



Sudden Valley
Naturally!

May 6th, 2016

Whatcom County Sheriff's Office
Division of Emergency Management
Public Safety Building
311 Grand Avenue
Bellingham, WA 98225
Att: John Gargett

Re: Sudden Valley Emergency Response Plan.

Dear John;

I am pleased to forward the enclosed Sudden Valley Emergency Operations Plan for your review and files.

The Sudden Valley Community Association recognizes that in the event of a large scale natural or human caused disaster, our ability to be self-sufficient and prepared will lead to protection of life, property and the environment. To that end, our Board of Directors has appointed a standing committee to oversee all aspects of emergency preparedness, response, recovery and mitigation.

Through the ongoing work of our Emergency Preparedness Committee and resident volunteers we have updated the plan and are currently working on all of the identified annexes. Completed annexes can be forwarded to you as requested.

We look forward to working with you on preparing our community for any natural or human caused disaster. Additionally, we look forward to participating in the upcoming Cascadia Rising Exercise.

Sincerely,

Norman R. Smith
Sudden Valley Community Association
Safety, Security and Operations Coordinator
4 Club House Circle
Bellingham, WA 98229
Phone: 360-734-6430 ext 217 (bus)
Email: norm@suddenvalley.com

Sudden Valley Communication Plan

4 Clubhouse Circle
Bellingham, WA

Emergency Response Plan

Basic Plan

CONTROLLED COPY



Record of Changes

Change Number	Date of Change	Entered By	Date Entered	Notes/Reason

Reason for change entered:
TYPO = Typographical change
CHAP = Chapter Change

PAGE = Page Change
MANDATE = Mandated Change

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1.0 Explanation of Terms

1.1 Acronyms

AAR	After Action Report
ARC	American Red Cross
BOD	Board of Directors (Sudden Valley)
CPOD	Community Point of Distribution
CERT	Community Emergency Response Team
COOP	Continuity of Operations
CPIO	Communications and Public Information Office
DEM	Department of Emergency Management
DHS	Department of Homeland Security
DOC	Department Operations Center
DPS	Department of Public Safety
EAS	Emergency Alert System
EIS	Emergency Information System
EOC	Emergency Operations Center
EMS	Emergency Medical Services
ENS	Emergency Notification System
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FEWS	Flood Early Warning System
GIS	Geographic Information Systems
Hazmat	Hazardous Material
HHSD	Health and Human Services Department
HSEM	City of Austin Office of Homeland Security and Emergency Management
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
IC	Incident Command or Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IP	Improvement Plan
JFO	Joint Field Office
JIC	Joint Information Center
MYSTATES	My States Warning and Communications System
NIMS	National Incident Management System
NRF	National Response Framework
OEM	Office of Emergency Management
OPCON	Operating Condition
PARD	Parks and Recreation Department
PDA	Preliminary Damage Assessment

PIO	Public Information Officer
RLO	Regional Liaison Officer
RMAC	Regional Mutual Aid Coordinator
RMOC	Regional Medical Operations Center
RRCC	Regional Response Coordination Center
RRMO	Response and Recovery Directorates Mobile Operations
SBA	Small Business Administration
SOPs	Standard Operating Procedures
SOC	State Operations Center
SWFA	South Whatcom Fire Authority
SPOC	Single Point of Contact
UC	Unified Command
USDA	U.S. Department of Agriculture
WCSO	Whatcom County Sheriff's Office
WHAC/EMS	Whatcom County Emergency Medical Services

1.2 Definitions

Area Command (Unified Area Command) - An organization established to oversee the management of multiple incidents that are each being managed by an ICS organization. Sets overall strategy and priorities, allocates critical resources according to priorities, ensures that incidents are properly managed, and ensures that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional.

Catastrophic Incident - This term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.

Disaster - A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- Involves a large area, a sizable population, and/or important facilities.
- May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- Requires community-wide warning and public instructions.
- Requires a response by all local response agencies operating under one or more Incident Commanders.

1.2 Definitions (cont.)

- Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

Emergency - An emergency is a situation that is larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

- Involves a large area, significant population, or important facilities.
- May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- May require community-wide warning and public instructions.
- Requires a sizable multi-agency response operating under an Incident Commander.
- May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- The EOC may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

An emergency (as defined by the Stafford Act) is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.”

Emergency Operations Center – A specially-equipped facility from which government officials exercise direction and control and coordinate necessary resources in an emergency situation.

Hazardous Material (Hazmat) - A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. Is toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed.

Public Information - Information that is disseminated to the public via various media before, during, and/or after an emergency or disaster.

Stafford Act - The Robert T. Stafford Disaster Relief and Emergency Assistance Act authorizes federal agencies to undertake special measures designed to assist the efforts of states in expediting the rendering of aid, assistance, emergency services, and reconstruction and rehabilitation of areas devastated by disaster.

2.0 Introduction

2.1 Purpose

Sudden Valley Community Association (SCVA) Emergency Operations Plan (EOP) applies to all areas within the defined limits of the Sudden Valley Community Association (SCVA). This Basic Plan, along with its Annexes, are components of the Emergency Operations Plan that was developed to provide the general and conceptual framework for coordinated, multi-agency response and efficient use of resources during a major emergency or disaster. The Emergency Operations Plan is considered an all-hazards plan that establishes the framework for how the Sudden Valley Community Association responds to disasters, regardless of initial cause or hazard.

The Emergency Operations Plan is not a detailed emergency checklist or "quick action" guide. It is meant to provide the guidance, framework, and insight into association-wide strategic decision making as it relates to emergency operations and disaster situations.

This plan should be used as a reference when integrating internal plans into strategic, Sudden Valley Community Association (SCVA)-wide operational plans; it does not replace the responsibility a department has in developing and testing its own emergency plans. With that end in mind, this plan can help establish the relationships, responsibilities, and general guidelines for departments and agencies to use in developing their detailed emergency plans. It can be used to help create emergency checklists, field emergency plans, departmental emergency plans, emergency-related standard operating procedures, and emergency-related general orders.

Legal issues requiring timely resolution may arise during pre-disaster hazard mitigation designed to lessen the effects of known hazards, during pre-disaster preparedness activities designed to enhance the local capability to respond to a disaster, during the actual response to a disaster, or during the post-disaster recovery process.

The Emergency Operations Plan contains concepts, policies, and procedures that apply regardless of the nature or origin of the emergency or disaster. It is not designed to address unique conditions that result from a particular hazard. It does, however, provide a framework within which emergency operations staff and other relevant department and agency staff work together to develop and maintain hazard-specific Annexes.

Among other things, the Emergency Operations Plan addresses the following:

- Overview of Sudden Valleys Emergency Management Program.
- Authority of the Emergency Management Plan.
- The emergency powers of government, including declaration of local disaster emergency.
- The chain of command for disaster operations.
- Incident management organization.
- The functions of the Emergency Operations Center (EOC).
- Development of training and exercise programs.

- The requirement for the Sudden Valley Emergency Preparedness Committee and Sudden Valley Staff to contribute to the development of functional and hazard-specific Annexes of this plan.
- The responsibility of the Sudden Valley Board of Directors, Emergency Preparedness Committee and Sudden Valley Management staff to develop internal, detailed emergency plans to support the Sudden Valley-wide Emergency Operations Plan.
- Requesting external resources.
- The administrative procedures for maintaining and updating emergency plans.
- Authorities and References.

2.2 Plan Development and Maintenance

It is the policy of the government of Whatcom County, Washington, in order to protect lives and property, and in cooperation with other elements of our community, to endeavor to mitigate against, prepare for, respond to, and recover from all natural and man-made emergencies and disasters. Because of the nature of disasters, it is further the policy of Whatcom County to advise its **citizens to be prepared to be on their own for at least 72 hours after a disaster.**

This Basic Plan for Sudden Valley Community Association is designed to provide the organization and structure for Sudden Valley residents, SVCA staff and local support personnel (primarily South Whatcom Fire Authority), to deal with initial phases of any emergency or disaster. In addition, it provides the basis for parallel operation with Whatcom County resources when they are deployed to Sudden Valley.

Basic Plan (cont.)

This Basic Plan is supported by Annexes which expand upon organizational and operational concepts, assign responsibilities, delegate authority where possible, and direct specific actions for predictable situations. This plan applies to natural disasters, such as earthquakes, floods, and volcanic eruptions, technological emergencies involving hazardous materials releases, and other incidents requiring initial response.

A. Purpose

The Emergency Operation Plan establishes a system for coordinated and effective initial response to disasters. The purpose of this plan is to:

1. Establish fundamental assumptions and policies.
2. Establish a concept of operations.
3. Assign specific functional responsibilities to appropriate persons or groups.
4. Identify actions that participants will take in the overall response.

5. Identify the roles and support capabilities within the Sudden Valley, and their relationship to the overall emergency management organization; and
6. Integrate Sudden Valley resources and planning with Whatcom County Department of Emergency Management plans.

B. Scope

This plan applies to all of Sudden Valley. It describes the Valley's initial response to any local "disaster" or "major emergency."

The term "major emergency" as used in this plan means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. A "disaster" means the situation is beyond the capabilities of the responding organizations or jurisdiction. In general, "disaster" will be used in this plan to refer to either a "major emergency" or a "disaster" that is covered under this plan.

This plan provides guidance to the Sudden Valley Neighborhood Preparedness Committee, SVCA staff, local support agencies and Valley residents, for the following:

- mitigation, preparedness, response and recovery policy
- disaster and emergency responsibilities and procedures
- training and public education activities

This plan supports, and is supported by, other plans required by the state and federal government. Conflicts will be dealt with on a case-by-case basis.

C. Organization

Sudden Valley Community Association Emergency Response Plan is divided into the following sections:

1. The *Basic Plan* describing the purpose, scope, situation, policies, and concept of operations of Sudden Valley response activity in a disaster.
2. *Functional Annexes* describing the policies, concept of operations and responsibilities of each disaster management function.

D. Authority

This plan has been developed by the Sudden Valley Community Association to serve as a supplement to the Whatcom County and Washington State Department of Emergency Management plans.

D. Authority (cont.)

The organizational and operational concepts contained in this plan are set forth on the basis of the following authorities:

- Robert T. Stafford Disaster Relief & Emergency Assistance Act, (as amended), 42 U.S.C. 5121
- Emergency Planning and Notification, 40 CFR Part 355
- Title 42 - Emergency Planning and Community Right-to-Know
- Hazardous Waste Operations & Emergency Response, 29 CFR 1910.120
- Homeland Security Presidential Directive, HSPD-8, National Preparedness
- Homeland Security Presidential Directive. HSPD-5, Management of Domestic Incidents
- Homeland Security Presidential Directive, HSPD-3, Homeland Security Advisory System
- Title 44 Emergency Management and Assistance, Parts 0-399.
- National Incident Management System
- National Response Framework
- Federal Radiological Emergency Response Plan
- Whatcom County Ordinance No. 89-115;
- Inter-local Cooperative Agreement for Provision of Emergency Management Services (dated January 1990);
- Revised Code of Washington (RCW) 38.52 and 39.34;
- Washington Administrative Codes (WAC) 118.04, 118.30, and 296-62-3112;
- Public Law 93-288, The Disaster Relief Act of 1974, as amended;
- Public Law 920, Federal Civil Defense Act of 1950, as amended;
- Public Law 96-352, Improved Civil Defense 1980; and
- Title III, Superfund Amendments and Reauthorization Act of 1986

F. General

Sudden Valley Community Association's emergency management policy goals are to:

1. Develop a degree of self-sufficiency for the Valley and its citizens;
2. Develop initial response capabilities within the Valley;
3. Have a plan in place which serves as an organizational guide, provides necessary procedures and points of contact, establishes communication avenues and procedures, and generally provides a foundation for initial response to any disaster;
4. Develop an inventory of available Valley resources, including personnel, individual skills, equipment, vehicles and communication capabilities;
5. Provide for training and exercise of the emergency management resources.

Situations and Assumptions

A. Situations

Disasters have occurred in Sudden Valley and will occur again. The Whatcom County Hazard Vulnerability Analysis (1989) and other risk analysis studies, provides information on potential hazards threatening Whatcom County. Potential hazards include, but are not limited to: fire; flooding; earthquake; severe windstorm; loss of utility services; hazardous material spills or exposure; snow emergency; search and rescue; and, water source contamination, man caused and technology related disasters.

B. Planning Assumptions

1. A disaster or emergency may overwhelm the capabilities of Whatcom County and incorporated cities in providing a timely and effective response to meet the needs of the situation. For example, the occurrence of a large or catastrophic earthquake will cause casualties, property loss, disruption of normal life support systems, and will impact the county's economic, physical, and social infrastructures.
2. A disaster or emergency has the potential to cause substantial health and medical problems.
3. A disaster or emergency may cause significant damage, particularly to the economic and physical infrastructure.
4. Sudden Valley will most likely have to be self-supporting for the first days following a disaster or emergency.
5. The primary, and very likely the only source of "outside" assistance available to the Valley, during the self-supporting stage of any emergency, is South Whatcom Fire Authority Station #22

B. Planning Assumptions (cont.)

6. As time passes following a disaster, additional outside resources may become available. The primary avenue of communication with Whatcom County Emergency Management resources will be through South Whatcom Fire Authority.
7. As outside resources arrive on scene, there must be a foundation for coordinated efforts of both internal and external elements. A unified command structure will remain in place as long as the situation dictates.

Organization & Responsibilities

1. Organization

1. The **Sudden Valley Community Association Board of Directors** is responsible to all property owners for policy decisions, including the approval of this Disaster **Preparedness Management Plan**. The Board is responsible for conducting the affairs of the Association, preserving the financial integrity of the Association, and the application of Valley resources (including dealing with disaster situations).
2. The **SVCA Managing Director** is responsible for the management of the Community Association. The Managing Director will normally be the primary SVCA representative to the Incident Command Center, and shall serve as co-director of the Center. Emergency authority will be conferred by the SVCA Board of Directors. The Managing Director will be the primary staff representative to the SVCA Emergency Preparedness Committee. Subject to the approval of the SVCA Board of Directors, the Managing Director or his designee will be responsible for the preparation and maintenance of this Plan. The Managing Director or his designee is responsible for the timely commitment of personnel, fiscal resources, equipment, vehicles and other physical resources of SVCA in case of a disaster
3. The **SVCA Safety, Security and Operations Coordinator** is the primary alternate and assistant to the SVCA Managing Director, and will work with unified command in the event of disaster.
4. The **Sudden Valley Incident Command Center (SVICC)** may be activated upon the occurrence of any disastrous event, or in some cases in anticipation of such an event — a forecasted storm or flooding, for instance.

The SVICC will follow Incident Command System principles to the degree possible. The Center will be activated using the tool box concept; that is, only those resources needed for the present or expected situation will be activated. The decision to activate the SVICC will be made by the SCVA Managing Director of the on-call SCVA Managing Director.

5. The **SVCA Emergency Preparedness Committee** is a volunteer organization serving as a standing committee of the SVCA Board of Directors. The Committee supports this Plan in a variety of ways, including: drafting and updating sections of the Plan; performing resource inventories; informing Valley residents on matters related to disaster preparedness; filling key roles in the disaster response organization; and, supporting everyday communications capabilities in the Valley. The volunteers of the Committee will conduct training, perform telephone contact, and provide support of all types and other functions as needed. Specific assignments within the incident command structure will be made according to training in ICS system; interest and time available.
6. **South Whatcom Fire Authority** is a combination fire district (having both paid and volunteer personnel) located in Sudden Valley, with a second station in nearby Geneva. Due to its local presence, the resources of this department are primarily dedicated to Sudden Valley, although they coordinate activities with the Whatcom County Division of Emergency Management. The **Fire Chief** shall serve as co-director of the Incident Command Center. The Fire Chief shall be responsible for the timely commitment of fire department resources in case of a disaster. The Fire Chief shall serve as the principal point of contact with the Whatcom County Division of Emergency Management.
7. The **Whatcom County Sheriff's Office** may or may not be able to provide immediate assistance, but when available they will serve as a member of the SVICC. In addition to Sheriffs personnel, or in their absence, **Sudden Valley** Security personnel will provide law enforcement assistance.

A. Responsibilities

1. Responsibility for the Plan ultimately rests with the SVCA Board of Directors. The SVCA Managing Director has been tasked with drafting and maintaining the Plan, subject to board approval.
2. This plan provides standing mission assignments to designated individuals, activities, groups and other entities, primarily as covered in the various annexes appended to the Plan. Therefore, such assignments will not be detailed here.

3.0 Introduction

A. Concept

1. This Plan is designed to deal with a variety of situations, which may occur with or without notice. The Plan, as detailed primarily in the annexes which follow, establishes an emergency framework to deal with any and all emergencies. The framework is built around the Incident Command Center, with the SVCA Managing Director (or his/her designee) and the South Whatcom Fire Authority, Fire Chief (or his/her designee) as unified command.
2. The Sudden Valley Incident Command Center (SVICC) shall be established at the Sudden Valley Fire Hall. This site provides a central location, necessary communications capabilities and space to establish a functioning command center. In the event that the Fire Hall is destroyed, the location will still be the initial gathering point until an alternate command center location can be designated.
3. There are potentially four phases of an emergency: Mitigation, Preparedness, Response and Recovery (reconstitution).

A disaster such as an earthquake will result in immediate entry into the Response phase. Upon the occurrence of an emergency, or notification that an emergency may be eminent, the SVICC will be activated.

Unified Command will make the initial determination regarding the degree of response required and make appropriate requests to key individuals. The SVCA emergency information system (1610 AM) will be updated, providing information as disseminated by incident command

4. It is imperative that all members of the SVICC organization respect and follow the tool box approach to activation. The tool box approach is based upon the concept that many tools are available to the SVICC — some needed and some not needed for the particular situation. If all tools are taken out of the box, the various tools may get in each other's way, thereby reducing the overall effectiveness of the organization. On the other hand, in the event of a calamitous emergency such as a major earthquake, where most communications are lost, key personnel should report to the SVICC site and await instructions.

5. Upon activation of the SVICC, the Whatcom County Division of Emergency Management (through the Whatcom County Emergency Operations Center, if activated) will be notified immediately. Lines of communication will be established and kept open. Resources will be requested when the need is identified, with the understanding that it may be several days before "outside" assistance arrives on scene.
6. Each emergency will be unique, and different types and degrees of response will be required. The SVICC will provide overall coordination, including determining priorities of effort, directing actions to be taken, allocating resources, establishing command center requirements, and establishing communications.
7. The annexes which follow establish a basic framework for most types of emergencies. The annexes identify available resources, designate initial sites for certain functions, provide organizational relationships, establish administrative procedures, and, in general, describe how the organization will make decisions and respond to information and situations as they become known.
8. The following list of management priorities, listed in order of importance, is provided to guide SVICC decisions during all hazards events:
 - Protect life.
 - Protect public and private property.
 - Minimize impact to the environment and water shed
 - Develop and manage dissemination of public information.
 - Reconstitution of essential services.
 - Minimize economic disruption to the community.
 - Document the response per the National Incident Management Systems (to documents decisions, costs, lessons learned, etc.)
9. As "outside" resources become available, they will be part of the ICS structure as part of the response. The SVICC will be expanded, with professional expertise and experience playing an increasing role in local decision-making. Every effort must be made to ensure that provisions of this Plan do not inhibit the application of needed "outside" resources.

10. It is imperative that the SVCA Board of Directors be kept informed of the current situation and of all major decisions, to the degree possible under the circumstances.
11. Informing the residents of Sudden Valley is a high priority item. Conflicting information must be squelched, confidence must be restored and volunteer assistance must be solicited when needed. A well-informed population will be less likely to overwhelm the telephone system with relatively trivial requests.

B. SUDDEN VALLEY INCIDENT COMMAND ORGANIZATION

1. The SVIC will follow the NIMS/ICS model (see diagram). Individuals will be assigned to positions identified; however, because these individuals are likely to change frequently, they will not be identified in this plan. Assignments will be designated in writing, with copies of the entire personnel structure given to each member, and posted at the SVIC site (Fire Hall).

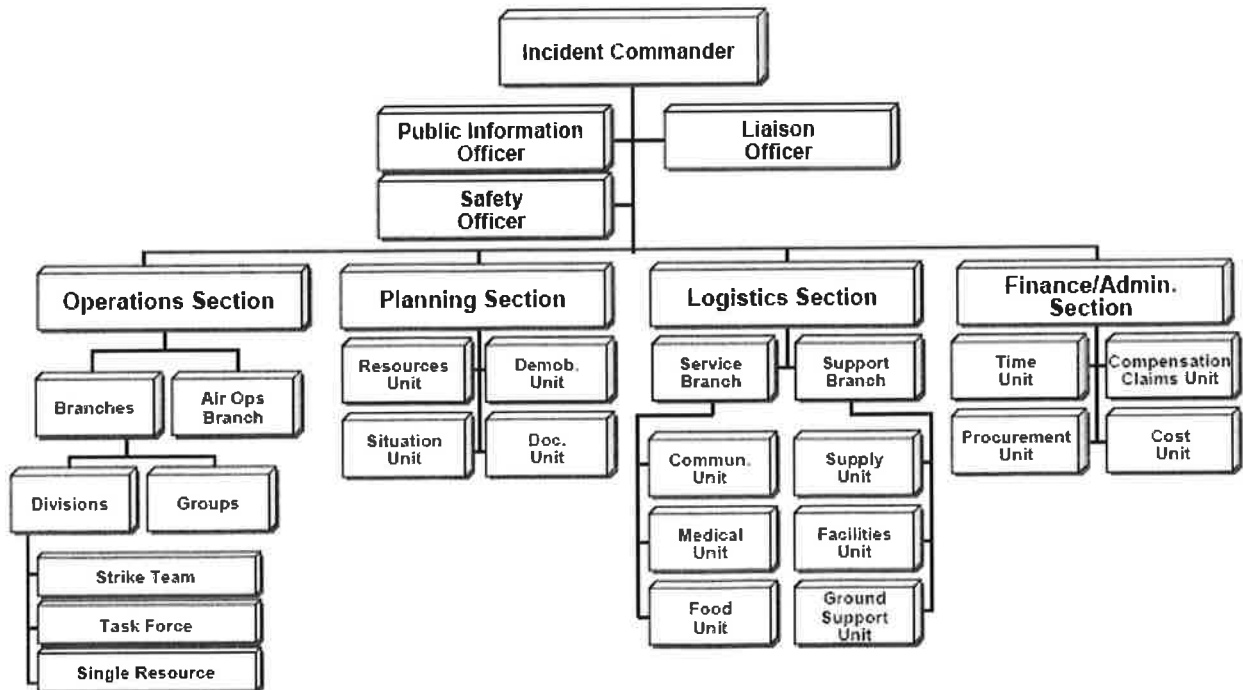


Figure 1 – This depicts a typical ICS structure. ICS systems are fit for purpose and can expand and contract depending on the response and the phase of an incident

A. Unified & Incident Command Staff

1. Incident Commander (IC): the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
2. Public Information Officer (PIO): a member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
3. Safety Officer: a member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.
4. Liaison Officer (LNO): A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have assistants.

