

# Parkwood Village Homeowners Association



# Emergency Disaster Plan

“Prepare for the worst. Hope for the best.”



## Disclaimer:

The following sections on emergency preparedness was written to provide basic emergency information to our Association and is in no way meant as an all inclusive or any type of official guide providing rules or official instructions. It is meant for information purposes only.

## **Parkwood Village Homeowners Association Emergency Disaster Plan**

The purpose of this plan is to provide information, direction, and communication to aid our community in response to common disasters. (Tornado, Storm, Water, Wind, and Flood Damage, Fire, Electrical Power Outage)

(FEMA, PUB 229 (4))

“A major disaster is defined as any natural catastrophe, or regardless of cause, any fire, flood, or explosion that causes damage of sufficient severity and magnitude to warrant assistance supplementing state, local, and disaster relief organization efforts to alleviate damage, loss, hardship, or suffering. Events associated with disaster are capable of causing traumatic stress when they cause or threaten death, serious injury, or the physical integrity of individuals.” (FEMA, PUB 229 (4), November 1995, p.1)

### **Key Persons**

- **Information Facilitator** (Board President)

Responsibilities:

- Opens the lines of communication with the unit owners
- Contacts immediate emergency medical services

- **Disaster Coordinator** (Management Company)

Responsibilities:

- Contacts “other” emergency services
- Notifies contractors/vendors
- Notifies the insurance company
- Arranges for security services, if necessary
- Organizes debris cleanup
- Emergency repairs

- **Building Coordinators** (1 or 2 volunteers from each designated group of buildings)

Responsibilities

- Knock on all door in assigned building
- Maintain checklist to account for each homeowner
- Direct the homeowners where they should go
- Obtain temporary destination address and phone number
- Makes sure all homeowners meet at the designated location & recheck the list

## EMERGENCY PHONE NUMBERS

*These numbers should be used **ONLY** in case of an emergency.*

- Police & Fire (911)
- Management Company: 608-242-1776
- Condominium President: 608-833-5703
- Red Cross: Badger Chapter 877-618-6623
- MG&E (Emergency Gas Oder/Leaks): 608-252-1111
- MG&E (Lights Out/Other Emergencies): 608-252-7111
- Hospital Emergency Rooms
  - UW Hospital and Clinics 608-262-2398
  - Meriter Hospital 608-267-6206
  - St. Mary's Hospital 608-258-6800

## NON-EMERGENCY PHONE NUMBERS

- Police Non-emergency Number: 608-266-4275
- Management Company: 608-249-2736
- Hospital Non-Emergency Rooms
  - UW Hospital and Clinics 608-263-6400
  - Meriter Hospital 608-417-6000
  - St. Mary's Hospital 608-251-6100

Dane County has implemented a Reverse 911 Community Notification System. The Reverse 911 system allows the County 911 Center to rapidly notify residents and businesses by telephone. In the event of an emergency, an operator in the 911 Center can identify the affected neighborhood or region of the County and record a message that describes the situation and recommends the protective actions residents should take. The telephone number database contains only the telephone numbers listed in the White Pages for Dane County. Reverse 911 will not notify people with unlisted numbers or cell phones, *UNLESS* you enter your unlisted or cell phone number manually. Visit Dane County Emergency Management Website for more information at [http://www.countyofdane.com/emergency/reverse\\_911.aspx](http://www.countyofdane.com/emergency/reverse_911.aspx)

Jefferson Middle School

Memorial High School

Mansfield Stadium

West

Tennis Courts

North

Mineral Point Park/Landfill

East

South



Parkwood Village Homeowners Association  
 EMERGENCY DISASTER MAP  
 (Buildings are labeled A through J for the  
 coordination of exit routes.)

## Should A Community Disaster Occur

What would you do if the power went out for a lengthy period of time, especially during the winter months? What if your condominium was damaged by fire or severe water damage? Every home near yours may be affected. In the event of a community disaster, it is imperative to know how many persons reside in your home, who has a handicap that might require assistance, the number of pets in your home, and who has medical training that would be willing to assist until EMT's arrive.

**Please help us and Emergency Responders to account for all Members of our community should a disaster happen by completing this brief questionnaire as soon as possible and returning it to the Management Company.**

**Print this form.**

Address: \_\_\_\_\_

Number of persons who reside in your home: \_\_\_\_\_

Name(s) of persons residing in your home:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Does anyone require special medication or is allergic to anything specific; if so, please explain below:

\_\_\_\_\_

Emergency Contact Person & Phone Number: \_\_\_\_\_

Does anyone have a handicap that would require special assistance:  YES  NO

How many pets do you have: \_\_\_\_\_

Name and type of pet(s): \_\_\_\_\_  
\_\_\_\_\_

Do you have any medical training:  YES  NO

Would you be willing to assist in the event of an emergency:  YES  No

Would you be willing to be a Building Coordinator:  YES  NO

Your Name: \_\_\_\_\_

Please Provide your cell phone number for use in an emergency: \_\_\_\_\_

## A PERSONAL CHECKLIST

Be prepared. Here are some suggestions to help you prepare for a disaster at your home.

- A. Water: At least one gallon of water per person for two to three days. Use a plastic container and replace it every few months.
- B. Food: Have a two to three day supply of food that does not require cooking, a manual can opener, paper plates, cups, and plastic silverware.
- C. First Aid: Be sure to have medical supplies on hand to include any prescription medication you will need to take, and necessary personal products.
- D. Clothing: Additional clothing, coats, warm blankets, diapers and formula for small children
- E. Pets: Food and carriers if you need to place them in a shelter.
- F. Important Documents: Store them in a waterproof container and know where they are if you have to leave your home quickly.
- G. Items you do not want to forget: Credit cards, cash, cell phone with relatives and doctor programmed into it.
- H. Additional Supplies: Flashlights, batteries, radio, candles