



Pre-Drill Instructions

Annual Emergency Drill at The Villages



Emergency Preparedness Committee

Our number ONE mission is to prepare The Villages Residents to be self-sufficient in the event of a disaster.

We are also good neighbors and want to help when an emergency strikes. This is why we have an annual drill to practice our plan and improve where needed.

Dividing the Villages into Sectors & Areas



Each Sector has an AID Station filled with Emergency Supplies

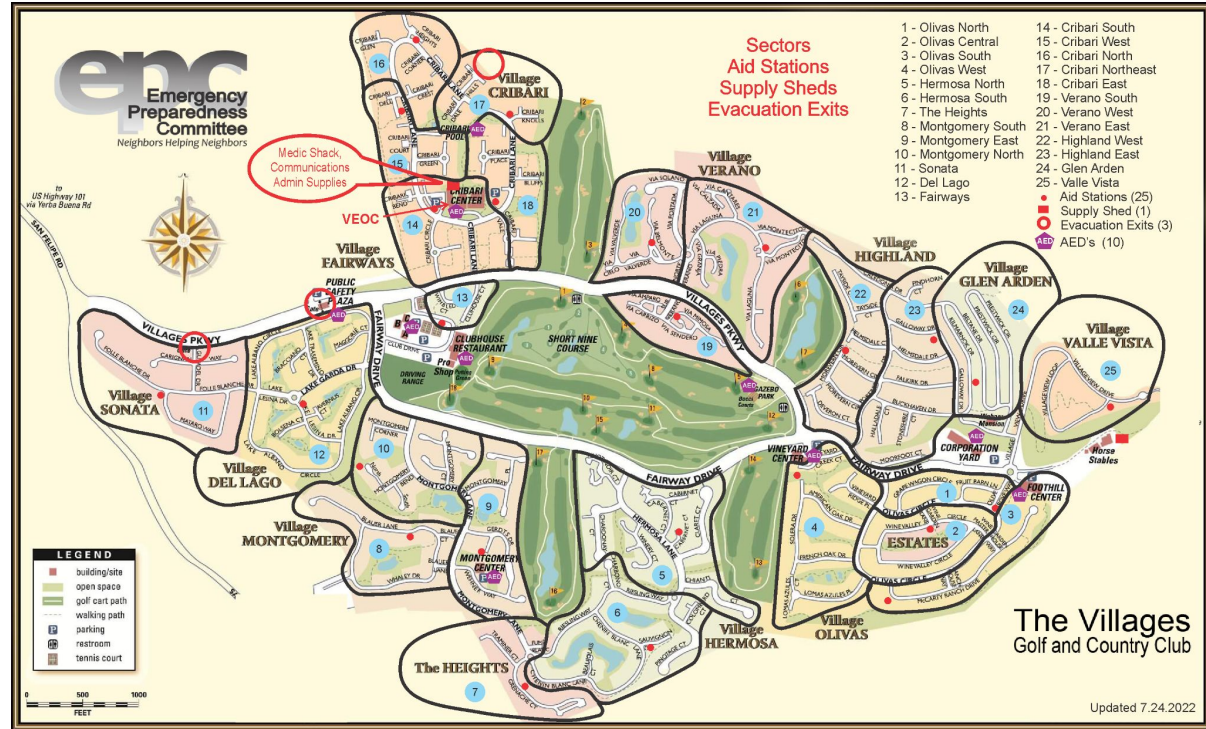
Sector Names and Numbers & Location of Aid Stations

25 Sectors

207 Areas

3 Evacuation Routes

Emergency Operations Center



Sign-Up for NIXLE

What is NIXLE? Free Emergency Alerts just for The Villages

Text Villages to 333111

Sign up on the Resident Portal

Sign up on the EPC Website: thevillagesepc.com

We will use NIXLE to activate EPC Volunteers

AREA REPS

Area Representatives PRIMARY MISSION is to CHECK on neighbors and report injuries and dangerous conditions. It is NOT your job to 'rescue' residents who may be in peril.

Activate

Alerts go out to EPC or if something falls off a shelf, we activate.

Show Up

Check your home and family. Gear Up and go to the Aid Station

Assess

Go door to door with a buddy and your Damage Assessment Form.

Report

Report back to your Sector Chief at the Aid Station.



Area Rep Preparedness & Duties



Check your household and secure your home, take care of your family first!

If all is okay - put your **OK** Sign in your front window

Grab your Personal Emergency Kit ready (EPC Vest, Name Badge, Flashlight, Batteries, Gloves, etc.)

Quickly check your neighborhood for significant damage

Report to your AID Station

Register with your Sector Chief and obtain your ClipBoard with your **“Area Damage Assessment Form”**

Area Damage Assessment Form Instructions

Use a Buddy System. Never Endanger Yourself.
Never Enter a Building Alone. Wear Light or Reflective Clothing at Night

KEEP CALM AND USE COMMON SENSE

During an Emergency, Disaster or Drill, the Area Representative, fills in Date, Area Rep Name, Sector Chief Name, Start and Finish Times.

