

Emergency Preparedness Plan

Edition: 1

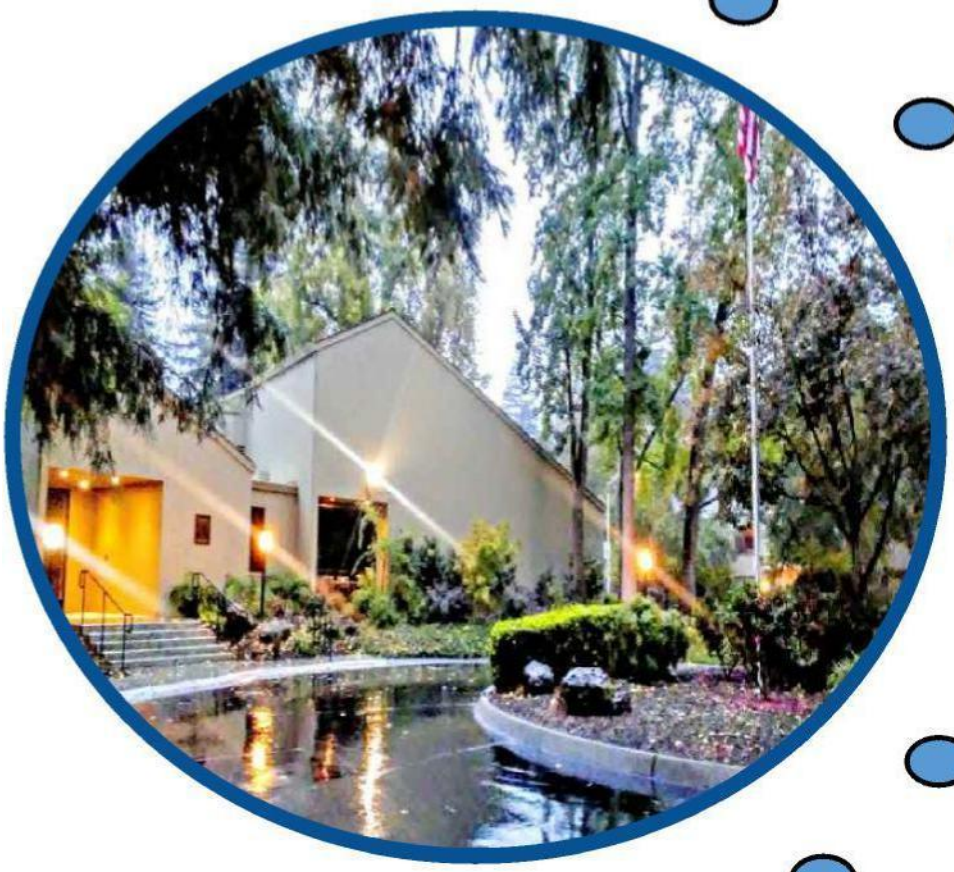
Board Approval: March 3, 2021

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This booklet is not a doorstop or a bookend. It is a living document that we hope you will refer to often. It is common to think that an Emergency Preparedness Plan is something you keep on hand for an emergency, but this is incorrect.

Our hope is that this booklet will be something you keep close at hand and, indeed, become familiar with through and through.

When we think of Emergency Preparedness, we tend to think in big picture terms like a massive fire or flood. In reality, most emergencies are on a smaller scale– the small kitchen fire, the flooded bathroom or the fallen tree branch on the roof.

Emergency preparedness means that when the unforeseen does happen, whether big or small, you've given some forethought to who you will call, where you will go and how you will manage your affairs.

There is a lot of room in this booklet to fill in information that is personal to you. You'll be able to record important contacts and information about accessing help that is specific to you.

Please take some time to become familiar with the material in this guide and if you have any questions, contact the management office at (916) 929–8380. If they are unable to answer your questions, they will forward them to the Insurance, Legal and Safety Committee or the Board of Directors.

Lastly, the Board would like to extend their thanks to the Insurance, Legal and Safety Committee for their hard work in bringing this project to fruition.

The best part of living in a Community Association is, of course, the "community". If you don't know your neighbors, please take some time to get acquainted. So often the first, best help in an emergency is neighbors helping neighbors.

–Nepenthe Board of Directors, 2021

Before an Emergency Occurs.... give these items some thought

DAILY LIVING

- **Personal Care**

Do you regularly need assistance with personal care, such as bathing and grooming? Do you use adaptive equipment to help you get dressed?

- **Water Service**

What will you do if water service is cut off for several days or if you are unable to heat water?

- **Personal Care Equipment**

Do you use a shower chair, tub-transfer bench or other similar equipment?

- **Adaptive Feeding Devices**

Do you use special utensils that help you prepare or eat food independently?

♦ **Electricity-Dependent Equipment**

How will you continue to use equipment that runs on electricity, such as dialysis, electrical lifts, etc.? Do you have a safe back-up power supply and how long will it last?

GETTING AROUND

- **Disaster Debris**

How will you cope with the debris in your home or along your planned exit route following the disaster?

- **Transportation**

Do you need a specially equipped vehicle or accessible transportation?

♦ **Errands**

Do you need help to get groceries, medications and medical supplies? What if your caregiver cannot reach you because roads are blocked or the disaster has affected him/her as well?

EVACUATING

- **Building Evacuation**

Do you need help to leave your home or office? Can you reach and activate an alarm? Will you be able to evacuate independently without relying on auditory cues (such as noise from a machine near the stairs—these cues may be absent if the electricity is off or alarms are sounding)?

♦ **Building Exits**

Are there other exits (stairs, windows or ramps)? Can you read emergency signs in print or Braille? Do emergency alarms have audible and visible features (marking escape routes and exits) that will work even if electrical service is disrupted?

- **Getting Help**

How will you call or summon for the help you will need to leave the building? Do you know the locations of text telephones and phones that have amplification? Will your hearing aids work if they get wet from emergency sprinklers? Have you determined how to communicate with emergency personnel if you don't have an interpreter, your hearing aids aren't working, or if you don't have a word board or other augmentative communication device?

- **Mobility Aids / Ramp Access**

What will you do if you cannot find your mobility aids? What will you do if your ramps are shaken loose or become separated from the building?

- **Service Animals/Pets**

Will you be able to care for your animal (provide food, shelter, veterinary attention, etc.) during and after a disaster? Do you have another caregiver for your animal if you are un able to meet its needs? Do you have the appropriate licenses for your service animal so you will be permitted to keep it with you should you need or choose to use an emergency public shelter?

Emergency Contact List

Nepenthe Association, 1131 Commons Dr., Sacramento, CA 95825 (916) 929-8380

In the event of a serious or life-threatening emergency, call 911 immediately.

Organization/Title	Number
FirstService Residential Customer Care Line	800-428-5588
Non-Emergency Police Line	916-264-5471
Please contact the office for individual insurance information	916-929-8380
SMUD (Electric)	888-456-7683
PG&E (Gas)	800-743-5000
General Information	311

Organization/Title	Number
Primary Care Doctor or Clinic Name:	
Specialty Medial Care Name:	
Hospital Name:	
Emergency Veterinarian Name:	
Regular Veterinarian Name:	
Plumber	

EMERGENCY KIT

E M E R G E N C Y K I T

Keep medicine handy so you can take it with you.

KIT CHECKLIST

Basic Disaster Supplies Kit

To assemble your kit, store items in airtight plastic bags and put your entire disaster supplies kit in one or two easy−to−carry containers such as plastic bins or a duffel bag.

A basic emergency supply kit could include the following recommended items:

=> Water—1 gallon of water per person per day for at least three days, for drinking and sanitation

=> Food—at least a 3 day supply of non perishable food

=> Battery—powered or hand crank radio

=> Weather Radio with tone alert

=> Flashlight

=> First aid kit

=> Extra batteries

=> Whistle to signal for help

=> Dust mask to help filter contaminated air and plastic sheeting and duct tape for temporary shelters

=> Moist towelettes/baby wipes, garbage bags and plastic ties for personal sanitation

=> Wrench or pliers to turn off utilities

=> Manual can opener for food

=> Local maps

=> Cell phone with chargers and a back up battery

Additional Emergency Supplies

Consider adding the following items to your emergency supply kit based on your individual needs:

=> Prescription Medication.

=> Non prescription medications such as pain relievers, anti diarrhea medication, antacids or laxatives.

=> Glasses and contact lenses solution.