B. SVIC Section Responsibilities

1. Operations Section: is responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas Situation Assessment
2. Planning Section: is responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.
3. Logistics Section: is responsible for providing facilities, services, and materials for the incident.

Finance/Administration Section: is responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

Whatcom County may coordinate response to emergencies from the Department of Emergency Management Emergency Operations Center (EOC). The EOC is activated when the level of operations requires it, or upon request of an outside agency. Designated staff and agency liaisons report to the EOC to coordinate response efforts and support field operations.

Sudden Valley Emergency Preparedness Committee Vision Statement

Sudden Valley is a uniquely beautiful place to live, where we are as vulnerable as any community to hazards that could cause loss of life, property damage and environmental degradation. Such hazards include forest fire, flooding, earthquake, severe winds, snow storms, hazardous material spills, water source contamination, and others. The following is "Vision Statement" outlines the goals of the Emergency Preparedness Committee

Sudden Valley will be served by the Emergency Preparedness Committee comprised of willing volunteers, who are organized and operate as outlined by a thorough, current and comprehensive Emergency Operations Plan (EOP). The EOP will coordinate all available resources including the volunteers, the Sudden Valley Community Association staff, and government activities such as South Whatcom Fire Authority.

Sudden Valley will have a communications system capable of reliable communication throughout the association, between all segments of the emergency response organization, and with all necessary outside agencies and resources.

All residents will be well informed regarding plans, facilities, communications and adequate home preparations for dealing with any emergency.

All segments of the response organization will be adequately trained in their areas of responsibility, including annual exercise of the Incident Command Structure.

Neighborhoods will be organized to provide a point of contact within each area for dissemination of information, rallying of resources in the event of a disaster, guidance concerning evacuation, and damage assessment and reporting.

A system of vegetation management shall be part of the annual maintenance plan and be concernment with the Forestry Management Plan, to reduce the risk of wild fire, while preserving the beauty and privacy within the Sudden Valley.

Sudden Valley Emergency Preparedness Committee Future Goals

- All Sudden Valley residents will be supplied with information on how to prepare a three day supply of food, water, and other necessities, so as to promote self-sufficiency until outside help arrives. Newcomers will be given a Disaster Preparedness Packet.
- All able residents will be encouraged to learn CPR/AED and basic First Aid. Classes will be offered in Sudden Valley.
- All homes will be equipped with functioning smoke and CO2 detectors.
- One week each year the EPC will promote education and awareness of these goals.
- The Sudden Valley Emergency Preparedness Plan will be complete and subject to annual review for updating.
- An efficient communication system will be functioning throughout the association with periodic checks and exercises.
- In order to function well in an emergency, there will be annual exercises of the Incident Command Structure, composed of SVCA Management, South Whatcom Fire District, and the Sudden Valley Emergency Preparedness volunteers.
- Organization of neighborhood areas with trained CERT teams and Neighborhood Watch members, within each unit will proceed.
- A system of evacuation routes via land, water, and air transport will be identified.
- A property inventory will be created to include emergency equipment belonging to EPC and individual residents. Annual updates will follow.
- EPC will appoint a member to coordinate with the external agencies for disaster relief possibilities.
- Volunteering will be a popular, rewarding community activity here. Training will be available to all interested residents and a register of special skills will be developed.

Sudden Valley Communication Plan

4 Clubhouse Circle
Bellingham, WA

Emergency Response Plan

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ANNEX A – DIRECTION, CONTROL & COORDINATION

I. Situation

The confusion that follows an all hazards event, when there is no organized plan can exacerbate loss of life, spiral stress, and vastly slow recovery. Clear direction, control, and coordination of our Emergency Response Plan will enhance the assistance to Sudden Valley residents.

II. Purpose

It is the purpose of Annex A to provide guidance for the direction, control, and coordination for any emergency incident or other significant occurrence where the combined resources of Sudden Valley and the other support agencies are required.

III. Concept of Operations

A. Direction and Control (refer to Appendix 1 to Annex A for ICS Organizational Chart)

1. Direction and control of emergency incidents and other significant occurrences within the Sudden Valley Community are the responsibility of South Whatcom Fire Authority/or the Sudden Valley Community Association.
2. Incidents that pose a threat to life and property of the general population of the community will be under the combined direction and control of South Whatcom Fire Authority and the Sudden Valley Community Association.
3. Incidents that pose a threat to the life and property to a limited population of the Sudden Valley Community (emergency medical incidents, structure fires, small brush fires etc.) will be under the direction and control of the Fire Chief of the Fire Authority.

B. Facilities

1. **The Incident Command Center for the Sudden Valley Community will be Sudden Valley Fire Station #22**, located at 2135 Lake Whatcom Boulevard, Bellingham, WA. An alternate EOC's maybe designated and identified as necessary. When possible, all emergency incident personnel will meet at the Sudden Valley Fire Station. Should that facility be untenable, an alternate location will be identified at that time and all personnel will move from the fire station to the selected alternate location.

2. The Sudden Valley Fire Station will be equipped so as to function as a "mini" emergency operations center. As such, the station will maintain information display materials, internal communications, and any additional supporting equipment, materials, and supplies required to ensure efficient operations and effective emergency management. Materials and supplies should be of sufficient quantity to allow for continuous operation for seven days. In addition, power generation capabilities and other such special facilities to allow continuous operations apart from normal utilities and services will be installed and operational.
3. Special operations and responses to emergency incidents may occur in the Sudden Valley Community without activating the community Incident Command Center. The decision to activate the command center will be a joint decision of the Fire Chief of the Fire Authority and the Managing Director (or on call manager) of Sudden Valley. The Incident Command Center can be activated at the request of the Division of Emergency Management.
4. When the Sudden Valley Incident Command Center is activated any reason, the location of the ICP will be transmitted to the Whatcom County Division of Emergency Management.

C. On-Scene Management (Incident Command System (ICS))

1. When the Sudden Valley Emergency Operations Center is activated, the fact that it has been activated, the location of the EOC and the reason for activation will be transmitted to the Whatcom County Division of Emergency Management.
2. Emergency incidents within Sudden Valley that effect both life and property, and the general welfare of the community, will be managed jointly by the Fire Chief of the South Whatcom Fire Authority and the Managing Director of Sudden Valley. Should it become necessary to request, and subsequently receive, the assistance from agencies outside the Sudden Valley Community, Incident Command will upgrade to a Unified Command
3. The Incident Management System should incorporate into the command structure additional managers from other outside agencies providing assistance, to ensure a coordinated effort in managing all aspects of the incident.

4. The Whatcom County Division of Emergency Management should be advised of any major incident within the Sudden Valley Community that will affect a large portion of the community or when the duration of an incident is lengthy. Whatcom County Division of Emergency Management will facilitate the procurement of any additional and necessary resources, assist with appropriate documentation, and provide any additional support as necessary. At the request of the Incident Manager, the Whatcom County Division of Emergency Management Duty Officer will respond to the scene to assist Incident Command

D. Proclamation of Emergency

1. A local Proclamation of Emergency is the legal method that authorizes extraordinary measures to solve disaster-related problems. A proclamation allows for the emergency use of resources, the bypassing of time-consuming requirements, such as hearings and competitive bid processes, and activates extraordinary measures as outlined in this plan. A proclamation is usually a prerequisite for state assistance and is made at the onset of a disaster to allow the county to do as much as possible to assist
2. It is the policy of Whatcom County Government that all Proclamations of Emergency for Whatcom County be prepared by, or coordinated with the Division of Emergency Management. Should the Fire Chief of the South Whatcom Fire Authority and/or the Managing Director of Sudden Valley, decide that a Proclamation of Emergency is warranted, they will meet with their respective legislative authorities and request that each legislative body approve such a request.
3. The policy of South Whatcom Fire Authority and the policy of the Sudden Valley Community Association authorizes each legislative body, the Board of Fire Commissioners and the Board of Directors, respectively, to approve the request for a Proclamation of Emergency declaration.
4. Upon receipt of such approval, Incident Command will notify the Division of Emergency Management that a proclamation be prepared. The incident managers will provide the Division of Emergency Management with a description of the event and the necessary emergency authorizations needed. Depending on circumstances, the incident manager may request that the Division of Emergency Management provide proper communications to the news media

IV. Responsibilities

A. South Whatcom Fire Authority Chief and Sudden Valley Managing Director

1. Provide overall direction and control of Sudden Valley emergency operations
2. May authorize the activation of the Sudden Valley Emergency Operations Center
3. In coordination with the Board of Fire Commissioners and the Sudden Valley Community Association Board of Directors, make decisions regarding priorities and disaster response policy, when required.
4. Responsible for the preparation for and implementation of emergency functions to mitigate, prepare for, respond to, and recover from disasters using managed and coordinated emergency response plan protocols.

B. Board of Fire Commissioners and Sudden Valley Board of Directors

1. In the absence of the Managing Director and/or the Fire Chief, may authorize activation of the Sudden Valley Incident Command Center.
2. Support the incident management system through appropriate policies, orders, and declarations as necessary.
3. Approve requests for Proclamation of Emergency when necessary.
4. Request local disaster assistance when necessary.
5. Make decisions regarding priorities and disaster response policy when required.
6. Provide liaison with local elected officials.

C. Whatcom County Division of Emergency Management

(Refer to Whatcom County Comprehensive Plan Annex A. for more information)

D. Sudden Valley Community Association

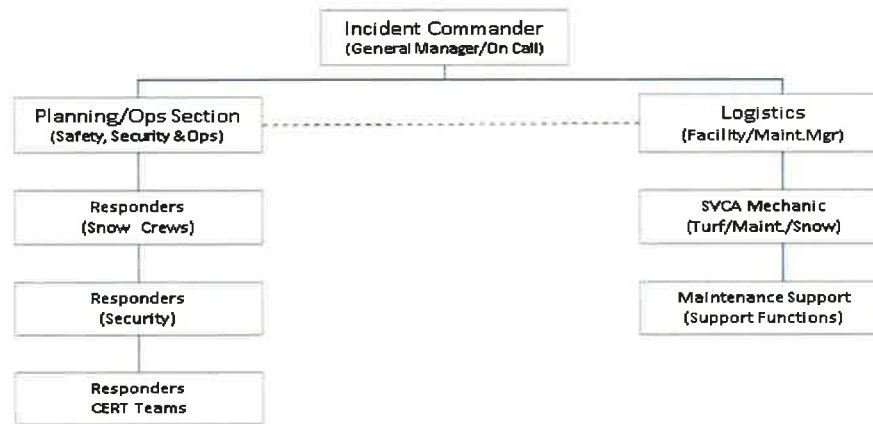
1. Appoint Sudden Valley Disaster Preparedness Committee liaisons to work within the Sudden Valley Incident Command Center and with the Incident Commanders.
2. Designate locations from which to manage departmental disaster activities.
3. Provide representatives to augment Sudden Valley ICC staff
4. Develop Standard Operating Guidelines for the various departments within the Sudden Valley Organization.

E. South Whatcom Fire Authority

1. Designate Incident Command Agency Status as appropriate.
2. Prepare and maintain the Sudden Valley Fire Station to serve as the Incident Command Center.

Appendix 1 to Annex A SVCA Emergency Response Organization Chart

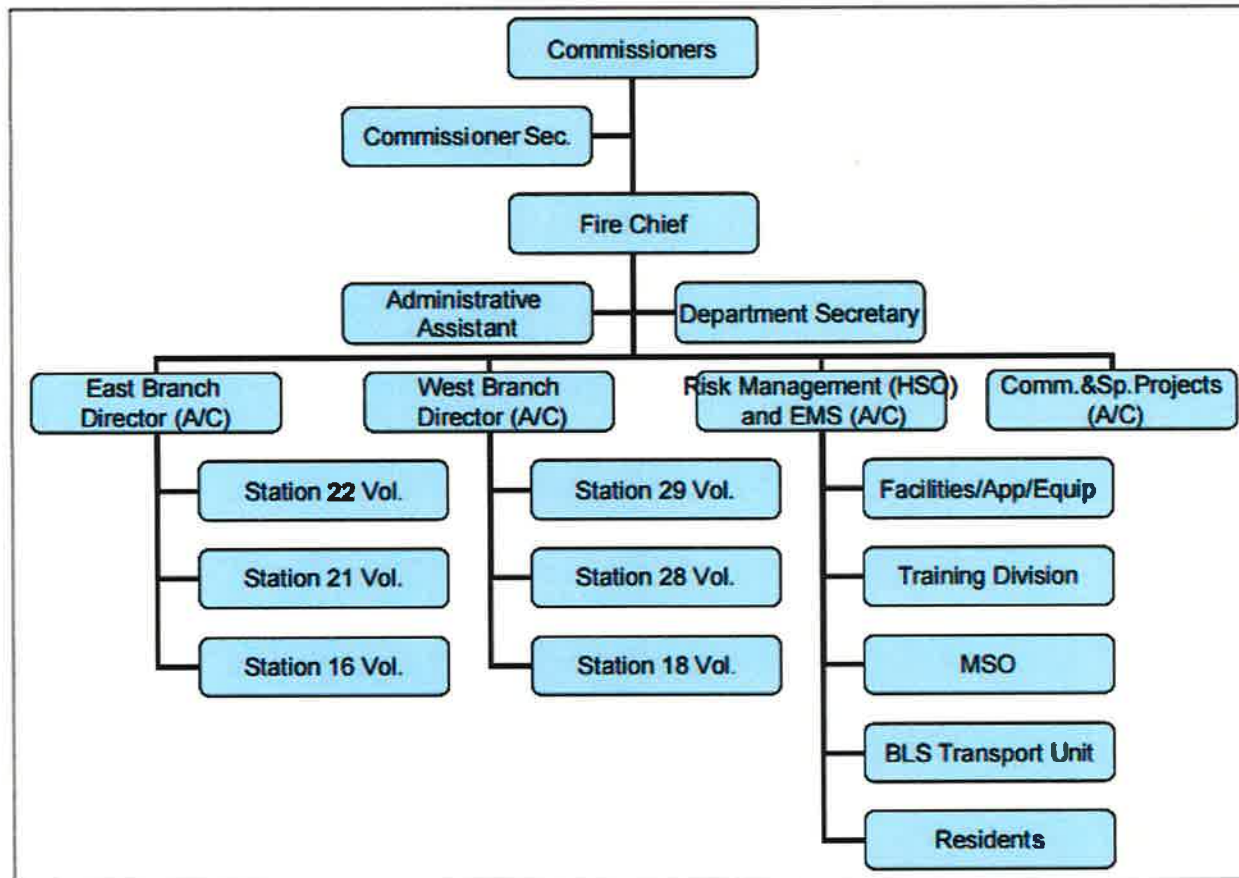
Sudden Valley – Incident Command Structure for Emergency Response
(Essential Personnel)



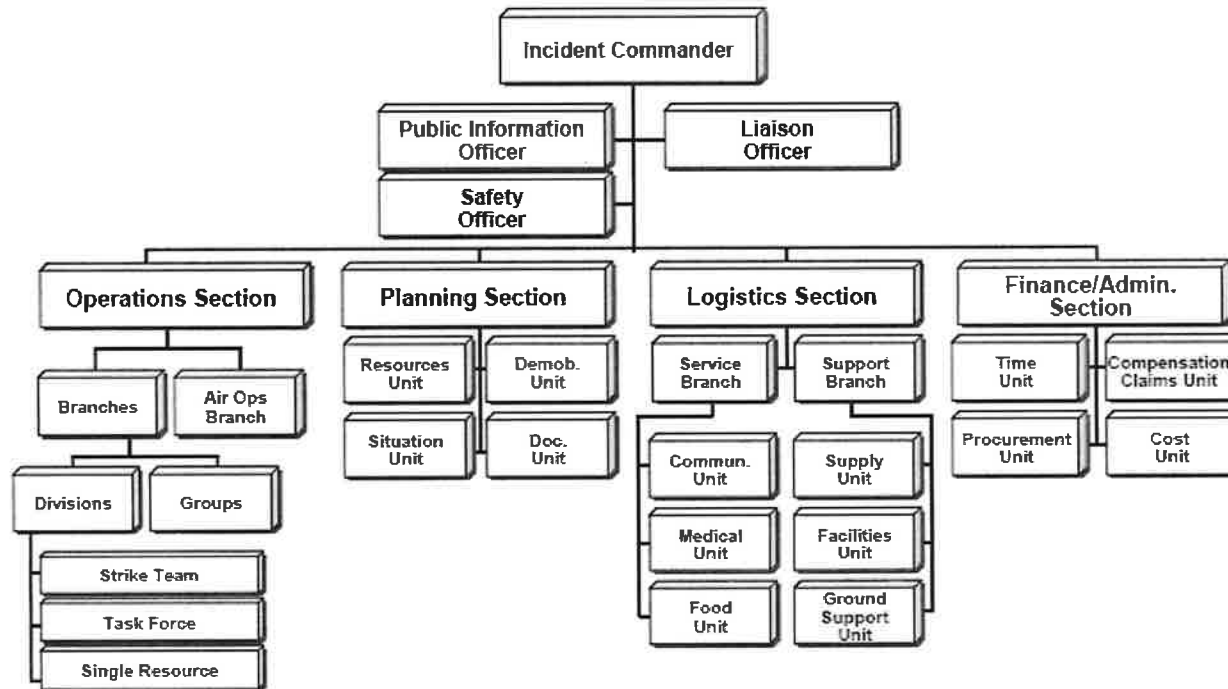
Note: This is the incipient ICS structure. Other ICS functions such as joint information center, legal, financial can be added as the response dictates.

Appendix 2 to Annex A SWFA Organizational Chart

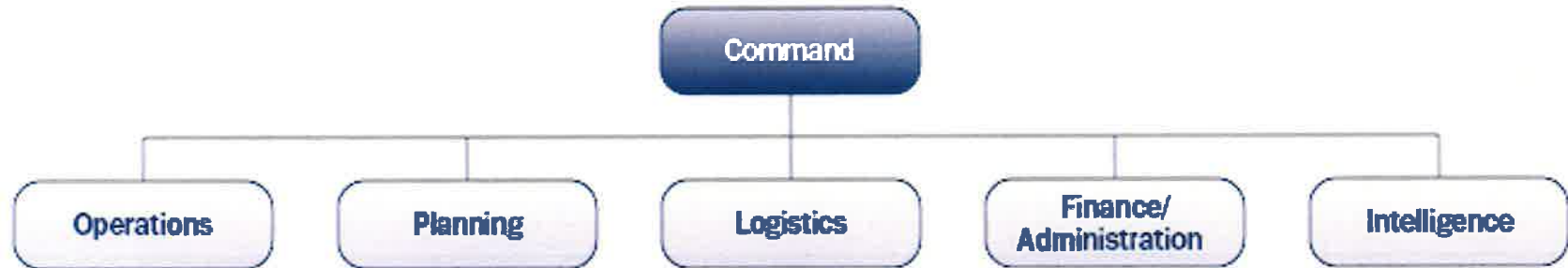
SWFA Organizational Chart



**Appendix 3 to Annex A
Incident Command Structure
(Major Incident)**



**Appendix 4 to Annex A
Incident Command Structure
(Minor Incident)**



ANNEX B - INCIDENT COMMAND DUTIES & RESPONSIBILITIES

All Command Staff Common Responsibilities Check List

The following checklist is common to all Incident Command Personnel.

1. Receive assignment for your agency to include:
 - Receive your assignment ("Planning Section Chief, "Wildlife Rehab" etc.).
 - Obtain the Incident Number and/or Resource Order Number.
 - Identify your reporting location.
 - Identify reporting time.
 - Obtain travel instructions if any.
 - Obtain any special communication instructions.

1. Upon arrival at the incident, check in at the designated reporting location. The designated reporting location may be:
 - Incident Command Post.
 - Base Camp.
 - Staging Area.
 - Heli-base.
 - Directly to a line assignment (ensure you check in with Division/Group Supervisor).

