**CYPRESS POINT CA VB EMERGENCY ACTION PLAN 05/29/2024**

1. Purpose/Mission Statement:
2. Purpose: The purpose of this document is to define the operation of the Cypress Point Emergency Response Team-CPERT.
3. Mission Statement: The mission of CPERT is to plan for, prepare, and execute recovery actions within the community during periods of major natural disasters in conjunction with other city emergency response organizations.
4. Authority:
5. The CPERT organization derives its authority from Section G of Article IX of the Cypress Point Civic Association VB constitution that allows the President to establish specific standing committees to deal with various tasks. CPERT will be designated as a Standing Committee of the CYPT CA VB and the Constitution amended as such.

1. Financial: Emergency expenses incurred by the CPERT team will be funded through the Treasurer of the CYPT CA VB. The President has discretionary authority for up to $800.00. Expenses in excess of this amount to be approved by a majority of the board and followed up at the earliest possible time to the rest of the association.

1. Geographic Area of Concern:
2. Initial: The initial area of Geographic Area of Concern (GAC) for CPERT will be the area contained within the Cypress Point Civic Association VB to include the following streets in APPENDIX A.
3. ~~Follow-On: After the initial startup of CPERT the following embedded associations will be invited to participate. At that time major sections of this document to be revised as appropriate.~~
4. ~~Traditions HOA~~
5. ~~Centre Green HOA~~
6. ~~Grand Cypress~~
7. ~~Condominiums HOA~~

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1. Definition and Risk Assessment:
2. Definition. The CPERT team will be activated by the President CYPT CA VB in order to deal with MAJOR Disaster events, defined as events that involve the cessation of emergency services and utilities to the GAC for a period of 72 hours or more and involve a significant majority of residences within the GAC.
3. Activation for events lesser than major will be considered for activation of the CPERT team by the President. In this case the response will be proportional to the damage inflicted. **See ANNEX H: Small Scale Disasters.**
4. Risk Assessment: At the current time the most likely major disasters are hurricanes and winter Nor-Easters. Both have the capacity to totally disrupt emergency services, city organizations, and transportation into or out of the GAC as a city-wide event. Besides the initial effects of these events there is a significant follow-on threat of flooding. Less likely but possible is a major earthquake.
5. Assumptions: (All items listed below to be affected for 72 or more hours)
6. Cell phones and land line phone service are disrupted.
7. Electrical power is disrupted.
8. Natural gas supply is disrupted
9. The water and sewage plants go off-line as electricity backups are overloaded.
10. City and neighborhood streets are impassable except for special vehicles
11. Ambulance service is also non-existent.
12. Organization:
13. CPERT shall work closely with the CYPT CA VB Board to include the President, 1st VP, 2nd VP, Treasurer, Secretary, and Coordinator of the Neighborhood Watch
14. CPERT: The following five positions are designated:
15. Coordinator: Will coordinate all CPERT activities under direction of the Board- typically will be the Board President.
16. 1st Co-Coordinator: Will deal with external communications and liaison with city organizations and emergency services to the extent possible.

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1. 2nd Co-Coordinator: Will deal with internal communications within the designated GAC to the extent possible and is designated as the Neighborhood Watch Coordinator.
2. 3rd Co-Coordinator: Will expedite Search and Rescue, recovery and physical assistance within the GAC to the extent possible.
3. Recorder: Will keep a written log of all CPERT activities.
4. A command post (CP) will be designated to facilitate operation of the CPERT-to be designated by the Coordinator. Location TBD. **A resource center(s) will be established co-located with the Command Post to aid in the distribution of supplies and services.**

