

Clark Trailer Park

A Pleasant Place to Stay
Willits, CA 95490

EMERGENCY PREPAIRANESS PLAN (EPP)

2010

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Clark Trailer Park Description

**167 E. San Francisco AV.
Willits, CA 95490**

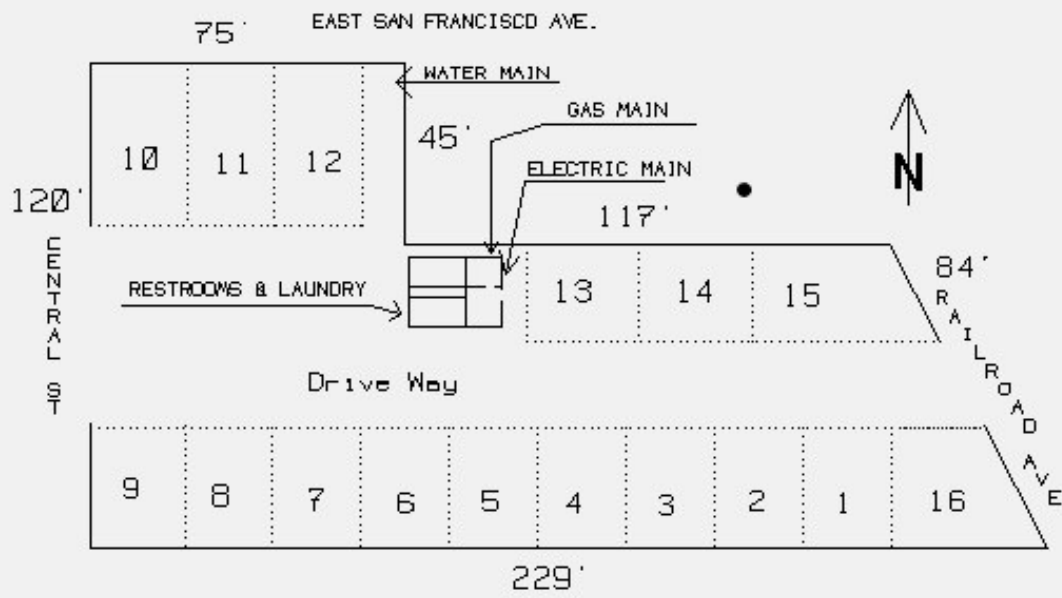
The park consists of sixteen (16) spaces on two separate land parcels with a total of 19,150 Sq/Ft. The elevation is 1,372 feet. It has one driveway, 229 feet in length, that runs from Central St. on the West to Railroad Ave. on the East with two entrance-exits, one on each end. (see attached park outline) It has one structure of 388 Sq/Ft. that is used as restrooms and laundry area.

Each space is connected to municipal Sewer and Water supplied by underground lines, electric is supplied to each space by a plug-in 30 amp separately fused and metered source on a pole near each space, supplied from over-head lines. Electric is distributed to each space from a central master meter located on the East side of the Restroom-Laundry structure.

