



Emergency Plans for Mobile/Manufactured Home Parks/Communities

Prepared by:

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PART 1: Emergency Plans for Mobile Home Parks

Introduction:

The following information is provided as a general guide to developing and emergency evacuation plan for mobile home parks in Oklahoma, it contains guidelines and specific information that may be useful in preparing for a natural disaster or a man made emergency. Not all aspects of this plan will be pertinent to every park, it is intended to serve as a model for use in developing individual park plans, Once a plan is developed, it is recommended that each mobile home park resident should receive a copy of the emergency preparedness plan and familiarize themselves with the procedures. The goal of the plan is to maintain order and provide useful information in the event of an emergency. Additionally, it is intended to provide a safe and secure environment during normal activities and assist in returning to normalcy after and emergency .

An important consideration in any emergency situation is the ability to coordinate with local responding agencies and personnel. It is imperative that individuals work in conjunction with and assist emergency personnel as directed or instructed.

Evacuation of a Mobile Home Park:

We recommend that each park form a Disaster Preparedness Emergency Plan Committee (DPEPC) to assist in the evacuation process. The committee should consist of residents from the park who are willing to volunteer their time to establish and serve on the committee. This committee should be primarily a phone committee but in cases where phone service is not available or out-of-service, the emergency information can be passed house to house. The committee can operate under the direction of the park manager. The DPEPC should be responsible for informing each resident of any impending disaster. Other functions of DPEPC could be:

- To conduct training and practice evacuation sessions
- Acquiring and updating emergency phone contact lists for next of kin notifications
- Assessing any special needs for the handicapped, elderly or fragile residents within the park.
- Informing residents of either the possibility of evacuation or of an imminent evacuation of residents during a natural or man-made disaster.
- Inform/train residents on procedures for securing their homes prior to evacuation such as gas shut off. water main shut off. electrical shut off, locking door and windows and leaving immediately to pre-determined locations.
- Organize and inform residents of their evacuation route to take in leaving the park in a safe and orderly fashion.
- Secure transportation and coordinate evacuation of park residents who are unable to transport out of the park on their own.
- For fragile elderly or disabled residents DPEPC should identify and keep updated records of any special medications, diet, or care information and ensure that they vacate the park with these necessities. People with special needs will also be listed in the office by name, space number, phone number and contact information for next of kin.

Planning:

To assist DPEPC in developing an evacuation plan for the park following items need to be considered:

- How many entrances and exits are there in the park?
- Is two way traffic accessible throughout the park?
- Are there concentrations of households who need special assistance to evacuate congregated in certain sections of the park?
- would any section of the park be easier and quicker to evacuate first?
- Are there any fixed obstacles in the park that would hinder a sections evacuation route?
- If an entrance or exit is blocked, do you have an alternate evacuation route planned?
- In the event that al evacuation routes are disabled, is there a backup plan for evacuation such as a site for airlifting residents from the park?
- Adding information to the park plan that would inform residents how to prepare for an air lift rescue from their roof.
- Identification of the major safe sites in your community that emergency agencies use for evacuation.
- Supplying Park residents with maps of major routes out of the area
- Safety issues that park residents can address before a disaster to make their homes safer (i.e.: tie downs for LPG tanks, installation of smoke detectors, securing hot water heaters.)
- At a minimum, the park plan should include the following information: elevation of the park property, type of disasters common to our area, public warning signals used in the community, local emergency broadcast station frequency location, phone numbers of the local Red Cross chapter and other emergency agencies phone numbers.

This list of questions and statements is only a sampling of items that could be indentified and described in the parks evacuation plan. These suggestions are provided as a tool to assist the DPEPC or the park manager in developing a customized park plan.

SAMPLE

Emergency Evacuation List of Residents by Section

The order of evacuation is for Section 1 to evacuate first, then Section 2 evacuates second and continues sequentially by Section number until the entire park has been evacuated. If the park contains numerous recreational vehicles, it is recommended that they maintain mobility functions for quick evacuation.

