a lid makes an excellent storage container. Make sure you have not overloaded your kit as you may have to carry it long distances to reach safety or shelter. You may want to have a backpack or duffle bag for each family member and divide up the rations in the event that the family members are separated during evacuation or the disaster.

B. Emergency Response Team

1. The community manager will be the lead to coordinate emergency response efforts. Depending on the emergency, the community manager will work with local EMS teams and corporate to make sure timely communications go out to residents if necessary.

C. Communication Plan

1. Once the community manager is alerted to an emergency situation, they will be able to contact corporate immediately if a timely communication needs to go out to residents. Corporate keeps multiple methods of communication on file electronically. Park office phone number is: 262-706-9525. Whitewater fire department: (262) 473-0510. Whitewater police department: (262) 473-0555. There is also 911.

D. Emergency Notification

- A. The park currently has 30' wide roads, functioning street lights throughout the park, and a school bus stop at the entrance of the park.