

Bermuda Dunes Security Association
Earthquake Emergency Preparedness Plan

Revision 02 – July 2017

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Section 1 – How is Bermuda Dunes Security Association Prepared?

Preface

Disaster Preparedness is an essential element of any long-term strategy to assure safety and well-being of individuals and families.

Why do you need to be prepared in the event of a disaster? Because it is possible that no one, including the government, will be able to help you within the first few hours or even days of a large disaster or catastrophic event.

Local government has limited resources and must deal with the most pressing needs first, which may leave many individuals without immediate service. The message is this: **you and your family may have to fend for yourself for an extended time.**

A large disaster in our area will likely be earthquake-related. Being prepared for an emergency can reduce the stress that you may feel now and even more so when the event occurs.

Introduction

Bermuda Dunes Security Association (BDSA) is a non-profit mutual benefit corporation providing security and common infrastructure management services for approximately 1400 properties within the gates of Bermuda Dunes Estates. The Board of Directors (BOD) of BDSA has authorized the preparation of this Emergency Preparedness Plan (EPP) and established an Emergency Preparedness Committee (EPC) to organize, plan and provide operations for a prompt and effective response to an emergency. The Plan depends heavily on the volunteer efforts of homeowners/residents within the community.

In any disaster, and particularly an earthquake, it is impossible to predict how much damage will occur to our property, where the damage will occur, incidence of injuries, the number of residents on site, how emergency

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ingress and egress will be affected, and how soon outside emergency services may arrive.

This document is designed to inform you of our emergency action plans and what you need to do as individuals to be prepared for a disaster.

Purpose

During an emergency, the BDSA BOD has authorized the Emergency Preparedness Committee to manage the community's emergency response for properties within its area of responsibility.

For the purposes of this Emergency Preparedness Plan, an "emergency" is an earthquake, flood, fire, or high winds (tornado/gale force), which affects substantial portions of the Bermuda Dunes Country Club community. In such an emergency, it is assumed that:

- The delivery of major utilities (gas, electricity, water and communications) may be curtailed.
- There may be structural failures.
- Residents may suffer injuries and/or fatalities.
- The ability to travel short distances to acquire necessities and/or medical assistance for some period of time (three to five days) may be difficult or impossible.

Other types of emergency situations could include a toxic spill on the tracks of nearby Southern Pacific Railroad, or an airplane crash at or near Bermuda Dunes Airport.

Local governmental emergency services will respond to emergency situations such as these but may require the assistance of community emergency response team members to help rapidly evacuate the affected areas or perform other related tasks.

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Plan Overview

The Plan is based on emergency preparedness in the home and organized around those specific functions/disciplines deemed necessary to respond to an emergency.

Residents of Bermuda Dunes Country Club Estates must undertake the responsibility to prepare their homes, do the required training and volunteer their time to establish a competent emergency response organization. Each household should be prepared to be self - sufficient in terms of food, water, etc. for an extended time, at least 3 days and ideally for 2 weeks.

In event of a significant emergency an Emergency Operations Center (EOC) will be activated, and all available Emergency Preparedness Committee members will be asked to assist the Incident Commander (IC) in the conduct of emergency response operations.

The community's Emergency Preparedness Committee will coordinate with Riverside County's Emergency Response Team to form an overall regional emergency response.

Liability Protection for Volunteers

California's Good Samaritan Statute provides that members of the Emergency Preparedness Committee, its functional teams and homeowners/residents acting in good faith in a volunteer capacity during an emergency are specifically exempted from liability under California state law (California Health and Safety Code Section 1799.100-112). The following is excerpted from the applicable state statute:

§ 1799.102. Persons Rendering Emergency Care At Emergency Scene For No Compensation

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“(a) No person who in good faith, and not for compensation, renders emergency medical or nonmedical care at the scene of an emergency shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered. This subdivision applies only to the medical, law enforcement, and emergency personnel specified in this chapter.

(b) (1) It is the intent of the Legislature to encourage other individuals to volunteer, without compensation, to assist others in need during an emergency, while ensuring that those volunteers who provide care or assistance act responsibly.

(2) Except for those persons specified in subdivision (a), no person who in good faith, and not for compensation, renders emergency medical or nonmedical care or assistance at the scene of an emergency shall be liable for civil damages resulting from any act or omission other than an act or omission constituting gross negligence or willful or wanton misconduct. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.”

