

*TRAILER TEL RV PARK*  
A CALIFORNIA SUNSHINE FIVE STAR PARK

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EMERGENCY  
PREPAREDNESS &  
EVACUATION  
PLAN FOR TENANTS

**EVACUATION ORDERS**

Police, Fire or other City, State or government agency may order you to evacuate. In the event that Trailer Tel management is notified or sees it necessary to evacuate all or a portion of the park, we will go door to door and ask you to evacuate. In the event of a natural disaster, TV news or your radio may be the best source for information on evacuation needs.

**YOU are responsible for preparing and evacuating yourselves. Trailer Tel does not provide any materials, services or transportation during an emergency evacuation.**

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## INTRODUCTION

The safety of our tenants and guests is of the utmost importance to the owners and management of Trailer Tel.

This guide is provided to help you prepare and understand what to do in the case of an emergency and understand that **it is your responsibility to do what is necessary to be ready in the event of a disaster or an emergency**. An evacuation map is provided within this document. We suggest you make yourself and your guests and/or children aware of what to do in an emergency and who to contact if you should require assistance. You should not rely on park management for any special assistance as they may be occupied with other priorities and responsibilities.

**It is YOUR responsibility to be prepared for and to evacuate yourselves in case of emergency. Take time to put together what you need to be ready for such an event.**

Again, management is not responsible for the evacuation of residents from their homes or for providing any materials, transportation or services during an emergency. Please be sure you are prepared to deal with evacuation and emergency situations on your own.

The most common type of disasters to our area is earthquake and fire. Flooding has not been a problem at Trailer Tel but could affect our area with severe continuous storms systems.

Our community at Trailer Tel has fixed mobile homes, fixed and transient recreational vehicles. In the event of an evacuation order it is highly recommended that tenants and guests gather what they need and leave using their personal vehicles. At no time during an evacuation for fire or earthquake should you attempt to remove Recreational Vehicles, as this may impede the evacuation of other residents by blocking the streets in order to attach travel trailers, 5<sup>th</sup> wheel trailers or tow vehicles. In the event of flooding, there should be ample notice to remove Recreational Vehicles without a rush or hindering the safety of other tenants leaving our park.

## **INDEX**

EVEACUATION ORDER.....	PAGE 1
INTRODUCTION.....	PAGE 2
INDEX.....	PAGE 3
EVACUATION MAP & PROCEDURES.....	PAGE 4
ELEVATION MAP.....	PAGE 5
COMMON DISATERS & PROCEDURES.....	PAGE 6
CHECKLIST OF EMERGENCY PROCEDURES.....	PAGE 7
WHAT TO DO IF DISASTER STRIKES.....	PAGE 8
LOCAL EMERGENCY CONTACT INFORMATION.....	PAGE 16

## EVACUATION ROUTE MAP & PROCEDURES



First of all, **remain calm**. Do not put you or others at risk simply because you are in a hurry.

Be sure to take medications, water, snacks, jewelry, important papers, emergency phone numbers, first aid/emergency kits, toilet paper, clothing, blankets and other items you may need.

### **PERSONAL VEHICLES**

Personal vehicles should take the most direct route to the exit.

Trailer Tel has only one shared entrance and exit. In the case of an evacuation, be sure not to block the entrance side so that emergency vehicles and personnel have access to the park.

**All vehicles exiting the park are to make a right turn on Oakland Road** as to speed the process of evacuation. You can turn left on Charles St and again on North 15th if you need to proceed south.

