

Soquel Conference Center
Emergency Preparedness and Evacuation Plan
<http://ccc.adventist.org/soquel-conference-center>

EVACUATION ORDERS

Police, Fire or other City, State or government agency may order you to evacuate.

In the event that Soquel Conference Center 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.
Soquel Conference Center does not provide any materials, services
or transportation during an emergency evacuation.

Primary Business Address
1931 Old San Jose Road
Soquel, CA 95073
Phone: 831.464.4900
Fax: 831.475.2207
E-mail: soquelcamp@cccsda.org
After Hours Emergency Contact:
Facilities Director
831.464.4994

Business Owner
Central California Conference of SDA
2820 Willow Ave.
Clovis, CA 93612
Phone: 559.347.3000
Fax: 559.347.3120

INTRODUCTION

The safety of our guests is of the utmost importance to the owners and management of Soquel Conference Center.

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 family 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 campground management and/or security 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 transient lodging 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 earthquakes, flood and fire. Tsunami warnings along the coast line have occurred in the recent past and should also be included. Due to the micro climates of the area, severe weather is not out of the ordinary.

In the event of an evacuation order it is highly recommended that guests gather what they need and leave using their personal vehicles if available.

At no time during an evacuation 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, 5th wheel trailers or tow vehicles.

In the event of flooding or a Tsunami warning there should be ample notice to remove Recreational Vehicles without a rush or hindering the safety of other guests leaving our facility.

I C E

In Case of Emergency

Park Elevation: 200 Feet

Types of disasters common to our area:

- Fire
- Flood
- Mud & Rock Slides
- Earthquakes
- Tsunami
- Tornados & Other Extreme Weather

Local emergency broadcast frequency:

- KSCO – 1280 AM
- KCBS - 740 AM
- KTOM – 93.7 FM

Emergency contact information:

Emergencies: 911

Central Fire Protection District: 911 or 831.479.6842

Santa Cruz County Sheriff Dept.: 911 or non-emergency: 831.471.1121

California Highway Patrol – Aptos Station: 911 or non-emergency: 831.662.0511

Electric and Gas Co.: PG&E 800.PGE.5000

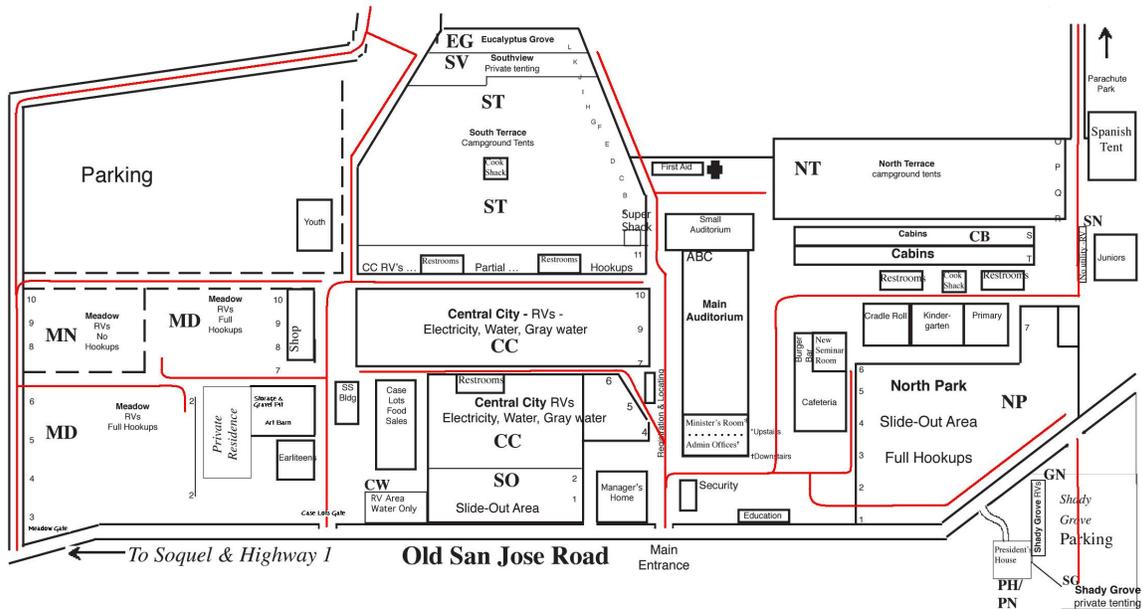
Hospital: Dominican Hospital 1555 Soquel Drive Santa Cruz, CA 95065;
831.462.7700