Emergency Preparedness Committee Organizational and Roles

The Emergency Preparedness Committee is organized by function. Because many homeowner and residents are part time, it can be anticipated that many residents will be unavailable at any time. It is also possible that some EPC members will become casualties during a major emergency affecting the community. While the number of casualties is impossible to predict, it is reasonable to assume that the number will be in proportion to the magnitude of the event. Accordingly, the EPC recruiting effort will provide for an organization depth with two or more individuals assigned to key positions, trained and able to fulfill the responsibilities of the Emergency Preparedness Committee roles should the primary assignee be unavailable.

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Emergency Preparedness Committee Individual Titled Roles

Incident Commander

The Incident Commander is assigned overall operational responsibility for the conduct of the Emergency Preparedness Committee. In the event of an emergency, the Incident Commander (IC) will activate the Emergency Preparedness Plan and will decide whether the incident rises to a level sufficient to activate the Emergency Operations Center (EOC).

Liaison Officer

The Liaison Officer reports directly to the Incident Commander. The person serving in this capacity has responsibility for communicating with ALL outside agencies on behalf of the community. The Liaison Officer will maintain logs and reports of both incoming and outgoing communications.

Logistics Officer

The Logistics Officer reports directly to the Incident Commander. The person serving in this capacity will:

- Oversee the procurement of needed equipment and supplies either through BDSA authorized purchases, or the organization of supply donations within the community.
- Manage the distribution and collection of supplies and equipment to volunteers in such a way as to account for their distribution and provide for the organized collection and accounting for equipment at the end of an incident.

Security Officer

The Security Officer reports directly to the Incident Commander. This person is responsible to know the status of all community ingress and egress gates and cause them to be either open or closed at times determined appropriate by the Incident Commander.

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Operations Officer

The Operations Officer reports directly to the Incident Commander. The person occupying this position has overall responsibility to manage the “boots on the ground”. Three groups of volunteers – organized in teams – will perform their work as coordinated by the Operations Officer:

Safety Teams

These individuals will be responsible to perform the following at particularly assigned community residences:

- Ascertain whether any residents need first aid or evacuation. In the event a household *does* need either, the Safety Team member will relay this information to the Operations Officer for follow up by a Medical / Evacuation Team.
- Determine and record the status of public utilities at each household for use in determining the extent of community utility outages.
- Make note of any safety conditions. If any are observed, the Safety Team Member will report this information to the Operations Officer for follow up by a Response Team.

Medical / Evacuation Teams

These volunteers will be responsible to perform the following at the direction of the Operations Officer:

- Visit residences where a Safety Team member has reported a need for either first aid or evacuation.
- Perform first aid on victims as needed and within the limits of available resources.
- Evacuate any residents found to be in immediate need of evacuation within the limits of available resources.

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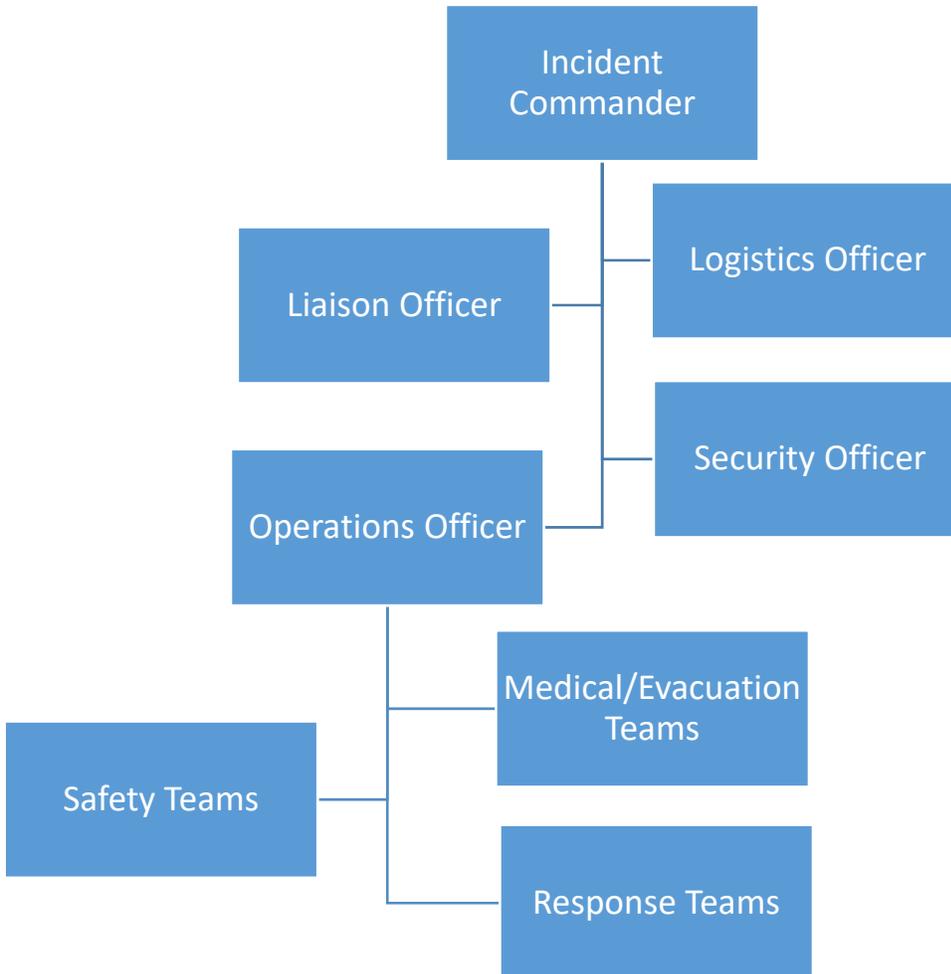
Response Teams

