

# Monarch Bay Emergency Plan

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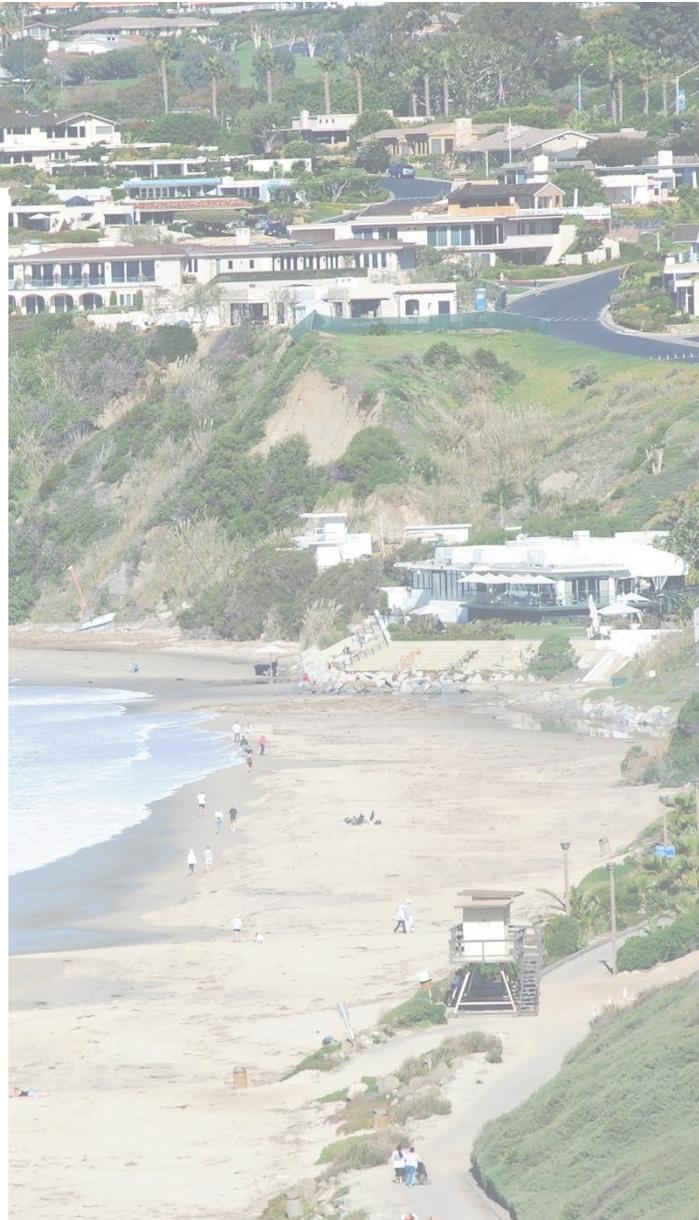
Monarch Bay HOA

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2021

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Clariss Strategy





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# Quick Start Guide

(use this as a tear-out to post near your phone, or on the refrigerator, where everyone can see it)

## **IN THE EVENT OF AN EMERGENCY, FOLLOW THESE INSTRUCTIONS!**

**If an emergency occurs, first ensure that you, your family, and property are safe and secure.**

Complete these steps **AS SOON AS POSSIBLE. Do not wait for someone else to do them.**

1. Call 9-1-1, have someone alert guardhouse to meet responders and direct them to the emergency.
2. Alert others nearby of the emergency.
3. Security guard at the guardhouse should alert the chair of the Emergency Preparedness Committee if emergency or utility vehicles enter the property (949-922-0744)

### A. For a **MEDICAL EMERGENCY:**

1. Check surrounding area to be sure you are safe then approach victim.
2. Check for breathing and pulse.
3. Perform CPR or use AED if indicated. (There is an AED unit and first aid kit at the guardhouse)
4. Do not move victim.
5. The person calling 9-1-1 should stay on the phone with dispatcher.
6. Follow any directions given from the dispatcher until responders arrive.

### B. For an **EVACUATION EMERGENCY:**

1. Go outside away from building or home, unless directed otherwise by first responders.
2. Help anyone who needs assistance.
3. Inform responders of anyone known to remain inside the building or home and approximate location if known.
4. Residents who need help leaving their house or the property should call 9-1-1, alert their Block Captain, and the guardhouse. For more information about getting prepared when you have a disability or Access & Functional Needs, see the [Resources](#) page.
5. Plan to safely bring pets with you to evacuate your house or the property as a whole. Find pet disaster planning guidance on the [Resources](#) page.

### C. For a **SHELTER-IN-PLACE EMERGENCY:**

1. Go inside or go to safe space on the interior of building or home, away from windows and outer doors if possible.
2. Wait for further information from first responders or Block Captains.

### D. For a **MAJOR DISASTER:**

1. Turn on TV, radio and/or check AlertOC (<https://member.everbridge.net/453003085613900/login>) to get more information or go to the [Resources](#) page to find the website to sign up for alerts.
2. Check for messaging from Monarch Bay Emergency Preparedness Committee or Block Captains.
3. If you observe the disaster firsthand, alert your Block Captain to any damage or danger.

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# Section One: Plan Foundation

The first line of defense for everyone in a disaster is their own individual or family preparedness. All Monarch Bay residents/owners must develop and maintain their own emergency plan and supplies, and should practice their plan periodically and maintain their supplies over time. Our community's resilience to disaster depends on each household being individually as ready as possible to withstand and recover from an adverse event.

**This plan is not a substitute for individual planning and preparedness measures, and the Monarch Bay Homeowner's Association bears no responsibility for any person's ability to withstand and recover from an emergency or disaster. All residents and visitors are strongly encouraged to create individual or family disaster plans in order to be most able to withstand and recover from such an event. The [Resources](#) section of this plan contains some of the many high-quality disaster preparedness resources available on the Web.**

This section provides an overview of the Monarch Bay community and describes the structure and intent of this Monarch Bay Emergency Plan. For information about what to do before, during and after an emergency or disaster, skip right to [Section Two: Emergency Response Actions](#).

## Purpose, Audience and Goals

This plan has been prepared in alignment with local, state and federal guidance and can be adapted for use in planned events for Monarch Bay. The intent of this plan is to provide preparedness information for Monarch Bay community residents, visitors and vendors in case of emergency or disaster, and to facilitate communication and coordination amongst those present during such an event.

This plan is not a replacement for emergency services provided by authorized government agencies including emergency medical services, the fire department, law enforcement, along with local, State and Federal agencies and utility personnel.

THIS PUBLICATION IS NOT INTENDED TO BE A COMPLETE DISASTER PLAN. LOCAL EMERGENCY MANAGEMENT OFFICIALS ARE RESPONSIBLE FOR OVERALL DISASTER PREPAREDNESS IN MONARCH BAY AND SHOULD BE CONSULTED REGARDING PREPARING FOR EMERGENCIES.

### Purpose

This Plan applies to all Monarch Bay property including the Beach Club and staff, residents and visitors, and all hazards regardless of the type of incident that resulted in the emergency. The Plan also includes hazard-specific guides which provide procedures that are specific to certain incidents.

This Emergency Plan:

- Is comprised of guidance to address all hazards and guides to address specific hazards
- Describes existing community collaboration systems and structures
- Explains how Monarch Bay plans to communicate and cooperate with first responder partners
- Provides examples of individual and family emergency preparedness tools and information

This plan can be adapted for use with special events within Monarch Bay.

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## Planning Assumptions

The Monarch Bay Emergency Plan is based on the following planning assumptions:

- Life safety of Monarch Bay residents, staff, vendors/contractors and visitors is the foremost concern.
- Certain people will require assistance to evacuate homes and buildings or perform other emergency response actions to stay safe; disabilities are not always obvious.
- Limited information will be available to identify and assess a situation.
- It won't always be feasible to rely on outside help.
- Entry and exit route is very limited, and sometimes entirely unavailable.
- First responders will not be available during major disasters.
- Staff may not be immediately available to perform their usual duties.
- This plan is only a best effort to help residents prepare; individuals and families must take emergency response action themselves.
- The plan follows local, state and federal principles, frameworks and guidelines for individual and family preparedness and community collaboration.

## Emergency Response Framework

This represents Monarch Bay's *concept of operations*, or big-picture description of how the community expects to react to an emergency. It will describe the resources that are available to Monarch Bay – the people, services, plans and equipment that may help during and after an emergency in Monarch Bay – and support individuals and families enacting their personal preparedness and response plans to stay safe. For information about what to do before, during and after an emergency or disaster, skip right to [Section Two: Emergency Response Actions](#).

### What Residents Will Do

Planning for an emergency is very individual and can be complex. Individual and family plans must take into account that our community only has one way in, and one way out for cars. This greatly affects aspect of emergency plans such as how long we have to make a decision and act on it; who our support system is and where it is; what types of emergencies we prepare for. Individuals and families living in Monarch Bay can do a lot to prepare and protect themselves before a disaster.

This plan includes [Resources](#) for:

1. **Getting connected to emergency information (be informed)**
  - a. **Monarch Bay website**
  - b. **Monarch Bay NextDoor**
  - c. **Nixle South Laguna**
  - d. **AlertOC**
2. **building a kit**
3. **making a disaster plan**

**these are the main preparedness activities for all residents.**

Individuals with small children and disabilities or access and functional needs can also find information in the [Resources](#) section about disaster preparedness. All residents with pets should plan for their safety as well, and will find lots of information about that in this plan and on the web (searching for “pet disaster plan” will return a lot of great information, and may offer species-specific guidance you can use). We also suggest asking your veterinarian for emergency preparedness guidance for your animals. Preparing ahead of a disaster can help

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minimize the impact and shorten the duration of some disasters, and works together with the communications network that the Emergency Preparedness Committee has built.

### What to Expect from Monarch Bay During Emergencies

The Monarch Bay Emergency Preparedness Committee, Block Captains and security personnel will do their best to ensure that information about approaching or occurring emergencies is communicated to residents, along with recommendations from first responder partners if available.

Disaster information can help individuals and families decide what to do when an emergency happens. This plan helps to explain, in part, what to do if you must use your individual or family emergency plan to shelter in place or evacuate. It reminds residents who notify if they witness an incident, and where to get more information when they need it.

## **Importance of the Plan**

### One Way In, One Way Out

Any type of emergency or disaster may render Monarch Bay's one means of ingress and egress (the main gate and Pacific Coast Highway) impassable. This plan helps to get residents ready to stay inside safely, get out quickly, or use other means to leave the community if necessary.

### First Responders Will Be Unavailable

It is important to remember that first responder resources will be quickly overwhelmed during a large emergency (it doesn't even take a major disaster for this to happen). This plan helps residents plan ahead to receive information about what's happening and what first responder partners recommend, then take action to keep themselves and their families and pets safe. It includes resources to help individuals and families decide what they will do ahead of time and how to stay informed and connected.

