

TIMBER VALLEY SKP PARK

EMERGENCY ACTION PLAN

800 S. State St
Sutherlin, OR 97479

EMERGENCY PHONE NUMBERS

Fire Department: 911

Ambulance: 911

Police: 911

**Douglas County Dispatch -
Non-emergency Number: 541-440-4471**

FRS (Family Radio Systems): Channel 6

Hospital: Mercy Medical Center
541-673-0611
2700 NW Stewart Pkwy
Roseburg, OR 97471

Roseburg VA Medical Center
541-440-1000
913 NW Garden Valley Blvd
Roseburg, OR 97471

Power Company: Pacific Power
877-508-5088
Text 722797:
(text OUT to report an outage, text STAT
to check outage status)

Propane Company: Amerigas
541-784-3484

Natural Gas: Avista Utilities
800-227-9187

OTHER EMERGENCY RESOURCES

Pacific Power Outages Map: (our provider)

<https://www.pacificpower.net/ed/po/oom.html>

Douglas Power Electric Outage Web Map:

<https://ebill.douglaselectric.com/woViewer/mapviewer.html?config=Outage+Web+Map>

Oregon Transportation Road and Weather Conditions Map:

<https://www.tripcheck.com/>

The National Weather Service:

<https://www.weather.gov/mfr/>

1. PURPOSE of the EMERGENCY ACTION PLAN

To provide an organized and coordinated effort to prepare for, respond to, mitigate potential effects of, and recover from emergencies and disasters at Timber Valley SKP Park of Oregon.

2. RESPONSIBILITIES

2.1. Members and Renters:

As a community of independent RVers, you are encouraged to be self reliant and responsible for your own well being, and to develop and implement your own Emergency Action plan. See 3.6

2.2. Designated Official: Will be responsible for declaring an emergency within the park, and notifying the various park emergency response personnel. See 3.1

During regular Timber Valley SKP Park business hours, Park Management may be the Designated Official in collaboration with an available Board of Directors Member.

In the absence of Park Management, the highest ranking member of the Board of Directors will be the Designated Official.

2.3. Emergency Coordinator:

The Emergency Coordinator is responsible for implementing the Emergency Action Plan; coordinating response activities; communicating with and coordinating with Park Management, Board of Directors Designated Official, Emergency Preparedness Committee Liaison and outside emergency response agencies; monitor activities during the emergency; and declare when the emergency is officially over.

2.4. Planning Manager:

Gathers information about adverse conditions in the Park; tracks, records and coordinates physical and volunteer resources available during an emergency; and communicates this information to the Emergency Coordinator.

2.5 Operations Manager:

Mobilizes human and physical resources as directed by the Emergency Coordinator, to mitigate adverse conditions in the Park and provide status updates to the Emergency Coordinator.

2.6. Communications Manager:

Coordinates and maintains a current list of names and phone numbers of ECT Administrators (in order of contact), Block Captains/Co-Captains, "Rained Out" Administrators (in order of contact), Park Ham Operators, and those with Satellite Text Messaging ability.

The Communications Manager will initiate the FRS (Family Radio Service) radio communications with Block Captains/Co-Captains during an emergency.

Unused FRS channels will be assigned by the Communications Manager as needed.

2.7. Block Captains and Co-Captains:

Will maintain a line of communication with the residents on their block, via the Family Radio Systems (FRS), cell phone, and/or personal contact. See 3.5

2.8. Volunteers:

Volunteers will assist the Emergency Coordinator, Block Captains and Co-Captains as directed and participate in emergency drills.

Some volunteers have special skills that may be needed and or used during an emergency such as Ham Radio Operators, CPR/First Aid or medical training, equipment operation, mechanical knowledge and skills, etc.

2.9. Office Staff:

Office Staff will maintain a copy of the Emergency Action Plan, and will distribute a copy to members upon request.

Renters, upon registration, will be provided with a brief description of the Emergency procedures, communications, and evacuation routes by Office Staff.

3. PROCEDURES

3.1. Notification:

- In the event of an emergency, the Designated Official, in consultation with an available Board of Directors Member, will determine when the Emergency Action Plan should be initiated and contact an Emergency Coordinator to initiate Emergency Action Plan procedures.
- The Designated Official will notify and appraise the highest ranking Board of Directors member that is in the Park at the time.
- A "Rained Out" Administrator will be notified to begin texting emergency information.
- The Emergency Preparedness Committee Board Liaison or Co-Liaison will also be notified.

3.2. Emergency Coordinator Will Contact:

- a “Rained Out” Administrator to text emergency information.
- if needed, a Communications Manager to begin network FRS radio communications.
- if needed, a Ham Radio Operator and/or person with Satellite Text Messaging capability to facilitate communication and information in and out of the Park.
- if needed, appoint a Planning Manager to help monitor the situation, gather information, compile and communicate a situation report to the Emergency Coordinator, track and record needs/resources within the Park.
- if needed, appoint an Operations Manager to organize, mobilize and manage additional volunteers, equipment and resources.
- Establish communication with local fire/police or other emergency agencies as necessary to obtain and relay additional information related to the emergency or disaster.

