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EMERGENCY PREPAREDNESS PLAN

October 2006

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EMERGENCY PREPAREDNESS PLAN

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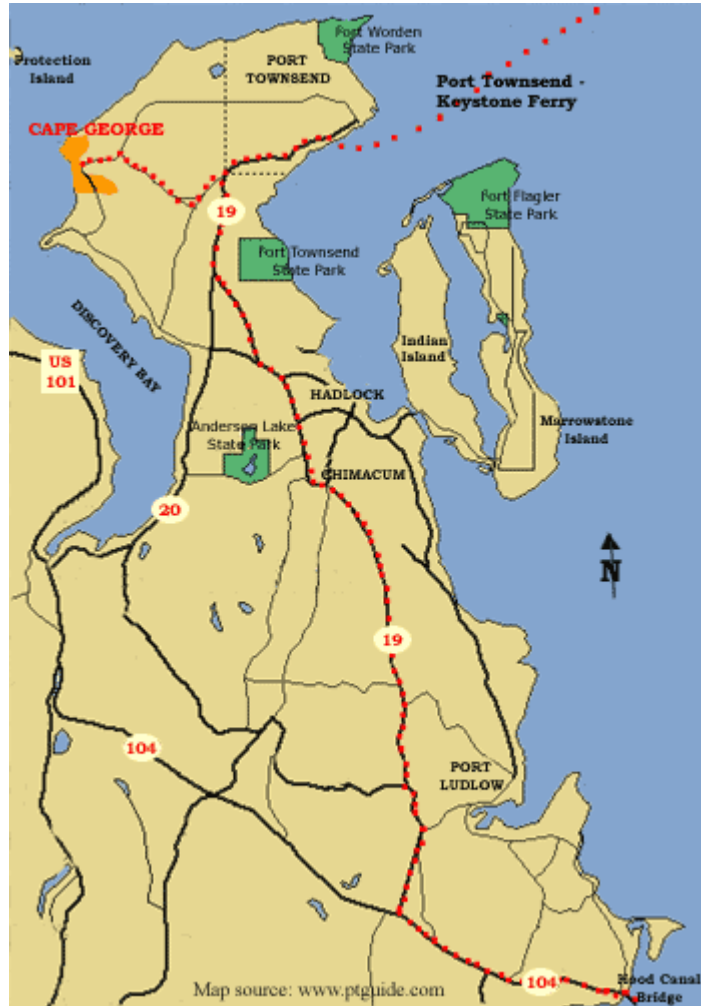
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Section 1: Introduction and Overview of Plan

a. **Description of the Cape George Community** – Cape George Colony Club is a private residential community located in Jefferson County, Washington. It is located on Discovery Bay about six miles west of Port Townsend, on the west side of the Quimper Peninsula overlooking Protection Island and the Straits of Juan De Fuca. The community is currently made up of 480 homes with an estimated population of 1000 plus residents. The build out of the community, in terms of water connections, is 515 homes. Cape George Colony Club was incorporated as a private community in the State of Washington in 1967. The Community is governed by a seven member Board of Trustees.



The community is made up of four major geographical sections – the Highlands, the Colony, Huckleberry and the Village. The Colony and Village are mostly open areas and terrace up from Discovery Bay. Huckleberry is a small neighborhood above and east of the Colony along Cape George Road. The Highlands, on the other hand, is a densely forested area above and east of the Village, thus making it more vulnerable to the risk of wild fires.

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Cape George facilities include a 64 slip marina, indoor swimming pool, members' workshop, exercise facility, clubhouse, parks and 2 miles of beach. The community owns its own water utility system as well as the system of over 8 miles of internal paved roads.

b. Emergency Preparedness Committee Charter – The Committee Charter requiring the development of this plan was approved by the Board of Trustees in October of 2005 and revised and approved in September of 2006. The approved copy of this Charter is contained in Appendix A.

c. Keys to Success of Plan – There are many keys to the success of this Plan. Listed below are some that appear to be more critical to the Cape George Plan.

1. Support and involvement of the Cape George Board of Trustees.
2. An active Emergency Preparedness Committee which meets on a regular basis to review and revise the Emergency Plan as necessary.
3. Willing and able volunteers to be actively involved in the five Task Groups and to be trained and prepared to carry out their functions as needed.
4. Support from community members in terms of individual and family preparation and participation in educational and training activities in the emergency preparedness area.
5. Adequate financial support for required equipment and materials to implement plan.
6. Support of various Jefferson County agencies that deal with emergency preparedness in the County.

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7. Annual evaluation of accomplishments and revision of Plan based on evaluation.

d. Role of the Cape George Manager – The Manager of Cape George has the overall authority and responsibility (working in cooperation with the Emergency Preparedness Committee – see Appendix B) for managing and coordinating emergency efforts during regular working hours. This includes notifying members, through the Neighborhood Watch Telephone Tree, of potential emergencies and activating other requirements and activities outlined in this plan. The Manager has the primary responsibility of managing emergency efforts that relate to water, facilities, roads, and equipment. During non-working hours or at other times when the manager is not present at Cape George, the Incident Management Team (see Section 3) will serve to coordinate emergency efforts in the community.

e. Responsibilities of Individual Members – One of the major thrusts of this plan is an on-going educational plan for community members. The more self-sustaining individual households can become, the more successful this plan will be. Jefferson County has recommended that each family maintain a seven to fourteen day supply of food, water and medications for their family. In case of a moderate or severe disaster, we do not expect to have normal emergency fire and other emergency services. The first priority in Jefferson County for emergency services will be for damage assessment. After this task is accomplished then services will be available to individuals in need. It is suggested that each household should have an up-to-date first aid kit. It is also suggested that members participate in training classes in first aid and CPR. The Cape George Maintenance Building (next to the office at the Colony entrance) has been designated by the Board as the emergency meeting location and communication center for our community. In case of a significant emergency, when it's safe, members should walk to this location for assistance and further information on what to do in the aftermath of the emergency. .

f. Assumptions and Limitations of Our Plan – This Plan is intended to provide a basic structure for emergency preparedness in our community. The plan is developed around a worst case scenario suggesting that we would be prepared to manage emergencies that would be less severe. Emphasis on this plan is on education/training of resident members, needs assessment, and communication within and out of the community. The strength of this plan will rest with each individual family or household taking responsibility for developing a plan for sustenance in their own homes.

