

**PREPARE  
RESPOND  
RECOVER**

Colony Surf  
Emergency Operations Plan

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Revised by: \_\_\_\_\_

Date: \_\_\_\_\_

EMERGENCY OPERATIONS PLAN

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## INTRODUCTION

### Purpose

The purpose of this plan is to enable Colony Surf to provide timely, integrated, and coordinated responses to emergencies. Colony Surf will be prepared to respond to a natural or man-made disaster in a manner that protects the health and safety of its residents and visitors.

All board members and designated volunteers will know and be prepared to fulfill their duties and responsibilities as part of a team effort to provide the best possible emergency care in any situation. The Colony Surf Board will review the plan each year to ensure that board members and designated volunteers are aware of their responsibilities.

### Plan Maintenance

Colony Surf Board Members and Designated Volunteers have many responsibilities in the event of an emergency. This Emergency Plan and the attached checklists are important to Colony Surf's preparedness and response to an emergency. In order for this plan to be an effective tool, it is imperative that it be maintained regularly. It is the responsibility of the Colony Surf Board to assist with development and maintenance of this document.

The Plan Maintenance Schedule provides guidance to maintaining this document.

Activity	Tasks	Frequency	Responsibility
Plan update and certification	<ul style="list-style-type: none"><li>Review entire plan for accuracy</li><li>Incorporate lessons learned &amp; changes in policy and philosophy</li><li>Manage distribution of plan updates</li></ul>	Annually	Vice President, Board & Designated Volunteers
Maintain and update Orders of Succession and Delegations of Authority	<ul style="list-style-type: none"><li>Obtain names of current incumbents and designated successors</li><li>Update Delegation of authorities</li></ul>	As needed, or at least Annually	Vice President and Board.
Checklists and Emergency Contacts	<ul style="list-style-type: none"><li>Update and revise checklists and emergency contact lists</li><li>Ensure annual update/validation</li></ul>	Quarterly	Colony Surf Office Manager
Update roster of Incident Command Team	<ul style="list-style-type: none"><li>Update information on members of the Incident Command Team</li></ul>	Annually	Colony Surf Office Manager

Activity	Tasks	Frequency	Responsibility
Appoint new members of the Incident Command Team	<ul style="list-style-type: none"> <li>▪ Update as members of the Incident Command Team change</li> </ul>	As needed	Colony Surf Office Manager

## Plan Content

Since one plan cannot address all types of disasters or scenarios, this plan should be adapted as needed to meet the requirements of the emergency. This plan is organized into the four phases of emergency management:

- Mitigation
- Preparedness
- Response
- Recovery

## MITIGATION

Mitigation begins by identifying potential emergencies (hazards) that may affect Colony Surf's community and operations, followed by development of a strategy to strengthen the perceived areas of vulnerability within the community.

### Hazard Identification

The top hazards and threats for Colony Surf as are summarized in the following table:

Hazard or Threat		
Medical Emergencies	Fire	Earthquake
Power Failure	Wild Fire	Propane Leak
Snow Storm	Landslide	Volcanic Eruption


\*See Colony Surf's Flip Chart of Emergency Procedures for specific guidance during these emergencies that could result in disaster status. Found also in the Board Member Binder Appendix.


### Hazard Abatement

All locations will take actions identified in this plan to ensure the ability to maintain or rapidly restore basic functions following a disaster. This plan has been prepared with a checklist to assist in improving our areas of vulnerability.

See the checklist on the following page.

