

**TIMBER VALLEY SKP PARK**

**EMERGENCY RESPONSE PLAN**

**800 S. State St.  
Sutherlin, OR 97479**

**July 15, 2021**

EMERGENCY RESPONSE PLAN  
**TABLE OF CONTENTS**

EMERGENCY PHONE NUMBERS	2
OTHER EMERGENCY RESOURCES	3
1. PURPOSE of the EMERGENCY RESPONSE PLAN	4
2. TYPES OF POSSIBLE EMERGENCIES & HOW TO RESPOND	4
With all Emergencies:	4
Health-Related Pandemic or other drawn-out emergency:	4
Power Outages:	4
Fire:	5
Wildfire:	5
Flood:	5
Winter Storms:	5
Earthquake:	6
Tornado:	6
Active Shooter:	6
3. RESPONSIBILITIES DURING an EMERGENCY	7
3.1. Members and Renters:	7
3.2. SKP Emergency Response Team:	7
3.3. Designated Official:	7
3.4. SKP Policy Group:	7
3.5. Incident Commander (IC):	8
3.6. Emergency Preparedness Committee Chair or Co-Chair	8
3.7. Communications Manager:	8
3.8. Planning Manager:	8
3.9. Block Captains and Co-Captains:	8
3.10. Operations Manager:	9
3.11. Volunteers:	9
3.12. Office Staff:	9

4. EVACUATION INFORMATION	9
4.1. Evacuation Overview:	9
4.2. Evacuation Following an Emergency or Disaster:	10
4.3. Evacuation Drills:	10
4.4. Evacuation Contact Lists:	10
4.5. Propane Dispensing During an Emergency:	10
5. WAYS to COMMUNICATE DURING an EMERGENCY	11
APPROVAL by the BOARD of DIRECTOR	12
ADDENDUM: EMERGENCY RESPONSE TEAM TASKS	13

## **EMERGENCY PHONE NUMBERS**

**Fire Department: 911**

**Ambulance: 911**

**Police: 911**

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

**FRS (Family Radio Service): 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:** (Timber Valley RV Park provider)  
[pacificpower.net/outages-safety.html](http://pacificpower.net/outages-safety.html)

**Douglas Power Electric Outage Web Map:**  
[ebill.douglaselectric.com/maps/external/OutageWebMap/](http://ebill.douglaselectric.com/maps/external/OutageWebMap/)

**Oregon Transportation Road and Weather Conditions Map:**  
[tripcheck.com](http://tripcheck.com)

**The National Weather Service:**  
[weather.gov/mfr](http://weather.gov/mfr)

## 1. PURPOSE of the EMERGENCY RESPONSE 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 (TVSKP).

## 2. TYPES OF POSSIBLE EMERGENCIES & HOW TO RESPOND

### **With all Emergencies:**

As part of your **Personal Emergency Response Plan**, the American Red Cross recommends you have an emergency kit with a two-week supply of food, water, medical supplies for you, your household, and pets; and have access to important documents. Also:

- Be prepared at all times with fresh drinking water on hand (1 gallon per person and pet/day) or the ability to purify water. Keep the fresh water holding tank of your RV full at all times.
- Keep propane tanks full. It is recommended to have a spare full tank.
- Assure generators are maintained, in good working condition, and have fuel on hand.
- Assure house batteries are maintained and in good working condition.

As part of the **Park's Emergency Response:**

- A Designated Official will declare an Emergency and assemble a SKP Policy Group.
- The SKP Policy Group will determine if Emergency Response Plan procedures are to be initiated and appoint an Incident Commander.
- Block Captains and Co-Captains will assist in communicating information as needed.
- Notifications and updates will be posted on AlertSense if possible.

### **Health-Related Pandemic or other drawn-out emergency:**

When the Park's population is at higher risk:

- Contingency plans will be made to deal with long, drawn-out emergencies such as a pandemic or a possible Cascadia Subduction earthquake event.
- In long-duration emergencies and after the immediate response phase, the Emergency Management Overhead Team should stand down and become an advisory group to the Board.

### **Power Outages:**

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

- Communication with fire, police, and EMTs may not be possible during power outages.