1. The various Street Captains, Block Captains, and Watchers of the Neighborhood Watch will be used to the maximum extent possible during all periods of the disaster, in keeping with their motto of “IF YOU SEE SOMETHING, SAY SOMETHING, DO SOMETHING”. See APPENDIX E-KEY ASSOCIATION PERSONNEL.
2. Actions Prior to a Disaster:
3. Individual Recommendations:
4. Have a “Go-Bag” ready with necessary toiletries, hygiene, personal items
5. Similarly, locate and secure important documents
6. Prepare your residence by securing outside items, inspect windows etc.
7. Listen to emergency broadcasting
8. Have a family meeting to review precautions and possible actions
9. Members will be encouraged to properly inventory their belongings, preferably with pictures of serial numbers.
10. Cut-off and shut-off valves for utilities need to be identified.
11. CPERT Actions:
12. A package of best practices in preparing for disasters in checklist form will be developed. See APPENDIX B
13. A survey of Community Emergency Resources (CER) will be made: See APPENDIX C.
14. A communications plan and prior communications with various emergency and relevant city organizations will be made. For Plan see APPENDIX D.
15. A call tree of Board, CPERT, and Watch personnel will be established. APPENDIX E

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1. The CYPT CA VB website will be updated to include a section on CPERT activities.
2. Periodically the President will post relevant suggestions concerning disaster preparedness in the monthly e-mails to members.
3. Guest speakers from relevant organizations will be invited to speak at quarterly meetings of the association.
4. The Association will procure, store, and distribute a set of hand-held two-way radios.
5. The Association will procure, store, and distribute a set of first aid kits.
6. **The CPERT Team will monitor police and fire scanner applications.**
7. Actions During a Major Disaster: All items here are undertaken to the maximum extent possible within the idea that personal safety is the primary concern of the CPERT team.
8. Individual recommendations:
9. Stay indoors and away from windows in a hurricane
10. If advised to take shelter go to an interior room.
11. Stay away from floodwaters coming as part of storm surge
12. Be aware of the eye in hurricanes
13. Be alert for tornadoes.
14. In winter storms stay warm and dress in layers
15. Use extreme caution with space heaters and propane appliances.
16. Insure good airflow for generators. Do not site inside or in a garage.
17. Apply first aid as necessary for victims.
18. Listen to the emergency radio for information and updates.
19. Develop a family emergency plan.
20. CPERT Activities:
21. A physical survey of residences within the GAC will be made by the CPERT team and associated Neighborhood Watch personnel when safe to do so.
22. The survey will pinpoint and record structural damage as well as emergency first aid requirements.
23. Also included in the survey will be a listing of special needs as applicable.
24. Emergency hardcopy communications will also be made at various Emergency Posting Points (EPP) throughout the GAC. See ANNEX D-EPP.
25. The Command Post will be activated in the designated location to include all communications and electronic devices.

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1. **The use of color-coded tags to denote issues or vacancies will not occur. Instead, a matrix of all residences will be used to depict residences in green (OK), yellow (vacant) or red (issues within),**
2. Virtual meetings (Zoom) will be held to the extent possible.
3. **The CPERT Team will continue to monitor police/fire scanners.**
4. Actions After a Major Disaster:
5. Individual Recommendations
6. Stay away from downed power lines.
7. Do not reenter an area until it is declared safe.
8. Check on neighbors.
9. Animals, to include pets are scared and more inclined to bite.
10. Be on the lookout for aquatic creatures coming out of the lake.
11. Be aware of traffic hazards.
12. Stay away from flooded areas; do not drive thru flooded areas.
13. Be alert for scams; don’t pay money up front for services.
14. CPERT Actions:
15. Emergency instructions from City Organizations will be posted at the EPP.
16. The CPERT Team will assist by conducting search and rescue (SAR) as necessary and within overall safety guidelines. See APPENDIX F.
17. The CPERT team will assist neighbors with basic first aid See APPENDIX G.
18. As recovery actions progress after the disaster is over CPERT will assist utilizing the various CER identified in APPENDIX C.
19. The 3rd Co-Coordinator will identify and prioritize existing physical hazards as well as wreckage removal instructions to the neighborhood.
20. Make known of any emergency medical needs to block captain
21. A follow-up meeting chaired by the Coordinator and open to the community will be scheduled and an After Action Report (AAR) generated with lessons learned.
22. An annual meeting of the CPERT in the spring will be scheduled to review this and associated documents for necessary changes.