### PREPAREDNESS CHECKLIST

<b>Completed</b> 	<b>Personal Preparedness</b>
	Colony Surf members have been given personal preparedness materials annually in The Surf Newsletter.
	Board Members and Designated Volunteers understand that they're expected to have personal 3 to 7 day disaster kits available to them in case of an emergency.
	<i>Colony Surf full time residents have been encouraged to have a personal 3 to 7 day disaster kit available to them in their home.</i>
	<i>Colony Surf full time residents have been given Forms Appendix #2, "Preparing Makes Sense for People with Disabilities &amp; Special Needs."</i>

<b>Completed</b> 	<b>Colony Surf Club House Preparedness</b>
	The Grab & Go-Kit is stocked and available in an accessible, yet secure area.
	The Flip Chart of Emergency Procedures is in place.
	Exit pathways and lighting are clear and in good working order at all times.
	Fire extinguishers are inspected monthly and Office Manager is trained in the PASS principle for fire extinguisher use. Office Manager is not "expected" to extinguish a fire unless they feel trained, an exit is at their back and the fire is a small, incipient stage fire (very controllable).
	Equipment, lockers, file cabinets, water heaters, etc. are secured to the floors and/or walls to prevent movement during earthquakes.
	The contact list on the front page of Flip Chart of Emergency Procedures is completed.
	Evacuation drills are practiced per the Colony Surf Board schedule.

	A phone and/or phone line is available that does not rely on functioning electricity service.
	Sensitive information, such as personal files, insurance information, credit cards, and passwords are and will be protected. i.e. Lock doors, lock safe, stand guard, etc.
	To the extent possible, assets will be protected from fire, damage and/or theft. i.e. Lock doors (all “employee only” and “authorized areas”, etc.), install fire doors if appropriate, install cameras, etc.
	Procedures are in place for community safety.
	Emergency procedures take into consideration the special needs of our members and residents with disabilities. Colony Surf has a plan that addresses the needs of our community population. i.e. the buddy system, a visual and auditory aids to signal an evacuation, etc.

**PREPAREDNESS**

The preparedness phase of emergency management refers to activities to build capacity and identify resources that may be used should a disaster or emergency occur. This includes organizational planning, board training on basic response actions, and conducting drills. For purposes of this plan, organizational preparedness consists of the following areas:

- The Emergency Operations Plan
- Special Considerations for Elderly and/or Disabled Community Members
- Club Priorities
- Delegation of Authority
- Communications

**Emergency Operations Plan (EOP)**

Colony Surf is committed to having a living document regarding our EOP. This plan will be updated annually and updates will be distributed to the Colony Surf Board.

The Colony Surf Board and Colony Surf Staff are trained in the EOP including the Flip Chart of Emergency Procedures and the Grab & Go Kit. Each location will have an EOP binder for their reference. The EOP will also be available electronically. EOP training will ensure that the Colony Surf Board and Designated Volunteers are aware of our emergency operations plan and consequently ready to respond to an emergency.

**Special Considerations for Elderly and Disabled Community Members**

Elderly and disabled community members are expected to have a personal preparedness plan. This plan should prepare a person with a disability for an emergency at home and in the community. Use the attached document “Preparing Makes Sense for People with

Disabilities and Special Needs” as a resource to provide to members. See the Forms appendix #2.

## Business Priorities

Human Safety will always be the first priority in all phases of emergency management. Only after human safety has been ensured, will the focus move to maintaining and or restoring Colony Surf Operations. No employee, board member or community member should put themselves at risk during the management of an emergency.

## Delegations of Authority

To ensure rapid response to any emergency situation and minimize any disruption, Colony Surf has pre-delegated authorities for making decisions or for taking necessary actions in emergency situations. The identification of delegations of authority for the continued performance of the essential functions is critical, and therefore was established prior to disaster events to avoid lapses in leadership and ensure continuity. This is addressed later in this plan under ‘Order of Succession’.

## Communications

### Internal Notification

Colony Surf office manager shall maintain an internal contact list that includes the following information for all Board Members, Staff and Designated Volunteers: name, position title, home phone, cell phone, emergency contact, and preferred method of contact. Refer to Forms Appendix #3, Board Member, and Staff and Designated Volunteer Call Back List

The Board Member, Staff and Designated Volunteer Call Back List contains sensitive contact information and will be treated confidentially.

