

Emergency Plan

Rancho Yolo Senior Community

**Revised January 2017
ID # 57-0051-MP**

**620 Pole Line Rd.
Davis, California**

Rancho Yolo Senior Community Emergency Notification List

Emergency Notification:

Emergencies within the Rancho Yolo Senior Community may include fire, earthquake, flood, tornado, unplanned power outage and/or a major gas leak.

Step 1. **Immediately call 911** to report all emergencies that threaten life and/or property.

Step 2. **Call the Park Manager’s Office at 530-758-3900** immediately after calling 911 so that Park employees may assist emergency personnel.

The **758-3900** office number is answered 24 hours a day, seven days a week.

Manager: John Burmester - **Alternate:** Mike Sloan

Emergency Phone Numbers	Home or Cell
Fire Department	911 or 530-756-3400
Police Department	911 or 530-758-3600
Sheriff – Yolo County	911 or 530-666-6612
Pacific Gas and Electric	800-743-5000
Sutter Davis Hospital	530-756-6440
Kaiser Clinic Advise Nurse	866-454-8855
Davis, CA	1300 AM - sign flashing module; fixed ALERT station
Sacramento International Airport	530 kHz - fixed Information Station
NOAA Weather Radio for Sac/Yolo	WWF67–162.400 MHz

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Rancho Yolo Senior Community Emergency Plan

Introduction

This plan deals with emergencies within the Rancho Yolo Senior Community to include fire, earthquake, flood, tornado, power outage, and/or a major leak in the Park gas system.

Rancho Yolo is a senior community of approximately 330 residents who live in 262 homes on a 40-acre site with a sloping elevation of 40-41 feet with two miles of roadway. A large central clubhouse and adjacent parking lot occupy the center of the Park on Inner Circle. The Park Manager's office is located in the Clubhouse.

Management has **maps and information** relating to emergency services.

Evacuation Map – A map of the Rancho Yolo Evacuation Route is included with explanations of the procedures on page 5.

Major Gas Leak Emergency – A map of the Rancho Yolo gas distribution system that includes the location of the main gas shut-off valve and tools necessary to shut off the main valve are located in the **Park Manager's Office** in the Clubhouse on Inner Circle. The map and tools are on the north wall in the manager's office.

Fire Hydrants - Fire hydrants are located throughout the Park. Reflectors have been set in the streets to locate the fire hydrants after dark.

Management has also formed a Disaster Preparedness Emergency Plan Committee (DPEPC) which works under the direction of the Park Manager to review and advise management on the Park Emergency Plan. The committee is comprised of Rancho Yolo resident volunteers.

Section One – In the Event of a Gas Leak

Planned Response for Major Gas Leak

For all gas leaks, the course of action is always to err on the side of caution and safety for residents. These are the signs of a potential gas leak.



Inside The Home:

Smell - PG&E has added a distinctive, sulfur-like, rotten egg odor so you can detect even small amounts of natural gas.

Sound - Pay attention to hissing, whistling or roaring sounds coming from a gas appliance

Outside The Home:

Sight - Besides the smell and sound of gas leaking from a pipe, you may also find visual signs. Be aware of dirt spraying into the air, continual bubbling in a wet area, and dead or dying vegetation in an otherwise moist area.

Do not do anything that could cause a spark and ignite the gas. Never use a flashlight, match or candle to look for gas leaks, and never turn electric switches on or off if you suspect a gas leak. Do not start vehicles parked in the area, and do not use your cell phone until you are away from the area.

Residents should leave the area and call 911 and then the Park Manager for sound or visual signs of a leak. If you smell a leak, the Park Manager can be notified first and determine if it is dangerous.

The first response for a **gas leak with fire** is to call 911. Immediately following the 911 call, the Park Manager must be notified of the emergency. The Park Manager or the emergency response team will disable the gas system by shutting the main gas valve located on North Diameter Drive at the Eighth Street entrance to the Park.

Gas leaks require the services of a qualified operator. Management will notify one of their gas system repair contractors to immediately send a repair crew.

Section Two – In the Event of a Rancho Yolo Evacuation

Management and/or Police/Fire Personnel will notify residents of a potential or immediate evacuation using the most effective communication source available.