<u>Section Number:</u>	<u>Space Numbers:</u>
1	1 to 18
2	19 to 37
3	38 to 56
4	57 to 75

Evacuation Sites:

Predetermined buildings/sites to evacuate to in the case of a natural disaster:

- Local High School Gymnasium
- Local Park Community Center
- Red Cross designated safe place
- Local Fair Grounds
- Another city or government agency designated safe place.

In the event of a disaster which does not require evacuation of the entire park, the designate site of evacuation within the park could be the community room club house if available.

Part II: A Disaster Preparedness Planning Guide for owners/ Residents in Mobile Home Parks

Introduction:

The most important feature of any home is something you probably do not see when you walk through the door. But, it could save your life, it is **SAFETY**. Safety comes in all shapes and sizes: smoke detectors, fire extinguishers, escape routes, carefully maintained heating and electrical systems, and knowing what to do and where to go in case of fire, flood, tornado or other disasters. The key to being prepared in the event of a disaster or sudden emergency is preplanning and practice drills.

Disaster Preparedness Emergency Plan

The next time disaster strikes you may not have much time to act. Prepare now for a sudden emergency. Knowing what to do in an emergency is your best protection and your responsibility. Learn how to protect yourself and your family by planning ahead. To obtain more information, you may want to contact your local emergency management agency or civil defense office and the local American Red Cross chapter- be prepared to take notes.

You will need to gather the following information:

- Find out which disasters are most likely to occur in your area.
- Ask how to prepare for each disaster
- Ask how you would be warned of an emergency
- Learn about your communities warning signal, what they sound like and what you should do when you hear them.
- Learn your communities main evacuation routes.
- If needed, ask about special assistance for the elderly or disabled persons.
- Ask about animal care during and after an emergency. Animals may not be allowed inside emergency shelters due to health regulations.

Checklist of Emergency Procedures

Meet with your family and discuss why you need to prepare for disasters. 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 residence and mark two escape routes from each room.
- Install safety features in your home, such as smoke detectors and fire extinguishers.
- Discuss what to do in an evacuation.
- Find safe spots in your home for each type of disaster.
- Post emergency numbers near your 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 to call 9-1-1 and a long distance contact person.
- Pick two meeting places: 1) a place near your home in case of fire; 2) a place outside your neighborhood in case you cannot return home after a disaster.
- Keep family records in a water and fire proof container.
- Locate the main electric fuse box, water service main and a natural gas main shut off valve to your mobile home. Learn how and when to turn these utilities off and 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. **If you turn the gas off you will need a professional to turn it back on.**
- Take basic first aid and CPR.
- 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 the 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 our home-use flashlight only. Do not light matches or turn on electrical switches, if you suspect damage.
- Check for fires and other household hazards.
- 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. Manufactured home owners/residents need to know the physical location of piers/supports under tier homes. During a severe earthquake manufactured homes have been known to drop off their supports and these supports may come through the floor causing physical damage above. In order to avoid injury residents must know the location of the supports and where safe areas are located within their manufactured homes.

Be sure your manufactured home is installed in accordance with the manufacturer's instructions and all applicable state regulations and requirements.

- Indoors, take cover under and sturdy piece of furniture or doorway or get up on a bed or couch that against a wall.
- Stay away from windows or ceilings objects such as lighting fixtures.
- Do not light matches or candles.
- Do not turn on electrical equipment of any kind.
- Use only battery operated flashlights or 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.

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 our families chances of survival should a fire erupt in your manufactured home.

- 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 manufactured home,
- 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 two and twelve years old.
- Insure your personal property, Shop around for a company that best meets your needs for renters or homeowners 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 of your home and possessions. Keep the list and video up to date and store them along with other important documents

Floods:

Flood WATCH means that there is a possibility of flooding.

Flood WARNING means that the flooding has begun or is imminent.

Before:

- 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 and Atmospheric Administration(NOAA) weather radios. A NOAA radio may be purchased at radio or electronic stores. Local broadcast stations may 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 in flood prone areas, The National Flood Insurance program makes flood insurance available for manufactured homes on foundations. See your insurance broker for details.
- Secure liquefied Petroleum Gas Containers. One option is to secure the tanks with stainless steel traps that connect to auger anchors in the ground.
- Strap and secure your hot water heater

During:

Take all Flood Warning seriously. **DO NOT WAIT.** Get to higher ground **immediately** as flood waters often rise faster than expected.