### External Notification

Colony Surf shall maintain an external contact list of phone numbers of emergency response agencies, key vendors, government response entities, nearby hospitals, clinics, telephone provider, utility company, etc.

Refer to the Flip Chart of Emergency Procedures for these key phone numbers.

## Redundant Communication Systems

Dependable, reliable, and redundant communication systems are essential during emergency situations. Colony Surf recognizes that the success of community operations during an emergency situation is dependent upon the identification, availability, and redundancy of critical communication.



It is critical that comprehensive and redundant communications be available at the Colony Surf ICC (Colony Surf Club House) and at the Secondary Alternate Operating Facility site (Fire Station).

The primary means of emergency communication is the local telephone system. If telephones fail, locations will notify the telephone provider by any means available including cell phones, text or e-mail. Two-way radios will be available as a secondary means of internal communication at the Colony Surf Club House.

All communications equipment will be tested twice per year. Defective equipment will be repaired or replaced. Batteries will be replaced per manufacturer's recommendation or as required. Spare batteries will be stored with equipment. The communications coordinator will review communications requirements and equipment annually as a part of the review of this overall plan and will make recommendations for equipment upgrades or replacement.

## RESPONSE

Colony Surf will mobilize the resources and take actions required to manage its response to emergencies. This section outlines our response plans. Our response plan involves the following elements:

- Alert, Notification and Evacuation
- Emergency Incident Command System (ICS)
- Incident Command Center
- Providing Minor Medical Care
- Increased Security
- Public Information
- Internal Emergencies
- External Emergencies
- Shelter In Place
- Evacuation Procedures
- Documentation

### Alert, Notification and Evacuation

Any community member who observes an incident or condition which could result in an emergency condition should report it immediately to the Colony Surf Office Manager and Board Member(s).

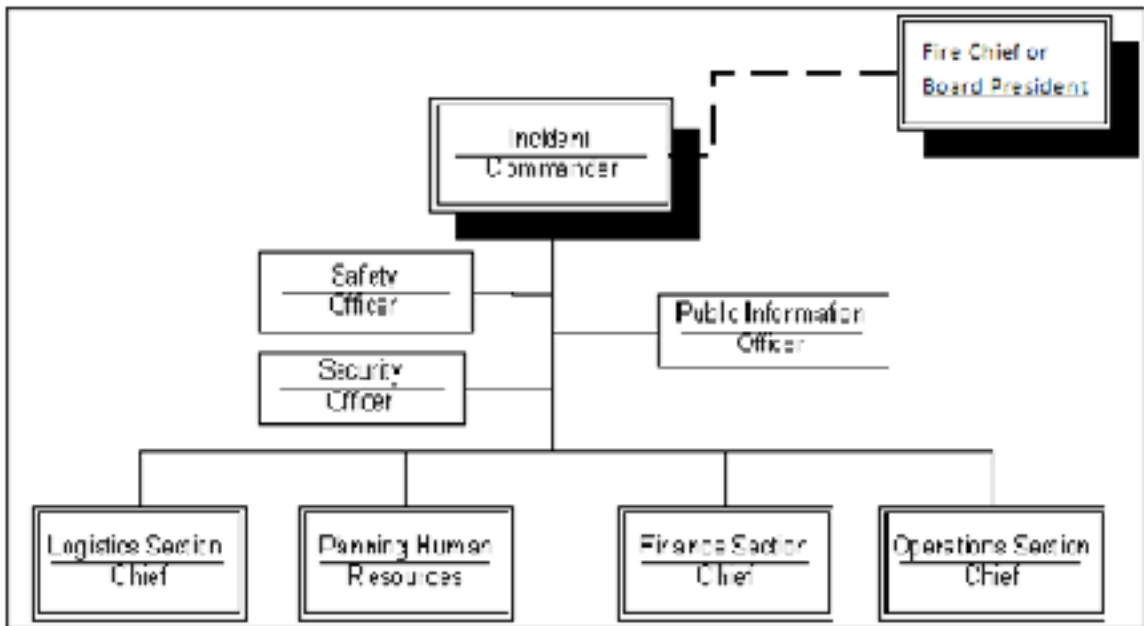
This plan may be activated in response to significant events occurring within the location or external to it. Upon receipt of an alert from a credible source, the Board President or designate will notify all board members and designated volunteers and initiate the response system if appropriate.