While checking addresses in the area, the Area Representative marks an **X** in the appropriate boxes (see below).

Once completed, the Area Representative adds up the **X**'s, putting totals at the bottom of the form. The form is then marked with Finish Time and given to the Sector Chief at the Aid Station.

SIGN Section

OK SIGN PRESENT – Mark an **X** in this box if there is an *OK Sign* displayed at this address.

RESIDENT STATUS Section (Place only one **X** in appropriate Box for each address)

UNKNOWN	Address has not or cannot be checked and status of resident(s) are unknown.
NO HELP NEEDED	Address has been checked and either everyone has no or minor injuries or <i>Green</i> Address has been checked and it is known no one is home, or It is known the residents are on vacation or for other reasons not home.
NON-LIFE THREATENING	One or more residents have moderate but non-life threatening injuries. <i>Yellow</i>
IMMEDIATE HELP	One or more residents have serious life threatening injuries. <i>Red</i>
PERSON(S) DECEASED	Address has been checked and one or more residents are deceased

Examples:

- OK Sign is not present. You get no response after knocking at the door, you enter the home and all the residents are deceased. Mark **X** in PERSON(S) DECEASED. List number of deceased in COMMENTS Section.
- OK Sign is not present. Knocking on door is answered by resident who tells you he is fine. Mark **X** in NO HELP NEEDED.
- OK Sign is not present. Neighbors tell you residents are out of town on vacation or some other reason for their absence. Mark **X** in NO HELP NEEDED and write 'Out of town' in comments.

- OK Sign is not present. There is no answer to knocking. Door is locked. No one knows if the residents are out of town or not. You dare not enter address due to dog barking or some unsafe condition of the building. You do not see anyone in the address. Mark **X** in the UNKNOWN column, and write your findings in the comments.
- Same as example 4 except you see someone face down on the bed through a window. You try yelling but there is no response. Mark an **X** in the IMMEDIATE HELP column and list what you saw in the comments
- OK Sign is not present. You discover that some residents are OK or have minor bumps and scrapes, one is deceased, and one resident has a broken arm. However, the injury is not life threatening. Mark an **X** in the NON-LIFE THREATENING Box and list the number and types of injuries and the number of deceased residents in the comments.
- Same as Example 6 but in addition to Minor and Moderate injuries, you find someone who is going into shock, bleeding profusely, or shows some other life threatening condition. Mark an **X** in the IMMEDIATE HELP column and list the number and types of injuries and the number of deceased residents in the comments.

FIRE Section (Place only one **X** in appropriate Box for each address if needed)

BURNING – Mark an **X** in this box if there is a fire currently burning at this address.

OUT – Mark an **X** in this box if there was a fire at this address but is now extinguished (out).

HAZARDS Section (Place **X** in appropriate Boxes for each address)

GAS LEAK – Mark an **X** in this box if there is a gas leak.

WATER LEAK – Mark an **X** in this box if there is a water leak and you cannot shut off the water.

ELECTRICAL – Mark an **X** in this box if there is an electrical hazard and you cannot shut off the electricity.

CHEMICAL – Mark an **X** in this box if there is a chemical hazard of any kind.

STRUCTURE Section (Place only one **X** in appropriate Box for each address if needed)

DAMAGED – Mark an **X** in this box if the structure is damaged. **Note: This box only applies to the structure of the address, not to the contents.**

COLLAPSED - Mark an **X** in this box if the structure has collapsed.

OTHER Section (Place **X** in appropriate Boxes for each address)

PEOPLE TRAPPED – Mark an **X** in this box if there are people trapped at the address. Explain in the Comments Section.

ROAD – NO ACCESS – Mark an **X** in this box if there is no way to reach the address by any road.

Remember to fill out this form entirely and ADD UP your X's at the bottom

Write comments
Add your totals at the bottom

Now what?

Area Rep's report back to the AID Station to deliver their findings to the Sector Chief.

You might need to go assess another area (only $\frac{1}{3}$ of volunteers will be available during an actual emergency)

Help out at AID station where needed.

Do not leave area until you have been dismissed by Sector Chief



Sector Chiefs

Prior to Annual Drill

Meet with your Area Reps

Make sure Area Reps know how to access AID Station (key)

Make sure your AID Station Binder is up to date.

Have the following forms and clipboards readily available:

- Volunteer Sign-In/Sign-Out Form
- Area Damage Assessment Form - One per Area on clipboard
- Sector Damage Assessment Form

All forms can be found at thevillagesepc.com/sector-chief-forms

Think SAFETY at all times

#1 Priority - Safety of your EPC Team

- NEVER endanger yourself or your team
- NEVER enter a building alone
- ALWAYS use the Buddy System

SAFETY SAFETY SAFETY

Sector Chief Preparedness & Duties



Check your household and secure your home, take care of your family first!