Section 2: Major Types of Emergencies/Threats Facing Cape George

a. Severe Storms – The Cape George area is hit periodically by storms with strong winds, rain, and occasionally ice and snow. The principal effects of these are a power outage, phone outage, and downed trees. Damages are usually minor but falling trees could severely damage buildings, vehicles and block roadways. Falling trees have periodically killed people in the northwest and downed power lines are another direct threat to people. Although utilities are usually repaired quickly and roads are plowed and sanded, a major winter storm with snow and wind could leave the Cape George Community isolated for several days without power. This would leave a portion of our population, especially the elderly and medically dependent, at risk. The Columbus Day storm in 1962 was the strongest of the most recent storms to hit the lower 48 states. It claimed 46 lives, injured hundreds, and knocked power out for several million people. Other storms that resulted in Presidential Disaster Declarations occurred in 1974, 1979, two in 1990, 1995, 1996, and 1997. Just this past winter (2006) Port Ludlow was hit by a strong wind storm resulting in their loss of power for three days. Of all of the major types of threats facing our community, this one is the most likely to happen and do so on a regular basis.

Being Prepared – Individual homeowners can be made aware of the arrival of these severe storms in advance by having a weather alert radio in their homes. These radios will provide at least some advance notice to the homeowner when a storm of some type is eminent. Residents could be notified of major storm warnings via the Neighborhood Watch telephone trees. Basic common sense should be followed by homeowners in preparing for this type of emergency. This includes, just to mention a few, having an adequate supply of food and water, restraining items on your property that might be damaged by severe wind, making sure you have one flashlight in your home for each family member, maintaining a home first aid kit, and establishing an out of area contact for your family to check in with. In the case of a severe wind storm, the Emergency Operations Center at Cape George will be manned for the purpose of communicating our needs to outside emergency service providers. The First Responder Group (identified later in this Plan) will be assessing damages in the community and communicating this information to the Cape George Emergency Operations Center which is located behind the office in the maintenance building.

Response Plan – The manager is responsible for seasonal planning and preparation of staff and equipment for storms. The Manager and staff will handle normal storm events. Articles should be written in the Newsletter to advise residents to make their own seasonal preparations. Radio communications should be tested and users trained. Severe weather storm warnings via the news media and weather radios should be communicated to the Neighborhood Watch Block Captains and then to residents via telephone trees. Impending storms should be monitored in preparation for EOC activation if needed. Deploy First Responders, if necessary and when it's safe to be outdoors, to conduct damage assessment and report to the EOC. The Incident Management Team will communicate our status, damage assessment and emergency service needs to the Jefferson County Dept. of Emergency Management.

b. Wild Fires – Wild fires also pose a serious threat to the Cape George Community. Most wild fires are the result of illegal burning, campfires, fireworks, controlled burns, and occasionally lightening. The wildfire season usually coincides with the burn ban season from July to October. During drought cycles, however, this season can be extended, and wild fires can even occur during the dry winter months before the spring rains. The most vulnerable areas in our community include the more densely forested and vegetated areas such as the Highlands,

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Huckleberry, the homes bordering Cape George Road on the East, and other areas that are adjacent to forest growth and vegetation. The roads in the Highlands which are “one way in – one way out” make this section of our community particularly vulnerable. All of the roads in this area could be blocked by fire, limiting entrance as well as evacuation of residents. A similar problem can be found in the Colony where there is only one exit from the community.

Being Prepared – Residents of Cape George can prepare their properties by creating Firewise defensible space around their homes. Efforts to inform and train residents about defensible space and creating Firewise Communities should be ongoing.

Response Plan – Monitor regional fire and Emergency Management reports and notify Incident Management Team if any fires might threaten Cape George. Maintain communications with Jefferson County Dept. of Emergency Management. If threat is possible, notify residents via Neighborhood Watch telephone trees. Anticipate and prepare for evacuation if fire threat is imminent.

c. Earthquakes – Cape George lies near several earthquake fault lines. The Cascadia Subduction Zone, last active in 1700, produced an estimated Magnitude 9 earthquake that devastated the entire Olympic Peninsula. Deep earthquakes within the Juan de Fuca plate occurred in 1949, 1965, and 2001. Surface faults are located in Kitsap County (Seattle fault) and possibly near Port Angeles. The Seattle-Tacoma Earthquake of 1965 and the Nisqually Earthquake of 2001, both a result of the Juan de Fuca fault, caused minor damage on the Peninsula. According to experts of the U.S. Geological Survey, the science agency for the U.S. Department of the Interior, there is a 10-14 percent chance that the Cascadia Subduction Zone fault like will cause a major earthquake within the next 50 years.

Being Prepared – There are a number of simple precautions that residents of Cape George should take to prepare for an earthquake. Some of these include: (1) bolting or fastening bookcases, china cabinets, and other tall furniture to wall studs; (2) installing strong latches on cupboards; (3) strapping the water heater to wall studs; (4) preparing a disaster supplies kits for their home and car; and, (5) preparing a home earthquake plan.

Response Plan – No response will be necessary in minor earthquakes but Block Watch Captains will need to check because some residents may need assistance. Phone systems will likely be overloaded and inoperable for some period, even following a minor earthquake. If a major earthquake occurs, activate the EOC immediately and initiate First Responders to conduct house by house damage assessment ASAP. Turn off water system at the tank farm until damage assessment concludes the system is operable. Communicate needs to the EOC and in turn to the Jefferson County Dept. of Emergency Management. Initiate medical and personal response as needed. Initiate tsunami alert to homes in the tsunami zones.

d. Tsunamis – Tsunamis can accompany earthquakes greater than 7 in magnitude if they occur under the sea floor and cause an up thrust of the sea floor. A Cascadia Subduction Zone earthquake would fall in this category. A magnitude 8 or greater earthquake along this fault could generate a 5 to 55 foot tsunami affecting the entire Washington coast and the Strait of Juan de Fuca. Homes built on the Bluffs of the Cape George Community would be especially vulnerable during an earthquake/tsunami event.

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Being Prepared – The Emergency Planning Committee for Cape George recently published a report which outlined the impact of a Tsunami on our community (See appendix C). This report shows which homes in our community would be affected by a 50 and a 100 foot tsunami

Response Plan – Remote earthquakes could trigger a regional alert via emergency management channels. Local earthquakes will serve as a potential tsunami alert. Activate EOC and monitor emergency communications. Minor tsunami alert, - initiate alert to tsunami zones via Neighborhood Watch telephone trees and evacuate Marina/Clubhouse/beach areas. Major tsunami alert - physically notify all homes in the tsunami zones. Shut off water system in Marina/Clubhouse/beach, lower Sunset Drive and Colman Loop due to potential system damage. Monitor status and reports until "All Clear" is given and communicate that to residents in the tsunami zones.

e. Pandemics – A pandemic is a certainty, only the time of its outbreak is unknown. This type of disaster is frequently overlooked by the general public because of the prevalent public attitude that there is (or will be) a pill or shot for every medical circumstance. In 1918 the Spanish flu took an estimated 100 million lives. It took only two weeks to circumvent the world but lasted two years. Today, it will take only 48 hours to sweep the globe. Other pandemics include the Asian flu of 1957 and the Hong Kong flu of 1968. The virus is usually transmitted from birds to pigs to humans but direct transmission to humans from birds occurs and may exist as a greater threat. Hands are the most common transmitters of human to human pathogens. Children can transmit the virus for 7 to 10 days before displaying symptoms while adults will transmit the virus for a 1 to 2 days before becoming ill.