Colony Surf is prepared to execute a partial or total evacuation in the event our community becomes unsafe or uninhabitable for a period of time. In the event of a partial evacuation, the affected community members and staff will be moved to an unaffected building if available. In the event of a total evacuation, affected community members and staff will be moved to a designated meeting point (see Flip Chart of Emergency Procedures).

#### Emergency Incident Command System (ICS)

The Colony Surf Board will organize its emergency response structure to clearly define roles and responsibilities and quickly mobilize response resources. The Incident Commander directs Colony Surf's overall response. The community Fire Chief may serve in that role if the disaster causes them to be trapped in the Colony Surf community. Others can be appointed depending on circumstances and availability.

The ICS structure is as follows:



Each individual position is described below. Keep in mind that depending on the circumstances (availability of Board Members, Staff, Designated Volunteers, type of disaster, etc.) each role may be filled by a different person or all roles could be filled by the same person.

#### Incident Commander

This person is responsible for the conduct of emergency/disaster operations on-site. The IC's first "job" is to activate the Incident Command Center. During the emergency/disaster, the IC oversees and directs response activities until relieved by an alternate IC or is replaced by someone of higher authority (Emergency Response Personnel). While on duty, the IC is

charged with ensuring the safety of staff, volunteers and campus visitors. Lead by example: your behavior sets the tone for staff and anyone else involved.

#### Safety Officer

The Safety Officer function is to develop, recommend, and enforce measures to assure the safety of all personnel. He/she is responsible for the physical and emotional needs of responders. Colony Surf may have to utilize a variety of members in the safety role.

#### Security Officer

The Security Officer is responsible for assessing, identifying and mitigating (to the extent possible) community security hazards, during and immediately following an on-site disaster/emergency.

#### Public Information Officer

The Public Information Officer (PIO) is Colony Surf's official spokesperson during emergency/disaster operations. The Public Information Officer is responsible for handling the media and developing press releases under the direction of the Incident Commander (This role could be filled by the Incident Commander or a designee who conveys information provided from the Incident Commander).

#### Logistics

The Logistics Section Chief is responsible for providing or acquiring all materials, equipment, personnel, services, and facilities necessary to support response efforts. Manages, oversees and initiates a logistics team known as the "getters", who are responsible for coordinating personnel and emergency supplies.

#### Planning

The Planning Section Chief collects, evaluates and disseminates information, including damage assessments; injuries and deaths, develops the incident action plan in coordination with the IC; performs advanced planning; and documents the status of the location and its response to the disaster. He/she maintains accurate records and the site map. When appropriate, this section also prepares briefings for the Incident Commanders related to new or updated information.

#### Finance

The Administration/Finance Section Chief is responsible for overseeing the financial tracking, procurement, and cost analysis related to the disaster or emergency, as well as maintenance of financial records, tracking and recording staff hours.

#### Operations

The Operations Team Chief coordinates all operations in support of the emergency response and implements the incident action plan. He/she manages site emergency operations and services; requests resources needed to implement the Operation's Section goals as a part of

the Incident Action Plan development; evaluates risks related to emergency operations and team and community safety; and manages, oversees and initiates operation teams.

### Order of Succession

Order of succession to key Colony Surf leadership positions are developed to ensure an orderly and pre-defined transition of leadership within the community in the event that individuals occupying them were incapacitated or otherwise unavailable.