To avoid confusion during an emergency, it is important for residents to study the evacuation map on the Clubhouse Bulletin Board AHEAD OF TIME to identify their zone and evacuation route.



Major Full-Park Evacuation

All evacuations should be coordinated with local emergency first-responders including police and fire officials.

To speed the emergency evacuation, both lanes of South Diameter Drive and North Diameter Drive would exit the park.

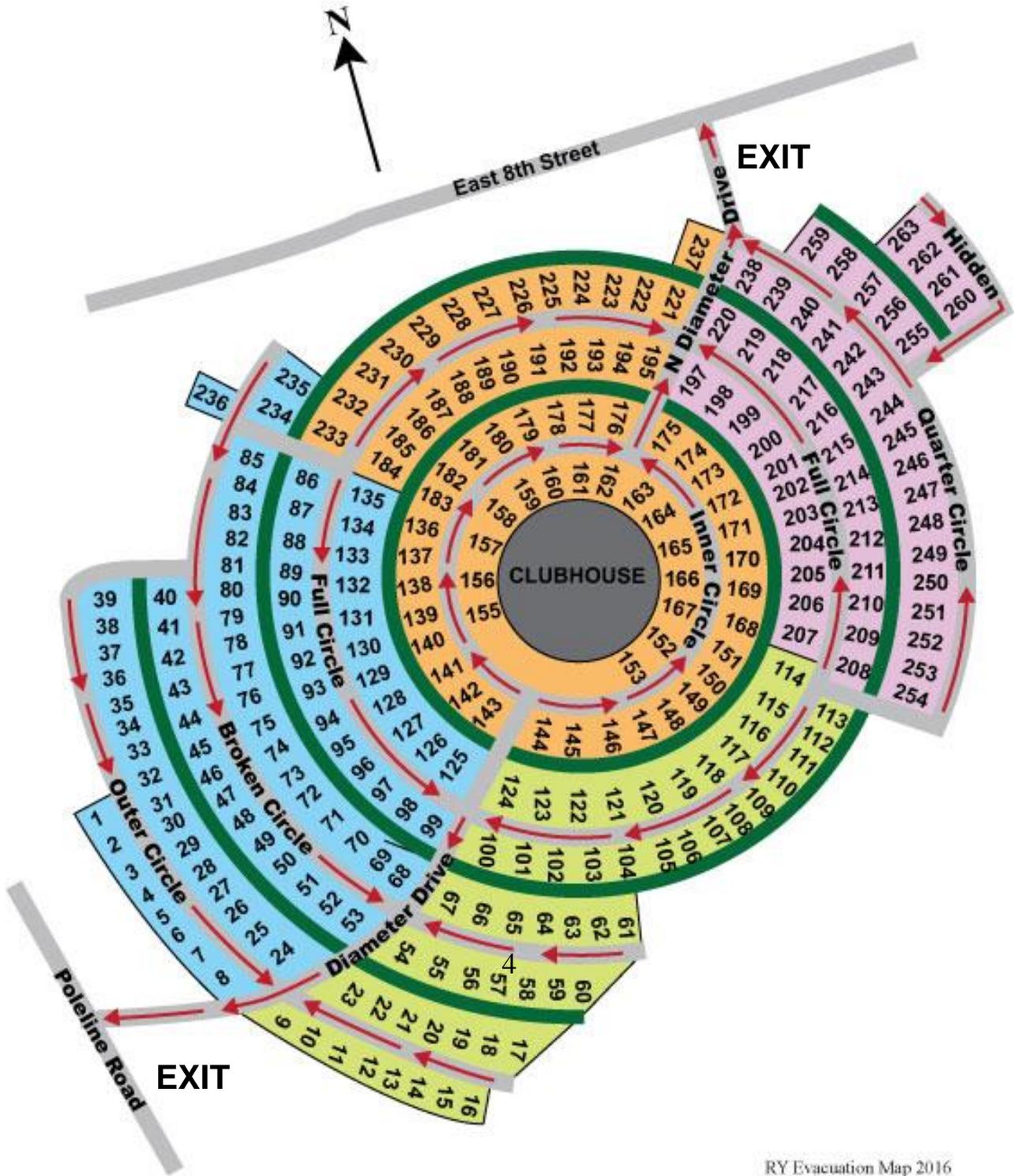
Partial-Park Evacuation

If a small section of the Park needs to be evacuated, residents would be directed to assemble at the Clubhouse. The Manager's office would be the staging area for coordination. Residents affected by a partial-park evacuation would receive shelter, food, and assistance inside the Clubhouse as long as it is safe and structurally sound. If the Clubhouse is not available, residents should assemble on the flagpole lawn and parking lot in front of the Clubhouse. The parking area could be used as an emergency helicopter pad if required.