=> Infant formula, bottles, diapers, wipes, diaper rash cream.

=> Pet food and extra water for your

pet. => Cash or traveler's checks.

=> Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container.

=> Your telephone contact list printed from the cloud.

=> Sleeping bag or warm blanket for each person.

=> Complete change of clothing appropriate for your climate and sturdy shoes.

=> Household chlorine bleach and medicine dropper to disinfect water.

=> Fire extinguisher.

=> Matches in a waterproof container.

=> Feminine supplies and personal hygiene items.

=> Mess kits, paper cups, plates, paper towels and plastic utensils.

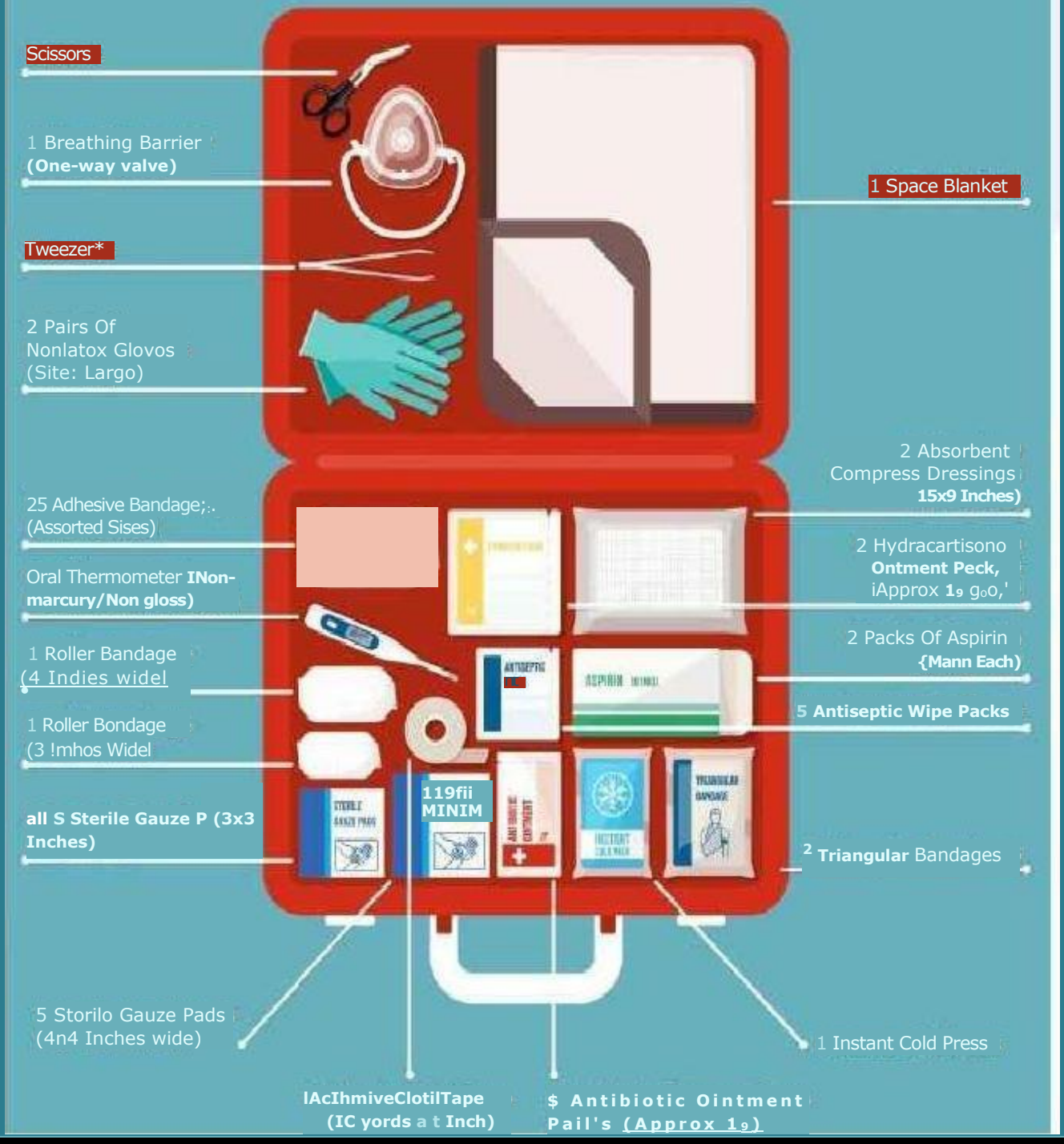
=> Paper and pencil.