Being Prepared – Because hospitals will be unable to provide beds and care for the expected numbers falling ill in a pandemic, home care will be the norm. Disposable masks will be an important element in home care. Each home should have a 7 to 10 day supply of food, 1 gallon of water per person per day, first aid supplies, sufficient personal hygiene items, a 10 day supply of medications, and special items for infants, the elderly, and the disabled. The Kitsap County Department of Emergency Management web page www.kitsapdem.org/ has a comprehensive summary of preparation ideas for pandemics.

Frequent hand washing will be the most effective way of preventing transmission of the flu virus. Regular soap and water, thorough cleansing, paper towels, immediate disposal of tissues, are simple but effective practices. Hand sanitizers are also useful if they have at least 60% alcohol content. Awareness of potentially contaminating surfaces – phones, keyboards, water taps, desktops, etc – and the fact that the virus can exist for 2 to 8 hours on an untreated surface will also reduce the probability of transmission.

Response Plan – Monitor County Health and Emergency Management communications. Initiate Neighborhood Block Watch telephone trees to notify residents. Potential travel restrictions and quarantine at home for an extended period. Could lead to some need for assistance to residents who are unprepared for extended restrictions.

Section 3: Cape George Emergency Management and Operations

This section describes who, what and how emergency operations are planned in the event of a significant emergency or disaster event.

a. Emergency Operations Center (EOC) – In November of 2005 the Cape George Board of Trustees approved the use of the office in the new maintenance building as the Emergency Operations Center for Cape George. This type of space is needed to house emergency communications equipment and provide a space for emergency preparedness exercises and operations in an emergency event.

Other locations were considered and not chosen for the following reasons: The current business office is an old structure and may or may not survive a significant earthquake. It is full and not readily available for the needed equipment and operations. The upstairs meeting room and office are not suitable and not readily available either. The clubhouse is located on the beach in the tsunami hazard zone and wouldn't be a safe location in an earthquake and/or tsunami but may be used for other purposes if it's safe. The fire station, which is owned by Cape George but under the control of Jefferson County, may be available for use in some circumstances.

The front office space in the maintenance building behind the office was chosen as a suitable and effective location for the EOC. It is a new building and should survive potential earthquake or other emergency events. A desk, file cabinet and telephone are already installed and ready for use. Emergency operations materials will be stored and available there as needed. Keys to that office have been made and provided to the Incident Management Team (see below).

During any kind of significant emergency event, normal wired and cellular telephone service will not be available, either due to loss of the systems or overload by excessive call volumes. This has proven true in all such events. Additional communication options were explored including ham radio and satellite telephone. The Jefferson County Department of Emergency Management has submitted grant applications to fund such communications equipment and has offered to provide the equipment and installation at no cost to Cape George. Initial preference of the Committee was for a satellite phone but the on-going service fees would be substantial. Several members volunteered to take a ham radio class and have now become certified to make that option workable. The Board of Trustees approved at its July meeting the installation of a ham radio which will be provided at no cost by the Jefferson County Office of Emergency Management. It is anticipated that this radio will be installed in our Emergency Operations Center at Cape George sometime in August or September.

In addition, independent communications capabilities need to be established between the EOC, the Incident Management Team and the First Responders. General Mobile Radio Service (GMRS) radios (hand-held) are recommended for all essential team members. They can also be obtained by anyone for personal use and would provide them emergency communications capability. To make the GMRS radios more effective, a more powerful base station should be obtained and located in the EOC for communications with those in the field.

Pertinent emergency documents, instructions and forms will be maintained in the EMC. Other communities have found that laminating certain forms and instructions for various emergency response functions to be effective. Some color code these documents for quicker identification. For example, instructions for operation of the ham and GMRS radios in the EMC, instructions

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for use of the GMRS radios in the field and First Responder checklists should be laminated and provided to appropriate team members and available in the EMC.

b. Incident Management Team – The purpose of the **Incident Management Team** is to insure that we have personnel available to provide oversight, coordination and management in case of a severe or potentially severe emergency in our community. During regular working hours, the manager will have the primary responsibility (in cooperation with the Emergency Preparedness Committee leadership) to provide this oversight, coordination and management. During non-working hours and at other times when the manager is not on site, it is imperative that we establish a way of determining who will have the primary responsibility for emergency efforts in our community. This responsibility would fall on the members of the Incident Management Team identified below. Ideally, all of this team would be able to perform the duties identified below. Each of the individuals listed below has a key to our Emergency Operations Center and they should also be familiar with how to communicate from this EOC to County and to other emergency personnel. Communication from our EOC can be completed by land-line phone, cell phone, and through our amateur radio operators. All of the critical telephone numbers are posted in the EOC.

A primary duty of the Incident Management Team is communications within Cape George with First Responders and with the Jefferson County Department of Emergency Management (DEM). It will likely be our only communications link within Cape George and with the outside world in a major emergency event via ham radio. Reports will be provided to the County DEM and requests for emergency and other aid will be made as needed. In order to obtain information from throughout the Cape George Community in such an event, a group of First Responders (see below) has been formed who would assess the situation in their various parts of the community and radio (GMRS) that information to the Incident Management Team at the EOC.

Another responsibility of the Incident Management Team members in the EOC is to document and monitor emergency reports received and communicated with the County DEM and other emergency officials. Forms for recording communications, incident and damage assessment reports will be available in the EOC. It is essential during the confusion of an event and multiple people in communication at the same time that this information be written so proper response can be made and on-going status monitored.