Residents with Special Needs during an Evacuation

The Park Manager maintains a list of these residents, which includes contact information for local friends and/or relatives who would be contacted to assist in the event of an evacuation. This list will also be provided to local emergency personnel during the evacuation to ensure that those with special needs can be evacuated safely.

Rancho Yolo Evacuation Map



RY Evacuation Map 2016

Evacuation Routes and Procedures for Rancho Yolo

Streets leading out of the Park (Diameter Drive) will have both lanes heading towards the exits out of the Park.

On the map, the zones are color-coded with arrows showing the direction of travel. (see map):

Zones 1 and 2 will use Poleline Road.

-  Zone 1 - Drivers will use the right lane (normally outgoing) on Diameter Drive
-  Zone 2 - Drivers will use the left lane (normally incoming) on Diameter Drive

Zones 3 and 4 will use East 8th Street.

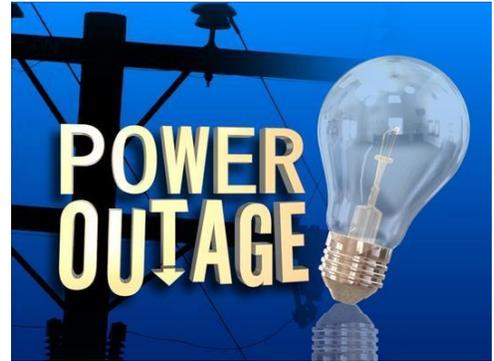
-  Zone 3 - Drivers will use the left lane (normally incoming) on North Diameter Drive.
-  Zone 4 - Drivers will use the right lane (normally outgoing) on North Diameter Drive.

Please Take Turns

When you are on Diameter Drive heading out, be aware of those who want to exit from the Circle Streets. Take turns - let one car out of the Circle Street before you continue on to Poleline or 8th Street.

Section Three – In the Event of a Power Outage

There are two types of power outages that may occur within the Park—a planned outage in order to provide maintenance to the electrical system or an unscheduled outage caused by outside forces.



Planned Power Outage

If the electricity is going to be turned off for maintenance, the Park Manager will notify residents ahead of time using the electronic *AnnounceList*, written notices, and/or the volunteer telephone tree. He will provide the date, time, and approximate duration of the outage.

Unscheduled Outage

In the event of an unscheduled outage, the Park Manger will contact the local power company to determine the nature and approximate duration of the outage.

Management will provide a **written notice located on a bulletin board located in front of the Library** to inform residents of the cause and expected duration. If the outage is expected to last more than a day, the Park Manager will inform residents of resources available for alternate shelter.

Section Four – Resident Responsibilities and Plans for an Emergency or Disaster

Emergency Contact Information for Family Members

Before an emergency, decide how you will get in contact with family members near and far, and where you will go. **For an example of a Family Emergency Form, see the form on Page 18, Attachment A.**



Or go to the Red Cross website at:

http://www.redcross.org/images/MEDIA_CustomProductCatalog/m12140360_ARC_Family_Disaster_Plan_Template_r083012.pdf?campmedium=internal_link_download

Give completed copies to other family members including your children. Keep a copy of your plan in your emergency supply kits and a list of important information and contacts in your wallet.

Make a plan for what you will do in an emergency.

The reality of a disaster situation is that you will likely not have access to everyday conveniences. To plan in advance, think through the details of your everyday life. Identify others who will help you in an emergency. Share your plan with your family, friends, care providers and others in your personal support network. Consider a plan where each family member calls, or e-mails, the same friend or relative in the event of an emergency. It may be easier to make a long-distance phone call than to call across town, so an out-of-town contact, not in the impacted area, may be a better choice.