=> Books, games, puzzles or other activities for children

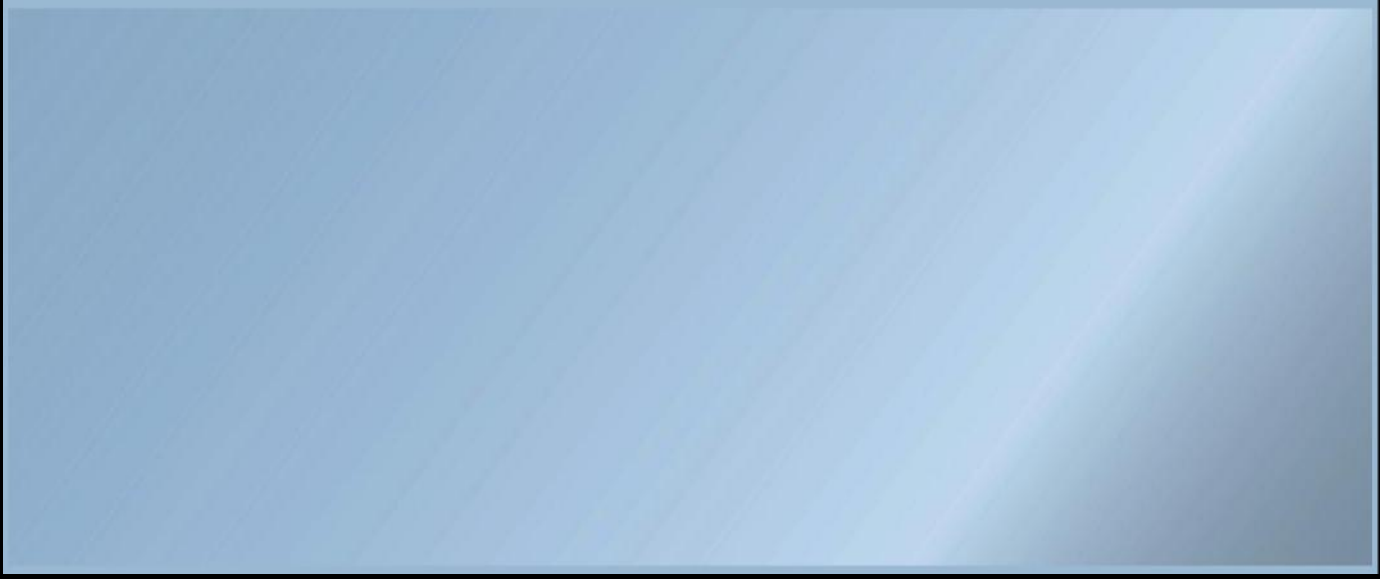
EMERGENCY KIT

RED CROSS

FIRST AID KIT ESSENTIALS

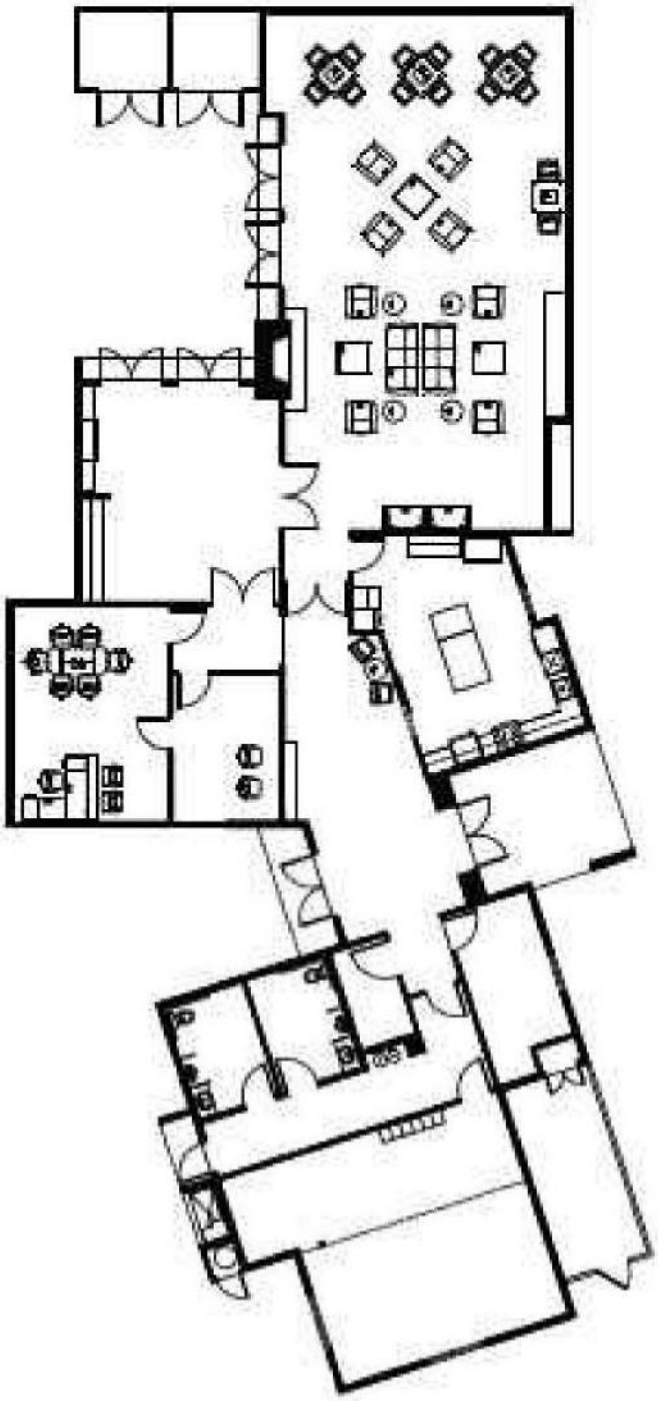


CLUBHOUSE PLAN



Emergency Meet Up

In the event of an evacuation, the Nepenthe Clubhouse may be used as a meeting place if it is safe to meet there based on the nature of the emergency.



Emergency Meet Up

Clubhouse location 1131 Commons Drive

Flood

Flood Preparation

This section details the Sacramento flood and evacuation maps. It is recommended to study and understand the maps in advance of a flood or evacuation.

Below is the website to view these maps.

https://www.cityofsacramento.gov/utilities/flood-preparedness/evacuation-maps

Flood Preparation

KNOW YOUR FLOOD HAZARD

The City of Sacramento is located in the heart of California's Central Valley at the **confluence of the Sacramento and American rivers. The City is traversed by several stream systems and is at risk to both river flooding and localized storm water flooding. In the City of Sacramento, much of the flood damage occurs in the floodplains of the Sacramento River and the American River.**

Nepenthe is located next to the American River and could potentially flood. Nepenthe residents should study the flood maps provided in this plan and understand the risk and how to evacuate and make plans for an evacuation in the event of a flood emergency.

The city, like other urban areas, faces risks to life and property from many natural and man–made hazards, including fire, earthquake, terrorism, toxic spills, wind, drought, wildfire, and flood. Most notably, of all these risks, flooding poses the greatest threat to the residents of Sacramento.

The levee system adjacent to Nepenthe Association is managed by the American River Flood Control District. The information below is provided by them.

What if I see a problem?

If you see a problem during a flood, you should immediately contact the District office at 916–929–4006. (Alternatively, you may also contact the State–Federal Flood Center at 1–800–952–5530). Typical problems you might report are:

- **water "boiling" near the toe of the levee or in your back yard if you live next to the levee;**
- **water seeping or pouring out of the side of the levee;**
- **a portion of landside levee slope has slipped away;**
- **a portion of the levee top has washed out or has settled creating a depression in the top.**

Problems with plugged storm drain inlets, flooded streets or operations at drainage pump stations should not be reported to the District. These problems should be reported either to the City of Sacramento (916–264–5371) or the County of Sacramento (916–875–RAIN)(7246) depending on where you live.

Levee Patrols

When the river or creeks reach a pre–determined level, the District will begin 24–hour levee patrols. The District's trucks, equipped with large spot lights, will be on top of the levee looking for boils, seepage or other signs of levee distress described above. Please respect these vehicles and do not block their access. It is important that you not drive a private vehicle on the levee at anytime, but especially during a flood. If the trucks are delayed, they may not be able to see problems on the levee until it is too late. If the water levels continue to rise, the District has agreements with the City and County to provide additional staff to assist with levee patrols.

Emergency Flood Response

If a levee problem is spotted, the District is prepared to respond with materials and equipment. The District has a stockpile of sandbags and rock to initiate a flood fight. Should the need be greater than the available resources, the District also has agreements with several local contractors who are ready to respond 24 hours a day, seven days a week to an emergency with major equipment, flood fight materials and labor as necessary. It is very important for residents to stay away from a flood fight operation for their own safety.

During a flood fight, the District staff and our contractors will have to access the areas adjacent to the levee. This is why the District highly discourages adjacent property owners from encroaching in the area immediately adjacent to the levee with fences, walks, structures or vegetation. If necessary, the District will remove those encroachments which interfere with the flood fight operations. However, any delays due to these issues could be critical in preventing the levee from degrading.

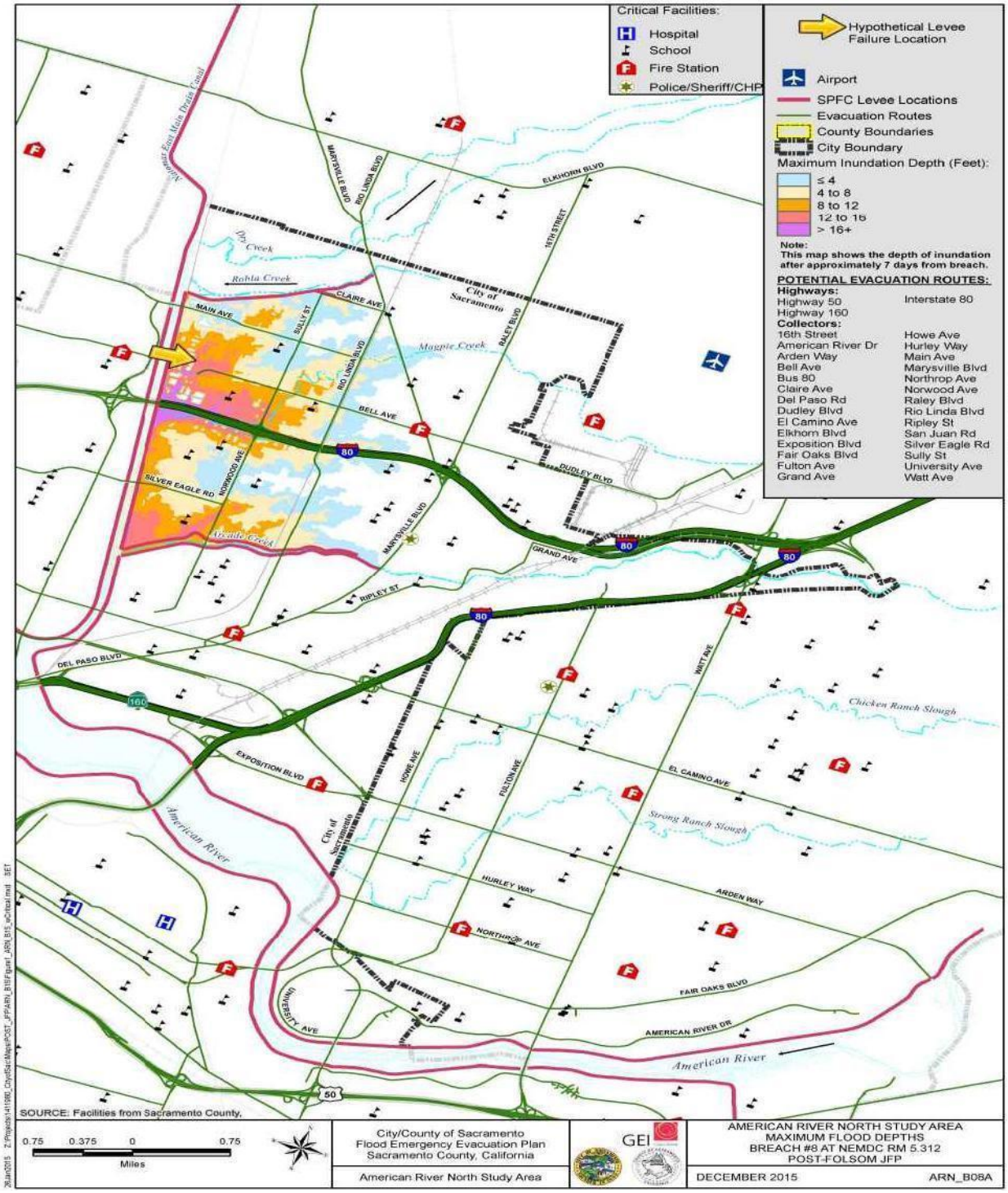
Should the flood emergency escalate beyond the resources available to the District, a chain of events will take place which will lead to the Army Corps of Engineers assuming responsibility for the emergency flood response. This is a seamless transition which will occur quickly to insure all means necessary are deployed to prevent the levee from failing.

