

Leisure World Seal Beach

Boots on Ground



Disaster Plan

Neighbor Helping Neighbor



Together to protect lives, property and support
our community for a resilient Leisure World

Not a GRF Document
September, 2022

Introduction

This booklet "Boots on Ground" has been created to inform all volunteers involved in emergency disasters at Leisure World Seal Beach of the roles, capabilities, tasks, reporting forms, gathering places, First Aid locations and what volunteers are willing and able to perform. It is designed as an evergreen deliverable that will be reviewed and updated every 2-4 years. This is not a GRF document.

The volunteer service groups and/or clubs behind each cut tab are listed alphabetically. Please follow the proactive communication plan and familiarize all club members with the information who may serve in these capacities. **All volunteers must be partnered when assigned to a location.**

A special thank you to all those who helped to produce this booklet. We could not have put this booklet together without your knowledge and participation. We also appreciate all of our volunteers as we know that we are "On Our Own" and the more knowledge we share, the better our community will be prepared. This booklet is dedicated in memory of our beloved Phil Mandeville who was a gift to all.

For FEMA requirements, forms and Q&A go to www.fema.gov
It is advised to familiarize yourself with procedures and print the necessary forms for claim submissions prior to a disaster – as you may not be able to access the websites electronically.

California FEMA

Reporting/Time
Keeper

Seal Beach
Police

Orange
County
Fire

Public
Works

Seal Beach/Orange County

Leisure World

Bike
Owners

CERT

Clergy

DRONES

EOC

Heavy
Equipment
Contractor

Animal
Response
Team
(Paws
Claws
Beaks)

Radio HAM
Station/FRS

Rollin'
Thunder

Emergency Preparedness Leisure World Seal Beach Processes at a Glance
Emergency Operation Center Building 3 (EOC)

Responsibility	Action or Deliverables	Comments
Incident Commander in Leisure World	Assign volunteers and Boots on the Ground within Leisure World	Managing the entire incident
Emergency Logistics in Leisure World	Identifying volunteers and assessing needs and supplies for Leisure World	Providing water, supplies and volunteers
Emergency Operations in Leisure World	Directs and coordinates all incident tactical operations for Leisure World	Monitoring road conditions, volunteers and other duties
Emergency Planning in Leisure World	Tracks situation status and receives communication for Leisure World	Assessing conditions for planning for inside and outside Leisure World

Emergency Preparedness Leisure World Seal Beach Processes at a Glance
First Response and Actions for Boots on Ground (Trust Property)

Responsibility	Action or Deliverables	Comments
Boots on Ground	Go to your club primary gathering location – if damaged, go to the secondary location	Report by Radio on 22 0 – where they are, # of volunteers and conditions on grounds
Boots on Ground	Lead and co-lead identify and assign individuals to perform different tasks based on their experience in removing debris, caring for injured, scribe/documenting and radio communication.	Communicate with Emergency Operations Center (EOC) located in Clubhouse 3
Boots on Ground	First Aid Stations Locations– Clubhouse 1, 2, 4 and Optum Medical Center, Mutual 2 EMB System	CERT Trained individuals and optional outside assistance

Recommended Emergency Preparedness Leisure World Seal Beach Guidelines For Proactive Communication Roll Out

Responsibility to conduct	Action or Deliverables	Cadence or Frequency
Mutual Board Officers	Meet and Review with residents for their specific mutual emergency plan	2 times per year – 1 st quarter and 2 nd or 3 rd quarter
Mutual Board Officers	Meet and Review “On Your Own” Document with mutual residents	2 times per year- 1 st quarter and 2 nd or 3 rd quarter
Leads of Cert (EIC Subcommittee members)	Distribute and review Gathering location Maps at CERT meeting	1 st Quarter of the year
Leads of Cert (EIC Subcommittee members)	Review the Collaborative Document and Gathering location Maps at CERT meeting	2 times per year - 1 st quarter and 2 nd or 3 rd quarter
President of EIC	Distribute and review Gathering Location Maps to EIC members	1 st quarter of the year
President of EIC or Subcommittee members)	Review the Collaborative Document and Gathering Location Maps at EIC meeting	2 times per year – 1 st quarter and 2 nd or 3 rd quarter
EIC Subcommittee members	LW Newspaper published article of instruction for the online “On Your Own” emphasizing translations and emergency TV channels	Quarterly
EIC Subcommittee members	Meet and Review the Collaborative Document plus Gathering Locations with boots on grounds club members	2 times per year – 1 st quarter and 2 nd or 3 rd quarter
Boots on Ground Club Officers	Meet and Review their club section and protocol plus gathering location with members	2 times per year – 1 st quarter and 2 nd or 3 rd quarter
EIC Subcommittee members	Videography, DVD or door to door handouts	2 times per year – 1 st quarter and 2 nd or 3 rd quarter
EIC Subcommittee members	Distribute and communicate overall plan for application practices	1 st or 2 nd week of November annually