Create a Kit of Emergency Supplies for a Stay-in-Place Plan

The first step is to consider how an emergency might affect your individual needs. Plan to make it on your own, for at least a week in your home. It's possible that you will not have access to a medical facility or even a drugstore. It is crucial that you and your family think about what kinds of resources you use on a daily basis and what you might do if those resources are limited or not available.

Basic Supplies

Think first about the basics for survival – food, water, clean air and any life-sustaining items you require. Consider two kits. In one kit put everything you will need to stay where you are. The other evacuation kit should be a lightweight, smaller version you can take with you if you have to leave.



Recommended basic emergency supplies include:

- Water, one gallon of water per person per day for drinking and sanitation
- Food, a supply of non-perishable food and a manual can opener.
- Sample food supply: ready-to-eat canned meats, fruits, and vegetables; canned juices, milk, soup; high energy foods - peanut butter, jelly, crackers, granola bars, trail mix; specialty foods for infants, elderly persons or persons on special diets; comfort/stress foods -cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags; vitamins
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- Solar Powered Cell Phone Charger and Solar Oven
- First aid kit (see sample kit under First Aid) and whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Pet food, extra water

Medications and Medical Supplies

If you take medicine or use a medical treatment on a daily basis, be sure you have what you need on hand to make it on your own for at least a week. You should also keep a copy of your prescriptions as well as dosage or treatment information.

If you use medical equipment in your home that requires electricity to operate, talk to your health care provider about what you can do to prepare for its use during a power outage and notify the manager.

Sample First Aid Kit

You should keep items in your medicine cabinet that you can use for first aid applications in the event of an emergency. A more extensive first aid kit should be packed with your evacuation supplies could help in the case of injuries.

Sterile adhesive bandages in assorted sizes	Thermometer
2 and 4-inch sterile gauze pads	Tongue blades (2)
Hypoallergenic adhesive tape	Petroleum jelly
Triangle bandages (3)	Assorted sizes of safety pins
2 and 3-inch sterile roller bandages	Soap and Sunscreen
Scissors	Latex gloves (2 pairs)
Tweezers	Burn gel and dressings
Needle	Bottle of potassium iodide tablets
Antiseptic	Aspirin
	Syrup of Ipecac

Additional Items

If you use eyeglasses, hearing aids and hearing aid batteries, wheelchair batteries, and oxygen, be sure you always have extras in your home. Also have copies of your medical insurance, Medicare and Medicaid cards readily available.

Emergency Documents

Include copies of important documents in your emergency supply kit such as family records, wills, power of attorney documents, deeds, social security numbers, credit card and bank information, and tax records. It is best to keep these documents in a waterproof container. Also be sure you have cash in your kit in case you need to purchase supplies.

Consider Your Pets

Whether you decide to stay put in an emergency or evacuate to a safer location, you will need to make plans in advance for your pets and service animals. If you must evacuate, take your pets with you, if possible. However, if you are going to a public shelter, it is important to understand that only service animals may be allowed inside, so plan in advance for shelter alternatives that will work for both you and your pets.

Emergency Shelters for Evacuation

Evacuation: There may be conditions in which you will decide to get away or there may be situations when you may be ordered to leave. Plan how you will get away and anticipate where you will go. Choose several destinations in different directions so you have options in an emergency. In the event of an emergency affecting Rancho Yolo ONLY (major gas leak or localized fire), the Davis Senior Center would be a good place to go during weekdays for helpful resources.

Grab and Go Bag

In addition to all of the above items in your stay-at-home supply kit, you should have the following in one location for a “grab and go” evacuation scenario.



- Reference material such as a first aid book and a first aid kit
- Sleeping bag or warm blanket for each person, reflective blanket and a tent/shelter
- Complete change of clothing per person per day including a long sleeved shirt, long pants. Also sturdy shoes, jacket, gloves, and rain poncho
- Personal comfort kit (include soap, toothbrush, toothpaste, comb, tissue, razor, deodorant), and any other needed items
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Matches in a waterproof container and a second method of starting a fire
- Lightweight portable stove and fuel or portable solar oven, Mess kits, paper cups, plates and plastic utensils, paper towels
- Tools (pliers, hammer, screw drivers, bolt cutters, pocket/utility knife, shovel and hatchet or axe, sewing kit, and 50-foot nylon rope
- Compass, aluminum foil, and signal flare
- Paper and pencil, and books and cards for entertainment

You should inspect your kit at least twice a year. Rotate food and water every six months and 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 located near an exit of your house. Make sure you have not overloaded your kit as you may have to carry it long distances.

