

EMERGENCY ACTION PLAN

Twin Lakes Sports Association



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COMMUNITY EMERGENCIES



Introduction

This **Emergency Action Plan (EAP)** establishes guidelines for all reasonably foreseeable emergencies. Because each emergency involves unique circumstances, the guidelines provide general guidance only. Thoughtful actions based on situation assessment are always required when responding to an emergency. It is also important to note that emergency guidelines do not necessarily represent sequential series of steps.

Special Note: *Safety and health are the overriding priorities in all emergency situations. Think before you act and... if you see something, say something!*

General Information

Emergencies can be identified as:

- Wildfire
- Severe Weather/Natural Disaster (Winter Storm/High Wind Damage/Tornado/ Earthquake/ Flood)
- Riverbank Failure
- Structure Fire
- Active Shooter
- Utility Service Interruptions During Extreme Heat or Cold
- Serious Off-Road/Airboat Accident/Serious Medical/ Drowning

In the event of witnessing any of these emergencies, **CALL 911** to alert appropriate responders.

If emergency is cause for the Emergency Management (EM)Team to be activated, please call Kelli Adams 405-274-1291.

EM Team Assembly Area – Twin Lakes Fire Station

- When there is a large emergency event within the community that requires the activation of the EM team, the assembly point will be the TL Fire Station.
- Each EM team member will be given a reflective vest and a 2-way radio to use for communication.

Alerting Community of Emergencies

The following is the process in place for alerting the EM team:

- Call Emergency Management Director (Kelli Adams) to begin the process of alerting EM team.
- EM Director will determine the need to implement the Emergency Event Roster. If determination is made the team needs to be alerted, EM Director will initiate the emergency event roster.
- Emergency Event Roster – this will be implemented at the time of a community emergency, which requires coordination

of clean-up, evacuation, or other such events.

- An EM call tree alert will consist of an initial call by designated EM team member to 2 other team members, then notify the people on their list then report back to the EM Director those not able to be contacted. If necessary, the people not contacted will be notified in person.
- If required, a designated EM team member will reference the list of local/county contacts and notify of situation
- After initial notification, the EM Director will make periodic status reports to the affected residents and other stakeholders. If it appears that the situation continues to deteriorate despite actions being taken, local authorities may decide to change their course of action.

Gate Control and Public Information

Gate Control

- Anytime there is an emergency which requires all gates to be opened, this will be done by those designated to do so.
- Only those who have been authorized by the TL Board of Directors are to have to codes to the gates.
- If gates are to be opened for emergency reasons and anyone other than the EMD makes this request, the EMD must be notified.
- Anytime there is an order of evacuation, all gates are to be opened.
- When there has been heavy rainfall, a determination will be made by the EM team as to the need to open all gates.
- A list of all gate codes, to include the codes used by the utility companies, must be on file in the office.
- The TL Fire Department will also have authority to open gates as needed. This is to include training purposes and emergency vehicle access.

Public Information

- Anytime there is a situation within the community which would draw those from outside the community or news reporters, the person responsible for providing information will be the EM Public Information representative or their designee. A representative from the TL Fire Station also has the authority to convey any information.
- Anytime there is an emergency within the community, there will need to be at least one person from the community located at each open gate to help manage the number of people from outside the community who are coming in to sightsee.

ROLES & RESPONSIBILITIES



Authority:

- Emergency Management Director, EM Team Captains, EM team members, and the members of the Twin Lakes Fire Department are responsible executing evacuation of those affected by emergency or managing the emergency being experienced. Upon their arrival, EM Director (Incident Commander) will assume command.

Emergency Management Director (EMD)

Non-Emergency Responsibilities:

- Ensure the dissemination, implementation and updating of the Emergency Action Plan (EAP).
- Review and update EAP annually.
- Ensure personnel are assigned to all EAP positions.
- Conduct exercises as needed to optimize our personnel emergency response.
- Conduct and document an After-Action Review following any emergency event and provide a copy to the Twin Lakes Board of Directors.
- The EAP will be maintained in accordance with Twin Lakes requirements and shall include:
- Emergency evacuation procedures and emergency escape route assignments.
- Procedures to be followed by team members who remain on-site to operate/conduct critical operational requirements before they evacuate.
- Procedures to account for all known residents following evacuation.

Emergency Management Director (EMD)

Duties/Responsibility during an Emergency:

- Put on vest, take your cellphone and copy of the EAP Position and Personnel Roster and report to TL Fire Department.
- Ensure EM Team Captains initiate and complete accountability and/or evacuation
- Coordinate the appropriate response to emergency when needed.
- Obtain assistance from LCSO for any residents who will not leave during a mandatory evacuation.
- Provide Emergency Response team with necessary information regarding emergency.
- Notify Law Enforcement & Emergency Response team of any additional needs of community.