These teams will be responsible to perform the following at the direction of the Operations Officer:

- Respond to small fires, flooding, downed trees, gas leaks, etc. and perform mitigating actions to the extent possible consistent with their own personal safety and available resources.

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Emergency Preparedness Committee Organizational Chart



Incident Commander: Responsible for overall incident response

Logistics Officer: Responsible to procure necessary supplies and equipment

Liaison Officer: Responsible to communicate with outside parties

Security Officer: Responsible for community ingress and egress gates

Operations Officer: Responsible for field operations teams

- Safety Teams
- Medical / Evacuation Teams
- Response Teams

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Emergency Incident Protocol

Incident Initiation

Upon the occurrence of a significant emergency event, the Incident Commander will contact the titled members of the Emergency Preparedness committee to notify them that an Emergency Incident is being declared. If the magnitude of the incident is significant, i.e. a major seismic event, the initial tremor should serve as sufficient notification that the Emergency Preparedness Plan is about to become operational and the Emergency Operation Center (EOC) will likely be activated. All Emergency Preparedness team members should report to the EOC as soon as their families and homes are secure.

Emergency Operations Center

The Emergency Operations Center will be located at the Bermuda Dunes Airport. Assuming the homeowner association administration structure is sound, some immediate triage and staging may be performed there. The Incident Commander, Liaison Officer, Logistic Officer, Security Officer, and Operations Officer will staff the Emergency Operations Center. The EOC will operate until the emergency incident is declared ended by the Incident Commander. The criteria used to decide when an emergency incident is ended will include fires being extinguished, all known medical casualties have been treated, all residents requiring evacuation have been evacuated, local utility services are restored, and normal civil order is in place.

Specific Responsibilities

The functional position leaders defined in the Organizational Roles section of this document are key to the Emergency Preparedness Plan. Each titled position is delegated specific responsibilities in that section. The Operations Officer will be responsible to educate and direct any assigned team members as to their responsibilities. Team members will be responsible to carry out their assigned responsibilities and report the situation on the ground back to the Operations Officer.

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Evacuation

During an emergency, there is a high probability that many of the residences in Bermuda Dunes community will become uninhabitable. The purpose of an evacuation site is to provide a location where residents displaced by the emergency can congregate until they have arranged for their departure from Bermuda Dunes. The evacuation site must have staffs assigned to maintain an accurate log of the names and phone numbers of owners and residents who have relocated from Bermuda Dunes, their new location, contact names and phone numbers where they have relocated.

Evacuation Site

The primary evacuation site for Bermuda Dunes Country Club will be Bermuda Dunes Airport.

Radios

Bermuda Dunes Security Association will procure and make available two way radios for managing the emergency incident.

Cell Phones

Cell phones may be operational but it is likely that there will be at least some service disruption after a major earthquake. Cell phone towers could be damaged or destroyed and there would likely be such high usage of people trying to contact family and friends that cell phones will likely be an ineffective method of communication.