The following order is provided as to who would have the primary coordination responsibility in case of an emergency:

Rick Peirson (or current Manager) – manager@capegeorge.org	385-2208
Bill Stull - bstull@cablespeed.com	379-2674
Larry Southwick - larrysouth@cablespeed.com	379-2878
Kitty Rucker - kittyjrucker@juno.com	385-4927
Jeff Gibbons - martine@relcast.com	379-8521
Stuart Pugh - geoduck@cablespeed.com	379-9944
Dianna Cowan - cowanjd@olympus.net	385-2394
Zane Wyll – bajalures@hotmail.com	385-0684
David Stanko (or current President of the Board) - dstanko8@aol.com	385-5688

c. Duties of Incident Management Team Responsible Person – (If the manager is on site at the time of an emergency, he/she is responsible for managing the emergency response efforts in

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the community. If the manager is not on site then responsibility for coordination will fall to the next person available on the Incident Management team.

1. During non-office hours, it is presumed that the manager and staff are not available and the Incident Management Team will respond as described herein. Likewise all members of the Incident Management Team need to notify the entire list if they intend to be away for periods of more than a week so all will know who is available or not.
2. Each member should have the full Cape George Emergency Plan readily available in order to be able to implement its elements as needed in an emergency event. A copy together with other related materials will also be kept in the Emergency Center.
3. Keep abreast of e-mails that originate at the County DEM and monitor weather alerts via weather alert radio. If it looks like we will be facing a severe emergency, this information needs to be communicated to Block Captains involved in our Neighborhood Watch Program and notify First Responders to be available if needed.
4. In case of an emergency, go to our Emergency Operations Center in the maintenance building, open the center, and be prepared to communicate our needs to the County's DEM and to other emergency personnel. Information will be coming in from individuals in the community and also from our area emergency coordinators who will be dispersed throughout the Cape George. Document and monitor damage and needs reports and communicate them to the County DEM.
5. In the case of a severe earthquake, one of the major responsibilities would be to arrange to have the water system turned off at the Tank Farm to prevent loss of our water supply if lines in the system break. During regular hours, this task can be handled by the manager, Ken, or Donnie. After regular hours Zane Wyll (385-0684), Ed Skowyra (385-0536) and Mac MacDonald (344-3381) are trained to shut down the water system.

d. First Responder Group – The Incident Management Team alone would not be able to know what conditions exist outside of their limited view so other sets of eyes and ears are needed to be able to assess the situations following an emergency event. The First Responders Group are individual members located geographically throughout the community to be able to visually assess the situations on-site and report them to the Incident Management Team at the EOC. They will each have GMRS radios for such events that can communicate with the EOC base radio. (This will be elaborated in Section 4 which discusses First Responder and Needs Assessment.)

e. Planned Responses to Emergency Scenarios

1. Severe Storms

Most likely event to trigger response

Seasonal preparation and training for wind, snow, ice and freezing events

Weather radios and other media will provide advance warning

Notify all First Responders to monitor but not respond until necessary

Notify Block Captains, trigger 100% phone tree

Standby and monitor storm progress, keep communications open

Power outage most likely, could be extended period

Some people may need assistance, shelter, heat and place to cook

2. Wild Fire in the Vicinity of Cape George

Activate EOC or if called by Jefferson Co DEM
Notify all First Responders to monitor but not respond until necessary
Notify Block Captains, trigger 100% phone tree to be on alert
Monitor Jefferson Co and other communications for status and alerts
Monitor for wind-blown fire sparks which could travel into Cape George
(Sparks can travel a mile or more in the wind and still start new fires)
Evacuate neighborhoods as necessary.

3. Earthquakes

Minor earthquakes - no "First Responders", just call Block Watch to check via telephone tree
Significant earthquake - activate EOC
Activate all First Responders
Notify Block Captains, trigger phone trees but likely will not have phone service
First Responders and Block Captains to conduct neighborhood assessments
Communicate assessment and needs with EOC
Initiate house to house assessment to confirm if anyone is in need
Initiate medical response as needed
Initiate personal assistance as needed
May need to shut off water at tank farm if any main breaks
IF MAJOR EARTHQUAKE, TRIGGER TSUNAMI ALERT

4. Tsunami - Minor Alert

Remote earthquakes could trigger regional tsunami alert, activate EOC
Notify all First Responders to monitor but not respond until necessary
Notify Block Captains, trigger phone tree in Tsunami Alert Zones

5. Tsunami - Major Alert

Likely associated with major earthquake so all of EARTHQUAKE response applies
Physically alert and evacuate Marina/Clubhouse/Beach area and blockade Marina Drive
Physically alert homes in the 50 foot Tsunami Alert Zone
Monitor all emergency communications for further status and alerts
If a major tsunami alert is given, physically alert homes in the 100 foot Tsunami Alert Zone
Shut off water to Marina / Clubhouse and Colman Loop in anticipation of water main damages
Maintain alert until "all clear" is given
Help evacuate area as many my need assistance

6. Pandemic

Monitor County Health and Emergency Management communications.
Initiate Neighborhood Block Watch telephone trees to notify residents.
Potential travel restrictions and quarantine at home for an extended period.
Could lead to some need for assistance to residents who are unprepared for extended restrictions.

Section 4: Action/Organizational Plan for Cape George Emergency Preparedness Efforts

There are four major task groups that make up this section. Each of these is explained in detail under each Task Group. Many of the items identified appear to be open ended and represent efforts that may not have been completed by the Committee and represent works in progress. Neither do the ideas listed under each Task Group represent everything that may be done in this area. The following are typical activities that will be undertaken by this Task Group has a leader or co-leaders who are responsible for coordination of efforts in this area. An emergency plan such as the Cape George Plan needs to be flexible and remain open to additional activities as the need arises. Some activities listed have been completed, others are on the drawing board, and others may be completed down the road in six months to a year.

a. Task Group #1: Administration/Coordination, Communication, and Education

This Task Group deals primarily with the planning and oversight of emergency preparedness efforts in the Cape George Community. Responsibilities can be divided into three areas: administration/coordination, communication, and education. Many of the activities identified below can be considered one time tasks, whereas, others are on-going.

Administration/Coordination Activities:

1. Oversee and coordinate the activities of the Cape George EP Committee.
2. Coordinate the activities of the five Task Groups that make up the core activities of the committee.
3. Prepare a final draft of an EP Plan for Cape George including any budget requirements. Submit this plan to the Board for their consideration.
4. Create and maintain the Incident Management Team.
5. Provide periodic reports to the CG Board of Trustees.
6. Oversee the implementation/utilization of our maintenance facility as the initial meeting and information location for our community. This location will be known as the Cape George Emergency Operations Center.
7. Represent the Cape George community on the various Jefferson County emergency planning committees and groups.
8. Identify sources of potential funding and other resources for EP.
9. Establish the protocol for various emergency activities: who does what, when, where, and how in case of an emergency.
10. Evaluate and update the EP as needed.

