

VILLAGES EMERGENCY PREPAREDNESS COMMITTEE

Policy/Procedure

SUBJECT: EPC Response to Power Shutdown/Outage Event

POLICY: When a PG&E-initiated electricity shutdown or a localized power outage occurs, and if the Villages is not under a Shelter-in-Place order, the Villages Emergency Preparedness Committee (EPC) will respond in ways directed by The Villages Management.

PERSONS INVOLVED: EPC Leadership Team: Chair, Co-Chairs, Directors of Specialty Teams, Sector Chiefs and Area Representatives

FORMS/DOCUMENTS: EPC Activation List: List of EPC Directors and Sector Chiefs
EPC- Duties During Power Shutdown/Outage
Safety Recommendations During a Power Shutdown/Outage
Event Flyers from Management

PROCEDURES:

Prior to a PG&E-initiated electricity shutdown:

1. EPC leadership, under the direction of the Chair & Co-Chairs, will organize and implement an annual emergency preparedness forum to include information concerning back-up systems for important emergency equipment.
2. The **EPC Chair/designee** will communicate with The Villages' Management Team about how best to prepare and reach Villagers concerning any upcoming power shutdown by PG&E.

When a PG&E-initiated electricity shutdown or outage occurs, then the EPC leadership will act as follows:

1. When management (usually Public Safety) becomes aware that all or part of the Villages has been affected by a power shutdown or outage, a NIXLE alert will be sent to residents that have opted-in to this service. The General Manager/designee/Public Safety will contact the **EPC Chair/designee** who will then contact the appropriate Sector Chief(s) (see ***EPC Activation List: List of EPC Directors and Sector Chiefs***) of the affected and all neighboring areas and inform them to have their phones available to receive calls/texts about updates to this event. He/she will also instruct the Sector Chief(s) to contact their Area Reps and deploy them to their respective areas to check on the households therein. Area Reps will be instructed to notify residents that if their health equipment is jeopardized by a lack of power to call 911 and notify family or friends who might be able to help them (see ***EPC—Area Rep Duties During Power Shutdown & Safety Recommendations During A Power Shutdown***). This may involve handing out ***Event Flyers from Management*** about the event. *Even in the event of a Shelter-in-Place order being in effect, it is anticipated that telephone assessments and in-person support—done in a safe manner—will be provided.*
2. If the entire Villages is affected by the power shutdown/outage, the **EPC Chair/designee** will activate the EPC through the Villages NIXLE alert system and the leadership will proceed to the Villages Emergency Operations Center and begin following the established procedures.

3. The affected Sector Chiefs will report back to the **EPC Chair/designee** about the status of the Villagers in their sector.
4. Based on the information reported by the Sector Chiefs, the **EPC Chair/designee** may communicate with any of the Directors of the Specialty Teams to inform him/her of the need to respond appropriately. Any Director that responds are to report back to the **EPC Chair/designee** about the results of the action they took.
5. In the event that the power shutdown lasts more than a few hours, that is, a few days, **EPC Chair/designee** will connect with the Sector Chief(s) of the affected area(s) and have them deploy their Area Reps to their respective areas in order to again check on the households therein. The Sector Chiefs will relay any pertinent information to the **EPC Chair/designee**.
6. When appropriate, the **EPC Chair/designee** at the Villages Emergency Operations Center (VEOC) will communicate to the affected Sector Chiefs via NIXLE that the event has ended (power has been restored).
7. Soon afterward, the **EPC Chair/designee** will summarize all actions taken and report such to The Villages Management Team and the rest of the EPC leadership.

SAFETY RECOMMENDATIONS DURING A POWER SHUTDOWN/OUTAGE

**In the event of a power shutdown/outage affecting any part of the Villages,
it is recommended that Villagers...**

1. Do NOT turn on the gas burners on their stove.
2. Do NOT use a generator in their garage, near their neighbors' homes (it may be in their way or the fumes/noise could be bothersome) or near an operable window/door. Any item that is to be powered by a generator should be plugged into it directly. Please adhere to the established Villages rules.
3. Conserve water & use toilets sparingly, because once the water in the Valle Vista storage tank is empty, there won't be any left for drinking, flushing toilets, taking showers/baths, etc.
4. Avoid using candles—they can end up being unattended and could be a fire hazard.
5. (If appropriate) Obtain a backup source of power to charge their oxygen-generating machine or other health-related equipment. If they do not have such and their health would be endangered, invite them to contact a relative or to call 911.
6. OK to use your BBQ only outdoors according to Villages rules.
7. **Call 911 and contact Public Safety or other appropriate office/resource in the Villages if other help is needed.**