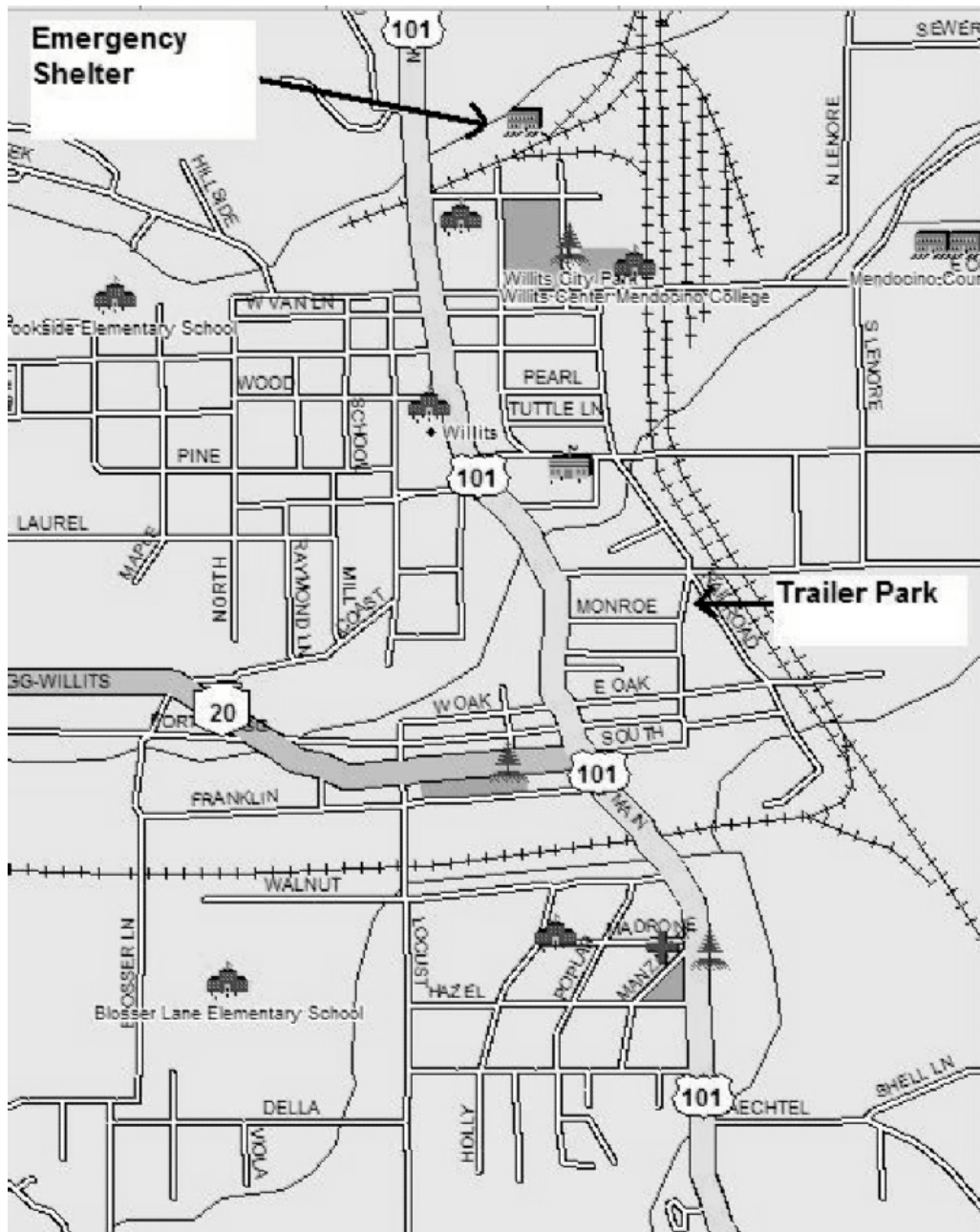
The park is located within walking distance of most commercial location within the city Of Willits, California. (see attached maps) Willits is located at the center of Mendocino County in the Little Lake Valley, 20 miles (32 km) north of Ukiah on U.S. Route 101 (otherwise known as the Redwood Highway). According to the United States Census Bureau, the city has a total area of 2.8 square miles (7.3 km²), all of it land. The population was 5,073 at the 2000 census. Willits is at the center of Mendocino County and its redwood forests. Willits is located in the 2nd Senate District, represented by Democrat Pat Wiggins, and in the 1st Assembly District, represented by Democrat Wes Chesbro. Federally, Willits is located in California's 1st congressional district, and is represented by Democrat Mike Thompson.

The park has one in-residence Manager living in Space #9 and one off-site assistant Manager living in the city of Willits.

PARK MAP



City of Willits Map & Shelter Location



HAZARD ANALYSIS SUMMARIES for the City of Willits

A natural and technological analysis has been conducted for the City of Willits. There are three board categories of hazards: Natural, Technological (man-made) and National Security.