Incident Command Center Responsibility	Official	Designated Successors
All Responsibility with Delegation Authority if Isolated	Fire Chief	1. Board President 2. Designated Volunteer
Incident Commander	Fire Chief	1. Board President 2. Designated Volunteer
Safety Officer	Secretary Board Member	1. Office manager 2. Designated Volunteer
Security Officer	Community Security Guard	1. Vice President 2. Designated Volunteer
Public Information Officer (PIO)	Board President	1. Secretary 2. Designated Volunteer
Logistics Section Chief	Architectural Board Member	1. Facilities Chair 2. Designated Volunteer
Planning Section Chief	Board Vice President	1. Designated Volunteer 2. Designated Volunteer
Financial Section Chief	Treasurer Board Member	1. Office Manager 2. Designated Volunteer
Operations Section Chief	Facilities Board Member	1. Water Commissioner 2. Asst. Water Comm.
Operations Assembly/Shelter In Place	Activities Board Member	1. Designated Volunteer 2. Designated Volunteer
Logistics Communications Team	Designated Volunteer	1. Designated Volunteer 2. Designated Volunteer

## Incident Command Center (ICC) at Colony Surf

Management of the response to an emergency will be centralized at the Colony Surf Club House, if communications systems are available. This location is equipped with telephones, a computer with internet access and ready access to a fax machine and copier, copies of this disaster plan, forms for recording and managing information, frequently used telephone numbers, marking pens, Community maps and alternative communications equipment. Staff, Board Members and Designated Volunteers potentially assigned roles in the ICC will be trained on emergency operations, and the internal command structure. The ICC will be set up by the Fire Chief or the Board President. ICC forms and equipment are stored in the Colony Surf Club House Office.

In the event this site is obstructed or inoperable, the Maintenance Shop has been designated as the alternate ICC.

The ICC will be activated by the Fire Chief or the Board President, other Board Members or designated volunteers available under the following circumstances:

- Colony Surf Club House and Community Utilities will be inoperable for more than 24 hours.
- Potential Evacuation, Shelter In-Place or Shelter Activation.
- Locally declared disaster with potential for illness or injury.

My ICC or Incident Command Center Location is the Colony Surf Club House.

My secondary ICC Location is the Fire Station in Colony Surf.

## Providing Minor Medical Care

To the extent possible, community members and visitors injured during a disaster will be given first aid by the First Aid trained designated volunteers. Use Forms Appendix # 10, First Aid Care Form to document activity. If the circumstances do not permit treating an injured individual at the location, they will be referred to the nearest emergency room unless their injuries require immediate attention.

If immediate medical attention is required and it is not safe or appropriate to refer the individual to the emergency room, 911 will be called and the patient will be sent by ambulance to the nearest emergency room if possible.

## Increased Security

The purpose of security will be to ensure community member safety, asset protection and/or continued operations. If the Colony Surf Board has determined that security is necessary the Colony Surf Security Guard will ensure security measures are implemented.

## Public Information

In an emergency, one person will be designated as the media contact and will receive approval from the Board President or Incident Commander prior to any interviews or media releases.

## Internal Emergencies

An Internal Emergency is an event that causes or threatens to cause physical damage and injury to the location, personnel or community members. Examples are fire, explosion, hazardous materials releases, violence or bomb threat. External events may also create internal disasters.

If the internal emergency is other than a fire, the person in charge will determine if assistance from outside agencies is necessary. Such notification will be done by calling 911.

Notification of Board Members of an emergency event will be made via phone calls, fire engine siren and/or bullhorn.

Facilities Board Member and Water Commissioner will conduct an assessment of damage caused by the disaster to determine if an area, room, or building can continue to be used safely or is safe to re-enter following an evacuation. Systematic damage assessments are indicated following an earthquake, explosion, hazardous material spill, fire or utility failure. Use Forms Appendix #5, Damage Assessment Form to document damage.

## External Emergencies

An External Disaster is an event that occurs in the community or neighboring communities or highways. Examples include earthquakes, floods, fires, hazardous materials releases or terrorist events. An external disaster may directly impact the Colony Service Community and its ability to operate.