Evacuation Notice

Evacuation notices are issued by the local government agency such as the City or County of Sacramento for its residents. You are urged to follow the notices which will be issued on television or radio.

Flood Preparation

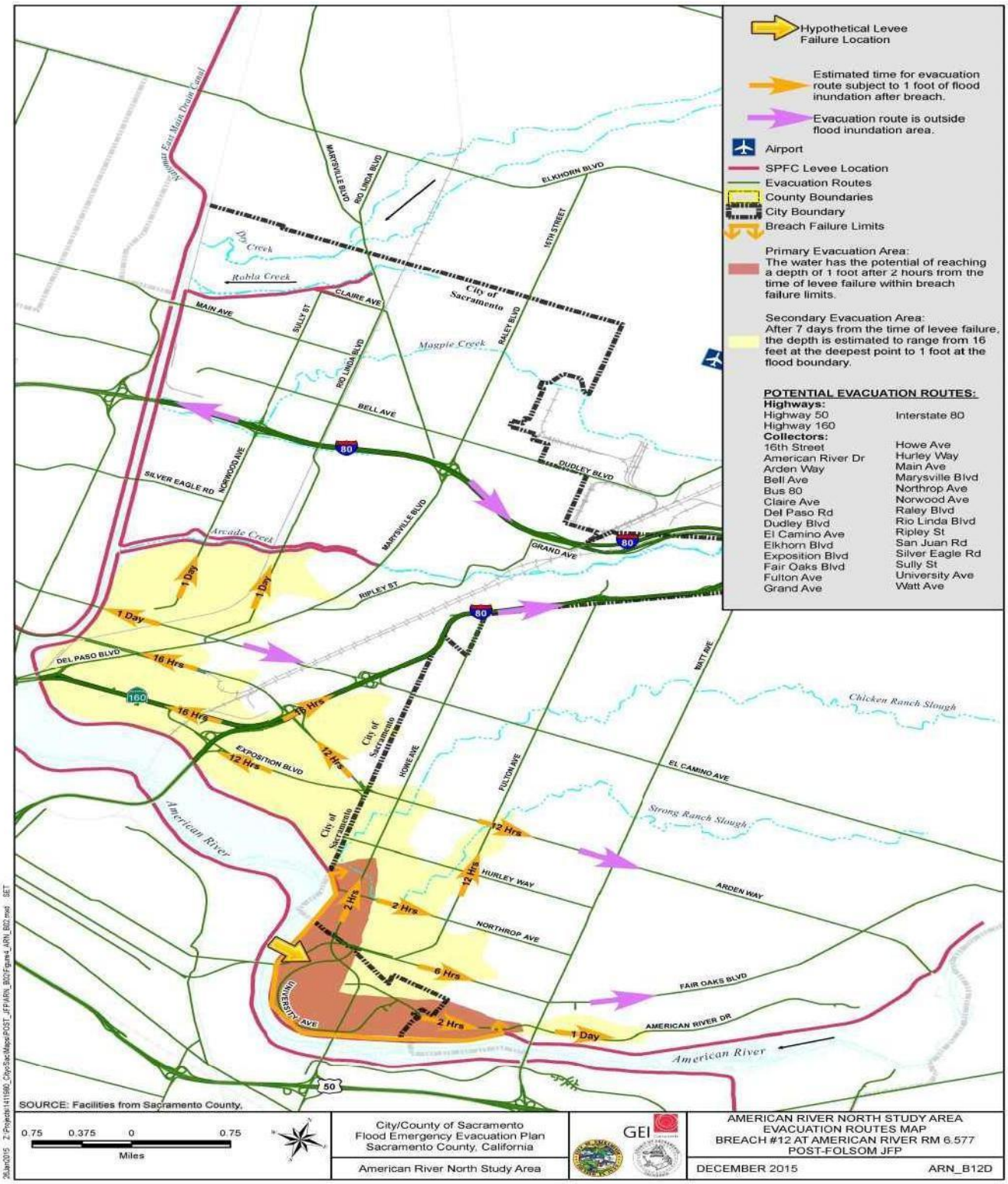
City of Sacramento flood and evacuation maps.