## **Community Organizational Structures**

Monarch Bay community **Block Captains** learn about the residences in their designated area (delineated in the annual Directory by Team Color), attempt to assist neighbors in their area when possible, and agree to assist at the Command Post (Command Post location is dependent on the nature of the emergency, and determined by the Emergency Preparedness Committee - either the guardhouse or the parking lot/tennis court) by conducting a check-in for the residents of their area during an emergency that requires evacuation. They are vital as the first line of communication for Monarch Bay.

At the time of this writing, Patrol One **Security Service** provides an alert to Emergency Preparedness Committee chair Wayne Rayfield anytime (24 hours a day, 7 days a week) any first responder vehicle enters the property to assist with an incident. They maintain the community first aid kit and AED in the guard building and may assist with emergency alerts and communication during an incident.

The Monarch Bay **Emergency Preparedness Committee** recruits, trains and coordinates the Block Captains, initiates and/or undertakes preparedness activities such as providing emergency preparedness information to residents, communicates with first responder partners when possible, and commissioned development of a Monarch Bay Emergency Plan.

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# Section Two: Emergency Response Actions

## Personal and Family Preparedness

Emergency preparedness for all residents, their families, staff and visitors is the foundation for community disaster resilience. **All residents and their families should address the three main disaster preparedness actions:**

1. Be informed
2. Get a kit
3. Make a plan

Residents with regular staff, vendors and caregivers can encourage them to develop emergency plans for themselves and their families, provide them with guidance on creating home and car emergency kits, and determine whether they can depend on receiving services from these support persons during and after an emergency.

Landlords can develop and post emergency response information for tenants/guests, keeping in mind that many people new to the area will not be familiar with local hazards such as wildfires and earthquakes, and providing important local numbers in case of emergency. They can develop and provide emergency preparedness guidance to tenants during the leasing process, to encourage tenants and their families to become prepared and thus support the whole-community disaster resilience effort.

For more on all of these topics, see the [Resources](#) section of this Monarch Bay Emergency Plan.

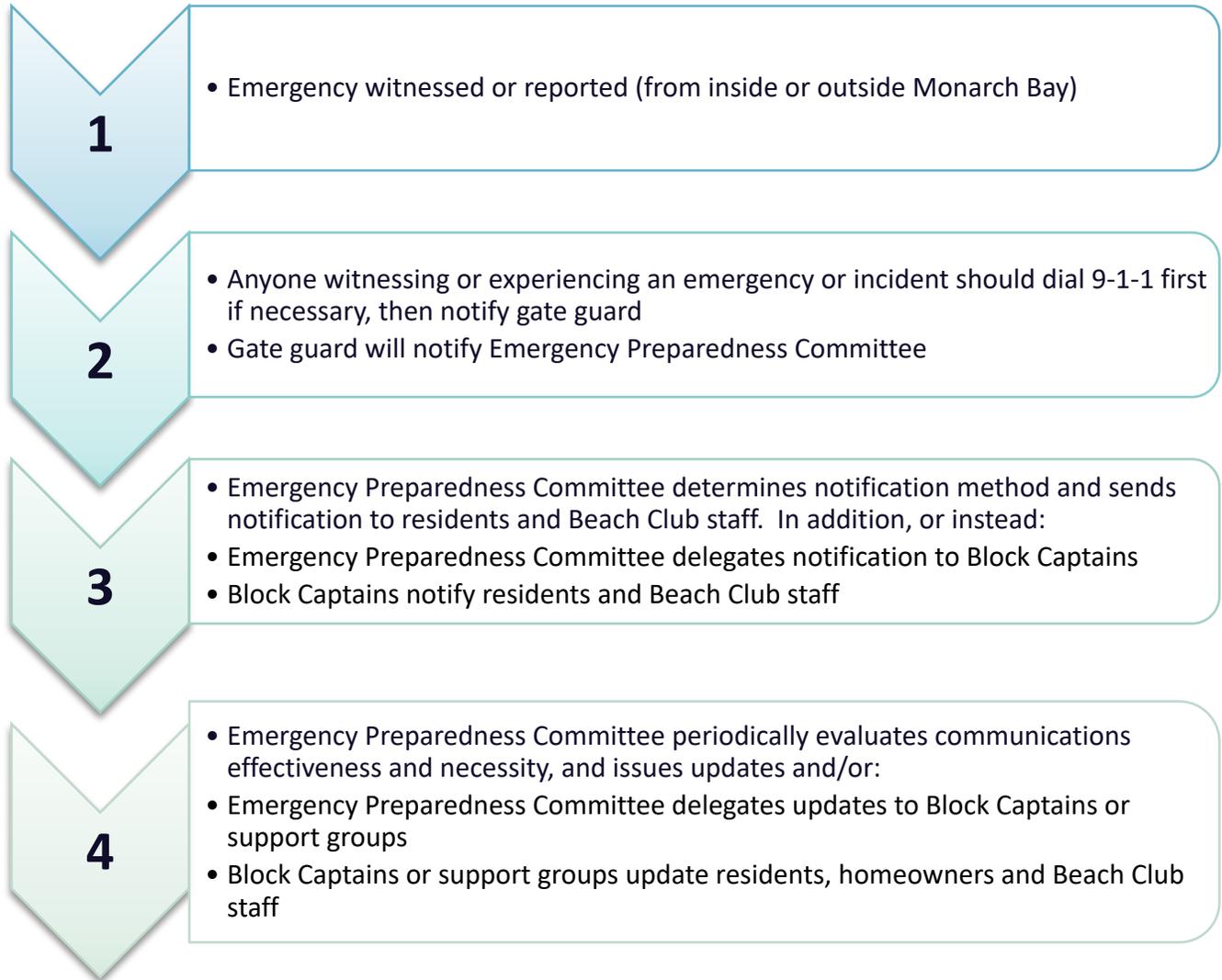
## Communication and Coordination Groups & Teams

Primary emergency or disaster notification will begin with the following groups and teams:

- Security Staff
- Emergency Preparedness Committee
- Block Captains
- Monarch Beach Resort Management
- Management (Keystone)

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## Basic Communication Process



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## Hazard-Specific Guides

The Hazard-Specific Guides are reminders of what to do during or after an emergency; the actions described should be completed along with your individual or family emergency plan actions, and cannot stand alone.

Individual or family emergency plan actions that complement the hazard-specific actions below might include things like grabbing your Go-Kit, calling your emergency contact, or notifying family members electronically once you are safe. **Each resident or guest must create and practice a plan to stay safe during emergencies.**

### 1. Evacuation

Should an emergency occur, evacuation of homes and facilities *may* be necessary. Evacuation routes will be posted on the emergency resources page by Orange County Sheriff's Department. The Public Information Map is posted [here](#). You should study these carefully.

**\*\*NOTE!** You will want to plan ahead to determine where you will evacuate to; it is recommended to have short-distance and long-distance destinations if possible, to react to different types of emergencies.\*\*

During evacuations, access into the community may be restricted to residents and emergency vehicles. Service providers, vendors and delivery persons will be turned away during such an emergency, and first responders will require residents to show identification to be allowed to enter.

#### FOR INCIDENTS WHICH REQUIRE PARTIAL EVACUATION OF MONARCH BAY (leaving certain homes/areas):

When evacuation announcement is made by first responder partners or community teams such as the Emergency Preparedness Committee or your Block Captain:

1. REMAIN CALM.
2. Shut down all appliances and devices (stoves, lights, heaters/AC; this does not refer to utilities); follow your individual or family emergency plan.
3. You may receive evacuation orders from law enforcement, Block Captains or the Emergency Preparedness Committee. Orders may come in the form of a person knocking on the door, a phone call, a text, or an announcement from a bullhorn outside.
4. Follow instructions – this type of incident may just mean staying with a neighbor until things are safe.
5. Assist people with disabilities or access & functional needs, if possible, without endangering yourself. If you need help, call or text your Block Captain or the gate guard, who may refer you to 9-1-1 for further assistance. For more information about preparing for emergencies for people with disabilities or access and functional needs, see the [Resources](#) page of this plan.
6. Leave the area in an orderly fashion. Close and lock doors and garages. Take your personal "Go Kit".
7. Do not block the street or driveway; stay away from emergency vehicles.
8. If an evacuation has been ordered and you cannot leave for any reason, the Beach Club will serve as a safe refuge and assembly point.
9. Stay in your safe place until instructed otherwise. Check for messages from the Emergency Preparedness Committee by phone or text. Listen for announcements coming from the bullhorn outside.

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## PLAN A - FOR INCIDENTS WHICH REQUIRE FULL EVACUATION OF MONARCH BAY, AND PCH IS USABLE

When evacuation announcement is made by first responder partners or community teams such as the Emergency Preparedness Committee or your Block Captain:

1. REMAIN CALM.
2. Shut down all appliances and devices (stoves, lights, heaters/AC; this does not refer to utilities); follow your individual or family emergency plan.
3. You may receive evacuation orders from law enforcement, Block Captains or the Emergency Preparedness Committee. Orders may come in the form of a person knocking on the door, a phone call, a text, or an announcement from a bullhorn outside.
4. Follow instructions.
5. Assist people with disabilities or access & functional needs, if possible, without endangering yourself. If you need help, call or text your Block Captain or the gate guard, who may refer you to 9-1-1 for further assistance. For more information about preparing for emergencies for people with disabilities or access and functional needs, see the [Resources](#) page of this plan.
6. Leave the area in an orderly fashion. Close and lock doors and garages. Take your personal "Go Kit".
7. If you cannot leave your residence, ask a neighbor or Block Captain for help. If this is not possible, alert security staff at the guardhouse that you require assistance. They may refer you to professional first responders (9-1-1) for assistance. For more information about preparing for emergencies for people with disabilities or access and functional needs, see the [Resources](#) page of this plan.
8. Do not block the street or driveway; stay away from emergency vehicles. Exit Monarch Bay and follow instructions from first responders about where to park or go.
9. If an evacuation has been ordered and you cannot leave for any reason, the Beach Club will serve as a safe refuge and assembly point.
10. The Disaster Preparedness Committee and/or Block Captains will direct you where to go to wait for transportation to the Monarch Beach Resort via routes inside Monarch Bay (this will likely involve golf carts).
11. Once you reach your destination, turn on TV, radio and/or check AlertOC to get more information.
12. Check for messages from the Emergency Preparedness Committee by phone or text.
13. Remain outside Monarch Bay until local authorities announce that return is safe.