Local Red Cross: 2960 Soquel Ave. Santa Cruz, CA 95062; 831.462.2881

Park Office Location: 1931 Old San Jose Road Soquel, CA 95073; 831.464.4900

Responsible person for operation and maintenance:

Park phone to reach resident manager: 831.464.4994



EVACUATION ROUTE MAP & PROCEDURES

First of all, **remain calm**. Do not put yourself 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. The red lines shown on the above map are the roads that lead to all entrances/exits at the campground. If available, please follow the directions of management and/or security officers to evacuate in an orderly and timely manner.

Soquel Conference Center has four (4) shared entrances and exits and one dedicated exit. In the case of an evacuation, be sure not to block the main gate entrance so that emergency vehicles and personnel have access to the park. Use the dedicated exit gate opposite the main entrance.

All vehicles exiting the camp are to make a right turn on Old San Jose Road.

This will help expedite the process of evacuation. In the event of a Tsunami or flood, you will be directed which way to evacuate.

RECREATIONAL VEHICLES

Recreational vehicles should not be used for emergency evacuation. Use your personal vehicle(s) if available or car pool with others. 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 or tsunami 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 and shutting off any propane tanks.

Checklist of Emergency Procedures

Meet with your family and discuss why you need to prepare for disasters. Campers who may need assistance in the event of an evacuation should make prior arrangements to have that assistance available. Explain the dangers of fire, severe weather and earthquakes to children, elderly individuals, and persons needing 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 RV and mark two escape routes.
- Install safety features in your RV, such as smoke detectors and fire extinguishers.
- Discuss what to do in an evacuation.
- Find the safe spots in your RV 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 RV in case of fire; 2) a place away from the campground in case you cannot return after a disaster.
- Keep family records in a water and fire-proof container.
- Locate the main electric fuse box, water service main, and natural/propane gas main shut off valve to your RV. 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.
- 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 RV - 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 RV, 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:

- 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. Recreational Vehicle owners/users need to know the physical location of jacks/supports under their RVs. During a severe earthquake, Recreational Vehicles have been known to drop off their jack supports and these supports may come through the floor causing physical damage above. In order to avoid injury, users must know the location of the supports and where safe areas are located within their Recreational Vehicle.
- Be sure your RV is installed and set up 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.
- Earthquake 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 RV.

- 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 RV.
- 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/RV 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/RV 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 Campground Office or Security Department (from a neighbors phone) and:
1. Give your name, telephone number you are calling from, camp 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 RV and report any known injuries.
 4. Turn off the gas and electricity at the RV(s) affected if you are able.
 5. Tell all residents near the fire source to stand ready with water hoses to wet down their RVs or adjacent building(s) in case of traveling sparks.
 6. Make sure all occupants have left the affected RV 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 RV.
 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.
 10. If trapped on an upper floor, hang something out of a window to signal rescuers.

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.
- Secure your external Liquefied Petroleum Gas Containers. One option is to secure the tanks with stainless steel straps that connect to auger anchors in the ground.
- 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 RV before leaving.
- When you reach a safe place, call your pre-determined family contact person.

After Flood:

- Return to the RV 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.

Tornado

Although tornadoes are not a common occurrence in California, they have been reported.

- Pay close attention to weather reports. Know the difference between a watch (when conditions are ripe for a severe weather event) and a warning (when a severe weather event is occurring or is imminent).
- Plan where to go during severe weather - for instance, the Main Auditorium, or the ABC/Small Auditorium.
- When a tornado warning has been issued, leave your RV immediately. Go to your pre-determined safe place or lie down in a low area with your hands covering the back of your head and neck.
- Be sure to keep a transistor radio - with working and extra batteries handy.
- Keep your Family Disaster Supplies Kit near an exit door.

Tsunami

Also known as seismic sea waves, are a series of enormous waves created by an underwater disturbance such as an earthquake, landslide, volcanic eruption, or meteorite. A tsunami can move hundreds of miles per hour in the open ocean and smash into land with waves as high as 100 feet or more.

What to look for prior to a Tsunami

Heed natural warnings:

- Earthquake
- Ground shaking
- Receding of sea – it could return with a massive surge.
- Watch the animals – are they behaving in an unusual manner, or exiting an area in large numbers

If you are at the beach or near the ocean, and you feel the earth shake, move immediately inland to higher ground. **DO NOT** wait for a tsunami warning to be issued. Stay away from rivers and streams that lead to the ocean due to strong tsunami wave action and currents.

Expect large number of waves

- Each wave could be larger than the next, and wave events could last a few hours
- Head for high ground – or inland, stay there until danger is definitely subsided
- Save your lives not belongings
- Keep off the roads which could subside or crack
- Watch for landslides or road blockages.

If unable to move to higher inland or inland, as a last resort, attempt to gain height, climb a tall tree or the top floor of a high building

If you are caught up in a Tsunami, grab onto any floatable material

Debris

Tsunami leaves debris such as building remains, sand and bodies, watch out for these.

First Aid

- Information on first aid can be found in your local phone book or by contacting the American Red Cross.
- Utilize known persons who are medically trained (such as doctors, nurses, or people medically trained in CPR and first aid) to assist in administering first aid to those injured.
- If the injured individual(s) are in imminent danger they should carefully be moved to a safe location to administer first aid.
- In the case where injuries are severe and movement could cause further injuries, do not move the injured. Make the injured person(s) as comfortable as possible and wait for emergency personnel.
- Before emergencies, prepare a first aid kit. Have the kit in an easy to locate place. Make sure all family members know the location of the kit.

Sample First Aid Kit:

- Sterile adhesive bandages in assorted sizes
- 2 and 4-inch sterile gauze pads (4-6 each)
- Hypoallergenic adhesive tape
- Triangle bandages (3)
- 2 and 3-inch sterile roller bandages (3 rolls each)
- Scissors
- Tweezers
- Needle
- Moistened towelettes
- Antiseptic
- Thermometer
- Tongue blades (2)
- Tube of petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Cleansing agent/soap
- Latex gloves (2 pairs)
- Sunscreen
- Aspirin
- Syrup of Ipecac
- Activated charcoal (use only if advised by the Poison Control Center)

Government and Relief Agencies estimate that after a major disaster, it could take up to three days for relief workers to reach some areas. In such cases, a 72 hour disaster supply kit could mean the difference between life and death. In other emergencies, a 72 hour disaster supply kit means the difference between having a miserable experience or one that's like a pleasant family camp out. In the event of an evacuation, you will need to have items in an easy-to-carry container like a backpack or duffle bag.

Family Disaster Supplies Kit

- 3-5 gallons of water (one gallon of water per person per day)
- Method of water purification
- Food: ready-to-eat canned meats, fruits, and vegetables; canned juices, milk, soup; high energy foods – peanut butter, jelly, crackers, granola bars, trail mix; specialty foods for infants, elderly persons or persons on special diets; comfort/stress foods – cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags; vitamins
- Matches in a waterproof container
- Second method of starting a fire
- Tent/shelter
- Wool-blend blankets or sleeping bags (1 per person)
- Emergency reflective blanket
- Lightweight stove and fuel
- Hand and body warm packs
- Rain poncho
- Flashlights with extra batteries, light sticks, lantern with fuel and wicks
- Tools (pliers, hammer, screw drivers, bolt cutters, pocket/utility knife)
- Shovel and hatchet or axe
- Sewing kit
- 50-foot nylon rope
- First aid kit and supplies, including burn gel and dressings
- Bottle of potassium iodide tablets
- Radio, batteries, and extra batteries
- Whistle with neck cord
- Personal sanitation equipment
- Personal comfort kit (include soap, toothbrush, toothpaste, comb, tissue, razor, deodorant), and any other needed items.
- Extra Clothing (include at least one complete change of clothing and footwear per person per day) extra socks, underwear, hat, gloves, and sturdy shoes
- Mess kits, paper cups, plates and plastic utensils
- Cash (at least \$20) or traveler's checks, change for phone calls
- Non-electric can opener
- Fire extinguisher: small canister, ABC type
- Important family papers (copies of birth certificates, marriage licenses, wills, insurance forms, phone numbers, credit card information)
- Sun block/sun glasses, hat
- Portable toilet
- Insect repellent
- Tape
- Compass
- Aluminum foil
- Signal flare
- Household chlorine bleach
- Special or prescription medication
- Baby items – formula, diapers, bottles, powdered milk, medications, and favorite security items
- Games, books, toys
- Contact lenses and supplies; a spare set of contacts or glasses if available
- Keep a light source stored in the top of your kit for easy access in the dark

Family Disaster Supplies Kit continued

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.