3.3. Staging Of Operations

- If necessary and possible, Park Management, Designated Official for the Board of Directors, Emergency Coordinator, Communications Manager, and if needed, the Designated Planning Manager, and Designated Operations Manager will meet and stage operations from the Clubhouse.
- Depending on the type of emergency, the operations staging area may be changed, by consensus, to the office or other safe place.
- Survey of the emergency situation will be conducted by the Designated Official and directions disseminated as needed. This survey may include weather and traffic.
- Emergency Coordinator will monitor the emergency situation, activities, responses and provide direction as needed.
- Depending on the extent of the emergency, the Designated Official and Emergency Coordinator may be all that is necessary in monitoring, communicating and implementing needed resources.
- As needed and necessary the following will be appointed to report to the staging location:
 - Planning Manager who will gather and track information on available resources, how to obtain them, where they are needed and who can provide them. This information will be communicated to the Emergency Coordinator.
 - Operations Manager who will coordinate, manage and direct volunteers and resources as needed. Activity information will be communicated to the Emergency Coordinator.

3.4. Communications Manager

- Will broadcast emergency information over Channel 6 on the FRS Radio and begin roll call of Block Captains, Co-Captains and any others tuned into the Network.

3.5. Block Captains and Co-Captains

- Upon becoming aware of an impending emergency or disaster, turn on FRS Radios (Walkie/Talkie) to Channel 6 and listen for emergency information and respond to roll call.
- Change channels to the appropriate assigned radio channel for your block if there is a need to conduct additional communication between Captains and Co-Captains on your block.
- Remember to *Return to Channel 6* to report findings and monitor for additional information
- Evaluate conditions in their area and report any observed problems, i.e. downed trees, road blocked, etc.
- If possible make contact either by phone, text, or in person to those in resident on your block, appraise them of the emergency, relay any appropriate instructions, and assess any human or physical needs.
- Gather information related to available resources on their block and provide this information to the Planning Manager.
- Relay to the Planning Manager results of your block evaluation, of any human or physical needs that may require resources, equipment and/or additional volunteer assistance.

3.6. Members and Renters:

- Develop and implement your own Emergency Action plan, including how to safely evacuate your rig in the event of fire.
- Have an FRS radio (walkie-talkie) available and know how to use it. Participation in communication tests and Park drills is highly encouraged.
- Depending on the size and nature of the emergency, you may be contacted by and asked to direct communications of needs or resources, through a Block Captain/Co-Captain.
- In an emergency, if possible, let the Emergency Block Captain/Co-Captain know if you are leaving or have left the Park, or post a note that indicates such, to prevent Emergency Response Personnel from searching for you or entering your property thinking you may be in need of help and to assist in accounting for everyone once the crisis is over.
- Inform your Block Captain/Co-Captain of extra supplies, propane, generators, gas, heaters, etc, you are willing to share during an emergency if you are out of the Park. Be sure to indicate where the supplies are located and how to access them.
- Communication with others inside or outside the Park may be possible using text messages. Cell Phones can often text out further even if calls can't be made.

- The American Red Cross recommends you have an emergency kit with a 2 week supply of food, water, medical supplies for you and your spouse as well as pets, and have access to important documents for you and your pets.
- Part of your Personal Emergency Action Plan should include:
 - Being prepared at all times with fresh drinking water on hand (1 gallon per person and pet/day) or the ability to purify water.
 - Keeping propane tanks full. It is recommended to have a spare full tank.
 - Assuring generators are maintained and in good working condition and have fuel on hand.
 - Assuring house batteries are maintained and in good working condition

3.7. Evacuation

- Residents are encouraged to be proactive and leave the park for a safer area prior to an emergency or disaster or after if it is safe to do so. Notify Park Management and your Block Captain/Co-Captain that you have left.
- In coordination with local fire/police or other emergency agencies the Emergency Coordinator and/or Designated Official will determine when a Park-wide evacuation is required.
- Evacuation Routes: There are two (2) exits out of Timber Valley SKP's property, the lower main entrance off Creekside and an upper roped off old entrance at the end of State Canyon (just unhook the cable to open access).
- After exiting the Park, there is only one (1) bridge crossing Cooper Creek. If the bridge has washed out or damaged such that a vehicle can't cross, egress may be on foot following the safest route or as directed by emergency personnel.

3.8. Following an Emergency or Disaster

- The Emergency Coordinator in conjunction with the Designated Official and other outside emergency resources will notify residents, through the various communication resources, when the crisis is over.
- In the event of an evacuation, Emergency Personnel will notify the Park when it is safe for residents to return.
- Staging Operations may need to continue after an emergency or disaster to assist with clean up operations.

3.9. Drills

- Drills will be conducted as determined by the Emergency Preparedness Committee. Types of drills may include radio check in, tabletop exercise or full scale park wide.
- The Emergency Action Plan will be updated and revised as a result of drill outcomes.