- If time permits, take all important papers, photos, 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 home before leaving.
- When you reach a safe place, call your pre-determined family contact person.

After Floods:

- Return home **ONLY** after authorities say the danger of more flooding is over.
- Do not drink tap water unless its declared safe. Boil water if unsure.
- If fresh food has come into 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 clean up 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:

Tornados are a common occurrence in Oklahoma. It is important to be aware of weather conditions! If you feel your structure is unsafe, seek other appropriate structure. Below ground structures are the safest as well as above ground storm shelters when faced with a direct hit with an F3 or F4 tornado. No wood structure is safe when directly hit with a tornado.

- 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 severe weather event is occurring or is imminent).
- Plan where to go during severe weather - for instance, the community club house or a relatives basement.
- When a tornado warning has been issued, go to your pre determined safe place or if you are outside with no sturdy structure to go to, lie down in a low area with your hands covering your head and neck.
- Be sure to keep a transistor radio - with working batteries handy.
- Keep your Family Disaster Supplies Kit near an exit door.

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, EMT's or CPR and First Aid certified , to assist in administering first aid to those injured.
- If the injured individual (s) are in imminent danger they should be moved to a safe location to administer first aid.
- In the case where injuries are sever and movement could cause further injuries, do not move the injured. Make the injured person (s) 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 (4-60 each
- Hypoallergenic adhesive tape (coban)
- Triangle Bandages (3)
- 2 and 3 inch sterile roller bandages (3 rolls ea.)
- 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
- Sunscreen
- Aspirin
- Syrup of Ipecac
- Activated Charcoal (use only under the advice of the PCC)

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 time experience or one that is akin to a 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.

- 3-5 gallons of water (one gal. of water per person per day)
- Method of water purification
- Food: ready to eat canned meats, fruits and vegetables; granola bars, trail mix, specialty foods for infants, elderly persons or persons on special diets, comfort/stress foods-cookies, hard candy, sweetened cereals, lollipops, tea bags, vitamins. etc.
- Matches in a waterproof container
- Second method of starting a fire
- Tent/shelter
- Wool-Blend blankets or sleeping bag (1 per person)
- Emergency reflective blanket
- Lightweight stove and fuel
- Hand and body warm packs
- Rain Poncho
- Light sources
- Flashlight, radio, batteries and extra batteries
- Candles
- Light Sticks
- Tools (pliers, hammer, screwdriver, bolt cutters)
- Pocket/Utility knife
- Shovel, Hatchet, Axe
- 50- foot nylon rope
- First aid kit and supplies
- Burn gel and dressings
- Bottle of potassium iodide tablets
- Whistle with neck cord
- Personal sanitation equipment
- Personal toiletries kit
- Extra Clothing, (one change of clothes per person per day)
- Extra socks, underwear, hat, gloves, and sturdy shoes.

Family Disaster Supplies Kit (continued)

- Mess kits, paper cups, plates and plastic utensils
- Cash (at least \$20.00)
- Non Electric can opener
- Fire Extinguisher
- Important family papers
- Sun block/Sun Glasses
- Portable toilet
- Insect Repellent
- Tape
- Compass
- Aluminum foil
- Signal Flair
- Household chlorine bleach
- Special or prescription medication
- Baby items- formula, diapers, powdered milk, medications, and favorite security items.
- Games, books, toys
- Contact lenses and supplies. Extra pair of contacts and or eyeglasses

You should inspect your kit twice a year. Rotate food and water every six months. Check children's clothing for proper fit. Adjust clothing for summer and winter months. Check expiration dates on batteries, light sticks, warm packs, food, and water. Keep a light source stored in the top of your kit for easy access in the dark Your kit should in a portable container near an exit in 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 the family members are separated during evacuation or the disaster.

(revised 3/16)