



**Forest Meadows Owners Association
Emergency Plan**

**Adopted
June 13, 2016
by
FMOA Board of Directors**

Purpose

To provide information about the Forest Meadows community and the planning and decision making process in case of emergency.

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1.0 OVERVIEW

1.1 Introduction to Forest Meadows

Forest Meadows (FM) is a mixed-use residential community at approximately 3300 feet elevation in the Sierra Nevada foothills. The development (as of March 2016) consists of 726 total properties, of which 579 are developed. Approximately 80% of the single family units are full and part time owner occupied the remainder are long term and vacation rental units.

26 acres of common areas are owned by the Forest Meadows Owners' Association (FMOA), these include two parks, each with a pool, tennis courts, picnic area, play area, and stage. One park has bocce and horseshoe pits, the other has a basketball court. FMOA does not manage any of the residential rental units.

The Forest Meadows community is partially enclosed by fencing, with one security gate for entry and exit of residents, visitors, contractors, and employees. This gate is manned approximately 12 hours a day; residents have cards to open the gate automatically, and there is a phone system so non-residents may enter when the gate is not manned.

This entrance and exit opens onto State Highway 4, the major east-west road in this part of Calaveras County; this highway is also the only means of ingress and egress for a number of other developments east of Forest Meadows. To the west are small units and individual driveways opening onto the highway.

Highway 49, 11 miles West of FM, is the major north-south road in Calaveras County; Avery-Sheep Ranch Road, a narrow, mountainous county road that leads to Mountain Ranch and San Andreas, is the only other significant north-south road in our area.

At present there are two emergency exits on the north edge of Forest Meadows. These are normally kept locked but can be opened in case of emergency from the FM side. There are approximately 5.5 miles of paved roads within the community, privately owned and maintained by FMOA.

Utilities for FMOA and FM residents are provided by several different agencies. Electricity is supplied by Pacific Gas and Electric; land-line telephone service by AT&T. Cable television is provided by Comcast, which also provides internet and wireless phone service; some residents use DishTV for their television reception. Verizon and AT&T both provide mobile phone service in the FM area, but reception within FM is almost uniformly poor.

Water is provided by Calaveras County Water District (CCWD); propane is provided by several different local vendors (Ebbetts Pass Gas, JW West, etc.); residents can contract with Cal-Waste Recovery Services for garbage pickup and recycling, or can take trash and recycling material to transfer stations operated by Calaveras County. Residents have sewer service through CCWD, which maintains a water treatment plant at Forest Meadows.

A staff of approximately 12 to 16 (full-time and part-time) provides services for FM. Security officers (four of the above total) are unarmed and primarily are responsible for control of persons and vehicles entering FM at the main gate. They also provide vehicle patrol within the community and respond to emergencies. Enforcement of provisions of

the California Vehicle Code, and additional vehicle patrols within the community, are provided by outside public safety agencies.

Forest Meadows security personnel are not authorized to provide public safety services such as law enforcement and firefighting. They do provide support services commensurate with training and certification.

In addition, FMOA employs an office staff of four, including a General Manager, and a maintenance staff of four, typically present during a typical Monday to Friday work week (maintenance staff may also be present during weekends). Seasonal part-time pool monitors are also employed in the summer months. With few exceptions, FMOA staff do not reside in FM.

1.2 Most Likely Potential Emergencies

As its name implies, Forest Meadows (FM) land includes numerous trees, primarily pines, cedars, manzanita and oaks. FM is a “FireWise” community, but is bounded on its south and east sides by large stretches of dense forest, some privately owned, some owned by government agencies. The threat of forest fire is exacerbated by FM’s proximity to these forests, and by the presence of canyons on three sides--north, south, and east-- that could act to feed fire towards FM.

While forest fire is the most likely emergency situation FM could and has faced, long-term power loss, likely in combination with severe winter storms, should also be considered. In the past, power has been out for up to four days. Although utilities within FM are underground, major storms could knock out the transmission lines to FM. Trees have fallen on above-ground power lines along highway 4, impacting power into FM. A prolonged power outage, especially in winter, could be catastrophic for some residents, especially if Highway 4 is impassable. There are no stores or sources of supplies immediately adjacent to us. Stores are located in Murphys and Arnold. (See appendices for recommendations for winter preparedness)

1.3 Public Safety Agencies

Fire protection and emergency services are provided to FM by Ebbetts Pass Fire Department, located in Arnold (7 miles east) as well as CalFire, with stations in Arnold and Murphys (4 miles west).

The California Highway Patrol has jurisdiction over the private roads in Forest Meadows, and the Calaveras County Sheriff’s Department is the public agency ultimately responsible for security in Forest Meadows.

1.4 Plan Assumptions

- Emergency incidents can occur outside the boundaries of FM that have significant impact on the safety of residents and their homes.
- Planning for emergency incidents like these should be focused on safety of individuals.
- Public agencies will respond to emergency incidents and assume their responsibilities (which could include notifying FMOA personnel of an evacuation pursuant to this plan) within a reasonable length of time.
- Generally, at the time of any major emergency incident, there will be at least a security officer and three other FMOA employees (including the General Manager) on duty, and these personnel will have primary responsibility for carrying out this plan.

However, should these resources not be available, the plan identifies others in the FM community responsible for doing so.

1.5 Responsibilities in an Evacuation

In the case of a major wildfire threatening Forest Meadows, FM personnel or their back-ups (see section 9) will be notified by the appropriate public safety agencies FM has been placed under evacuation status. At that point, FM residents will be notified of this status as specified in this plan, emergency gates will be unlocked and residents urged to leave as soon as possible.

Once this function is completed, FM personnel may update residents on evacuation status, condition of Forest Meadows, etc.; as information becomes available to FM personnel; it is not expected that FM staff will remain at FM once the evacuation order has been given and broadcast appropriately.

In the event of a mandatory evacuation, in addition to the notification provided in the plan, the Calaveras County Sheriff's Department will ultimately have responsibility for notifying residents to leave and identifying any who have not left. (They may perform this function themselves, or may delegate this task to public safety officers from other jurisdictions, responding under mutual aid agreements).

Responsibility for public safety once an evacuation has been announced will belong to the Calaveras County Sheriff's Department and assisting police forces under mutual aid agreements. Security patrols once an evacuation has been announced will be the responsibility of these agencies.

Firefighting responsibilities both within and near Forest Meadows belong to Cal Fire and Ebbetts Pass Fire Department. The role of FM personnel is to assist in evacuating residents as quickly and calmly as possible, leaving FM free for these agencies to perform their firefighting duties.

1.6 Administration and Responsibility for Plan

This Plan was developed at the Direction of the FMOA Board of Directors, by an Ad Hoc Committee consisting of representatives of public safety agencies and FM residents/ Board Members.

Responsibility for reviewing and updating this plan on an annual basis lies with a Committee of the FMOA Board of Directors, as will be constituted by the Board, with authority to oversee this plan. This committee and its role is further described in Section 10.

The General Manager (GM) is responsible for implementation of this plan, including:

1. training FMOA personnel, including any volunteers as identified in this plan, as detailed in Section 7;
2. obtaining necessary support materials and supplies;
3. coordinating training with public safety agencies as appropriate;
4. ensuring new FM residents receive copies of this plan and relevant supporting materials, including emergency exit maps and a short 'executive summary' of this Plan; and
5. recommending any changes/revisions in the Plan to the appropriate committee of the FMOA Board of Directors.

1.7 Recovery

Once the emergency condition has been resolved, it may be necessary to control reentry into Forest Meadows due to the continued presence of emergency personnel and equipment.

The General Manager or designee is responsible for establishing procedures for the reentry of residents into Forest Meadows, and may establish whatever controls are felt appropriate in the circumstances both to maintain order and preserve the health and safety of persons present or entering into Forest Meadows. It is expected this will be done in coordination with the relevant public safety agencies.

2.0 EMERGENCY ORGANIZATION

2.1 Purpose

To provide an organizational structure and operational procedure for management of emergency incidents occurring within Forest Meadows.

2.2 Policies

Generally, members of the FMOA staff will remain in their normal organizational structure during emergency operations.

2.3 Levels of Emergency

Response levels for FMOA staff and/or Emergency Response Team members and volunteers are dependent upon the magnitude of the emergency incident. These "Levels of Emergency" can be considered as "routine to maximum" involvement of personnel and resources. A probable "Level of Emergency" may be determined from the initial size, or it may grow through various levels as an incident escalates.

2.3.1 Level 1 Routine Emergency Incident

A Level 1 Routine Emergency Incident is an incident which can routinely be expected in a community of similar size. Included in this category are residential or grass fires, violent criminal acts, medical emergencies, and accidents. A Level 1 Emergency Incident may be concluded within 2 hours of the arrival of responders.

