

COLONY SURF CLUB EMERGENCY RESPONSE PLAN

PURPOSE: The purpose of this plan is to help the Colony Surf community focus on critical actions which must be taken during emergency conditions in order to preserve community resources while providing for the health and welfare of community members.

EMERGENCY SUPPLIES: It is highly recommended that Colony Surf residents maintain ample emergency supplies to last for up to one week. See the attached "Emergency Supplies Checklist". Water outages are relatively uncommon, but we recommend each residence have a minimum of three gallons of fresh water in continuous storage. Since so many residents depend on electrical power for refrigeration/cooking of food items, we recommend emergency food supplies which do not require cooking or heating.

REPORTING: If you identify an uncontrolled fire, call 911 (be prepared to give your name, address, or specific location of fire, and the nature of the fire). Then attempt to contact a Board member on location at Colony Surf - if this is not possible, contact the Caretaker.

COMMUNICATIONS: If you hear the Fire Department or someone with a bullhorn at any time, proceed immediately to the Clubhouse for instructions or to render assistance. During an emergency condition, limit telephone land-line communications to an absolute minimum. Do not attempt to call the Clubhouse unless you have critical information or requests (the Colony Surf phone will be required to conduct official business dealing with the emergency). Listen to the commercial radio, if appropriate, or if you have a CB radio, monitor channel 24. If you have a cellular phone and are willing to let the Club use it during an emergency, do call the Clubhouse and offer it. General instructions and information for Colony Surf residents will be communicated using the following methods: Telephones, CB radio (CH 24), and mobile loud speaker systems.

VOLUNTEER ASSISTANCE: *Any fire department personnel* responding to the emergency shall be responsible for directing the response actions. This person is referred to in the following attachments at the Emergency Response Director. In the event of their absence, the members responding shall select one of their own to be in charge. Members responding to the alarm should bring with them whatever resources and tools that they think might be helpful.

SPECIAL CHECKLISTS:

Fire:

- Call 911 (Name/address or location/nature of fire)
- Attempt to extinguish
- Assist injured
- Attempt to contact Board member (on location) or Caretaker
- Evacuate to safe location if not involved in fighting fire and it is out of control
- Assist others to evacuate, if appropriate.
- Conserve water - it may become a critical resource if we experience an electrical power outage.
- Evacuation - If evacuation is necessary, use the main entrance to Colony Surf. If it is blocked, follow instructions of the emergency response director. While waiting, recommend you move upwind. As a last resort, you may have to use a logging trail.

Electrical Power Outage:

- If you do not have an emergency supply of fresh drinking water, immediately stock it.
- Conserve water immediately. Flush toilets only if absolutely necessary. Without electricity, Colony Surf cannot pump water from the well into the holding tanks - the only water Colony Surf will have to fight fires with is what's left in the holding tanks at the time of electrical failure. Do not fill up your bathtub when electrical power to Colony Surf is off. If there is a planned power outage, you may stock extra water while the power is on.
- During cold weather:
 - Be especially careful using wood fireplaces or gas stoves - fire protection may be limited.
 - If the outage is for an extended period, you may want to "winterize" your water system.
 - If you are without heat for an extended period, ask a "warm" neighbor for help.

Water Outage: (see Electrical Power Outage also)

- If you have been informed of a planned water outage, stock up on drinking water and other water reserves well before the outage (do not do so during the outage).
- If the water outage was not planned and you are informed of it, draw only enough water reserves for drinking.
- If there is a water outage, assume the worst condition (pump failure or electrical outage at pump) until you know otherwise. Conserve what water may be left in holding tanks for fire protection (see Electrical Power Outage instructions).

Telephone Outage: In and of itself, this is not an emergency condition.

However, if another emergency such as bad health, injury, fire, etc., occurs, consider the following:

- Use a cellular phone

- Use a CB radio to ask for help (CH9 is the emergency only channel and monitored 24/7/365).
- Ask a neighbor to use one of the above or “run” for help.

Snow Conditions: Colony Surf will use its resources to keep the roads plowed and sanded to the best of its ability. Priorities for keeping the roads plowed are as follows: Colony Surf Drive (entry to top of hill), top of hill to Clubhouse, Colony Surf Drive to Division 6, Lake Surf Drive, Napilikia, and then other roads and cul-de-sacs. Private driveways are the responsibility of individual property owners. (A map showing the snow plow routes and priorities is on display at the Clubhouse during the winter months.)

