

Briarwood Estates Mobile Home Community

Emergency Plan & Information Guide

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.

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 response personnel as directed or instructed.

In the event of a disaster, you can generally get emergency information from local news stations. If the power is out, you can get news from a battery operated radio or the radio in your car. (It's a good idea to have fresh batteries on hand and stored in a convenient location).

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. The American Red Cross is a great source of information on how to plan and be prepared for an emergency. We suggest you stay vigilant and be prepared for changing conditions. To help you become more prepared we have included a link to the American Red Cross website that talks about making an emergency plan for your family. www.redcross.org/get-help/how-to-prepare-for-emergencies/make-a-plan

Your Safety Belongs to you

Personal safety is your responsibility. Being prepared increases your chances of survival. The document was designed to help you and your family to become better prepared. It is not created to be your ultimate guide or sole source of information. It was created to help communicate to residents essential evacuation routes and basic emergency preparedness information in a manner appropriate to the community. It is not the intent to be responsible for physically evacuating residents from their homes during an emergency. It is

further the intent that residents take personal responsibility for themselves during an emergency.

Evacuation Plan

In the event of an emergency it may be necessary to evacuate the Park. Emergency agencies use many means for notifying the public of an emergency. Some cities have a City Alert system you might need to sign up for. They may use bullhorns, loud speakers, and radio announcements, or Siren as a warning signal.

In the event of a disaster which does require evacuation of the entire park, evacuation locations will be determined by emergency personnel depending on the nature of the disaster. In an emergency, it is important to remain calm and alert and follow the instructions of emergency personnel. In severe disasters, it may be several hours before emergency personnel can reach the Park, making self-preparation vitally important.

In case of weather warnings, severe weather or other natural disasters residents maybe be advised by Law Enforcement to head to a specific location other than the towns shelter area. There are two town shelter's located at

Virginia City Hall, 327 First Street South, Virginia MN

Or

Miner's Memorial Building, 821 Ninth Avenue South, Virginia MN

Residents are urged to sign up for the City of Virginia automated alert system. This system will email or text the recipients in case of an emergency. Residents can find out more information at the town's website or by signing up for this automated system, via this link:

http://www.virginiamn.us/alert_detail.php

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 useful in creating your own Emergency Preparedness 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 the safe spots in your home 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 home in case of fire
 - 2) a place outside your neighborhood in case you cannot return home after a disaster.
- Keep family records and other important documents in a water and fire-proof container.
- Locate the main electric fuse box, water service main, and natural gas main shut off valve to your mobile home. 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. If you turn the gas off, you will need a professional to turn it back on.
- 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 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:

- 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.

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. Make sure all exterior doors have sturdy stairs and easy access to the outside.
- Practice fire drills regularly, using a smoke detector as a signal to start the drill. Follow your escape plan. Make sure your fire extinguishers are fully charged and accessible.
- 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 personal listed in this plan. (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 location 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. (if it is safe to do so).

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 of any disabled person(s) or anyone not accounted for and may still be in the residence.
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 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.
Turn your gas main off.
- 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 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 home before leaving.
- When you reach a safe place, call your pre-determined family contact person.

After Flood:

- 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.

Have the electrical checked by a licensed electrician.

- 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:

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, a friend or relative with a basement. There are also two locations in the City of Virginia that are designated as a Shelter

Virginia City Hall, 327 First Street South, Virginia MN

Or

Miner's Memorial Building, 821 Ninth Avenue South, Virginia MN

When a tornado warning has been issued, leave your manufactured home 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.

Earthquake:

Plan ahead. 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 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.

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)
- Hypo-allergenic 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)
- Sun Screen
- 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 / Bug Out Bag

3-5 gallons of water (one gallon of water per person per day)

Method of water purification (usually by tablets or filtering straws)

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)

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

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. Keep a light source

stored in the top of your kit for easy access in the dark. 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 home, 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. If possible have your animal injected with a pet identification chip, so if they are separated from you they can be easily reunited.
- 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 home 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 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

- Unless you have been told to evacuate, 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.