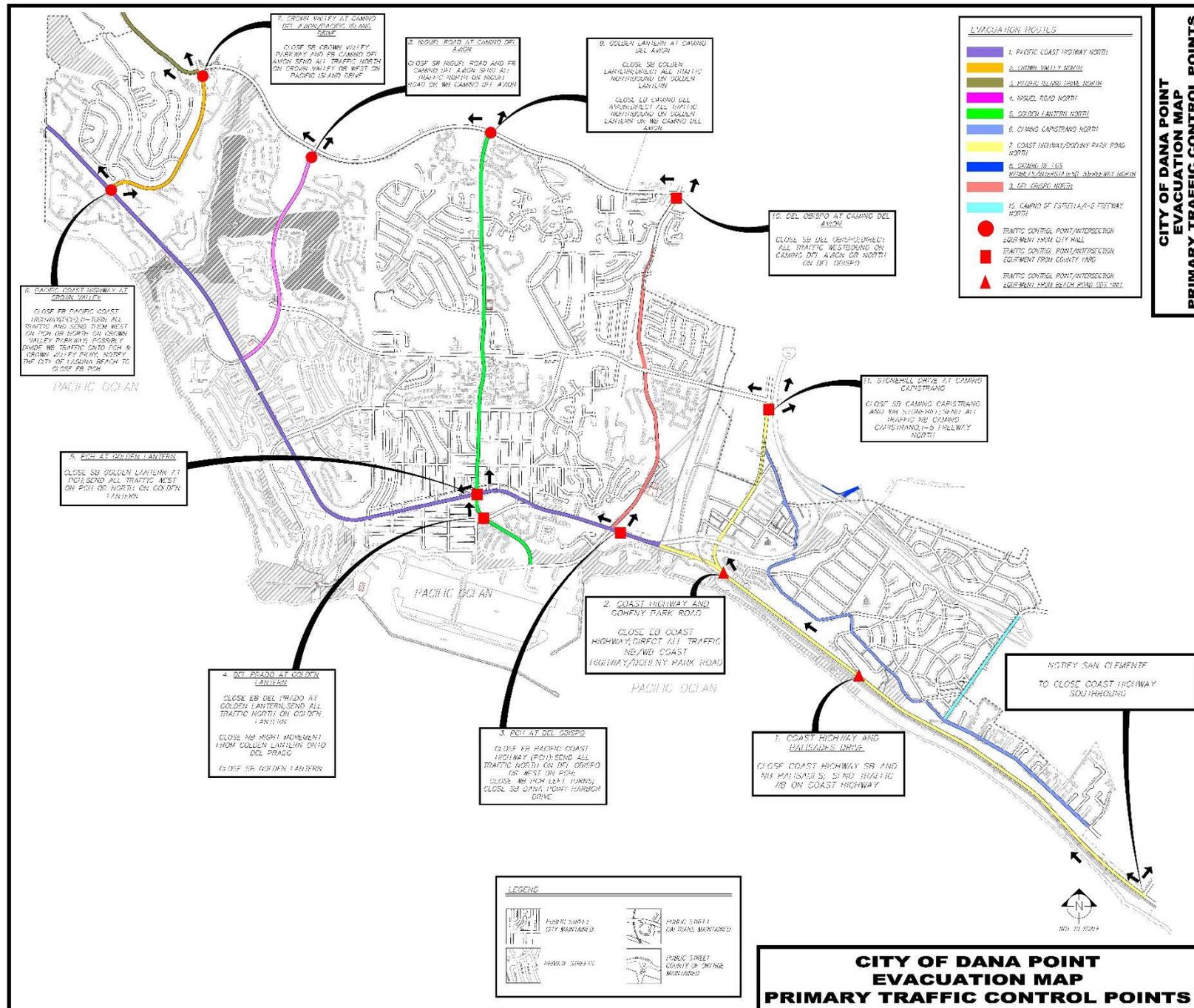
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## PLAN B - FOR INCIDENTS WHICH REQUIRE FULL EVACUATION OF MONARCH BAY, BUT PCH IS **UNUSABLE**

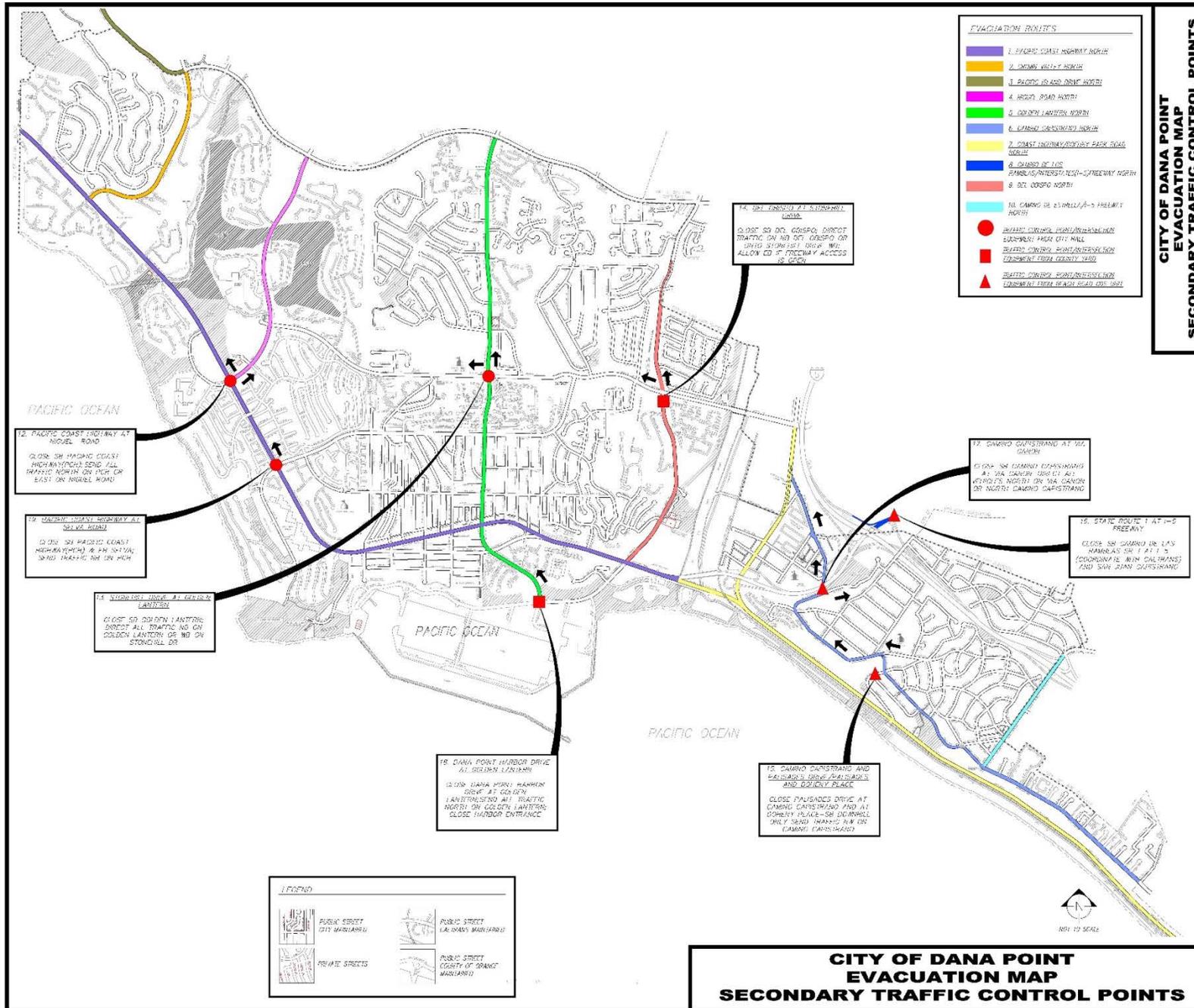
When evacuation announcement is made by first responder partners or community teams such as the Emergency Preparedness Committee or your Block Captain, **but vehicles cannot access or use the Pacific Coast Highway or there isn't enough time to get everyone out through the gate:**

1. REMAIN CALM.
2. Shut down all appliances and devices (stoves, lights, heaters/AC; this does not refer to utilities); follow your individual or family emergency plan.
3. You may receive evacuation orders from law enforcement, Block Captains or the Emergency Preparedness Committee. Orders may come in the form of a person knocking on the door, a phone call, a text, or an announcement from a bullhorn outside.
4. Follow instructions.
5. Assist people with disabilities or access & functional needs, if possible, without endangering yourself. If you need help, call or text your Block Captain or the gate guard, who may refer you to 9-1-1 for further assistance. For more information about preparing for emergencies for people with disabilities or access and functional needs, see the [Resources](#) page of this plan.
6. Leave the area in an orderly fashion. Close and lock doors and garages. Take your personal "Go Kit".
7. If you cannot leave your residence, ask a neighbor or Block Captain for help. If this is not possible, alert security staff at the guardhouse that you require assistance. They may refer you to professional first responders (9-1-1) for assistance.
8. The Disaster Preparedness Committee and/or Block Captains will direct you where to go to wait for transportation to the Monarch Beach Resort via routes inside Monarch Bay (this will likely involve golf carts).
9. Do not block the street or driveway; stay away from emergency vehicles. Follow instructions from Disaster Preparedness Committee members or Block Captains regarding where to gather at the Resort.
10. Once you reach your destination, turn on TV, radio and/or check AlertOC to get more information.
11. Check for messages from the Emergency Preparedness Committee by phone or text.
12. Remain outside Monarch Bay until local authorities announce that return is safe.