Local emergency response agencies (fire, police, and/or ambulance) should be contacted directly via 911 to provide primary response. The local emergency responders will typically provide all scene management, scene security, and traffic control services as appropriate to the type of incident.

2.3.2 Level 2 Extended Emergency Incident

A Level 2 Extended Emergency Incident involves a larger scene and greater response by public safety agencies. The type of incident may be the same as Level 1, but the magnitude of the incident is greater and reflects an increased commitment of resources. A Level 2 incident requires commitment of personnel for an extended period of time, usually from 2 to 8 hours.

The FMOA General Manager will be notified as soon as an opportunity to do so arises. The FMOA General Manager will evaluate whether internal staff resources should be assigned to provide assistance to emergency responders as necessary. The incident may necessitate limited overtime and/or expenditures.

2.3.3 Level 3 Expanded Emergency Incident

A Level 3 Emergency Incident reflects an increase in needs and responsibilities beyond that required by a single emergency scene. Most notable in this level is the probable

need to conduct a limited evacuation of residents. The escalation to this level might also be necessary where there is extensive damage requiring outside resources, such as during severe storms or a threatening wild fire.

The time frames for a Level 3 incident would generally be the same as a Level 2 emergency, in respect to a commitment of personnel and equipment for 2 to 8 hours. A Level 3 incident may result in overtime and/or expenditures.

If the FMOA General Manager is available, s/he will assume direction of management and coordination of FMOA personnel and resources. (See Section 7 for contingency staffing plans). The General Manager will also activate the core members of the Emergency Response Team. The General Manager will also coordinate with public agency information officers and be prepared to respond to media inquiries, unless s/he delegates public information responsibilities to the Communications Liaison.

The duties of FMOA staff would include the actions described for Level 2 incidents. Depending on whether the incident required implementation of evacuation or shelter-in-place protocols, the following additional responsibilities may be required during a

Level 3 incident:

- Activating a limited incident command center at the FMOA Gallery Office.

Calling in off-duty security team members, and/or members of the Emergency Response Team, to provide additional personnel as required for the incident.
- Establishing evacuation teams in sufficient strength in order to perform a limited evacuation as necessary for the incident.
- Informing residents of available information concerning the incident.

2.3.4 Level 4 Major Emergency Incident

A Level 4 Major Emergency Incident is one that may require full commitment of resources and personnel. The most likely types of emergency incidents would result from wild fires, severe earthquakes, prolonged power outage, or a significant hazardous material spill on a local roadway. Although the source of the incident may occur outside the boundaries of the community, it may still pose a significant threat to the safety of the community.

The time frames for a Level 4 incident would extend from greater than 8 hours to several days.

The duties for FMOA personnel during a Level 4 incident would include those described previously for Levels 2 and 3. Depending on whether the incident required implementation of evacuation or shelter-in-place protocols, additional duties during a Level 4 incident may include establishment of a full Command Center at the FMOA Gallery Office, staffed by members of the Emergency Response Team, as per the structure identified in Section 7. Individuals may be assigned to one or more positions contingent upon the magnitude and complexity of the incident.

3.0 TYPES OF EMERGENCY INCIDENTS

3.1 Purpose

To provide basic definitions of emergency orders and notices, identify the agencies involved, describe the primary types of emergencies that are most likely to affect Forest Meadows, and discuss which types of emergency orders may apply to each.

3.1.1 Emergency Orders and the Agencies Involved

Evacuation may be necessary for a number of reasons. Some evacuations may be short (less than 24 hours), while others may be for a longer period. Notification of a pending evacuation may allow a resident anywhere from hours to just several minutes to prepare. Evacuation orders will vary depending on the situation. Each order will identify either one or more specific neighborhood(s), such as FM, or a broader geographic area that may be defined by roads or highways.

Such orders may be issued by a variety of communication methods –

- Calaveras Alert Emergency Notification System, Nixle;
- Local radio alerts (KZSQ 92.7 FM, KQBM 90.7 FM, KVML 1450 AM);
- Emergency Alert system on radio and television; or
- Home-to-home contact by emergency personnel – as the situation permits. (See Appendices for details on how to register for emergency notification alerts.)

Emergency orders are managed through the Incident Command System (ICS). When a major emergency situation – or “critical incident” – is of the magnitude that requires an evacuation or other type of emergency order, Calaveras County will usually activate an Incident Management Team. This team typically uses a unified command structure to coordinate the activities of responding public safety agencies.

Emergency orders are initiated by the Calaveras County Office of Emergency Services (OES), which also forms the Incident Command Center and coordinates emergency response.

The emergency orders are put into effect by the Calaveras County Sheriff’s Office (CCSO), which is also responsible for providing security before, during, and after an emergency. The CCSO is the agency in charge of instructing people to leave the area, although that task may be delegated to other public safety officials, such as the Ebbetts Pass Fire Protection District (EPFD).

EPFD is responsible for structural firefighting, structure protection, and emergency medical services. EPFD is typically the first responder for any fires or emergencies in the area. The California Department of Forestry and Fire Protection (Cal-Fire) is the agency charged with wildland fire fighting and protection. Cal-Fire is responsible for fire dispatching duties in Calaveras County, and they would especially be involved if there were any containment issues.

California Highway Patrol (CHP) is responsible for traffic control during fire emergencies. During evacuations the CHP is responsible for directing evacuees out of the area and ensuring that emergency vehicles can get to the emergency. California Department of Transportation (Caltrans) may also be involved, especially with respect to operation of the traffic light on Highway 4 in Murphys.

4.0 TYPES OF EMERGENCY EVACUATION

4.1 There are three primary types of emergency orders or notices:

1. advisory evacuation;
2. mandatory evacuation; and
3. shelter-in-place.

4.2 Advisory Evacuation

An Advisory Evacuation Notice is issued by public safety officials during an emergency situation when the threat to lives in a defined area is not yet imminent but, due to the potential for rapidly changing conditions to develop into a serious threat, residents are advised to prepare for the issue of a Mandatory Evacuation Order. A Mandatory Evacuation Order could come on very short notice. Therefore, those individuals with special evacuation needs, or who have pets, are particularly encouraged to leave as soon as possible after the Advisory Evacuation Notice is issued.

While residents are advised to leave the area during an Advisory Evacuation, it is important to recognize that Forest Meadows has minimal options for evacuation routes. Those evacuation routes may be used by hundreds of households. If residents wait until a Mandatory Evacuation Order and the only viable evacuation route were to be blocked or slowed due to heavy traffic, fallen trees, fire or heavy smoke, a traffic accident or disabled vehicle, and/or fire operations, the risk of injury and/or loss of life may be significant. For this reason, all Forest Meadows residents are **strongly** encouraged by local public safety agencies to gather their essentials, **treat an Advisory Evacuation Notice as if it were a Mandatory Evacuation Order, and evacuate as soon as possible.**

Forest Meadows residents should plan ahead for such a scenario by:

- Developing a family emergency plan;
- Building an emergency supply kit;
- Making sure that the gas tank is always at least half full, etc.; and
- Taking a complete household inventory. (See Appendices for more information.)

Advisory Evacuation Notices may also be issued when a Mandatory Evacuation Order has been lifted in an area but the conditions in the area remain subject to rapid change and could again become serious.

Access to an area under an Advisory Evacuation is unrestricted, but public safety officers responding under mutual assistance agreements with local agencies, or local public safety officers, will provide security patrols within Forest Meadows in the absence of FMOA security personnel.

4.3 Mandatory Evacuation

A Mandatory Evacuation Order is issued by public safety officials during an emergency situation when conditions exist that seriously imperil or endanger the lives of those in a defined area. The danger is considered imminent. Due to the nature of the emergency, the Mandatory Evacuation Order may be the only warning that people in the affected area receive.

All non-essential persons will be ordered to leave the area immediately via the advised evacuation routes. Choosing to stay could result in loss of life and may also impede the work of emergency personnel. (See Section 6 – Evacuation Plan.)

Generally, residents will not be forcibly removed from their own property; however, those found to be on the property of another, or on a public roadway, may be subject to arrest or removal from the area.

Once out of the area, people (including residents) will not be permitted to return until conditions permit. Any non-essential persons found by officials traveling through or loitering in the area, will be escorted out and not permitted to re-enter the area. Those found to be interfering with the disaster response will be subject to arrest.

4.4 Shelter-in-Place

A Shelter-in-Place Order advises residents to stay secure in their current location until the order is lifted. Shelter-in-Place Orders may be issued by public safety officials during emergency situations when evacuation would cause higher potential for loss of life.

This type of emergency order is typically used during severe snow storms, major earthquakes, or a serious chemical spill.

