

# Emergency Response Plan

## Overview

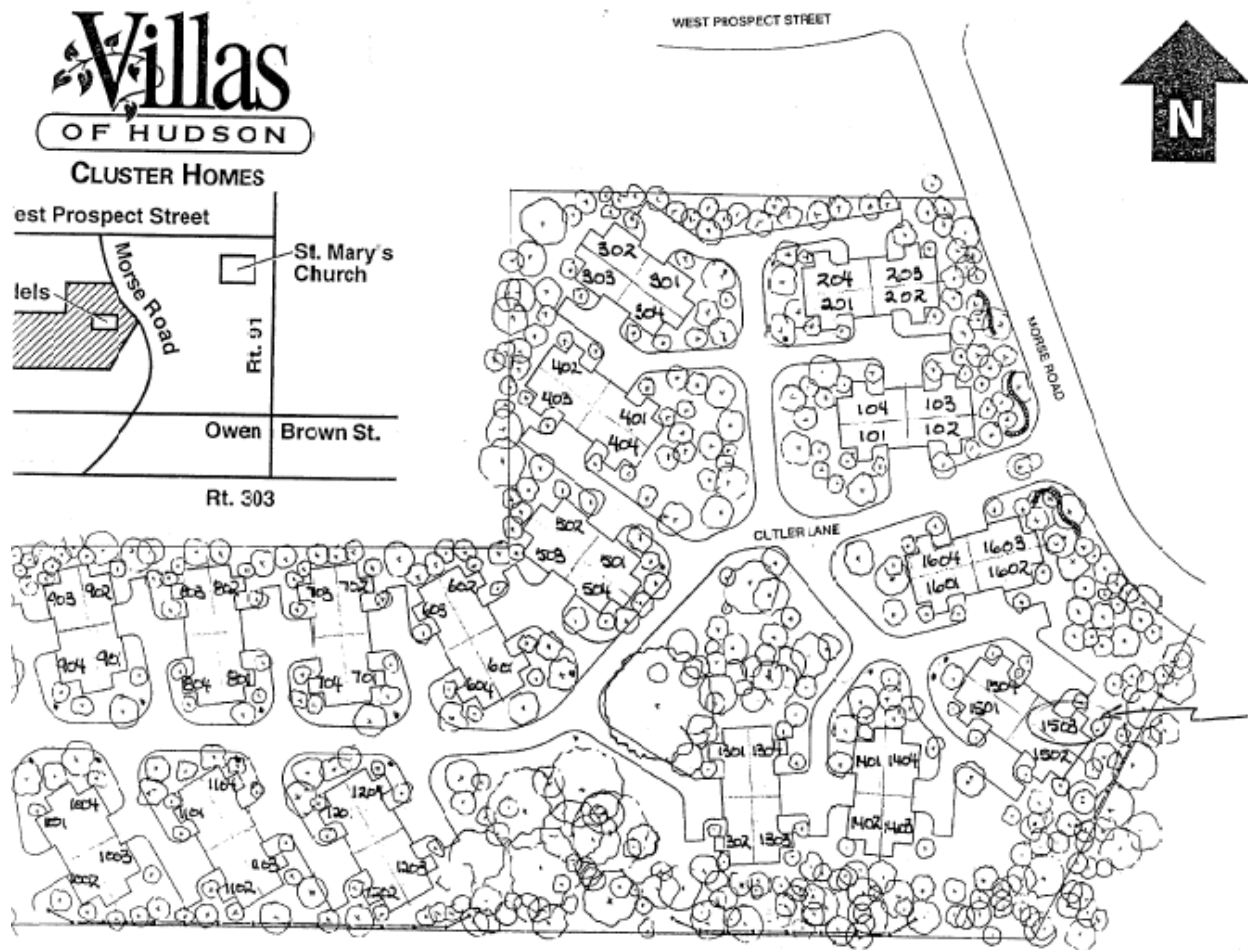
The purpose of this document is to provide the Association and Owners with a plan to effectively handle and respond to situations in the event of an emergency or disaster. Plans, procedures, guidelines, and emergency contact information is provided herein to facilitate the wellbeing of the Villa of Hudson residents and its community property.