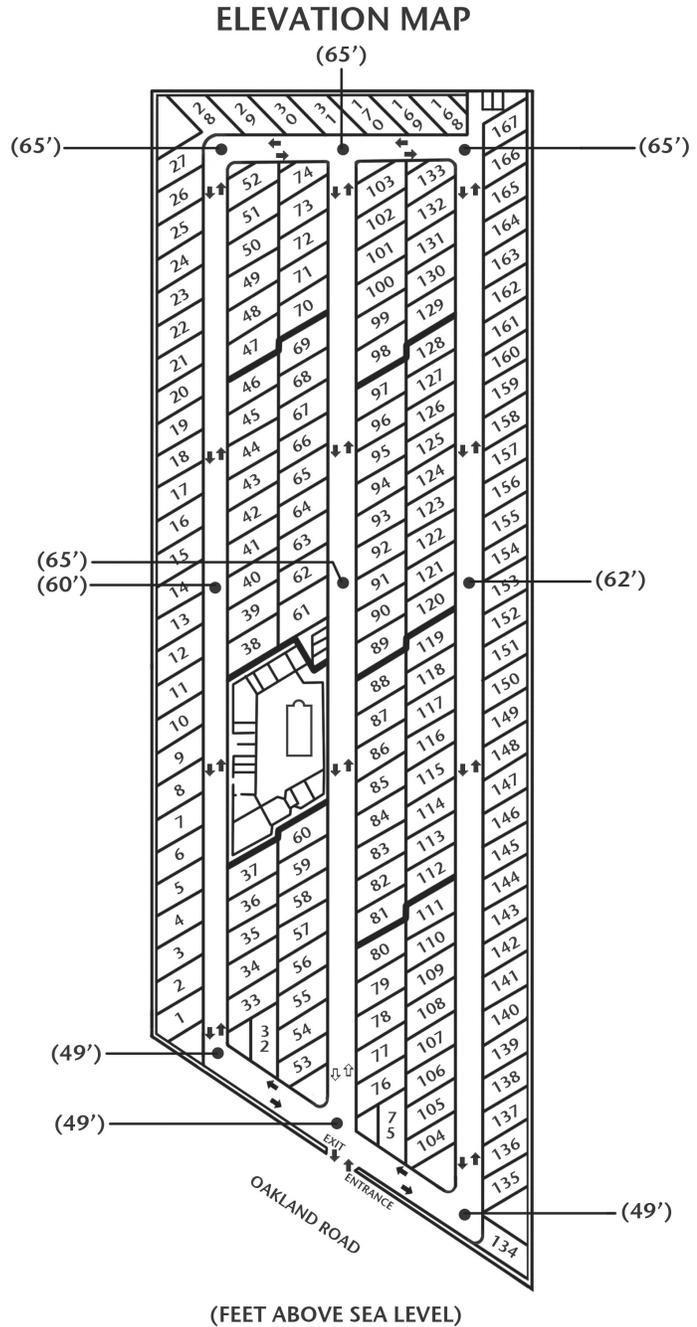
### **RECREATIONAL VEHICLES**

Recreational vehicles should not be used for emergency evacuation. Use your personal vehicle(s).

Recreational vehicles pose a threat of blocking the streets while hooking up and exiting their spaces. Recreational Vehicles should only be evacuated in the event of a

flood watch or warning or in such situations that they will not block streets or

pose a problem for other tenants and guests evacuating in personal vehicles. **At no time should a Recreational Vehicle try to pull out of a space turning right.** Always turn left out of your space and continue around the park if necessary to reach the exit. Turning “right” out of a space with an RV may cause road blockage preventing others from being able to evacuate. Be calm and use your head. Be sure you have disconnected water, electric and sewer connections as well as securing any propane tanks.



## **COMMON DISASTERS & PROCEDURES**

### **HOW TO RESPOND TO EACH AND PREPARING YOUR FAMILY/HOUSEHOLD FOR AN EMERGENCY**

#### **A Disaster Preparedness Planning Guide for Owners and/or Residents in Mobile Home Parks**

##### **Introduction**

The most important feature of any home is something you probably do not see when you walk through the door. But it could save your life. It is safety. Safety comes in all shapes and sizes: smoke detectors; fire extinguishers; escape routes; carefully maintained heating and electrical systems; and knowing what to do and where to go in case of fire, flood, tornado, or other disasters. The key to being prepared in the event of a disaster or sudden emergency is preplanning and practice drills.

##### **Disaster Preparedness Emergency Plan**

The next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency. Knowing what to do in an emergency is your best protection and your responsibility. Learn how to protect yourself and your family by planning ahead. To obtain more information, you may want to contact your local emergency management agency or civil defense office and the local American Red Cross chapter - be prepared to take notes.

##### **You will need to gather the following information:**

- Find out which disasters are most likely to occur in your area.
- Ask how to prepare for each disaster.
- Ask how you would be warned of an emergency.
- Learn about your community's warning signals: what they sound like and what you should do when you hear them.
- Learn your community's main evacuation routes.

- If needed, ask about special assistance for the elderly or disabled persons.
- Ask about animal care during and after an emergency. Animals may not be allowed inside emergency shelters due to health regulations.

