

ORANGE COUNTY SHERIFF'S DEPARTMENT
Sandra Hutchens Sheriff-Coroner

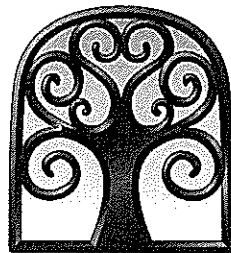
Mission Viejo

COMMUNITY



earthquake, fire, terrorism, excessive heat, flooding

**PREPARED
EMERGENCY PLAN**



200 Civic Center, Mission Viejo, CA 92691

Mission Viejo Neighborhood Watch Prepared Emergency Plan

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RESIDENT EMERGENCY PLAN

INTRODUCTION

The intent of the Neighborhood Watch Emergency Preparedness Plan is to encourage neighbors to work together toward the common goal of reducing the impact of disaster. Neighborhood Watch strives to reduce risk of injury and minimize property damage. In so doing, we create vital support systems that are essential to resurgence from such events, regardless of the cause. Together, we are better able to make a difference in our individual recovery as well as our neighborhood and our community as a whole.

PROGRAM PURPOSE

To create a plan with the belief that after a disaster...such as fire, earthquake, terrorism, flooding, or excessive heat...Sheriff, Fire, Paramedics and other City emergency service personnel will have “global” responsibilities. Therefore, *little or no assistance* will be available from City Emergency Service Personnel and the County of Orange for the first 72 hours. This time period may extend to a period of more than two weeks. Our plan must allow us to depend on our selves and our own available resources in such aftermath.

OBJECTIVE:

The goal of the Neighborhood Watch Emergency Preparedness Program is to encourage members to prepare themselves and individual households for disaster. Several brochures from Red Cross and FEMA (Federal Emergency Management Agency) are recommended to assist you. They include “Your Family Disaster Supplies Kit”, “Emergency Preparedness Checklist”, “Helping Children Cope with Disaster” and “Pets and Disasters: Get Prepared”.

Once individual household preparedness is complete, members will prepare to work with other members and function as a team to meet their group’s needs in a time of disaster. Mutual aid among groups will provide broader resources and facilitate community recovery.

This Plan describes the *suggested* organizational tasks and responsibilities of the Neighborhood Watch Emergency Response as a system that will be activated following a catastrophic earthquake or other disaster in the Mission Viejo area. Red Cross brochures and guides from FEMA are also recommended to assist you.

NEIGHBORHOOD WATCH EMERGENCY PLAN

MUTUAL AID PLANS

Each home will be asked to lend assistance from within it's own group, or receive assistance based upon it's need. By conserving water, food, cooking sources, and sanitation resources, each group would be able to cope with the disaster more effectively than it could as individuals.

If one Neighborhood Watch group (street) has a disproportionate amount of need, then Prep Leader or Watch Captain would be able to request assistance from the Area Emergency Coordinator. The Area Emergency Coordinator will then request assistance from the other groups within it's own community group.

If the community group cannot fill the need, the Area Emergency Coordinator will request assistance from surrounding Area Emergency Coordinators who will, in turn, review all the groups under their responsibility to provide assistance. The Area Emergency Coordinator would also be able to request assistance from the **Area Emergency Center**. The Area Emergency Center may be a Neighborhood Watch center that is staffed by volunteers pulled from the entire Community Association, or a larger city program, including the Red Cross.

In this way, we will be able to use the limited resources available at their most needed areas. Not every area will be affected by the magnitude of damage. Some areas will sustain more damage than others. Those of us with little damage should assist those with a greater need.

All Homeowners Associations or residential Groups will be asked to formulate and organize their own program. Each Group will create an "Emergency Preparedness Committee" to develop an appropriate program to meet its' needs.

EMERGENCY PREPAREDNESS COMMITTEE RESPONSIBILITIES

The Watch Captain's responsibility is to *encourage* the development of this program component. Selection of additional co-captains to be called "Prep Leaders" for the Emergency Plan is encouraged in order to share responsibilities. It is advisable to have 1 Prep Leader for every 5-8 homes to maximize effectiveness in a disaster. The Prep Leaders with Watch Captains and Area Emergency Coordinators will form a committee responsible for development of the emergency preparedness plan.