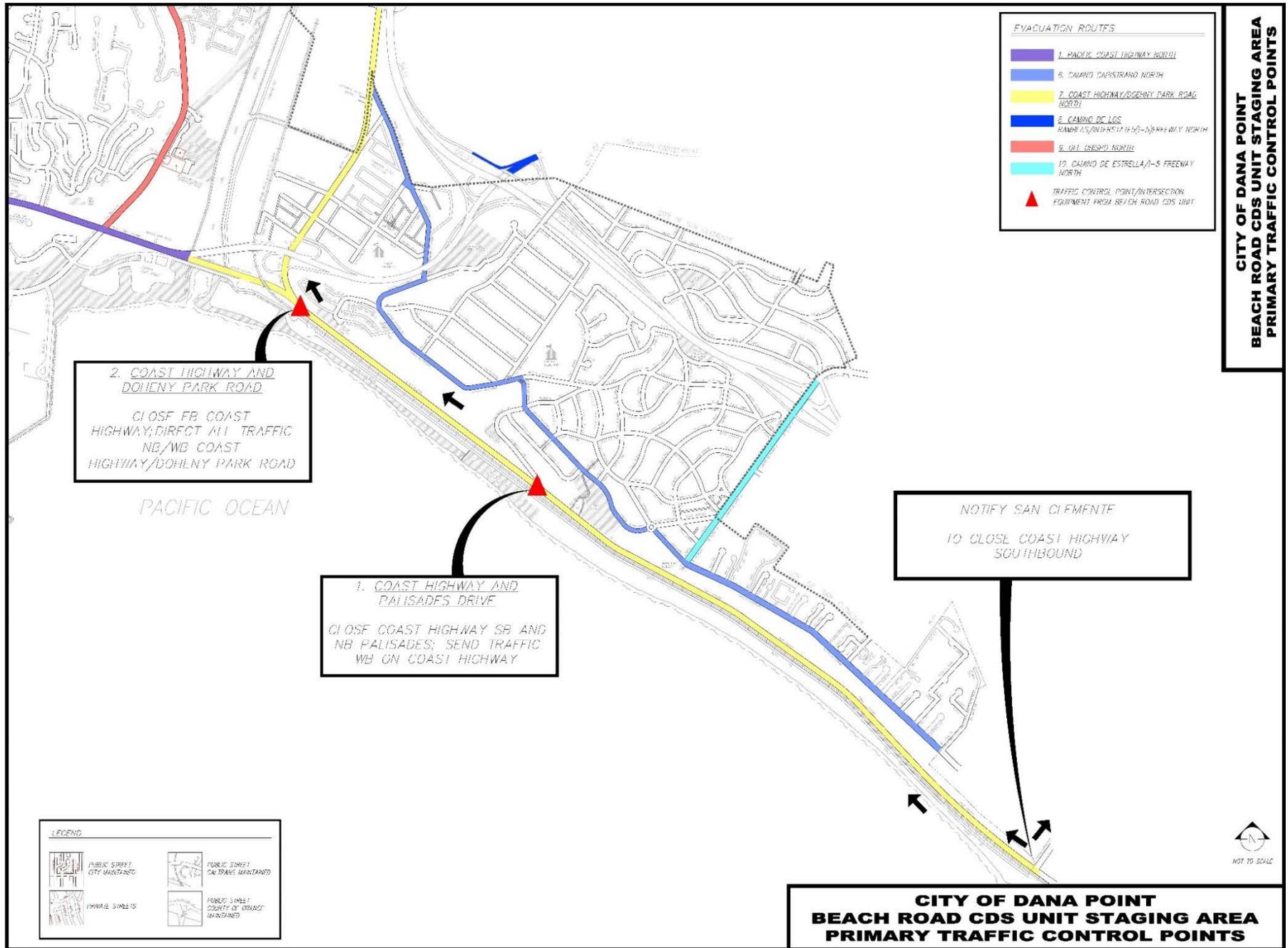
**\*\*Placeholder for Operation Hospitality – plan to move a caravan of golf carts through the property, over to the hotel to evacuate everyone\*\* This plan will identify a Beach Club liaison/coordinator to remain in place at the Club, managing the golf cart brigade operation, and communicating with the Resort via phone or radio.**



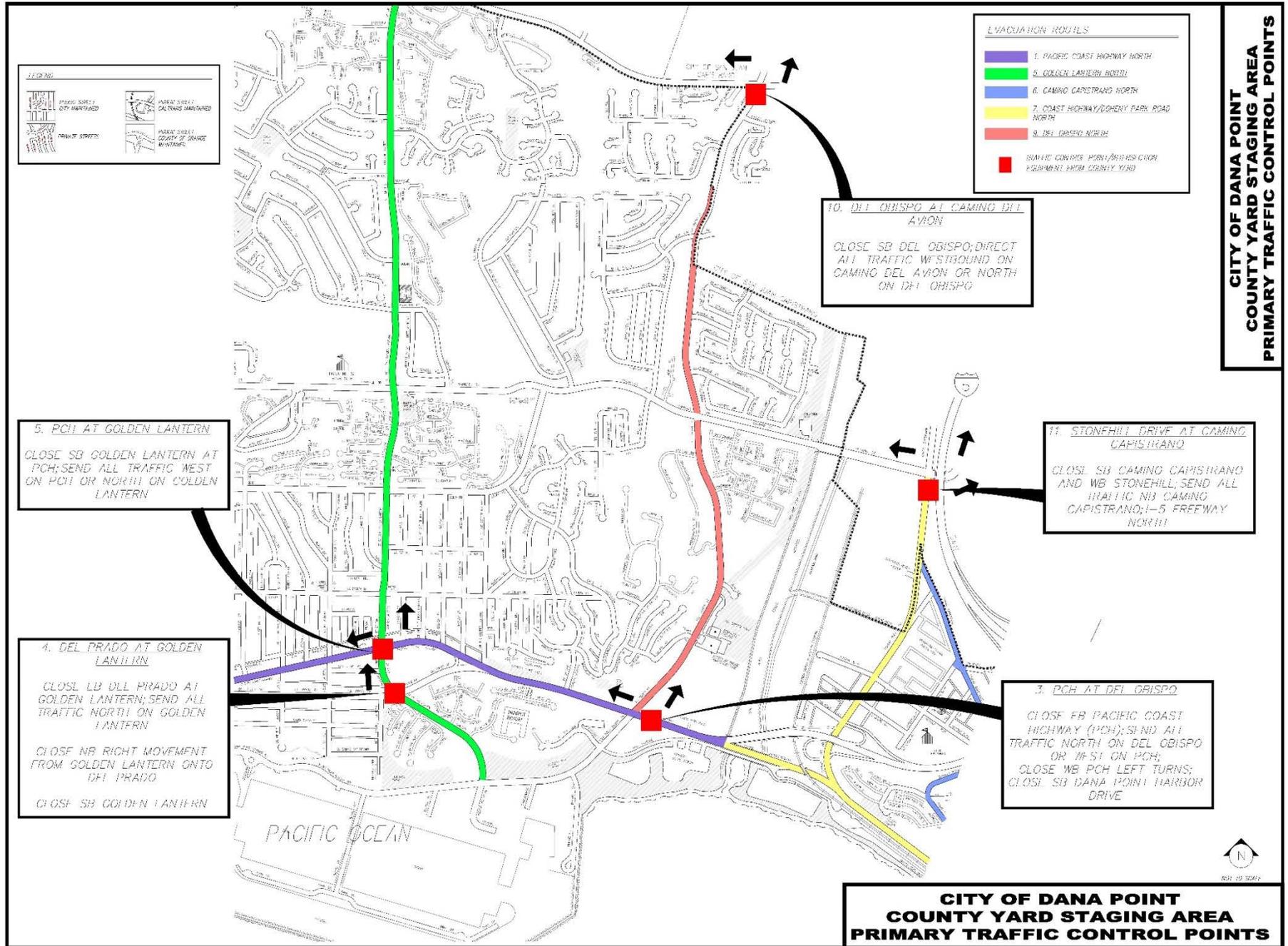
# EVACUATION MAPS



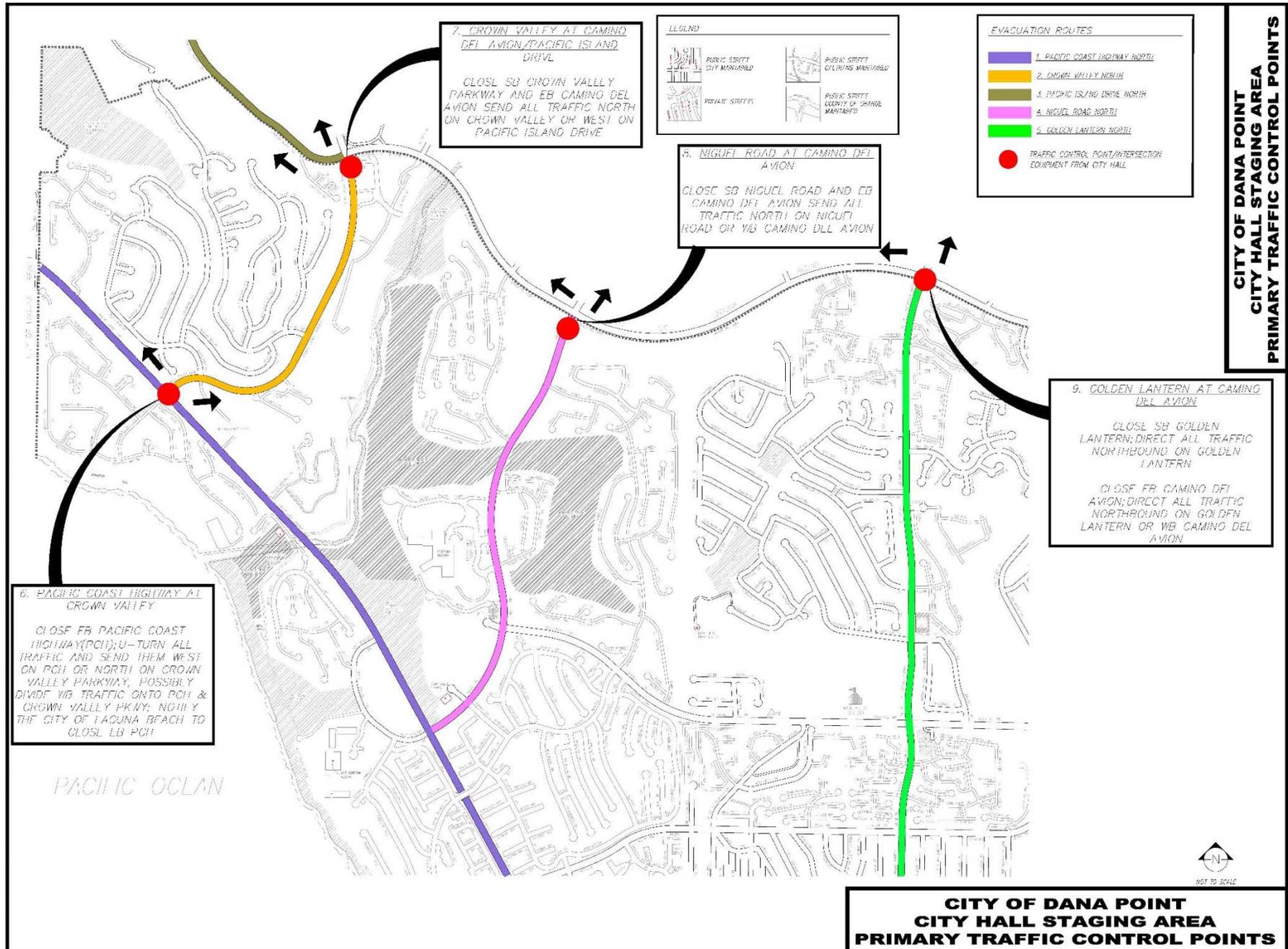
# EVACUATION MAPS



# EVACUATION MAPS



# EVACUATION MAPS



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## 2. Shelter-in-Place

**Shelter-in-Place** actions are taken to protect people from a danger occurring outside Monarch Bay or outside a community building, without a need to protect the security of the building (e.g. hazardous materials release, excessive smoke from nearby (not threatening) fire, lightning strikes).