Emergency Team Captain (ETC)

- There will be 2 team captains per “side”. The “sides” are known as East and West.

Non-Emergency Responsibilities:

- Understand the community emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.
- Maintain an accurate roster of all community assigned to his/her zone, which will be updated at least twice a year and upon the arrival of any new residents.

Duties/Responsibilities during an Emergency:

- Put on vest, take your cellphone and copy of the EAP Position and Personnel Roster and ensure accountability for all community members in your zone(s).
- During an evacuation, direct community members from your zone to designated exits; remind community members to not drive through community to “sight see”.
- Upon arrival at the Assembly Area (TLFD), confirm community member contact.
- Immediately notify Emergency Management Director (EMD) of unaccounted for/missing personnel.
- Identify any road hazards within their zone.

All other team members

- Understand all information in the EAP.
- Read updates to the EAP when provided.
- Know the names and contact info for personnel serving as Emergency Management team members, where to find the AED, evacuation routes and procedures, assembly area location.

GENERAL INSTRUCTIONS FOR REPORTING EMERGENCIES



Call 911 For Emergencies

Be prepared to provide the following information:

- Your name and location
- Phone number from where the call is being made
- Location of the emergency to include full address
- Report on what the emergency is
- Other important Information
- Number and condition of victims, if relevant.
- Location and extent of situation, hazard, fire, etc.
- Involvement of Hazardous Materials (as available, give product name and/or describe any markings, labels or placards).

If emergency impacts the entire community, initiate the Emergency Response phone tree to activate the appropriate response from Twin Lakes Emergency Response team.

MEDICAL EMERGENCIES



Call 911

- The first action is to dial 911. This process provides notification to the Twin Lakes Fire Department.
- Survey the scene; evaluate immediate safety issues.
- Alert Emergency Management Director only if it could affect the community.

Provide the following information:

- Number and location of victim(s)
- Nature of injury or illness
- Hazards involved
- Nearest entrance (emergency access point)

Procedures

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Take "universal precautions" to prevent contact with body fluids and exposure to bloodborne pathogens.
- Ambulance will be met at the nearest entrance or emergency access point by a member of the TLFD who will direct them to victim(s).

FIRES



Fire Emergency Plan ~ IF A FIRE IS REPORTED, DIAL 911 TO ALERT EMERGENCY RESPONDERS

Provide the following information:

- Name and street address
- Nature of fire
- Fire location
- If there are residents in danger
- Name of person reporting fire
- Telephone number for return call

Structure Fire

- In the event of a structure fire, the first action is to dial 911. This process provides notification to the Twin Lakes Fire Department.
- Do not go into a burning structure.
- **Alert Emergency Management Director only if it could affect the community.**
- TLFDD is trained to do this with specialized training and equipment and can do so in a much safer way.
- EMD will keep in contact with TLFDD Chief/Assistant Chief in the event further action needs to be taken by EM team.

Wildfire Events

- In the event of a wildfire, the first action is to dial 911. This process provides notification to the Twin Lakes Fire Department.
- **Alert Emergency Management Director only if it could affect the community.**
- TLFDD is qualified with specialized training and equipment to attack the fire in a safe way.
- EMD will keep in contact with TLFDD Chief/Assistant Chief in the event further action needs to be taken by EM team.

Wildfire Evacuation Procedures

- EMD will be notified by Logan County Emergency Management (LCEM) of the need to evacuate.
- EMD /representative or representative from TLFDD will activate tornado siren to signal to residents to evacuate.
- Logan County Sheriff Office (LCSO) Deputies will arrive to assist by going door to door notifying residents of mandatory evacuation.
- At least one LCSO will remain on site to assist with keeping critical roads clear of vehicles & residents.
- A community member(s) will station at designated areas just outside of the gates.
- When all clear is given by LCEM, EM team members will assist, as needed, in return of residents.



ACTIVE SHOOTER / COMMUNITY VIOLENCE



Active Shooter

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area.

How to respond if an Active Shooter is in your vicinity:

1. Evacuate	2. Hide Out	3. Take Action
<ul style="list-style-type: none"> • Have an escape route and plan in mind • Leave belongings behind • Keep your hands visible 	<ul style="list-style-type: none"> • Hide in an area out of the active shooters view • Block entry to your hiding place and lock doors. 	<ul style="list-style-type: none"> • As a last resort and only when your life is in imminent danger. • Attempt to incapacitate the active shooter • Act with physical aggression and throw items at the active shooter
 CALL 911 AS SOON AS IT IS SAFE TO DO SO 		

Information you should provide to Law Enforcement	
<ul style="list-style-type: none"> • Location of active shooter • Number of shooters, if more than one • Physical description of shooter(s) 	<ul style="list-style-type: none"> • Number and type of weapon(s) • Number of potential victims at the location

How to respond when Law Enforcement arrives on the scene

How you should react when Law Enforcement Arrives	
<ul style="list-style-type: none"> • Remain calm and follow officers' instructions • Immediately raise hands and spread fingers • Avoid making quick movements towards officers such as attempting to hold on to them for safety 	<ul style="list-style-type: none"> • Avoid pointing, screaming, and/or yelling • Do not stop to ask officers for help or directions when evacuating. Just proceed in the direction from which the officers direct.