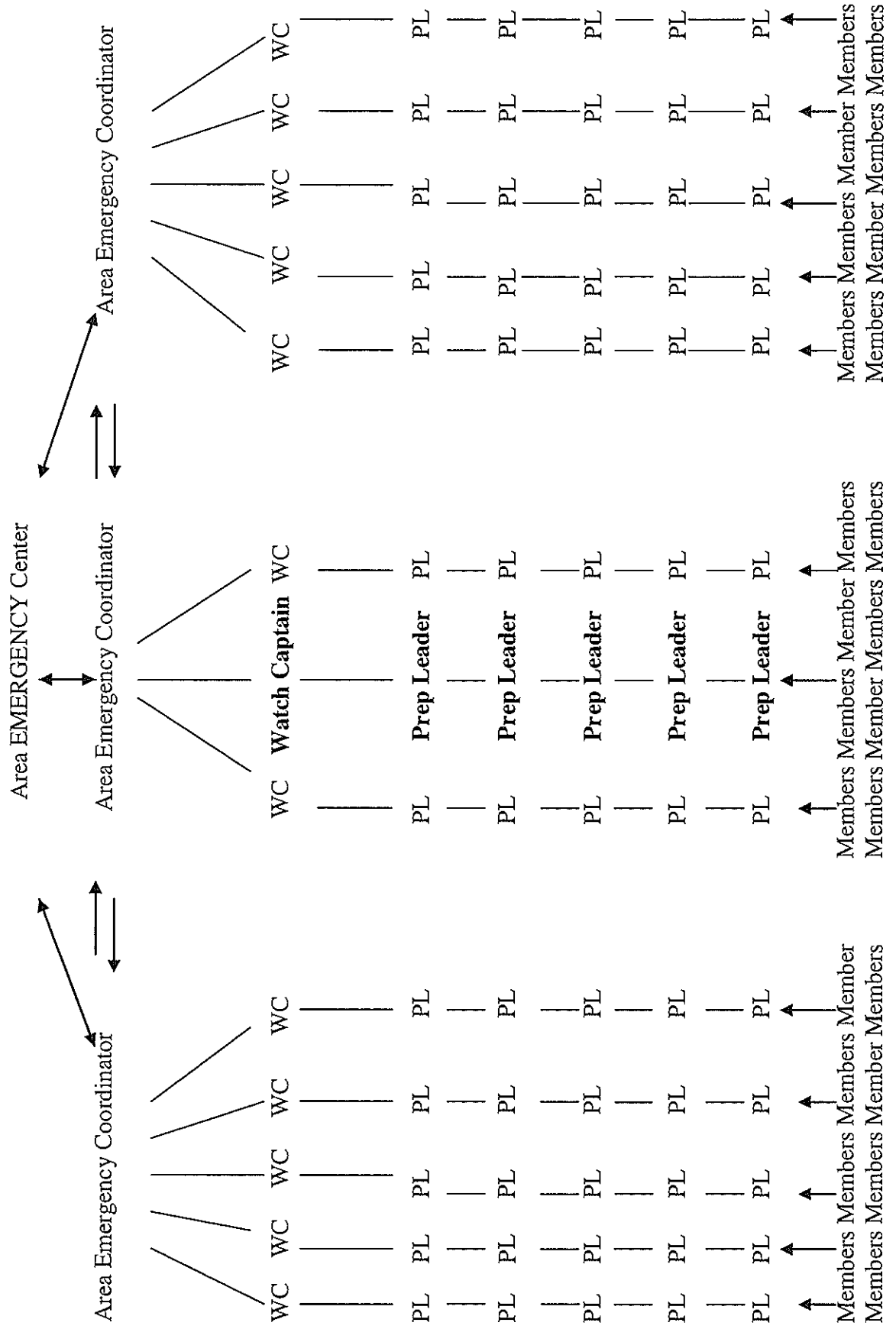
Area Watch Coordinators may serve as Area Emergency Coordinators. Selection of Co-Coordiators should also be made to serve in this capacity, and communication maintained about program planning.

The goal of the committee shall be

1. To create a workable Neighborhood Self-Help Plan to prepare and react to a major disaster within our group's limited resources. **All Neighborhood Watch members should be familiar with the Emergency plan. They should be prepared to step in as Watch Captain or Prep Leader during a disaster in the event these person(s) are not available.**
2. To prepare a "Pre-Event Package" to be distributed to residents through the neighborhood group. This will be an information packet (questionnaire) to determine what resources are available within our group and what special needs that group members may require. This will include information to be completed and maintained with the household as to emergency contacts , medications, consent to treat minors, etc. . .
3. To organize a list of persons, addresses, phone numbers including their resources available to assist the groups in the first hours after an event and until the State or local agencies can provide assistance.
4. To prepare a "Post-Event" Package" that will be stored in the Watch Captains' homes and distributed AFTER an event.

5. To prepare a communication plan to distribute to and from the Area Emergency Center. This center should be a clearinghouse for any information on medical services, food distribution, water supplies, waste disposal, state or county assistance, or other services as they become available. Panic may be alleviated if we have an understanding of the current situation and spread the updated information to all residents.
6. To review and choose sites for the Area Emergency Center --a primary and a backup location.
7. To assist Prep Leaders with setting up the Area Field Offices.

