

**Alderbrook Golf and Yacht Club  
Homeowners Association  
Emergency Guidebook**

**While** there are devices that predict certain natural disasters, emergencies are unpredictable and erratic. The Alderbrook Golf and Yacht Club's (AGYC) Emergency Guidebook provides a roadmap during potentially frightening and stressful situations.

Over several months, the Alderbrook Emergency Preparedness Advisory Committee (EPAC) has worked to create this guidebook, which utilizes best practices developed by FEMA, the State of Washington, as well as other agencies responsible for emergency management and preparedness.

AGYC's demographics have changed in recent years. While the overall AGYC community remains a 50+ retirement community, the demographics now include young families that have discovered what an amazing place AGYC is.

While Alderbrook is not likely to contend with hurricanes, tornados and other similar events, this area is **highly** susceptible to wildfire, high winds, snowstorms, and earthquakes. Any of these can create loss of property and/or life. EPAC has prepared an emergency guidebook to help steer our community if, or when, disaster strikes.

### **Chain of Command**

Organizational structure is critical during an emergency. The AGYC General Manager serves in the Incident Commander role. If AGYC is without a GM, or if the GM is not on site, the Board President will fill the Incident Commander role. If the Board President is not on site, the next in line on the AGYC Board of Directors serves in this role. **Federal Emergency Management Agency's ICS 100 is an introduction to the Incident Command Structure. It is highly recommended that all members of the AGYC Board of Director's as well as the General Manager take this 2hr, online course.**

In the event of an emergency, AGYC will participate in a "Unified Command Structure". The AGYC Incident Commander will work cooperatively with the appropriate responding government agency.

### **Evacuation**

Alderbrook recently erected Evacuation Route signs throughout the community. The actual evacuation route(s) will be determined based on availability and safety of the route. ***It is each member's responsibility to use good judgment and to familiarize themselves with posted routes.***

## **Standard procedures**

Below are recommendations that may serve a variety of emergency situations:

- Establish a family communication plan. Designate an out-of-area friend or relative to act as a single source of communication among family members in case of separation. ***It is easier to call or message one person and let them contact others than it is to try to call everyone when phone, cell and internet may be overloaded or disabled during an emergency or disaster.***
- Build or purchase a 3, 7, or 14-day emergency kit. Emergency kits are available online. ***Feel free to reach out to an Emergency Preparedness Advisory Committee member for resource suggestions.***
- Have a minimum of one gallon of water per person, per day available for your household.
- Know where your propane gas shutoff is located and be familiar with shutoff procedures.
- Identify where your main water shut-off valve is located and familiarize yourself with how to turn it off/on.
- If you require oxygen, it is highly recommended you consider purchasing a generator or have easy access to one.
- If you have a generator, familiarize yourself with connecting it. If the generator is gasoline powered, make sure the gasoline is fresh. Regular maintenance is needed for optimum performance. Generators should be run for 15 minutes, once a month. Mason County Fire District 6 is available to show you how to use your generator.
- Candles, flashlights, lanterns, extra batteries
- Have a fire extinguisher available and know when and how to use it. Minimum recommended size: 2A:10BC.
- Additional information is available @ [mcfcd6.com](http://mcfcd6.com).
- If you have neighbors who are single or elderly please check on their welfare.

## **Insurance**

- It is important to have all your insurance information, including instructions on how to file a claim and provider contact information, in one place and easily accessible.
- Take the time to periodically check with your provider to determine if coverage is up to date.

## **Designated Meeting Place**

The AGYC Clubhouse and/or the Wickiup are the pre-designated meeting areas, if necessary. These locations may provide community updates and information if the usual means of communication are unavailable (email, phone, text, social media).

## **Contact Information/ Communication**

**Obtain a hard copy of the most recent AGYC Directory from the AGYC Business Office.** Check .to make sure your contact information is current in the AGYC Directory and keep your directory in an easily accessible location. Do not expect your internet to be working during some events. In the event internet and cell service is not disabled, updated information will be made available by group texts, social media and/or email.

**All residents are encouraged to sign up for local alerts by texting MASONALERT to the number 99411 and enrolling in the Mason County Public Safety Alert System. This enrollment only takes a few moments.**

## **Debris Management and Removal**

Under certain circumstances, the General Manager may assign the AGYC Maintenance Department the responsibility of removing debris resulting from an emergency. Other events may require residents to be responsible for debris removal on their property. Debris may be taken to the Organic Collection Site or designated area. The determination is made by Maintenance and Management. The plan/process will be communicated to residents, as needed.

## **Types of Emergencies:**

### **#1. WINTER WEATHER**

#### **Mitigation – Prepare – Response - Recovery**

##### **Mitigation**

- Stay informed of changing weather conditions.
- Consider purchasing a generator for your residence.

- Prune branches hanging over your roof.
- Pipes are more likely to freeze when temperatures fall below 20 degrees. Open cabinet doors beneath the bathroom and kitchen sinks.
- Spread de-icer, rock salt or sand on sidewalks, porches, stairs, and driveways.

### Preparedness

- Pay attention to weather reports/advisories if severe weather is predicted. Take personal precautions/actions. Evacuate to a safe location and stock up on groceries, medications, and fuel in advance of a storm.
- Add caulk and weatherstripping to your home's doors and windows.
- Insulate waterlines running along your home's exterior walls, as well as unheated areas (for example, the garage, basement, and crawl space). Remove and drain garden hoses and insulate outdoor faucets with faucet covers. Caulk around pipes entering the house, as needed.
- Have your fireplace, chimney and flue professionally inspected.
- Assess all smoke and carbon monoxide alarms, and make sure backup batteries are available.
- Buy and store de-icer, rock salt, sand, and a heavy-duty snow shovel.
- Develop a list of community members/resources (e.g., snow blowers) that may be able to aid those in need.
- Identify community members in your area who may need assistance with response/recovery activities, especially strenuous activities such as clearing driveways or debris.

### Response

- The Green Superintendent determines the need for road plowing. If your porch light is left on, *maintenance will **ATTEMPT** to remove the berm by your driveway left by the plow.*
- Remove ice/snow from porches, sidewalks, steps and driveways.
- Check on neighbors who may be at higher risk in difficult situations or who may need help with shoveling or other matters.

## Recovery

- The Business office will notify residents if the Organic Collection Site will be open for green debris removal.

## #2 Wildfires

### Mitigation - Prepare - Response - Recovery

- Put together an emergency supply kit. (Three-day supply of non- perishable food, prescriptions, or special medications, change of clothing, first aid kit, flashlight, sanitation supplies, copies of important documents, such as birth certificate, passports, etc.).
- Items to take if time allows: Easily carried valuables, family photos and other irreplaceable items, personal computer information on hard drives, chargers for cell phones, laptops, etc.
- Evacuation from AGYC is determined by availability and safety of routes.
- Consider requesting a Wildfire Safety Survey conducted by Mason County Fire District 6
- Establish a family communication plan. Designate an out-of-area friend or relative to act as a single source of communication among family members in case of separation. *(It is easier to call or message one person and let them contact others, than to try and call everyone when phone, cell and internet systems can be overloaded during a disaster)*
- Have fire extinguishers on hand and learn how to use them (**minimum recommended size 2A:10BC**). Check expiration dates regularly.

## #3. Earthquakes

### Mitigation – Prepare – Response - Recovery

*Washington State is framed by the Pacific, North American and Juan de Fuca plates, which are segments of the Earth's crust. On an annual basis, thousands of minor earthquakes happen in the greater Puget Sound region. Most of these earthquakes go unnoticed.*

### Mitigation/Prepare

- **Apps:** Consider downloading an earthquake notification App, such as MyShake, to your smartphone. These Apps provide an alert a few seconds before you feel an earthquake.

They are designed to give you a few seconds to find a safe place to Drop, Cover and Hold On.

- **Pick safe places in your home where you could Drop, Cover and Hold On during an earthquake.** Safe places could be under a sturdy table or desk or against an interior wall away from windows, bookcases or tall furniture that could fall on you. Remember to do the same at work or other places where you spend lots of time.
- **Practice Drop, Cover and Hold On.** If you physically practice, you will have a better chance of remembering what to do during a real earthquake.
- **Secure loose and heavy structures.** Items like televisions, bookcases, etc.
- **Keep an earthquake supply kit.** This should consist of at least 3 days of food and water. Include a whistle, small fire extinguisher and flashlight with fresh batteries. See Appendix for other suggested items for your emergency kit. There are also many good kits available online.
- **Seismically safeguard your home.** Safeguarding may include securing items, such as appliances, water heater, bookcases, framed pictures, televisions, and computers, installing cabinet latches, and securing valuable/sentimental breakable items to shelves with putty.

## Drop, Cover and Hold On!

*A popular, yet misleading, message continues to circulate on the Internet and social media that promotes the "triangle of life" technique for surviving an earthquake. This technique incorrectly claims that people can use "voids" or "empty spaces" to survive earthquakes. Methods like standing in a doorway, lying alongside furniture, or running outside are considered dangerous and are not recommended. Here is why:*

- *Many injuries from earthquakes are caused by people running around while the ground is shaking. They fall, run into furniture, step on broken glass or are hit by falling objects.*
- *In and around older buildings especially, there is a much higher likelihood of broken windows, falling bricks and other dangerous debris.*
- *Despite the urge to flee, experts advise people to stay put - you are more protected indoors under a sturdy desk or table.*
- *Earthquakes in the U.S. do not typically result in total building collapse (also known as "pancaking") due to higher building construction standards.*

*The "triangle of life" theory also encourages people to roll out of bed onto the floor if caught asleep during an earthquake. Earthquake experts advise that staying in bed can provide more protection during an earthquake than rolling onto the floor beside it, where you could be injured by falling objects. The point is: The more you move during an earthquake, the more potential there is for injury.*

Be informed, and tell others: "**Drop, Cover and Hold On**" is still your best move to reduce injury and death during an earthquake in the United States.

- **DROP** to your hands and knees.
- Take **COVER** under a sturdy table, desk, or chair.
- **HOLD ON** until the shaking stops.

Being ready for an earthquake includes practicing what you will do when the earth shakes so a safe response becomes automatic. Residents and businesses are encouraged to participate in the annual **Washington Great ShakeOut** earthquake drill.

## Response

During an earthquake, Drop, Cover and Hold On where you are until the shaking stops. If you are:

- Inside, stay inside - wait until the shaking stops and you are sure it's safe to exit.
- In bed - stay in bed and hold on, protecting your head with a pillow.
- Outdoors - find a clear spot away from buildings, trees, and power lines. Crouch down low and cover your head.
- In a vehicle - slow down and drive to a clear space away from overpasses, power lines, buildings, and trees. Stay in your vehicle, with the seatbelt fastened, until the shaking stops. Once the shaking stops, proceed with caution. Avoid bridges or ramps that may have been damaged.

## Recovery

After the shaking stops, check yourself and then others for injuries. Give first aid for serious injuries.

- 911 is likely disabled. Emergency services will respond to the best of their ability.
- Remain vigilant as there may be aftershocks.
- Check for any injuries.
- If you are trapped, attempt to shield your eyes, mouth and nose from dust.
- Try to yell for help or otherwise attempt to make some sort of noise.
- Check for, extinguish small fires, and eliminate any fire hazards.
- Check for gas leaks. Leave the gas on at the main valve unless you smell gas or suspect a leak; it may be weeks or months before professionals are available to turn



the gas back on. If you smell gas or hear a blowing or hissing noise, open a window and quickly leave the building and turn off the gas at the outside main valve if you can.

- Look for electrical system damage. If you see sparks or broken or frayed wires, or if you smell hot insulation, turn off the electricity at the main fuse box or circuit breaker.
- Check for damage to sewer and water lines. If you suspect damage to sewer lines, do not use toilets. If water pipes are damaged do not use water from the tap. Contact your local utility agency to report damage. Shut off the water main. In case pipes are broken in the street, this allows the water in your hot water tank to remain there for your use.
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Monitor local media or NOAA Weather Radio for information and emergency instructions.
- Use the telephone only to report life-threatening emergencies.
- Expect aftershocks.

#### **#4 Pandemics:**

##### **Mitigation – Prepare – Response - Recovery**

Respiratory infections are a main area of concern because of easy transmission from person to person. Respiratory infections include influenza, RSV, colds, pertussis and Covid among others. Everyone can help prevent the spread of infections by using good health manners (respiratory etiquette).

##### **Mitigation**

- Use handwashing to prevent the spread of infections.
  - Use soap and water or alcohol-based hand sanitizers.
- Cover your cough with a tissue or use your upper sleeve/arm.
- Put used tissues in the trash, not in your pockets.
- Stay home if you feel ill, and isolate until well.
- Obtain recommended vaccines for the prevention of community-acquired illnesses.
- When recommended or desired, wear a face mask to prevent transmission.

##### **Prepare**

- Residents are encouraged to listen to and follow public announcements and health department recommendations.
- Residents should be prepared with enough food, water, and medication to limit trips outside of their homes or to quarantine as needed.
- If you are unable to leave your home, connect with a neighbor who could grocery shop or obtain prescriptions for you.
- Learn how to care for family members at home with fever and cough.
- Supply chain may be affected – plan ahead with emergency supplies.

### **Response**

- Listen to and follow community announcements.
- The Incident Commander determines if closing or limiting access to shared areas and amenities is appropriate.
- Community events may be cancelled or delayed.
- Residents are advised to adhere to CDC guidelines.
  - Maintain social distancing, masking, hand sanitation, etc
- Hand sanitizer dispensers are placed in entry ways and common areas.
- Residents are asked to refrain from entering common areas if they feel ill.
- Additional cleaning measures may be employed by staff depending on the transmission vectors.

### **Recovery**

- Digital resources may be utilized to maintain AGYC business and committee meetings.
- Mask guidelines should be followed as recommended by the CDC.
- Maintain social distancing as recommended by authorities.
- Pay attention to local, state, and national announcements.
- Updates may be available in the *Foremast*.
- Education of residents may occur in the *Foremast* and email communications.

## #5 Active Shooters/Acts of Violence

### Mitigation - Prepare – Response - Recovery

This plan is written for when a person is actively involved in a killing or attempted killing in a confined and populated area. In the case of AGYC, it is the Alderbrook Clubhouse.

#### Mitigation

- Always be aware of your surroundings and the people nearby.
- Report any suspicious activity to the local law enforcement and the General Manager or other employees within the Alderbrook Clubhouse.

#### Prepare

- Clubhouse staff will have a lockdown procedure for the building.
- When in a confined public space, be aware of the available exits or possible areas to hide.
- Have a cell phone available or know where telephones are in the Clubhouse.

#### Respond

- **Run, Hide, Fight**
- Notify law enforcement using 911.
- If you are around an active shooter, run as far from the shooter as possible.
- If you cannot run away, hide.
  - Do not hide in groups - split up if possible.
- Attempt to barricade doors, close blinds, and turn off lights.
- Stay calm and quiet, stay as low as possible, and stay out of sight.
- Shelter in place until police advise otherwise.
- If you cannot run or hide from an active shooter, **FIGHT BACK!**

#### Recovery

- Do not attempt to remove injured people.

➤ Instead identify their locations for authorities.

- Provide first aid if possible, and if you are able.
- Stay at the scene, do not leave, it will be considered an active crime scene.

*Additional Resources:*

- [www.ready.gov](http://www.ready.gov)
- [www.mcfcd6.com](http://www.mcfcd6.com)
- [www.fema.gov](http://www.fema.gov)
- [www.mil.wa.gov](http://www.mil.wa.gov)

## **LIMIT OF LIABILITY / DISCLAIMER**

AGYC makes no representations with respect to the accuracy or completeness of the contents of this Guidebook and specifically disclaims all warranties. The advice and strategies contained herein may not be suitable for every situation. AGYC shall not be liable for damages arising herefrom.