

LAC Emergency Response Protocol

DRAFT



Protocol - Continued

- This protocol is being established by the Board of Trustees to define how the clubhouse(s) are expected to be operated during an emergency event.
- Definition: For the purpose of this protocol, an emergency event is defined as a weather related (hurricane, severe ice or snow storm event), or a natural disaster (earthquake, tornado or fire) affecting a significant portion of the LAC Community.



Protocol - Purpose

- Lac Intends primarily to serve its membership during defined events and in doing so is not to be interpreted as a substitute for the role of municipalities in providing emergency shelters. Specifically, LAC will not accept the designation of a community wide emergency shelter as normally defined by FEMA, or State, Local or Federal authorities.



Lake Arrowhead Community

Protocol - Implementation

- The implementation of this protocol will be made after a determination is made that such an emergency exists as follows:
 - The President (or senior officer of LAC) acting with consultation and on the advice of the Office Manager, Facilities Manager and other Trustees as are available, will declare the need for implementation of this protocol.
 - Similarly, the decision to cease this protocol will be made in like manner.



Protocol – Implementation Factors

- Factors for Implementation will include (but not be limited to) the following:
 - The severity of the situation, including but not limited to a declaration of an emergency by any state, local or federal regulatory agency.
 - Status of utility loss to include electricity and/or water.
 - Imminent danger to the community as caused by wildfire or other event.
 - Weather related conditions including snow, flooding and icing.
 - LAC road/restriction of travel.
 - Personnel availability either by staff or volunteer to appropriately provide services.



Protocol – Leadership Responsibility

- Protocol Leadership will be Defined as follows:
 - Decisions affecting the operation of the clubhouses will remain with the Office Manager as is normal and likewise with the Facilities Manager related to decision making normally within the purview of their positions.
 - In the absence or unavailability of either, the President or other presiding member of the Board of Trustees will designate a responsible individual to assume the vacant decision making role.
 - The President of the Board will designate the responsible Trustee and/or a “Trustee Tree of Command” and will update such a listing on a periodic basis.



Protocol – Clubhouse Operation

- Clubhouse Hours of Operation will be Based on the Following:
 - Implementation during mild weather will give consideration to the extension of regular clubhouse hours in both clubhouses for the use of showers and for kitchen use. LAC staff will be compensated for hours worked during such an event.
 - Implementation during severe weather events including below freezing weather, consideration will be given to operating clubhouse 2 on a 24 hour basis. The ability to do so will rely heavily on staffing to include volunteers from LAC community to monitor and safeguard both those present and the facilities. LAC staff will be compensated for hours worked during such an event.



Protocol – Member Identification

- Identification of Membership During an Event will be as follows:
 - LAC will make available to each family a means of identification. This identification will include family names, lot numbers and any other information deemed necessary for proper identification confirmation.
 - A member log will be made available for cross reference during an event.
 - Non members will be requested to leave. However, the responsible staff member or monitor will be allowed some judgment before denying services.
 - Due to occupancy restrictions, priority is given to LAC members.



Protocol – Services Provided

- Clubhouse Services will Include the Following:
 - While LAC may provide coffee, water or other basic necessities, LAC will only do so as available is not responsible for such.
 - Members will be requested and expected to provide for their own needs including donations of above stated.

