



# JUST IN CASE... PLAN FOR EMERGENCIES

During an emergency, Black Butte Ranch management, in conjunction with the Fire and Police Departments, implements the BBR Emergency Plan, There are three levels of awareness to facilitate communication to our owners and guests.

## LEVEL 1: INFORMATION & AWARENESS

LEVEL 1 is a heightened awareness of emergency procedures and the acknowledgement of a potential threat. It is utilized when there is an emergency in the area, but not an immediate threat to the Ranch. Owners and guests will be notified if any action is needed.

## LEVEL 2: PREPARATION & MOBILIZATION

If officials believe the emergency might become a threat to the Ranch, LEVEL 2 is activated. Gather families, pets and belongings and prepare to evacuate the Ranch when notified.

## LEVEL 3: EVACUATION

If the fire (or other emergency) reaches a trigger point or other conditions show imminent danger, fire and law enforcement officials make the determination to evacuate the Ranch. Emergency vehicles will drive through the Ranch, using high / low sirens. **“High/Low Means Time To Go.”**

Ranch facilities will close immediately, and people in these areas will be asked to return to their residence and/or evacuate. Search and Rescue personnel go door to door to evacuate the Ranch. Depart the Ranch as directed by officials. Owners and guests will be allowed back to the Ranch, only after the emergency is over. Keep your BBR Owners card and ID with you.

## INFORMATION SOURCES

- ♦ **BBR HOA WEBSITE** [BlackButteRanchhoa.com](http://BlackButteRanchhoa.com)
- ♦ **EMAIL BULLETINS** to BBR owners
- ♦ **TWITTER** <https://twitter.com/#!/BlackButteRanch>
- ♦ **FACEBOOK** <http://www.facebook.com/BlackButteRanch>
- ♦ BBR taped phone message line **541.595.1502**
- ♦ **CHANNEL 3** on Ranch TV station (Must have Bend Broadband Cable)
- ♦ **WELCOME CENTER** 541.595.1252

*\*Note: Please do not call Police or Fire Department during emergencies unless it is absolutely necessary—they will be busy handling the situation!*

- ♦ **BBR FIRE DEPARTMENT\*** 541.595.2288 office
- ♦ **BBR POLICE DEPARTMENT\*** 541.595.2191 office
- ♦ **PERSONAL EMERGENCY 9-1-1**
- ♦ **CENTRALORFIREINFO.BLOGSPOT.COM**
- ♦ **THE NUGGET NEWS** [NuggetNews.com](http://NuggetNews.com).
- ♦ **EPN CALL** The Qwest Emergency Preparedness Network (EPN) can call every phone at BBR within a 6- minute period, and deliver a message created by the evacuation team.
- ♦ **MOUNTAIN RIVER RED CROSS** -Bend 541.382.2142

## PERSONAL EMERGENCY PLAN

A family plan for emergencies should be in place at all times. Some items to know and include are:

- Choose a location to meet if you become separated.
- Your BBR street address, lot number, phone #.
- Family's cell phone numbers. Have fully charged batteries and keep them (and a charger) with you.
- ♦ The name and number of a family friend or relative to call and check in with if you become separated.
- ♦ Place business records, check books, wallets, computer discs, passports, address files, insurance policies, birth certificates, photo albums, etc. in a portable container.
- ♦ Keep vital medications in a carrying case.
- ♦ Gather pets and their necessities.
- ♦ Pack clothing and toiletries
- ♦ Prioritize irreplaceable family items such as photos, journals, coin or stamp collections, paintings, etc., so that you know ahead of time what you will take as you leave. Replaceable items that are covered by fire insurance are not normally on this priority list.

## HOME PREPARATION

*If time permits,* follow these steps to secure a home for evacuation:

- ♦ Tape a list to the door with a copy of this form and the name and phone number where you can be reached.
- ♦ Tie a white towel to the front door to indicate you have left.
- ♦ Close and lock doors and windows. Close interior doors.
- ♦ Move drapes and flammable furniture away from windows. Close metal and non-fabric blinds, screens on.
- ♦ Close /cover exterior attic or eave vents with plywood, metal, wet towels or blankets to avoid smoke infiltration.
- ♦ Shut gas off at meter. Turn off pilot lights.
- ♦ Leave the lights on.
- ♦ Connect hoses to all spigots.
- ♦ Place a sprinkler on your roof, but do not turn it on until the fire's arrival is imminent.
- ♦ Leave vehicles in the garage facing out; leave the windows rolled up, unlocked, with keys left in the ignition. Have the car packed with your necessities, and irreplaceable items. Close the garage windows and the main door and leave the garage door unlocked. Make sure you have a full tank of gas.
- ♦ Evacuate in a timely manner when advised to.
- ♦ Tell a family friend or relative you are leaving and where you are going.



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Fill out and copy this page for easy reference.

## PERSONAL EMERGENCY PLAN

BBR Lot # \_\_\_\_\_

BBR Street Address \_\_\_\_\_

BBR Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

## CONTACTS

Off-Ranch post-evacuation rendezvous site \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Friend/Relative contact for message if separated

Name \_\_\_\_\_

Phone \_\_\_\_\_

## FAMILY MEDICATIONS

Place in a portable container

Name \_\_\_\_\_ Rx \_\_\_\_\_

Name \_\_\_\_\_ Rx \_\_\_\_\_

## PETS

Have a Pet Friendly Place to Stay. Many evac. shelters don't accept pets. Know their favorite hiding places.

Pet's name \_\_\_\_\_

Description \_\_\_\_\_

Carrier/Leash \_\_\_\_\_

Food/Bowls/Medication \_\_\_\_\_

Litter, blankets, beds \_\_\_\_\_

## ESSENTIALS

Place in a portable container

- Business records, insurance policies
- Checkbook, cash, cards
- Computer disks
- Address books
- Passport, birth certificates
- Irreplaceable items: Photo albums, discs
- Photos of things left behind
- Clothing and toiletries

## NOTES FOR FIREFIGHTERS

Fill out and keep in a convenient place at your home for emergencies. Place on outside door in case of evacuation.

Family Name \_\_\_\_\_

Phone # where we can be reached \_\_\_\_\_

Phone # of friend/relative \_\_\_\_\_

Propanetank/gasmeterlocation \_\_\_\_\_

Pressurized tank location \_\_\_\_\_

\_\_\_\_\_

Unusual Wiring system \_\_\_\_\_

\_\_\_\_\_

Flammable /Hazardous Materials \_\_\_\_\_

\_\_\_\_\_

Other Notes \_\_\_\_\_

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