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1. Special Note: At no time during any of the phases of the disaster will CPERT or associated personnel use firearms, violence, or the threat of violence in the performance of their duties. Suspicious activities will be noted and communicated to the Coordinator**/**Recorder for later follow-up with Law Enforcement.
2. CPERT personnel will be identified by special tags that will be prominently displayed while on official business.
3. Pen and ink changes will be made periodically between the periods of a major update and will be posted as such in red ink on the originating document and on the website.
4. CPERT personnel will defer immediately to emergency services personnel upon their arrival upon scene after the disaster and transfer any requested situational data that might have been gathered.

ATTACHMENTS:

APPENDIX A: Street Listing of Geographic Area of Concern (GAC)

APPENDIX B: Best Practices Checklist

APPENDIX C: Community Emergency Resources (CER)

APPENDIX D: Communications Plan and Points of Contact (POC)

APPENDIX E: Neighborhood Watch

APPENDIX F: Search and Rescue Guidelines (SAR)

APPENDIX G: Basic First Aid

**APPENDIX H: N: Small Scale Disasters**

REVISIONS:

Initial Issue 09/15/2022

Rev 1 10/22/2022

Rev 2 05/12/2023

Rev 3 05/29/2024

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The following named streets comprise the Geographic Area of Concern of CPERT



1. Club Head Road
2. Club Head Court
3. Pond Cypress Dr.
4. Chipping Road
5. Chipping Court
6. Course View Road
7. Winding Bank Road
8. Smith Cove Circle
9. Smith Cove Court
10. North-pointe Court
11. Foursome Lane
12. Lake Lawson Road
13. Lawson Cove Circle
14. Kindlewood Road
15. Backwoods Road
16. Brookstone Road

Page 8 CYPT CA VB Emergency Action Plan: Appendix B Best Practices 05/29/2024

The following items contain BEST PRACTICES personal resources for before, during, and after a major disaster:

1. Before the Disaster-Secure the following:
2. 7 day supply of non-perishable food
3. 7 day supply of water at 1 gal per day including pets
4. A manual can opener
5. Battery powered TV or radio with extra batteries
6. Flashlight with extra batteries
7. Candles
8. First aid supplies with basic manual
9. Sanitation and hygiene items (wipes, wipes, toilet paper, feminine products)
10. Personal protective gear such as masks and gloves
11. Thermometer with batteries
12. Matches in waterproof container
13. Whistle
14. Fire extinguisher
15. Duct/Electrical tape
16. Heavy Work gloves
17. After the Initial phase of the Disaster-Secure the following:
18. Secure Kitchen accessories and cooking utensils
19. Cash- Small bills preferred
20. Extra clothing and sleeping bag or blankets
21. Photocopies of ID, Insurance, prescriptions, house inventory, credit cards, utility bill
22. Copies of important docs, such as birth Cert. adoption cert, marriage licenses, divorce papers, wills/trusts, death certs, passports, green cards
23. Mosquito repellent and sunscreen
24. Faith-related items
25. Toys/Games for children
26. Car repair items: jumper cables, flares, emergency tools
27. Pet Checklist:
28. Bottled water
29. One or two weeks of pet food
30. Collapsible food/water bowls
31. Blankets/beds
32. Cat litter and pan
33. Leash, collar, harness
34. Pet life jacket and paw protector

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Please identify if you possess and would be willing to loan the following services and equipment in the case of a major natural disaster

Essential Skills:

EMT Services

Nursing Services

Physician services

Utilities service

Construction services

Camera drone operation and drone

Essential Equipment:

Portable gas-powered generator

Golf Cart , 4-wheel drive, all terrain vehicle

2-way radios/walky talkies

Propane Grills

Small boats

Pop-Up tents, Tarpaulins

Chain Saw

Ladders, Rope, Chain

Flares

Axes/Mauls/Shovel/Pick

First Aid Supplies, Oxygen

Freezer space

Water Extractor/Wet Vac/Pump

De-Humidifier

Portable Heater

Compressor

Identify any other skills or equipment you could contribute or loan to the association in a major disaster:

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

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

e-Mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Communications Plan
2. The Communications plan will be reviewed at the quarterly association meeting in May and will be posted on the website.
3. The monthly e-mails to members published by the President will touch on various aspects of the communications plan.
4. A refreshed listing of key external and internal emergency contacts will be posted at the May meeting.
5. Members with special needs will need to communicate with CPERT personnel before the disaster strikes.
6. The 2nd Co-Coordinator is responsible for internal communications during disasters.
7. Evacuation routes and local emergency shelters will be posted.
8. Pet friendly shelters will be announced.
9. Generator-powered gas stations, grocery stores, pharmacies to be listed.
10. Emergency information will be posted prominently at several points around the neighborhood at the following Emergency Posting Positions (EPP)
11. EPP #1: Cypress Point Country Club, Main
12. EPP #2: Pump House, Cypress Point Blvd
13. EPP #3: Pump House, Course View
14. EPP #4: Pump House, intersection Lake Lawson/Lawson Cove
15. EPP #5: Gate House Centre Green
16. When in contact with internal or external support report the following:
17. What has happened
18. When did it occur
19. Where exactly is the incident
20. Who is involved
21. Are there hazards in the area
22. Daily updates will be posted by the CPERT team at a regularly established time after the initial phase of the disaster at the Command Post.
23. Debris management instructions will be posted as soon as possible.
24. Generator-powered gas stations, grocery stores, pharmacies to be listed.
25. The 1st Co-Coordinator will determine the communications frequencies used by various external emergency organizations.
26. The 2nd Co-Coordinator will manage the Association’s hand-held radios.
27. Depending upon availability, the Association’s website ( <https://cyptca.com/> ) and Facebook page( <https://www.facebook.com/> ) will be used to communicate during all phases of the disaster.

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Appendix D.

1. Key Points of Contact

|  |  |  |
| --- | --- | --- |
| PERSONNEL 3rd Precinct | LANDLINE | E-MAIL |
| VB Police Department | 757-385-2703 |  |
| VB Fire Department | 757-385-8882 | [vbfire@vbgov.com](mailto:vbfire@vbgov.com) |
| VB EMS | 757-385-1999 | [VB311@vbgov.com](mailto:VB311@vbgov.com) |
| US Coast Guard | 757-852-3400 | Atlanticarea.uscg.mil |
| Red Cross | 757-446-7700 |  |
| Dominion | 1-866-366-4357 |  |
| Virginia Natural Gas | 1-877-572-3343 |  |
| Cable Company (Cox) | 757-222-1111 |  |
| Water/Sewer Company | 757-385-4631 |  |
| Landline ATT | 1-844-484-0485 |  |
| Landline Cox | 1-885-474-3280 |  |
| Landline Verizon | 1-888-512-3395 |  |
| VB Emergency Management | 757-385-4228 |  |
| CYPT CA VB President |  |  |
| CPERT Coordinator |  |  |
| CPERT 1st Co-Coordinator |  |  |
| CPERT 2nd Co-Coordinator |  |  |
| CPERT 3rd Co-Coordinator |  |  |
| CPERT Recorder |  |  |
| Resident Police |  |  |
| Resident Fire |  |  |
| Resident EMS |  |  |
| Resident Physician |  |  |
| Resident Nurse |  |  |
| Resident Plumber |  |  |
| Resident Electrician |  |  |
| Resident HVAC |  |  |
| Resident Contractor |  |  |
| OTHER RESIDENT |  |  |
| OTHER RESIDENT |  |  |
| OTHER RESIDENT |  |  |
|  |  |  |

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A current listing of the following personnel to include home phone, cell phone, and e-mail will be maintained.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PERSONNEL | POSITION | ADDRESS | LANDLINE | CELL PHONE | e-MAIL |
|  | Coordinator |  |  |  |  |
|  | Street Captain | Club Head East |  |  |  |
|  | Block Captain | Club Head East |  |  |  |
|  | Street Captain | Club Head West |  |  |  |
|  | Block Captain | Club Head West |  |  |  |
|  | Street Captain | Pond Cypress |  |  |  |
|  | Block Captain | Pond Cypress |  |  |  |
|  | Street Captain | Chipping |  |  |  |
|  | Block Captain | Chipping |  |  |  |
|  | Street Captain | Winding Bank |  |  |  |
|  | Block Captain | Winding Bank |  |  |  |
|  | Street Captain | Course View |  |  |  |
|  | Block Captain | Course View |  |  |  |
|  | Street Captain | Smith Cove Cir |  |  |  |
|  | Block Captain | Smith Cove Cir |  |  |  |
|  | Street Captain | North Point |  |  |  |
|  | Block Captain | North Point |  |  |  |
|  | Street Captain | Lake Lawson |  |  |  |
|  | Block Captain | Lake Lawson |  |  |  |
|  | Street Captain | Lawson Cove |  |  |  |
|  | Block Captain | Lawson Cove |  |  |  |
|  | Street Captain | Kindlewood |  |  |  |
|  | Block Captain | Kindlewood |  |  |  |
|  | Street Captain | Backwoods |  |  |  |
|  | Block Captain | Backwoods |  |  |  |
|  | Street Captain | Brookstone |  |  |  |
|  | Block Captain | Brookstone |  |  |  |
|  |  |  |  |  |  |