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Equipment and Supplies

The following summary list of equipment is available to the Emergency Preparedness Committee staff and other persons assigned to assist in the emergency incident.

Emergency Operation Center	Safety Teams
Vests	Vests
Portable Radios	Hard hats
Pop-up Tent Shades	Portable Radios
Satellite Telephone(s)	Backpacks
Oscillating Fan(s)	Clip boards
Whiteboard and Easel	Pens
Whiteboard Markers	Head-mounted lights
Clipboards	Flashlights
Pens	Heavy-duty gloves
Water for Emergency Teams	Water-gas Shutoff Tool
Fold-up tables	Colored duct tape
Emergency Cones	
Extension cords	Response Teams
	Vests
Medical / Evacuation Teams	Hard hats
Vests	Portable Radios
Hard hats	Backpacks
Portable Radios	Clip boards
Backpacks	Pens
Clip boards	Head-mounted lights
Pens	Flashlights
Head-mounted lights	Heavy-duty gloves
First Responder Bags	Bolt Cutters
First Aid kits	Chain
Large gauze pads	Chainsaw
Bandage wraps	Submersible pump
Latex/vinyl gloves	Fire extinguishers
Face masks	Fatmax Fubar Demo-tool
Eye protection / goggles	Siphon pump
Laerdal CPR Face Shields (box of 50)	Portable Generator
Mylar Emergency Blankets	<u>Fire Response</u>
Stretcher	Fire hoses
SAM Splints	Reducers
ACE Bandages for compression dressings	Nozzles
Instant Cold Packs	Hydrant wrenches
B.P. Readers	
Stethoscopes	
Tourniquets	

Section 2 – Individual preparedness

What to do before an earthquake

Earthquakes strike suddenly, violently and without warning. Identifying potential hazards ahead of time and preparing can reduce the dangers of serious injury or loss of life from an earthquake.

Five ways to prepare

1. Check for hazards in the home

- Fasten shelves securely to walls.
- Place large or heavy objects on lower shelves.
- Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.
- Hang heavy items such as pictures and mirrors away from beds, couches, and anywhere people sit.
- Brace overhead light fixtures.
- Repair defective electrical wiring and leaky gas connections. These are potential fire risks.
- Secure a water heater by strapping it to the wall studs and bolting it to the floor.
- Repair any deep cracks in ceilings or foundations. Get expert advice if there are signs of structural defects.
- Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.

2. Identify safe places indoors and outdoors

The first and most important personal reaction to an earthquake is to place yourself in the most secure and safe location to avoid being hit by falling debris and glass. Here are some commonly recommended locations:

- Under sturdy furniture such as a heavy desk or table.
- Against an inside wall or under a door jamb.

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- On the floor against a bed (NOT UNDER) so that falling debris likely lands above you
- Away from where glass could shatter around windows, mirrors, pictures, or where heavy bookcases or other heavy furniture could fall over.
- In the open, away from buildings, trees, and telephone and electrical lines, overpasses, or elevated expressways.

3. Educate yourself and family members

- Keep a paper list of all important phone numbers i.e. family, friends, neighbors.
- Teach all family members how and when to turn off gas, electricity, and water.
 1. **Gas** - Only shut the gas off if you smell gas or hear it. If the smell or sound is coming from a specific appliance, then try to just shut off the gas at the appliance. Only shut off the gas at the meter if there are no other options.
 2. **Electricity** - Only electricity shut off if you see sparks or smells something burning.
 3. **Water** - Only shut water off if pipes have ruptured and water is flooding your home. Keep in mind that the water system may be compromised in such a way as to make water from your tap unsafe to drink for some time.
- Contact your local emergency management office or American Red Cross chapter for more information on earthquakes.

4. Keep disaster supplies on hand

Prepare to be self-sufficient for at least 72 hours. A week or longer is better. Your emergency kit should contain at least the following:

- Flashlight and extra batteries

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- Portable battery operated radio and extra batteries
- First aid kit and manual
- Emergency food and water – at least 2 gallons of water per person per day. If you have a tank type water heater this may serve as a source of emergency drinking water.
- Non-electric can opener
- Essential medicines
- Cash and credit cards
- Sturdy shoes
- Canned fruit and vegetables – In addition to being nutritional, the water content can augment your emergency water supply.
- Other canned foods that can be consumed without heating.
- Paper plates and eating utensils
- Hard candy for energy and comfort
- A whistle so you can let potential rescuers know your location if trapped
- A commode or plastic toilet with a seat
- Supplies of trash bags and toilet paper
- Extra medications and a list of all medications, dosages, and doctors
- A list of passwords for various online accounts in case you must evacuate but will want to access these things