If you receive guidance to shelter in place:

1. A shelter-in-place directive may be given by first responder partners, residents may witness an incident and move inside, alerting neighbors, or security personnel may alert community members.
2. REMAIN CALM.
3. You may receive shelter-in-place orders from public health officials, Block Captains or the Emergency Preparedness Committee.
4. If you are outside, go directly inside and choose a room without windows or farthest away from the incident (in the back of the house if the incident is in the front, for example).
5. If you go into your home or are already inside, lock the doors and garage doors behind you, and turn on outside lights.
6. If you are not home, proceed to nearest available neighbor's home or to the Beach Club if safe to do so.
7. Assist people inside with disabilities or access & functional needs, if you can do so safely.
8. Follow your individual or family emergency plan.
9. Turn on a radio or connect with other trusted news sources (or public safety partners) to receive directions to ensure safety – for example, closing windows and turning off HVAC units if necessary.
10. Check for messages from the Emergency Preparedness Committee by phone or text.
11. Remain indoors until all-clear is announced.
12. Assist people with disabilities or access & functional needs to return home or to their transportation, if you can do so safely.

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### 3. Active Shooter

**Active shooter** incidents, in which an armed intruder gains access to Monarch Bay, often begin suddenly and can evolve unexpectedly. You may be notified of an armed person trying to gain access to or located on Monarch Bay property, or you may witness this situation. Either way, below are the actions to take:

1. Shelter in Place.
2. REMAIN CALM.
3. Notify guardhouse or 9-1-1 of the situation.
4. Provide information on any potential victims at location.
5. Alert neighbors to stay away from the area.
6. If you are outside, go directly inside and choose a room without windows or farthest away from the incident (in the back of the house if the incident is in the front, for example).
7. If you go into your home or are already inside, lock the doors and garage doors behind you. Once inside, do not approach the area where the incident is occurring. This may make you a target.
8. If you are not home, proceed to nearest available neighbor's home or to the Beach Club if safe to do so.
9. Assist people inside with disabilities or access & functional needs, if you can do so safely.
10. Turn on a radio or connect with other trusted news sources (or public safety partners) to receive directions to ensure safety.
11. Remain indoors until all-clear is announced.
12. Assist people with disabilities or access & functional needs to return home or to their transportation, if you can do so safely.
13. Check for messages from the Emergency Preparedness Committee by phone or text.

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## Resources

AlertOC Sign-Up/Sign In Page (sign up for emergency alerts for Orange County)

<https://member.everbridge.net/453003085613900/login>

Nixle Sign-up Page (sign up for emergency alerts by City)

<https://local.nixle.com/county/ca/orange/>

ReadyOC Family Plan Template (foundational family plan template)

[http://www.readyoc.org/pdfs/FamilyEmergencyPlane\\_EngSpan.pdf](http://www.readyoc.org/pdfs/FamilyEmergencyPlane_EngSpan.pdf)

Be Red Cross Ready (what to have in a kit and how to make a plan, links to emergency wallet cards and the American Red Cross preparedness app)

[https://www.redcross.org/content/dam/redcross/atg/PDF\\_s/Preparedness\\_Disaster\\_Recovery/Disaster\\_Preparedness/Be-Red-Cross-Ready-Preparedness-Factsheet.pdf](https://www.redcross.org/content/dam/redcross/atg/PDF_s/Preparedness_Disaster_Recovery/Disaster_Preparedness/Be-Red-Cross-Ready-Preparedness-Factsheet.pdf)

Ready.gov Emergency Supply List (a more detailed supply list for shelter-in-place or evacuation)

<https://www.ready.gov/sites/default/files/documents/files/checklist3.pdf>

FEMA Preparedness Tips for Parents and Guardians (individual/family plan supplement, focused on children)

[https://www.fema.gov/media-library-data/20130726-1903-25045-1516/school\\_parent\\_toolkit\\_factsheet.pdf](https://www.fema.gov/media-library-data/20130726-1903-25045-1516/school_parent_toolkit_factsheet.pdf)

Disaster Preparedness Guide for Seniors & Caregivers (individual/family plan supplement, focused on seniors)

<https://www.seniorliving.org/research/disaster-preparedness/>

Disability and Health Emergency Preparedness Tools and Resources (individual/family plan supplement, focused on people with disabilities and access and functional needs)

<https://www.cdc.gov/ncbddd/disabilityandhealth/emergency-tools.html#for-pwd>

Emergency Plan for Developmental or Other Cognitive Disability (individual/family plan supplement, focused on people with developmental or other cognitive disabilities)

<http://www.nlacrc.org/Home/ShowDocument?id=230>

US FDA - Information Regarding Insulin Storage and Switching Between Products in an Emergency

<https://www.fda.gov/drugs/emergency-preparedness-drugs/information-regarding-insulin-storage-and-switching-between-products-emergency>

Disaster Preparedness for Pets

<https://www.aspc.org/pet-care/general-pet-care/disaster-preparedness>

Dana Point/San Clemente Pet Shelter

<https://www.san-clemente.org/departments-services/animal-services-casa/adoption-licensing?fbclid=IwAR07useQEvg8cr3LcTh9wtrRwz0LcOgRTEGZgR-qdjH1fhOldGln5CmDc7g>

Orange County Animal Services

<https://www.ocpetinfo.com/>

California Department of Insurance – Dealing with Catastrophes

<http://www.insurance.ca.gov/01-consumers/140-catastrophes/>

CalOES Assistance and Services for Disaster Recovery (description of post-disaster recovery support is available, who qualifies for it, and how to apply for it)

<https://www.caloes.ca.gov/Individuals-Families/Individual-Assistance>

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## Sample Kit Supply Lists

Adapted from [Ready.gov/car](https://www.ready.gov/car):

### Car Kit

In case you are stranded, keep an emergency supply kit in your car with these supplies:

- Jumper cables
- Flares or reflective triangle
- Windshield sun shade
- Car cell phone charger
- Blanket
- Map
- Walking shoes
- Sun hat
- Rain poncho
- Warm jacket
- Flashlight (preferably a hand-crank flashlight/radio combo)
- Drinking water, emergency snacks/food
- Comfort or safety supplies if you have children or pets (diapers, wipes, small toy, extra leash, water bowl)

### Prepare Your Car for Emergencies

Have a mechanic check the following on your car before an emergency:

- Coolant levels
- Battery and ignition system
- Brakes
- Exhaust system
- Fuel and air filters
- Heater and defroster
- Lights and flashing hazard lights
- Oil
- Thermostat
- Windshield wiper equipment and washer fluid level

### Car Safety Tips

- Keep your gas tank full in case of evacuation or power outages.
- Install good road tires and make sure they have enough tread.
- Do not drive through flooded areas. Six inches of water can cause a vehicle to lose control or possibly stall. A foot of water will float many cars.
- Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- If a power line falls on your car, you are at risk of electrical shock. Stay inside until a trained person removes the wire.
- If it becomes hard to control the car, pull over, stop the car and set the parking brake.

- 
- If the emergency could affect the stability of the roadway avoid overpasses, bridges, power lines, signs and other hazards.

### **Shelter-in-Place Kit** (for staying home, potentially without running water or power)

From [ReadyMarines](#)

Necessary:

- **Water**—at least one gallon per person per day for at least three days. Don't forget pets.
- **Food**—nonperishable food to support everyone in the household for at least three days (Include canned goods with low salt and high liquid content.)
- **Manual can opener**
- **First aid kit**
- **Prescription medications**—enough for at least three days
- **Dust masks** or **cotton t-shirts** for every member of the household to help filter the air
- **Personal sanitation supplies**—items such as moist towelettes (one container for every two people in the household), garbage bags, and plastic ties
- **Flashlight**—one flashlight for every two people in the household
- Battery-powered or hand-crank **radio**
- All-hazards NOAA (National Oceanic and Atmospheric Administration) **weather radio**
- **Extra batteries**—sizes and quantities based on flashlights, radios, and other items in kit)
- **Money** (at a minimum, \$100 in small denomination bills)
- **Wrench** or **pliers** for turning off utilities (use only if directed)
- Local **maps** and your **emergency plan**
- Your family contact/support system **Point of Contact information**
- **Important personal and financial documents**—printed copies or electronic copies on a durable storage media such as a thumb drive and stored in waterproof container
- **Matches** in a waterproof container
- **Whistle** to signal for help
- Sturdy **shoes**
- **Fire extinguisher**
- **Paper and pencil**

Additional (may be maintained as part of regular household supplies/pantry):

- Infant formula—enough for at least three days
- Diapers—enough for at least three days
- Food and water for your pet—enough for at least three days
- Items for people with disabilities or access and functional needs, such as wheelchair batteries or other medical equipment or supplies
- Paper plates, paper cups, plastic utensils, paper towels
- Disinfectant
- Hats and gloves (Seasonal)
- Sleeping bag or other weather-appropriate bedding for each person
- A weather-appropriate change of clothes for each person
- Coats, jackets, and rain gear (Seasonal)
- Books, games, puzzles, toys, and other activities for children

- 
- Any items necessary for a specific type of disaster and to assist you during electricity, gas, water, and sewage outages. Additionally, you may want to consider having supplies for sheltering for up to two weeks.

**Go-Kit** (for evacuating the home, in order to go to an emergency shelter or other temporary shelter)

From [ReadyNOLA](#)

### What You Need to Evacuate

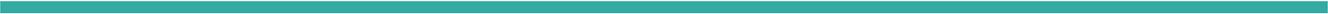
Long lists of emergency supplies can be overwhelming. Don't worry, this list is simple. You'll be surprised how many things you already have.

**Due to the COVID-19 pandemic, you should also include face coverings, hand sanitizer, and disinfectants in your supplies to prevent the spread of disease.**

- Clothes
- Walking shoes
- Soap, toothbrush, & toothpaste
- Bedding
- Identification (ID is not required for City-assisted evacuation or for shelter admission)
- Cash
- List of emergency contacts
- Medications, copy of medical records, & prescriptions
- Birth & marriage certificates (or scans saved to electronic media)
- Computer backup storage, or have computer backup storage at an offsite location
- Paper phone list or address book
- Documents that prove where you live
- Insurance policies
- Pet supplies

You may want to pack these items in a backpack with an internal frame/hip belt for ease of carrying, or you may prefer a wheeled bag. Pack your bag and try walking around the block with it before an emergency to ensure it's not too heavy.

For children, consider a few comfort items like a stuffed toy, pack of cards, etc.



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## Creating Support Networks

Individuals and families who need more support during and after a disaster should plan accordingly, and that begins with developing support networks to get help. Examples of people who might need help during and after a disaster are: Single-parent families (or families where one parent is gone for long periods of time, such as work travel or military deployment); individuals with disabilities or access and functional needs; seniors; people with temporary mobility issues such as recent surgery; individuals or families using power-dependent medical equipment; individuals or families without a vehicle (by choice or otherwise).

From [Red Cross Preparedness for Seniors](#)

### Meet with Your Family and Friends

Explain your concerns to your family and others in your support network and work with them as a team to prepare. Arrange for someone to check on you at the time of a disaster. Be sure to include any caregivers in your meeting and planning efforts. Assess yourself and your household. What personal abilities and limitations may affect your response to a disaster? Think about how you can resolve these or other questions and discuss them with your family and friends. Details are important to ensure your plan fits your needs. Then, practice the planned actions to make sure everything “works.”