Communications Activities:

1. Coordinate efforts with the county to locate a ham radio station, and/or, a fixed based satellite phone in the Emergency Operations Center.

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2. Assist Task Group #3 – First Responder/Needs Assessment Group in setting up a hand held GMRS radio system so that various locations in Cape George community can communicate with the Emergency Operations Center. Establish radio protocol and procedures and assist with necessary training of First Responders.
3. Establish procedures, using the Neighborhood Watch Committee, to communicate emergency notifications to community members. This would include the use of the NW telephone tree system.
4. Establish procedures that should be followed by the Incident Management Team in case of an emergency. What are the very specific duties that should be undertaken by the Incident Management team member who is in charge when an emergency happens?

Education Activities:

1. Organize community education forums and activities designed to inform community members regarding the subject of emergency preparedness. Offer open sessions for community members as well as specific types of education and training programs for Neighborhood Watch Block Captains.
2. Provide accurate and timely information to community members through our monthly newsletter, the Cape George web site, and community bulletin boards.
3. Assist Task Group #4 in promoting their training efforts in the first aid and medical related area.
4. Prepare specialized educational materials for distribution to all Cape George community members using the Neighborhood Watch Program.
5. Distribute EP materials provided by the Federal Government, State, and County to members of the Cape George community through the Neighborhood Watch Program.
6. Prepare and distribute a Cape George Emergency Handbook.

Group Members:

Bill Stull (Group Coordinator and Co-Chair of EP Committee)
Larry Southwick (Co-Group Coordinator and -Co-chair of EP Committee)
Mikel Stull
Jeff Gibbons
Dick Damon
Rick Peirson
Zane Wyll

b. Task Group #2: Water, Facilities, and Infrastructure

This Task Group deals primarily with CG facilities including the water system, roads, buildings and equipment that is owned, operated, and maintained by the Club. The Manager and his staff have the primary responsibility for the activities contained in this section and work cooperatively with personnel from the Emergency Preparedness Committee, the Water Committee and the Roads Committee. The Cape George administration makes space available in the Maintenance Building for our Emergency Operations Center.

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Activities:

1. Cooperate with the Emergency Preparedness Committee in setting set up and maintaining the Emergency Operations Center. Lock box in EOC to contain critical keys (labeled) to Cape George vehicles and other keys that are needed for entry to water tank area.
2. Purchase a NOAA Weather Alert Radio for the office. During regular work hours the manager or his/her designee will activate the Neighborhood Watch Communication System after receipt of a severe weather or other emergency notifications issued officially by Jefferson County Office of Emergency Services. Coordinate this effort with the CG Incident Management Team.
3. Implement the Water System Emergency Procedures to protect the integrity of the water system in case of a severe emergency.
 - a. The water system facility at the tank farm includes an auto-dialer that will automatically call preset telephone numbers with an alarm message if there is a power outage or low water level in our tanks. The Auto-dialer sequentially continues to call until a person arrives on scene and deactivates the dialer. The person answering the call then determines the proper course of action such as starting the standby generator in the case of a power outage or calling for backup as the situation warrants.
 - b. The most critical situation would occur with a major water line break, which could be caused by an event such as an accident, earthquake, landslide or tsunami as this could cause negative pressures in the higher elevations of our community or a depressurization of our system. The first step to be taken in this type of situation is to conserve the water remaining in our storage tanks by shutting the three valves that control the flow from the tank farm to the various mains serving the community and isolating the break if possible. After the system is shut down, the standby generator can be started to refill the storage tanks if required. The Cape George Manager/Water system Manager shall insure that each person on the call list is thoroughly trained in this procedure.
 - c. Negative pressures or depressurizing of the system presents a very serious health hazard as surface water can be drawn into our system and in a community that has a very high concentration of on site sewage disposal (septic) systems the potential for contamination is very high. If negative pressures or depressurization has occurred, immediate steps must be taken to inform the population that all water in our mains could be contaminated and a boil water advisory is in effect until further notice. **This is very important as the health of our citizens could be at risk.** The boil water advisory will remain in effect until repairs are made, the system disinfected and the State Dept. Of Health has received sufficient satisfactory water tests to lift the boil water order. During this period, potable water can be provided at the tank farm through hose bibs in the filter house and a yard hydrant, for cooking and human consumption. To facilitate the orderly distribution of water during this time the Cape George Manager/ Water System Manager shall develop a plan that will provide each household a time for them to proceed to the tank farm and provide staffing to dispense the water.
 - d. To facilitate the repairs to our system Cape George maintains the following:
 - 1) Repair parts for each size and type of pipe in our system. This includes spare pipe, repair couplings, gaskets and sleeves.

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- 2) 150 gallons of diesel at the tank farm that can also be used in the tractor/backhoe
 - 3) The necessary hand tools to perform the repairs
- e. Mark major water turn off valves on side of street adjacent to each valve.
 - f. Identify and mark the valves necessary to protect the water supply in our tanks.
 - g. Install at the Water Plant a non freeze-proof yard hydrant for access to water.
 - h. Develop a functional map of the water system with shut off locations and cross connections shown as needed to allow adjustment to the system in case of a major disaster effecting water supply. Three copies of this map should be made as well as well as three sets of required tools should be assigned to responsible people in several locations in CG.
 - i. Train additional (3 or 4 more) CG volunteers and specifically the Incident Management Team in the operation of the Water Plant generator as well as how to shut down the water system in case of severe emergency.
 - j. Develop a plan to maintain adequate supply (with stabilizer) of clean diesel fuel for the water system generator. A two weeks supply of diesel fuel should be maintained. Also other supplies required for maintenance of the generator should be maintained.
 - k. Develop a regular test schedule for the Water Plant generator – 2-4 hours under load monthly.
4. Review infrastructure issues such as roads and likely needs – road damages, blockages by trees, etc. Examine CG facilities to determine if they are stable and whether or not the can be safely occupied.
 5. Identify equipment, tools and other resources of CG which could be used in case of emergency – it is likely that this will deal primarily with debris removal and road repair.
 - a. What vehicles and equipment would be available for use in community?
 - b. Vehicle and fuel storage tanks should be kept close to full whenever possible.
 - c. Equipment that would be useful should be identified.
 6. Identify evacuation routes and procedures for evacuation. Currently the Colony and the Highlands only have one major exit route. What are the alternatives? Ask the Jefferson County fire department to evaluate fire truck access problems in the various areas of the community.
 7. Acquire auxiliary generator for use in case of emergency. Such a generator could be used for providing heat in the Emergency Center or operating refrigeration equipment and heaters in the Community Center. Cape George owns a heavy duty heater which could be used to heat the Clubhouse or Emergency Center in case of a long term power outage. This heater can be powered by kerosene or electricity provided by an auxiliary generator.