- Gas stations may be unable to pump gas or propane. Stores may be closed, preventing the purchase of food or drink.
- Be prepared with fresh drinking water, food, flashlights, full propane tanks, well-maintained functional house batteries, generator, and fuel.
- Be prepared to evacuate if necessary or requested to do so.

**Fire:**

If a fire in your RV is discovered, evacuate through the nearest exit or emergency exit window.

- Call 911 to notify the fire department.
- 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.

**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 AlertSense.
- When evacuation notification is received from local emergency responders, the SKP Policy Group will notify the Incident Commander to initiate the Emergency Response Plan procedures for evacuation.
- All residents are to leave the Park immediately when requested to do so. Do not remain to 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.

**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.

**Earthquake:**

Earthquakes strike suddenly and without warning. The Pacific Northwest is at high risk.

- Seek protection under a piece of furniture or against an interior wall.
- 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 the head and neck.
- Remain sheltered until the tornado threat is announced to be over.

**Active Shooter:**

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through firearms.

- **Call 911** immediately (or as soon as it is safe to do so) and provide the following information:
  - An active shooter is on the property.
  - Location of property and shooter(s).
  - Number of shooters.
  - Physical description of shooter(s).
  - Approximately how many people are in the park (potential number of victims).
- The following actions should be taken:
  1. **RUN** if it is safe to do so. Leave belongings behind. Keep hands visible to show law enforcement you are not armed.
  2. **HIDE** if it is not safe to run, or if unable to get out. Any doors or entries to the hiding area should be locked and barricaded. Lights should be turned off and windows covered. Cell phones and electronic devices should be turned off so they do not give away the hiding area. Anyone hiding should be very quiet.
  3. **FIGHT** as a last resort, when trapped, unable to run or hide, and life is in imminent danger. Keep moving, throw objects to distract the shooter, and act with physical aggression to incapacitate the shooter with the help of others when possible.

### 3. RESPONSIBILITIES DURING an EMERGENCY

#### 3.1. 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 Response Plan.

*See Tasks Addendum p. 9 b*

#### 3.2. SKP Emergency Response Team:

The SKP Emergency Response Team (see chart) consists of Park volunteers that might include: Designated Official, SKP Policy Group, Incident Commander, Communications Manager, Planning Manager, Operations Manager, Block Captains & Co-Captains, Office Staff; and AlertSense, ECT Radio, Ham Operators, Soup Kitchen, Staging Area, and Generator Team.

The **Emergency Management Overhead Team** includes the Incident Commander, Communications, Planning, and Operations sections, and the Chair and Co-Chairs of the Emergency Preparedness Committee.

*See Tasks Addendum p. 2, 3*

#### 3.3. Designated Official:

Will be responsible for declaring an emergency within the park, and notifying the various park emergency response personnel.

- 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.
- The Designated Official, having declared an emergency, shall assemble the SKP Policy Group.
- Once the SKP Policy Group is assembled, the Designated Official's job concludes.

*See Tasks Addendum p. 4*

#### 3.4. SKP Policy Group:

Approximately three Board Members and any high-level, subject-matter experts such as the Park Manager, Chairpersons of the PCM, Emergency Preparedness, or Finance Committees.

*See Tasks Addendum p. 5*

**3.5. Incident Commander (IC):**

Responsible for implementing the Emergency Response Plan, including:

- Coordinating response activities.
- Communicating and coordinating with Park Management, SKP Policy Group, Emergency Preparedness Committee Liaison, and outside emergency response agencies.
- Monitoring activities during the emergency.
- Declaring when the emergency is officially over.

*See Tasks Addendum p. 6*

**3.6. Emergency Preparedness Committee Chair or Co-Chair**

Advises the Incident Commander.

*See Tasks Addendum p. 7*

**3.7. Communications Manager:**

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

*See Tasks Addendum p. 8, 8a, 8b, 8c*

**3.8. 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 Incident Commander.

*See Tasks Addendum p. 9*

**3.9. Block Captains and Co-Captains:**

Maintains a line of communication with the residents on their blocks, via the Family Radio Service (FRS), cell phone, and/or personal contact.