### Family Communications Plan

- Carry family contact information in your wallet.
- Choose an out-of-town contact person. After a disaster, it is often easier to make a long-distance call than a local call from a disaster area.

### Community Disaster Plans

Read and understand the Monarch Bay Emergency Plan. Know about your community’s response and evacuation plans (e.g., hurricane, nuclear emergency, severe weather). If you do not own a vehicle or drive, find out in advance what your community’s plans are for evacuating those without private transportation or make arrangements with a neighbor who would drive you. If you receive home care, speak with your case manager to see what their plan is in times of emergency and how they can assist with your plan.

### Escape Routes and Meeting Places

- Plan the best and quickest escape routes out of your home.
- Allow more time to evacuate Monarch Bay, given that there is one way in and one way out in a car. You will likely need to leave earlier to be able to use the single gate.
- Decide on a meeting place outside your neighborhood in case you cannot return home.
- If you or someone in your household uses a wheelchair, make sure all escape routes from your home are wheelchair accessible.
- Know the safe places within your home in case you need to shelter-in-place.
- Practice your escape drill every six months.
- Plan for transportation if you need to evacuate to a shelter.
- If you need help, call or text your Block Captain or the gate guard, who may refer you to 9-1-1 for further assistance.

### Post Emergency Phone Numbers Near Your Phones

Post emergency numbers near all of your phones. Include the numbers of those in your support network. Remember that in some emergencies telephone lines might not be working. Consider having alternative plans for contacting those in your network.



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# Section Three: Additional Information

This section contains information and tools for the Emergency Preparedness Committee and Block Captains.

- Incident Severity Levels
  - Level 1 – Highest Level
  - Level 2 – Mid-level Incident
  - Level 3 – Lowest Level
- Emergency Identification and Notification Sources
- Lines of Communication and Coordination
- Incident-Specific Communications
  - Wildfire
  - Earthquake
  - Community Disturbance/Violence
  - Power Outage
  - Radiation Release
  - Tsunami Warning
- Plan Development and Maintenance

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## Incident Severity Levels

Incident Severity Levels provide the Emergency Preparedness Committee, Block Captains and security service staff a way to quickly communicate the seriousness of something occurring or about to occur, and the expected response to it. These levels adhere to federal and state (NIMS and SEMS) naming conventions.

### Level 1 – Highest Level

A level 1 incident is something most people would immediately define as an emergency or disaster. It may start as something smaller and gradually rise to this level, or happen all at once and overwhelm Monarch Bay's resources and ability to respond:

- Affects a large area of Monarch Bay (such as an earthquake)
- Requires Disaster Response Committee to notify Block Captains and provide instructions if possible
- Community-wide response is usually necessary (such as shelter-in-place or evacuation)
- Block Captains, Disaster Response Committee and security service personnel should stay in regular contact, share information and provide guidance

### Level 2 – Mid-level Incident

A level 2 incident is larger than a level 3, more unexpected, or may be approaching Monarch Bay quickly:

- Affects several homes or blocks (such as a gas leak)
- Community Watch level (such as planned protests expected on the beach)
- Community response may be necessary
- Block Captains and the Emergency Preparedness Committee need to know about it and monitor it

### Level 3 – Lowest Level

A level 3 incident is something that has the potential to affect Monarch Bay, is something that may be imminent but may bypass the location, or is confined to a small area of Monarch Bay:

- Individual incident (such as a burst water pipe)
- Community Watch level (such as a wildfire burning miles away)
- No community response
- Block Captains and/or Emergency Preparedness Committee need to watch for additional information

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# Emergency Identification and Notification Sources

## External Identification & Notification

Monarch Bay may learn about an incident or emergency from outside sources, such as:

- Radio or TV news
- Social media
- AlertOC and Nixle alert systems (you must register for these alerts)
- Calls or emails from first responder partners

## Internal Identification & Notification

Community members may learn about an incident or emergency from inside sources who see or hear something, such as:

- Block Captains &/or the Emergency Preparedness Committee
- Security or Beach Club staff
- Private staff or vendors
- Community, Beach Club or golf course visitors
- Residents

## Emergency Notification Procedure

Anyone witnessing an emergency or disaster should notify the following, in this order:

1. 9-1-1
2. Guard on duty at guardhouse if they are able
3. Chair of the Emergency Committee (949-922-0744)

## **Lines of Communication and Coordination**

The Emergency Preparedness Committee (EPC) helps to coordinate information sharing during an emergency or disaster. They receive information from the following:

Guardhouse: Alerts the EPC anytime an emergency services vehicle enters the Monarch Bay property (24/7).

Block Captains: Block Captains will alert the EPC if they receive notification of an emergency concerning their area.

Partners: EPC members have relationships with some community partners who may alert them to approaching incidents, such as the City of Dana Point, Monarch Beach Resort/Club and South Coast Water District.

The following means of communication are currently available to the Emergency Preparedness Committee for initiating emergency notifications to residents, staff and visitors. These are listed in order of immediacy:

1. Phone/Text/Email/Pilera website
2. Door-to-door communication (Block Captains or neighbors knocking on doors)
3. Drive-past communication (Block Captain or Emergency Preparedness Committee member driving around with loud speaker or bull horn)
4. Nextdoor (Nextdoor is the neighborhood hub for trusted connections and the exchange of helpful information, goods, and services. To join Nextdoor, visit [https://help.nextdoor.com/s/article/How-to-join-Nextdoor?language=en\\_US](https://help.nextdoor.com/s/article/How-to-join-Nextdoor?language=en_US)).
5. Monarch Bay Community Website

Not all listed methods are available or appropriate for all types of emergencies. If the power is out, for example, we must assume that landlines, which are mostly internet-based now, will not be working. If the

incident involves community violence, door-to-door alerts will not be safe. See [Communications](#) section for communication methods recommended for various types of incidents.

### Incident-Specific Communications

All listed communications are expected to originate with Emergency Preparedness Committee and may be delegated to or duplicated by Block Captains at the Committee’s request.

| <p><b>Wildfire</b> - active urban-wildland interface fire approaching Monarch Bay. Evacuation warnings (optional, but recommended) or mandatory orders. Orders may be delivered by OCSO via door-to-door announcement, drive-by loudspeakers, or from helicopters. Additionally, residents should monitor City and County websites and social media for updated information and evacuation maps.</p> <p><b>ACTION: Evacuation</b></p> |  |  |
|---|--|--|
|   | Communication Method   | Stage of Emergency   |
| 1   | Phone/text/email alerts, followed by door-to-door communications   | When evacuation warnings or mandatory orders are issued for the community.   |
| 2   | Drive-past announcement  | Just before full evacuation of community.  |
| 3   | Announcements on Nextdoor and Monarch Bay Community website  | Once residents are fully evacuated.  |
| 4   | No Admittance signage and orange cones or barriers to prevent cars entering the community once evacuated.  | This may occur during evacuation of the community, or be the last thing that security services do before evacuating themselves.  |
| 5   | Security staff at guardhouse should self-evacuate without orders from Emergency Preparedness Committee or Patrol One if any of the following occurs: →→→→→<br>Upon arriving at a safe location, please call Emergency Preparedness Committee and Patrol One to notify of evacuation. | <ol style="list-style-type: none"> <li>1. They are ordered to evacuate by first responder partners</li> <li>2. The community has been confirmed to be completely evacuated</li> <li>3. They perceive the danger to be too great to remain</li> </ol> |

| <b>Earthquake</b> – during any seismic shaking  |   |
|---|---|
| <b>ACTION: Drop, Cover and Hold On (then evacuation for safety inspection)</b>  |   |
| <b>Communication Method</b>   | <b>Stage of Emergency</b>   |
| Block Captains do door-to-door checks for those who may need help evacuating to the Command Post for check-ins                                | Immediately following earthquake shaking stops  |
| Phone/text/email alerts, especially if you are not home during the earthquake. Check in by phone or email so Block Captains know you are safe | After residents have gathered and completed check-ins, any missing residents should be asked to check-in by phone or email if they are not on the property.   |
| Phone/text/email alerts for permission to re-enter homes  | If/when first responder partners issue all-clear or no further shaking is experienced and residences appear safe to re-occupy   |
| Announcements on Nextdoor and Monarch Bay Community website for links to recovery resources and opportunities to assist as a volunteer        | If there are long-term projects or cooperation opportunities (e.g. assisting neighbors with cleanup and repair, working on damaged community property, collaborating with community partners on community recovery projects). |

| <b>Community Disturbance/Violence</b> – vandalism, fighting or weapons in Monarch Bay |  |   |
|---|--|---|
| <b>ACTION: Shelter in Place</b>   |  |   |
|   | <b>Communication Method</b>  | <b>Stage of Emergency</b>   |
| 1   | Phone/text/email alerts ONLY – do NOT go outside to see what is going on or communicate with residents                             | From initial witnessing or alert to receiving all-clear notification from law enforcement.        |
| 2   | Announcements on Nextdoor and the Monarch Bay Community website  | Advising those who are not onsite to remain outside the community until safe.                     |
| 3   | Phone/text/email alerts confirming it is safe to go outside or return to the property  | Upon receiving all-clear from law enforcement.  |
| 4   | Announcements on Nextdoor and the Monarch Bay Community website confirming it is safe to go outside or return to the property      | Advising those who are not onsite that they may return home.                                      |
| 5   | No Admittance signage and orange cones or barriers to prevent cars entering the community if lockdown/shelter-in-place is ordered. | This will be decided by the Emergency Preparedness Committee based on the nature of the incident. |



|   |   |   |
|---|---|---|
| 6 | <p>Security staff at guardhouse should self-evacuate without orders from Emergency Preparedness Committee or Patrol One if any of the following occurs: →→→→→→</p> <p>Upon arriving at a safe location, please call Emergency Preparedness Committee and Patrol One to notify of evacuation.</p> <p>Security staff may leave the property or evacuate to Beach Club, whichever is safest.</p> | <ol style="list-style-type: none"><li>1. They are ordered to evacuate by first responder partners</li><li>2. They perceive the danger to be too great to remain</li></ol> |
|---|---|---|

| <b>Power Outage</b> – Public Safety Power Shutoff or other planned event, or unexpected outage |   |  |
|--|---|--|
| <b>ACTION: Evacuation or Shelter in Place, as advised by utility personnel</b>                 |   |  |
|  | <b>Communication Method</b>   | <b>Stage of Emergency</b>  |
| 1  | Phone/text/email alerts   | To all residents and staff at onset of outage.   |
| 2  | Block Captains will do door-to-door checks (or residents may call their Block Captain, if they need help when the power is out) | For those who may need help communicating, moving around or managing regular activities without power. |
| 3  | Updates on Nextdoor and the Monarch Bay Community Website, or via the bullhorn  | After more than one hour, or when predicted power-up information is available.                         |