1. Receive briefing from immediate supervisor
2. Acquire appropriate materials
3. Supervisors are required to maintain accountability of all personnel assigned to their area of operation to include exact location, personal safety and welfare at all times especially when working in and/or around incident operations.
4. Organize and brief subordinates assigned to your area of responsibility.
5. If assigned a radio, know your radio identification call sign and your assigned frequency(s) for your area of responsibility, and ensure that all communication equipment is operating properly.
6. Use clear text and correct ICS terminology when making radio transmissions. Avoid use of special codes such as the 10 Code. All communications to the Incident Command Post will be addressed to the Incident Communications Center, which will be identified by the "name of the incident followed by "Communications Center".
(e.g. "Sudden Valley Communications Center this is.....")

7. Complete forms and reports required of the assigned position and send through immediate supervisor to the Documentation Unit.
8. Respond to demobilization order and brief subordinates regard demobilization

ANNEX B - INCIDENT COMMAND DUTIES & RESPONSIBILITIES – Incident Commander Responsibilities Check List

The Incident Commander's responsibility is the overall management of the incident. On most incidents a single Incident Commander carries out the command activity. The Incident Commander is selected by qualifications and experience.

The Incident Commander may have a deputy, who may be from the same agency or from an assisting agency. Deputies may also be used at section and branch levels of the Incident Command System. Deputies must have the same qualifications as the person for whom they work, as they must be ready to take over that position at any time.

The duties and responsibilities of the Incident Commander include but are not limited to:

1. Review the Common Responsibilities Check List.
2. Assess the situation and/or obtain a briefing from the prior incident commander or leader.
3. Determine the Incident Objectives and Strategy.
4. Establish immediate priorities.
5. Establish a Command Post, and identify the exact location.
6. Establish an appropriate incident organization.
7. Ensure planning meetings are scheduled as required.
8. Approve and authorize the implementation of an Incident Action Plan.
9. Ensure that adequate safety measures are in place.
10. Coordinate activity for all Command and General Staff.
11. Coordinate with key people and officials.
12. Approve requests for additional resources or for the release of resources.
13. Keep agency administrator informed of incident status.
14. Approve the use of trainees, volunteers, and auxiliary personnel.
15. Authorize release of incident information to the news media.
16. Ensure the Incident Status Summary (ICS Form 209) is forwarded to the proper authority.
17. Order the demobilization of the incident when appropriate.

ANNEX B - INCIDENT COMMAND DUTIES & RESPONSIBILITIES – Safety Officer Responsibilities Check List

The Incident Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and/or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials etc.

1. Review Common Responsibilities Checklist.
2. Participate in planning meetings.
3. Identify hazardous situations associated with the incident.
4. Review the Incident Action Plan for safety implications.
5. Exercise emergency authority to stop and prevent unsafe acts.
6. Investigate accidents that have occurred within the incident area.
7. Assign assistants as needed.
8. Review and approve the medical Plan.
9. Develop Hazardous Materials Site Safety plan as required.
10. Maintain Unit/Activity Log (ICS Form 214 U).

ANNEX B - INCIDENT COMMAND DUTIES & RESPONSIBILITIES – Information Officer Responsibilities Check List

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi-jurisdictional incidents. The Information Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

Agencies have different policies and procedures relative to the managing of public information. The following are the major responsibilities of the Information Officer, which would generally apply on any incident.

1. Review Common Responsibilities Checklist.
2. Determine from the Incident Commander if there are any limits on information release.
3. Develop material for use in media briefings.
4. Obtain Incident Commander's approval of media releases.
5. Inform media and conduct media briefings.
6. Arrange for tours and other interviews or briefings that may be required.
7. Obtain media information that may be useful to incident planning.
8. Maintain current information summaries and/or displays on the incident to assigned personnel.
9. Maintain Unit/Activity Log (ICS Form 214 U).

ANNEX B - INCIDENT COMMAND DUTIES & RESPONSIBILITIES – Liaison Officer Responsibilities Check List

Incidents that are multi-jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

Only one Liaison Officer will be assigned for each incident, including incidents operating under Unified Command and multi jurisdiction incidents. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

The Liaison Officer is the contact for the personnel assigned to the incident by cooperating agencies. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

1. Review Common Responsibilities Checklist.
2. Serve as a contact point for Agency Representatives.
3. Maintain a list of assisting and cooperating agencies and Agency Representatives.
4. Assist in establishing and coordinating interagency contacts.
5. Keep agencies supporting the incident aware of the incident status
6. Monitor incident operations to identify current or potential inter-organization problems.
7. Participate in planning meetings; provide current resource status, including limitations and capability of assisting agency resources.
8. Maintain Unit/Activity Log (ICS Form 214 U).

ANNEX B - INCIDENT COMMAND DUTIES & RESPONSIBILITIES – Operations Section Chief Responsibilities Check List

The Operations Section Chief, a member of the General Staff, is responsible for the management of all operations directly applicable to the primary mission. The Operations Section Chief activates and supervises organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the Incident Commander.

1. Review Common Responsibilities Checklist.
2. Develop Operations Section portion of Incident Action Plan
3. Brief and assign Operations Section personnel in accordance with Incident Action Plan.
4. Supervise Operations Section
5. Determine needs and request additional resources.
6. Review suggested list of resources to be released and initiate recommendation for release of resources.
7. Assemble and disassemble response teams assigned to Operations Section.
8. Report information about special activities, events, and occurrences to Incident Commander.
9. Maintain Unit/Activity Log (ICS Form 214 U).

ANNEX B - INCIDENT COMMAND DUTIES & RESPONSIBILITIES – Planning Section Chief Responsibilities Check List

The Planning Section Chief, a member of the Incident Commander's General Staff, is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources. Information is needed to 1) understand the current situation, 2) predict probable course of incident events, and 3) prepare alternative strategies and control operations for the incident.

1. Review Common Responsibilities Checklist.
2. Collect and process situation information about the incident.
3. Supervise preparation of the Incident Action Plan.
4. Provide input to the Incident Commander and Operations Section Chief in preparing the Incident Action Plan.
5. Re-assign out-of-service personnel already on-site to ICS organizational positions as appropriate.
6. Establish information requirements and reporting schedules for Planning Section Units (e.g. Resources, Situation Units).
7. Determine need for any specialized resources in support of the incident.
8. If requested, assemble and disassemble strike teams and task forces not assigned to operations.
9. Establish special information collection activities as necessary, (e.g. weather, environmental, toxins, etc.),
10. Assemble information on alternative strategies.
11. Provide periodic predictions on incident potential.
12. Report any significant changes in incident status.
13. Compile and display incident status information.
14. Oversee preparation and implementation of Incident Demobilization Plan.
15. Incorporate plans (e.g. Traffic, Medical, Site Safety & Communications Plans) into the Incident Action Plan
16. Maintain Unit/Activity Log (ICS Form 214 U).

ANNEX B - INCIDENT COMMAND DUTIES & RESPONSIBILITIES – Logistics Section Chief Responsibilities Check List

The Logistics Section Chief, a member of the General Staff, is responsible for providing facilities, services, and material in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates and supervises the Branches and units within the Logistics Section.

1. Review Common Responsibilities Checklist.
2. Plan organization of Logistics Section.
3. Assign work locations and preliminary work tasks to section personnel.
4. Notify Resources Unit of Logistics Section units activated including names and locations of assigned personnel.
5. Assemble and brief Branch Directors and Unit Leaders.
6. Participate in preparation of Incident Action Plan.
7. Identify service and support requirements for planned and expected operations.
8. Provide input to, and review Communications Plan, Traffic Plan, and Medical Plan.
9. Coordinate and process requests for additional resources.
10. Review Incident Action Plan and estimate Section needs for next operational period.
11. Advise on current service and support capabilities.
12. Prepare service and support elements of the Incident Action Plan.
13. Estimate future service and support requirements.
14. Receive Demobilization Plan from Planning Section.
15. Recommend release of unit resources in conformity with Demobilization Plan.
16. Ensure general welfare and safety of Logistics Section Personnel.
17. Maintain Unit/Activity Log (ICS Form 214 U).

**ANNEX B - INCIDENT COMMAND DUTIES & RESPONSIBILITIES – Finance
Section Chief Responsibilities Check List**

The Finance/Administrative Section Chief, a member of the General Staff, is responsible for all financial, administrative, and cost analysis aspects of the incident. In addition, the Finance/Administrative Section chief is responsible for supervising the members of the Finance Section.

1. Review Common Responsibilities Checklist.
2. Manage all financial aspects of an incident.
3. Provide financial and cost analysis information as requested.
4. Gather pertinent information from briefings with responsible agencies.
5. Develop an operations for the Finance/Administrative Section; fill supply and support needs.
6. Determine need to set up and operate an incident commissary.
7. Meet with assisting and cooperating agency representatives as needed.
8. Maintain daily contact with agency(s) administrative headquarters on Finance/Administrative matters.
9. Ensure that all personnel time records are accurately completed and transmitted to home agencies.
10. Provide financial input to demobilization planning.
11. Ensure that all obligation documents initiated at the incident are properly prepared and completed.
12. Brief agency administrative personnel on all incident related financial issues needing attention follow-up prior to leaving the incident.
13. Maintain Unit/Activity Log (ICS Form 214 U).

ANNEX C – EMERGENCY RESOURCE MANAGEMENT

I. Situation:

In case of a major disaster, a shortage of essential resources may occur. These shortages may include fuel, food, water, shelter and other resources necessary for human needs.

II. Purpose:

It is the purpose of Annex C to provide guidance for the emergency acquisition, staging, distribution, conservation and use of essential life sustaining resources in the event a disaster occurs in the Sudden Valley Community as determined by the Sudden Valley Community Association and South Whatcom Fire Authority.

III. Operational Concepts:

- A. It is the responsibility of the Sudden Valley Community Association Emergency Preparedness Committee (SVEPC) to develop and coordinate letters of agreement with appropriate contacts to facilitate the emergency use of life sustaining resources. These lists of resources should cover the immediate Sudden Valley area, as well as possible sources available by water or air from outside the Sudden Valley Community. The committee will maintain the resource lists and contacts, and will ensure that copies of all lists are filed in the Sudden Valley Incident Command Center (SVICC).
- B. The Purchasing Division of the Logistics Section of the Sudden Valley Incident Command Center command structure is the lead agency for coordinating emergency purchases after an emergency declaration by the Sudden Community Association. This may be done under dual signature of the Incident Commander and the Logistics Section Chief within the SVICC. Payment for requested resources is the responsibility of the requesting agency. Proper documentation of all purchases and/or expenditures must occur as directed in Annex V of this plan. Proper documentation will facilitate reimbursement of expenses incurred should local, state, or federal officials implement reimbursement procedures. If funds are not available, purchases shall be made in accordance with emergency purchasing policies (refer to Annex V). Individuals and organizations outside and independent of the Sudden Valley Incident Center cannot obligate the Sudden Valley Community Association for resources.
- C. After a major disaster has occurred, it may be anticipated that resources will be spontaneously sent to Sudden Valley without being requested. Information should be disseminated to the Whatcom County Division of Emergency Management at the Whatcom County Emergency Operations Center (EOC), and/or to the sending source, so as to facilitate the sending of the materials to the appropriate staging areas for inventory and distribution.

ANNEX C – EMERGENCY RESOURCE MANAGEMENT (cont.)

- D. It is the policy of the Sudden Valley Community Association that the **Managing Director** and/or the **President of the Sudden Valley Community Association** may convene **advisory groups of public and private sector representatives to coordinate and manage the emergency use of community resources**, and coordinate with Whatcom County Division of Emergency Management at the EOC if, and when activated.
- E. After a major disaster, the reconstitution of the local economy and normal distribution, transportation, warehousing, nodes and retail systems will be encouraged and maintained to the maximum extent possible. If a disaster causes a shortage of essential resources, The Sudden Valley Community Association will endeavor to cooperate with Whatcom County and the State of Washington, if appropriate, in encouraging voluntary controls, and will seek mandatory controls when necessary.

It is the policy of Whatcom County Government that the County Executive may invoke temporary controls on local resources, and establish priorities when a local State of Emergency is proclaimed. Such controls may include, but are not limited to, fuel, food, shelter and other resources necessary for human needs. Any controls established will be in coordination with other cities, towns, and communities in Whatcom County. The Whatcom County Emergency Public Information Officer will coordinate with the State Emergency Public Information Officer for disseminating information concerning any emergency measures, voluntary controls or rationing.

IV. Responsibilities

A. Sudden Valley Community Association:

1. Convenes advisory groups with representatives for various community and other private and public section agencies

B. Sudden Valley Incident Command Center (SVICC)

1. Convenes advisory groups with representatives for various community and other private and public section agencies

C. Sudden Valley Incident Emergency Preparedness Committee

1. Coordinates with public and private agencies within the Sudden Valley Community for maintaining resource information
2. Develops specific resource lists and other information as necessary
3. Assists the Sudden Valley Incident Command Center Logistics Branch as necessary.

D. Logistics Branch of SVICC

1. Coordinates the emergency procurement and purchase of emergency supplies and equipment.
2. Develop appropriate resource lists for inclusion in SVICC operational procedures.

ANNEX D – EMERGENCY WARNING SYSTEM

1. Situation:

Advance warnings of impending disasters threatening our area should be transmitted through several systems. Sudden Valley Emergency Preparedness and Sudden Valley Community Association will use various means of public notification as outlined in this annex.

2. Purpose:

To provide guidance for the dissemination of warning information

3. Operational Concepts:

- A. It is the design of the Sudden Valley Community Association Disaster Preparedness Plan to coordinate closely with the Whatcom County Division of Emergency Management as the lead agency for developing county warning procedures utilizing existing capabilities.
- B. Sudden Valley encompasses the policy of Whatcom County Government in using 24-hour dispatch centers and other existing systems such as telephone, fax machines, county radio frequencies, law enforcement dispatch, amateur radio and the internet for the dissemination of warning information. The Emergency Alert System (EAS) may also be used.
- C. The National Warning System (NASWAS) is the primary system used by the Federal Government to disseminate warnings. Warnings may originate from a variety of federal agencies and are received at the Washington Warning Point, a 24-hour operation managed by the State Emergency Management Division, which then disseminates the information to Whatcom County EOC. My States USA, is considered the primary means of notification for Whatcom County and is active from the Whatcom EOC for distribution county wide.
- D. The NOAA weather radio system may also be used to disseminate specific warning or emergency information. It is available only to those who have NOAA Weather Radio. (Refer to Annex L - Communications)
- E. Notification to citizens of incidents may be done by amateur radio, door-to-door contact, mobile loud speakers, sirens, or any other means available to on-scene command agencies. It shall be the responsibility of the SVCA to disseminate information by all means available.

IV. Responsibilities:

A. Division of Emergency Management

- Act as the lead agency for the development and maintenance of county warning procedures.

B. Law Enforcement

- Disseminate warning information to the member agencies and to field units

C. Whatcom Dispatch Center

- Disseminate warning information to the Division of Emergency Management, member departments and others

D. Sudden Valley Community Association

- The SVCA staff, including security and administration, will use all means available to keep all citizens informed

E. Incident Command

- The Incident Command Center shall, for the purpose of dissemination of information, utilize the communications resources set forth in Annex L.

F. South Whatcom Fire Authority

- SWFA will receive and disseminate information from official county sources.

ANNEX E – EMERGENCY PUBLIC INFORMATION

I. Situation:

When a disaster occurs in an area, the relatives and friends of residents of that area have a need, and a right, to know what the situation is and how to contact or find information about their loved ones. Without a coordinated Emergency Public Information plan in effect, much misinformation could be disseminated through rumor or unregulated media coverage.

II. Purpose:

To provide guidance for media relations and the dissemination of emergency public information

III. Operational Concepts:

- A. It is the design of the Sudden Valley Association Emergency Preparedness Plan to release, within the policy of Whatcom County Government, timely and accurate information regarding emergency preparedness, response and recovery in a cooperative manner with the media. This effort will be coordinated as much as possible with other jurisdictions and the Division of Emergency Management.
- B. An appointed Public Information Officer (PIO) is the lead person for the coordination of Emergency Public Information and media relations during an emergency. Upon activation of the Incident Command System, a PIO may be identified. The PIO will be primary media contact. During emergency situations, the PIO, or his/her designee, shall report to the Incident Commander to prepare and disseminate public information.
- C. The Incident Commander is responsible for coordinating with and providing information to local, state and federal officials as required

IV. Responsibilities:

1. Division of Emergency Management

- Gathers and distributes emergency public information material
- Maintains the County Emergency Alert System (EAS) plan

2. County Executive

- Provides liaison with local, state and Congressional elected officials

3. Sudden Valley Command Center Public Information Officer (PIO)

- Coordinates contact with the media and release of public information

4. Incident Command Center

- All participants in the emergency organization shall refer all media inquiries to the PIO.
- Will insure that all only essential information will be **released** to external media outlets
- Information will be placed on the website: **www.suddenvalley.com** (as an announcement). Status updates will be as time permits

ANNEX F – SITUATIONAL ANALYSIS/DAMAGE ASSESSMENT

I. Situation:

Among the possible disasters that could occur in Sudden Valley, earthquake has the most potential for widespread collapse of homes and community infrastructure. Forest fire, floods, landslides and other disasters may cause severe destruction in localized areas. Recovery cannot proceed with full effectiveness until accurate facts concerning the extent of damage is known

II. Purpose:

It is the purpose of Annex F to provide guidance to Sudden Valley personnel regarding assessing the situation and apparent damage within the community, and then forwarding that information to Incident Command. In addition, it is the purpose of this annex to provide direction to Incident Command on how to report the situation and assessed damage to Whatcom County Division of Emergency Management to receive necessary resources, and for inclusion in their preparation of disaster information and disaster reports.

III. Operational Concepts:

A. General

1. The Sudden Valley Incident Command Center, when activated, is the point where all information regarding the situation and damage assessment is collected. The information will be reviewed and forwarded to Whatcom County Division of Emergency Management should such reports include releases of hazardous materials.
2. South Whatcom Fire Authority will ensure that all fire companies operating in the field during a disaster are prepared to report all operational information to include, but not be limited to, assessment of injuries, damage to structures, and damage to community infrastructure. Such reports are to be submitted to the "Planning Section" at the Sudden Valley Incident Command Center.
3. The Sudden Valley Community Association will ensure that all departments operating in the field during a disaster, are prepared to report all operational information to include, but not limited to, assessment of injuries, damage to structures, and damage to community infrastructure. Such reports are to be submitted to the "Planning Section" of the Sudden Valley Incident Command Center

4. The Sudden Valley Emergency Preparedness Committee has adopted a neighborhood preparedness program, which identifies the plan and structure to be used during a community disaster. Field reports will be forwarded to the command center using the neighborhood disaster preparedness structure.
5. Situation analysis and damage assessment will be reported to Command using the established communications protocols established in Annex L of this plan.

B. Situational Reports (Disaster Analysis)

1. **Situation reports regarding injuries and damage assessment will originate at Incident Command, and will be developed by the Situation Unit of the Plans Section.** The Situation Unit will collect, process, and organize all information arriving at Command. They will then prepare a situation summary report and develop projections and forecasts of future events related to the disaster. They will develop maps and other intelligence information for use in assisting Command in developing an action plan. The Situation Unit may also require the expertise of technical specialists in developing an accurate report of the situation.
2. Situation reports will be initiated daily or more often as warranted by changing conditions. Copies of situation reports will be submitted to Division of Emergency Management for inclusion in their analysis of the overall disaster situation.

C. Damage Assessment

1. Information regarding damage to private and public property must be assembled as soon as possible and reported to Incident Command. This information is essential for Incident Command to develop an action plan. In addition, comprehensive damage assessment reports will determine the necessary resources and aid to be received through Division of Emergency Management. EOC will combine reports from the Sudden Valley Community with other reports from Whatcom County to determine if federal assistance programs may be needed.
2. Because the Sudden Valley Community is a private community the proper forms regarding damage assessment should be pertinent to private sector damage reporting. Appendix 1 to Annex F includes an example of the private damage assessment report to be used for reporting to EOC
3. Sudden Valley personnel and staff should be ready to assist local, state and federal investigation and mitigation teams if they are sent to the community.

D. Earthquake Damage to Structures

1. The Whatcom County Planning and Development Services Department is the lead agency for inspecting structures in unincorporated Whatcom County to determine building safety after a disaster. This will be a cooperative effort with the Whatcom County Fire Marshal. Other County Departments and jurisdictions with individuals with engineering experience, and individuals from the private sector with similar experience will assist in assessing building safety.
2. It is assumed that structure safety inspections by Whatcom County may not occur for several days. During the interim, the Sudden Valley Architectural and Control Committee (ACC) and associated staff will assist field units in assessing structure damage. The structure damage assessment completed by the ACC will be a cooperative effort with individuals within the community and identified by the SVDPC who have engineering expertise. Each neighborhood should identify individuals who can assist with damage assessment and building safety
3. When inspecting structures for damage, it is recommended that inspectors use as a guide, ATC-20-1, the field manual for post-earthquake safety evaluation of buildings. This manual, developed by the Applied Technology Council, is the appropriate manual for surveying damaged structures. A copy is available at South Whatcom Fire Authority Station #22.

E. Earthquake Damage to Infrastructure

1. Reports of damage to community infrastructure must be completed as soon as possible. Information regarding such damage will be forwarded to the Planning Unit at the incident command post. Infrastructure damage information will be used to assist in the identification of evacuation routes, ingress routes for assisting services, and landing zones for medical evacuation helicopters. In addition infrastructure damage such as broken water lines, sewer lines, and gas lines must be identified in order to plan for the community welfare
2. Outside agencies such as Puget Sound Energy, Lake Whatcom Water & Sewer District, and Med-Flight should be contacted to assist with the assessment of infrastructure damage.

IV. Responsibilities:

A. Sudden Valley Incident Command

1. Collect damage assessment reports from field units, prepare local situation reports, and forward situation reports and assessments to Whatcom County Division of Emergency Management.
2. Coordinate recovery efforts with Whatcom County Division of Emergency Management and other teams as may be assigned.