### Local vs. Widespread Emergencies

Local emergencies are disasters with effects limited to a relatively small area. In local emergencies, other health facilities and resources will be relatively unaffected and remain viable options for sending assistance or receiving patients from the disaster area.

In widespread emergencies, nearby medical resources are likely to be impacted and therefore less likely to be able to offer assistance to the location. Hospitals may also have a higher response priority than locations for resupply and other response assistance. Local volunteer fire, EMS, and County fire and law emergency services may not be able to respond to emergencies at Colony Surf. Colony Surf is NOT prepared to be self-sufficient for 3 to 7 days.

## Shelter in Place

The appropriate steps depend on the emergency situation. If you hear a warning signal or listen to local radio or television stations for further information. You will be told what to do, including where to find the nearest shelter other than Colony Surf Club House.

Warning systems may include:

- "All-Call" telephoning—an automated system for sending recorded messages, sometimes called "reverse 9-1-1."
- Emergency Alert System (EAS) broadcasts on the radio or television.
- Fire truck sirens or horns.
- News media sources—radio, television and cable.
- Residential route alerting—messages announced to neighborhoods from vehicles equipped with a bullhorn.

Some situations may not permit or recommend that community members leave the Colony Surf community. Shelter-In-Place may be the best strategy to use in such a situation. Refer to Forms Appendix #6, Shelter-In-Place Guidelines

## Evacuation Procedures

The location may be evacuated due to a fire or other occurrence, threat, or by order of the Fire Chief or Board President. Disasters can occur both with and without warning. Upon receipt of an alert from a credible source, the Fire Chief or Board President will notify Board Members and Designated Volunteers.

Depending upon the nature of the warning and the potential impact of the emergency, the Fire Chief or Board President may decide to evacuate the community; suspend or curtail operations; take actions to protect equipment, supplies and records; move equipment and supplies to secondary sites; backup and secure computer files; or other measures they may find appropriate to reduce location, staff and community risk.

The Fire Chief or Board President will consider the following options, depending on the nature, severity and immediacy of the expected emergency:

- Close and secure the Colony Surf Club House until after the emergency or disaster has passed. Ensure staff and visitors can return home safely.
- Review plans and procedures.
- If staff or community members remains in the Colony Surf Club House, take shelter as appropriate for the expected disaster.
- Ensure Colony Surf Board and staff is informed of callback procedures and actions they should take if communications are not available.
- Take protective action appropriate for the emergency.

Refer to Colony Surf Flip Chart of Emergency Procedures for more information on Emergency Evacuations.



## Documentation

An important component of emergency management is the documentation process. Documentation serves many purposes. It may be used to simply document the incident. It may also be used to evaluate how the situation was handled. This provides the opportunity to improve the process for the next incident. Finally, it may be used for insurance or legal reasons. Regardless of the use of the documentation, it is important that the documentation is completed timely and accurately. The following forms can be found in the appendix of this plan:

Action Log: Used during incident to track actions.

Financial Tracking Form: Used to track financial expenditures during incident.

Damage Assessment Form: Used to document damage due to incident.

Hourly Situation Report: Used to track the incident on an hourly basis.

First Aid Care Form: Used to track first aid given to victims.

Injured and Missing Persons Report: Used to track injured and missing persons.

Post Incident Evaluation Form: Used to learn from the incident.

## RECOVERY

This phase includes activities taken to assess, manage and coordinate the recovery from an event as the situation returns to normal. These activities include:

### Deactivation of Emergency

The Fire Chief or Board President will call for deactivation of the emergency when the location can return to normal or near normal services, procedures, and staffing. Post-event assessment of the emergency response will be conducted to determine the need for improvements.

### Establishment of an Community Support System

Designated volunteers will establish a community support system as needed.

### Account for Disaster-Related Expenses

The Finance Board Member will use Damage Assessment forms and Financial Tracking forms submitted by the disaster Financial Officer to account for disaster related expenses. Documentation will include: direct operating cost; costs from increased use; all damage or destroyed equipment; replacement of equipment; and construction related expenses.