5. Develop an emergency communication plan

- In case family members are separated from one another during an earthquake (a real possibility during the day when adults are at work and children are at school), develop a plan for reuniting after the disaster. Establish primary and secondary rendezvous locations should the primary be inaccessible.
- Ask an out-of-state relative or friend to serve as the "family contact." After a disaster, it is often easier for them to contact other friends

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and family members. Make sure everyone in the family knows the name, address, and phone number of the contact person.

People with disabilities

All individuals, including people with disabilities, should take the time before a disaster to plan for survival at home, in a shelter, or elsewhere in the event of an actual emergency.

Now is the time to prepare for what you may need to stay safe, healthy, informed, mobile, and independent during a disaster. Remember that a disaster may require sheltering-in-place at home or evacuating to an emergency shelter or other form of temporary housing.

As you prepare, consider all the strategies, services, devices, tools and techniques you use to live with a disability. Keep in mind that you may need medications, durable medical equipment, consumable medical supplies, your service animal, assistive technology, communications tools, disability service providers, accessible housing, transportation, and health-related items

- Create a support network to help you plan for an emergency. Consider family, neighbors, friends, people who provide services to you, faith-based and community groups. Tell these people where you keep your emergency supplies. Give at least one member of your support network a key to your house or apartment.
- Show others how to operate your wheelchair or other assistive devices.
- Develop back-up plans for personal assistance services, hospice, or other forms of in home assistance.
- Keep in mind that during an emergency, you may need to explain to first responders and emergency officials that you need to evacuate and shelter with your family, service animal, caregiver, or personal assistance provider so they can provide the support you need to maintain your health, safety and independence.

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Depending on your needs, your “Go Kit” may include:

- Extra eyeglasses
- Hearing aids
- Copies of medical prescriptions and doctor’s orders
- Medical alert tags, bracelets, or written description of your disability and support needs in the event you are unable to describe the situation in an emergency.

Tips for pet owners

Before an earthquake

- Store enough food and water to last for 3-5 days. Prepare a shelter or evacuation kit for your pet, including an unbreakable dish, veterinarian records, a restraint (leash or pet carrier) and medications and instructions
- Keep your pet’s ID tag up to date
- Arrange for a neighbor to care for your pet if you are unable to return home after an earthquake

During and after an earthquake

- Do not try to hold onto your pet during the shaking. Animals will instinctively protect themselves and hide where they are safe. If you get in their way, even the nicest pets can tum on you.
- Be patient with your pets after an earthquake. They become stressed just like people and need time to readjust. They may disappear for some time, but generally show up again when things have calmed down.
- If you have outdoor pets, you should keep them indoors until the aftershocks have subsided and the pet has calmed down.

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- If you must evacuate your home, leave your pet secured in a safe place. Pets usually are not allowed at evacuation shelters. Be sure to leave plenty of clean water and food. If possible, visit your pet daily until you can return home.

Section 3 – What should you do during an earthquake?

Be aware that some earthquakes are foreshocks and a larger earthquake might subsequently occur. Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

A large earthquake will be followed by aftershocks, some of which can be almost as powerful as the main quake. There have been reports of hundreds of aftershocks following a major tremor.

If indoors

- **DROP** to the ground; take **COVER** by getting under a sturdy table or other piece of furniture; and **HOLD ON** until the shaking stops. If there is no table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall such as lighting fixtures or furniture.
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are positioned under a heavy light fixture that could fall. In that case, move to the nearest safe place. You may also lie on the floor next to the bed but **NOT** under it.
- Use a doorway for shelter only if it is nearby and if you know it is a strongly supported, load-bearing doorway.

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- Stay inside until the shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If outdoors

- Stay there.
- Move away from buildings, streetlights, large trees and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Many of the 120 fatalities from the 1933 Long Beach earthquake occurred when people ran outside of buildings only to be killed by falling debris from collapsing walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

If in a moving vehicle

- Stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
- Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

If trapped under debris

- Do not light a match.
- Do not move about or kick up dust.
- Cover your mouth with a handkerchief or clothing.