B. Sudden Valley Security

1. Provide situation reports from officer in the field
2. Provide traffic and access control for infrastructure impacted due to the event

C. Sudden Valley Maintenance

1. Provide situation reports regarding infrastructure damage
2. Provide situation reports regarding Sudden Valley facilities that have been designated as shelters.

E. Sudden Valley Emergency Preparedness Committee

1. Provide situation reports from their respective area using the Neighborhood Disaster Preparedness Structure
2. Compile damage assessment information identifying damage to structures and to infrastructure
3. Identify persons with structural assessment capabilities

F. South Whatcom Fire Authority

1. Provide situation reports from units in the field

ANNEX G - EVACUATIONS

I. Situation:

Sudden Valley is a somewhat isolated community with limited access roads. In the event that a disaster occurs that warrants the evacuation of any of its residents, it is essential that the guidelines in this annex be observed.

II. Purpose:

It is the purpose of Annex G to provide guidance to Sudden Valley incident commanders and or designee's in methods and procedures for evacuating residents from the Sudden Valley Community should a disaster warrant a level 3 evacuation

III. Operational Concepts:

- A.** The Incident Commander will issue evacuation orders for residents of the Sudden Valley Community
- B.** Evacuation orders will be made when the Incident Commander deems it necessary and/or at the request of:
 - 1. The Whatcom County Executive
 - 2. The Whatcom County Sheriff
 - 3. The Fire Chief of South Whatcom Fire Authority
 - 4. Whatcom County Health Director or his/her designee.
 - 5. Whatcom County Fire Marshal.
 - 6. Deputy Director, Division of Emergency Management (Duty Officer).
 - 7. Senior law enforcement officer or fire district officer at the scene of an emergency incident.
 - 8. Designated Hazardous Materials Incident Commander.
- C.** Direction and control of an evacuation will occur mainly at the scene of the incident. When an evacuation is being considered, the implications and impacts of an evacuation should be evaluated using the guidelines outlined in this annex along with guidelines outlined in other annexes of this document. Such annexes as Food and Water, Shelter, Transportation, energy and utilities, and Human Resources must be evaluated if and when an evacuation is being considered or an evacuation order is given. Social processes and economic consequences should also be considered. A local Proclamation of Emergency should be declared, which would facilitate the implementation and enforcement of the evacuation process (Refer to Annex A).
- D.** Evacuation of one's personal residence is not something most individuals willingly agree to without good reason. It is important that information regarding an evacuation order be provided to the effected residents of the Sudden Valley Community. The following recommendations should be used to ease the resistance to evacuate:

NOTE: *Individuals who choose to remain in their personal residence (shelter in place) during an evacuation order cannot be forced to leave.*

1. The SVICC shall request written support of the evacuation order from the Board of SVCA; however such written support is not required prior to issuance of the evacuation order.
 2. Sudden Valley Security personnel, maintenance personnel, and/or firefighters of the South Whatcom Fire Authority should contact Sudden Valley residents.
 3. Information regarding the nature of the emergency or threat, and the source of confirmation that an evacuation has been ordered must be provided as soon as practical.
 4. Reduce anxiety over the security and property protection
 5. If necessary provide for emergency transportation (Refer to Annex N)
 6. Reduce family separation anxiety, if possible.
 7. Make provisions for pets if appropriate.
 8. Provide as much information as possible as to what is expected of the citizens in the threatened area.
- E.** An individual, who chooses to remain in their personal residence (shelter in place) after they have been advised to evacuate, should be instructed as to the dangers or threat. Should they become injured or should their property be threatened, assistance may not be available, and they are remaining at their residence at their own risk and against the advice of the disaster managers.
- F.** Emergency workers who encounter an individual who refuses to evacuate their personal residence should document such refusal and relay that information to the Incident Command Center. **Accurate documentation** of a refusal to evacuate must be maintained
- G.** When the Incident Commander determines an evacuation of the community is necessary, notification of the evacuation must be transmitted to Whatcom County Division of Emergency Management as soon as possible. Information provided to DEM should include the nature of the threat, size of the area being evacuated, the jurisdictions involved, and the expected duration

- H. Sudden Valley Security personnel will be responsible for directing the movement of residents on roads within Sudden Valley. Depending on the magnitude of the incident, security personnel may also be responsible for directing evacuation movement on county roads that provide ingress and egress to the Sudden Valley Community¹. If the threat and subsequent evacuation are restricted to only the Sudden Valley Community, the Whatcom County Sheriff's Office may assist with evacuation on County roads leading from the valley

- I. Predefined evacuation routes to be used by Sudden Valley residents in time of an emergency evacuation order are identified in "Appendix A" of this annex. **Evacuation routes** to be used will depend on the nature of the emergency and the affected areas and will be **identified by the Incident Commander** at the time the evacuation order is given.

- J. The Sudden Valley Emergency Preparedness Committee will be responsible for identifying evacuation requirements for special populations. The SVEPC should identify neighborhood pickup points for individuals who do not have private transportation.

- K. Support for evacuees will be dependent on the magnitude of the evacuation and will be managed in accordance with the annexes contained in this disaster plan.

- L. The Joint Information Center (JIC) section of the Incident Command Center will manage referrals for relatives and other communications regarding the disposition of evacuees.

- M. Request for access into the evacuated area will be a decision of the Incident Commander. Once an area has been evacuated, property owners will not be allowed to return until the Incident Commander has deemed it is safe to do so

- N. Law enforcement and/or Sudden Valley personnel will be responsible for initiating a vehicle and personnel identification plan, which will identify those vehicles and personnel authorized access to an evacuated area.

¹ Sudden Valley Security utilizes a contracted service. Currently the security foot print is scaled back to (1) officer on duty per shift. Security may not be available for traffic control. The incident commander may have to consider utilizing SVCA CERT members for this function.

IV. Responsibilities:

A. Sudden Valley Incident Command Center

1. Identify the need for evacuation
2. Issue evacuation order, and if appropriate seek assistance of Sudden Valley Board of Directors to announce evacuation order to community.
3. Identify and announce appropriate evacuation routes to be used.
4. Identify and announce shelter areas to be used if appropriate.
5. Notify Whatcom County Division of Emergency Management of the evacuation order and associated plans

B. South Whatcom Fire Authority

1. Assist with notification of community residents if appropriate.
2. Assist with the evacuation of residents requiring special transportation as necessary.

C. Sudden Valley Security and Maintenance Staff

1. Provide traffic and crowd control
2. Assist with identification of evacuation routes
3. Assist with the identification of ingress routes if necessary
4. Assist with the keeping the evacuation routes clear of obstructions
5. Establish and manage the system of security if appropriate.

D. Sudden Valley Community Emergency Response Team (CERT)

1. Assist with traffic and crowd control
2. Assist with search and rescue operations as directed by the Incident Commander.
3. Augment the incident command post as the discretion of the Incident Commander

E. Whatcom County Sheriff's Office

1. Provide traffic and crowd control if available
2. Assist Sudden Valley Security personnel if available
3. Assist with maintaining security of the evacuated area to include a system of identifying personnel and equipment authorized to move within the evacuated area, if available
4. Assist with the identification of routes, if available

F. Whatcom County Department of Public Works

1. Provide traffic control signs and barricades, and operational control of traffic signals and flashers under county jurisdiction, if available
2. Assist with identification of evacuation routes and assists with management of traffic flows into and out of evacuated area, if available.

G. Sudden Valley Emergency Preparedness Committee

1. Will identify and maintain an inventory of Sudden Valley residents who have special needs
2. Will identify special transportation pick-up points to assist these residents without transportation

APPENDIX A to ANNEX G – EVACUATION ROUTES

I. General:

The road system of ingress and egress for the Sudden Valley Community is somewhat limited; therefore evacuation routing of the residents may be constrained. It is important to understand that evacuation routes will be dependent on the nature of the emergency, and the position of the emergency relevant to the community and the surrounding road system, and routing may be somewhat dynamic. Evacuation routing must occur in such a manner so as not to impede emergency equipment and personnel arriving in the community to assist with the emergency.

II. Purpose:

It is the purpose of this Appendix to identify main evacuation routes, evacuation route priority, and alternate methods of evacuation should the normal infrastructure be compromised

II. Operational Concepts:

A. There are four basic means of evacuating the residents of the Sudden Valley Community. (Listed in order of priority consideration)

1. Motor vehicles using existing roads
2. Helicopters using identified landing areas
3. Watercraft using Lake Whatcom
4. Walking using whatever routes are appropriate

B. The main roadway evacuation routes for the Sudden Valley Community are:

1. Lake Whatcom Boulevard (northwest route)
2. Lake Whatcom Boulevard (south route)
3. Lake Louise Road

C. Helicopter Land Zones (LZ)

1. Incident dependent

D. The only method for evacuating residents by water is using Lake Whatcom.

Residents will be assembled at the Sudden Valley Marina and evacuated using watercraft:

1. The main assembly point for evacuees will be the Sudden Valley Marina
2. Evacuees will use the "inside marina" docks for watercraft loading.
3. Evacuees will be transported north on Lake Whatcom to Bloedel Donovan Park marina facilities.

E. Evacuation of residents by walking is the last evacuation method to be considered. If such a method is to be used, the following items should be considered:

1. Time constraints if any
2. Selection of evacuation route most appropriate for walking
3. Physical assessment of evacuees
4. Logistical needs to support evacuees (water, food, etc.)

IV. Primary Motor Vehicle Evacuation Routes:

A. Route A - Lake Whatcom Boulevard Northwest Bound to the City of Bellingham

- Lake Whatcom Boulevard northwest to Old Lakeway Drive
- Old Lakeway Drive to intersection of Old Lakeway Drive, Lakeway Drive, and Euclid Avenue
- North into the City of Bellingham using Lakeway Drive

Route A will be used as the primary evacuation route unless constrained due to the emergency incident. Lake Louise Road will be the primary ingress route for arriving emergency equipment and personnel, and will be closed at Gate 5 and Gate 13 to evacuating traffic.

B. Route B - Lake Whatcom Boulevard South Bound to Interstate 5

- Lake Whatcom Boulevard south to intersection of South Bay Drive and Cain Lake Road
- South on Cain Lake Road to intersection of Highway 99 and Cain Lake Road
- West across Highway 99 on Alger/Cain Lake Road to Interstate 5 interchange

IV. Primary Motor Vehicle Evacuation Routes (cont.):

Route B may be used as a primary evacuation route unless constrained due to the emergency incident. Lake Louise Road may be used to evacuate through Gate 5 and Gate 13.

ANNEX H – RESERVED

ANNEX I – HUMAN RESOURCES

I. Situation:

Within every community there exists a wide spectrum of people with skills, knowledge, and the ability to be useful in disaster response. This plan provides direction for the management of disaster recovery many personnel may be needed to receive direction and carry out all phases of the plan. Organized volunteers, staff, and possibly any able person available, will be utilized to meet the community needs.

II. Purpose:

To provide guidance for the recruitment and use of human resources.

III. Operational Concepts:

- A. It is the policy of the SVCA Board of Directors that departments utilize their personnel to the maximum extent possible including use of personnel not assigned emergency responsibilities. The SVCA Managing Director shall identify employees who can be released to assist in the disaster. The Sudden Valley Emergency Preparedness Committee is the appointed facilitator for the recruitment of additional volunteers.
- B. SVCA departments should coordinate their personnel needs with the SVCA Managing Director or SVCA HR manager for personnel. The assignment of the SVCA staff for the response will be determined by the SVICC.
- C. The SVICC will coordinate personnel needs and maintain liaison with volunteer organizations.
- D. Trained volunteers from the SVDPC organization will provide initial additional emergency personnel for field operations. These organized volunteers will be utilized as team leaders, and untrained volunteers may be assigned to them for specific tasks.
- E. It is policy that when volunteers are utilized during a disaster, all coordination shall be done by the SVICC.**

- F. It can be anticipated that in any disaster a large number of persons from the local community will volunteer to assist. It is important that personnel resources be subject to strict accountability and control. A base and staging area will be designated by the SVICC, and persons wishing to volunteer will be directed there for registration and assignment.
- G. When necessary, the SVICC will request outside assistance, at the appropriate time, through the Whatcom County Department of Emergency Management.

IV. Responsibilities:

A. SVCA Managing Director

- The SVCA Managing Director is responsible, through the implicit authority of the SVCA Board, to utilize the SVCA personnel in as efficient a way as possible to minimize the impact of a disaster on the Sudden Valley community. The SVCA Managing Director shall represent the best interests of the SVCA in utilizing the community's staff and volunteers.

B. Sudden Valley Disaster Preparedness Committee

- The SVEPC is responsible for the recruitment, training and mobilizing of volunteers during a disaster. The SVEPC members shall take direction from the SVICC during a disaster or emergency.

C. The Division of Emergency Management

- The DEM offers direction and guidance to the SVDPC and SVCA in support of human resource planning.

ANNEX J – MASS CARE

I. Situation:

After a disaster, residents of Sudden Valley may have immediate needs and lack resources to begin recovery. The American Red Cross (ARC) will respond with aid as soon as possible, however, outside assistance may take time especially if the disaster is County-wide and if roads are blocked. The best preparation will be toward meeting our immediate needs ourselves. The SV EPC Plan will prepare for these basic human needs: Information, Shelter, Food and Water, Health Care Needs and Individual Assistance.

II. Purpose

To provide guidance for furnishing basic human needs to residents affected by disasters.

III. Operational Concepts and Responsibilities

A. Information

It will be the responsibility of the SVEPC to provide educational booklets to residents on how to prepare a 3 day supply of emergency food, water and basic necessities for their homes. After a disaster, bulletin boards located at the shelter and at the SVEPC Office (Gate 2 Clubhouse) will display accurate, current information to residents and serve as a message center for families.

All bulletins posted will be prepared by the Public Information Officer (PIO) as directed by SVICC. (See Annex E)

B. Shelter

The Dance Barn, Adult Center and Club House, in the order listed, will be assessed for structural damage by SVICC or SVCA CERT personnel following the disaster and, if sound, will serve as shelters.

An inventory of ARC trained shelter managers will be maintained by SVEPC. These volunteers will be notified by SVICC to begin shelter operations. Storage of cots, bedding, first aid supplies, and food and water will be maintained in the Dance Barn (lower level in the room marked Red Cross).

An ARC shelter supervisor and one alternate will review the supplies annually and report to SVEPC. (Note: It is probable that within 72 hours Red Cross will assume management of the shelter).

The ARC shelter supervisor, will maintain a bulletin board at the shelter for providing current information to residents. Every attempt will be made to provide for pets, however, at no time will pets be allowed in the shelter (see Appendix 1 to this Annex).

In the event of a lesser disaster affecting a small number of homes, the Red Cross will immediately house families in local motels and provide food and clothing vouchers unless/ until their needs can be met by other sources.

C. Food and Water

The SVICC will request the Sudden Valley Market to immediately cease selling food and provide their inventory for shelter use, keeping records for verification by the shelter manager for later reimbursement. In the event of extended need, supplies may also be solicited from residents' homes, subject to reimbursement. SVICC will notify Lake Whatcom Water and Sewer District, to truck emergency supplies of water to the shelter if needed.

D. Health Care Needs

Basic first aid supplies will be maintained in the shelter storage. SVICC is responsible for designating a funnel point for all casualties to pass through, assessing the number and severity of casualties, notifying DEM for coordination of outside assistance and activating the Mass Casualty Incident Plan. (See Annex K)

E. Individual Assistance

1. SVICC will designate personnel to organize community volunteers available to give assistance or transportation. A personnel, equipment and materials inventory will be useful in this effort. A record keeper will be needed to keep a flow sheet of assistance needed and given.
2. After SVICC notification, the DEM will coordinate state and federal agencies to facilitate the delivery of assistance programs to individuals.
3. When a Presidential Disaster Declaration is made, the DEM and FEMA will establish Disaster Assistance Centers to provide victims with a single location to make applications for assistance programs.

APPENDIX 1 to ANNEX J – MASS CARE – SHELTER OPERATIONS

I. Situation:

In the event of a major disaster, large numbers of Sudden Valley residents could be temporarily displaced from their homes. Because Sudden Valley may be isolated by blocked roads, we must prepare to open and operate a mass care shelter.

II. Purpose:

To provide guidance on how to effectively set up and manage shelter operations, as a team, to meet the needs of displaced residents.

III. Operational Concepts:

Sudden Valley emergency shelter set-up and management are based on Red Cross Shelter Operations training. Located within the shelter supplies is a Shelter Manager's Kit including a step-by-step manual with instructions on opening, managing, and final closing of the emergency shelter. Sudden Valley shelter supplies are currently located in a storage area on the ground floor of the Community Center (Barn 8) with a signage on the door stating "Red Cross Supplies". Security and the SVCA Safety, Security and Operations Manager, have keys to the storage area.

IV. Responsibilities:

A. SVICC

Will determine when and where a shelter will be established and inform SVEPC

B. SVEPC

1. Contact volunteers with Red Cross Shelter training and request one person to act as Shelter Manager.
2. Contact SVARC and request a certified/qualified communication volunteers to assume the communication role and have a HAM radio available if phone lines are down.
3. Assist with supplies to the shelter and returning/resupplying afterwards.

C. Shelter Manager

1. Establish a safe area out of the weather for people to wait.
2. Organize, with other volunteers, the shelter using Sudden Valley stored supplies and follow the Red Cross manual.

C. Shelter Manager (cont.)

3. Post shelter signs, establish crowd control and traffic patterns.
4. Regroup the volunteers and assign key positions as follows:
 - Registration
 - Feeding
 - Health/Mental Health Services
 - Public Information
 - Logistics-coordinated by SVICC
5. Follow guidelines in the Red Cross Shelter Manual for day-to-day management.
6. When shelter residents are able to return to their homes, dismantle the shelter and return the facility to its former state.

ANNEX K – MEDICAL, HEALTH, MORTURARY SERVICES

I. Situation:

Disasters can result in numerous casualties among Sudden Valley residents. Collapse of buildings, broken glass, falling trees, and fires cause severe injuries. Because we may be isolated by blocked roads, or County response may be overwhelmed, advance preparation, education, and training must be carried out to provide for appropriate care of the injured and dead.

II. Purpose:

To provide guidance for medical care, sanitation standards, and temporary morgue services during disaster response.

III. Operational Concepts

A. SVICC will be responsible for organizing medical care for disaster victims. The authority to meet these responsibilities will be delegated by SVICC to the Medical Group Leader (see Appendix A to this Annex). These responsibilities include, but are not limited to, overall medical supervision, triage, treatment, transportation of victims and morgue arrangements. An incident with multiple casualties may be handled by:

1. Calling for a few additional resources.
2. Declaring a **minor** Mass Casualty Incident (MCI) (*less than 10 casualties*).
3. Declaring a **major** MCI (*10 or more casualties*).

IV. Responsibilities:

A. South Whatcom Fire Authority:

1. Will provide first response to most medical and/or trauma emergencies and will be the initial, on scene commander. The first unit arriving at the incident will estimate the number of casualties and extent of injuries, request additional resources as necessary and establish command. Emergency medical care will be provided in accordance with established protocols as identified by the Whatcom County Emergency Medical Director. Emergency medical care will include on scene triage and immediate and temporary care. Victims will be moved to the Sudden Valley Dance Barn (Barn 8) for more intensive care and transport to area receiving hospitals.
2. When a minor or major MCI is declared, the Incident Commander will notify the SVCA Managing Director. Sudden Valley resources could be of assistance in the response and recovery.
3. If the emergency is widespread, as in an earthquake, the Fire Chief and/or the SVCA Managing Director will activate the Incident Command Center to the extent required as the incident progresses.

B. Sudden Valley Incident Command Center (SVICC)

1. When notified by SVICC, the Medical Group Leader shall report to the designated medical treatment location to begin coordinating patient treatment and disposition. If structurally sound, the SV Dance Barn (Barn 8) will serve as the patient assembly area and temporary medical facility for receiving casualties. The Medical Group Leader will ensure proper accountability for all medical patients arriving in the assembly area. Patients arriving in the assembly area will be triaged, treated, and transported in accordance with the extent and nature of injury and/or Whatcom County Emergency Medical Care protocols.

A site will be designated for a temporary morgue nearby.

2. When a shelter is established, most likely in the Dance Barn, the Medical Group Leader will supervise sanitation and basic hygiene, identification and control of communicable diseases, and on-going health concerns of victims including stress management for volunteer workers and victims. (See Appendix B, C, D, E, F, and G for Medical Group checklists)

C. Sudden Valley Emergency Preparedness Committee (SVEPC)

1. Will provide lists as follows:

- Volunteers with medical/mental health training.
- Volunteers with vehicles suitable for transporting victims
- Residents with special medical needs.