MAXIMUM FLOOD DEPTH MAP

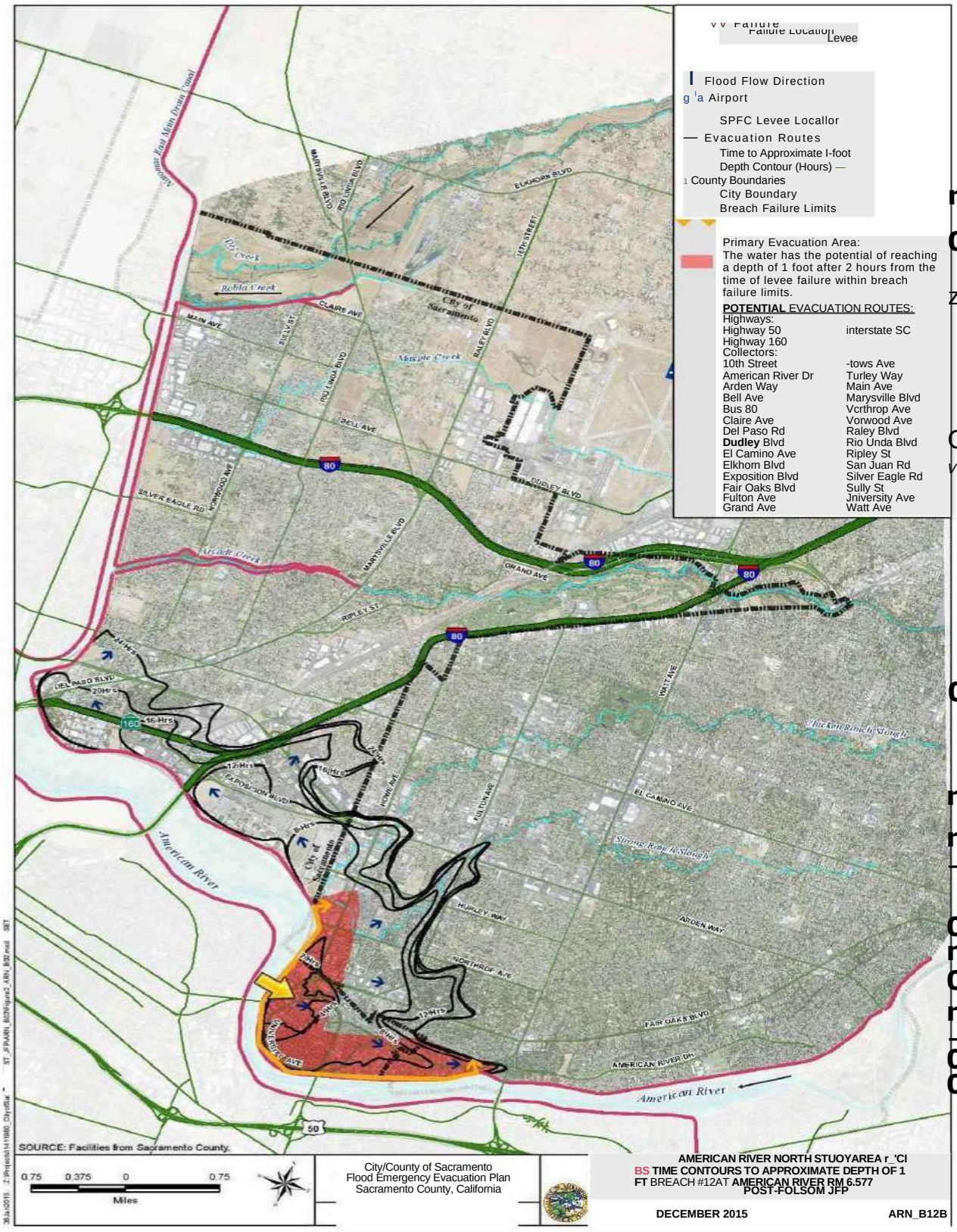
Flood Preparation

City of Sacramento flood and evacuation maps



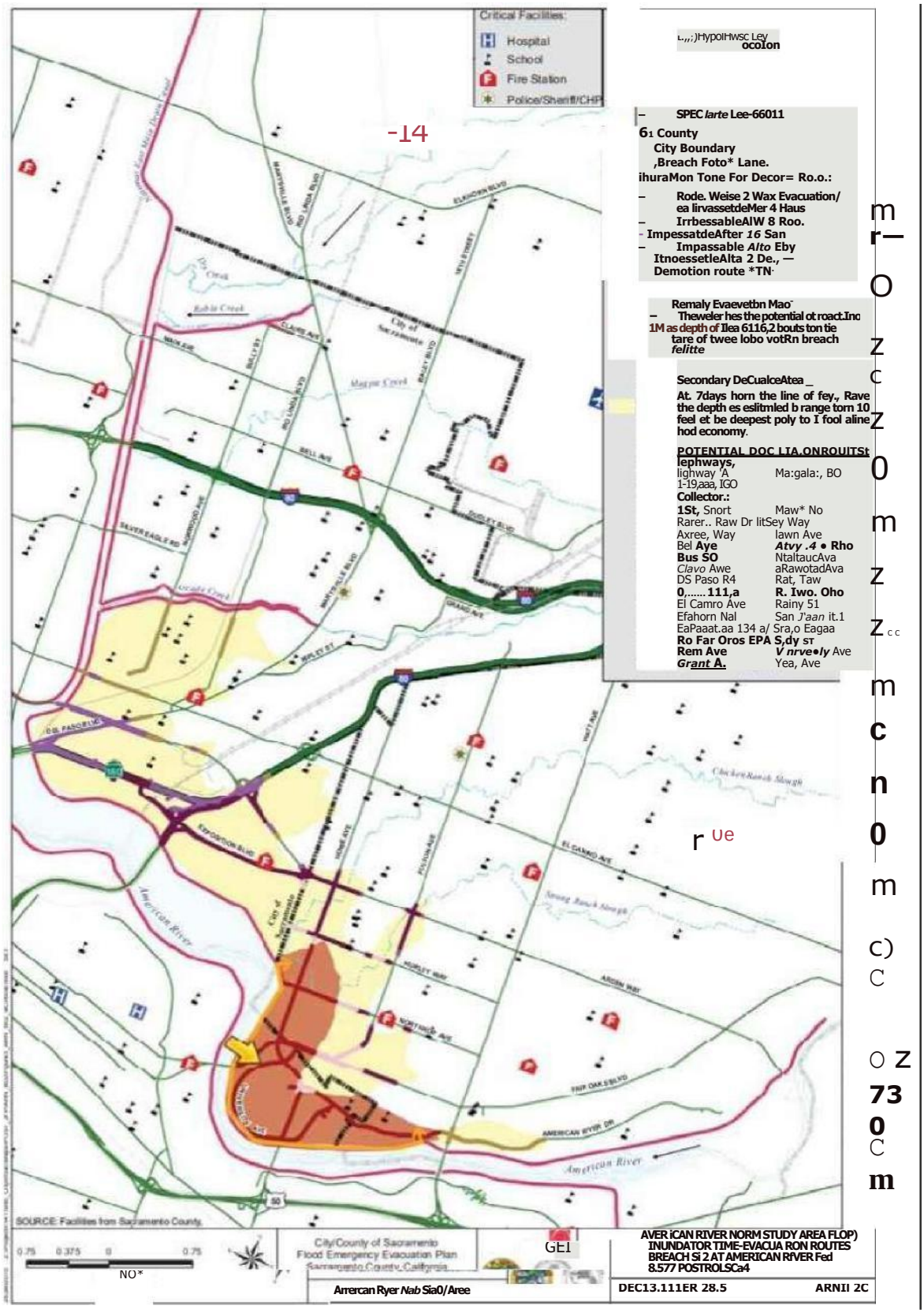
Flood Preparation

City of Sacramento flood and evacuation maps



Flood Preparation

City of Sacramento flood and evacuation maps



Flood Preparation

Below is a simple diagram that shows if flooding occurs, follow the streets that help get you away from the river.



Flood Preparation

The main water shut off is located outside of your garage door.



In the event of a home flood, turning off the main water pipe as soon as possible could save you from massive home repairs.

IN THE EVENT OF AN EVACUATION

Evacuation Preparation

Evacuating the community may be required for numerous situations.

Flooding

Fire

Earthquake

Wind Damage

Local authorities will alert you when it is time to evacuate. Their instructions take precedence over this plan.

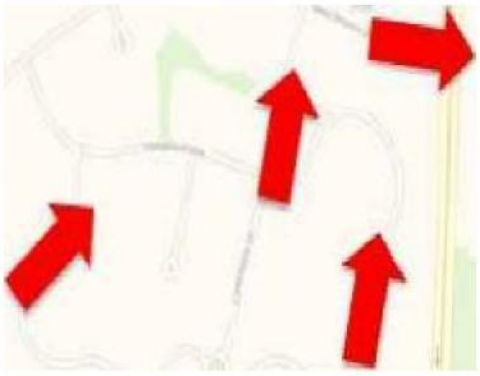
The following map gives you the basic routes to evacuate the community.

Note: In the event of flooding follow the evacuation maps in flooding section.

Evacuation Preparation

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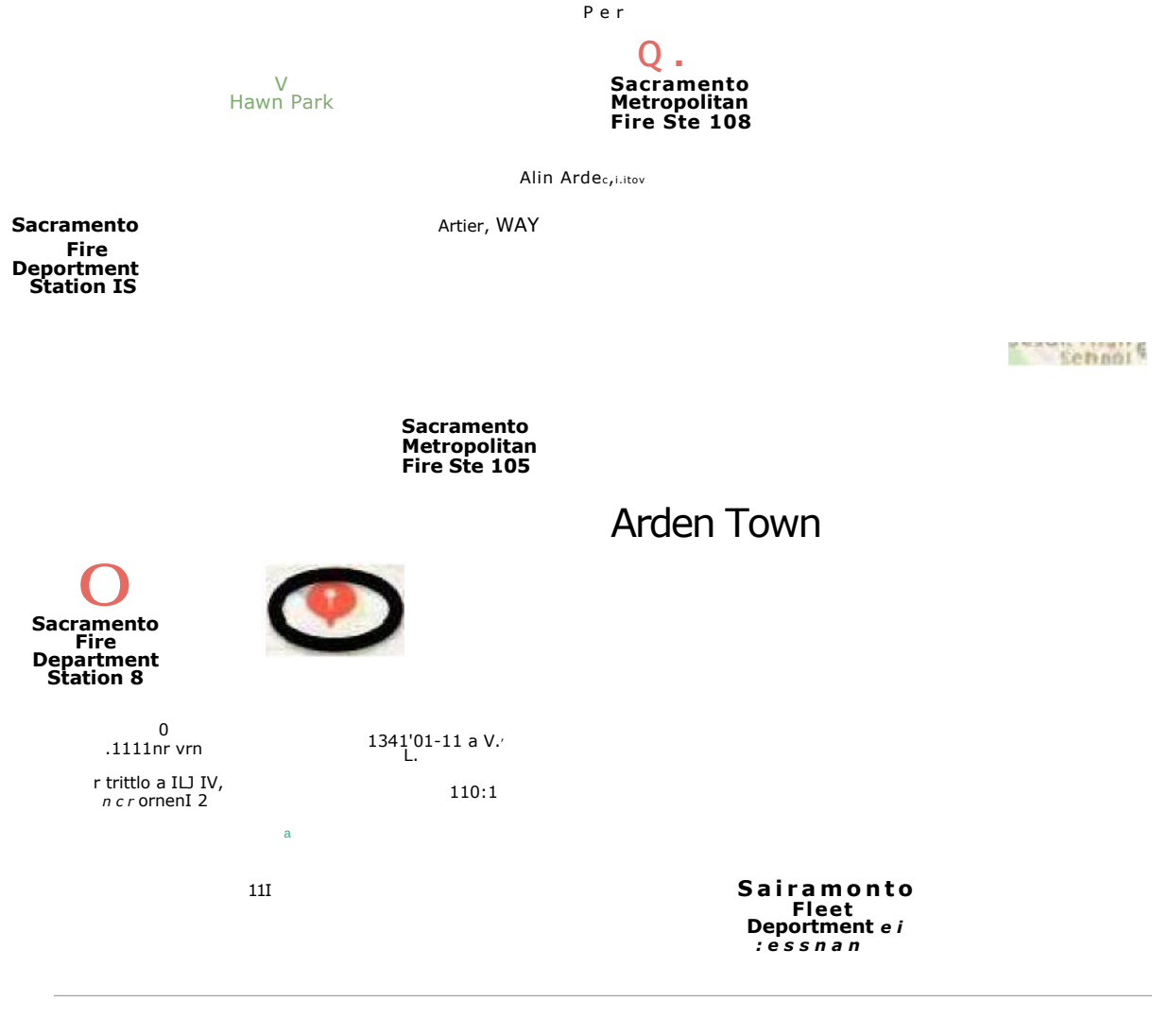