*See Tasks Addendum p. 9 a*

**3.10. Operations Manager:**

Mobilizes human and physical resources as directed by the Incident Commander to mitigate adverse conditions in the Park and provides status updates to the Incident Commander.

*See Tasks Addendum p. 10*

**3.11. Volunteers:**

Assist the Incident Commander, Block Captains and Co-Captains as directed. Participate in emergency drills.

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

**3.12. Office Staff:**

Maintain a copy of the Emergency Response Plan and distribute a copy to Park Members upon request.

Upon registration, provide renters with a brief description of Emergency procedures, communications, and evacuation routes.

*See Tasks Addendum p. 10 a*

**4. EVACUATION INFORMATION****4.1. Evacuation Overview:**

- Residents are encouraged to be proactive and leave the park for a safer area before 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 Incident Commander and/or SKP Policy Group will determine when a Park-wide evacuation is required.
- Evacuation Routes: There are two (2) exits out of Timber Valley SKP Park's property: the lower main entrance off State Canyon, and the upper roped off old entrance at the end of State Canyon (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 been damaged such that a vehicle can't cross, egress may be on foot following the safest route or as directed by emergency personnel.

**4.2. Evacuation Following an Emergency or Disaster:**

- The Incident Commander in conjunction with the SKP Policy Group and other outside emergency resources will notify residents, through the various communication resources, when the crisis is over.
- In 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 recovery operations.

**4.3. Evacuation Drills:**

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

**4.4. Evacuation Contact Lists:**

- Lists of names and phone numbers for Block Captains/Co-Captains, Ham Operators, and AlertSense 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 Response Plan master copy.

**4.5. Propane Dispensing During an Emergency:**

- Rationing of propane may be necessary in certain emergency situations to reduce hoarding and unequal distribution.
- The SKP Policy Group, in coordination with the Incident Commander, will determine when and how propane rationing will occur. Determination will be dependent on amount of propane on hand at the time and replenishment availability and capability from outside sources.
- A trained propane dispensing operator will be contacted and instructed on the agreed-upon rationing procedure.
- In a power outage, the Incident Commander will delegate a trained operator to set up propane dispensing through generator power.

---

## 5. WAYS to COMMUNICATE DURING an EMERGENCY

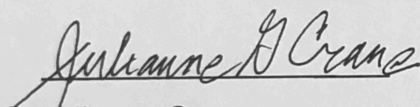
- **AlertSense** is an alert system used by the Park. In emergencies, the system sends notifications to text capable cell phones and email addresses. To subscribe to telephone and/or email alerts, contact the Timber Valley SKP office or an AlertSense administrator.
- **Family Radio Service (FRS) Communication:** Timber Valley SKP Park has instituted the use of FRS, aka personal “walkie talkie” radios, as a means of communicating during emergencies. **Ch. 6** is the designated channel for communication within the Park.
- **Douglas County Citizen Emergency Alert Notification (CENS)** is used to notify the public with important information about natural disasters or other emergencies that require your immediate attention.
  - Douglas County currently receives all landline phone numbers from the local phone companies. These phone numbers are automatically enrolled in CENS and will receive alerts based on their home address.
  - To register a cell phone or VoIP phone for CENS, please visit [dcso.com/alerts/](http://dcso.com/alerts/) and follow the instructions. You may also call 541-440-4486 for assistance.

## APPROVAL by the BOARD of DIRECTOR

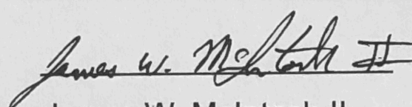
TIMBER VALLEY SKP PARK OF OREGON, INC.  
800 S. State Street,  
Sutherlin, OR 97479

### EMERGENCY RESPONSE PLAN

Approved by  
The Board of Directors  
July 15, 2021



Julianné Crane  
Emergency Preparedness  
Committee Chairperson



James W. McIntosh II  
Board President

Original Date: July 18, 2019 - EMERGENCY RESPONSE PLAN - Revised July 15, 2021 - v1  
Edited by Julianne G. Crane / Rachael Smitley, Emergency Preparedness Committee - ERP