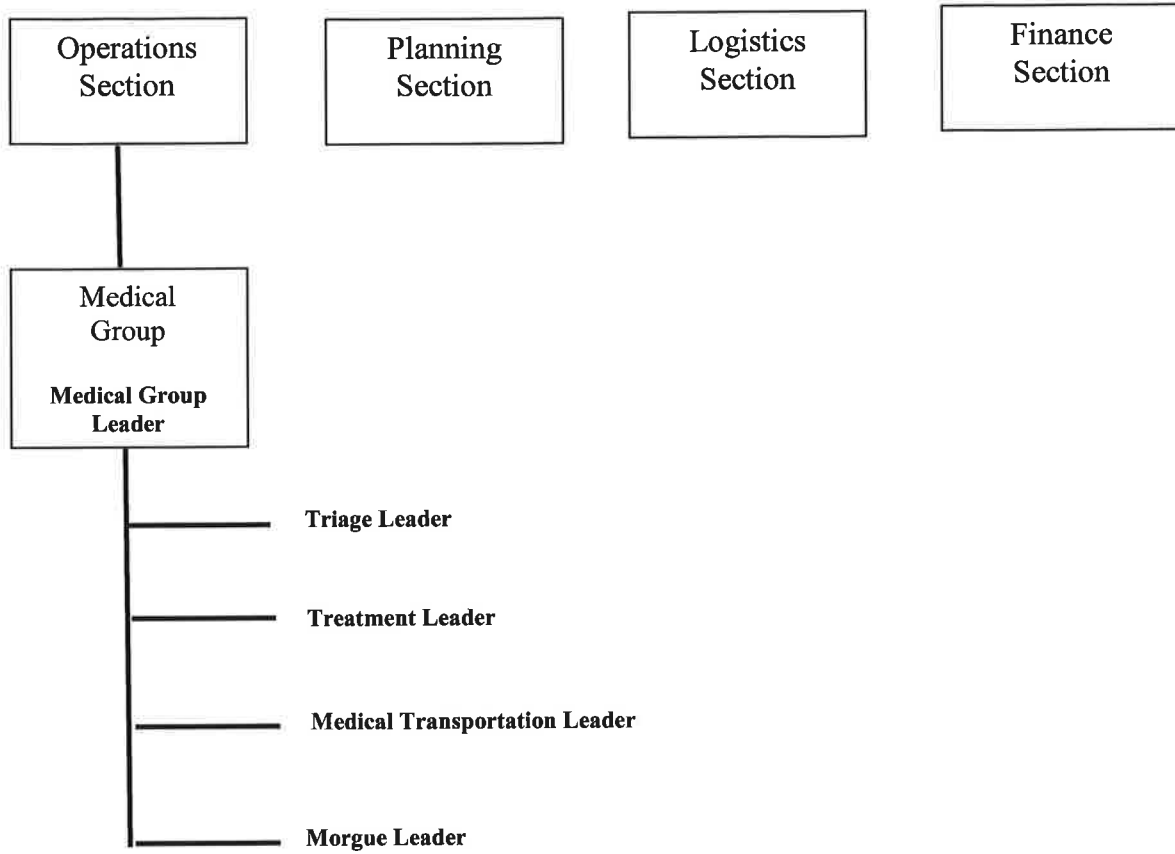
2. Will maintain a bulletin board at the shelter to provide current information to residents.

3. Will provide assistance to the Medical Group Leader for patient accountability, i.e.: record keeping.

D. Whatcom Department of Emergency Management (DEM):

When requested by SVICC, DEM may coordinate outside support from Red Cross, Salvation Army, Health Department, St. Joseph's Hospital, Medical Examiner, Sheriff's Office, private ambulance companies and Medical Societies.

APPENDIX A to ANNEX K – Component of Emergency Medical Incident Command



APPENDIX B to ANNEX K – Medical Group Leader Checklist

Responsibilities:

Direct and supervise the overall medical operations of Mass Casualty Incident.

Duty Checklist:

- Report to and work closely with the Incident Commander.
- Obtain needed equipment (vest, clipboard, checklists).
- Don Identification vest.
- Assure that all appropriate Medical Incident Command structure positions are performed or assigned.
 - Triage
 - Treatment
 - Transport
 - Morgue
- Determine that all appropriate help has been called.
- Ambulances
- Medic/Aid units
- MCI unit
- Buses (School or Whatcom County Transit)
- Helicopters (Med-flight, Airlift, Whidbey)
- Law Enforcement
- Establish communications with SVICC, give them an estimate of number of casualties.
(Note: the treatment locations radio call sign is "Medical Group")
- Consult with Treatment Leader on location of Treatment Area.
- Consult with Triage Leader to determine location of the Funnel Point.
- Identify an equipment pool adjacent to the Treatment Area for incoming medical equipment.
- Identify a manpower pool for litter bearers. Notify Triage/Treatment.

APPENDIX C to ANNEX K – Simple Triage and Rapid Treatment Plan (START)

When a Mass Casualty Incident (MCI) occurs, use any medical expertise available. The next group of responders with the training in triage is the CERT members that live in Sudden Valley.

In the absence of trained medical personnel and the CERT volunteers, some attempt should be made to sort victims and determine priority of medical attention needed (Triage). This S.T.A.R.T. Plan describes how to make a quick assessment for treatment needs and priority of transport to a medical facility.

If possible, a *treatment tag* will be affixed to each victim. List on this tag a patient number and a basic outline of their injuries.

Red, yellow, green or black surveyors tape is used to medically prioritize each patient. A piece of this tape will be affixed/tied to each patient prior to movement into the treatment area.

- *Red-Immediate Care*, patient has immediate life-threatening injuries.
- *Yellow-Delayed*, urgent care, can delay up to one hour.
- *Green-Minor*, delayed care, can delay up to three hours.
- *Black-Dead, victim is dead, no care required*

The S.T.A.R.T. system is based on three observations to evaluate each patient quickly in a systematic order starting as follows (i.e. as RPM)

1. **Respiration or Breathing**
2. **Perfusion or Circulation**
3. **Mental Status**

Step 1: The first responder enters the area, identifies him/herself and directs all victims who can walk to gather and remain at an identified point. Walking victims with obvious, severe injury, i.e.: profuse bleeding or shock, should be tagged **red**. Victims without life threatening injury, who have sufficient respiratory, circulatory, and mental-physical function to walk, will not be tagged at this time, but later will be triaged, tagged green and treated separately.

Step 2: Begin evaluation of the first non-walking victims where they are lying. Check the victims breathing. If respirations are absent, reposition the airway by lifting the jaw (*Do not reposition head if spinal injury is possible*) and see if spontaneous breathing starts. If not, tag **black**. Do not start CPR. If the victim requires help maintaining an open airway, or has a respiratory rate over 30 per minute, tag **red**. Try to use nonmedical persons to help victim maintain airway.) If respirations are normal (less than 30 per minute), go to next step.

Step 3: Assess victim's circulation by using the blanch test (for capillary refill) or a radial pulse, using the following method:

- Press on an area of the skin until color is gone. Time how long it takes for normal color to return. Treat for shock if normal color takes longer than (2) seconds to return, tag **yellow**.
- Checking the radial pulse; if present continue as follows;
 - Note if the pulse is abnormal (rapid, thready, weak etc.)
 - If absent tag “**yellow**” and treat for bleeding and shock

Note

Take immediate action to control severe bleeding

Step 4: Assess the victim's mental status. Ask the victim to perform simple tasks (open eyes, squeeze hands). If the victim can't, tag **red**. If the victim can follow commands, tag **yellow or green**, depending on condition (victim's injuries will determine the priority of yellow or green tag).

APPENDIX D to ANNEX K – Triage Leader Checklist

Responsibilities:

Direct and coordinate the evaluation, prioritization, and tagging of casualties

Duty Checklist:

- Obtain needed equipment (Triage belt, clipboard & vest)
- Don the identification vest.
- Identify triage member(s) and implement triage process.
- Estimate number of casualties and report to Medical Group Leader.
- Consult with Medical Group Leader on location of patient assembly area.
- Determine where casualties will be numbered/tagged, and facilitate numbering.
- Acquire medical supplies for transporting patients to the Treatment Area.
- Identify and brief litter bearers on job assignments.
- Coordinate with Treatment Leader to assure that patients are delivered to the correct Treatment Area.

- Maintain safety and security of the Triage Area.
- Keep Medical Group Leader informed of your status.
- Direct the Triage Team to Medical Group Leader for reassignment.
- Report to Medical Group Leader for reassignment when triage is completed.

APPENDIX E to ANNEX K – Treatment Leader Checklist

Responsibilities:

Direct and coordinate treatment of patients in the Treatment Area, and maintain communication with Medical Group Leader to determine patient destinations.

Duty Checklist:

- Don the identification vest.
- Obtain estimate of number of casualties from Triage.
- Obtain needed supplies (vest, treatment tracking form, flags and medical supplies).
- Consult with Medical Group Leader to determine location of Treatment Area.
- Setup the Treatment Area into 3 sections- RED, YELLOW, GREEN.
- Mark Treatment Area and Treatment Zones with appropriate colors.
- Identify, if needed, leaders in each treatment section.
- Record all patients entering the treatment area on the Treatment Tracking Form.
- Initiate communication with Medical Group Leader. Provide incident type, and estimate of number of casualties.
- Determine patient destinations through Medical Group Leader. Report destinations to Transportation Leader.
- Assure that all patients are properly numbered and have a Treatment tag attached.
- Request supplies and personnel through Medical Group Leader.

APPENDIX F to ANNEX K – Transportation Leader Checklist

Responsibilities:

Direct, coordinate and record the transportation of all patients to medical facilities.

Duty Checklist:

- Obtain needed equipment (vest, treatment tracking forms).
- Don the identification vest.
- Obtain estimate of number of casualties from Triage.
- Identify a safe, efficient loading area adjacent to the treatment area. Set up traffic pattern and inform staging.
- Determine that you have enough transportation vehicles responding or staged at the incident.
- Request additional equipment as needed.
- Consult with Treatment Leader to determine which patients are ready for transport, and their destination.
- Identify and brief litter bearers as necessary.
- Document patient destinations and transporting agencies on the Transportation Tracking Form
- Maintain security and safety in patient loading area.
- Keep Medical Group Leader informed of your status

APPENDIX G to ANNEX K – Morgue Leader Checklist

Responsibilities:

Directs the protection, care, and identification of fatalities of a Mass Casualty Incident

Duty Checklist:

- Obtain needed equipment (vest, tracking forms).
- Don the identification vest.
- Appoint and brief staff as needed.
- Aide(s)
- Litter Bearers
- Advise Medical Examiner's office of situation (when the Medical Examiner is not at the scene).
- Attempt identification, tag, and cover bodies.

Patients pronounced dead on initial assessment, and left remaining in the field, shall be tagged black, but shall not receive a treatment number or be taken to the funnel point.

- If necessary to move bodies, designate Morgue Area in coordination with Medical Group Leader.
- Maintain security of all personal belongings and keep such items with the individual body.
- Ensure that the bodies or personal effects are not moved without identification/documentation of original position.
- Do not allow removal of any bodies or personal effects from the scene without authorization from law enforcement and/or the Medical Examiner.
- Keep Medical Group Leader informed of your status.

APPENDIX L - COMMUNICATIONS

I. Situation:

In the event of a disaster or emergency situation, it is possible that all standard lines of communication will be cut or become unavailable. Alternate means of emergency communication have been established through the Sudden Valley Emergency Preparedness Committee, through a Neighborhood outreach program.

II. Purpose:

To provide guidance for emergency communications.

III. Operational Concepts:

A. It is the policy of Sudden Valley to use normal communication systems as much as possible during a disaster.

B. In addition to telephones, the communication capabilities in Sudden Valley include:

1. UHF Radio, Sudden Valley Repeater, on 464.425 MHZ with an alternate talk-around frequency of 464.425 MHZ
2. ARES (Amateur Radio Emergency Services) and RACES (Radio Amateur Civil Emergency Services). VHF Radio 147.160 MHZ with a transmitter offset of +600 KHZ.
3. Information will be placed on the website: www.suddenvalley.com - status will be updated as time permits.
4. Social Media outlets; the public information officer may determine that use of social media will be the best course to cascade public service and emergency information in a broad spectrum.
5. SVARC Emergency Information System (EIS) 1610 AM will be utilized for posting of information for an emergency response.
6. SVARC Emergency communications to Whatcom DEM; SWARC utilizing amateur radio (or HAM) can utilize alternate frequencies are 146.740 MHZ with a transmitter offset of -600 KHZ, 146.500 MHZ, and 146.520. MHZ Simplex. Two-way communications via voice or CW, using Amateur Frequencies for direct communications to Whatcom County Emergency Operations Center (EOC). HF Radio to Washington State Government on 3.985 MHZ with a backup of 3.980 MHZ OREGON EMERGENCY NET (OEN) which now is a West Coast Net covering Washington, Oregon and California.

COMMUNICATIONS PLAN

I. Control

For Disaster Preparedness, the Sudden Valley Amateur Control Station is W5NYT. This station is operated by Sudden Valley Amateur Radio Club (SVARC). This station can operate on all amateur frequencies used for emergency communications as well FRS, GMRS and other bands

II. Backup

SWARC maintains a network of amateur radio operators and is integrated as part of the ARES and RACES networks. SWARC maintains a repeater and augments the South Whatcom Fire Authority communication unit as part of an ICS response.

III. Routine Tests

Routine tests are held from Sudden Valley weekly. The tests are as follows:

- SWARC operators Net Check; Sunday Evening at 07:00 PM.
- RACES Region net check; Tuesday weekly at 10:00 AM. This check in on the West Coast Emergency Net which covers Washington and British Columbia CN

IV. Severe Condition Communication

In case of a severe earthquake, the Amateur Radio Stations may be the only communication with any distance capability since most repeaters upon which cell phones, VHF & UHF radios depend, may be out.

V. Standards for Communication

1. Speak or send CW (Morse Code) at a slow enough rate for receiver to understand clearly.
2. Write down all pertinent information.
3. If communication is lost, ask for relay or use backup frequencies.
4. In some congested circumstances, CONTROL may assign separate frequencies.
5. Call signs may be changed from standard to tactical. Example: Instead of saying, "This is W5NYT," you may say "This is Sudden Valley Gate One".
6. Call Signs:

A. Disaster Preparedness

- On Sudden Valley UHF 464.425 MHZ use: call sign "30"
- On Amateur Radio use: utilize the operator's assigned FCC call sign. If operating under the SWARC the operator can utilize Sudden Valley as the call sign

B. Sudden Valley Managing Director use: call sign "10" on UHF464.425
MHZ

APPENDIX 1 – COMMUNICATIONS PLAN

Sudden Valley Managing Director.....734-6430 x 321
Sudden Valley Safety, Security & Ops..... 734-6430 x 217
Sudden Valley Security..... 360-319-8200

Sudden Valley Neighborhood Preparedness
To be developed

South Whatcom Fire District
Chief Dave Ralston676-8080

ANNEX M – FOOD AND WATER

I. Situation:

There are many situations that may occur that could isolate residents of Sudden Valley for perhaps several days. Residents should be prepared to be as self-sufficient as possible until the situation is remedied or assistance arrives.

II. Purpose:

To provide information to Sudden Valley residents on how to prepare a 3-day supply of emergency food and water.

To provide access to the FEMA Community Points of Distribution (CPOD) program, Whatcom County emergency distribution system, Red Cross, Salvation Army and Lake Whatcom Sewer and Water for food and water supplies.

III. Operational Concepts:

A. Because it will take time to get outside assistance, all Sudden Valley residents should have a 3-day supply of food and water and other necessities in their homes.

B. Educational booklets and handouts are available from the Whatcom County Division of Emergency Management, Red Cross, Health Department, and Cooperative Extension. It will be the responsibility of the SVEPC to make this information available to Sudden Valley residents.

C. Included in the enclosures to this plan the concept of operations for a FEMA Community Points of Distribution (CPOD) footprint. Sudden Valley is designated by Whatcom DEM as a CPOD and will be part of the overall FEMA distribution of food and water.

IV. Responsibilities:

A. SVICC Logistics and Communication Personnel

The Food Unit under Incident Command will assist in distributing food to Sudden Valley residents as needed. The Communications unit will, likewise, notify Lake Whatcom Water and Sewer District, by telephone or radio contact (see Annex L) to begin distribution of emergency water supplies.

B. Whatcom County Emergency Operations Center

Coordinates assistance for Sudden Valley from the following sources:

1. Whatcom County EOC-coordinates the procurements of emergency food supplies from major food distributors.

- 2. Health Department**-provides information and monitors the safety and conservation of emergency food and water supplies.
- 3. Cooperative Extension**-provides information on safe preparation, handling and storage of food and water, and prevention of waste or loss of food.
- 4. American Red Cross and Salvation Army**-provides food and water for emergency workers and victims.
- 5. Lake Whatcom Water and Sewer District** - provides emergency response in any threat or interruption of Sudden Valley water supply and, if necessary, trucks water to residents at centralized distribution points, i.e.: Barn 6 as part of the FEMA Community Points of Distribution (CPOD).

ANNEX N – TRANSPORTATION (Expansion of Evacuation Annex)

I. Situation:

Often transportation resources are a key element in the success or failure of emergency operations. Whether it involves transportation of injured persons, deployment of emergency equipment or personnel, messenger services, or provisioning, efficient use of limited transportation resources is critical. The term vehicles in this annex means road vehicles, watercraft, and, when available, aircraft. Identification of available vehicles and drivers is best accomplished before the crisis develops. Vehicles also require support in terms of fuel and maintenance.

II. Purpose:

To provide guidance for the coordination of transportation resources and the identification of emergency routes for Sudden Valley residents.

III. Operational Concepts:

The basic organization and utilization of transportation resources during a disaster requires advance, preparation by SVCA and SVEPC, direction by SVICC, and cooperation of all three groups to coordinate disaster relief transportation.

IV. Responsibilities:

A. Sudden Valley Community Association will maintain an inventory of vehicles and equipment that may be used in an emergency.

- Spare set of keys for all SVCA vehicles shall be maintained at Turf Maintenance (Garage) or at Sudden Valley Maintenance. Security will maintain spare sets of keys for security vehicles only
- All available SVCA vehicles shall be made available to the SVICC upon direction from the Managing Director. Use of qualified volunteer drivers will be authorized²
- SVCA fuel resources shall be available subject to strict accountability of utilization.

B. Sudden Valley Incident Command Center will identify and coordinate transportation resources, will identify routes to be used in a disaster, and will coordinate such information with the DEM when necessary. All forms of transportation unique to Sudden Valley's location should be considered including land, air and water.

² Volunteer Drivers will have their driver's information submitted to Sudden Valley Administrative Services Manager for approval by Sudden Valley for insurance purposes prior to being authorized to use Sudden Valley owned vehicles. Volunteer drives will be prohibited from some SVCA owned vehicles that require specialized training such as the bucket truck, snow plows etc.

IV. Responsibilities (cont.):

C. Sudden Valley Emergency Preparedness Committee shall, in cooperation with South Whatcom Fire Authority and SVCA staff, catalogue the transportation resources available in the community, such as boats and owners, community equipment which may be available during a disaster, and Helipad location and identification.

ANNEX O – HAZARDOUS MATERIAL (HAZMAT)

I. Situation:

South Whatcom Fire Authority is the agency identified as being responsible for a Hazardous Materials Incident response and for the command and coordination of resources associated with such an incident. During disaster operations it is conceivable that numerous hazardous materials incidents will occur simultaneously. When hazardous materials incidents occur, it is essential the Sudden Valley Incident Command Center have a thorough understanding of incident management and operational concepts being used by the South Whatcom Fire Authority and other support agencies

II. Purpose:

It is the purpose of the Hazardous Materials annex to provide guidance for hazardous materials incident notification and response, and emergency planning and notification procedures as required by Title III of the Super-fund Amendments and Reauthorization Act of 1986 (SARA).

III. Operational Concepts:

A. General

1. For the purpose of this plan, hazardous material is defined as "any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property, or the environment."

South Whatcom Fire Authority, has been designated the "Hazardous Materials Incident Command Agency" for the entire geographic area for SWFA which includes the Sudden Valley Community. Incident Command Agency designation means that agency which provides the planning and support to first responders and other on-scene agencies to facilitate a coordinated response to hazardous materials incidents within the Sudden Valley Community as well as the rest of the SWFA area of responsibility.

2. Local government has the primary responsibility for protecting life and property threatened by hazardous materials incidents; except where this has been specifically preempted by state or federal statute or regulation. When a hazardous materials incident exhausts the resources of South Whatcom Fire District and the Sudden Valley Community Association, the SVICC should request assistance from the Whatcom County Sheriff's Office; Division of Emergency Management (DEM). The Whatcom County Division of Emergency Management will coordinate with the Incident Commander, the resources and assistance available through Washington State.

3. The Whatcom County Local Emergency Planning Committee (LEPC), as established by Title III of SARA, is the group that coordinates the community planning for hazardous materials and the Community Right-to-Know program established under the act. It shall be the policy of the Sudden Valley Community Association and South Whatcom Fire Authority, to conduct all aspects of hazardous materials incident planning, training, and response in support of the LEPC Hazardous Material Contingency Plan.

4. The main focus of hazardous materials response will be to:

- Identify that there is a hazardous material incident,
- Secure the area
- Identify the hazardous material if possible,
- Isolate the spill as much as possible,
- Ensure public safety

The actual response to a hazardous material incident within the Sudden Valley Community using the South Whatcom Fire Authority and Sudden Valley resources will be very limited. The current qualifications of fire department responders and Sudden Valley staff, and equipment deficiencies, do not permit a safe and/or legal hazardous materials spill cleanup. However, the Hazardous Materials Incident Command Agency is responsible to ensure complete incident response occurs, which includes cleanup and restoration. The Hazardous Materials Incident Command will request the services of hazardous materials teams that specialize, and are qualified and certified to conduct clean up and restoration operations.

5. During a major disaster, there exists a potential for numerous associated hazardous materials incidents. Such incidents will most likely be in the form of spills from damaged fuel tanks, and/or exposures due to fires in areas where hazardous materials may be stored. When evaluating any hazardous materials incident the following three impacts must be considered in order of priority.

- a. Threat to human life
- b. Threat to property
- c. Threat to the environment

Note: In some cases the threat to the environment may have a more significant impact than a threat to individual property, and therefore, these two impacts may change in priority.

