Leisure World Seal Beach

## **Boots on Ground**

Bike Clergy Drones

CERT

Paws, Claws, Beaks

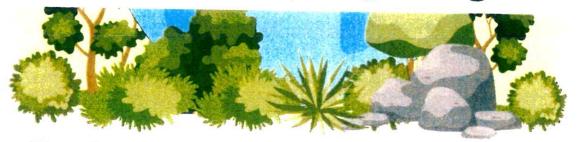
Heavy Equipment

Operators

HAM Radio Rollin' Thunder

# 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 <a href="www.fema.gov">www.fema.gov</a>
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

Seal Beach/Orange County

Reporting/Time Keeper Seal Beach Police

> Orange County Fire

Public Works Leisure World









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