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8. Establish emergency procedures for manager and staff. If emergency happens during working hours what would responsibilities be? During no working times?
9. Assist the Emergency Preparedness Committee in preparing budget requests for necessary supplies and equipment to meet goals of this plan.
10. Explore the possibility of obtaining a warning siren of some type that could be installed in the area of the beach that could be activated in case of a tsunami. These may be available on a surplus basis from local fire agencies or from the State surplus property department.
11. Evaluate all fire extinguishers on an annual basis to insure they are properly charged and ready for use.
12. Work with the Marina Committee and its Chair to develop a plan for emergencies in the marina area

Group members:

Rick Peirson – Group Coordinator and Cape George Manager
Zane Wyll
Larry Southwick
Ed Skowyra

c. Task Group #3: First Responder/Needs Assessment

This Task Group will be made up of 10-12 volunteer First Responders (See Appendix F for tentative listing of volunteers involved) from our community. They will deal with identifying the emergency needs in our community as quickly as possible and communicating these needs to the Cape George Emergency Operations Center who in turn will communicate these needs to the County's EOC. Specific activities will include:

Activities:

1. Organize a group of First Responders throughout the Cape George Community (4 for the Colony, 4 for the Village, 2 for the Highlands, and 1 for Huckleberry) who, in the case of a severe emergency in our community, would be responsible for the initial assessment of needs and damages in their respective neighborhoods. . These individuals (working in partnerships) would then have the responsibility of communicating to the Cape George Emergency Operations Center using available methods (cell phones, GMRS radios or sending someone). To the extent possible, the Block Watch Captains may assist the First Responders in assessing needs and communicating them. Our traditional Block Watch program relies more on telephone communication which may or may not be operational following an emergency event.
2. First Responders may also be responsible for the following:
 - a. Have a general idea of what major equipment and resources may be available in their assigned area that may be needed in an emergency. This may include, but is not limited to: generators, chain saws, fire extinguishers, water shut off valve tools, etc.
 - b. After completing and reporting initial needs/damage assessment of their area they may be available to help individual who need preliminary first aid services.

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- c. Have working understanding and preparation for of the types of emergencies that may face our community

3. Develop training and informational program for the above identified First Responders to help these individuals accurately assess needs and damages in their respective Cape George neighborhoods.

4. Develop an informal way of identifying and keeping track of major equipment resources in the community that would be helpful in times of an emergency.

4. Develop a communication system (GMRS radios) among First Responders so that these individuals can communicate their assessment of needs with the Cape George Emergency Operations Center and with each other.

5. Organize and present a training program for First Responders regarding their responsibilities as well as how to utilize the GMRS radios to communicate with the CG Emergency Operations Center.

Group Members:

Stuart Pugh – Group Coordinator
Larry Southwick
Bill Stull
Mikel Stull
First Responders List - see Appendix F

d. Task Group #4: First Aid, CPR, and Medical Related

This Task Group deals primarily with responsibilities that fall in the medical and related area. Their primarily responsibility is to organize education and training in the first aid, CPR, and other related medical areas. Additionally, they will identify those Cape George residents who have some type of professional training and background in a medical field that might be useful in times of an emergency. Another responsibility will be to work with the Neighborhood Watch group in identifying people in our community who have special and medical needs that would likely be impacted on by a major emergency. The following is a list of the major responsibilities of this Task Group:

Activities:

1. Develop a listing (on a strictly volunteer basis) of Cape George residents who have some type of professional training and background in the medical area who might be helpful in times of an emergency requiring medical expertise. Meet with this group if possible to discuss what their role might be in terms of helping in a major emergency.

2. Organize education and training in the CPR, First Aid, and use of the defibrillator. Work with the Neighborhood Watch Committee and other Cape George Committees in getting most or many of its membership to complete this basic training.

3. Make recommendations regarding what should be included first aid kits that would be available at the EOC, the Clubhouse, and the Marina Workshop.

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4. Work with the Neighborhood Watch Committee to identify those with special needs who would likely be impacted on most significantly in the time of a major emergency.
5. Help to organize community training workshops or meetings dealing with the issue of the (bird flu) potential flu pandemic.
6. Liaison with the Red Cross, fire/rescue personnel, and others in the community with expertise in this area. (For example finding out what other communities are doing in this area.)

Group Members:

Dianna Cowan – Group Coordinator

Kitty Rucker – Co Group Coordinator

Section 5: Relationship to Neighborhood Watch

The Neighborhood Watch Program is a separate program at Cape George with its own leadership and Charter. This committee and its system of Block Captains (currently there are 54 Block Captains) are essential to the success of the Cape George Emergency Plan. Block Captains, working with their immediate neighbors, are able to communicate readily with these individuals and are also in a position to share critical information presented to them in various training and educational programs on the subject of emergency preparedness. Specific activities of the Neighborhood Watch Committee which support our emergency planning efforts include, but are not limited to:

- a. In case of a warning for a severe emergency the Neighborhood Watch Block Captains, utilizing the telephone tree system, will notify their assigned neighbors of impending emergency. After an emergency these individuals could communicate with their neighbors, check on their well being and report needs to the area First Responders and/or Emergency Operations Center.
- b. Training and educational programs on various emergency preparedness subjects will be provided to Block Captains at least two times each year. These sessions will also be open to the general Cape George Community membership interested in the specific subject being discussed.
- c. Block Captains will distribute educational materials developed by the Emergency Preparedness Committee as well as materials provided by the County, State, and Federal Government.
- d. Block Captains, on an informal basis will be available to assist the First Responder group in damage assessment and in identifying useful resources as requested by this group.

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Section 6: Proposed Budget Requirements

The financial support of Cape George is critical to the implementation of this plan. The following is a summary of the estimated budget requirements for us to accomplish most of the objectives of the plan. These are preliminary estimates but should prove to be realistic. If necessary, these funding requests could be spread over a two year period. Appendix E provides a copy of the Block Captains Telephone Trees for the Cape George Community.