6. It is the policy of South Whatcom Fire Authority and the Sudden Valley Community Association that Whatcom County Sheriff's Office and Division of Emergency Management will be notified when any hazardous materials incident occurs within the Sudden Valley Community.

B. Hazardous Materials Incident Notification

1. Under normal circumstances, notification of a hazardous materials incident should be made to the Whatcom County Communications Center using the 9-1-1 emergency number. The Whatcom County Communications center will then notify the required agencies.
2. Should a hazardous materials incident be identified as a result of, and/or during any large disaster such as an earthquake, notification should occur in the following order:
 - a. Notify Whatcom County Communications Center using 9-1-1. If unavailable;
 - b. Notify the Sudden Valley Incident Command Center (SVICC) if it is operational. If not;
 - c. Notify South Whatcom Fire Authority
3. When making notification of a hazardous materials incident, the following information is desirable when making the initial contact to the appropriate agency:
 - a. Location of the spill or incident
 - b. Identification of the materials if possible, using labels, placards, Material Safety Data Sheets, shipping papers, or other known means of identification.
 - c. Type of material (liquid, solid, or gas) and estimated quantity of material spilled.
 - d. Environmental factors that may affect the spread of the spill
 - e. Potential exposure
 - f. Other information as necessary

NOTE: EXTREME CAUTION MUST BE EXERCISED IN TRYING TO OBTAIN THE ABOVE LISTED INFORMATION. UNDER NO CIRCUMSTANCE SHOULD THE REPORTING PERSON ENTER THE SPILL AREA TO TRY AND ACQUIRE THIS INFORMATION

C. Response

1. South Whatcom Fire Authority will provide the initial response to, and incident management of all hazardous materials incidents located within the Sudden Valley Community.

2. When arriving "on-scene" of the hazardous materials incident, fire authority personnel will accomplish the following:

- a. Identify that there is a hazardous material incident.
- b. Secure the area.
- c. Identify the hazardous material if possible.
- d. Isolate the spill as much as possible.
- e. Evacuate the area and/or shelter residents in their homes.

3. Sudden Valley Community Association employees and/or other members of the community, who may be "on-scene" of the incident, should refrain from implementing any procedures other than securing the area.

4. Upon confirmation that a hazardous materials incident has occurred, and depending on the materials spilled, any or all of the following resources may respond if requested:

- a. Whatcom County Division of Emergency Management
- b. Whatcom County Sheriff's Office
- c. Whatcom County Special Emergency Response Program Team (HAZMAT Team)

5. The Whatcom County Emergency Operations Center may be activated if requested by the Incident Commander to support on-scene operations.

D. On-Scene Management

1. South Whatcom Fire Authority as the Incident Command Agency is responsible for assessing the situation and making the determination as to the appropriate actions needed.

2. The management of all hazardous materials incidents will be conducted using the National Incident Management System (NIMS) format for Incident Command. Some improvising may be necessary to accommodate special circumstances, and the structure of the Incident Command System will depend on the scope of the incident. For the purpose of this plan, the Incident Commander is the on-scene manager responsible for ensuring each response agency on scene can fulfill their assigned responsibilities.

IV. Responsibilities:

A. Sudden Valley Incident Command

1. Establish Command, and activate the Sudden Valley Incident Command Center
2. Establish an incident command system appropriate for the situation
3. Serve as the primary contact for, and provide coordination of resources as requested

A. Sudden Valley Incident Command (cont.)

4. Provide direction and management controls to units operating in the field
5. Provide Situation Reports and other information to the appropriate federal, state and local agencies as necessary

B. South Whatcom Fire Authority:

1. Provide initial response to and assessment of reported hazardous materials incidents to include:
 - a. Identify that there is a hazardous material incident.
 - b. Secure the area.
 - c. Identify the hazardous material if possible.
 - d. Isolate the spill as much as possible.
 - e. Evacuate the area and/or shelter residents in their homes.
2. Assume "on-scene command" of the hazardous material incident.
3. Coordinate the use of "on-scene resources.
4. Provide complete and proper documentation of all actions during mitigation operations.

C. Sudden Valley Community Association:

1. The Sudden Valley Safety, Security Operation coordinator will be the "Facility Emergency Coordinators" for the Sudden Valley Community.
2. The Facility Emergency Coordinators, shall maintain initial and updated emergency contacts, hazards analyses, capability assessments, Material Safety Data Sheets, and other hazardous material related information and provide copies of all that information to South Whatcom Fire Authority
3. Provide necessary staff and equipment to assist with hazardous materials incident management

D. Sudden Valley Security

1. Provide traffic control and area security
2. Assist the fire department with notification of effected residents evacuation, and isolation of incident area.
3. Coordinate with local, State, and federal law enforcement officials as necessary

E. Sudden Valley Emergency Preparedness Committee

1. Assist the Sudden Valley Facility Emergency Coordinator (as part of Operations Unit)
2. Maintain files of the emergency planning and Community Right-to-Know information provided by Sudden Valley for all community facilities
3. Survey the Sudden Valley Community to identify know locations and quantities of hazardous materials, and maintain an updated list of such. (Information gathered in this survey should be kept in the plan.)
4. Assist the Sudden Valley Incident Command Center with the coordination of provided resources
5. Provide coordination among Sudden Valley planning members for emergency planning, training and public information
6. Establish and maintain a Community Right-to-Know system for all of Sudden Valley.
7. Establish and maintain other records as may be required to include, but not limited to, emergency contacts, hazard analyses, and capability assessments.

F. Whatcom County Fire Marshal

1. Act as an advisor to the Hazardous Materials Incident Commander on the enforcement of all county codes relating to the storage, use, and handling of flammable, explosive, combustible, toxic, corrosive, and other hazardous materials.
2. Responsible for the inspection and declaration of unsafe buildings and evacuation of buildings when there is a threat to the occupants' life or safety.

G. Whatcom County Sheriff

1. Provide law enforcement as necessary
2. Assist with traffic control
3. Assist with area isolation and evacuation as necessary
4. Coordinate with Sudden Valley Security as necessary

H. Whatcom County Health Department

1. Serves as an advisor to the Hazardous Materials Incident Command agencies on personal protection, public health, situation assessment, environmental impacts and identification of unknown products

H. Whatcom County Health Department (cont.)

2. Assists the Hazardous Materials Incident Commander with information on handling, cleanup, and disposal techniques or contacts for cleanup and disposal.

ANNEX P - LAW ENFORCEMENT

I. Situation

The Whatcom County Sheriff's Office has the responsibility for law enforcement in Sudden Valley. Sudden Valley Community Association Security personnel have no law enforcement authority, Security only enforces Sudden Valley's rules and regulations.

WCSO intends to assign a resident deputy to Sudden Valley (based on staffing), however, there exists the distinct possibility that law enforcement functions such as traffic control, crowd control, establishment of secure areas, and property protection will have to be performed by available resources such as SVCA Security and designated members of the community (i.e. CERT for traffic or crowd control). All such functions will be performed under the auspices and authority of the Incident Command Center, when activated, or by authority of SVCA Board or Directors or promulgated to the Managing Director if the ICC is not activated.

II. Purpose:

To provide authority for limited law enforcement in Sudden Valley in the absence of Whatcom County Sheriff's Office or other commissioned law enforcement personnel

III. Operational Concepts:

- A. Sudden Valley Community Association Security personnel are present in the Valley 24 hours per day. They monitor emergency frequencies and are usually on scene of any emergency in the Valley. Their authority stems from SVCA Documents, from the SVCA Board of Directors and from the SVCA Managing Director. They are *not* deputized by the Whatcom County Sheriff, but could be in a declared emergency. Their authority is generally respected by Valley residents, but in a true emergency such authority may be challenged by irrational persons, or persons under the influence of a mob psychology. Further, at a given moment there may be only one security officer in the Valley. In an emergency, the SVCA Managing Director may authorize the recall of all security personnel and payment of overtime as needed.
- B. In an emergency SVCA Security officers shall take charge of the scene until relieved by proper authority such as Whatcom County Sheriff's or other commissioned law enforcement personnel, Fire Department personnel, or designated representatives of the Incident Commander. The initial primary objectives shall be communication of existing conditions to proper authority, safety of life and limb, crowd control and protection of property.

- C. As the situation unfolds and law enforcement needs are defined, the Incident Commander shall designate a law enforcement officer (as part of the command staff) who shall identify and empower additional individuals to assist with the limited law enforcement functions described above. The SVCA Emergency Preparedness Committee is the most likely source for additional personnel.

Any person so designated shall be provided with appropriate visual identification including a retroreflective vest with the words "SVCA Security" stenciled on the front and back.

- D. Security communications shall be facilitated with the assistance of the SWARC. The SWARC will assist in communication for the designated volunteers and the CERT team. To the extent possible, all law enforcement personnel shall be provided radio communication capabilities.

IV. Responsibilities:

A. Sudden Valley Community Association Security

1. Seek to make initial assessment of the emergency, communicate to appropriate authorities and provide initial control of the scene.
2. Maintain presence at the scene, with open lines of communication within capabilities.
3. Procure and store appropriate recognition vests for designated security personnel
4. Maintain all available radios in working order, with sufficient batteries and chargers for extended operations.

B. SVCA Disaster Preparedness Committee

1. Identify committee members and other residents willing and to be qualified to serve as reserve emergency security officers.
2. Provide training in communications and the contents of this manual.
3. Identify equipment needs related to this function.

C. Incident Command Center

1. Maintain communication with, and provide direction to, all security personnel
2. Solicit assistance as required from Whatcom County Sheriff's Office
3. If indicated, request deputization of SVCA Security Officers by the Sheriff.

ANNEX Q – SOUTH WHATCOM FIRE AUTHORITY SERVICES

I. Situation:

South Whatcom Fire Authority will be the agency providing initial emergency medical care and fire suppression along with other relief and mitigation measures during disaster operations. When such operations occur, it is essential the Sudden Valley Incident Command Center has a thorough understanding of how the Fire District will organize and function.

II. Purpose:

It is the purpose of Annex Q to identify and describe the disaster relief operations that will be conducted by South Whatcom Fire Authority within the Sudden Valley Community should a disaster occur. In addition, it is the purpose of this annex to identify how to initiate a request for services when normal routes for seeking assistance (calling 9-1-1) have been interrupted and are no longer available.

III. Operational Concepts:

A. Direction and Control

1. Direction and control of South Whatcom Fire Authority is the responsibility of the Fire Chief. The Fire Chief will be the incident commander for all fire service related emergency incidents, and normally will be located at the designated command post. Depending on the type and severity of the emergency incident, the Sudden Valley Managing Director may be located at the command post as well to assist with incident management.
2. Should the Fire Chief be incapacitated or otherwise unavailable, the person assigned to serve as acting fire chief, or the highest-ranking officer within the fire authority command structure will serve as incident commander. (Elected officials such as Fire Commissioners will not function as incident command.)
3. Fire District officers will be assigned the responsibility of managing the units working in the field. The incident commander will make every attempt to assign existing fire authority company officers to field unit supervision, and assign fire district staff officers to assist with management positions within the incident command structure.
4. Non-fire authority personnel may be assigned to various functions within the incident command system. Those individuals so assigned, must be familiar with incident command operational concepts, and must have some experience in the area assigned. Non-fire authority personnel may be assigned to specific tasks in the field, however those tasks that require special training or the use of special equipment must be assigned to fire district personnel only.

5. The fire chief or his or her designee will attempt to use Sudden Valley Neighborhood Disaster Preparedness Committee personnel and SVCA staff to fill vacancies in the incident command structure whenever possible, provided those personnel are qualified and knowledgeable of the duties and responsibilities of the position to which they may be assigned.

B. Staffing Levels

1. There are three basic stages of a disaster — ***Warning***, a communication advisory that a situation may occur in Sudden Valley that could be disastrous, ***Alert***, notification that the potential for a disaster is imminent, ***Mobilization***, a disastrous event will occur or already has occurred.
2. The actual staffing of fire stations and response apparatus will be dependent on the magnitude of the disaster or the anticipated disaster.

3. Disaster Warning:

- a. When the fire department receives a *disaster warning*, the person receiving the warning will immediately notify the district fire chief or his/her representative. The fire chief will immediately notify all staff officers and station captains. Continued notification of fire district personnel will occur using the proper notification procedures identified in fire district policy.
- b. All fire department personnel will be advised of the status of the warning and instructed to prepare for securing their personal residences and moving their families to their assigned station.
- c. Station captains will proceed to their respective stations and ensure their stations are prepared to receive the firefighters and their families.
- d. Each fire authority facility will be staffed with one individual to answer telephone calls and disseminate information to those who contact the facility for instructions or information.

4. Disaster Alert:

- a. When the fire authority receives a *disaster alert*, the person receiving the alert will immediately notify the fire chief or his/her representative. The fire chief will immediately notify all staff officers and station captains. Continued notification of fire department personnel will occur using the proper notification procedures identified in fire district policy.
- b. All available fire district staff officers will proceed to the designated incident command post and begin preparing for incident command operations.

- c. All fire district personnel will be advised of the status of the alert and instructed to immediately secure their residence and move their families to their assigned fire station.
- d. Station captains will immediately proceed to their respective stations and prepare for extended operations to include housing fire district personnel and families.
- e. Fire Dept. personnel upon arriving at their station will be assigned to a rescue and/or suppression team who will be assigned an apparatus and/or a specific function. Firefighter teams will consist of no less than three firefighters.
 - 1. Each fire engine should be staffed with four firefighters
 - 2. Ambulances will be staffed with three firefighters, one of whom is qualified as an emergency medical technician.
 - 3. Special rescue apparatus and other support apparatus will be staffed with three firefighters.
- f. Each fire station will be staffed with one individual responsible for communications. This individual will provide telephone communications and radio communications to rescue teams in the field.

5. Disaster Mobilization:

- a. Disaster mobilization will occur when a disaster event is imminent, is occurring, or has occurred with little or no advance warning.
- b. It is recognized that staffing of fire dept. operations while the actual event is occurring, or immediately after the event has occurred may take more time than required to staff for a disaster alert.
- c. As soon as conditions permit, the staffing of fire dept. operations will occur in the same manner as outlined for staffing during a disaster alert.

B. Operational Concepts:

- 1. The Fire District will conduct operations by prioritizing requests for service. The following order of priority will be used when allocating resources for service requests.
 - a. Life Safety*** - The highest priority for fire dept. operations during a disaster will be the safety of fire dept. personnel immediately followed by the safety of community residents. Life safety operations will include rescue of individuals trapped, emergency medical care for those injured, moving individuals to shelters, and assisting with in home sheltering if appropriate.

b. Property Conservation — The second highest priority for fire district operations during a disaster will be the conservation of property. Property conservation operations will include fire suppression, infrastructure stabilization, and environment stabilization if possible.

c. Environment Conservation — The third highest priority for fire dept. operations will be conservation of the environment. Environment conservation will include wildland fire suppression, flooding controls, and other operations designed to protect the environment.

2. Fire District operations will be severely limited during a major disaster. The fire district will rely on additional non-fire district personnel for assistance in conducting fire district operations, to include staffing of positions within the Incident Command Center.

a. Sudden Valley Emergency Preparedness Committee personnel and SVCA staff may be used for staffing various functions within the Incident Command Center.

b. Assigned positions within each defined neighborhood according to the Neighborhood Disaster Preparedness, plan will be relied upon to assist the fire district personnel with the various aspects of operations within their neighborhood.

3. The incident commander will authorize all fire department operations and all requests for assistance shall be directed to the incident command center.

C. Requests for Assistance:

1. Whenever possible, requests for assistance should be made through the “What-Comm” Center using 9-1-1.

2. Should 9-1-1 not be available individuals needing assistance should try and contact Whatcom County Fire Authority Station #22 at (360) 676-8080

3. During any disaster, communications are severely overloaded. Calls to 9-1-1 or to the fire authority should be limited to requests for assistance. Calls received by the fire district will be prioritized in the same manner as the prioritization of operations.

4. Should all telephone service not be available, requests for assistance can be made using the Sudden Valley Armature Radio Club, using procedures outlined in Annex L of this plan.

5. Neighborhoods as defined in the Neighborhood Disaster Preparedness Plan should be prepared to send "runners" to the Incident Command Center to request assistance if necessary.

ANNEX R – SEVER WEATHER EMERGENCY

I. **Situation:**

Snow fall (or inclement weather) may close access to roads and create emergency situations for many residents of Sudden Valley. Although Sudden Valley crews are well prepared and do a highly efficient job of clearing the roads, residents should be prepared to subsist for several days in case of extreme weather.

II. **Purpose:**

To provide guidance for dealing with the many impacts of a severe weather emergency (such as snowfall/ice) in Sudden Valley

III. **Operational Concepts:**

A. **Plowing Responsibility**

- Sudden Valley Community Association is responsible for plowing the critical areas of Sudden Valley Community Association for the purpose to keep the access open for emergency response.
- Whatcom County Public Works Department is responsible for plowing Lake Louise Road and Lake Whatcom Boulevard.
- South Whatcom Fire Authority is responsible for plowing of fire department access areas and parking lots.

B. **Severe Weather Emergency Response (Snow/Ice)**

1. The following are the stages for planning for activation of either the de-icing and or snow removal.

Stage 1 – Sudden Snow Event – Un-forecasted Current Event

The National Weather Service has projected a snow event that will impact the local area. The following are initiated actions in this stage;

Snow/De-icing Equipment

Assigned vehicles for snow or de-icing operations are to be “checked off” and in a ready status for deployment. A ready status is defined as follows:

- Fueled
- Chains (are on the vehicle)
- Loaded with salt/sand or liquid deicer
- The snow response vehicle is stored in an indoor facility in a ready status¹

¹ This includes assigned security or emergency response vehicles

Staffing

The General Manger will assign an **in-charge manager**. An in-charge manger will always be onsite during snow removal or deicing activities.

Staff (all) that are assigned either de-icing, snow removal included the following:

- Turf Care staff; all trained to operate snow equipment
- Maintenance staff; all trained to operate snow equipment

Shift rotations: shift rotations will be determined on the scope of the event and with and staff available for the response. The response will attempt to keep main roads plowed to accommodate commuter traffic hours. (This will not normally be a 24 hour around the clock response)

Operation of Critical Facilities with Generators

The Manager in Charge will focus resources to insure the following buildings in priority are powered and functional:

- Primary 1 - Golf Maintenance
- Primary 2 - Area Z Maintenance
- Primary 3 - Security Building

In the event of loss of power the Manager in Charge will insure the repeater tower for the radio system, is on line and remains powered.

External Communications

Notify the Sudden Valley Community through all external means of the following;

- Sudden Valley snow/de-icing response plans are being activated
- Residents should evaluate shelter in place considerations for food, water and heat.
- Residents should consider filling up their vehicle, need for tire chains and other equipment for snow mitigation
- Sudden Valley will update the Emergency Information System (1610 AM), Sudden Valley web page and social medial as conditions change

Stage 2 – 24 Hours (projected)

The National Weather Service has projected a snow event that will impact the local area. The General Manger of designee has called for a stag 2 activation, which includes;

Snow/De-icing Equipment

All measures of Stage 1, and have the resources in a ready status, fully loaded, prepped and ready for immediate deployment, stored inside a facility²

Staffing

The General Manger will assign an **in-charge manager**. An in-charge manger will always be onsite during snow removal or deicing activities.

Staff (all) that are assigned either de-icing, snow removal included the following:

- Turf Care staff; all trained to operate snow equipment
- Maintenance staff; all trained to operate snow equipment

Shift rotations: shift rotations will be determined on the scope of the event and with and staff available for the response. The response will attempt to keep main roads plowed to accommodate commuter traffic hours. (This will not normally be a 24 hour around the clock response)

Operation of Critical Facilities with Generators

The Manager in Charge will focus resources to insure the following buildings in priority are powered and functional:

- Primary 1 - Golf Maintenance
- Primary 2 - Area Z Maintenance
- Primary 3 - Security Building

In the event of loss of power the Manager in Charge will insure the repeater tower for the radio system, is on line and remains powered.

² This includes loaded with sand and salt, chains and fueled. This includes both security vehicles chained and fueled.

External Communications

Notify the Sudden Valley Community through all external means of the following;

- Sudden Valley snow/de-icing response plans are in place
- Residents should evaluate shelter in place considerations for food, water and heat.
- Residents should consider filling up their vehicle, need for tire chains and other equipment for snow mitigation
- Sudden Valley snow plow plan to be placed on the Sudden Valley web site; note the high priority areas will be listed for primary plowing. These roads are kept open for emergency vehicles
- Sudden Valley web page and social media as conditions change
- Sudden Valley will update the Emergency Information System (1610 AM)

Stage 3 – Occurring 48 hours or more

The National Weather Service has projected a snow event that will impact the local area and forecasted to be 48 hours or longer. The General Manager of designee has called for a stage 3 activation, which includes;

Snow/De-icing Equipment

All measures of Stage 1 & 2, and have the resources in a ready status, fully loaded, prepped and ready for immediate deployment, stored inside a facility³

Staffing

The General Manager will assign an **in-charge manager**. An in-charge manager will always be onsite during snow removal or de-icing activities.

Staff (all) that are assigned either de-icing, snow removal included the following:

- Turf Care staff; all trained to operate snow equipment
- Maintenance staff; all trained to operate snow equipment

Shift rotations: shift rotations will be determined on the scope of the event and with staff available for the response. The response will attempt to keep main roads plowed to accommodate commuter traffic hours. (This will not normally be a 24 hour around the clock response)

³ This includes loaded with sand and salt, chains and fueled. This includes both security vehicles chained and fueled.