RESIDENT'S CONTACT LIST:

If possible prepare this list ahead of time

A **copy** of this information can be copied and given to all occupants of the household:

PERSONAL INFORMATION

Name: _____

Address: _____

Phone: _____

Cell Phone: _____

OUT OF STATE CONTACT

Name:

Relationship:

Address:

Phone:

Cell Phone:

PETS CARED FOR BY

Name:

Address:

Phone:

LOCAL CONTACT

Name:

Relationship:

Address:

Phone:

Cell Phone:

NEAREST RELATIVE

Name:

Relationship:

Address:

Phone:

Cell Phone:

MEETING PLACES

Outside Your Home:

Outside Your Neighborhood:

Cell Phone: ()

EMERGENCY TELEPHONE NUMBERS

Family Physicians:

In a life threatening emergency, dial 911 or the local Name emergency medical services system number.

Police Department

Fire Department

Hospital

Check list before you leave your home"

- ___ Turned off main electrical service (breaker on the pedestal on outside of home)
- ___ Turned off main gas line going into house (usually on the outside of the home)
- ___ First Aid Kit
- ___ Emergency Bug Out Bag
- ___ Update family or friend with your plan

What Supplies Should You Gather?

Consider having the following items on hand:

- Battery powered radio or television
- Compass
- Emergency preparedness manual
- Filter masks
- Fire extinguishers, ABC type
- Flashlight - for each family member
- Heavyweight garbage bags or plastic sheeting, duct tape and utility knife for covering broken windows
- Matches in a waterproof container
- Plenty of extra batteries
- Pliers
- Shut-off wrench - to turn off household gas and water
- Signal flare
- Tape
- Tube tent

What If You Are Injured?

Assemble a first aid kit for your home and one for each car.

A first aid kit should include:

- Antiseptic
- Cleansing agent/soap
- Hypoallergenic adhesive tape
- Latex gloves
- Moistened towelettes
- Needle
- Roll bandages, 2 inch (3)
- Roll bandages, 3 inch (3)
- Safety pins, various sizes
- Scissors
- Sterile adhesive bandages, various sizes
- Sterile gauze pads, 2 inch (4 to 6)
- Sterile gauze pads, 4 inch (4 to 6)
- Sunscreen
- Thermometer
- Tongue blades (2)
- Triangular bandages (3)
- Tube of petroleum jelly or other lubricant
- Tweezer

Non-prescription drugs

- Activated charcoal (use if directed by [Poison Control Center](#))
- Antacid
- Anti-diarrhea medication
- Aspirin or non-aspirin pain reliever
- Laxative
- Syrup of Ipecac (use if directed by [Poison Control Center](#))
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Family Emergency Kit

Plan Ahead

A family emergency kit should include a number of items such as:

- Cash - in small denominations and coins
- Clothing, bedding and sanitation supplies
- Emergency supplies and tools
- First Aid kit
- Food and water
- Important family documents in a waterproof, portable container
- Special needs items

The kit should be in an easy-to-carry container and stored in a convenient place known to all family members. You may wish to keep a smaller supply kit in the trunk of your car as well.

Virginia Fire Department
115 4th Ave. N
Virginia, MN 55792
(218) 748-7520

If you have any questions about your utilities, please contact the Department of Public Utilities at (218) 748-7540 or www.vpuc.com.

For Sewer Emergencies After Hours, Please Call (218) 748-6600 and leave a message. An employee of the Public Works Sewer Crew will get back to you shortly.

Virginia Police Department - Virginia, MN

Minnesota State Patrol District 3100

Directions

State Police Department

Address: 101 Hoover Rd N # 100, Virginia, MN 55792

Phone: [\(218\) 735-3720](tel:(218)735-3720)