The analysis indicates that the City of Willits is subject, in varying degrees, to the effects of the following;

Natural

Earthquake
 Extreme Weather
 Flooding/Flash Flooding
 Landslides/Mud Flows

Technological/National Security

Transportation Accident
 Hazardous Material Incident
 Interface Wildland Fire
 Energy Shortage
 Dam Failure
 Dam Failure
 Civil Disturbance Activities
 Terrorist Activities
 National Security Advisory System

INCIDENT LIKELIHOOD OF OCCURRENCE

| HAZARD | FREQUENCY | | | SEVERITY | | |
|-------------------------|------------|-----------|----------|----------|----------|------|
| | INFREQUENT | SOMETIMES | FREQUENT | LOW | MODERATE | HIGH |
| Earthquake | X | | | | X | |
| Extreme Weather | | | X | | | X |
| Landslides | | | X | | X | |
| Transportation Accident | | X | | | X | |
| Hazardous Materials | X | | | | | X |
| Interface Wildland Fire | X | | | | X | |
| Energy Shortage | X | | | X | | |
| Dam Failure | X | | | X | | |
| Civil Disturbance | X | | | X | | |
| Terrorist Activities | X | | | | | X |
| National Security | X | | | | | X |
| | | | | | | |

Emergency Information and Procedures

All Trailer Park emergencies should be first reported to park manager Rhonda Wagner in space number 9. If manager is not available contact assistant manager Pat Richardson at (707) 456-9347.

The following information is provided as general information and action should not be taken without approval from management or emergency personnel.

Water Main Shut-off valve

Located on E. San Francisco Ave. in the middle of the block next to the metal building.

Gas Main Shut-off

Located at the north-east corner of the Restroom / Laundry building.

Electrical Main Shut-off

Located in cabinet on right side of doorway to Laundry Room. This shut-off is for the entire park and should only be used by the manager. ***Each space has its own main and shut-off for the space.***

Fire Extinguisher

Located on the wall of the laundry room above the washers.

Emergency Contact Information

| | |
|---------------------------------|-----------------------|
| Fire Department | 911 or (707) 459-4611 |
| Police Department | 911 or (707) 459-4611 |
| Willits Water Department | (707) 459-6122 |
| PG&E | (800) 743-5000 |

First Aid & Survival information

See the First aid and Survival Guide in the front selection of any AT&T telephone book.

(See General Information page #)

Care & Shelter Unit

The Care & Shelter Unit is responsible for, and coordination with volunteer agencies, the provision of food, potable water, clothing, shelter, animal welfare, emotional support and other basic necessities of citizens. The Care & shelter Unit provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries. Coordinates with Logistics Section to provide housing and feeding of all response personnel, to include mutual aid agencies.

Designated Shelter Sites:

1. Willits Elementary High Schools
2. City of Willits assigned sites
3. Redwood Empire Fairgrounds-Ukiah
4. other Sites As Designated

General Information

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 home - 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 home, 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 lifethreatening 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 their 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 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.
- 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 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.

(cont. from pg8)

- 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 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 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 park office (from a neighbors phone) and:
 1. Give: your name, telephone number you are calling from, park 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 manufactured home and report any known injuries.
 4. Turn off the gas and electricity at the home(s) affected.
 5. Tell all residents near the fire source to stand ready with water hoses to wet down their homes or adjacent building(s) in case of traveling sparks.
 6. Make sure all occupants have left the affected home 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.

(cont. from pg9)

7. Never go back into a burning home.

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 drop...then roll. Never run.** If a rug or blanket is handy, roll yourself up in it until the fire is out.

Floods:

Flood *Watch* means that there is the possibility of flooding.

Flood *Warning* means that 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 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. 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 your 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:

- Take all flood warnings seriously. **Do not wait.** Get to higher ground **immediately** as flood waters often rise faster than expected.

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- 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.

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- 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 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.

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)

General Contacts

The following is a partial listing of contact agencies who supplied information for this guidance and may be able to provide additional emergency information.