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The Manager in Charge will focus resources to insure the following buildings in priority are powered and functional:

Primary 1 - Golf Maintenance

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- Sudden Valley web page and social media as conditions change
- Sudden Valley will update the Emergency Information System (1610 AM)

Activation of Sudden Valley Deicing Plan

See Enclosure A of this plan

Important Operational Note

Sudden Valley **will close** certain roads based on environmental and physical conditions. These roads will clearly be marked as "**CLOSED**". Motorist that attempt to transit these roads and unsuccessful will be cited.

Establishment of Coordination Center

Sudden Valley will establish a Coordination Center, when the severe weather emergency/deicing plan is activated. The functions of this command center are as follows:

- To maintain a status or situation map of the snow mitigation efforts
- To facilitate communications between plowing crews, emergency units, property owners and SVCA management.
- To coordinate resupply and health and well-being of the crews in the field, including food, beverages and rest

- Monitor in service and out of service vehicles, maintenance and other logistical needs
- To establish and maintain an “Association information center (AIC)” to answer inquiries from property owners concerning roads etc. The AIC will also update all external communications outlets to update the community
- To assist where needed.

Assistance to Emergency Vehicles; support of emergency vehicles shall take precedence over normal plowing activities. (Note: SVCA resources may be used to clear South Whatcom Fire Authority Station 22 (Sudden Valley) access and parking areas, thus ensuring easy access to and from the fire house by

Helicopter Landing Zone; if directed by incident command, a landing zone will be established for helicopter operations. These landing zones will need to have snow removed and made ready for operational needs.

This activity shall only take precedence over primary road plowing in the event of an actual emergency requiring helicopter operations.

Primary Landing Zone; the parking area adjacent to the Barn 6+ (Ice/Sand Barn) is the primary site for the landing zone, however, other landing zones maybe established by incident command as needed.

IV. Responsibilities:

A. SVCA Manager in Charge

1. Deploy and direct SVCA snow/inclement weather emergency resources.
2. Provide assistance to South Whatcom Fire Authority to ensure prompt, safe response throughout the Sudden Valley.
3. Establish and operate the SVCA Coordination Center when indicated.
4. Provide necessary support to emergency resources.

B. SVCA Emergency Preparedness Committee

1. Augment SVARC radio for providing communications support for the response
2. Augment SVCA Coordination Center with trained volunteers
3. Activate and augment SVCA CERT as part of incident response
4. Establish a resource list to include;
 - Maintain a listing of residents having four wheel drive vehicles, who are willing (who have signed a hold harmless) to support SVCA activities or other Valley residents.
 - Develop a resource list of available portable generators or residences with emergency power that are willing to provide assistance within neighborhoods

in the event of a prolonged power outage.

C. Valley Residents

1. Maintain adequate food and beverages to subsist for several days without being able to move about or out of the Valley.
2. Eliminate unnecessary movements during snow/inclement weather emergencies.
3. Keep vehicles and other obstructions off of the roads during snow/inclement weather emergencies.
4. Monitor available communications outlets (depending on power)

Enclosure A – Sudden Valley Roads Ice Control Plan (De-Icing Plan) & Log

Ice road conditions on Sudden Valley roads is a dangerous and hazardous event requiring planning and response to support the association members. During seasonal cold temperatures, Security staff is assigned the responsibility of monitoring roads for ice conditions.

Security will commence monitoring the road temperatures from November 1st to March 1st as part of their daily activities. The following section outlines the process as to when Security will notify the designated Sudden Valley managers to activate the deicing plan.

Background on Deicer

To mitigate slick road conditions, pre-treatment of asphalt with liquid Calcium Chloride is conducted when temperatures and weather conditions predict ice formation. Chemical treatments induces freezing point depression causing ice to melt at lower temperatures. Calcium Chloride is active as an ice melting compound to -20 degrees. This chemical treatment will last until precipitation dilutes or removes the solution. This can range from hours to days. Secondary treatments will be required if road temperatures do not increase above 32 degrees. This ensures the roads do not ice up. During snow/ice events, liquid treatments are combined with snow removal, and subsequent sanding.

Currently SVCA has three pre-wet systems for controlling ice on roads. Vehicle speed is 5-6 mph, and width is 6' (plow angle). Hazard areas, noted on the snow route map, will be covered first. Crews will then transition to lower risk areas. Generally wall-wall applications are not needed unless freezing rain is forecast.

Security will activate the deicing plan as follows;

Step 1: Hazard Conditions, as determined by the **Safety, Security & Operation Manager** (or a designee) are as follows;

- Weather outlook shows freezing conditions below 32 degrees.
- Freezing rain is forecast
- Compacted Snow/Ice is present on road surfaces and is not actively melting.
- Reports from Security noting slick road conditions.

Step 2: Notification of Staff: **[Maintenance Manager or Turf Superintendent]**

- Crews in the maintenance department are placed on notice that de-icing will occur. This will include non-standard work hours. Turfcare staff will also be notified as they will support second shift support.
- Maintenance crews will install (3) sanders/de-icing units on trucks so that (2) units are available.
- If conditions persist, staff will operate 24 hours a day until conditions do not require de-icing.
- Mechanic will be notified as he will repair breakdowns of trucks/deicing equipment.

Step 3: Staff Callout: [Maintenance Manager or Turf Superintendent]

- Maintenance crews will respond. Turfcare will take over after an event lasts 8 hours to reduce overtime.
- Staff will need to be on property in 1.5 hours from callout.
- Coverage of hazard areas will take 3 hours given a 3 vehicle fleet.
- Calls for special coverage of roads will be routed through the maintenance manager or superintendent, depending on who is the active manager.

Step 4: Event Completion: [Maintenance Manager or Turf Superintendent]

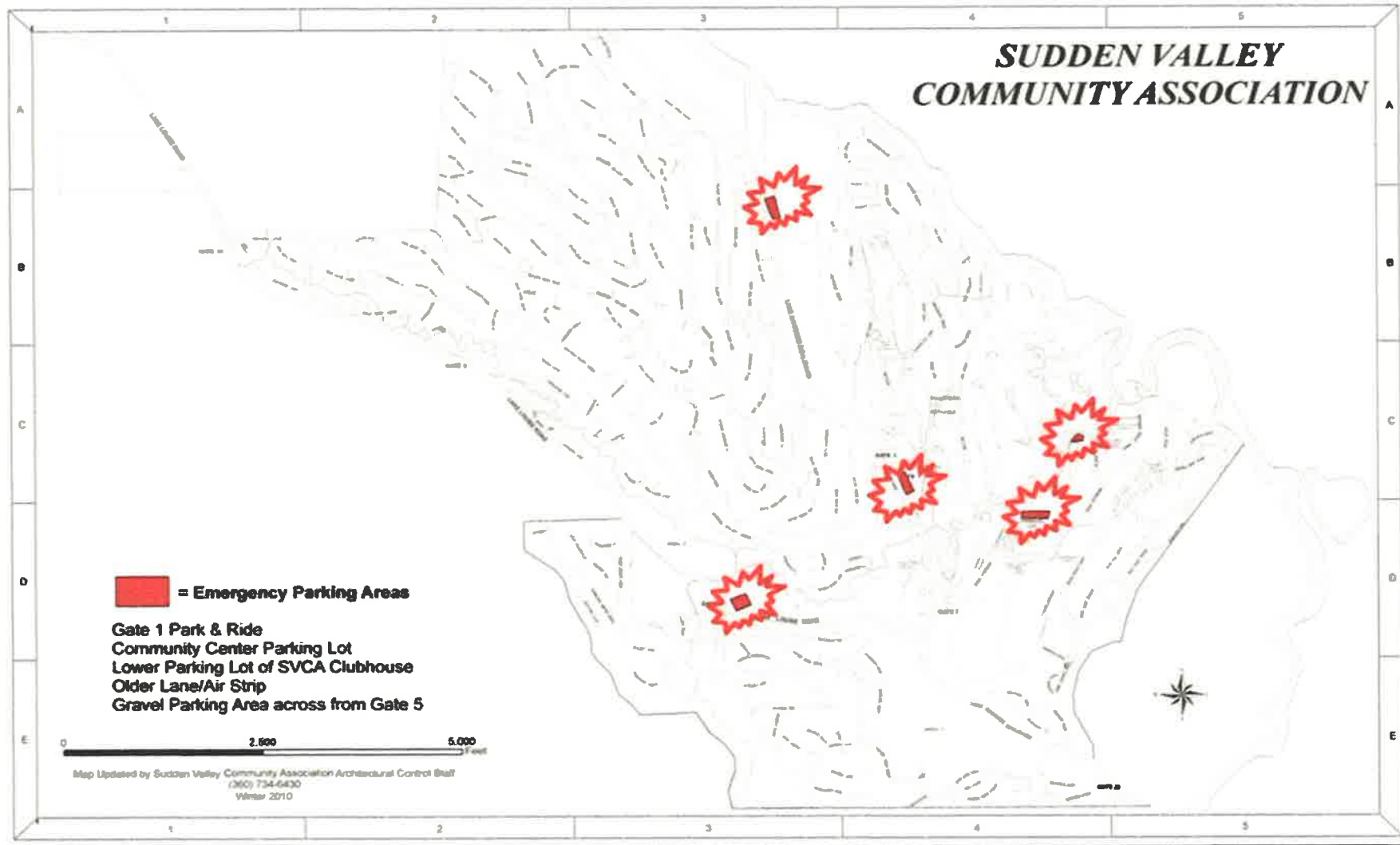
The active maintenance manager will end de-icing if conditions do not support further applications.

- Trucks will be set up for next event: fueled and cleaned
- Crews will be sent home
- Repairs and equipment issues will be reported for mechanic to repair.

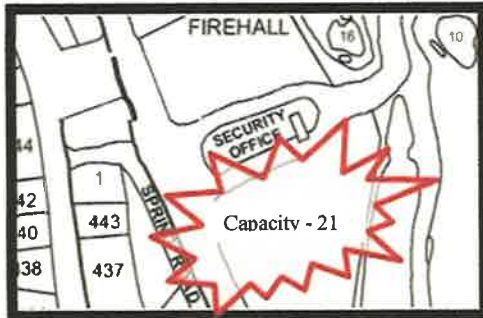
Location:	DAY:														
	Time	Temp.	Time	Temp.	Time	Temp.	Time	Temp.	Time	Temp.	Time	Temp.	Time	Temp.	
Gate1															
Gate 1 Entrance															
Windward & Marina Dr															
Windward & Noth Point Dr.															
Gate2															
Gate 2 Entrance															
At Dam															
Marigold & Marigold Dr.															
Lake Louise & Harborview Dr.															
Gate3/9/13															
Gate 3 Entrance															
Gate 9 Entrance															
Gate 13 Entrance															
SVD "S Curves"															
Harborview & Cascade Ln.															
Harborwies & 156 SVD															
Morning Glory & SVD															
Glacier Ridge Dr.															
Gate5/28															
Gate 5 Entrance															
Gate 28 Entrance															
Louise View & Westeria Ln.															

Enclosure B – Emergency Parking

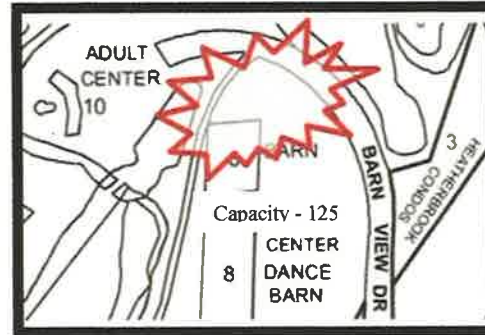
Emergency Weather Parking (Overall Locations)



Emergency Weather Parking



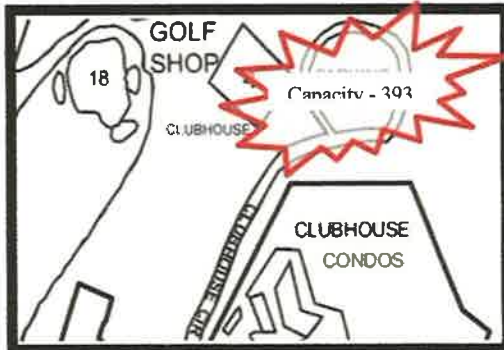
Gate 1 - Parking Ride (Adjacent to Security)



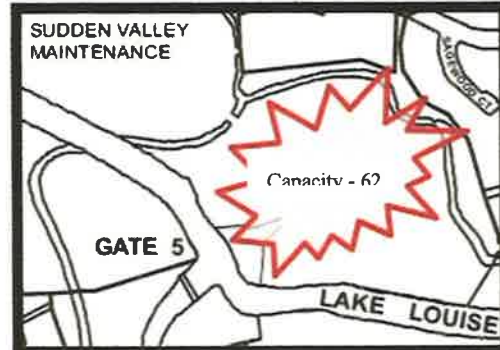
Gate 2 - Community Center Parking Lot



Lake Whatcom Blvd. - Older Lane Air Strip



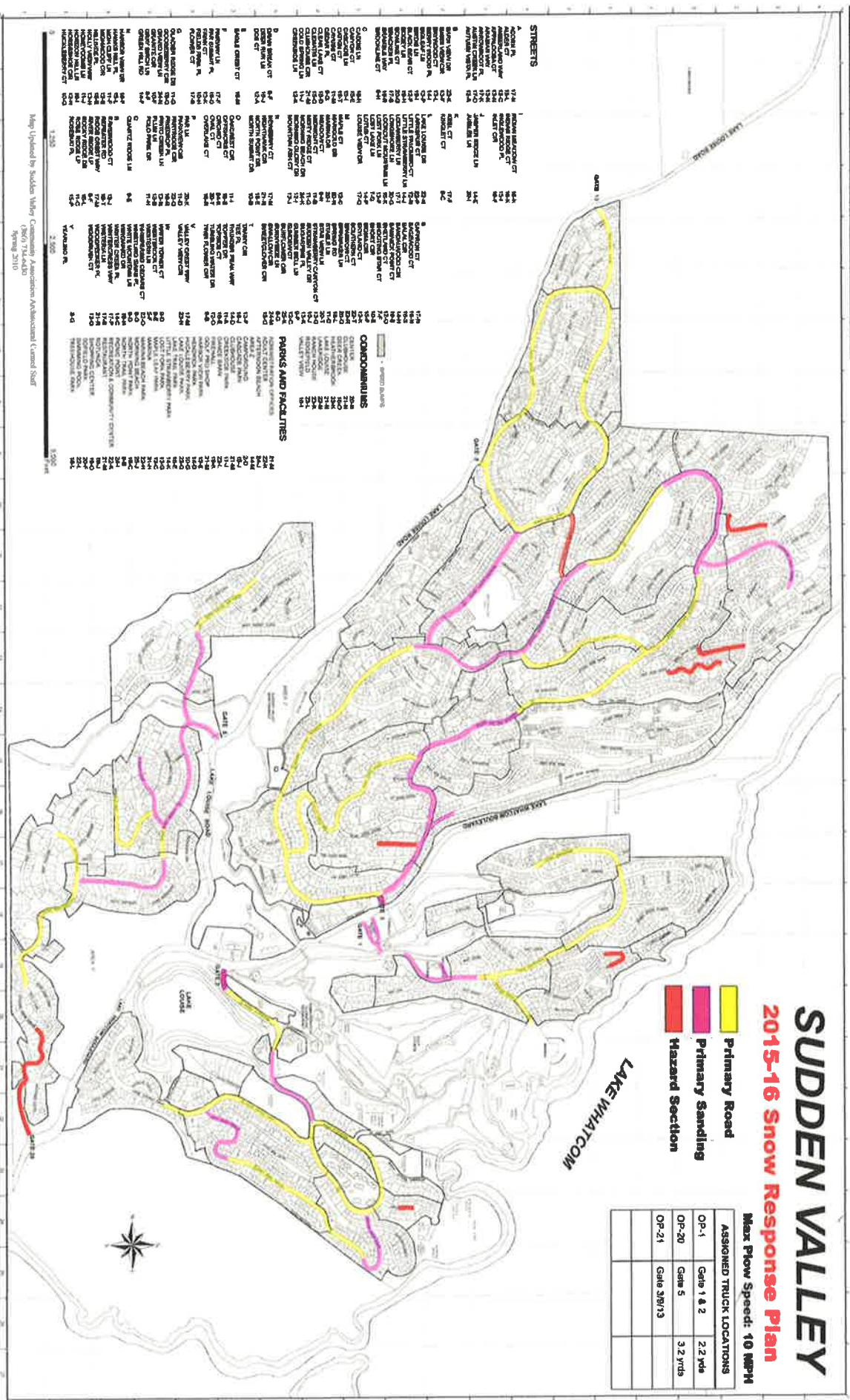
Gate 2 - Lower Parking Lot (Golf)



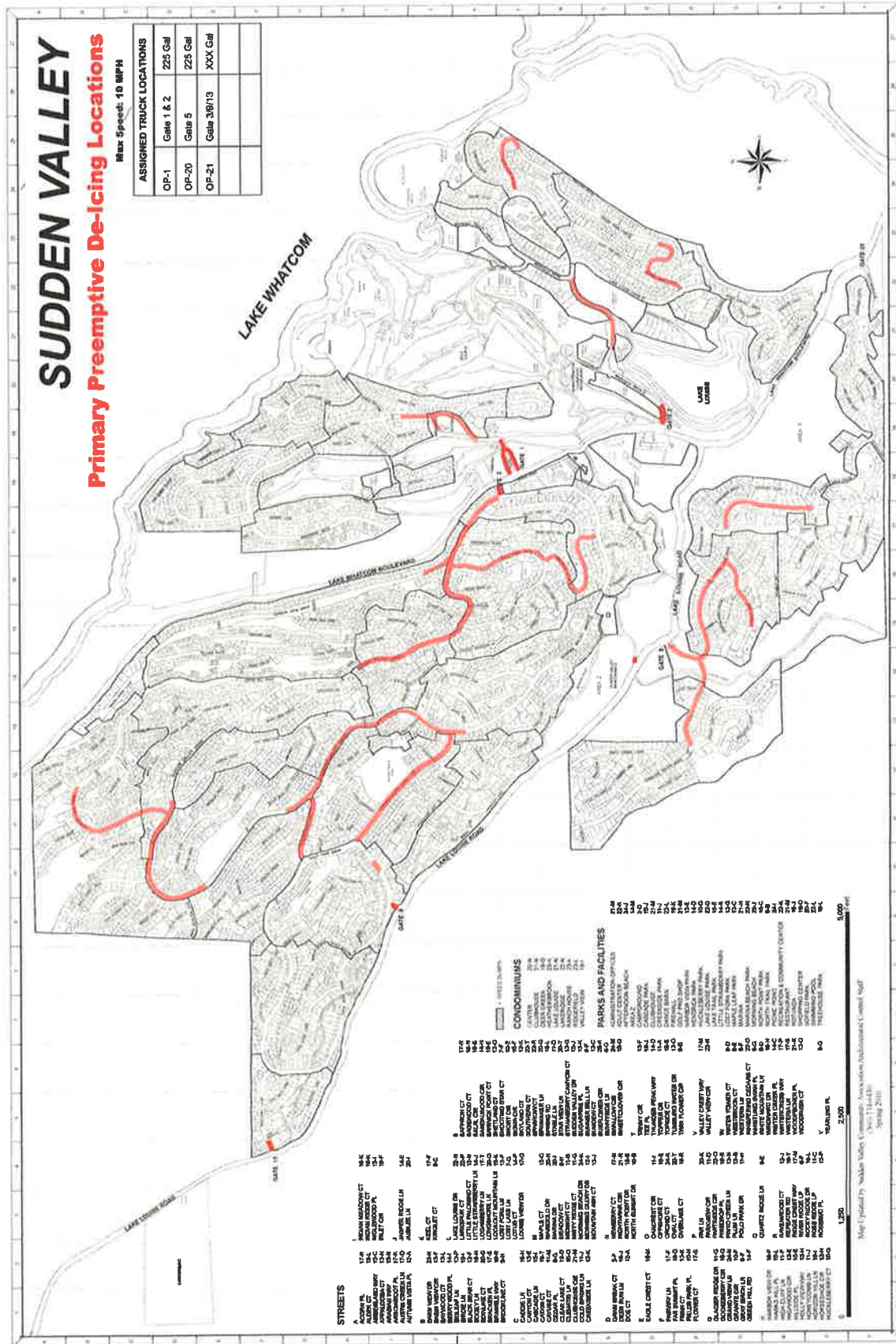
Gate 5 - Gravel Parking Area (locked area)

Other Emergency Parking Options

Gate 1 (Rotunda) = 18
 Gate 3 (Spring Road) = 6



Enclosure C Emergency De-Icing Map



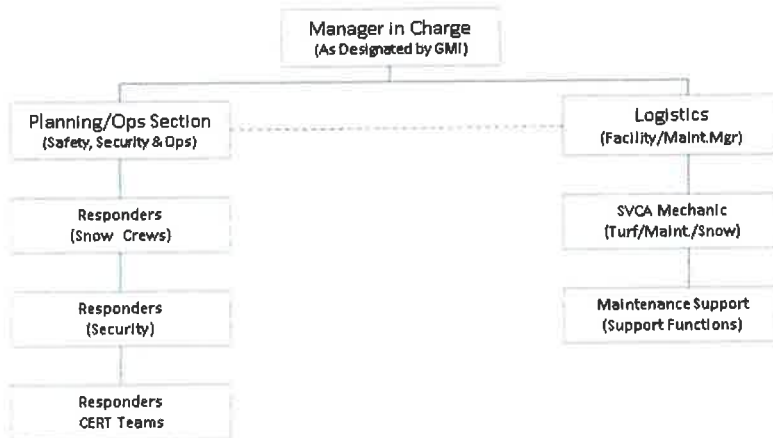
Enclosure D Listing of Emergency Snow Equipment

Current Snow Equipment (check off)								
Vehicle ID	Description	Chains	Sander	Plow	Pre-Wet	Snow EX/Sander (pre-wet)	Snow Dogg Plow/Swenson Sander	Fuel (full)
OP-1	3500 Chevy 4x4 Flatbed (Silverado)	X	X	X	X	X		
OP-11	250 Ford 2x2 (Pickup)							
OP-12	1500 Chevy 2x2 (Pickup)							
OP-19	3500 GMC 4x4 (Pickup)	X		X				
OP-15	Dodge Caravan 2x2 (van)							
OP-20	4500 Dodge 4x4 (dump truck)	X	X	X	X	X		
OP-50	Ford Explorer 4x4 (SUV)	X						
	Honda Element all wheel (SUV)	X						
SP-1	CRV Honda 4x4 (SUV)	X						
SP-2	CRV Honda 4x4 (SUV)	X						
SP-3	Ford Explorer 4x4 (SUV)	X						
OP-16	Chevy Colorado 2X2 (mini pickup)							
OP-14	3500 GMC (dump truck)	X						
OP-21	4500 Dodge 4x4 (dump truck)	X	X	X	X		X	
OP-22	5500 Dodge (bucket truck) 4x4	X						
	CAT 906 Front end loader 4x4	X						
	CAT 420 E (back hoe) 4x4	X						
	CAT 226 B (Skid Steer) 4x4	X						

Enclosure E – Listing of Essential Personnel

The following are the essential personnel that will be on call and called in for emergency response;

Sudden Valley – Coordination Center Structure for Emergency Response
(Essential Personnel)



Note: This is the Coordination Center structure. If a formal ICS response is predicated this will be replaced by an ICS structure.