4.5 Traffic Closures

Depending on the type of emergency order or notice in effect, traffic in affected areas may be restricted to one of several different levels of access. The emergency orders may or may not refer to these levels explicitly, but the definitions of the levels – and their implications – should be clearly understood. They are defined as follows:

- Level 1: Open to emergency responders, critical responders (e.g. public works, PG&E, animal rescue), and residents only.
- Level 2: Closed to all traffic except emergency responders and critical resources.
- Level 3: Closed to all traffic except emergency responders.
- Level 4: Closed to all traffic due to potential hazard to life.

4.6 All Clear to Return

An All-Clear-to-Return Notice will be issued when the danger that caused an Advisory or Mandatory Evacuation to be issued has completely passed.

An All-Clear Notice is given through the same channels that the evacuations were given.

Prior to issuing an All-Clear Notice, public safety officials may issue an Advisory Evacuation Notice after they have lifted a Mandatory Evacuation Order. This would occur when conditions in the area remain subject to rapid change and could again become serious.

If fire or flooding has occurred in an area, there may be hazardous materials and other dangers present. In such situations public safety officials may only allow residents to return to their property if accompanied by emergency personnel.

Residents are advised to follow official instructions on the proper ways to clean and dispose of materials and debris.

5.0 TYPES OF EMERGENCY INCIDENTS

This section will focus on the types of major emergencies that are most likely to affect Forest Meadows. Major emergencies, for the purposes of this Plan, are defined as critical events that may involve a magnitude of response that includes issuance of emergency orders or notifications.

5.1 Fires

In a risk analysis performed by the State Office of Emergency Services and the Federal Emergency Management Agency, wildland fire was determined to be the most significant risk potential facing the greater Ebbetts Pass Area. According to Cal Fire, Forest Meadows is located in area where potential fuel loads are high to very high.

Many factors affect the probability of a wildfire including the area's topography, fuel load and present weather conditions. High fuel loads, wildland properties where the use of fire abatement practices are not employed, control burns, illegal fireworks, and the risk of a structure fire spreading to nearby trees or brush all compound the danger of wildfires in the Forest Meadows area. During the fire season from May to October the stakes become even higher, when a simple spark can ignite a vast and uncontrollable wildfire. The risk for Forest Meadows is compounded by a limited road system that potentially hinders evacuation.

Although Forest Meadows enforces fire abatement practices to help mitigate risks, those practices are primarily useful for preventing the spread of structural fires. While structure fires pose a risk to Forest Meadows, they are minimal in comparison to the peril posed by wildfires. Structure fires have a greater chance of being contained by fire personnel than wildfires, which – depending on drought, wind and overall weather conditions – can rapidly escape containment. Prescribed fires and control burns further complicate matters. Prescribed burns can get out of hand when even the best precautions are taken.

In the event that a fire is identified – either within Forest Meadows or in the surrounding area – 911 should be contacted immediately. The sooner the call is initiated with fire agencies, the sooner they can be dispatched to respond, thereby increasing the probability of containing it.

5.2 Weather and/or Power Outages

Although Forest Meadows is generally free from heavy snow, unusual weather conditions could result in significant snow, strong winds or rain. Prolonged and extreme heat may impact the regional power grid, as may broader threats such as cyber-terror. In such conditions, it is possible that electrical power and telephone service could be interrupted for considerable periods of time. Roads may be impassable due to downed trees, flooding, washouts, ice or snow.

Generally, responsibility will fall on FMOA Security and Maintenance personnel to respond to weather-related problems. During severe weather conditions, FMOA Security and Maintenance personnel will maintain a patrol of Forest Meadows roadways and be alert for developing problems unless their safety could be compromised. Traffic control will be initiated and barricades erected to prevent traffic from entering dangerous locations. Snow plowing and sanding of roads may be necessary.

Public safety officials may institute a Shelter-in-Place Order, or may implement road restrictions such as chain control. FMOA staff and residents should refer to standard communication channels to seek instructions on the appropriate course of action.

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5.3 Hazardous Materials Incidents

Emergencies resulting from hazardous material incidents are becoming more frequent in our technological society. The threat from hazardous materials can come from products used within the community (e.g. a propane truck accident on a road within Forest Meadows) or could result from incidents occurring in close proximity to the community (e.g. a tanker accident on Highway 4). A propane leak is the most likely risk. Any such incidents should be reported, with all available details to the Calaveras County Sheriff's Office via 911.

See Appendices for a list of important hazardous materials agencies and their corresponding contact information.

Public safety officials may issue either a Shelter-in-Place Order or an Evacuation Order. FMOA staff and residents should refer to standard communication channels to seek instructions on the appropriate course of action.

5.4 Earthquakes

The general location of Forest Meadows is not considered to be an earthquake-prone area, but a major catastrophic earthquake elsewhere (for example, near Mammoth Mountain in the Eastern Sierra, or in the East Bay) would cause damage over a wide area, potentially including Forest Meadows.

After the cessation of a major earthquake, FMOA staff and/or the Emergency Response Team may take the following actions:

1. Assess the FMOA Offices for damage and loss of utilities.
2. Following that assessment, proceed to evaluate the community for signs of possible damage, including fallen trees, dislodged rocks, toppled propane tanks, and water tank ruptures.
3. Proceed to survey Hilltop Park, including the clubhouse for damage, including the clubhouse water heater and damage to the swimming pool; and survey meadow Park, noting any electrical damage and potential damage to the pool there.

If the earthquake is severe, public safety officials may institute a Shelter-in-Place Advisory and/or a Dusk-to-Dawn Curfew until they have ascertained that it is safe to travel and the public's safety is assured. Even if such orders are not in place, people should be attuned to the possibility of serious hazards (road damage, fallen trees and/or power lines, water main breaks, landslides, damaged bridges, etc.) if traveling within the region in the aftermath of a major quake.

5.5 Bomb Threats

In recent years there has been an increase in bomb threats all over the United States. Usually a bomb threat is only a threat and few actual bombs are found. However, the potential for loss of life and damage is an ongoing possibility that cannot be overlooked.

Public safety officials may issue either a Shelter-in-Place Order or an Evacuation Order if the threat is determined to be real. They will coordinate the notification of all residents and staff if necessary.

5.6 Biological Agent Threats and Incidents

Over the past several decades, numerous facilities in communities around the country have received anthrax threat letters. Most were empty envelopes, but some have contained powdery substances. In the event of a suspicious-looking letter, call 911.

6.0 EVACUATION PLAN

6.1 Purpose

To provide a plan for the orderly, efficient and safe evacuation of people from areas within the Forest Meadows community when threatened by emergency incidents that are potentially life threatening.

6.2 Mission

To cooperate with law enforcement and fire service agencies in evaluating the magnitude of the threat and management of evacuation efforts, as authorized by law.

6.3 Policy

The Forest Meadows Security personnel shall cooperate to the fullest extent possible with law enforcement and fire service agencies in the evacuation of persons from within the endangered area(s).

Forest Meadows Security personnel should take immediate action to initiate a limited evacuation in the event that a potentially life threatening situation exists and law enforcement and/or fire services agencies are not yet on the scene.

FMOA staff and residents should pay close attention to standard communication channels to determine the appropriate course of action. Because of the limited options for evacuation provided by area roads, residents should give careful consideration to all Emergency Orders and Notices that affect not only Forest Meadows but also neighboring communities. As noted earlier, the local evacuation route – Highway 4 – may be used by thousands of households during a major wildfire incident. If residents wait until a Mandatory Evacuation Order for Forest Meadows is issued, and the highway is blocked or slowed due to heavy traffic, fallen trees, fire or heavy smoke, a traffic accident or disabled vehicle, and/or fire operations, the risk of injury and/or loss of life may be significant. For this reason, all Forest Meadows residents are strongly encouraged by local public safety agencies to gather their essentials, treat an Advisory Evacuation Notice as if it were a Mandatory Evacuation Order, and evacuate as soon as possible.

Forest Meadows residents should plan ahead for the potential of a short-notice evacuation by developing a family emergency plan, building an emergency supply kit, making sure that the gas tank is always at least half full, etc. (See Appendices for more information.)

6.4 Authority and Policies

The authority for management of a disaster area, the closure of the threatened area, and exclusion of persons from entering or remaining in such area is contained in California Penal Code § 409.5.

Specified Peace Officers and County Health Officers are authorized to take appropriate action when the public health and safety are menaced. This section applies to any unauthorized person who willfully remains within such area after receiving notice to evacuate or leave. The authority to close the area and prohibit, or limit access is clear. Persons violating § 409.5 of the penal code are guilty of a misdemeanor and are subject to arrest.