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## SITE MAP



## COMMUNICATIONS

- The Emergency Response Plan will be provided for each unit.
- The Emergency Response Plan will be posted on the VOH web page maintained by Kare Condo.
- The City of Hudson's website provides links to the following Emergency Alerts:
  - [Code Red Emergency Alert System](#) - Sign up to receive phone calls / text messages during an emergency.
  - [Notify Me Alert Center Emergency Alert System](#) - Sign up your email addresses and cell phones for text/email alerts about urgent situations and weather alerts.
  - [Summit County Reverse Alert](#) - Sign up to receive alerts for Countywide emergencies.
  - [FEMA App](#) - Download the FEMA App on your mobile phone to received alerts and information in an emergency.

## EMERGENCY CONTACTS & PHONE NUMBERS

Designated Site Officials:	Phone:
Name: Eric Thomas VOH Board President	330-840-8761
Name: KareCondo Management <b>KareCondo Emergency Phone:</b>	330-688-4900 <b>330-734-8303</b>
Name: Any available Board Member	

FIRE DEPARTMENT:	911
PARAMEDICS:	911
AMBULANCE:	911
POLICE:	911
SHERIFF SUMMIT COUNTY:	911
HUDSON WATER AND SEWER:	330-342-1750
HUDSON PUBLIC POWER:	330-342-1750
DOMINION EAST OHIO GAS:	800-326-7557
POISON CONTROL:	800-222-1222
AA SANITATION:	330-650-4105
SUMMIT COUNTY ANIMAL CONTROL	330-643-2181 (24 Hour Emergency)

Hudson has an emergency notification system called “**Code Red.**” The city has the following statement on their website [hudson.oh.us/502/Sign-up-Code-Red](https://www.hudson.oh.us/502/Sign-up-Code-Red)

When seconds count, we [the city] will notify you through our Code Red Emergency Alert System of urgent situations, such as Amber Alerts, boil water messages, emergency evacuations, crime alerts, or other important information. All landline phones in the 9-1-1 system are automatically in our Code Red database and will be dialed in an emergency.

If you also want to receive phone calls or text messages through your cell phone, or you no longer have a landline home phone, you may register your cell phone number at the above website or by texting 99411.

## EMERGENCY POWERS AND AUTHORITY OF THE VOH BOARD

In the event of a state of emergency as defined by this Emergency Response Plan, the Designated Responsible Official (as identified on page 4) has the power and authority to execute the following actions:

1. Make rules that are necessary to protect the health, safety, and welfare of the residents and to protect the structural integrity of the buildings, provided that any rule that is adopted must be approved or modified by the Association's Board of Directors within 14 days, and if said rule is not approved or modified by the Board, will automatically expire.
2. Spend up to \$10,000 of Association funds, without further approval of the Board, to protect the health, safety, and welfare of the residents and to protect the structural integrity of the building(s).
3. Approve reasonable payment plans and waive late fees, without further approval of the Board, for any common expense assessments that are past due.
4. Approve taking reasonable enforcement action against an owner, without further approval of the Board, for failure to comply with the Declaration, Bylaws, or Rules in a manner that jeopardizes the health safety, and welfare of the residents, or impairs the structural integrity of the building(s).
5. Coordinate with the Management Co. to effectively communicate and mitigate the emergency to protect the health and wellbeing of residents and property.