## **CHECKLIST OF EMERGENCY PROCEDURES**

Meet with your family and discuss why you need to prepare for disasters. Explain the dangers of fire, severe weather and earthquakes to children, the elderly, and Individuals that may need special assistance. Plan to share responsibilities and work together as a team. The following may be used in creating your own Emergency Response Plan:

- Draw a floor plan of your residence and mark two escape routes from each room.
- Install safety features in your home, such as smoke detectors and fire extinguishers.
- Discuss what to do in an evacuation.
- Find the safe spots in your home for each type of disaster.
- Post emergency telephone numbers near the telephone.
- Instruct household members to turn on a battery powered radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated by disaster (it is often easier to call out-of-state than within the affected area).
- Teach children how and when to call 9-1-1 and a long distance contact person.
- Pick two meeting places: 1) a place near your home in case of fire; 2) a place outside your neighborhood in case you cannot return home after a disaster.

- Keep family records in a water and fire-proof container.
- Locate the main electric fuse box, water service main, and natural gas main shut off valve to your mobile home. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves. Turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. If you turn the gas off, you will need a professional to turn it back on.
- Take a basic first aid and CPR class.
- Prepare a disaster supply kit.

### **If Disaster Strikes**

- **Remain calm and patient. Put your plan into action.**
- Check for injuries; give first aid and get help for seriously injured.
- Listen to your battery powered radio for news and instructions.
- Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes.
- Check for damage to your home - use a flashlight only. Do not light matches or turn on electrical switches, if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- If you are remaining in your home, sniff for gas leaks, starting at the hot water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Clean up spilled medicines, bleaches, gasoline and any other flammable liquids immediately.

### **Remember to:**

- Remember to confine or secure your pets.
- Call your family contact - do not use the telephone again unless it is a life threatening emergency.
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case service is shut off.
- Stay away from downed power lines.

## **Earthquake**

Prior to any earthquake, each resident should preplan and practice steps they will take in the event of an earthquake. Manufactured home owners/residents need to know the physical location of piers/supports under their homes. During a severe earthquake, manufactured homes have been known to drop off their supports and these supports may come through the floor causing physical damage above. In order to avoid injury, residents must know the location of the supports and where safe areas are located within their manufactured homes.

Be sure your manufactured home is installed in accordance with the manufacturer's instructions and all applicable state regulations and requirements.

### **Indoors:**

- Take cover under any sturdy piece of furniture or doorway or get up on a bed or couch that is against a wall.
- Stay away from windows or ceiling objects such as lighting fixtures.
- Do not light matches or candles.
- Do not turn on electrical equipment of any kind.
- Use only battery operated flash lights and radios.

### **Outdoors:**

- Find an open area and remain there until the earthquake stops.

- Stay away from power poles and electrical lines, tall buildings, bridges, brick or block walls, underpasses and trees.
- Listen to a self contained (battery operated) radio for emergency instructions.
- Confine and secure all pets so they will not hamper emergency service employees in the performance of their duties.
- After shocks may occur, so be prepared.

## **Fire Safety**

Fire spreads quickly and the entire structure may rapidly become engulfed in flames. There are steps you can take to minimize the dangers associated with fires and improve your families chances of survival should a fire erupt in your manufactured home.

- Be sure you have properly operating smoke detectors and fire extinguishers. If one or more of your smoke detectors are battery operated, replace the batteries annually or more often if necessary. An easy to remember schedule is to change your batteries to coincide with daylight savings time.
- Plan, with the whole family, at least two escape routes from your manufactured home.
- Practice fire drills regularly, using a smoke detector as a signal to start the drill. Follow your escape plan.
- Be sure your heating and electrical systems are properly maintained and in good working order. Change the heating filters as recommended by the heater manufacturer.
- Carefully follow the instructions on all appliances and heating units, taking special care not to overload your electrical system.
- Be especially careful when displaying your holiday decorations.

- Keep matches, lighters, and candles away from small children. Children tend to be curious about fire and tend to hide when frightened. Fire drills are most important for children between the ages of 2 and 12 years old.
- Insure your personal property. Shop around for a company that best meets your needs for renter's or home owner's insurance.
- Store important documents, such as birth certificates, marriage licenses, social security cards, and insurance papers, in a fire-proof box or in the refrigerator, or rent a safety deposit box at your local bank.
- Make an itemized list of your personal property, including furniture, clothing, appliances, and other valuables. If available, make a video tape of your home and your possessions. Keep the list and/or tape up-to-date and store them along with the other important documents.

### **In Case of Fire**

- Immediately assess the problem (where, extent involved, to assist you in exiting away from the fire source)
- Know how to use a fire extinguisher
- Get everyone out of the house immediately
- Without risk to any person, get pets out of the house

Call 9-1-1 or the Fire Department then call the park office (from a neighbors phone) and:

1. Give your name, telephone number you are calling from, park address, space number where the fire is, any helpful locational directions.
2. Describe the type/nature of the fire (gas, wood, chemical, electrical).
3. State that the fire is in a manufactured home, mobile home or recreational vehicle and report any known injuries.
4. Turn off the gas and electricity at the home(s) affected.