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- Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shout only as a last resort. Shouting can cause you to inhale dangerous amounts of dust.

Section 4 – What to do after an earthquake - the first 48 hours and beyond

- **Expect aftershocks** - These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures and can occur in the first hours, days, weeks, or even months after the quake.
- **Listen to a battery-operated radio or television** to get the latest emergency information
- **Use the telephone only for emergency calls.** Telephone services may be disrupted from system damage or from over saturation of calls.
- **Open cabinets with caution.** Beware of objects falling from shelves.
- **Help injured or trapped persons.**
- **Clean up spilled medicines, bleaches, gasoline, or other flammable liquids immediately.**
- **Inspect utilities**
 - **Check for gas leaks** - If you smell gas or hear blowing or hissing noise, open a window and quickly leave the building. Turn off the gas at the outside main valve if you can. If you turn off the gas for any reason, a professional must turn it back on. If you do not smell gas or hear blowing or hissing DO NOT shut off your gas.
 - **Inspect 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. If you must step in water to

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get to the fuse box or circuit breaker, notify the HOA or call an electrician first for advice.

- o **Check for sewage and water line damage.** If you suspect sewage lines are damaged, avoid using the toilets and notify the HOA. If water pipes are damaged, notify the HOA and avoid using water from the tap. You can obtain safe water by melting ice cubes.
- **Volunteer to help others in the community.** If you are able, report to the Emergency Operations Center located at the Bermuda Dunes Airport for coordination and assignment.

Section 5 – Resources

Federal Emergency Management Agency (FEMA)

<https://www.fema.gov>

California Office of Emergency Services (CALEOS)

<http://www.caloes.ca.gov/>

Red Cross

<http://www.redcross.org/>

United States Geological Survey (USGS)

<https://www.usgs.gov/>

Riverside County Fire

<http://www.rvcfire.org/>

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Section 6 – Confidential owner / resident information form

This form is intended to gather relevant information to provide Bermuda Dunes emergency responders with information to help them assist you in a disaster situation. **ALL INFORMATION** you provide on this form will be maintained in strict security and confidentiality by Emergency Preparedness Committee and will be used for **NO OTHER PURPOSE**.

Please provide the following information, and return the form to the BDSA security office or mail the form to Associa (BDSA management company) - at the address below:

Associa - c/o John Walters-Clark
 42635 Melanie Place
 Palm Desert, CA 92211

Section 1 – Owner / Resident Information

Homeowner / Resident Name(s): _____

Bermuda Dunes Address: _____

Bermuda Dunes Home Phone: _____ Cell Phone(s): _____

Emergency Contact Info Name: _____ Phone: _____

Section 2 – Medical Information

List any serious medical problems, medications, or medication allergies your Emergency Preparedness Committee personnel should be aware of:

Family Member: _____ Medication/Problem: _____

Family Member: _____ Medication/Problem: _____

Resident Status: Full Time ____ Seasonal ____ Weekend ____ Rental ____

Section 3 – Part-time Resident Information

Out of Area Address: _____

Out of Area Phone: _____

Person / company that has keys to your property during your absence:

Name: _____ Telephone: _____

Section 4 - Pet Information

List all pets: _____

Special pet requirements: _____

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Section 5 – Special Skills

This section of the form is intended to identify members of the Bermuda Dunes community who may be able and willing to help others in the community during a disaster situation. Persons listed here may be asked to participate on one of the several Emergency Preparedness Committee teams previously discussed in Section 1 of this document.

Please list if anyone in your household possess any of the following professions, skills, certifications, etc.?

Active or retired health care professional (MD, DO, RN, EMT, Paramedic)?

Name: _____ Field(s): _____

Cell Phone: _____

Active or retired skilled tradesperson or professional (Engineer, Electrician, Plumber, Equipment Operator, etc.)?

Name: _____ Field(s): _____

Cell Phone: _____

Trained and current in First Aid, CPR, CERT?

Name: _____ Field(s): _____

Cell Phone: _____

Possess current or prior law enforcement experience?

Name: _____ Field(s): _____

Cell Phone: _____

Section 6 – Temporary Emergency Shelter

In case of an Emergency / Disaster, are you willing to provide temporary shelter for a neighbor?

YES: ____ NO: ____

Section 7 – Other Special Needs

Please provide any additional information you feel like the Emergency Preparedness Committee should know to assist you during or after an emergency incident:
