

## EMERGENCY PLAN GUIDELINES FOR HOMEOWNER'S ASSOCIATIONS AND CIVIC CLUBS

1. Consider the most likely emergencies to affect the neighborhood.
2. Subdivide the neighborhood into manageable groups and assign each group a captain or leader.
3. Develop a communications plan and chain of command with alternate plans, if telephones are not working, whereby each group leader is assigned someone to report to.
4. Assign one person to receive all reports and communicate them to the proper authorities (either law enforcement or fire). If the neighborhood already has in place a working communication system with a specific law enforcement agency, incorporate this link into the plan. Confirm that the information will be passed on to the Office of Emergency Management or call that office also.
5. Decide what information should be gathered by each group leader about his group members before, during, and after an emergency.
6. Compile a resource list of 1) equipment that can be used in evacuation and recovery in the neighborhood and 2) people in the neighborhood with expertise that can be called upon in emergencies.
7. Review the plan with neighborhood residents before finalizing the plan. Residents may have valuable suggestions and bring attention to items that may have been overlooked.
8. If the neighborhood has an established relationship with specific law enforcement authorities, inform them of the plan as it is formed.
9. Review the plan with neighborhood residents each year, making revisions where needed.