When evacu atlng proceed North and East

Evacuation Preparation

This map shows all the fire stations around the community

Note the community is circled in black



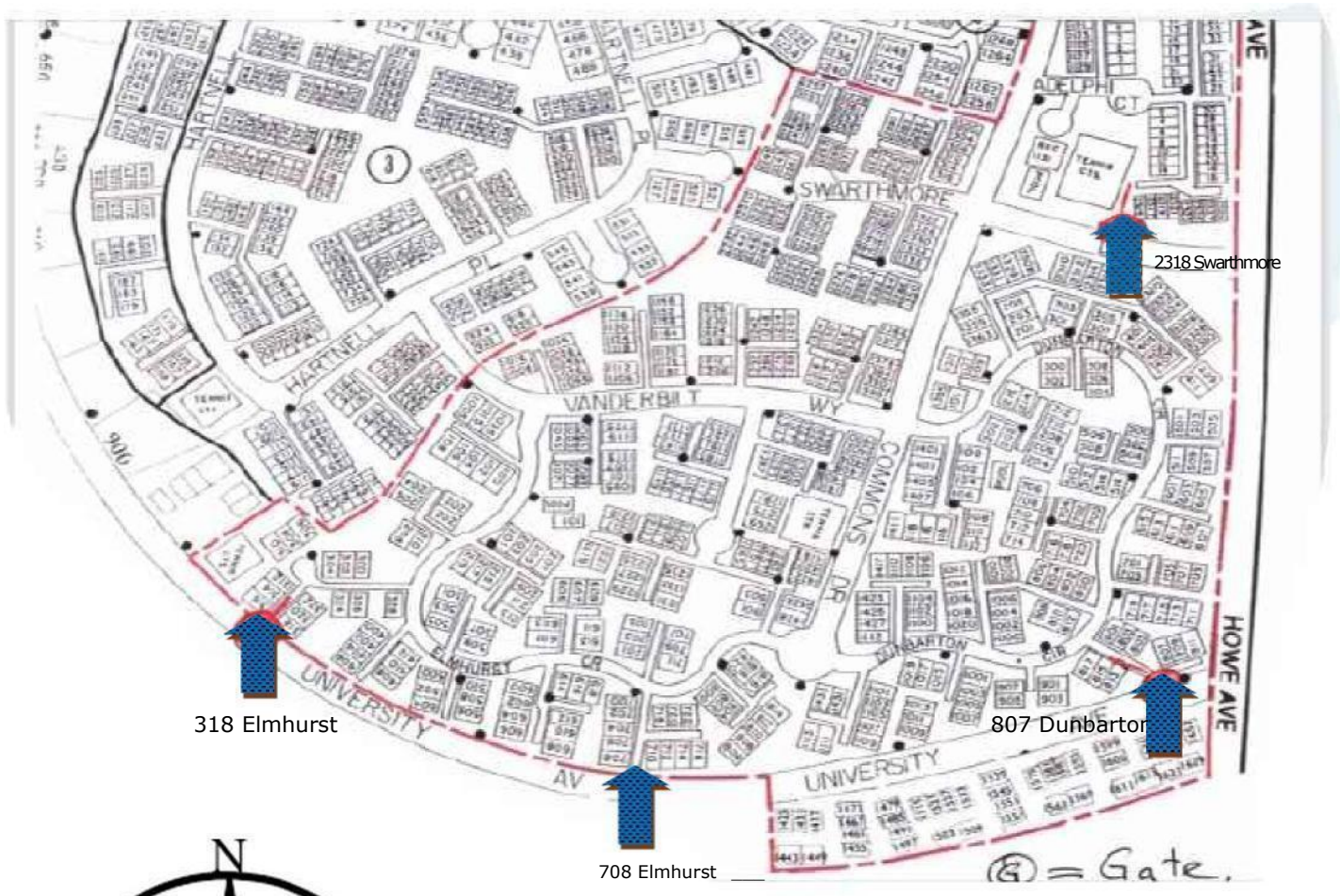
Evacuation Preparation

In the event of evacuation, staff or fire department may open the vehicle emergency exits.

The following map shows where exits are located.

Evacuation Preparation

This map shows the 4 emergency exit locations





FIRE

Fire Preparation

In the event of a fire, get out of your unit and call 9-1-1

In an emergency, keep phone lines clear. Trapped or injured persons may be trying to call for help.

The following are information and recommendations in the event of a fire:

1. **The sound of the fire alarm sounds like a horn and or loud beeping from smoke detector.**
2. **Full evacuation of your home by all occupants should be done as quickly as possible in the even of a fire.**
3. **Feel doors for heat before opening and crawl low in smoke or heat.**
4. **Emergency Services will:**

. **Direct additional development of equipment and manpower**

. **Request assistance from the Fire Department and other essential municipal or federal services, as needed.**

5. **Defend in place if trapped**

. **Seal doors with wet towels**

. **Call 9–1–1 to report location and condition**

. **Open window for fresh air if possible (do not break glass)**

. **Hang a bright object from window**

. **Breath through wet towel and stay low**

. **If trapped in smoke–filled room/corridor, crawl on hands and knees to safe area**

. **Try to get to an exit**

. **If trapped in garage, pull cord hanging from top of garage door and pull door open**

Fire Preparation

Plan for everyone.

Take into account the special needs of everyone in your household, including young children and elderly family members who may not be very mobile. Children don't always wake when a smoke alarm sounds. Make sure someone is assigned to help them, and choose a backup person in case the assigned person is away at the time of the fire.

Find a way.

Visit each room of your house and find a ways out, including windows and doors. Make sure all escape routes open easily so you can get outside, and install emergency release devices on any security bars on doors or windows.

Involve children in planning.

Consider having your children help create a fire evacuation plan. Draw a map of the home and have children mark two exit routes and the locations of smoke detectors.

Choose a meeting spot.

Decide on a meeting place outside, such as a neighbor's house, mailbox or stop sign. It should be in the front of the house so emergency responders can see you when they arrive. Agree not to go back into the house after you leave. **Check smoke alarms.**

Check that smoke detectors are properly placed and working. The National Fire Protection Association recommends installing them in every sleeping room, outside each sleeping room and on every level of the home.

Respond quickly.

Make sure everyone knows that if the smoke alarm sounds, he or she needs to get out immediately.

Have a backup plan.

If the planned exit routes are blocked and it's not possible to leave the house, close all doors between you and the fire. Place a towel under the door and go to an exterior-facing window. Call the fire department to report your location. **Share with everyone.**

Go over the plan with everyone who lives in the house and with visitors and overnight guests.

Practice regularly.

Practice and review the plan regularly (at least once a year). With a smart and well thought-out plan in place, you can be one step ahead of the unexpected when you may not have the time or ability to think things through.