| <b>Radiation Release</b> – emergency at the San Onofre plant                         |  |   |
|--|--|---|
| <b>ACTION: Evacuation or Shelter in Place, as advised by public health personnel</b> |  |   |
|  | <b>Communication Method</b>  | <b>Stage of Emergency</b>   |
| 1  | Phone/text/email alerts/bullhorn   | To all residents and staff at onset of emergency.   |
| 2  | Block Captains may do door-to-door checks if being outside is safe (or residents may call their Block Captain, if they need help evacuating) | For those who may need help evacuating or assistance with sheltering in place for longer than 1 hour. |
| 3  | Announcements on Nextdoor and the Monarch Bay Community Website  | Advising those who are not onsite to remain outside the community until safe.                         |
| 4  | Phone/text/email alerts confirming it is safe to go outside or return to the property  | Upon receiving all-clear from public health or law enforcement.                                       |
| 5  | Announcements on Nextdoor and the Monarch Bay Community website confirming it is safe to go outside or return to the property                | Advising those who are not onsite that they may return home.  |

|   |  |
|---|--|
| ↓ | <b>Tsunami Watch</b> – A tsunami watch is issued when a tsunami may later impact the watch area. The watch may be upgraded to a warning or advisory or canceled based on updated information and analysis. Emergency management officials and the public should prepare to take action.  |
| ↓ | <b>Tsunami Advisory</b> – A tsunami advisory is issued when a tsunami with the potential to generate strong currents or waves dangerous to those in or very near the water is imminent, expected, or occurring. The threat may continue for several hours after initial arrival, but significant inundation is not expected for areas under an advisory. |
| ▲ | <b>Tsunami Warning</b> – A tsunami warning is issued when a tsunami with the potential to generate widespread inundation is imminent, expected, or occurring. Warnings alert the public that dangerous coastal flooding accompanied by powerful currents is possible and may continue for several hours after initial arrival.                           |

| <b>Tsunami Warning</b> – See definitions above; warning indicates imminent, expected or occurring wave with significant inundation |  |  |
|--|--|--|
| <b>ACTION: Evacuation</b>  |  |  |
|  | <b>Communication Method</b>  | <b>Stage of Emergency</b>  |
| 1  | Phone/text/email alerts, followed by door-to-door communications if there is time  | As soon as Watch, Advisory or Warning is issued, and as Watch or Advisory is upgraded to Warning.  |
| 2  | Bullhorn announcement  | Just before full evacuation of community if there is time.   |
| 3  | Block Captains may do door-to-door checks if there is time to ensure all houses are empty (or residents may call their Block Captain, if they need help evacuating)  | For those who may need help evacuating.  |
| 4  | Announcements on Nextdoor and Monarch Bay Community Website  | Once residents are fully evacuated.  |
| 5  | No Admittance signage and orange cones or barriers to prevent cars entering the community.   | To be determined by the Emergency Preparedness Committee based on the nature of the incident.  |
| 6  | Security staff at guardhouse should self-evacuate without orders from Emergency Preparedness Committee or Patrol One if any of the following occurs: →→→→→<br><br>Upon arriving at a safe location, please call Emergency Preparedness Committee and Patrol One to notify of evacuation. | 1. They are ordered to evacuate by first responder partners<br>2. The community has been confirmed to be completely evacuated<br>3. They perceive the danger to be too great to remain |

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## Plan Development and Maintenance

Lessons learned and recommendations for improvement will be incorporated into this plan and into the selection of supplemental community emergency preparedness training. This plan will be reviewed and updated after every activation event, exercise, or, at a minimum, annually.

The Emergency Preparedness Committee will be responsible for plan updates and publish them on an annual basis, or more frequently as information changes or new guidance becomes available. Phone numbers and website addresses will be update as required. Each new version of the plan will be shared with community first response partners (e.g. sheriff, fire, city emergency management, utility personnel and others). See the Plan Distribution List in the Appendices.



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# Appendices

1. Contact List
2. Monarch Bay Map
3. Block Captains List
4. Abbreviations / Glossary
5. Plan Distribution List
6. Resident Check-In Form for Block Captains

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## Contact List

Emergencies: 9-1-1

Guardhouse: 949-715-1032

OC Sheriff's Department (OCSD) dispatch: 949-770-6011

OC Fire Authority (OCFA) fire prevention: 714-573-6254

### Emergency Preparedness Committee

Wayne Rayfield - Cell (949) 922-0744, Landline (949) 499-0744, Email [wrayfield@mac.com](mailto:wrayfield@mac.com)

Linda Pierog – Cell (949) 433-4679, Landline (949) 499-2672, Email [ljpierog@aol.com](mailto:ljpierog@aol.com)

Mike Winterhalter – Cell (949) 933-5411, Email [monarchbaymike@gmail.com](mailto:monarchbaymike@gmail.com)

Leonard Kranser – Landline (949) 499-5567, Email [kranser@cox.net](mailto:kranser@cox.net)

### Keystone Management

Liz Reed - Cell (949) 460-3345, Work (949) 430-5849, Email [ereed@keystonepacific.com](mailto:ereed@keystonepacific.com)

### Orange County Sheriff's Department

Lt. Kirsten Monteleone - Work (949) 248-3550, Email [kmonteleone@ocsd.org](mailto:kmonteleone@ocsd.org)

### Orange County Fire Authority

Captain William Lackey - Work (949)347-2275 Email [williamlackey@ocfa.org](mailto:williamlackey@ocfa.org)

### City of Dana Point

James Shadle (Senior Management Analyst, Emergency Services Coordinator)

Work (949) 248-3583 Email [JShadle@danapoint.org](mailto:JShadle@danapoint.org)

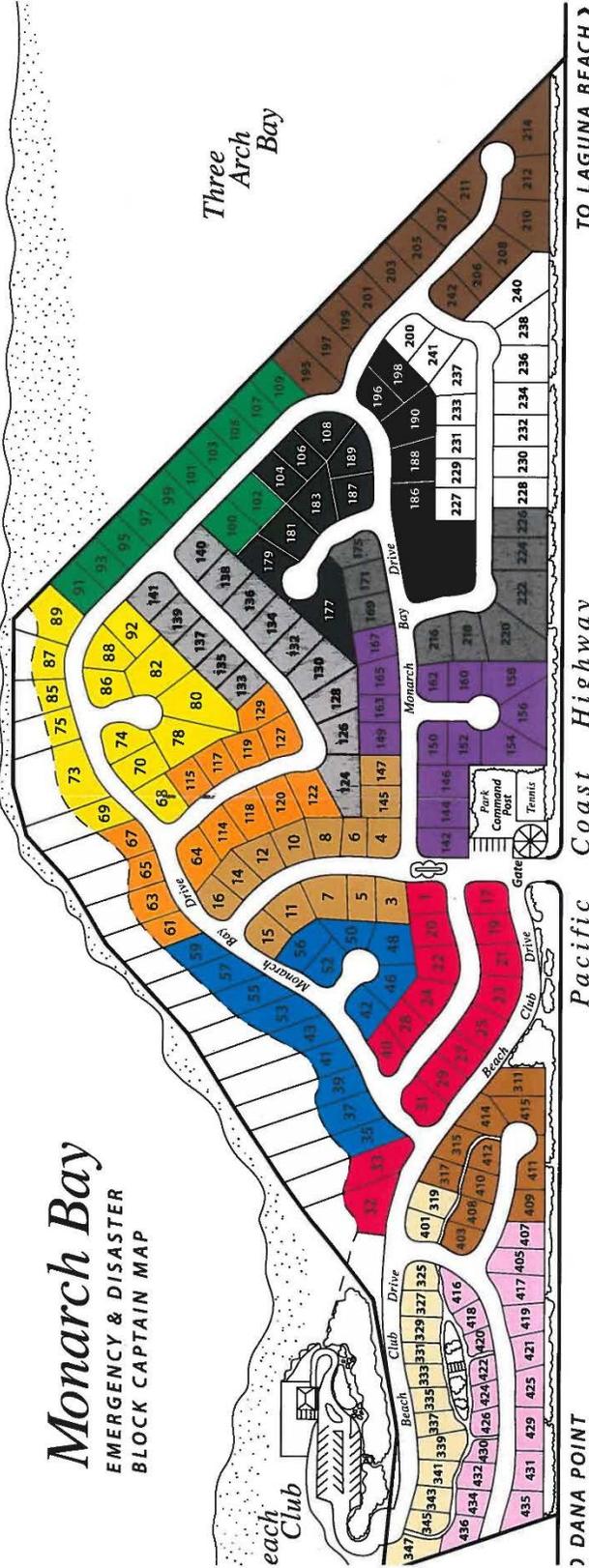
### Resort

Shane Buschini (714) 651-9580

Owned by Ohana Group

Managed by Waldorf Astoria

# Monarch Bay Map



| TEAM COLOR        | #    | CAPTAIN  | PHONE                       | BLOCK RESIDENCES  |
|-------------------|------|----------|-----------------------------|---|
| #1 - RED TEAM     | #40  | Lindauer | 714-381-0390                | Residences #1, 17, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29, 31, 32, 33, 40                                 |
| #2 - BLUE TEAM    | X    | XX       | XX                          | Residences #35, 37, 39, 41, 42, 43, 46, 48, 50, 52, 53, 55, 56, 57  |
| #3 - YELLOW TEAM  | #75  | Kraner   | 949-632-6012                | Residences #68, 69, 70, 73, 74, 75, 80, 82, 85, 86, 87, 88, 89, 92  |
| #4 - GREEN TEAM   | #101 | McLeish  | 949-433-3677 / 949-433-7455 | Residences #91, 93, 95, 97, 99, 100, 101, 102, 103, 105, 107, 109   |
| #5 - BLACK TEAM   | #108 | Pierog   | 949-433-4679 / 949-433-4680 | Residences #104, 106, 108, 177, 179, 181, 183, 186, 187, 188, 189, 190, 196, 198                          |
| #6 - ORANGE TEAM  | #114 | Matter   | 949-500-1184 / 714-325-4758 | Residences #59, 61, 63, 64, 65, 67, 114, 115, 117, 118, 119, 120, 122, 127, 129                           |
| #7 - SILVER TEAM  | #134 | Brewer   | 714-454-4546                | Residences #124, 126, 128, 130, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141                          |
| #8 - GOLD TEAM    | #4   | Coleman  | 949-939-4441                | Residences #3, 4, 5, 6, 7, 8, 10, 11, 12, 14, 15, 16, 145, 147  |
| #9 - PURPLE TEAM  | #160 | Pfueger  | 949-500-1041                | Residences #142, 144, 146, 149, 150, 152, 154, 156, 158, 160, 162, 163, 165, 167                          |
| #10 - GREY TEAM   | #190 | Rimel    | 949-701-9590 / 949-290-5070 | Residences #169, 171, 172, 175, 215, 216, 217, 218, 220, 222, 224, 225, 226                               |
| #11 - BROWN TEAM  | #197 | Stevens  | 949-290-7496                | Residences #195, 197, 199, 201, 203, 205, 206, 207, 208, 210, 211, 212, 214, 242                          |
| #12 - WHITE TEAM  | #200 | Lawrence | 949-499-3580                | Residences #200, 227, 228, 229, 230, 231, 232, 233, 234, 236, 237, 238, 240, 241                          |
| #13 - SAND TEAM   | #333 | Samperdo | 949-415-0744                | Residences #319, 401, 325, 327, 329, 331, 333, 335, 337, 339, 341, 343, 345, 347                          |
| #14 - PINK TEAM   | #431 | Stauff   | 949-499-2827 / 949-861-0198 | Residences #405, 407, 416, 417, 418, 419, 420, 421, 422, 424, 425, 426, 429, 430, 431, 432, 434, 435, 436 |
| #15 - COPPER TEAM | #411 | Beck     | 949-499-2830                | Residences #311, 313, 317, 403, 408, 409, 410, 411, 412, 414, 415   |