Section Five: Emergencies and Disasters

Fire

Preplanning and Safety

Install and maintain a smoke alarm. It is the only thing in your home that can alert you and your family to a fire 24 hours a day, seven days a week. If your smoke detectors are battery operated, check the batteries annually. An easy-to-remember schedule is to change your batteries to coincide with daylight savings time. You should also have a properly operating fire extinguisher.

- Be especially careful when using lighted candles or displaying your holiday decorations. Do not leave them unattended or on overnight.
- Escape plans help you get out of your home quickly. Plan two ways out of every room and practice feeling your way out of the house in the dark or with your eyes closed.
- Check hallways, stairwells, doorways, windows and other areas for hazards that may keep you from safely leaving your home. Secure or remove furniture and objects that may block your path.

If there are aspects of preparing your home that you are not able to do yourself, enlist the help of your personal support network. Keep a phone near your bed and be ready to call 911 or your local emergency number if a fire occurs.

In Case of Fire

When the smoke alarm sounds, get out fast. You may have only seconds to escape safely. Crawl low under any smoke to your exit — heavy smoke and poisonous gases collect first along the ceiling.

- Before opening a door, feel the doorknob and door. If either is hot, leave the door closed and use your second way out.
- If you can't get out, close the door and cover vents and cracks around doors with cloth or tape to keep smoke out. Call 911 and tell them where you are. Signal for help at the window with a light-colored cloth or a flashlight.

- If your clothes catch fire, stop, drop, and roll – stop immediately, drop to the ground, and cover your face with your hands. Roll over and over or back and forth until the fire is out.
- If you or someone else cannot stop, drop and roll, smother the flames with a blanket or towel. Use cool water to treat the burn immediately for 3 to 5 minutes and cover with a clean, dry cloth. Get medical help as soon as possible.

Once you are out and can phone the Fire Department, give your name, telephone number you are calling from, park address, space number where the fire is, and any helpful locational directions. Describe the type/nature of the fire (gas, wood, chemical, electrical).

Make sure all occupants have left the affected home and **immediately** let the fire department personnel know if any disabled person(s) or anyone not accounted for and may still be in the residence.

Tell all residents near the fire source to stand ready with water hoses to wet down their homes or adjacent building(s) in case of traveling sparks.

Never go back into a burning home.

Earthquake

Preplanning and Safety

Look around places where you spend time. Identify safe places such as under a sturdy piece of furniture or against an interior wall in your home, so that when the shaking starts, you can get to it quickly.

- Manufactured home owners/residents need to know the physical location of piers/supports under their homes. During a severe earthquake, manufactured homes have been known to drop off their supports and these supports may come through the floor causing physical damage above. In order to avoid injury, find out the location of the supports and where safe areas are located within your manufactured home.

- Be sure your manufactured home is installed in accordance with the manufacturer's instructions and all applicable state regulations and requirements.

In Case of an Earthquake

Drop down onto your hands and knees so the earthquake doesn't knock you down. Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.

- If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
- If you are in bed or on the couch: Stay there and cover your head and neck with a pillow. Stay away from windows or ceiling objects such as lighting fixtures.
- If you are outdoors when the shaking starts, move away from buildings, streetlights, and utility wires.
- **Do not light matches** or candles. **Do not turn on electrical** equipment of any kind. Use only **battery operated** flash lights and radios.
- Aftershocks may occur, so be prepared.

Floods

Flood *Watch* means that there is the possibility of flooding.

Flood *Warning* means that flooding has begun or is imminent

Flood Watch

If conditions are right for flooding to occur in your area, prepare your home. Know the elevation of your property in relation to nearby streams, rivers, and lakes.

- Turn on your TV/radio for Flood Watch information. You will receive the latest weather updates and emergency instructions.
- 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.

Flood Warning

A flood warning will be issued if flooding is either happening or will happen shortly. Evacuate if directed. Take all flood warnings seriously. **Do not wait.** Get to higher ground **immediately** as flood waters often rise faster than expected.