Fire Preparation

Example of how you can draw a basic escape plan

Home Fire Escape Plan

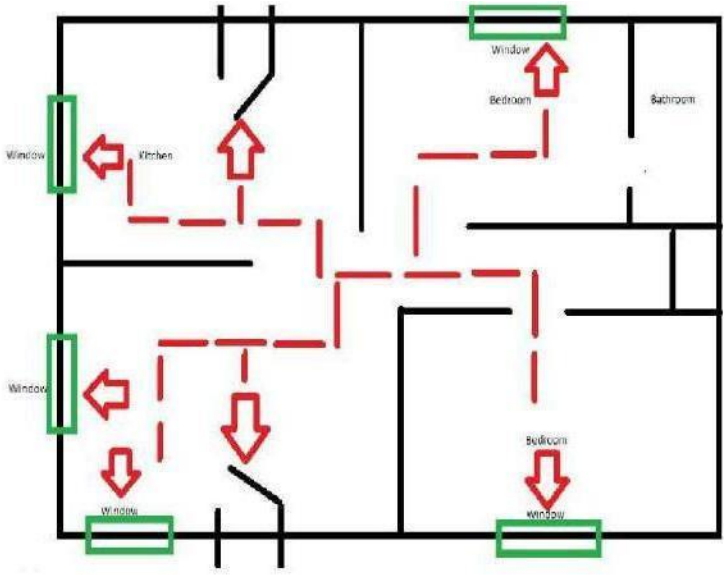
Use the graph below to draw your home's floor plan,

and plot your home fire escape routes.

Tips for creating and practicing your escape plan:

- **Everyone in your household should know two ways to escape from each room in your home.**
- **Decide where to meet once you get outside.**
- **If a fire states, you may have just two minutes to get to safety. So time your fire drills and find out: What's Your Escape Time?**
- **Smoke is dangerous. Practice low crawling**
- **Teach household members what to do if their clothes catch fire: Stop, Drop and Roll.**

Sample Escape Plan



If a fire starts in your home, get out to safety, then dial 911.

Or call your fire department's emergency phone number:

Fire Preparation

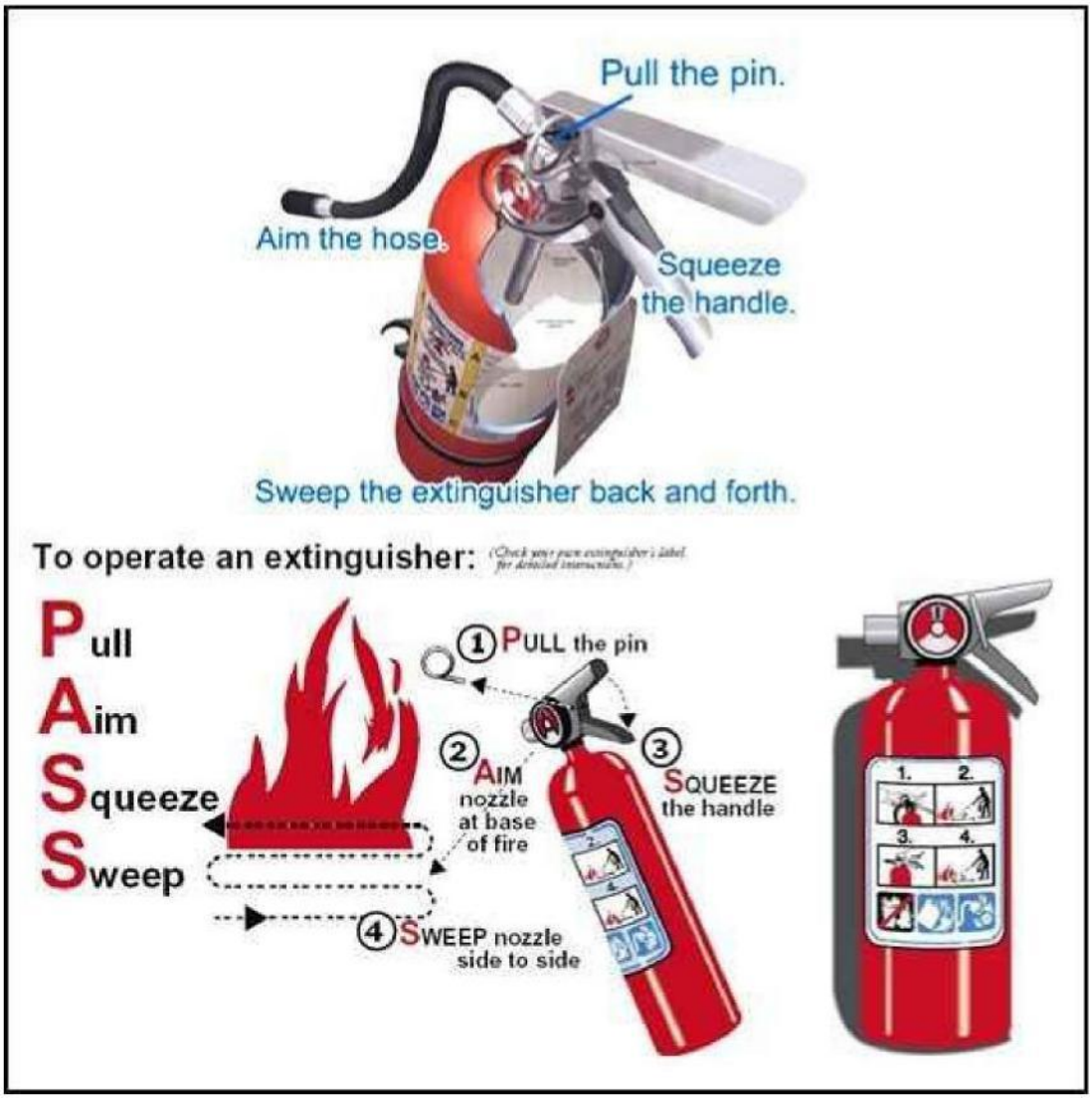
Learn how to use a fire extinguisher, using the acronym P.A.S.S.

. P–Pull the arming pin

. A–Aim the nozzle at the base of the fire

. S–Squeeze the handles together to start the flow

. S–Sweep the stream side to side until the fire is out



Always check the expiration date on your extinguisher!

Fire Preparation



Do you have these safety items in place? Are they working and/or ready for use in an emergency?

. Smoke detectors in every room (test smoke detectors once a month and change batteries every 6 months)

. Fire Extinguisher

. Carbon Monoxide Sensor

. First Aid Kit

. Battery Operated AM/FM Radio

. Flashlights

. Fresh batteries for above items

Practice safe cooking, making sure to never leave the stove or barbecue grill unattended.

Take note of potential fire dangers throughout your home, such as:

. Frayed wires

. Space heaters

. Burning candles

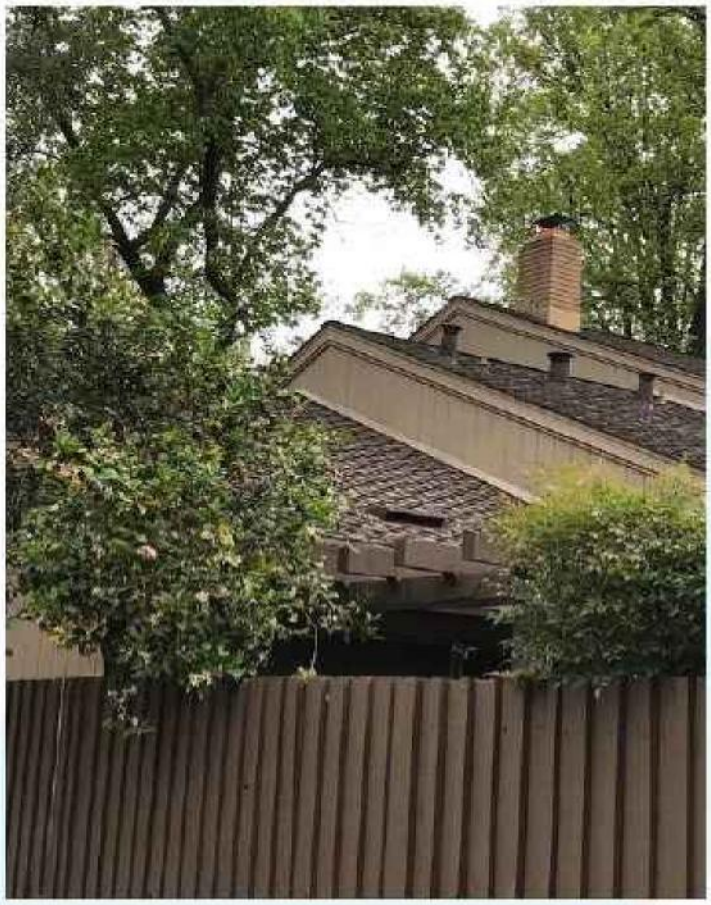
Fire Preparation

Keep trees and shrubs trimmed back from fences and buildings. Below are examples of overgrown trees and shrubs.