## Restoration of Services

Colony Surf will take the following steps to restore services as rapidly as possible:

- If necessary, repair facility or repair services.
- Replace or repair damaged equipment.
- Expedite structural and licensing inspections required to re-open, if needed.
- Facilitate the return of business and other services.
- Replenish expended emergency supplies.
- Attend to the psychological needs of the community.

## Post Incident Evaluation

Colony Surf will conduct post incident debriefings with the Colony Surf Board, staff and designated volunteers and the Fire Chief. The location will also produce a Post Incident Evaluation report describing its activities and corrective action plans including any recommendations for modifying procedures, additional training and improved coordination.


Refer to Forms Appendix #12, Post Incident Evaluation form


## FORMS APPENDIX

Preparedness Checklist	Attachment # 1
Preparing Makes Sense for People with Disabilities & Special Needs	Attachment # 2
Employee Call Back List	Attachment # 3
Financial Tracking Form	Attachment # 4
Damage Assessment Form	Attachment # 5
Shelter In Place Guidelines	Attachment # 6
Post Incident Evaluation Form	Attachment # 7
Action Log	Attachment # 8
Hourly Situation Report	Attachment # 9
First Aid Care Form	Attachment # 10
Injured and Missing Persons Report	Attachment # 11



## PREPAREDNESS CHECKLIST

Completed 	Personal Preparedness
	Colony Surf members have been given personal preparedness materials annually in The Surf Newsletter.
	Board Members and Designated Volunteers understand that they're expected to have personal 3 to 7 day disaster kits available to them in case of an emergency.
	<i>Colony Surf full time residents have been encouraged to have a personal 3 to 7 day disaster kit available to them in their home.</i>
	<i>Colony Surf full time residents have been given Forms Appendix #2, "Preparing Makes Sense for People with Disabilities &amp; Special Needs."</i>

Completed 	Colony Surf Club House Preparedness
	The Grab & Go-Kit is stocked and available in an accessible, yet secure area.
	The Flip Chart of Emergency Procedures is in place.
	Exit pathways and lighting are clear and in good working order at all times.
	Fire extinguishers are inspected monthly and Office Manager is trained in the PASS principle for fire extinguisher use. Office Manager is not "expected" to extinguish a fire unless they feel trained, an exit is at their back and the fire is a small, incipient stage fire (very controllable).
	Equipment, lockers, file cabinets, water heaters, etc. are secured to the floors and/or walls to prevent movement during earthquakes.
	The contact list on the front page of Flip Chart of Emergency Procedures is completed.
	Evacuation drills are practiced per the Colony Surf Board schedule.
	A phone and/or phone line is available that does not rely on functioning electricity service.
	Sensitive information, such as personal files, insurance information, credit cards, and passwords are and will be protected. i.e. Lock doors, lock safe, stand guard, etc.

	<p>To the extent possible, assets will be protected from fire, damage and/or theft. i.e. Lock doors (all “employee only” and “authorized areas”, etc.), install fire doors if appropriate, install cameras, etc.</p>
	<p>Procedures are in place for community safety.</p>
	<p>Emergency procedures take into consideration the special needs of our members and residents with disabilities. Colony Surf has a plan that addresses the needs of our community population. i.e. the buddy system, a visual and auditory aids to signal an evacuation, etc.</p>

Colony Surf Board, Staff and Designated Volunteer Call Back List

Name	Home Phone	Cell Phone	Emergency Contact	Phone
Bill Cahill	360-877-9078	360-545-2966		
Mike Gettle	360-409-4936			
Anita Hossele	541-206-8198			
Kevin Brown	360-877-2262			
Larry Swihart	360-877-6961	360-229-6260		
Mike Pena	360463-0677	360-877-0339		
John Young	253-848-9292	253-232-9393		
Carrie Erwin	360-352-9084	360-500-3767		
Jennifer Ellis	253-226-3702			
David McKay		360-791-1128		
Tony Fraser	360-877-9219	360-549-6188		
Jerry Reick		360-300-7304		


This information is confidential. Keep it in a secure location!