3.10. Contact Lists:

- Lists of names and phone numbers for Block Captains/Co-Captains, Ham Operators, and Rained Out Administrators will be updated and maintained by the Emergency Communications Team Administrator.
- The names and phone numbers for the current Board of Directors, Emergency Preparedness Committee Board Liaison and Co-Liaison will be updated each July. Updated lists will be placed with each Emergency Action Plan master copy.

3.11. Propane Dispensing During an Emergency:

- Rationing of Propane may be necessary in certain emergency situations to reduce hoarding and unequal distribution.
- The Designated Official in coordination with the Emergency Coordinator will determine when and how propane rationing will occur. Determination will be dependent on how much propane is on hand at the time and replenishment availability and capability from outside resources.
- An authorized propane dispensing operator will be contacted and instructed on the agreed upon rationing procedure.
- In the event of a power outage the Emergency Coordinator will delegate a trained operator to set up propane dispensing through generator power.

Emergency Reporting, Responding and Evacuation

“Rained Out”: is an alert system used by the Park. In emergencies the system sends notifications to text capable cell phones.

To subscribe to “Rained Out” alerts, text a message to 84483. In the message type TVSKP and send the message. If at some point you want to STOP receiving alerts, text a message to 84483 and type stop in the message and send.

FRS Communication: Timber Valley SKP Park has instituted the use of personal walkie talkie radios (FRS - Family Radio Service) as a means of communicating during emergency situations.

Ch. 6 is the designated channel for communication within the Park.

Douglas County Citizen Emergency Alert Notification (CENS): provides critical information on your cell phone or by voice over IP (VOIP) about natural disasters or other emergencies in this area that may require your immediate attention.

To opt-in for Douglas County CENS go to <http://www.dco.com/alerts/> read the information and follow directions or call 541-440-4486 for assistance.

Power Outages: Power outages can occur for as short as minutes to as long as days or weeks.

- There is the potential that communication with fire, police and EMTs may not be possible during power outages.
- It may not be possible for gas stations to pump gas or propane or stores to be open to buy food or drink.
- Be prepared with fresh drinking water, food, flash lights, full propane tanks, well maintained functional house batteries, generator and fuel.
- Notifications and updates will be posted on “Rained Out” if possible.
- The Designated Official will determine if Emergency Action Plan procedures are to be initiated and contact the Emergency Coordinator.
- Block Captains and Co-Captains will assist in communicating information as needed.
- Be prepared to evacuate if necessary or requested to do so.

Emergency Reporting, Responding and Evacuation (cont)

Fire: When fire is discovered notify the fire department by calling **911**.

- Be sure to specify the location of the fire.
- Notify the office of the emergency. If help is available, have someone go out and direct the emergency responders to the site.
- Fight the fire only after the fire department has been notified and only if the fire is small and it is safe to do so.
- Evacuate out the nearest exit, or emergency exit window.

Wildfire: Drought and dry conditions throughout the year increase wildfire risk.

- Be ready to move at a moment's notice.
- Notifications and updates will be posted on "Rained Out".
- When evacuation notification is received from local emergency responders, the Designated Official will notify the Emergency Coordinator to initiate the Emergency Action Plan procedures for evacuation.
- Block Captains and Co-Captains will assist in communicating information as needed.

All residents are to leave the Park immediately when requested to do so.

Do not remain to try and protect personal property or fight the fire.

Flood: In addition to our local Cooper Creek, Timber Valley SkP Park sits at the base of Cooper Creek Reservoir and Dam. As such, the Park could be subject to flooding.

- Be ready to evacuate and move to higher ground.
- In the event of an earthquake, Cooper Creek Dam may start to fail. Move to higher ground as quickly as possible.
- The Designated Official will determine if Emergency Action Plan procedures are to be initiated and contact the Emergency Coordinator.

Winter Storms: Heavy snowfall, ice or extreme cold is possible.

- Be prepared for the possibility of power outages (see additional information above), blocked egress from your RV, hazardous driving conditions and transportation difficulties.
- The Designated Official will determine if Emergency Action Plan procedures are to be initiated and contact the Emergency Coordinator.
- Block Captains and Co-Captains will assist in communicating information as needed.

Emergency Reporting, Responding and Evacuation (cont)

Earthquake: Earthquakes strike suddenly and without warning. The Pacific Northwest is at a higher risk.

- Seek protection under a piece of furniture or against an interior wall.
- The Designated Official will determine if Emergency Action Plan procedures are to be initiated and contact the Emergency Coordinator.
- Block Captains and Co-Captains will assist in communicating information as needed.
- Notifications and updates will be posted on “Rained Out” if possible.
- Be prepared to evacuate when requested to do so.

Tornado: Although tornadoes are rare in this area, changing weather patterns bring new dangers.

- Take warnings seriously.
- Know the difference between a “Watch” and a “Warning”.
- Monitor weather conditions on the radio, internet and/or TV.
- When a warning is issued by sirens or other means, seek inside shelter in a small interior room or hallway of a building, away from windows or doors. At Timber Valley SKP Park this would be the clubhouse or office.
- If outdoors lay flat in a ditch or depression in the ground.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.
- If tornado damage is sustained at the Park, the Designated Official will notify the Emergency Coordinator to initiate Emergency Action Plan procedures.