Fire Preparation



Contact Management if you would like a referral to a landscaper to trim overgrown trees and shrubs on your property.

Above are examples of overgrown trees and shrubs.

WIND

Wind Preparation



Take precautions during extreme windstorms

Follow these tips in the event of extreme windstorms or exceptional meteorological events, such as tornadoes. If you can shelter in a building:

1. Take refuge in your house, preferable first floor
2. Take refuge in a solid building that can withstand strong winds
3. Stay far away from doors and windows and keep your back to them

Evacuate in a timely manner to any shelter that the wind cannot sweep away. Always evacuate your home if you receive evacuation instructions from the authorities.

If you cannot take shelter in a building:

1. Take refuge in a ditch or other depression in the ground, lie face down on the ground and protect your head with your hands.
2. Avoid taking shelter under a bridge, viaduct or overpass, since winds are more intense there.

Do as instructed by authorities

When the situation demands it, the authorities broadcast instructions to seek shelter or to evacuate depending on the hazard. To ensure your safety and that of your family, follow the instructions.

Listen to the media in your area to obtain a status report and find out about the procedures to be followed

Wind Preparation

After a windstorm, make your environment safe

Make sure that your home is safe after a windstorm by inspecting all areas for damage. Follow the below:



1. **Check the roof**
2. **Check standalone structures for lines or cracks (any sign of weakness)**
3. **Pick up debris scattered by the wind. (Never touch downed power lines or electrical installations)**
4. **Contact the Nepenthe office and report the damage. Report any damaged trees and shrubs as well.**
5. **If windstorms have damaged exterior or home, you must inform both your insurer and Nepenthe (to have the damage recorded) and the financial institution that granted you a mortgage loan, to declare the damage.**

Helpful tip: Increase the security of your home to keep away looters and inquisitive individuals if extensive work must be carried out before you can return to your home.

Be sure to barricade the windows, lock the door, and cover the damaged areas.

POWER

POWER OUTAGE PREPARATION



<u>Take action during a power failure</u> Follow these instructions:

- **Avoid frequent opening of the refrigerator or freezer door to ensure that the food last longer.**
- **Sort the food in case of a prolonged power failure**
- **Do not use an outdoor cooking appliance indoors (propane barbecue, hibachi–style grill, etc.)**
- **Lower the thermostats to a minimum to avoid an overload when the power is restored**
- **Keep a lamp plugged in to know when the power is restored**
- **Follow the instructions for the installation and use of the generator, if you have one.**

<u>If you use a backup generator, be sure to</u>:

- **Read the manufacturer's instructions before starting the device**
- **Turn off the main breaker in the home before plugging in the generator**
- **Install the generator outside the home on an elevated base, sheltered from bad weather**
- **Install the generator away from doors and windows to ensure that the exhaust does not enter the house**
- **Plug electrical devices into the generator power outlets**
- **Ensure that extension cords, if used, are safe and approved**
- **Never allow the power cables to lie in water (in the event of flooding)**
- **Do not overload the generator**
- **Turn off the generator for one hour every eight hours**
- **Turn off the generator and let it cool down before refueling**

Once the power has been restored, turn off the generator and unplug it before turning on the main breaker in the home. If the generator was installed by a professional, follow the manufacturer's and the installer's instructions.

POWER OUTAGE PREPARATION

Helpful Tip: Your breaker panel is located on the side of your home by the electrical meter



CRIME PREVENTION

CRIME PREVENTION

Helpful Tips to Avoid Theft!



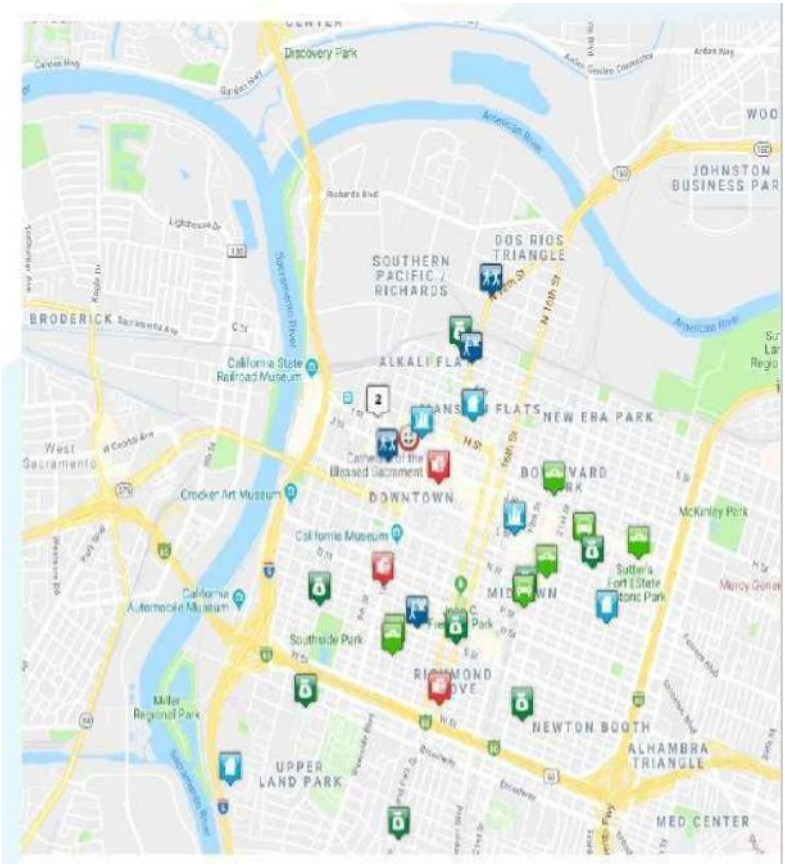
It is not necessary to turn a home into Fort Knox to reduce security risks. Here are some tips to help prevent a break in before it happens!

- **Always keep windows, doors and sliding doors locked.**
- **Remove spare keys from their usual "hiding place." Instead, keep spare keys with a trusted neighbor or friend.**
- **Add reinforcements to windows and doors with a fitted steel or wood rod.**
- **Remove cash, jewelry and other valuables from the master bedroom, which is the first place thieves tend to look for valuables. Place valuables in a safe deposit box.**
- **Place a home security sign in a window, even if you don't have a security system.**
- **Make an inventory list of your belongings, include photos or video. Store the list in a safe place such as a fire rated safe or in cloud based storage like iCloud.**
- **Tell a trusted neighbor when you're away so they can be on the look-out for suspicious activity. A good neighbor can be one of the best crime prevention tools.**
- **Stop mail and newspaper deliveries when away.**
- **Leave a light on. Place timers on indoor lamps to light your home at night, set timers to turn on radios and television randomly during the day.**
- **Don't post on social media that you're out of town or away on vacation.**
- **Keep some shades and blinds up and curtains open.**
- **Always lock vehicles and keep windows closed.**
- **Never leave your keys in the car or the vehicle running when you're not in it.**
- **Never leave your garage open for long period of time or over night.**

CRIME PREVENTION

Be aware of what is happening in your neighborhood!

The Sacramento Police Department have amazing resources available to help crime prevention. The map shown here is the LEXISNEXIS, a community crime map that is updated daily to report the crimes committee in the neighborhood. You can also go on the website and sign up for events and notices.



WHEN SHOULD I USE 911?

Perhaps the most important thing to remember about 911 is when to use it. It is not meant to be used to contact the Police Department about routine matters. It is solely used to report emergencies.

WHAT IS AN EMERGENCY?

An emergency is when IMMEDIATE Police, Fire Department, or Paramedic assistance is necessary to protect life or property.

CALL 911: (FOR EMERGENCIES ONLY)

- **To report a fire**
- **To save a life**
- **To stop a crime in progress or report one that has just occurred**

CALL 916-264-5471 (DO NOT CALL 911):

- **When a crime has already occurred and the offenders are no longer on scene**
- **For nuisance calls (barking dogs, landscape and construction noise)**
- **To obtain information from the Police Department**
- **To speak with an officer**
- **For non-emergency situations**