

Community Emergency Preparedness and Response Plan Update

BOARD OF DIRECTORS MEETING JULY 13, 2018

BACKGROUND + OVERVIEW

- 2004 initial TDA Emergency Response and Communications Plan was adopted
- 2013 revision = TDA Emergency Operations Plan
 - Changes included
 - more focus on coordination of interior organizational activities to ensure safety of TDA employees and protection of assets
 - Outlined business continuity should partial or total loss occur
 - Removal of obligation for TDA to setup “temporary” evacuation shelters
 - Aligned with realistic and practical application of what TDA can do as an organization
 - Protect employees and assets
 - Communication to members

STRATEGIC GOAL

- 2017 Board of Directors set forth a goal for update to the plan
 - Integrate a more robust member communication and notification component in the plan
 - Ensure integration with agencies as they update their emergency plans
 - Ensure TDA is represented at the agency level to make certain the needs of the community are considered
 - Take a more proactive approach in communicating agency and TDA emergency preparedness and response
- 2018 Additional refinement of Board of Directors goal
 - Strive to have the best emergency preparedness plan in the state with heavy emphasis on wildfire preparation and notification

FOCUS AREAS

- Communication and Notification
 - Create a website portal offering emergency preparedness information and resources
 - TDA evacuation map
 - Address member, guest, employee, other visitor audience
 - Identify mechanisms of communication used by emergency response agencies
- Member Emergency Preparedness
 - Maintain a communications program to educate community on the actions needed to be ready for wildfire.
 - Ready, Set, Go Plan; start individual house readiness plan; know your way out; notification; Preparation – Input – Activity Principles; To Do Timeframe parameters
- Community Disaster Services Volunteerism
 - Truckee Fire Protection District's Community Emergency Response Team (CERT) participation
 - Human Society
 - Red Cross
- Tahoe Donner Association Emergency Preparedness and Response
 - Update Tahoe Donner' Emergency Operations Plan to further integrate with local emergency officials and plans
 - Communicate Tahoe Donner's role in interacting with first responders and local agencies
- Area Emergency Operations Plan Update
 - TDA staff participation and communication of area emergency preparedness and response
 - Explore for communication gaps in area emergency plans

SHORT TERM PLAN-

Membership Communication and Notification Highlights

- Activation of our Emergency Preparedness webpage
 - Done; made further edits and prioritization based on working group feedback
- Signage communications
 - Fire signs ordered – (2) near monument signs and (1) at fire station
- Assembly and activation of a working group – phases into Long-Term
 - Initial kickoff meeting June 15
 - Purpose of working group to provide: member input, assist with updating of plan
 - June 29 mtg focusing on strategic goal, focus areas, and member communications
- Provide FAQs - Frequently asked Questions /Answers
 - Working group activity – developing to present to Town of Truckee to get further information and clarification on Town plan and emergency functioning
- Identify components of Member Communications and Notification Plan Section
 - Working group identification of what members need to know now
 - Utilization of existing resources and formulate for Tahoe Donner perspective. Emergency response agencies will want final approval on content before circulation to the membership.
- Member Engagement Plan 2018 – Wildfire Season
 - Done; working next on Marketing's assistance for next step member communications for August and September based on working group discussions
 - Refinement of website resources
 - Digital Screen slides
 - Tear-out (Evacuation map and other pertinent info)
 - Informational info postings

TIMELINE / SCHEDULE

- July – Execute on Member Engagement Plan 2018
FAQs
Fire sign installations
Mid-July Working Group: tasks include TD Emergency Preparation Guide and membership outreach for this fire season
- August - Working Group Activities: review of Town of Truckee risk matrix and begin drafting TD Emergency Operations Plan integration with “if, then” stances as new section of plan; further work on member preparedness and notification section of plan