

Harbour Landing Emergency Plan

Role of the Pod Leader/Alternate

BEFORE AN EMERGENCY OCCURS

Contact and Skills/Resources Information

- Ensure you keep the contact information for your Pod up to date. Be sure that each Pod household has contact information of other pod members. Ensure that you get permission to share contact information in this way.
- Here's what's included in the emergency preparedness materials that each household should have:
 - Prepare Yourself Guide from the CRD (2024)
 - Information Package booklet
 - Steps to Follow in a Major Emergency laminated sheet
 - HELP/OK Sign for window
 - Pet Emergency Sticker if pets are in household
- If a new owner doesn't have a full package, contact any member of the Harbour Landing (HL) Committee to get new materials. Contact information is on the cover page of this package.

Walkie Talkie

- Keep your walkie talkie in an accessible place.
- Ensure it is charged and that a charged backup battery pack is available.
- If you go out of town, leave your walkie talkie with your entire kit with the Alternate.

Gas Meters/Outlets

- Know where the gas meters/outlets are for each residence in your pod and how to turn the gas off.

WHEN AN EMERGENCY OCCURS

How will Harbour Landing know there's an emergency

- Obvious (e.g. earthquake, storms, long-term power outage, gas leak)
- Saanich Peninsula Alert
- Walkie talkie emergency signal to Pod Leaders from Captain
- Residents notify Pod Leader
- Airhorns (e.g. fire/gas leak)

Initial Actions

- Secure your own household.
- Use your pod checklist and contact with each household member in your pod by phone.
- If landline and cell service is down, or you can't reach a household by phone, **and if it's safe to do so**, physically check each home in your pod for the OK or HELP signs. Your Alternate may accompany you.
- If there's a HELP sign or no sign, knock on the door to determine what the individuals in the household require (see below).
- Do not enter residences that could be unsafe.

- Beware of electrical wires and outlets under water, as well as façades and insecure items that could give way, particularly in an aftershock.

First Aid

- From phone calls or home checks, assess if anyone needs first aid assistance.
- If anyone is seriously injured, immediately inform the Captain to call 911 to ensure ambulance services are informed even if they might not be able to arrive quickly.
- If they are mobile and if it's safe to do so, have someone take them to the **First Aid Station at 2019 Seawind**; enter from the garage on Sandpiper.
- If they are not mobile, report their condition to a Captain to send a medical volunteer to their home to help.

Gas Leaks

- Confirm that there isn't a gas leak in your pod (residents in your pod should have already checked their gas meter to determine if there's a leak).
- If there is a leak (rotten egg smell or sound of gas hissing), tell owner to evacuate.
- Pod Leader will inform a Captain of the leak. Captain will call FortisBC Emergency Number: 1-800-663-9911 or 911. If Fortis can't be contacted, the Pod Leader or a Captain may elect to turn off the gas. See directions in this Info Package. Use the wrench in your emergency bag.
- FortisBC also may remotely turn off natural gas service in the affected area. Owners should NOT attempt to turn the gas off or on.
- Pod Leaders should note any action on checklist.

Damage in Your Pod

- Quickly assess any damage to the homes in your pod and note on emergency checklist.

Communication & Muster Station

- Report on the condition of your Pod to a Captain by phone or walkie talkie.
- In some emergencies, a muster station may be set up at **10451 McDonald Park Road** with entry from Sandpiper. The Captains will determine if Pod Leaders need to congregate there.
- Communicate regularly with a Captain as directed and share updates with neighbours in your pod.

WELCOMING NEW OWNERS

IMPORTANT: If a home is sold in your Pod, arrange to meet the new owners to welcome them to Harbour Landing and to ensure that they have a complete Emergency Preparedness Package that the previous owners left behind.

You can give them a copy of the **Welcome Letter for New Residents** which is available from anyone on the committee. Also please take time to orient the new owners to how the program works. Encourage them to assemble a Shelter-In-Place Kit and Grab-and-Go Bag using the *Prepare Yourself Guide*.

Also ask any new owners to complete a **Household Information questionnaire**. A blank copy is included at the back of the Information Package, but If you need additional blank copies, contact anyone on the HL Committee. Share any new information with the HL Committee.

SUPPLIES

Emergency Checklist

- Names/contact information for each household in pod
- Gas leaks
- Injuries
- Residential damage
- Supplies/resources required by each household in your pod

Kit for Pod Leader/Alternate

- Emergency checklist
- Clipboard and pens
- Neon safety vest
- Walkie talkie with power pack (all charged)
- Air Horn
- Wrench to turn off gas
- Flashlight
- **IMPORTANT: Give your kit to your Alternate if you go out of town.**

**THANK YOU FOR PARTICIPATING IN THIS PROGRAM
AND FOR HELPING YOUR
HARBOUR LANDING NEIGHBOURS!**