NEIGHBORHOOD WATCH EMERGENCY PLANNING TREE



Watch Captain and Prep Leader Responsibility:

1. The Prep Leaders will be asked to maintain a list of resident names and number of adults/children and PETS living within each home in their group. These lists should be provided to the Watch Captain and Area Emergency Coordinator.
2. The Watch Captain & Prep Leaders will maintain a small First-Aid supply.
3. The Watch Captain & Prep Leaders will maintain a list of all residents, including persons who have special needs within their block. This information will be updated at least once a year.
4. The Watch Captain & Prep Leaders will meet with the Area Emergency Coordinator (at least once a year) to review the Emergency Preparation Plan.
5. The Watch Captain &/or Prep Leaders will attempt to fill any request for assistance from within their own block. If unable to fill the need, a request would be made to the Area Coordinator Field Office.
6. The Watch Captain will backup the Prep Leaders to assist the residents with Search and Rescue.
7. The Watch Captain and Prep Leader and will confirm that each home has been verified "SAFE" or flagged to indicate status within its group. (See flagging, page 13)
8. The Watch Captain or Prep Leaders will maintain a log of any injured parties, including a description of injuries (life threatening or minor), and the location they were transported to.
9. The Watch Captains or Prep Leaders will preserve a list of homes and status by flag code.
10. The Watch Captain or Prep Leaders will communicate current information to the Area Coordinator.
11. The Watch Captain or chosen Prep Leader will be a two-way liaison between the Area Coordinator and the Prep Leaders.

PREP LEADER RESPONSIBILITIES

Pre-Event:

1. A “Prep Leader” is assigned a section consisting of eight to ten homes.
2. The Prep Leaders will maintain a list of people within their section that have special needs (a person on dialysis or confined to a wheelchair, etc.) and master list of the group as well.
3. **The Prep Leader will be responsible with sharing post-event planning and procedures with all group members so they are able to take over in the event the Prep Leader is not available during a disaster.**
4. **Prep Leaders should encourage CPR and First Aid training for all members.** Organized group events such as Home Hazard Hunts, Emergency Supply & First Aid Kit assemblies, Securing Water Heaters and wrench-to-gas meter attachments are also recommended.

Post-Event:

5. Search and Rescue should start at once. Residents should form a “check-in” plan with your group. With only eight to ten homes to visit, it should not take much time to determine the status of your group. Note the status of residents with special needs. Give First-Aid and arrange for transportation of injured, if standard medical assistance isn’t available. If you can’t move the person safely, contact the Backup Medical Person in the Emergency Book to assist them. If time and manpower are available, animal rescue responsibilities may be assigned.
6. After an event, the Prep Leader will visit each home within his or her assigned group and **ONLY IF A GAS LEAK IS EVIDENT**, shut off the gas main to each home. Electricity should be shut up as a safety precaution before entering a moderately damaged building.

7. If there is water damage, the Prep Leader or appointee will shut off the water at the street in front of the home.
8. Once a home is visited, if number 5 or 6 above is required, a “Notice of Performance” should be taped to the door of the affected home (See Post-Event, page 8).
9. Each home should be flagged as to its status. Then NO ONE should be allowed to enter the home except for the homeowners themselves. Flagging will assist the Neighborhood Watch system that will be activated after the disaster.
10. After the situation has been determined, Prep Leaders should contact their Block Captains and discuss mutual aid within the block.
11. Prep Leaders will distribute the “Post Event” packages to each resident.
12. If a major event cuts off gas to homes, the PREP LEADER will assist homeowners in coordinating cooking times and assist with draining water from hot water heaters for cooking and drinking.
13. Prep Leaders will be the communication point within their group for the residents.
14. The PREP LEADER will ask for volunteers who can assist others in their group and the larger block area. The PREP LEADER should also communicate this list to the Area Coordinator who may receive requests from other areas in the association.
15. Special Teams (of 2 or more) can be formed to look after the welfare of those residents with special needs.

AREA EMERGENCY CENTER RESPONSIBILITIES

1. An Area Emergency Center will be established at _____ or _____ (whichever is the most accessible and least damaged). An alternate location will also be chosen in one of the Area Coordinator's homes or another site that may present itself.

Once the sites are approved, the locations will be noted in the Disaster Assistance Handbook that will be made available to all Board Members, Area Coordinators, Block Captains, Prep Leaders, and other interested parties.

2. In the event of a major disaster, the Prep Leaders (or appointees) should contact the Area Emergency Center and report on the status of their district:

- Number of homes damaged
- Number of injured, and type
- Where they were transported
- Assistance requirements
- Names of volunteers who can assist others

The Area Emergency Center may be staffed by volunteers (after they have taken care of their own families) or, if staffing is limited, it may take the form of written messages on a note board established to post communication to the Area Coordinators on current situations. (A fully staffed office is not what is envisioned.)