- Keep a snow shovel on hand
- Shovel snow before it gets too deep (may mean shoveling several times before snow stops falling).

Flooding: Not normally a problem within Colony Surf, but it can happen if it rains hard enough and/or culverts are not kept clean.

- Report a flood condition to the Caretaker
- Keep individual culverts (those to get to your property from the street) clean of debris.
- If you notice a “public” culvert to be plugged, let the Caretaker know of it.
- Take action as appropriate to shut off electrical power to affected areas.

Earthquake: If an earthquake occurs, it is likely to cause major damage to Colony Surf resources, such that there would be combined electrical, water, and/or telephone outages.

- Take cover under solid object such as desk or table
- When safe conditions exist, check for electrical, water, or gas breaks - consider shutting off at master valves if there is the slightest concern.
- Assist others as necessary
- Conserve water until informed system is “OK”.

Windstorm: May cause damage to structures by falling trees/limbs and frequently cause electrical power outages.

- Be extremely cautious of fallen power lines (whether walking or driving).
DO NOT TOUCH POWER LINES EVEN IF YOU THINK THEY ARE DEAD
- Report fallen lines, trees in roadway, trees on power lines, etc., to the Caretaker and/or call 911.
- If a storm causes an electrical power outage, follow additional instructions under that checklist.

Emergency Shelter: The Clubhouse and the Firehouse across from our beach lot are recognized by the American Red Cross as Emergency Shelters in the event of a disaster. Nadine Johnson is the contact person.

Response Center Setup

The purpose of this attachment is to provide the necessary resources for the Emergency Response Director (ERD) to deal with any emergency. The Emergency Response Center (ERC) shall be the Clubhouse. If it is not available, the ERD shall specify a substitute location. The Center shall have the following resources available:

- ❖ Telephone, land & cellular
- ❖ Telephone books (Colony Surf & Qwest for Shelton/Hoodsport)
- ❖ Large, mounted plat map
- ❖ Emergency Response Center sign posted on the door
- ❖ Water system schematic
- ❖ Bullhorn

Attachment 2

Checklist for Residents and Caretaker

The purpose of this attachment is to remind residents and any available persons of what action should be taken in the event of an emergency.

- ❖ Do whatever is necessary to handle a life threatening situation
- ❖ Call 911 to report the emergency and ask for help
- ❖ Call a Board member and the Caretaker
- ❖ Open the Clubhouse and set up the ERC
- ❖ Mason County Fire District, if available, will drive through the community with their fire truck to warn people of an emergency.
- ❖ Ensure that the following equipment is available for use:
 - ❖ Snow plow (in winter)
 - ❖ Truck
 - ❖ Generator
 - ❖ Emergency lighting
 - ❖ Key to water system and DNR gates
- ❖ Respond to instructions from the ERD

Attachment 3

Checklist for Emergency Response Director

The purpose of this attachment is to remind the Emergency Response Director what actions he/she should take after he/she has responded.

- ❖ Make sure that everything on the resident's checklist (Attachment 2) has been done.
- ❖ Determine if evacuation is necessary and issue directions, if necessary.
- ❖ Cordon off dangerous areas to be avoided by residents
- ❖ Check on availability of power. Divisions 1-3 are served by overhead lines, while Division 4-6 are served by underground lines. If electrical power is lost

to the whole community, the following services are impacted:

- ❖ Water pumps at the wells. Water will continue to flow by gravity until the storage tanks are empty.
- ❖ Power at the Clubhouse. The emergency generator should be started and lights deployed.
- ❖ In freezing conditions, consider draining water lines and the pool to prevent freeze damage.
- ❖ Check on availability of telephones. Obtain 1 or 2 cell phones to use.
- ❖ Use the bull horn and a vehicle to instruct residents on actions they should take.
- ❖ Check on road conditions. If the snowplow is needed, call one of the qualified operators whose name is posted in Attachment 4 of this Plan. If the main road is blocked and residents need to evacuate, direct residents to the back road in accordance with Attachment 5.
- ❖ Notify residents by bullhorn when the emergency has been terminated.

Attachment 4
Qualified Snow Plow Operators

Bob Corwin	877-9216
Larry Swihart	877-6961

Attachment 5
Colony Surf Evacuation Route

See map.