- If instructed, disconnect electrical appliances and do not touch electrical equipment if you are wet or standing in water. You could be electrocuted.
- If instructed, turn off your gas and electricity at the main switch or valve. This helps prevent fires and explosion.
- Avoid walking or driving through flood waters. *Turn Around, Don't Drown!* Just 6 inches of moving water can knock you down and 2 feet of water can sweep your vehicle away.
- Avoid 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.

Tornado

Although tornadoes are not a common occurrence in California, they have been reported. 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 Clubhouse, or a relative's basement. When a tornado warning has been issued, leave your manufactured home immediately.

- Go to your pre-determined safe place or lie down in a low area with your hands covering the back of your head and neck.

First Aid

Information on first aid can be found by contacting the American Red Cross ahead of time to obtain first aid manuals and kits, and by calling 911 during an emergency.

- If the injured individual(s) are in imminent danger they should carefully 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) as comfortable as possible and wait for emergency personnel.

Section Six - Returning Home after an Emergency

Return home only after authorities say the danger is over. Do not drink tap water unless it is declared safe. Boil water if unsure.

If refrigerated or fresh food has spoiled, throw it out. Do not turn on the main electrical switch or the gas. First have them checked by a professional.

- A disaster can cause emotional and physical stress
- You need to look after yourself and your family
- Rest often and eat well
- Keep a realistic and manageable schedule as you focus on cleanup and repair
- Make a list and do jobs one at a time.

Section Seven – Contacts

The following is a partial list of agencies that supplied information for this emergency plan document and may be able to supply additional information.

- **California Department of Housing and Community Development (HCD) Northern Field Office** Phone: 916-255-2501, Website: <http://www.hcd.ca.gov/>
- **Department of Homeland Security - For More Detailed Information:** www.ready.gov/natural-disasters
- **American Red Cross, Disaster Assistance Division:** Phone: 916-993-7087
- **California Emergency Management Agency – Yolo County:** Phone: 916-845-8510, Website: www.calema.ca.gov
- **Office of State Fire Marshal:** Phone: 916-445-8200, Website: www.osfm.fire.ca.gov
- **State-Federal Flood Operations Center:** Phone: 800-952-5530, Website: www.water.ca.gov/floodmgmt/
- **National Weather Service (NWS), Sacramento, CA 95821** Phone: 916-979-3041
- **Federal Emergency Management Authority (FEMA)** Phone: 202-646-2500, Website: www.fema.gov
- **U. S. Department of Transportation:** Phone: 800-424-8802, Website: www.transportation.gov
- **California Department of Housing and Community Development (HCD) Northern Field Office** Phone: 916-255-2501, Website: <http://www.hcd.ca.gov/>

Attachment A



Family Disaster Plan

Date:

Family Household Address:

Family Member Contact Info

1. Name _____ Home Phone _____ Cell Phone _____

Email _____

Primary Physician _____ Medical Group _____

2. Name _____ Home Phone _____ Cell Phone _____

Email _____

Primary Physician _____ Medical Group _____

3. Name _____ Home Phone _____ Cell Phone _____

Email _____

Primary Physician _____ Medical Group _____

Plan of Action

1. What are the escape routes from our home?

2. If separated during an emergency, what is our meeting place in the city?

3. If we cannot return home or are asked to evacuate, what is our meeting place outside of our city?

What is our route to get there and an alternate route, if the first route is impassible?

4. In the event our household is separated or unable to communicate with each other, our emergency contact **outside of our immediate area** is:

Name _____ Home Phone _____ Cell Phone _____

Email _____

Pet(s) Info:

Name: _____ Type: _____ Color: _____

Registration #: _____

Name: _____ Type: _____ Color: _____

Registration #: _____

Where will we shelter our pet(s) if they cannot stay with us (vet/other?). _____

After a disaster, let your friends and family know you are okay by registering at "Safe and Well" at <https://safeandwell.communityos.org/cms/> or by calling 1-800-733-2767. You can also give them a call, send a quick text, or update your status on social networking sites.

Personal Notes:

Rancho Yolo Senior Community, 620 Poleline Road, Davis, CA. 95618
Manager John Burmester

Rancho Yolo Emergency Plan, 3rd Edition, 2017

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