Requested Items	Estimated Cost
GMRS Base Station	\$500.00
8 sets of GMRS hand held radios	320.00
Two medium sized first aid kits	100.00
Disposable disease prevention masks	75.00
Latex gloves, 1 box each size	25.00
Sanitizing wipes and/or solution	25.00
Used Small Portable Generator	300.00
Laminator and required supplies	75.00
Weather alert radio for office	60.00
Paper supplies and copying	<u>125.00</u>
Total	\$1635.00

Appendix A

EMERGENCY PREPAREDNESS COMMITTEE CHARTER

PREAMBLE:

1. The Committee is advisory to the Board of Trustees and the Manager.
2. The Committee shall be composed of volunteer members of Cape George Colony Club.
3. A member of the Board of Trustees with some background and/or interest in the area of emergency preparedness shall be appointed by the Board and serve as liaison between the Board and the Committee.
4. The Committee shall meet as needed to assure the on-going effectiveness of the Emergency Preparedness Plan and to conduct other business.
5. The Committee shall report to the Board of Trustees periodically on its activities and shall prepare and present a brief summary written and oral report at the annual Membership meeting in July.

DUTIES: The Committee shall:

1. Prepare an Emergency Preparedness Plan, to be approved by the Board, for use in the Cape George community and propose amendments or revisions to the Plan as needed.
2. Consult with and assist the Manager on emergency preparedness plans for Cape George common property including roads, water system, marina, buildings and equipment.
3. Coordinate with Neighborhood Watch Committee to assure effective emergency communication.
4. Keep abreast of the emergency preparedness plans of the County, the State and other neighboring communities and provide updated information to the Manager from time to time.
5. Provide educational materials to help members to be personally prepared for emergencies and sponsor programs to teach emergency helping skills such as CPR and first aid.
6. Prepare for and implement emergency response as described in the Plan.
7. Conduct other activities or provide assistance in the area of emergency preparedness as requested by the Board or the Manager.

Approved at Board of Trustees Meeting _____

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**Appendix B
Cape George Emergency Preparedness Committee - July 2006**

Name	Address	Phone	e-mail Address	Responsibility
Bill Stull	55 Queets Place	379-2674	bstull@cablespeed.com	Committee Co-Chair – Task Group #1
Larry Southwick	64 Queets Place	379-2878	larrysouth@cablespeed.com	Committee Co-Chair – Task Group #2
Mikel Stull	55 Queets Place	379-2674	bstull@cablespeed.com	Co- chair Neighborhood Watch Task Group #1
Mary Rothschild and Ross Anderson	164 Quinault Loop	379-4976	hoffelt-rothschild@hotmail.com	Task Group #1
Dick Damon	420 South Palmer	385-7255	ddamon@cablespeed.com	Ham Radio Operator Task Group #1
Ed Skowyra	181 Victoria Loop	385-0536	ripper@olypen.com	Task Group #2
Dianna Cowan	121 Sunset Blvd	385-2394	cowanjd@olympus.net	Task Group #4
Zane Wyll	43 Coleman Place	385-0684	bajalures@hotmail.com	Task Group #2
Virgil See	361 Saddle Drive	385-1701		Advisor
John Garrett	40 Dungeness Place	385-4332	jongar@olypen.com	Task Group #3
Rehbe Greewald	361 South Palmer	379-0589	rhebeg@cablespeed.com	Co-Chair of Neighborhood Watch Task Group #1
Kitty Rucker	102 Marine View Drive	385-4927	kitrucker@yahoo.com	Task Group #4
Stuart Pugh	184 Colman Drive	379-9944	geoduck@cablespeed.com	Task Group #3
Rick Peirson	Cape George Office	385-2208	manager@capegeorge.org	Ex-Officio Member Task Group #2
Jeff Gibbons	311 Bridle Way	385-2043	martine@relcast.com	Ham Operator Task Group #1
Andy Anderson	61 Saddle Drive	385-2917		Backup Ham Operator
Dave Stanko	31 Vic. Loop	385-5688	dstanko8@aol.com	Board Liaison

Appendix C
TSUNAMI PREPAREDNESS PLAN

What is a “tsunami”? (su-nam-ee)

It is a massive system of high waves and water flowing rapidly across the ocean caused by a large earthquake below the sea bed, as shown by the December 2004 tsunami in the Indian Ocean. The high waves and powerful water flow cause complete destruction where they crash and flow ashore. The Pacific coast from California to Alaska is an active earthquake zone that has historically caused some very large tsunamis and could again at any moment. A large earthquake west of Vancouver Island could send a powerful tsunami in our direction down the Straits. Geological evidence shows that the last major tsunami on our coast was approximately 300 years ago. The unknown is **when** the next one is coming, **not if**.

AFTER ALL EARTHQUAKES, TURN ON EMERGENCY RADIOS AND LISTEN FOR TSUNAMI WARNINGS. THE EMERGENCY OPERATIONS CENTER AND RESPONDING INDIVIDUALS WILL BE MONITORING EMERGENCY COMMUNICATIONS FROM THE COUNTY AND OTHER SOURCES. THERE WILL BE WARNINGS IN ADVANCE OF LANDFALL DUE TO THE TIME IT WILL TAKE A TSUNAMI TO TRAVEL FROM THE OCEAN AND DOWN THE STRAITS ALONG CLALLAM COUNTY. IF A WARNING IS GIVEN, TAKE IT SERIOUSLY AND EVACUATE IF YOU ARE IN THE AFFECTED AREAS. EVACUATION MUST BE TO AT LEAST THE UPPER LEVELS OF PALMER, NORTH OR SOUTH.

How high might these waves be?

The Jefferson County and City of Port Townsend emergency management planning for a tsunami is up to elevation 50 feet above sea level. It could be higher on the Cape George side of the peninsula because it lies in a direct path of a tsunami coming down the Straits. A large quantity of water traveling at a high speed could also run up the slope some distance above the wave height. Recent scientific studies have indicated it could be as high as 100 feet above sea level. Even though that is scientifically debatable, for safety and emergency planning reasons, this plan should consider everything up to elevation 100 as threatened and should be evacuated when a tsunami warning is issued. We may or may not be able to receive reports from western Clallam County regarding the heights of an incoming tsunami in time to make specific evacuation plans.

What homes and facilities in Cape George are below 100 feet elevation?

The following is not a scientific evaluation but is a general planning estimate based on the elevations on the Jefferson County topographic maps. All residents in the affected areas should evacuate in such an event. If in doubt, evacuate and be safe, especially if egress could be blocked as is the case in several noted areas.

From the north and working south, the bottom curve of Victoria Loop is at or below 100 feet elevation, so the five houses on the lower west side and the first house on the south leg could be affected. The roadway on lower Victoria Loop could be damaged and access blocked in the worst case but North Palmer would be safe.

Obviously, the Clubhouse, shop and marina are all in harms way of even a low level tsunami and would likely be demolished in such an event. The Clubhouse and Marina area must be evacuated in all tsunami warnings, period. The lower two houses on Marina Drive could be affected. The houses

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on West Vancouver are probably all above 100 feet elevation. The roadway on Marina Drive could be heavily damaged and access blocked for an extended period.