## ASSOCIATION FINANCIAL & INSURANCE INFORMATION

- On file with Kare Condo

## EMERGENCY REPORTING AND EVACUATION PROCEDURES

Types of emergencies include:

- MEDICAL
- FIRE
- FINANCIAL
- FEDERAL/STATE EMERGENCY DECLARATION OR DISASTER ZONE
- SEVERE WEATHER
- EXTENDED POWER LOSS
- CHEMICAL SPILL
- TRAIN INCIDENT / ACCIDENT / DERAILMENT

- BOMB THREAT
- DANGEROUS ANIMAL
- SUSPICIOUS PERSON or ACTIVITY
- MISUSE OF A FIREARM
- HOSTAGE TAKING

## MEDICAL EMERGENCY

- Call medical emergency phone number:
 

Paramedics	<b>911</b>
Ambulance	<b>911</b>
Fire Department	<b>911</b>
Police	<b>911</b>
- Provide the following information:
  - a. Nature of medical emergency,
  - b. Location of the emergency: Unit Number and location from the Morse Road Entrance, and
  - c. Your name and phone number from which you are calling.
- Do not move victim unless necessary.
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
  1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
  2. Clear the air passages using the Heimlich Maneuver in case of choking.
- In case of rendering assistance to personnel exposed to hazardous materials, avoid contact and wait for the appropriate personal with protective equipment to arrive.

## FIRE EMERGENCY

*When fire is discovered:*

- **Notify the local Fire Department by calling: Phone: 911**
- Notify building site personnel about the fire emergency by the following means:
  - Knocking on doors and windows
  - Voice: shouting a warning
- Notify KareCondo by calling: 330-688-4900 / after hours: 330-734-8303

*Fight the fire ONLY if:*

- The Fire Department has been notified.

- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

*Upon being notified about the fire emergency, occupants must:*

- Leave the building using the designated escape routes.
- Assemble in the designated area (by the unit's mail boxes):
- Remain outside until the competent authority (Fire Official) announces that it is safe to reenter.

*Designated Site Official:*

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Assist all physically challenged in emergency evacuation.
- Perform an accurate head count of personnel reported to the designated area.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

**Note to Residents:** In the event of a unit/building fire, a complete set of Association building blueprints is on file with KareCondo to help facilitate reconstruction efforts.

## SEVERE WEATHER AND NATURAL DISASTERS

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter. Consider the following:
  - Small interior rooms on the lowest floor and without windows,
  - Hallways on the lowest floor away from doors and windows, and
  - Rooms constructed with reinforced concrete, brick, or block with no windows.
- Stay away from outside walls and windows.
- Use arms to protect head and neck.
- Remain sheltered until the tornado threat is announced to be over.

Earthquake:

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Keep away from overhead fixtures, windows, filing cabinets, and electrical power.
- Assist people with disabilities in finding a safe place.
- Evacuate as instructed by the designated official.

Flood:

*If indoors:*

- Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
- Follow the recommended primary or secondary evacuation routes.

*If outdoors:*

- Climb to high ground and stay there.
- Avoid walking or driving through flood water.
- If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

*If indoors:*

- Stay calm and await instructions from the Emergency Coordinator or the designated official.
- Stay indoors!
- If there is no heat:
  - Close off unneeded rooms or areas.
  - Stuff towels or rags in cracks under doors
  - Cover windows at night.
- Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
- Wear layers of loose-fitting, light weight, warm clothing, if available.

*If outdoors:*

- Find a dry shelter. Cover all exposed parts of the body.
- If shelter is not available:
  - Prepare a lean-to, wind break, or snow cave for protection from the wind.
  - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
  - Do not eat snow. It will lower your body temperature. Melt it first.

*If stranded in a car or truck:*

- Stay in the vehicle!
- Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
- Make yourself visible to rescuers.
  - Turn on the dome light at night when running the engine.
  - Tie a colored cloth to your antenna or door
  - Raise the hood after the snow stops falling.
- Exercise to keep blood circulating and to keep warm.



## EXTENDED POWER LOSS

In the event of extended power loss to a facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

**Notify Hudson Public Power Phone: 330-342-1710**

- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off the main water main into the unit and drain the water lines in the event of a long-term power loss.
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be drained of liquids or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Water lines should be checked for leaks from freeze damage after the heat has been restored to the facility and water pressure turned slowly back on over a short period of time.