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1. The 3rd Co-Coordinator will initiate and report a Damage Assessment using the following table. Assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date/ Time | Address | No Access | Damage | Medical/ Injury | Gas out | Water out | Electric out | Phone out |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. Identify Hazards:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date/Time | Address | Fire | Chemical | Other |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. The 3rd Co-Coordinator will identify special needs as applicable:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address | Oxygen | Insulin | Non-Ambulatory | Other |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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1. First Aid

If someone you care for is injured in a disaster, your knowledge of first aid will be invaluable. Many organizations provide first aid training courses. Consider taking a first aid course, followed by regular refresher sessions.

* Remain calm and put your emergency plan into action.
* Check for injuries.
* Give first aid and get help for seriously injured people if it is safe to do so.

Before starting CPR

* Ensure your own safety first, then that of the victim (for example, if the victim is lying on a road, take steps to alert oncoming traffic).
* Gently tap the victim and shout “are you all right?” If the victim can respond and there is no further danger from their location, leave the victim in the position they are in. If there is no response, call for help. Send for help if there is more than one rescuer present.
* Ask that person to dial 911 for an ambulance and return to confirm that the ambulance is on the way. Tell the ambulance dispatcher the location and telephone number closest to the scene and be prepared to provide other information.
* Do not hang up until instructed to do so.
* If alone, the rescuer should assess the victim for unresponsiveness and absence of signs of life before going for help.
* The victim must be on his/her back on a firm surface.

CPR

It is recommended that CPR be learned and practiced under trained supervision.

1. Position the casualty lying on their back. Ensure they are on a firm surface.
2. Kneel to one side of the casualty.
3. Locate the notch where the ribs meet the breastbone.
4. Place the middle finger of one hand in the notch and the index finger next to the middle finger.

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1. Place the heel of the other hand next to the two fingers.
2. Place the other hand on top so the heels of both hands are over the same point on the breastbone.
3. Interlock the fingers to keep them off the chest.
4. With your elbows straight and locked, and your shoulders over the casualty’s chest, press straight down using the weight of your body to compress the breastbone 4-5cm (the depth of an adult’s thumb). Use a smooth uninterrupted rhythm allowing equal time for compression and relaxation.
5. Give 30 compressions at a rate of 80-100 compressions a minute.
6. Give two slow, full breaths.
7. Reposition hands and administer further 30 compressions/two breaths.
8. Continue the ratio of 30 compressions/two breaths. After completing four cycles of chest compressions and breaths, administer two further breaths and then check the pulse in the neck.

* If the victim is unconscious, breathing and has other signs of life, turn the victim onto his/her side in the recovery position and ensure the airway is kept open. Administer first aid and seek medical attention for any injured person following a disaster.
* Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, then call for help immediately.

The Red Cross recommends that all first aid kits for a family of four include:

* 2 absorbent compress dressings (5 x 9 inches)
* 25 adhesive bandages (assorted sizes), also found within our Family First Aid Kit
* 1 adhesive cloth tape (10 yards x 1 inch)
* 5 antibiotic ointment packets (approximately 1 gram)
* 5 antiseptic wipe packets
* 2 packets of aspirin (81 mg each)
* 1 emergency blanket
* 1 breathing barrier (with one-way valve)
* 1 instant cold compress