SEVERE WEATHER AND NATURAL DISASTERS



Tornado:

When a warning is issued by local weather stations, sirens or other means, seek shelter inside.

Remain sheltered until the tornado threat is announced to be over.

When danger has passed, evaluate your home for injuries/damage then start to evaluate your designated roads for:

- Injuries of community members
- Tree Damage
- Structure Damage
- Road Blockages
- Electrical Issues
- Send message to EMD

If there are any injuries, road blockages or other hazards, please follow the set procedures for meeting at the Fire Station and determining appropriate response.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the Emergency Director or the designated official.
- Once it is safe to do so and if the earthquake is strong enough to cause damage, follow the set procedures for clearing roads/addressing other community needs.

Flood:

- Be ready to evacuate as directed by the Emergency Director and TL Fire Department.
- Follow the designated evacuation routes.
- Avoid walking or driving through flood water.
- If the event is one which would garner people from outside the community or news reporters, one person from the EM team, the Public Relations representative or representative from the Fire Station will be the person to convey information/updates.
- There will need to be at least one person located at each open gate to help manage the number of people from outside the community who are coming in to sight=see.

EXTENDED POWER LOSS



In the event of extended power loss to the community, action should be taken depending on the overall needs/ability of the community.

TL Community Center will be opened by EMD/Team or other designated community member and generator will be started to accommodate those within the community who are without means of warmth.

Red Cross will be contacted by member of EMD

Aide for Persons with Disabilities/Elderly (APD/E)



Non-Emergency Responsibilities:

Understand emergency procedures and be prepared to assume his/her responsibilities promptly and calmly in an emergency.

Duties/Responsibilities during an Emergency:

- Put on vest, take your cellphone and copy of the EAP
- Locate the Mobility Impaired Person(s)/Elderly and assist, if needed, them in getting to their car or planned mode of transportation.
- Contact the EMD if community members an issue with their planned mode of transportation.
- Report to EMD when all residents within this category have been evacuated.

Position	Name	Address	Mobile Phone
Emergency Management Director	Kelli Adams	160 Mockingbird	405-274-1291
Co - Em. Management Director	Daniel Ingram		
Logistics & Planning	Pete Adams	160 Mockingbird	
Maintenance Director	Jamie Green		
Medical	Matthew Adams	160 Mockingbird	
TLFD Chief	Duane Dahlem		
TLFD Asst. Chief	M. Wells		
TLFD Asst. Chief	M. Gilliam		
West Side Capitan			
West Side Capitan			
East Side Capitan			
East Side Capitan			

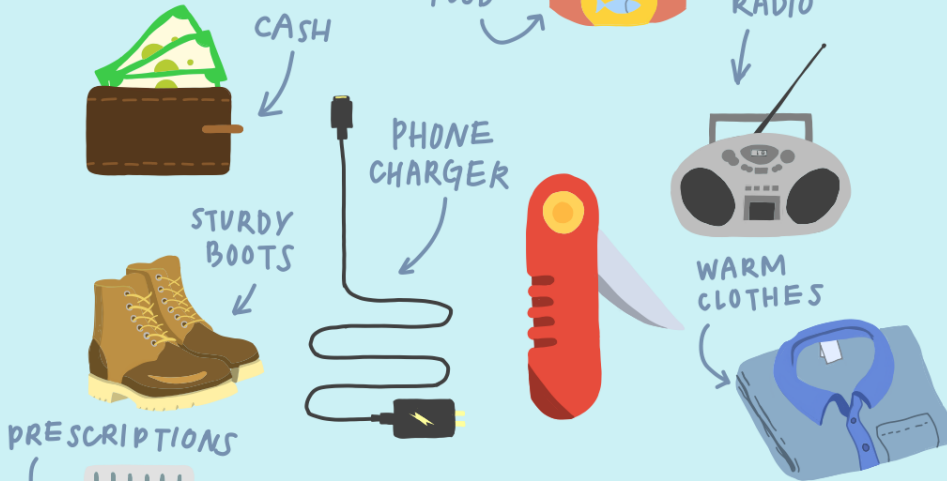
SUPPLY CHECKLIST

CIRCLE WHAT YOU ALREADY HAVE

ESSENTIALS



USEFUL



PERSONAL