If volunteers are available, personnel from this location will direct their assistance to the best usage of their time and effort.

3. A plan should be in effect to notify residents of the active Area Emergency Center location (in order to keep individuals from going to alternate locations).

AREA COORDINATOR OFFICE RESPONSIBILITIES

1. Area Coordinators will be asked to create and maintain an Area Emergency Office. This may be in their home or another location of their choice.
2. This location will be noted in the Post-Event Package so Watch Captains and Prep Leaders can communicate their needs to the Area Coordinator. If the situation cannot be handled by the coordinator with resources from their own area, the request will be forwarded to the Area Emergency Center.
3. Each Coordinator Field Office will serve as a communication point to assemble information and communications with residents on medical services, search and rescue, county food distribution, etc. . .as they become available.
4. The Coordinator should maintain contact with the Area Emergency Center at least once a day to maintain a two-way communication system of current events.
5. The Coordinator will oversee the operations of the Watch Captains and Prep Leaders and assist those who need help.
6. The Coordinator should maintain a copy of the information of those who require special assistance, as listed in the Watch Captain's Book.
7. The Area Coordinator will be asked to maintain a First-Aid Package.
8. The Area Coordinator will be asked to take First-Aid and CPR classes.

The Area Coordinator will be asked to maintain a master log of those people injured (this will be compiled from the block captains' lists). This list should be communicated to the Area Emergency Center (See example in Post-Event Package, page 6).

SECURITY

The Neighborhood Watch Program will serve as a major source of security during a time of disaster. This system works on the basis of knowing your neighbors and being aware of what is ordinary and what is unusual in your neighborhood.

There is a possibility of “Lookie-Lou’s,” vandals, or looters entering Mission Viejo. These people will be difficult to separate from residents or volunteers who may be moving around the area.

A post-event “sticker” to identify your vehicles can be taped to the front right window to indicate residents and volunteers. This could be a simple image chosen by your group and photocopied onto a colored square.

All vehicles would then be scrutinized and license plate numbers written down as part of the Neighborhood Watch Program.

The “flag” system would notify the neighborhood that no one other than the homeowners should be near any home without a special reason.

The police would be called to remove any unauthorized people. But we must keep in mind that the resources available during any disaster will be overwhelmed, including police services.

Additional security can be established if we have homeowner assistance.

FLAGGING

This system is useful to assist residents after a disaster.

The Prep Leaders will be asked to check each home within their group and determine if it is necessary to shut off the gas and/or water to a home.

If manual shut off is necessary, a "Notice of Performance" note will be posted on the door of the affected house. This is to notify the residents that a manual over-ride has been completed to their homes in their absence.

If a major quake or other disaster occurs and homes have major damage, the Prep Leader and others will search a home to rescue any injured parties. Once a home has been checked, and all adults and children are accounted for, a "flag" will be attached to the house (visual from the street) to indicate the status of this home.

Blue "Flag" = "Okay" or Yellow = "Stay Out"

Once a home has been flagged, there is no need for any unauthorized people to be near this home. A Neighborhood Watch Program will be in effect and all unknown persons will be asked to leave or police will be called.

Instead of flags, a simple rag will notify residents that the home has been checked.

RESIDENT EMERGENCY PLANNING SHEET

Prep Leader: _____ Date: _____

Please complete the page and return it to your Prep Leader.

(Bottom portion should be filled in by resident/use back of page if more space is needed.)

Address: _____

Your Name: _____

Home Phone: _____ Work Phone: _____

Out of area contact person: _____ Phone: () _____

Number of Adults:(over 16 yrs.): _____ Number of Minors (15 and under) _____

Occupant with SPECIAL REQUIREMENTS: _____

Ambulatory: _____ Non-Ambulatory: _____ Other: _____

Special Blood Type: _____ Allergies: _____

Medication: _____

Pets: _____

RESOURCES

DO YOU HAVE SKILLS THAT COULD HELP OTHERS? THIS LOCATION HAS THE FOLLOWING RESOURCES:

Medical Background Doctor: _____ Nurse: _____ Dentists: _____

CPR: _____ First Aid: _____ Other: _____

Languages (other English) _____

Motorcycle or bicycle: _____ Amateur Radio: _____ Generator: _____

Other Skills (communications, construction, etc. . .) Please complete the Neighborhood Skills and Equipment Inventory (next page) and return it with this page.

Remember, this is a Self-Help Program. We will need all the assistance we can obtain from our own people. You may be the one who needs help!

Note: This information is for Emergency Use Only!