6.5 Terminology

6.5.1 Emergency Exit Gates

Locked gates located on the Forest Meadows perimeter, when opened during an evacuation to expedite the flow of traffic out of the area.

6.5.2 Evacuation

The orderly removal of persons from an area threatened by an emergency incident, or

whose presence in the closed area could compromise the ability of emergency response personnel to operate effectively.

6.5.3 Types of Emergency Orders or Notices

- **Shelter-in-Place:** Persons may remain at their location.
- **Advisory Evacuation:** The incident poses a threat to spread into the community. Notify residences to gather their family members, animals, and belongings and depart to the sheltering location.
- **Mandatory Evacuation:** The situation requires immediate evacuation of all non-emergency personnel. Life safety is paramount and prompt action is required to gather family members and leave the area.

6.5.4 Evacuation Area

The geographic area to be closed off and all persons within directed to leave, or be prepared to leave upon further notice. The evacuation area could be limited in scope involving a small geographic area, or it could be large and include the total area within the confines of Forest Meadows.

6.5.5 Evacuation Message

The instructions given to each person within the evacuation area advising them to leave the area, or to prepare to leave the area upon further notice, the routes of travel that exist and the relocation site where they must report to after evacuating the area.

6.5.6 Evacuation Route

Pre-designated travel routes and directions of travel allocated for persons evacuating the closed area.

6.5.7 Evacuation Unit

A unit of the law enforcement agency responsible for evacuating the closed area.

6.5.8 Evacuation Unit Supervisor

The ranking law enforcement officer responsible for carrying out the Evacuation Unit mission.

6.5.9 Evacuation Teams

Law enforcement officers, Forest Meadows personnel, and volunteers working together to deliver the evacuation message to persons to be evacuated.

6.5.10 Relocation Site

The reception center to which evacuees are directed for the purpose of recording their evacuation and destination. The relocation site may serve as an information center for persons seeking to locate family and friends. Additional assistance such as temporary housing, feeding, and other emergency services may also be available.

6.5. 11 Resister

A person, who after being told to evacuate the area to be closed, or denied entry to the closed area, refuses to obey the lawful order of a Peace Officer.

6.5.12 Traffic Control Points

Critical locations within Forest Meadows requiring fixed post traffic control to expedite the flow of evacuee traffic out of the closed area, and/or to give priority access to authorized emergency vehicles entering the area.

6.6 Responsibilities

6.6.1 Calaveras County Sheriff's Office

The Calaveras County Sheriff's Department has jurisdiction and is responsible for managing the evacuation of persons from Forest Meadows during an emergency incident where the health and safety of the populace is threatened.

Evacuation responsibilities include:

- Establish a command post and directing the evacuation operation;
- Determine the geographic area to be closed to all persons except emergency response personnel;
- Determine the evacuation routes and area of the relocation site;
- Manage available resources and cooperate with allied agencies in efforts to mitigate the emergency expeditiously.

6.6.2 Forest Meadows Security Personnel are responsible for assessing the emergency situation, in cooperation with Calaveras County Sheriff's Department, California Highway Patrol, and Cal Fire, and assisting in evacuation and security efforts within the community.

The Forest Meadows Security personnel may engage in the following:

- Establish a Forest Meadows Operations Center at the direction of the Forest Meadows GM or FMOA Board.
- Determine the geographic area to be evacuated and correlate the geographic area to the pre-determined evacuation sectors.
- Establish work schedules and work assignments necessary to carry out evacuation efforts.
- Arrange for vehicles as needed, such as a small truck for logistical support operated by a committee volunteer.
- Arrange for cones, signs or barricades to be picked up and moved to specific locations, or staged at/near field command post.
- Assign a volunteer to deliver food, water or other supplies to stationary posts.
- Assign Forest Meadows Security personnel volunteers to evacuation teams.
- In coordination with Sheriff's personnel, deliver the evacuation message to Forest Meadows residents.
- Maintain traffic control points to expedite the flow of evacuee traffic within or out of Forest Meadows and to expedite the entry of authorized emergency vehicles into the closed area.
- Assist the Calaveras County Sheriff's Department with security patrol, as necessary, and restrict the entry of unauthorized persons in Forest Meadows, or the designated evacuation area.

6.6.3 California Highway Patrol

The California Highway Patrol is responsible for traffic law enforcement and perimeter control on unincorporated public highways outside the confines of Forest Meadows during the emergency.

CHP may also be given other missions if law enforcement mutual aid is invoked, and may provide emergency medical care.

6.7 Evacuation

6.7.1 Evacuation Teams

Forest Meadows Security & Maintenance personnel, including volunteers, may be as-

signed to evacuation teams. The number of teams and staffing will depend on the magnitude of the emergency, the time frame for clearing the area and available workforce.

Evacuation teams will operate in the area to be evacuated until all persons within the area have been notified to leave. They may also be given other missions by the GM or other Incident Commander. The number of teams and staffing will depend on the magnitude of the emergency, the time frame for clearing the area and the available workforce. Evacuation teams should evacuate persons in a pattern that begins closest to the area of threat and works outwardly toward the edges of the evacuation perimeter.

Personnel assigned to the evacuation teams will be under the functional supervision of the Calaveras County Sheriff's Department. If Calaveras County Sheriff's Department personnel are not available, a Forest Meadows Security personnel or Volunteer may function as team leader. Other Forest Meadows personnel or volunteers may function as assistants.

Evacuation Team personnel and volunteers will wear clothing identifying them as such.

Transportation should be in marked patrol vehicles when available. If private vehicles are to be utilized, authorization must be obtained from the Maintenance and Operations Supervisor, GM or other Incident Commander prior to use.

Evacuation teams will be thoroughly briefed on all operation procedures, including the following:

- The authority and reason for the evacuation;
- The area to be closed and evacuated to all but emergency response personnel;
- The evacuation sector(s) for each team;
- Alerting devices (i.e. the public address system, vehicle horns, sirens) The evacuation message to be given;
- The procedures for dealing with resisters;
- Planning for team to disengage should the area become too dangerous while attempting to evacuate;
- Reporting procedures when the mission has been accomplished, and/or problems encountered;

Evacuation teams should evacuate in a pattern that begins closest to the area of threat and works outward toward the edges of the evacuation perimeter.

Evacuation team members should attempt to systematically make contact at each residence in the assigned sector and instruct residents about the need for evacuation.

The team leader shall be notified of any problems encountered.

The Incident Commander shall be notified as evacuation of each sector is completed or problems encountered.

6.7.2 Evacuation Message

The evacuation message will be given verbally and, when possible, a written document containing essential information will be provided at the front entrance and/or distributed to FM residents by the evacuation team. The messages provided will be direct copies of information provided by County officials. Evacuation messages should be delivered in a firm, direct, manner. Questions should be answered reasonably, but with

the realization that time is of the essence.

The evacuation message should contain the following elements:

- Authority to declare the evacuation;
- Reason for the evacuation order;
- Anticipated duration of the evacuation, if known;
- The designated evacuation route to the relocation site;
- Relocation site, which is extremely important;

6.7.3 Evacuation Routes

Limited Evacuation:

- Evacuation routes will be determined at the time of the emergency.
- Selection will depend on the magnitude of the emergency incident, and the geographic area necessary for closure.
- Traffic and crowd control will be provided, as necessary.

Total Evacuation:

Evacuation routes for total evacuation of Forest Meadows have been pre-designated to efficiently and safely move large numbers of evacuees out of the community.

The decision concerning the routes to use, direction of travel and consideration of other options remains with Calaveras County Sheriff's Department, in consultation with California Highway Patrol, Cal Fire, and Forest Meadows Security personnel.

Primary evacuation routes within Forest Meadows are

1. Forest Meadows Drive to the Front Gate
2. Buckthorn Drive to Heather Drive.

A secondary evacuation route within Forest Meadows is

3. Oakwood Drive to Oak Canyon Road and Pennsylvania Gulch Road.

Emergency exits that may be used during evacuation of Forest Meadows are the Front Gate and Heather Drive.

Other emergency exit considerations: The Oakwood/Oak Canyon/Pennsylvania Gulch Road exit is poorly lit, signposted and maintained, and not suitable for large vehicles, elderly drivers, or anyone uncomfortable navigating a complicated, narrow route with tight turns.

Access gates for emergency vehicles: Both the Front Gate and Heather Drive access gates may be opened for emergency vehicles

The magnitude of the emergency and the direction of the threat will be determining factors in the selection of specific evacuation routes.

Traffic control points will be established at critical locations to control ingress and facilitate egress.

6.7.4 Traffic Control

The Forest Meadows General Manager/Incident Commander will confer with Calaveras County Sheriff's Department Incident Leader and California Highway Patrol to determine specific evacuation routes, direction of travel, and traffic control points.