Agency:

State-Federal Flood Operations Center (800) 952-5530
Office of the State Fire Marshall (916) 262-1870
Department of Water Resources
Flood Forecasting (916) 574-2612
Department of Housing and Community
Development (HCD)
Division of Codes and Standards
Manufactured Housing Section (916) 445-3338
HCD Northern Area Office
8911 Folsom Blvd., Sacramento (95826) (916) 255-2501
HCD Southern Area Office
3737 Main Street, Suite 400, Riverside (92501) (909) 782-4420
Governor's Office of Emergency Services

Mutual Aid Region II: Encompasses the counties of
Del Norte, Humboldt, Mendocino, Lake, Sonoma,
Napa, Marin, Solano, San Francisco, Contra Costa,
San Mateo, Alameda, Santa Cruz, Santa Clara,
Monterey, San Benito (510) 286-0895

Western Propane Gas Association
2131 Capitol Avenue, Suite 206
Sacramento, CA 95816 (916) 447-WPGA (9742)
American Red Cross
Disaster Assistance Division (916) 368-3130
Earthquake Preparedness Center of Expertise
Attn: CESP-D-CO-EQ
211 Main Street
San Francisco, CA 94105-1905 (415) 744-2809
Western Mobile Home Park
Owners Association
1007 7th Street, Suite 300
Sacramento, CA 95814 (916) 448-7002
California Mobilehome Resource &

(cont. from pg13)

Action Association (CMRAA)
3381 Stevens Creek Blvd., Suite 210
San Jose, CA 95117 (408) 244-8134
National Weather Service (NWS)
3310 El Camino Avenue, Room 226
Sacramento, CA 95821 (916) 979-3041

INDIVIDUAL ASSISTANCE PROGRAM RESPONSIBILITIES

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, many individuals will expect Mendocino County to deliver assistance to them well after the disaster. Both Mendocino County and local governments will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency (FEMA) hotline number for individual assistance. A Sequence of Delivery Guide has been developed by FEMA to assist individual assistance. The objective of Mendocino County is to provide the citizens of the community with all necessary information to help themselves recover from the disaster or emergency. The sequence of delivery appears as follows:

1. Individual actions for assistance
(Family, friends, volunteer organizations, churches, etc.)
2. Recovery and Assistance from private insurance carrier
3. FEMA Disaster Housing Assistance
4. United States Small Business Administration Assistance
5. Individual and Family Grant Program Assistance
6. Cora Brown Fund Assistance

INDIVIDUAL ASSISTANCE PROGRAMS

Mendocino County Board of Supervisors objective is to provide the community with all the necessary information so they may help themselves recover from a disaster. A brief summary of some individual assistance programs and services are listed below:

American Red Cross

Provides for the critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payments may be provided.

Salvation Army

Provides assistance in mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons.

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Cora Brown Fund

Funds may be used for disaster related needs that have not or will not be met by government or other organizations that have programs to address such needs. This fund program is administered

and awarded through the Federal Emergency Management Agency.

State Department of Ageing

Provides special outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Ageing for a referral to nearest location.

Crisis Counseling Program

Provides funds for counseling, outreach, and consultation for those affected by the disaster. Individuals should contact the local mental health agency.

State Department of Consumer Affairs

Offers consumer information, investigates and corrects price gouging, and provides a toll-free number so consumers can check on license status of contractors.

State Department of Insurance

Provides assistance in obtaining copies of policies and provides information regarding filing claims. Individuals should contact this department direct.

Department of Motor Vehicles

May offer waivers of certain fees. Individuals should contact this department direct.

Department of Veterans' Affairs

Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Individuals should contact this department direct.

State Employment Development Department

Provides weekly unemployment subsistence grants for those who become unemployed because of a disaster or major emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

State Franchise Tax Board

Following proclamation of a State of Emergency by the Governor, the Legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected.

Applicants may contact the California Franchise Tax Board direct.

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State Board of Equalization

Provides tax relief services, which may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Individuals should contact the Board of Equalization direct.

Individual and Family Grant Program

Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, essential personal or real property needs. Eligibility is dependent on the seriousness of need and exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

(cont. from pg14)

United States Department of Agriculture

Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact Mendocino County Agriculture Commissioner regarding these programs.

Federal Financial Institutions

Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

Internal Revenue Service Tax Relief

Provides extensions to current year's tax return, allows deductions for disaster losses, and allows

amendment of previous tax returns to reflect loss back to three years. Individuals should contact IRS direct.

United States Small Business Administration

Provides low-interest disaster loans to individuals and businesses that have suffered a loss due to

the disaster. Submit request for SBA loan assistance to the Governor's Office of Emergency Services, Coastal Region.

Temporary Housing Assistance

Provides for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs, Individuals should contact FEMA to register.