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.

Pet Owners

- If you evacuate your RV, **DO NOT LEAVE YOUR PETS BEHIND!** Pets most likely cannot survive on their own; and if by some remote chance they do, you may not be able to find them when you return.
- For additional information, please contact The Humane Society of the United States.
- Plan for Pet Disaster Needs
- Identifying shelter. For public health reasons, many emergency shelters cannot accept pets. Find out which motels and hotels in the area you plan to evacuate to allow pets – well in advance of needing them. There are also a number of guides that list hotels/motels that permit pets and could serve as a starting point. Include your local animal shelter's number in your list of emergency numbers – they might be able to provide information concerning pets during a disaster.
- Take pet food, bottled water, medications, veterinary records, cat litter/pan, can opener, food dishes, first aid kit and other supplies with you in case they're not available later. While the sun is still shining, consider packing a "pet survival" kit which could be easily deployed if disaster hits.
- Make sure identification tags are up to date and securely fastened to your pet's collar. If possible, attach the address and/or phone number of your evacuation site. If your pet gets lost, his tag is his ticket home. Make sure you have a current photo of your pet for identification purposes.
- Make sure you have a secure pet carrier, leash or harness for your pet so that if he panics, he can't escape.

Prepare to Shelter Your Pet

- Call your local emergency management office, animal shelter, or animal control office to get advice and information.
- If you are unable to return to your RV right away, you may need to board your pet. Find out where pet boarding facilities are located. Be sure to research some outside your local area in case local facilities close.
- Most boarding kennels, veterinarians and animal shelters will need your pet's medical records to make sure all vaccinations are current. Include copies in your "pet survival" kit along with a photo of your pet.
- NOTE: Some animal shelters will provide temporary foster care for owned pets in times of disaster, but this should be considered only as a last resort.
- If you have no alternative but to leave your pet at home, there are some precautions you must take, but remember that leaving your pet at home alone can place your animal in great danger!

Confine your pet to a safe area inside – NEVER leave your pet chained outside! Leave them loose inside your home/RV with food and plenty of water. Remove the toilet tank lid, raise the seat and brace the bathroom door open so they can drink. Place a notice outside in a visible area, advising what pets are in the house and where they are located. Provide a phone number where you or a contact can be reached as well as the name and number of your vet.

During a Disaster

- Bring your pets inside immediately.
- Have newspapers on hand for sanitary purposes. Feed the animals moist or canned food so they will need less water to drink.
- Animals have instincts about severe weather changes and will often isolate themselves if they are afraid. Bringing them inside early can stop them from running away. Never leave a pet outside or tied up during a storm.
- Separate dogs and cats. Even if your dogs and cats normally get along, the anxiety of an emergency situation can cause pets to act irrationally. Keep small pets away from cats and dogs.
- In an emergency, you may have to take your birds with you. Talk with your veterinarian or local pet store about special food dispensers that regulate the amount of food a bird is given. Make sure that the bird is caged and the cage is covered by a thin cloth or sheet to provide security and filtered light.

After a Disaster

- If after a disaster you have to leave town, take your pets with you. Pets are unlikely to survive on their own.
- In the first few days after the disaster, leash your pets when they go outside. Always maintain close contact. Familiar scents and landmarks may be altered and your pet may become confused and lost.
- Also, snakes and other dangerous animals may be brought into the area with flood areas. Downed power lines are a hazard.
- The behavior of your pets may change after an emergency. Normally quiet and friendly pets may become aggressive or defensive. Watch animals closely. Leash dogs and place them in a fenced yard with access to shelter and water.

Agencies and Resources

State-Federal Flood Operations Center
1.800.952.5530

Office of the State Fire Marshall
916.262.1870

Department of Water Resources
Flood Forecasting
916.574.2612

Santa Cruz County
Office of Emergency Services
831.458.7150

Dept. of Housing & Community Development
(HCD) Division of Codes and Standards
Special Occupancy Parks Section
www.hcd.ca.gov
916.445.0471

HCD Northern Area Office
916.255.2501

California Emergency Management Agency
(Cal EMA)
916.845.8510

American Red Cross Disaster Assistance
Division
916.368.3130

Federal Emergency Management Agency
Disaster Assistance
Apply by Phone: 800.621.FEMA (3362)

The Humane Society of the United States
www.humanesociety.org
202.452.1100