The following locations have been identified as potential fixed post traffic control points within Forest Meadows during a major emergency:

1. The Four Corners (Lupine, Buckthorn, Forest Meadows Drive) and,
2. The Sandalwood and Buckthorn intersection.

Other locations may be designated as fixed post traffic control points, depending on the magnitude and nature of the emergency and changing tactical considerations.

Traffic control points within Forest Meadows will be staffed by security and/or volunteers.

6.7.5 Public Warning

Vehicle P/A systems are used to advise residents for emergency information.

When Forest Meadows GM, Maintenance & Operations Supervisor, or authorized designee, are provided with information regarding potential life threatening nature of the emergency and the need for evacuation, they will relay the information to the residents and visitors as soon as reasonably possible. Evacuation information will be coordinated by GM or designee with Calaveras County Sheriff's Department Information Officer.

- Early warning information will be provided as far in advance as possible to avoid panic and provide for a safe evacuation of the populace.
- Vehicle P/A systems are used to advise residents for emergency information.
- Information will be periodically updated.
- The Forest Meadows "emergency status" phone message will be updated to reflect the evacuation status and the need for evacuation.
- A message board will be placed at the front entrance with the evacuation status.
- The evacuation message will contain essential information to be broadcast prior to and during the evacuation. The content will be similar to the message disseminated by evacuation teams.
- Information will be provided to local radio and television stations regarding actual or potential evacuation and updated as necessary once evacuation has been completed.

6.8 Mutual Aid

In the event an emergency incident requires additional resources, which are beyond the capabilities of law enforcement and/or fire services, mutual aid can be requested by affected agencies through the proper channels. FMOA may provide information packets (in the security kiosk) so officers unfamiliar with Forest Meadows can familiarize themselves with the community, the location of emergency equipment, and so forth.

A major emergency incident may severely tax the personnel resources of the Security staff. Therefore, Maintenance staff may provide mutual aid during the emergency.

6.9 Closed Area

The Calaveras County Sheriff's Department will determine the geographic parameters of the area to be closed during the emergency, and take necessary steps to evacuate the populace, with the assistance of Forest Meadows Security personnel, the California Highway Patrol and Cal Fire.

6.10 Transportation

If any person interferes with the emergency operation, then, depending on the circumstances, arrests may be made. Arrests should be made by a uniformed member of the Calaveras County Sheriff's Department. Forest Meadows Owners Association assumes no responsibility for damage to life or property.

6.11 Relocation Site

The primary relocation site for a very limited evacuation may be the Forest Meadows Gallery office building. The facility will remain closed while in use as a relocation site.

A Forest Meadows staff member will be designated to sign evacuees into the site and maintain a record of secondary locations where the evacuee may be contacted.

The Office of Emergency Services, or the Calaveras County Sheriff's Department, would be responsible for determining relocation sites necessary for a total evacuation.

6.12 Resident/Visitor Entry to the Closed Area

Once a mandatory evacuation notice has been received, and residents have departed, entry into the closed area will be strictly controlled to enable emergency personnel to perform their duties without interference. Restriction into these areas will also minimize the threat of injury or death.

All requests for entry by visitors and residents will be handled by the Calaveras County Sheriff's Department Information Center.

- The Information center will be located remote from the closed area, to expedite the ingress and egress of emergency vehicles and personnel and reduce conflicts with Security personnel maintaining perimeter control.
- The Calaveras County Sheriff's Department may issue limited access passes if the need can be justified by the requester. Entry into the closed area that may inhibit the efforts of emergency response personnel or jeopardize the life of the person seeking entry will not be granted.

6.13 Opening the Closed Area

After the emergency condition has abated, the ranking officer in charge of emergency operations for the Calaveras County Sheriff's Department may lift closure restrictions and permit residents to return to their homes. Announcements to this effect will be made at the Information Center, the relocation site(s), released to the news media, and the FMOA Emergency Status phone message and FMOA website will be updated accordingly.

The entry of Security personnel will be expedited to allow resumption of normal services. The entry of workers from utility companies assigned to restore essential services will be expedited as well.

Residents of Forest Meadows seeking entry into the closed area will receive top priority at the Main Gate. Visitors, including contractors, will be screened and admitted according to previously established procedures.

Any additional constraints for entry may be temporarily imposed, as necessary, by the Maintenance & Operations Supervisor and/or General Manager to ensure restoration of essential services and a gradual and orderly return to normalcy.

7.0 TRAINING

7.1 Purpose

To provide for the ongoing awareness and proficiency of Forest Meadows personnel in effectively mitigating emergency incidents in accordance with this emergency plan.

7.2 Policy

All regular and volunteer members of Security staff shall be familiar with the Forest Meadows Emergency Plan.

Maintenance & Operations Supervisor will verify all agency and personnel telephone numbers and review the Emergency Plan annually, prior to May 15, and present recommended changes to GM for approval.

Maintenance and Operations Supervisor will arrange for annual testing for the plan or portions thereof as stated in this section. He/she shall report the test results and recommendations to GM.

7.3 Training

All members of Forest Meadows Security staff, maintenance staff, and volunteers will receive initial training on the emergency plan through self-study, testing and discussions.

- The GM, Maintenance and Operations Supervisor, or his/her designated representatives, will provide the management training on implementation of the plan.
- New Forest Meadows Security staff employed after the date of implementation training will complete reading the plan within the first month of employment.
- Other Forest Meadows employees and volunteers will receive training at a level to be established by the GM.
- Training shall be documented for both employees and volunteers.

7.4 Annual Refresher Training

All regular and volunteer members of Forest Meadows Security staff & maintenance staff will review the Emergency Plan annually.

7.5 Training Records

Forest Meadows will maintain a record of initial and refresher training to be kept in the employee's file for regular full time members of the department.

A central file may be maintained for records of initial and refresher training for volunteer members.

7.6 Emergency Incident Critique

Each time there is a significant emergency incident occurring in Forest Meadows, the FMOA Board shall complete a critique of the performance and response of all Forest Meadows departments and any volunteers involved.

- Members of public agencies involved in an emergency incident should also be invited to participate in a separate critique.
- Members of involved committees may attend as an advisory body for the purpose of determining necessary changes to the Forest Meadows Emergency Plan.
- If the critique of an emergency incident discloses inadequacies in or a need for additions to the Emergency Plan, the Board shall present the critique to the EP Committee so the Plan can be appropriately assessed and updated.
- If the critique reveals a need for improved training, the GM shall take necessary action to improve the understanding and training of personnel.
- If the critique discloses the need for additional coordination with emergency response

agencies, the GM shall meet with the appropriate public safety agency to discuss the future requirements of Forest Meadows. The GM shall cooperate to enhance future joint emergency operations planning.

8.0 FMOA RESIDENTS' ASSISTANCE

8.1 Purpose

To provide assistance to Forest Meadows residents in effectively handling emergency incidents in accordance with this plan.

8.2 Maintenance Department

The Maintenance Department employs a staff of CPR and first aid trained personnel that can respond to emergency incidents. The Forest Meadows Maintenance Department works in conjunction with the Forest Meadows Security personnel in emergency situations.

The Department responds to situations with a command-and-direct communication structure, utilizing coordinated delegation of assignments that are designed to meet the requirements of an emergency incident. Communications are facilitated by a fully digital radio system, a landline telephone system, cellular telephones, and personal contact.

The Maintenance Department has a central office located at the Forest Meadows Maintenance Yard with staff on-site in emergency situations.

The manager and supervisors will typically be stationed in the field directing personnel in emergency situations.

The Maintenance Department staff is trained and prepared to respond to many emergency situations that can include, but are not limited to the following:

- Heavy rainfall
- Snow storms
- Ice storms
- Road icing
- Flooding
- Landslides
- Mudslides
- Washed out roads
- Fallen trees and limbs
- Water line breaks
- Downed electrical power lines
- Gas line leaks
- Sewage leaks and spills
- Fires
- Hazardous materials spills, leaks, storage, and handling
- Traffic control
- Communication of emergency situations

The emergency incident will be responded to with properly prepared staff and equipment. Maintenance staff should be trained and experienced with handling many types of equipment and emergency response implements. Staff members are comprised of trained and experienced equipment operators, shop mechanics, and laborers. A complete list of all available assets and equipment housed at the Maintenance yard can be found in Appendix F of this emergency plan.

8.3 Neighbors assisting neighbors

FMOA residents are encouraged to assist each other. Neighbors may and should assist neighbors when possible and practical. Notifying two neighbors of your evacuation plans is a good practice and is encouraged.