Financial Tracking Form

Name:				
Department:				
Month/Year:				
Trans Date	Colony Surf	Organizational Purpose	Amount	Acctg. Code
<b>TOTAL</b>				

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Damage Assessment Form

Location Name:	Incident Date:		
Address:	Phone: (    )		
Contact Name:	Phone: (    )		
Minor: slight damage but usable; Major: significant damage, somewhat usable; Destroyed: total loss, completely unusable			
<b>General Damage Assessment</b>	<b>Minor <input checked="" type="checkbox"/></b>	<b>Major <input checked="" type="checkbox"/></b>	<b>Destroyed <input checked="" type="checkbox"/></b>
HVAC			
Water Heater			
Electrical			
Natural Gas			
Roof			
Foundation			
Walls			
Windows			
Computers/POS System			
<b>Damage Specific to Earthquake</b>	<b>Comments</b>		
Category 1 - Felt			
Category 2 - Windows broken			
Category 3 - Walls damaged or down			
Category 4 - Building off foundation			
Category 5 - Total collapse			
<b>Damage Specific to Fire</b>	<b>Comments</b>		
Category 1 - No fire			
Category 2 - Exterior damage only (Habitable)			
Category 3 - Exterior / Interior Damage (Habitable)			
Category 4 - Exterior / Interior Damage (Uninhabitable)			
Category 5 - Total Loss / Burned to ground			
<b>Damage Specific to Flood</b>	<b>Comments</b>		

Category 1 – Damaged but usable	
Category 2 – Major, significant structural damage	
Category 3 – Destroyed, total loss	
Other Relevant Information:	

### Shelter-In-Place Guidelines

The appropriate steps depend on the emergency situation. If you hear a warning signal, listen to local radio or television stations for further information. You will be told what to do, including where to find the nearest shelter if you are away from your "shelter-in-place" location, which is the Colony Surf Club House. Warning systems may include:

- ""All-Call" telephoning—an automated system for sending recorded messages, sometimes called "reverse 9-1-1."
- Emergency Alert System (EAS) broadcasts on the radio or television.
- Fire truck sirens or horns.
- News media sources—radio, television and cable.
- Residential route alerting—messages announced to neighborhoods from vehicles equipped with a bullhorn.
- If you are told to "shelter-in-place," act quickly. Follow the instructions of local authorities. In general:
  1. Colony Surf Club House should close the office, making any members or visitors in the building aware that they need to stay until the emergency is over. Close and lock all windows, exterior doors and any other openings to the outside.
  2. If you are told there is danger of explosion, close any window shades, blinds or curtains near your location.
  3. If there is danger of air contamination, a knowledgeable person should turn off all heating, ventilating and air conditioning systems. The systems that automatically provide for exchange of inside air with outside air, in particular, need to be turned off, sealed or disabled.
  4. Unless there is an imminent threat, you should call and have others call emergency contacts to let them know where they are and that they are safe.
  5. Go to rooms with no windows and, when everyone is in, shut and lock the doors. There should be radios or TV's in the room(s) if possible.
  6. Turn on the radios or TVs. If instructed to do so by officials, use duct tape and plastic sheeting, such as heavy-duty plastic garbage bags, to seal all cracks around the door(s) and any vents into the room.
  7. One person should write down the names of everyone in the room. Call your emergency contacts listed in the Flip Chart of Emergency Procedures to report who is in the room with you and their affiliation with you and the community (staff, visitor or vendor).
  8. Keep listening to the radio or watching TV for updates until you are told all is safe or you are told to evacuate.
  9. When you are told that all is safe, open windows and doors, turn on heating, ventilating and air conditioning systems and go outside until the building's air has been exchanged

with the now-clean outdoor air. Follow any special instructions given by emergency authorities to avoid chemical or radiological contaminants outdoors.