5. Tell all residents near the fire source to stand ready with water hoses to wet down their homes or adjacent building(s) in case of traveling sparks.
6. Make sure all occupants have left the affected home and immediately let the fire department personnel know if any disabled person(s) or anyone not accounted for and may still be in the residence.
7. Never go back into a burning home.
8. If smoky conditions are present, remember that smoke rises and stay as close to the floor as possible. Before exiting through a door, feel the bottom of the door with the palm of your hand. If it is hot, find another way out. Never open a door that is hot to the touch.
9. Should your clothing catch fire: first \*cover your face and mouth\*, drop...then roll. Never run. If a rug or blanket is handy, roll yourself up in it until the fire is out.

## **Floods**

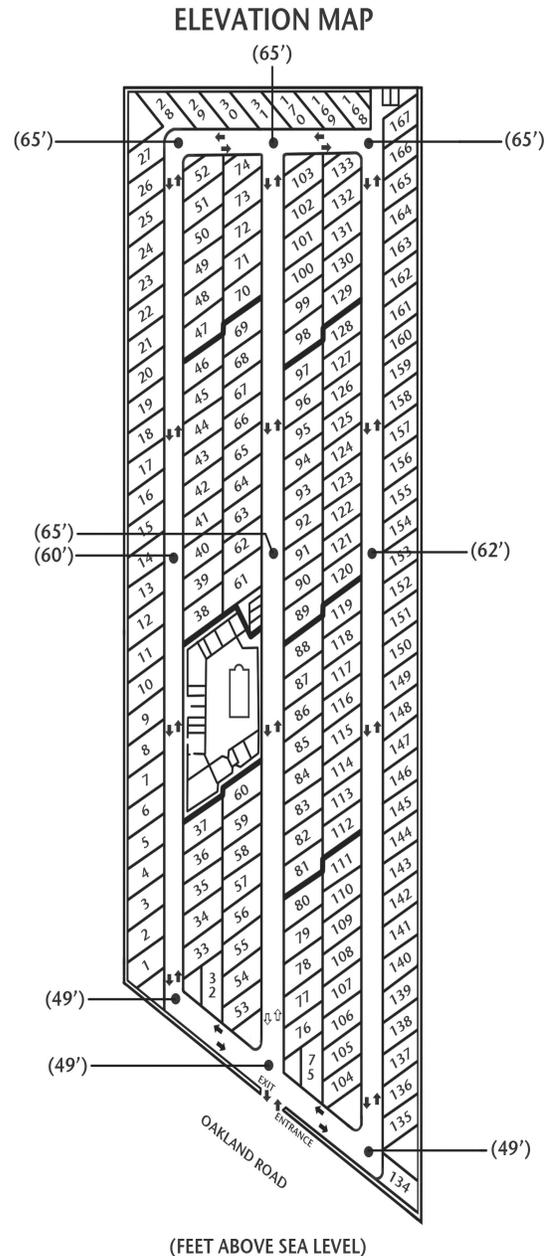
Flood Watch means that there is the possibility of flooding.

Flood Warning means that flooding has begun or is imminent.

### **Before a flood:**

- Know the elevation of your property in relation to nearby streams, rivers, and lakes.
- Have several escape routes planned.
- The National Weather Service continuously broadcasts updated weather conditions, warnings and forecasts on National Oceanic Atmospheric Administration (NOAA) weather radios. A NOAA radio may be purchased at radio or electronic stores. Local broadcast stations transmit Emergency Alert System messages which may be heard on standard radios.

- When rising water threatens, move everything possible to higher ground.
- If flooding is imminent and time permits, turn off main electrical switch.
- Disconnect all electrical appliances. Cover outlets with tape.
- Prepare and maintain your Family Disaster Supplies Kit.
- Most standard residential insurance policies do not cover flood loss.
- In flood-prone areas, the National Flood Insurance Program makes flood insurance available for manufactured homes on foundations. See your insurance broker for details.
- Secure your Liquefied Petroleum Gas Containers. One option is to secure the tanks with chain or cable to something that cannot float away.
- Strap and secure your hot water heater.



**During a flood:**

- Take all flood warnings seriously. Do not wait. Get to higher ground immediately as flood waters often rise faster than expected.
- If time permits, take all important papers, photographs, medicines, and eye-glasses.