8.4 Policy

The FMOA Office may maintain a list of individuals in the community who have self-identified as 'at-risk' in an emergency situation due to mobility problems, health issues, etc., if information is provided. A "Helping Hands" group of volunteers will be formed to assist these individuals, if desired, in case of non-life threatening emergencies.

8.5 Activation of "Helping Hands" during a prolonged power outage

A member of the community will serve as the Helping Hands Coordinator. Potential forms of assistance to at-risk residents could include checking on at-risk residents in the event of prolonged power outages and/or assisting with personal needs such as shopping, transportation to a "warming location" such as the Gallery, etc. However, availability of any assistance is not guaranteed.

The GM/Incident Commander will make the decision to activate this group if necessary by contacting the Helping Hands Coordinator or their backup, and will be responsible for establishing the parameters for the group's activities in the specific emergency.

9.0 EMERGENCIES WHEN FM STAFF IS NOT PRESENT

9.1 Purpose

To provide for the smooth functioning of this plan in cases where the General Manager and/or other FM staff are not present when an emergency situation occurs.

9.2 Policy

All community volunteers willing and designated to serve as backup to FM staff in an evacuation per section 4 of this Plan must be fully trained in all aspects of the evacuation plan, be fully familiar with the location and operation of all equipment and supplies necessary, and must sign an agreement indemnifying FMOA for anything related to their volunteer activity pursuant to this plan. The GM is responsible for maintaining records of volunteer training and indemnification agreements.

9.3 Activation of the Committee and other volunteers

Normally, notification of emergency status/evacuation status will be communicated to the GM by the relevant public safety agency. However, if the emergency occurs "after hours" or on the weekend, the GM and staff may not be present. The Acting EP Manager will become the Incident Team Commander in such a case, any FMOA personnel who are present can perform their duties as detailed in Section 6, and members of the Emergency Plan Committee (Committee) and/or FM community volunteers will fill other roles in the emergency as needed.

9.3.1 Designation of Acting EP Manager

The members of the Committee responsible for this Plan (see Section 10) will develop a schedule of Acting EP Managers. If the GM and the Maintenance and Operations Manager are not available, the Acting EP Manager will receive notification of the emer-

gency by the relevant public safety authority, and may be responsible for performing the actions of the GM for the purposes of this Plan.

All potential Acting EP Managers are required to sign up for communications alerts via Nixle and Calaveras Alert Emergency Notification program, as detailed in Appendix C of this Plan. In addition, the Acting EP Manager will receive a walkie-talkie and dedicated cellphone so they may be easily contacted in case of emergency by the relevant public safety agencies.

9.3.2 Activation of the EP Committee and other volunteers

Many residents of Forest Meadows reside here part-time, work outside the community, or travel frequently; thus, it can be anticipated that when an emergency breaks out, not all Committee members will be at FM. Accordingly, the Committee will be responsible for putting together a group of volunteers, at least as large in number as the Committee itself, to act as “backups” in case of emergency.

All Committee members willing to serve as Acting EP Managers will have a list of this group and their contact information, as well as contact information for all other committee members. In case of an emergency where the Acting EP manager needs to mobilize a group of volunteers to perform functions identified in this Plan, the Acting EP Manager is responsible for identifying the number of committee members and volunteers needed and contacting those individuals to perform these functions.

The Acting EP Manager has discretion over which individuals to call on before others, but will only make use of committee members or volunteers as limited by section 9.2.

As an example: a full evacuation of Forest Meadows on a busy weekend day might reasonably require one person be present at the front gate, a second in the office to send out electronic communications and update the dedicated emergency status phone line, a third to drive around FM in a security vehicle with a bullhorn and flashing lights, and a fourth person to drive to and open emergency exit gates. Additional personnel might be required to direct traffic at the Four Corners and Buckthorn/Sandalwood intersections and/or direct people away from blocked emergency exits.

It is strongly recommended that the number of total volunteers (including Committee members) should be at least twice the number of people needed. If the above scenario represents the maximum need of personnel (six), then there should be a pool of at least a dozen individuals who can perform any of these functions.

In the case of evacuation (either voluntary or mandatory), once the volunteers have completed necessary tasks as per section 6 of this Plan, their role is completed for purposes of the Plan and they are urged to evacuate FM promptly.

10.0. ADMINISTRATION OF THE PLAN

10.1 Committee Membership

This Emergency Plan will initially be administered at the discretion of the FMOA Board of Directors. “Committee” below refers to both this initial EP committee, and any subsequent committee future Boards may form to administer this Plan.

The Committee membership shall include:

1. up to three FMOA Board Members

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2. the General Manager, or such staff as the GM may designate
3. other members of the FM community with relevant expertise and interest

The Committee will have responsibility only for the EP, as explained below.

10.2 Committee Responsibilities

10.2.1 Annual Review

This Plan, ancillary Plan documents, evacuation maps, and records of key emergency contacts will be reviewed and updated on an annual basis by the Committee, and a written record of this review will be maintained (see Appendix A).

Changes of a minor nature may be proposed by the Committee and reported out to the FMOA Board for review and approval. More major changes of procedures or operational response will require review with public safety agencies prior to being presented to the FMOA Board for approval.

Annual changes related to membership of the committee, lists of volunteers, etc. do not require approval.

10.1.2 Training and Refresher Training

The GM shall develop, and the Committee shall review, an initial implementation training program for staff, committee members, Board members and other relevant volunteers identified in Sections 8 and 9; this training will include self-study, testing and discussions, and shall be based on procedures developed from this Plan.

New FMOA employees hired after the date of this training will be given a copy of the Plan and applicable procedures during their first month of employment and will receive training at a level to be established by the GM. New volunteers will be given a copy of the Plan and will receive training at a level to be established by the GM.

The GM will maintain a record of initial and refresher training, and documentation of receipt of the Plan and associated procedures, in the employee personnel file for members of the FMOA staff. The GM will also maintain records of initial and refresher training, indemnification, etc. for volunteers in the FMOA Office.

10.1.3 Emergency Exercises

Emergency exercises are conducted to test the understanding of the Emergency Plan and to enhance the proficiency of personnel in implementing the plan under simulated emergency conditions.

These exercises could include “table top” exercises, where participants are given scenarios and are asked to respond with what they would do under the simulated situations, or “field” exercises where participants act out their activities (this would probably occur in cooperation with relevant public safety agencies).

The Committee responsible for the Plan will develop a timetable of such exercises. Given that many community members--including Board members and members of the Committee responsible for the EP--are often away from FM, it is important that “back-ups” gain experience through participating in such activities.

10.1.4 Communication with FM Residents

The GM and Committee shall engage FM residents in an understanding of the Plan and how they should act in an emergency incident, and shall keep residents informed of any significant changes in the Plan or such other information as may be relevant in an emergency situation (for instance, changes in communications capabilities in our area).

The GM will be responsible for ensuring new residents receive the Plan and all supporting documents as part of the new owner handbook and engage residents in a yearly survey to update the database of those requesting assistance in an emergency (see Appendix A). The GM should also include the Plan and supporting documents in information given to renters.

10.1.5 Other Responsibilities

The Committee may also function as an advocacy group, as directed by the FMOA Board, to engage local authorities in such discussions as may benefit Forest Meadows in emergencies and/or the operation of this Emergency Plan. To that end, the Committee should identify an individual who will serve as a liaison with County offices and/or attend relevant emergency planning meetings.

Appendix A

Guidelines for Plan-Related Reviews, Updates, and Drills

1. Emergency Plan

The Emergency Plan shall be reviewed by the EP Committee at least once annually, and recommended updates shall be forwarded promptly to the Board of Directors for review and/or approval. (Annually each fall.)

2. Evacuation Route Maps

The Evacuation Route Maps shall be reviewed by the EP Committee at least once annually, and recommended updates shall be forwarded promptly to the Board of Directors for review and/or approval. (Annually each fall.)

3. Key Emergency Contacts

Key Emergency Contact information (Board of Director and Committee members, Local Government and Emergency Response Agencies, etc.) shall be reviewed by the EP Committee at least once annually, and recommended updates shall be forwarded promptly to the Board of Directors for review and/or approval. (Annually each fall.)

4. Ancillary Emergency Plan Documents

Ancillary Emergency Plan Documents (Resident Emergency Summary, Security Plan, Emergency Responder Packet, etc.) shall be reviewed by the EP Committee at least once annually, and recommended updates shall be forwarded promptly to the Board of Directors for review and/or approval. (Annually each fall.)

5. Certifications of Personnel

The GM shall perform a review at least once annually to ensure that any FMOA Staff, Emergency Planning Committee members, or other personnel and volunteers who may be involved in an emergency response have submitted proof of all required indemnifications and agreements, and shall maintain those records along with any other documents that may be legally required (Annually each fall.)

6. FMOA Emergency Supply Inventories

FMOA Emergency Supply Inventories (emergency food and water rations, first aid supplies, batteries for radios, and other emergency-related supplies) shall be reviewed and replenished as needed by the FMOA GM or designee on a quarterly basis (Quarterly.)

7. Emergency Volunteers

At least once annually the EP Committee shall verify the roster of residents who wish to volunteer to assist during emergencies to ensure that they are still willing and able to participate. The Committee shall engage in recruitment activities as necessary, and shall work cooperatively with the General Manager to ensure that all active volunteers have submitted appropriate proof of legally required certificates, waivers, etc. (Annually each fall.)

8. Emergency Drills

At least once annually the EP Committee shall work with the General Manager and the Board of Directors to plan and implement an emergency drill to ensure that all FMOA staff, EP Committee members, backup volunteers, and other personnel know how to respond during an emergency. The EP Committee shall maintain records of each drill and will document lessons learned so as to ensure continued improvement in emergency response capabilities. (Annually each fall.)

9. Resident Surveys

Once per year the EP Committee shall conduct an emergency planning survey (via the Views and/or other means) to provide residents with an opportunity to opt in (or conversely, if they had previously opted in, to opt out) to the possibility of receiving assistance during emergencies. All information will be confidentially updated and maintained by FMOA staff, except as specifically permitted during an emergency response. (Annually each spring.)

The GM shall ensure that the resident survey is included in each New Resident Orientation Packet, and new residents shall be encouraged by FMOA staff to complete the survey in order to facilitate effective neighborhood emergency planning and response. All information will be confidentially updated and maintained by FMOA staff, except as specifically permitted during an emergency response. (Ongoing.)

11. Distribution of Emergency Response Information to Residents

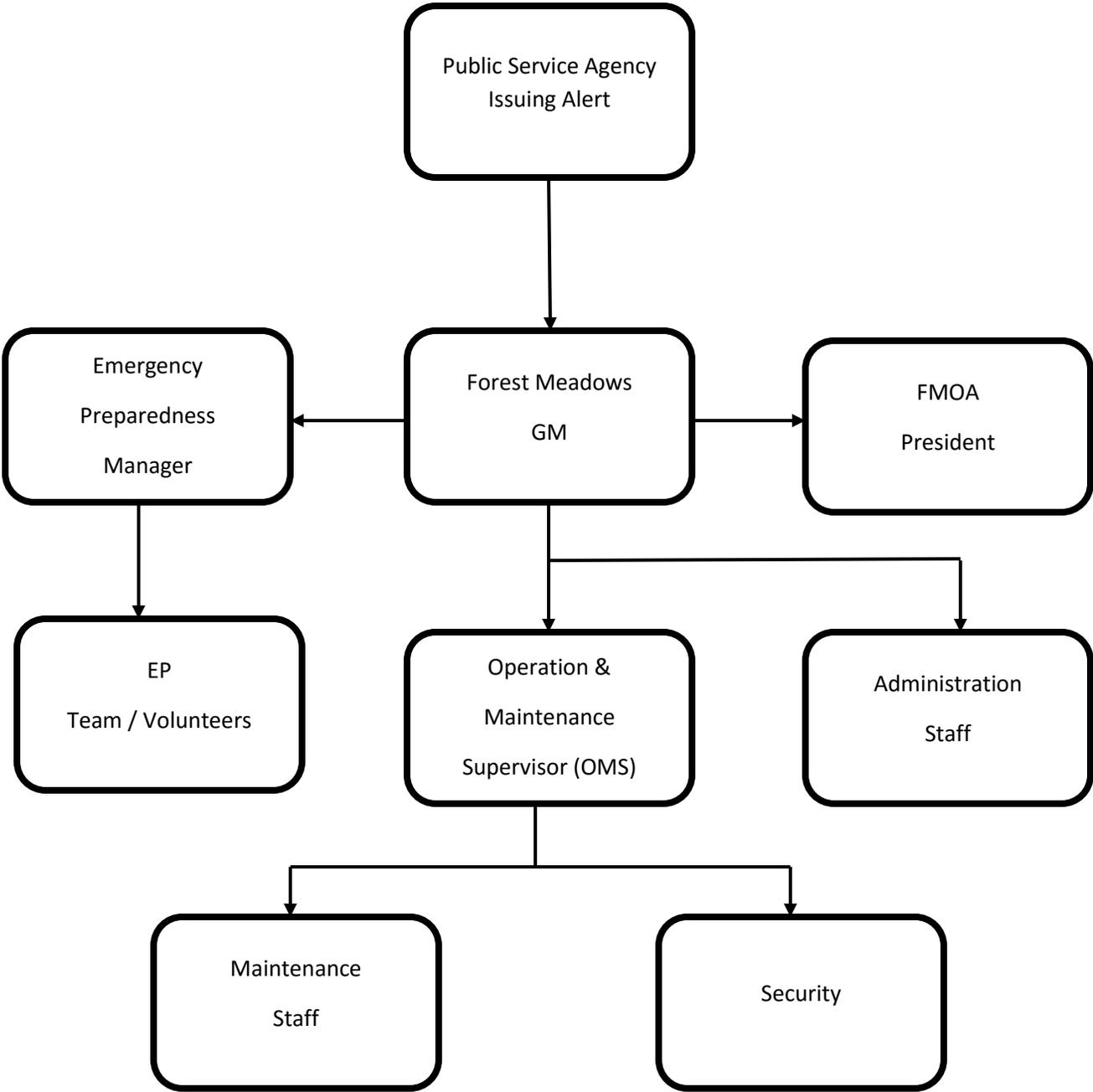
The EP Committee shall coordinate with the GM and the Board of Directors to ensure FM residents have current Emergency Response Information. Whenever there are changes to Emergency Response Summaries, Key Contact Information, Emergency Evacuation Maps, etc., all residents shall receive updated information as soon as possible. (Ongoing.)

The GM shall ensure the most current Emergency Response Information is included in each New Resident Orientation Packet. (Ongoing.)

12. Resident Engagement

The EP Committee shall coordinate with the General Manager and the Board of Directors to engage FM residents in emergency planning activities on a regular basis to ensure that residents have the opportunity to learn about what the FMOA is doing to prepare for emergencies, how all residents can effectively help themselves during emergencies, how residents can get more involved (through Committee membership, volunteering to help during emergencies, etc.), etc. This may include newsletter articles/inserts, website updates, email blasts, staffing an informational table at FMOA picnics and other events, etc. (Ongoing.)

FMOA Evacuation Organizational Chart



The GM and/or Acting EP Manager will make the decision to activate this group by parameters for the group's activities in the specific incident

Appendix C

Emergency Communication Information

1. Nixle and Calaveras Alert Emergency Notification program signup information:

Both of these services, which the County will use to contact residents in cases of emergencies, may be accessed via the web. Nixle is described here:

<https://nixle.com/alert/4774029/> To sign up go to www.nixle.com

Calaveras Alert Emergency Notification program is explained here:

<http://oes.calaverasgov.us/notifications>

Registration instructions are included on this page. You can register your home phone, cell phone(s), receive text messages, emails and notifications on social media using these services. We recommend you sign up for both.

2. Other notification services:

Local radio stations: KVML 1450 AM, KKBN 93.5

Local cable television (Comcast channels 7 and 9)

Announcements on monitored websites: www.motherlode.com, www.pinetree.net, yubanet.com, www.fmowners.com

3. Phone numbers of emergency responders:

Ebbetts Pass Fire District (209) 795-1646

CalFIRE Tuolumne-Calaveras (209) 795-1542

Calaveras County Sheriff's Office (209) 754-6500

Calaveras County Office of Emergency Services (209) 754-2890

4. Call 911 in case of emergency!!

Appendix D

Resident Emergency Preparation and Responsibilities

A. Pre-Fire Planning:

1. Family preparation involves creating a plan--where will you evacuate, how will you meet, how will you communicate.
2. Insure everyone in your family knows where the gas and electric shutoff is and how to use them.
3. Review evacuation routes from your location and designate an emergency meeting location outside the hazard area.
4. Take an inventory of major household items and belongings. Use a video camera or take digital photographs. Store information with important papers.

5. Designate an out-of-area friend or relative as a point of contact, so you can communicate with family members who have relocated.

6. Keep a list of emergency contact numbers near your phone and make sure they are programmed into your cellphone.

7. Prepare an emergency supply kit including: a battery-powered radio, spare batteries, emergency contact numbers, blankets, snacks and ample drinking water.

8. Prepare an evacuation checklist long before a fire threatens, and organize what you plan to take with you:
 - critical medications
 - important personal papers and photographs, including insurance information
 - essential valuables
 - change of toiletries and clothing
 - cell phone and computer (make sure you take power cords as well)
 - critical papers and effects
 - an evacuation route map
 - If you have pets, make sure you have the following:
 - food, water and bowls for each pet.
 - paper towels/plastic bags/spray disinfectant for waste cleanup
 - extra collars/ID tags
 - copies of all medical and vaccination records
 - 2-week supply of medication, plus copy of prescription
 - crate or traveling carrier large enough for the pet to stand up and turn around.
Make sure all crates are labeled with the pet's name, your name, and a phone number where you can be reached.
 - blanket or large towel
 - first aid kit (you can find out how to get one already prepared at <http://cads-team.org/contact-us/>)

B. Getting Set to Go:

Get set to leave before a formal evacuation is ordered. Evacuate as soon as you are packed and let family and neighbors know you are leaving. Stay tuned to your local radio and TV stations and relevant social media for updates. Finally, remain close to your house, stay hydrated and keep an eye on your pets-- keep them inside and be aware of where they are as much as you can. With unfamiliar sounds, smells, and sights that follow a disaster, household pets can easily become confused and get lost. Dogs and cats should wear appropriate identification at all times. Know your cat's and dog's common and favorite hiding places. Once the chaos starts, this is where you will find them.

1. Make sure you know at all times where your car keys are, your glasses, your wallet, your cellphone, etc.--all the things you want on your person when you leave.

2. Inside your home:

- Shut windows and doors,
- Remove flammable window shades and curtains;
- If you have time, move flammable furniture to the center of the room, away from windows and doors.
- Turn off gas, pilot lights, heating and air conditioning units,
- **Leave some lights on so firefighters can see your house** under smoky conditions.

3. Outside the house:

- Gather flammable items from the immediate exterior of the house, and move them away from the home.
- Turn off any sprinklers or water system, leave your exterior lights on. I
- If you have a ladder and shovel, leave them where they are easily visible.

4. Finally, have your car ready to head out the driveway and shut the windows and lock your door.

5. Follow instructions to proper exit route and to designated shelter area to register your evacuation.

Appendix E

SHELTER-IN-PLACE

Whether you are at home, work or elsewhere, there may be situations when it's simply best to stay where you are and avoid any uncertainty outside.

There may be circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as "sealing the room", is a matter of survival.

Use common sense and available information to assess the situation and determine if there is immediate danger. If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to take this kind of action.

The process used to seal the room is considered a temporary protective measure to create a barrier between you and potentially contaminated air outside. It is a type of sheltering in place that requires preplanning.

- Bring your family and pets inside.
- Lock doors, close windows, air vents and fireplace dampers.
- Turn off fan, air conditioning and forced air heating systems.
- Take your emergency supply kit unless you have reason to believe it has been contaminated.
- Go into an interior room with few windows, if possible.
- Seal all windows, doors and air vents with 2-4 mil. thick plastic sheeting and duct tape. Consider measuring and cutting the sheeting in advance to save time.
- Cut the plastic sheeting several inches wider than the openings and label each sheet.
- Duct tape plastic at corners first and then tape down all edges.
- Be prepared to improvise and use what you have on hand to seal gaps so that you create a barrier between yourself and any contamination.
- Local authorities may not immediately be able to provide information on what is happening and what you should do. However, you should watch TV, listen to the radio or check the Internet often for official news and instructions as they become available. You may want to think about getting a land line that will operate without power.

- Items to put in your emergency supply kit:
 - Water, one gallon per day per person plus water for pets,
 - Food items for special dietary needs, foods that are not overly salty and at least a three-day supply of food per person.
 - A well-stocked first aid kit,
 - A battery operated radio with a wind up option. Check batteries each year and replace if necessary.
 - Battery operated lanterns and flashlights are a better option to using candles,
 - A set of clean clothes and toiletry items if this is the emergency kit you have put together to take to an evacuation shelter.
 - A supply of dry firewood, fire starter sticks, kindling and newspaper on hand just to be used for emergencies, for instance if there is no power for a three-day period and you have a wood burning stove or fireplace.

- If a mandatory evacuation should occur here are a few tips:
 - Take your emergency kit of supplies with you if you are planning to go to a shelter.

- You may want to include playing cards, and a game or two.
- Frogtown, in the Fairgrounds in Angels Camp has been used as an emergency shelter used in the past.

If thunderstorm and lightning are occurring in your area, you should:

- Use your battery-operated radio for updates from local officials. KCRA 3 has broadcasted severe weather alerts in the past.
- Avoid contact with corded phones and devices including those plugged into electric for recharging. Cordless and wireless phones not connected to wall outlets are OK to use.
- Avoid contact with electrical equipment or cords. Unplug appliances and other electrical items such as computers and turn off air conditions. Power surges from lightning can cause serious damage.
- Avoid contact with plumbing. Do not wash your hands, do not take a shower, do not wash dishes, and do not do laundry. Plumbing and bathroom fixtures can conduct electricity.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors and do not lean against concrete walls.
- Avoid natural lightning rods such as a tall, isolated tree in an open area.
- Avoid hilltops, open fields, the beach or a boat on the water.
- Take shelter in a sturdy building. Avoid isolated sheds or other small structures in open areas.
- Avoid contact with anything metal-tractors, farm equipment, motorcycles, golf carts, golf clubs, and bicycles.
- If you are driving, try to safely exit the roadway. Stay in the vehicle and turn on the emergency flashers until the heavy rain ends.
- Avoid touching metal or other surfaces that conduct electricity in and outside the vehicle.

Appendix F

FMOA EMERGENCY SUPPLIES

Pool Monitor First Aid / Supply Kits (2) located in the Gallery Field Office

- Nitrile Gloves
- Safety Scissors
- Sterile Pads 3 x 3
- Cotton Balls - large bag
- Waterproof adhesive tape rolls
- Stretch Bandage wrap - self adhering roll - no sterile
- Bandage wrap - self adhering roll no sterile
- Stretch Bandage wrap - sterile
- Bandage wrap - self adhering roll no sterile
- Band-aids - 1 x 3 and assorted - 1 box each
- Oval eyepad - sterile
- Blood stopper trauma dressing
- Triangular bandage (sling)
- Non adherent pads - sterile box
- Antiseptic wipes - benzalkonium chloride
- Single use cold pack
- Emergency Blanket
- Single use clinical thermometer Tempa-DOT
- Single use Filtered Mouth Barrier
- Ambu Res-Cue Mask
- First Aid Guide 5th addition

Maintenance Supplies located in Maintenance Shed

Heavy Vehicles/Construction Equipment

- Kubota Front End Loader, Box Scraper
- 1 Ton 4x4 Dump Truck (2ea)
- Snow Plows (2ea)
- Sander

Specialty Equipment

- Air compressors
- Generators
- Gas cans
- Chain saws
- Limb saws

Personnel able to perform the following tasks:

- General Maintenance
- Shop mechanics
- Equipment operators
- Laborers

APPENDIX G

FMOA Staff Emergency Checklist

The General Manager, or designated employee, will provide status updates of the emergency incident as they become available to the following:

- General Manager
 - Maintenance and Operations Supervisor
 - Board of Directors
 - ER Committee Chair
-
- A supply of gasoline is located next to the maintenance building for emergency use.
 - Begin contacting local ham radio operators.
 - Deploy additional Security personnel.
 - Security Personnel to alert Community.
 - Deploy Maintenance Personnel to open emergency exit gates.
 - Prepare evacuation route flyers to hand out from the Main Gate or information center.
 - Contact people via the Forest Meadows website & eblast notices with periodic updates on the emergency situation.
 - Obtain the portable radios from the Gallery field offices to use as needed.
 - Set up an information center near the Main Gate of Gallery building to prevent people from blocking the exit lane.
 - Have a battery powered radio available at the Main Gate.
 - Collect extra batteries to be available at the Main Gate to be available for emergency use.

Appendix I

List of materials to be provided to public safety agencies assisting Forest Meadows in event of evacuation (for FMOA Board Review, packets will be prepared by committee once contents are approved)

In the event Forest Meadows is placed under advisory evacuation, security patrols within FM will be provided by public safety officers responding under mutual assistance arrangements.

Officers providing such mutual assistance will be provided with packets of the following information, available in the security kiosk:

- (1) A map of Forest Meadows, with emergency exits noted and instructions for using same
- (2) The most recent listing of residents who have identified themselves as needing extra assistance to evacuate (see section 8)
- (3) The Executive Summary of the EP
- (4) List of Emergency Materials in FMOA office/maintenance yard (Appendix F)
- (5) Contact information for FMOA GM, Maintenance and Operations Supervisor, and FMOA Board President