**Monarch Bay Disaster Block Captains**

**COMMAND POST:**  
Park and Tennis Court  
(Near Front Gate Entrance)

**in event of a major disaster or emergency:**

- Personal property safe check
- Check in with your Block Captain (Refer to chart right)
- Assist Block Captain with assisting neighbors

## Block Captains List

| Team Color        | BC Home # | Captain  | Phone        |
|-------------------|-----------|----------|--------------|
| #1 – Red Team     | #40       | Lindauer | 714-381-0390 |
| #2 – Blue Team    | #52       | Hustedt  | 949-294-4387 |
| #3 – Yellow Team  | #75       | Kranser  | 949-632-6012 |
| #4 – Green Team   | #101      | McLeish  | 949-433-3677 |
| #5 – Black Team   | #108      | Pierog   | 949-433-4679 |
| #6 – Orange Team  | #114      | Matter   | 949-300-1184 |
| #7 – Silver Team  | #134      | Brewer   | 714-454-4546 |
| #8 – Gold Team    | #4        | Coleman  | 939-939-4441 |
| #9 – Purple Team  | #144      | German   | 949-374-4001 |
| #10 – Grey Team   | #190      | Rimel    | 949-701-9590 |
| #11 – Brown Team  | #197      | Stevens  | 949-290-7496 |
| #12 – White Team  | #216      | Johnson  | 949-636-1370 |
| #13 – Sand Team   | #333      | Sampedro | 949-415-0744 |
| #14 – Pink Team   | #431      | Stauff   | 949-499-2827 |
| #15 – Copper Team | #409      | McClung  | 949-499-3416 |

## Abbreviations / Glossary

|  |   |
|--|---|
| <b>After-Action Report (AAR)</b>                           | A report covering EOC activities / response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery operations. It is possible that a first responder partner might share parts of an after-action report with Monarch Bay to illustrate lessons learned or suggest improvements to your own procedures.  |
| <b>AlertOC</b>   | AlertOC is a mass notification system used by the County of Orange and participating cities to issue government related messages to residents and businesses. The system has the capacity to send thousands of messages within minutes via phone, e-mail and text. Only authorized officials are allowed access to the system.  |
| <b>American Red Cross (ARC)</b>                            | A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.   |
| <b>Checklist</b>   | A list of actions taken by an element of the emergency organization in response to a particular event or situation.   |
| <b>Concept of Operations</b>                               | A general notion of the methods agencies use to organize their response to disasters.   |
| <b>Contamination</b>                                       | Deposits of radioactive or other toxic materials that occur on the surfaces of structures, area, objects, people's bodies, flora, and fauna.  |
| <b>Coordination</b>  | This can be intra-agency, interagency and/or Multi-agency. This process is found at all SEMS levels and is the most efficient and cost-effective way to meet specific objectives in support of the disaster response.   |
| <b>Disabilities and Access and Functional Needs (DAFN)</b> | <p>The State of California describes people with disabilities and access and functional needs as:</p> <p>Access and functional needs (AFN) refers to individuals who are or have:</p> <ul style="list-style-type: none"> <li>• Physical, developmental or intellectual disabilities</li> <li>• Chronic conditions or injuries</li> <li>• Limited English proficiency</li> <li>• Older adults</li> <li>• Children</li> <li>• Low income, homeless and/or transportation disadvantaged (i.e., dependent on public transit)</li> <li>• Pregnant women</li> </ul> |
| <b>Disaster</b>  | A sudden calamitous emergency event bringing great damage loss or destruction over a wide area affecting the entire population of one or more counties.   |
| <b>Emergency</b>   | A condition of extreme peril to the safety of persons and/or property caused by such conditions as fire, flood, hazardous material incident, sudden and severe energy shortage, etc. This condition may affect one or more water agencies but would not be considered on the level of a disaster.   |

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| <b>Emergency Operations Center (EOC)</b>       | A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency or disaster.   |
| <b>Emergency Management</b>                    | The provision of overall operational control or coordination of emergency operations at each level of the California Emergency Organization, whether by the actual direction of field forces or by the coordination of joint efforts of governmental and private agencies.  |
| <b>Emergency Operations</b>                    | The actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.   |
| <b>Emergency Operations Plan</b>               | The Plan that each agency or jurisdiction has developed and maintains for responding to appropriate hazards.  |
| <b>Emergency Response Agency</b>               | Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an emergency operations center.  |
| <b>Emergency Response Personnel</b>            | Personnel involved with an agency's response to an emergency.   |
| <b>Emergency (Services) Coordinator (ESC)</b>  | The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.   |
| <b>Federal Agency (Federal definition)</b>     | Any department, independent establishment, government corporation, or other agency of the Executive Branch of the Federal Government, including the United States Postal Service, but not the American Red Cross.   |
| <b>Federal Assistance (Federal definition)</b> | Aid to disaster victims or State or local governments by federal agencies under the provisions of the Federal Disaster Relief Act (P.L. 93-288), the Stafford Act and other statutory authorities of federal agencies. The Federal Disaster Relief Act, PL 93-288, was amended by the Stafford Act which was signed into law November 23, 1988.   |
| <b>Federal Disaster Relief Act</b>             | See Stafford Act.   |
| <b>Hazard</b>                                  | Any source of danger or element of risk to people or property.  |
| <b>Hazardous Material</b>                      | A substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes. |
| <b>Hazardous Material Incident</b>             | Any release of a material (during its manufacture, use, storage, or transportation) which is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.   |

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| <b>Individual Assistance (Federal Definition)</b>  | The Federal Emergency Management Agency’s Individuals and Households Program (IHP) provides financial help or direct services to those who have necessary expenses and serious needs if they are unable to meet these needs through other means.   |
| <b>Jurisdiction</b>                                | The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political / geographical (e.g., special district, city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.)  |
| <b>Jurisdictional Agency</b>                       | The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.  |
| <b>Liaison</b>                                     | A member of the EOC Management Staff responsible for coordinating with representatives from cooperating and assisting agencies.  |
| <b>Local Emergency (State definition)</b>          | The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivision to combat.   |
| <b>Local Government (Federal definition)</b>       | Any county, city, village, town, district, or other political subdivision of any state, any Indian tribe or authorized tribal organization, or Alaskan native village or organization that includes any rural community or incorporated town or village or any other public entity for which an application for assistance is made by a state or political subdivision thereof.  |
| <b>Major Disaster (Federal)—see also Emergency</b> | Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.  |
| <b>Media</b>                                       | All means of providing information and instructions to the public, including radio, television, newspapers, websites and social media.   |
| <b>Mitigation</b>                                  | Pre-event planning and other actions which lessen the effects of potential disasters. (See also Comprehensive Emergency Management).   |
| <b>National Incident Management System (NIMS)</b>  | A system mandated by HSPD 5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD 5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. |

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| <b>Nixle</b>   | Nixle is a Community Information Service dedicated to helping you stay connected to the information that matters most to you, depending on your physical location. You stay connected to your local police department, your children’s schools, your local community agencies and organizations, and the important information from other locations throughout the country that are relevant to you. Only authenticated agencies and community organizations can securely publish information. There are four types of messages; Alerts (many would refer to this as an emergency type alert), Advisories (less urgent need-to-know information), Community Information (day-to-day neighborhood to community-level information), Traffic (very localized traffic information). <b>See the registration link on the Resources page.</b> |
| <b>Office of Emergency Services (OES)</b>              | Part of the Governor’s office, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within California.   |
| <b>Operational Area (OA)</b>                           | An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.  |
| <b>OCFA</b>  | Orange County Fire Authority  |
| <b>OCSD</b>  | Orange County Sheriff’s Department  |
| <b>Plan</b>  | As used by OES, an emergency management document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.  |
| <b>Search</b>  | Systematic investigation of an area or premises to locate persons trapped, injured, immobilized, or missing.  |
| <b>SONGS</b>   | San Onofre Nuclear Generating Station   |
| <b>Special Districts</b>                               | A unit of local government i.e. Water, School, Sanitation, Cemetery Districts, etc. These districts are part of the State Emergency Organization and as such, coordinate with the Orange County Operational Area (O.A.) and all political subdivisions i.e. incorporated Cities, in supporting disaster preparedness and response activities.   |
| <b>Stafford Act</b>                                    | Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288. This Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to FEMA and FEMA programs.  |
| <b>Standardized Emergency Management System (SEMS)</b> | A system required by California Government Code for managing response to multi-agency and multi-jurisdictional emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.  |
| <b>State Agency (State definition)</b>                 | Any department, division, independent establishment, or agency of the executive branch of the State government.   |

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## Plan Distribution List

The following organizations have received the current version of the Monarch Bay Emergency Plan (see version information on cover), on the date noted in the table.

|   | Organization | Representative | Email | Date |
|---|--------------|----------------|-------|------|
| 1 |              |                |       |      |
| 2 |              |                |       |      |
| 3 |              |                |       |      |
| 4 |              |                |       |      |
| 5 |              |                |       |      |

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### Resident Check-In Form for Block Captains

|    | <b>Name</b> | <b>Residence #</b> | <b>Phone 1</b> | <b>Phone 2</b> | <b>Email 1</b> | <b>Email 2</b> | <b>Current Location</b><br>(i.e. actual location, or out of town) | <b>Notes</b> (for example – marked safe date/time) |
|----|-------------|--------------------|----------------|----------------|----------------|----------------|---|--|
| 1  |             |                    |                |                |                |                |   |  |
| 2  |             |                    |                |                |                |                |   |  |
| 3  |             |                    |                |                |                |                |   |  |
| 4  |             |                    |                |                |                |                |   |  |
| 5  |             |                    |                |                |                |                |   |  |
| 6  |             |                    |                |                |                |                |   |  |
| 7  |             |                    |                |                |                |                |   |  |
| 8  |             |                    |                |                |                |                |   |  |
| 9  |             |                    |                |                |                |                |   |  |
| 10 |             |                    |                |                |                |                |   |  |
| 11 |             |                    |                |                |                |                |   |  |
| 12 |             |                    |                |                |                |                |   |  |
| 13 |             |                    |                |                |                |                |   |  |