- If one escape route is not passable do not waste any time - try another route or back track to higher ground.
- Use travel routes specified by local officials. Never drive through flooded roadways. Do not bypass or go around barricades.
- Wear life preservers if possible. Wear appropriate clothing and sturdy shoes.
- Avoid any contact with flood water. Flood water may be contaminated and pose health problems. If cuts or wounds come in contact with flood waters, clean the wound as thoroughly as possible.
- Take your Family Disaster Supplies Kit with you.
- Lock your home before leaving.
- When you reach a safe place, call your pre-determined family contact person.

**After a flood:**

- Return home only after authorities say the danger of more flooding is over.
- Do not drink tap water unless it is declared safe. Boil water if unsure.
- If fresh food has come in contact with flood waters, throw it out.
- Do not turn on main electrical switch. First have the electrical system checked by a professional.
- A flood can cause emotional and physical stress. You need to look after yourself and your family as you focus on cleanup and repair.
- Rest often and eat well. Keep a realistic and manageable schedule.
- Make a list and do jobs one at a time.

- Contact the American Red Cross and get a copy of the book “Repairing Your Flooded Home”. The book will tell you how to safely return to your home and begin the recovery process.

## **Family Disaster Supplies Kit**

Your kit will be specific to your family. For suggestions in putting together your family disaster kit, you can visit <http://www.sanjoseca.gov/emergencyservices/> or the American Red Cross at <http://www.redcrossbayarea.org>

You should inspect your kit at least twice a year. Rotate food and water every six months. Check children's clothing for proper fit. Adjust clothing for winter or summer needs. Check expiration dates on batteries, light sticks, warm packs, food and water.

Keep a light source stored in the top of your kit for easy access in the dark. Your kit should be in a portable container located near an exit of your house. A large plastic garbage can with a lid makes an excellent storage container. Make sure you have not overloaded your kit as you may have to carry it long distances to reach safety or shelter. You may want to have a backpack or duffle bag for each family member and divide up the rations in the event that family members are separated during evacuation or the disaster.

## **PROVISIONS FOR RESIDENTS WHO MAY NEED ASSISTANCE IN EVACUATING**

Make arrangements for a family member or neighbor to assist you if you have special needs in an emergency or evacuation. You may call 9-1-1 but depending on the disaster, emergency services may not be quick in arriving.

## **LOCAL EMERGENCY CONTACT INFORMATION**

The following is a partial listing of contact agencies that supplied information for this guidance and some that may be able to provide additional emergency information.

Emergency broadcast station KCBS 740 AM

San Jose Police Department

Emergency Dial 9-1-1

To access 9-1-1 from your cell phone dial 408-277-8911

Non-Emergency dial 3-1-1

To access 3-1-1 from your cell phone dial 408-277-8900

San Jose Fire Department emergency dial 9-1-1

Hospital Emergency Room

Regional Medical Center of San Jose

225 North Jackson Ave

San Jose, CA 95116

408-259-5000

American Red Cross (local)

2731 North 1<sup>st</sup> St.

San Jose, CA 95134

877-727-6771

[www.redcrossbayarea.org](http://www.redcrossbayarea.org)

American Red Cross

Disaster Assistance Division

(916) 993-7087

State-Federal Flood Operations Center

(800) 952-5530

Office of the State Fire Marshall

(916) 445-8200

Department of Water Resources

(Flood Forecasting)

(800) 952-5530

Department of Housing & Community Development (HCD)

Division of Codes and Standards, Manufactured Housing Section

(916) 445-3338

HCD Northern Area Office

9342 Tech Center Dr. Suite 550  
Sacramento, CA 95826  
(916) 255-2501

California Emergency Management Agency (Cal EMA)  
(510) 286-0895

Western Propane Gas Association  
2131 Capitol Ave, Ste 206  
Sacramento, CA 95816  
(916) 447-9742

Earthquake Preparedness Center of Expertise  
Attn: CESPDCO-EQ  
211 Main Street  
San Francisco, CA 94105-1905  
(415) 744-2809

Western Manufactured Housing Communities Association (WMA)  
455 Capitol Mall, Ste 800  
Sacramento, CA 95814  
(916) 448-7002

California Mobile Home Resource & Action Association (CMRAA)  
P.O. Box 7468  
San Jose, CA 95150  
(408) 244-8134

National Weather Service (NWS)  
3310 El Camino Ave, Room 226  
Sacramento, CA 95821  
(916) 979-3041