If all is okay - put your **OK** Sign in your front window

Grab your Personal Emergency Kit ready (EPC Vest, Name Badge, Flashlight, Batteries, Gloves, etc.)

Quickly check your neighborhood for significant damage

Report to your AID Station - Set Up

Attach battery to Radio and wait for contact from VEOC Radio Group Leader

Sector 1 Group 3



Attach Battery Pack to back of radio

TURN ON/OFF: Turn knob. Channel number is announced. Adjust Volume

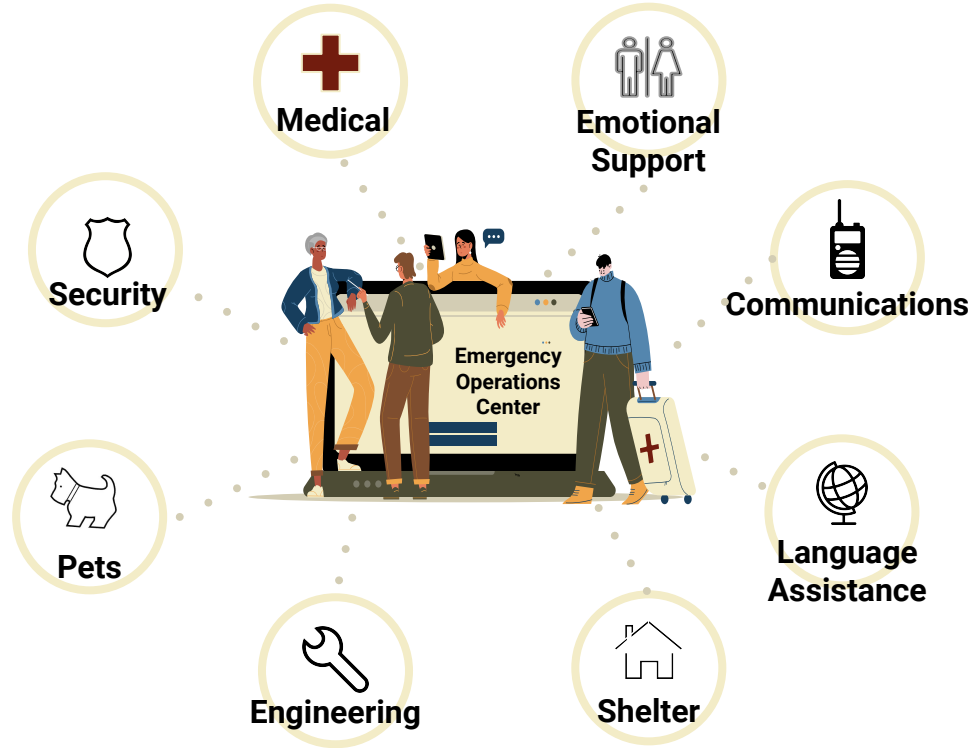
CHANGE CHANNEL: Turn knob to display assigned channel.

TRANSMIT: Push and HOLD top button on left side of radio. Wait ONE SECOND before talking. Hold Radio upright a few inches from your mouth RELEASE button when you finish talking.

5 Sectors = 1 Group



Villages Emergency Operations Center at Cribari



What to do if there is NO Sector Chief

Remain Calm

One or more Area Reps assume role as Sector Chief

Open AID Station - Find Radio in Bin #1 (instructions attached to Radio)

Refer to the Laminated Quick Reference Guide

Send someone to your closest Sector AID Station for help



Important Policies

Gas Leak/Shut Off

If you smell gas, get AWAY! At least 330' upwind and report to Sector Chief. Only take action at the specific direction of the government agency in charge of the gas leak.

Forced Entry

Authorized ONLY after an earthquake disaster. Forced entry is ONLY allowed when you can see and/or hear a person in distress. No other cases is forced entry ever authorized.

End of Emergency

Ensure Area Reps have checked on every home.

Request a 'Stand Down' order from the Incident Commander

Area Rep's can be dismissed

Total all Damage Assessment Forms on one Form:
Sector Damage Assessment Form

Collect all forms, gather in large manila envelope

Deliver envelope to VEOC - Incident Commander



Post-Drill Evaluation

Cribari Auditorium 5:30 pm

Directly after the drill, we invite all volunteers to evaluate the process.

We encourage your feedback with possible solutions.





Final Instructions

Pretend we have a 7.5 Earthquake on the Hayward Fault at 4:00pm on Drill Day

EPC is ACTIVATED!

Safety First

Stay Positive, Keep Calm, Do Your Best

Thank you for volunteering to help your neighbors!


Any Questions

epc
Emergency
Preparedness
Committee
Neighbors Helping Neighbors