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* 2 pair of non-latex gloves (size: large)
* 2 hydrocortisone ointment packets (approximately 1 gram each)
* 1 3 in. gauze roll (roller) bandage
* 1 roller bandage (4 inches wide)
* 5 3 in. x 3 in. sterile gauze pads
* 5 sterile gauze pads (4 x 4 inches)
* Oral thermometer (non-mercury/non-glass)
* 2 triangular bandages
* Tweezers
* Emergency First Aid instructions

If you suspect that someone has a broken bone, provide first-aid treatment and help them get professional care:

* Stop any bleeding: If they’re bleeding, elevate and apply pressure to the wound using a sterile bandage, a clean cloth, or a clean piece of clothing.
* Immobilize the injured area: If you suspect they’ve broken a bone in their neck or back, help them stay as still as possible. If you suspect they’ve broken a bone in one of their limbs, immobilize the area using a splint or sling.
* Apply cold to the area: Wrap an ice pack or bag of ice cubes in a piece of cloth and apply it to the injured area for up to 10 minutes at a time.
* Treat them for shock: Help them get into a comfortable position, encourage them to rest, and reassure them. Cover them with a blanket or clothing to keep them warm.
* Get professional help: Call 911 or help them get to the emergency department for professional care.

Emergency services are unlikely to reach you immediately, if so, remain calm, stay with victim(s) and maintain safe environment. If you must leave to get help, stabilized area and victim as much as possible while noting location/site (for rescue and evac), if possible go with EMS to show route.

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Appendix G: Emergency First Aid

Risks During Winter Season

Cold weather forces people to make adjustments necessary to adapt to their surroundings. Since many people do not spend much of the year fighting these harsh conditions, their risk of injury may increase. Major winter storms not only present human health hazards and dangers; they can also make it more difficult to get to an emergency room due to icy roads.

* Watch out for Slips & Falls during the Winter- Icy surfaces make people vulnerable to slips and falls. Injuries from falls include bruising, [head injuries](https://www.theemergencycenter.com/head-neck-injury/), brain injuries, concussions,  [sprains](https://www.theemergencycenter.com/breaks-sprains/), strains, and broken bones.
* Shoveling Snow Can Result In Back Injuries-If someone is shoveling snow without using proper form, they may end up suffering from neck and back injuries. These injuries can be serious, and are sometimes permanent. Always be sure to use proper form when engaging in heavy lifting.
* Cold Climate Can Lead to Cardiovascular Risks-For people who already have heart conditions, the chances of a heart attack increase even further during winter. Cold weather also increases the odds of a blood clot, furthering the risk of both a heart attack and a stroke.
* Hypothermia Is Far More Common In The Winter-[Hypothermia](https://www.mayoclinic.org/diseases-conditions/hypothermia/symptoms-causes/syc-20352682) occurs when body temperature falls below 95 degrees. During this time, there are warning signs such as shivering, increased breathing, impaired thinking, and increased pulse. The body warms itself up during hypothermia by shivering, but shivering reduces as hypothermia progresses.
* Heat Sources & Carbon Monoxide Poisoning- Carbon monoxide is an odorless, invisible gas that emits from carbon-filled fumes. Examples of carbon monoxide sources include car exhaust fumes, fireplaces, furnaces, and kerosene heaters. Only use in well ventilated areas. Never warm up a car while it is in a closed garage, do not remain near the fireplace for too long, and keep far proximity to other fuel-burning heaters. Be extra careful that the heat source is not in the traffic area of a room, on a non-combustible surface that is flat and stable. Have a proper fire extinguisher on hand and placed nearby the heat source.

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**Appendix H: Small Scale Disasters**

1. **Definition: A small scale disaster is defined as: a disaster only affecting a limited number of residences and in which essential city services and utilities are not disrupted. Examples would be a tornado only affecting 3-5 houses or a single house fire.**
2. **Association Actions: In this particular situation the CPERT Team would not be activated. Instead, the Association would assist emergency services and city personnel in whatever way required. The following are examples:**
3. **Set up a temporary food pantry**
4. **Set up a temporary clothing distribution**
5. **Assist with debris removal**
6. **Assist with keeping gawkers away**
7. **Other temporary services**
8. **Traffic control**
9. **Initial Contact: The Association President will make contact with the affected residences and activate the appropriate resources and services.**