Enclosure F – Emergency Fueling

Sudden Valley maintains on-site fueling at the Golf Maintenance. The following are the approximate gallons and fuel stocks;

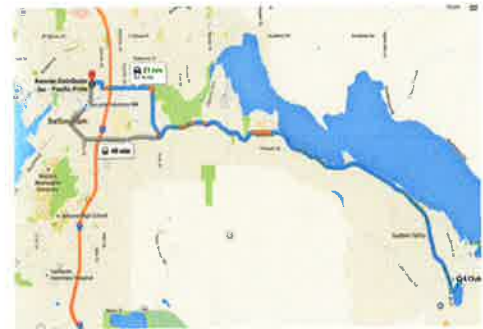
Fuel Stock Type	Gallons (approximate)
Gasoline (Golf Maint. & Pro Shop)	1500 on site
Diesel (Golf Maint)	500 on site

Emergency Fuel Process

During a weather emergency, there will be a need to have additional capacity of fuel to sustain the response. The following is the current process put in place for this additional fuel.

Acquisition of Additional Fuel

Storage of additional fuel will be in (4) 55 gallon drums. When the association is in Stage 2 alert (24 hours projected time till occurrence). The fuel drums will be transported to the fuel distributor to be filled. The below diagram outlines the process;



On Site Storage

Additional fuel will be stored on site at the direction of Golf Maintenance Manager (Turf). The drums will have containment pallets to mitigate any potential fuel spill

Fueling Schedule

The Logistics Section Chief with input from the Turf Manager will establish a fueling schedule to provide target times for the equipment to be fueled, serviced if needed and crew rehabilitation. This schedule will take into account the following;

- Fueling in the field if necessary and safe
- Fueling of any generators or light plants
- Fueling of the generator that will be dedicated to the radio repeater

Enclosure F – Emergency Fueling (cont.)

This emergency fueling plan is subject to change due to the variables for an emergency response. It may be necessary to have to multiple trips to fill the fuel drums, however, if conditions making driving to the fuel distributor hazardous, there is a potential that this plan will be delayed for safety reasons.

Enclosure G – External Communications Plan

The following is the intended external communication plan. This plan is for communication to the Sudden Valley Community and not the ICS 205 Communication Plan.

This plan is intended for use by incident command as a tool to assist the staff manning the Association Information Center.

Communication Method	External System	Remarks
Emergency Information System	1610 AM	Updated by Security/ SVARC club
KGMI	790 AM	Updated by incident command (as needed)
SVCA web site	Internet	Updated by incident command//SVCA staff
Social Media	Internet	Updated by incident command/SVCA staff
SVCA Gate Signs	Gates	Updated by Security (as directed)
PSA via Amateur Radio	HAM Radio	Updated by SVARC club/Licensed HAM operator
Phone	Phone System	Updated by incident command/SVCA staff
My States USA	Whatcom DEM	Updated by incident command/via DEM

Activation of Association Information Center

The incident commander will determine when the joint information center is to be activated. This determination will depend on the magnitude of the response and if the staff that would augment this activity can safely transit to the location of the JIC.

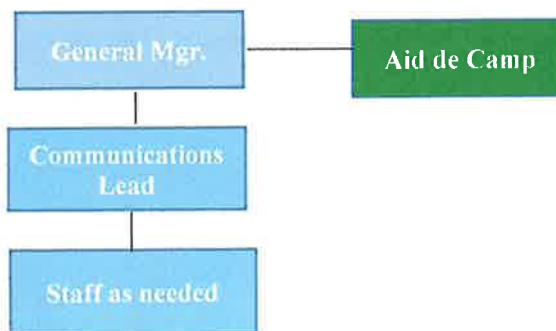
Location of the Association Information Center

The primary location for the AIC would ideally be the Administration officers at the Sudden Valley Club House. This location offers the advantage of a robust phone system, computer network and either handheld or a base radio system.

[Note – This location is only available as long as there is electrical service. Certain system such as the computers have batter backup but that time is limited to about 2 hours]

Staffing for AIC

The following is the suggested staffing for the JIC;



Assignment (ICS)	SVCA Staff Assignment	Remarks
General Manager	SVCA GM or On Call	Mitch Waterman (GM)
Aid de Camp	SVCA Golf Manager	Brian Kurhlak
Communications Section Chief	SVCA Admin Services Mgr.	Lisa Letchworth
Communication Staff	SVCA Staff	Discretion of ASM

Enclosure H – Declared Emergency Towing Policy

Sudden Valley will have vehicles towed or moved off the road, during a declared emergency.

The following is the policy outlining the authority delegated to the Sudden Valley General Manager during a declared emergency

Policy: Declaration of Weather Emergency
Policy #: 2009.06
Date: June 22, 2009

Policy: In the event of a severe weather event that impairs vehicle traffic within Sudden Valley, the President of the Board of Directors, or designee, may declare a state of emergency in all or part of Sudden Valley.

The declaration of emergency will be immediately publicized by all practical means.

For the duration of the state of emergency the General Manager, or his designee, shall have the following powers:

- To close roads or portions of roads
- To restrict travel to vehicles equipped with chains or four wheel drive.
- **To remove or contract for the removal** of vehicles that are blocking roads or hindering road clearing operations and to charge the cost of removal to the owners of the vehicles.
- To contract for services or equipment needed to cope with the emergency.

On declaring a state of emergency, the General Manager will notify the Director of Emergency Management (DEM), (South Whatcom Fire Authority Fire Chief), and the Chair of the Emergency Preparedness Committee to determine whether it is necessary to implement the Severe Weather Emergency Plan.

The State of Emergency shall be terminated by the General Manager or the President of the Board as soon as the need for it has passed. The lifting of the State of Emergency will be publicized by all practical means.

Citations for Abandoned Vehicles

Sudden Valley reserves the right to issue citations/fines for vehicles that are left abandoned on Sudden Valley private roads. These citations will be in addition to the cost of having the vehicle towed and impounded by the towing company.

Citations for Abandoned Vehicles on Closed Roads

Sudden Valley reserves the right to issue citations/fines for vehicles that ignore a closed road and become stuck. Sudden Valley will have the vehicle towed and issue citations

Vehicles Abandoned (ICS Documentation)

The ICP will note abandoned vehicles on the situation map and will document the locations for the safety of the crews in the field involved in the severe weather emergency.

ANNEX S – SEARCH AND RESCUE

I. Situation:

The Whatcom County Sheriff's Office is responsible for Search and Rescue (SAR) operations within this county. During major disasters, the Sheriff's SAR response may be severely taxed to the point where residents of Sudden Valley may be required to conduct their own SAR operations. Therefore, it becomes essential for SVCA, SVICC, and SVEPC to plan for and be prepared to conduct SAR without outside assistance.

II. Purpose:

To provide guidance to the SVCA, SVICC, and SVEPC in responding to situations where search and rescue are necessary.

III. Operational Concepts:

A. Simple Search and Rescue such as a lost resident or child. In this situation no large scale disaster has occurred and the Whatcom County Sheriff's SAR team will respond. Participation of SVICC will be to facilitate a community search, utilizing the SVCA CERT and other residents, trained in conducting a street-by-street or door-by-door only operation using radio communication. This team should not conduct search operations where their efforts could contaminate the search environment for professionally trained personnel, dogs, and equipment. The SVICC will be subordinate to and supportive of the Sheriff's SAR team once they are on the scene.

B. Complicated Search and Rescue such as following an earthquake, with the collapse of homes and other community structures, and where outside assistance is delayed or not available at all. SVICC will mobilize SVCA CERT for SAR operations who are qualified and trained, will utilize an inventory of equipment available, and will updated on the establishment of a triage process, by the CERT incident commander.

IV. Responsibilities:

A. Sheriff's Office has responsibility for carrying out SAR operations and may receive DEM logistical support for heavy rescue efforts.

B. SVICC when activated, will organize SAR operations in concert with the Sheriff's Office or, if necessary, will function independently, as previously described, until outside assistance arrives. All information regarding SAR operations will be directed SVICC.

C. SVCA Managing Director is part of SVICC and is also authorized by the Board of Directors to provide any reasonable assistance possible including staff, volunteers, and equipment to aid SAR operations.

D. SVEPC:

1. Will provide information on training available for volunteers interested in learning search and rescue procedures.
2. Will develop an inventory of available resources including equipment, skills, and volunteers trained and qualified for SAR.
3. Will, when directed by SVICC, notify the SAR volunteers and the Communication team to meet at the Fire Station or assist with SAR operation.

ANNEX T – EQUIPMENT & MATERIALS INVENTORY

I. Situation:

There are many pieces of equipment in use in Sudden Valley that can be called into emergency Service if a disaster should occur. A list of this equipment and other materials that can be used in an emergency will be maintained and be made available.

II. Purpose:

To provide guidance in the preparation of an inventory of Sudden Valley equipment and material. This information would be available in the event of an emergency.

III. Operational Concepts:

- A. SVICC shall be provided with an inventory of all equipment and material available in the SVCA inventory. If necessary, the SVCA Managing Director shall be contacted to requisition any required SVCA equipment or material.
- B. The SVDPC shall assist by preparing an equipment and material inventory
- C. The SVCA Managing Director is authorized by the SVCA Board to release, in an emergency, any or all equipment and material owned by SVCA for the use of the SVICC, as required.

IV. Responsibilities:

A. SVICC

- 1. The logistics and resource unit for all equipment and material required in an emergency must be designated within the IC.

B. SVEPC

- 1. The SVEPC shall, with the assistance of the Sudden Valley staff, maintain an inventory of SVCA equipment.

C. SVCA Managing Director

- 1. On request the SVCA Managing Director shall provide the SVICC with an inventory of SVCA equipment and material
- 2. In an emergency, and when immediate SVCA Board approval is not possible, release requested inventory to the SVICC.

ANNEX U – RESERVED

I. Situation:

It is critically important to track costs and personnel participation during an emergency. Costs may be reimbursable from FEMA or other federal or state emergency funds, individuals may incur costs which should be reimbursed by local authorities, and emergency conditions may dictate procurements from local businesses subject to later payment. Personnel records are required to document participation for insurance coverage purposes, and for appropriate recognition. In addition, records of all emergency response activities are required for after action analysis, insurance documentation and liability defense.

II. Purpose:

To provide for standard documentation of personnel participation, fiscal activities and operational response.

III. Operational Concepts:

A. Record keeping shall be the responsibility of the Incident Commander.

B. Record to be kept shall include:

1. Details of all personnel participation using standard ICS forms (example ICS 211p)
2. Documentation of all financial expenditures using the using the ICS 420-1 Field Operations Guide
3. Documentation of all materials, supplies and equipment expended during the emergency will be documented on the ICS 420-1 Field Operations Guide
4. Other records to be kept include the Incident Commander's Diary, Communications Log and Medical Summary. The information should be documented on a ICS 214u for the ICS section and an ICS 214p for all responders

C. All personnel who participate in any official capacity during an emergency, including SVCA and Fire Authority staff and all volunteers, shall check in with the Incident Command Center to ensure that they are logged in. This check-in may be accomplished via radio, telephone, and message and or in person.

D. All funds expenditures shall be documented with a receipt. All materials expenditures shall be documented in some manner. At a minimum, a written record of usage shall be maintained for future submission to the Incident Command Center.

E. Expenditures made with prior approval of the Incident Command Center shall be reimbursed. Without such approval, reimbursement *may* be denied. Obviously, documentation of all expenditures is required for reimbursement.

IV. Responsibilities:

A. Incident Commander

1. Ensure that all required records are maintained
2. Coordinate all expenditures of more than \$100 with Sudden Valley Community Association Managing Director

B. SVCA Managing Director

1. Authorize any expenditure of more than \$100.
2. Coordinate expenditures of more than \$1,000 with available members of the SVCA Board of Directors.

C. SVICC Unit Section Chiefs or Responders

1. Check in with Incident Command upon arrival for participation.
2. To the extent possible, obtain authorization from Incident Command for all fiscal expenditures.
3. Ensure proper documentation of fiscal expenditures or materials usage.

ANNEX W - HAZARD MITIGATION

To be developed

ANNEX X – TRAINING & EDUCATION

I. Situation:

In any type of an emergency situation, major or minor, it is essential that there are personnel readily available who are trained in the many operational stages of emergency preparedness.

II. Purpose:

To provide guidance for training and educational programs

III. Operational Concepts:

A. It is the assignment of the Sudden Valley Disaster Preparedness Committee to provide emergency training and educational programs for the community. The philosophy and programs of the Whatcom County Division of Emergency Management, the Red Cross and South Whatcom Fire Authority shall be used as source material for this purpose. The Whatcom County Hazard Vulnerability Analysis may be used in determining training needs.

B. It is the goal of the SVEPC training and education program to present the following:

1. Training, covering the basic components of emergency management, field operations and other considerations as they would impact on the community in a disaster.
2. Training that will meet the requirements to be a registered Washington State Emergency Worker
3. ICS training as applicable
4. Search and rescue training and exercise programs to assist SAR volunteers in meeting county standards.
5. Public awareness and safety information for residents of the community.
6. Any other training and educational programs, including those related to neighborhood preparedness, which are in the best interest of the community.

C. In support of these programs, it is the policy of the Whatcom County Sheriff's Office to provide training and educational opportunities to the SVEPC.

D. Whatcom County Sheriff's Office is the coordinating body in developing exercises and drills in accordance with appropriate state program requirements, and the requirements of Whatcom County Comprehensive Emergency Management Plan

IV. Responsibilities

A. Division of Emergency Management

- Assists the SVEPC to develop training and educational programs, drills and exercises

B. Sudden Valley Board Emergency Preparedness Committee

- In cooperation with South Whatcom Fire Authority, develop specific training and educational programs, drills and exercises for the community, using the information provided by the Whatcom County Sheriff's Office.

C. Sudden Valley Board of Directors, Standing Committees and Staff

- Participate in training and exercise programs as appropriate.

ANNEX Y – ENGERY & UTILITIES

I. Situation:

In many of the potential emergency situations covered by this Plan, disruption of utility services is a very real possibility. In addition, with natural gas lines and propane tanks prevalent throughout Sudden Valley, there exists a dangerous potential for fire or explosions. Quick assessment of utility systems, followed by rapid elimination of potentially dangerous gas leaks, removal of downed power lines and securing of water main ruptures, must also be followed by rapid restoration of capabilities. Electrical power, especially, is needed to assist recovery teams, minimize personal losses, and provide for normal living. This annex deals with how Sudden Valley will assess the problems, eliminate the hazards and restore the capabilities. In most cases, the emphasis will be placed on communication with the various utility companies, since they have the expertise and equipment required.

II. Purpose:

To provide for the timely assessment of utility related hazards and capabilities during an emergency, to ensure the prompt communication of identified problems to proper authorities, and to provide for protection of and caring for affected persons in the community.

III. Operational Concepts:

1. Immediately following any emergency declaration and the activation of the SVICC, the incident commander shall assess the potential for utility related hazards or disruption of services. If indicated, a team shall be formed to provide an assessment of the full range of utilities services throughout Sudden Valley. Power, water, natural gas, sewer and telephone shall be the primary concerns.
2. The first priority shall be to identify hazardous conditions. Immediate action must be taken to protect the population through the use of evacuation, security areas and elimination of the hazard, in some cases the source of the hazard can be secured *by qualified persons*, as in the case of downed power lines or natural gas leaks. In most situations, however, the responsible utility company must perform the shut-down actions, and significant delays can be anticipated. Securing the area after evacuation of all persons is the only way to protect the population.
3. Notification of the responsible utility shall be performed by the first person or entity discovering the problem. Such notification cannot wait for the manning of the SVICC. The telephone numbers below shall be used to make notification. In the event of loss of telephone service, the SVEPC communications resources should be used to notify appropriate officials by radio. Timeliness of notification is critical.

Utility	Contact Number	Remarks
Puget Sound Energy	1-888-225-5773	Same as Contact Number
Cascade Natural Gas	360-733-5980	After Hrs. 1-800-552-0615
Lake Whatcom Water & Sewer	360-734-9224	After Hrs. (360) 734-9224
Xfinity (Comcast)	425-867-7400	After Hrs. 1-800-934-6489
Northwest Propane	1-800-254-4471	After Hrs. 1-800-254-4471
WFC Energy	360-354-4595	After Hrs. 360-201-2021

4. Hazard areas shall be delineated by use of colored tape, such as crime scene tape. Secured areas shall be announced on SVCA's EIS system (1610 AM) and posted on the SVCA web site. In cases of extreme hazard, the SVICC shall post guards at the extremities of the area.

5. Of particular interest is the preservation of water stored in the large storage tanks high on each side of Sudden Valley. A downstream break could result in loss of the entire water supply. LSWWD has authorized Sudden Valley Community Association Maintenance Department personnel to secure discharge valves at the storage tanks until it can be determined that the water supply system is un-breached. In order to ensure adequate firefighting water supplies, securing of the water supply may not be accomplished until clearance is obtained from the SVICC or South Whatcom Fire Authority.

A. Special Needs

1. The SVEPC shall use the neighborhood preparedness system (when in place) to identify persons with special needs that would be particularly impacted by the loss of any utility service. A list shall be maintained, which identifies the person, the impact, and the recommended action to reduce the impact.

2. Within practical limitations, it shall be the responsibility of the SVEPC to arrange for the accommodation of the special needs individuals. Use of local resources shall be discussed in advance with SVCA or any other assisting agency or party, using the list prepared.

B. Restoration of Services

1. Restoration of services is the function of the particular utility company involved. Every effort will be made to contact the companies and identify our needs and the impact of continued loss of service. Where possible, the SVICC will attempt to provide emergency services such as central water points and critical communication service. It may be several days or more before some services can be restored, so property owners are encouraged to ensure that their personal disaster kits are fully stocked.

2. Restoration of electrical service can result in damage to some electronic appliances. Residents are encouraged to unplug all computers, televisions and most household appliances until electrical power has been restored. At least one light should be left on in order to tell when power has been restored.

3. Especially when there has been an earthquake, residents should secure their water at the main cutoff valve until notified that the water is safe for consumption. After restoration of service, a thorough check of all household plumbing should be made to detect leaks. In most cases, residents will be advised to boil all water used for personal consumption for several days following a significant event.

4. All connections to propane tanks and internal propane lines should be checked for leaks immediately following an earthquake. The safest action is to secure the system at the tank until the entire system can be checked by a qualified technician. Natural gas fittings and internal lines should also be checked. Residents should know how to secure their natural gas service at the meter.

5. Once electrical power has been restored to the community, the SVCA EIS 1610AM and the SVCA website will be used to communicate any utility related precautions to all residents.

IV. Responsibilities

1. Provide support to the SVICC
2. Establish and maintain security zones around hazard areas
3. Secure water storage tanks when approved by the SVICC for South Whatcom Fire Authority
4. Keep residents informed via all external means available
5. Support assistance for special needs individuals as possible

A. Sudden Valley Community Association

1. Provide support to the SVICC.
2. Establish and maintain security zones around hazardous areas.
3. Secure water storage tanks when approved by SVICC or SWFA
4. Keep residents informed via all external sources
5. Support assistance for special needs individuals as possible

B. South Whatcom Fire Authority (SWFA)

1. Provide support to the SVICC.
2. Determine the need for firefighting water
3. Assist with determination of utility capabilities.
4. Support assistance for special needs individuals as possible

C. Sudden Valley Emergency Preparedness Committee

1. Provide and maintain a list of special needs individuals in the community
2. Provide support to special needs individuals as possible
3. Provide support to the SVICC
4. Provide communications per Annex L and via the Neighborhood Preparedness Organization

D. Valley Residents

1. Provide for self-support for a minimum up to (7) days.
2. Immediately report any utility hazards to the SVICC by any means available.
3. Secure electrical power to appropriate equipment following loss of power.
4. Check all propane or natural gas fittings and lines for leaks. Secure the system at the meter or tank if there is doubt, or to be absolutely safe.
5. Check for water system leaks.
6. Frequently check of external media or agency outlets for emergency updates.

ANNEX Z – FORMS