All of the houses on the west side of Sunset Blvd from 210 to the south and on the east side from 381 to the south could be affected. The roadway on Sunset Blvd could be heavily damaged and access blocked.

Houses on the west side of South Palmer from 420 to the south and houses on the south side of Sunset /Sequim Place from 20 Sequim Place to the west could be affected. The intersections of Dungeness Place and Sequim Place with South Palmer are about at elevation 100. Residents on Dungeness Place and Sequim Place may need to evacuate because of the potential damage to South Palmer that could block egress after such an event.

Memorial Park and the roadway in the ravine could be heavily eroded and filled with debris, blocking access and egress to Colman Loop. Houses in the northwestern quarter of Colman Loop could be affected. All of the residents on Colman Loop should be evacuated in such an event anyway because the road in the ravine would probably be damaged and egress blocked for an extended period of time.

None of the houses in the Village appear to be below 100 feet elevation but those along the bluff could be impacted if the bluff is badly eroded.

What homes are below 50 feet elevation?

The marina is, of course, below 50 feet elevation but the first house on Marina Drive is above 50 feet. The houses on the west side of Sunset Blvd. from 400 south to the ravine and the house at 43 Colman Loop are at or below 50 feet elevation.

What do we need to do?

We need to be prepared to receive tsunami warnings and be able to assure the safe evacuation of people from areas that could be affected. Evacuate all of Colman Loop because the roadway through the ravine will be blocked by any significant event. (Residents could evacuate on foot through the Village) Anticipate the destruction of the Clubhouse, shop and marina, the lower portion of Marina Drive, the southern end of Sunset Blvd, Memorial Park and the ravine including Colman Drive. Be prepared to do search and rescue in the affected areas when it's safe after an event in case some people aren't safely evacuated. Power poles in the affected areas could be knocked down causing dangerous conditions and power loss.

Following a catastrophic tsunami, all emergency services in the region will be stressed beyond available resources due to the many low lying areas along the shorelines, such as Diamond Point, Beckett Point, North Beach, Port Townsend and areas further into Puget Sound. It will not be a localized event. Even a minor tsunami might destroy our Clubhouse and marina but it would also destroy all of the homes on Beckett Point and numerous other areas in the region. We must assume that we will be on our own for several days or longer following a major event.

Also, Cape George could sustain substantial damage from the earthquake that caused the tsunami. See the earthquake preparedness planning section of the Plan and other sections for overall emergency planning.

**Appendix D
Cape George Incident Management Team**

The purpose of the **Incident Management Team** is to insure that we have personnel available to provide oversight coordination/management in case of a severe or potential severe emergency in our community. During regular working hours the manager will have the primary responsibility (in cooperation with the Emergency Preparedness Committee leadership) to provide this oversight coordination/management. During non- working hours and at other times when the manager is not on site, it is imperative that we establish a way of determining who will have the primary responsibility for emergency efforts in our community. This responsibility would fall on the members of the Incident Management Team identified below. Ideally all of this team would be able to perform the duties identified below. Each of the individuals listed below has a key to our Emergency Center and they should also be familiar with how to communicate from this Center to County and to other emergency personnel. Communication from our Center can be completed by land-line phone, cell phone, and through our amateur radio operators. All of the critical telephone numbers are posted in our Emergency Center.

The following order is provided as to who would have the primary coordination responsibility in case of an emergency:

Rick Peirson – manager@capegeorge.org	385-2208
Bill Stull - bstull@cablespeed.com	379-2674
Larry Southwick - larrysouth@cablespeed.com	379-2878
Kitty Rucker - kittyjrucker@juno.com	385-4927
Jeff Gibbons - martine@relcast.com	385-2043
Stuart Pugh - geoduck@cablespeed.com	379-9944
Dianna Cowan - cowanjd@olympus.net	385-2394
Zane Wyll – bajalures@hotmail.com	385-0684
David Stanko (or current President of the Board) - dstanko8@aol.com	385-5688

Duties of Incident Management Team Responsible Person (The manager is in charge until he/she turns it over to the next level of the Incident Management Team)

1. During non-office hours, it is presumed that the manager and staff are not available and the Incident Management Team will respond as described herein. Likewise all members of the Incident Management Team should notify the entire IM list if they will be away for periods of more than a week.
2. Each member should have the full Cape George Emergency Plan readily available in order to be able to implement its elements as needed in an emergency event. A copy, together with other related materials, will be maintained in the Emergency Operations Center.
3. Keep abreast of e-mails that originate at the County EOC and monitor weather alerts via weather alert radio. If it looks like we will be facing a severe emergency this information needs to be communicated to Block Captains involved in our Neighborhood Watch Program. First Responders should also be notified and be available if needed.
4. In case of an emergency, go to the Emergency Center in the maintenance building, open the center, and be prepared to communicate our needs to the County's EOC and to other emergency personnel. Information will be coming in from individuals in the community and also from our First Responder group who will be dispersed throughout the Cape George community. Document and monitor damage and needs reports and communicate these to the County EOC.

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5. In the case of a severe earth quake, or another event that would cause a major water line break, one of the major issues facing our community would be to conserve the water remaining in our storage tanks. This can be done by shutting/closing the three valves that control the flow from the Tank farm to the various mains serving the community and isolating the break if possible. After the system is shut down, the standby generator can be started to refill the storage tanks as required. During regular hours this shut down task can be handled by the manager or the Water System Manager. After regular hours Zane Wyll (385-0684), Ed Skowyra (385-0536) and Mac MacDonald (344-3381) are trained to shut down the water system. Additionally, our water system is equipped with an auto-dialer that is activated either by a power outage at the tank farm or by low water levels in our tanks. This auto-dialer dials people authorized by the manager to deal with water emergencies. The auto-dialer sequentially continues to call until a person arrives on the scene and deactivates the dialer. The person answering the call then determines the proper course of action such as starting the standby generator or shutting down the outflow of water from the tanks. (It might be noted that it may be desirable to train additional members of the Incident Management Team in this procedure.)

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**Appendix E-1
Appendix G
Jefferson County Department of Emergency Management
Emergency Operations Center**

Call Center (Preferred for initial calls)	385-9368
1 st Alternate	385-3831, Ex 590
2 nd Alternate (Official Use Only – Not public)	385-6607
Satellite (Use when phones are out) (Use only when phones are out of service)	254-543-2258
FAX	385-9368
EOC Director	385-3831, Ex 529
Business (Normal Daily Operations)	385-9368
After Hours (When EOC is not active.)	385-3831, Ex 1