## CHEMICAL SPILL

*When a Large Chemical Spill has occurred:*

- **Immediately call the Fire Department Phone: 911**
- **Notify the Designated Official and Emergency Coordinator**
- **Notify KareCondo: 330-688-4900 / after hours: 330-734-8303**
- Contain the spill with available equipment (e.g., pads, logs, booms, absorbent powder, etc.)
- Secure the area and alert other site personnel.
- Do not attempt to clean the spill unless trained to do so.
- Attend to injured personnel and call the medical emergency number, if required.
- KareCondo will call a local spill cleanup company to perform a large chemical spill cleanup.

Name of Spill Cleanup Company:

- **Fire Department Haz-Mat Phone: 911**
- Evacuate building, as necessary.

*When a Small Chemical Spill has occurred:*

- If toxic fumes are present, secure the area and prevent other personnel from entering.
- Deal with the spill in accordance with the instructions described on the container.
- Small spills must be handled in a safe manner, while wearing the proper protective equipment.

## TRAIN INCIDENT / ACCIDENT / DERAILMENT

The southwest property of the Villas of Hudson (VOH) is directly adjacent to the Norfolk Southern Railroad lines that run through Hudson. In the event of a railroad train accident and/or derailment in nearby proximity to the VOH, it is imperative local officials be notified immediately, as there may be a need to evacuate VOH residents depending upon the nature of the incident (i.e., chemical, oil, flammables spill)

- **Immediately notify Police and Fire Departments Phone: 911**
- After safely alerting family and neighbors, leave the area immediately
- Walk, run, drive away from the incident to the...
- Lower St. Mary's Church parking lot so that a rollcall can be taken, and safety personnel can give further direction to a safer location, and inform VOH owners/residents when safe to return to their residence

The rail system has developed an extensive response structure that is prepared to address most any type of emergency that is related to the railway. However, there is a constant risk of derailment. The primary challenges include the potential for a large-scale incident, difficult access to the scene, a hazardous material release, fire and explosions, multiple responding agencies, civilian injury, illness and evacuation, and long duration response. Therefore, it is important to immediately evacuate the area of a derailment.

## BOMB THREAT

- **Immediately call the Police Department Phone: 911**

### TELEPHONE BOMB THREAT CHECKLIST

INSTRUCTIONS: BE CALM, BE COURTEOUS. LISTEN. DO NOT INTERRUPT THE CALLER.

YOUR NAME: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_  
CALLER'S IDENTITY SEX: Male \_\_\_\_\_ Female \_\_\_\_\_ Adult \_\_\_\_\_ Juvenile \_\_\_\_\_ APPROXIMATE AGE: \_\_\_\_\_  
ORIGIN OF CALL: Local \_\_\_\_\_ Long Distance \_\_\_\_\_ Telephone Booth \_\_\_\_\_

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
<input type="checkbox"/> Loud	<input type="checkbox"/> Fast	<input type="checkbox"/> Excellent
<input type="checkbox"/> High Pitch	<input type="checkbox"/> Distinct	<input type="checkbox"/> Good
<input type="checkbox"/> Raspy	<input type="checkbox"/> Stutter	<input type="checkbox"/> Fair
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Slurred	<input type="checkbox"/> Foul
<input type="checkbox"/> Soft	<input type="checkbox"/> Slow	<input type="checkbox"/> Other
<input type="checkbox"/> Deep	<input type="checkbox"/> Distorted	
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Nasal	
<input type="checkbox"/> Other	<input type="checkbox"/> Other	

ACCENT	MANNER	BACKGROUND NOISES
<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Factory
<input type="checkbox"/> Foreign	<input type="checkbox"/> Rational	<input type="checkbox"/> Machines
<input type="checkbox"/> Race	<input type="checkbox"/> Coherent	<input type="checkbox"/> Music
<input type="checkbox"/> Not Local	<input type="checkbox"/> Deliberate	<input type="checkbox"/> Office
<input type="checkbox"/> Region	<input type="checkbox"/> Righteous	<input type="checkbox"/> Machines
	<input type="checkbox"/> Angry	<input type="checkbox"/> Street
	<input type="checkbox"/> Irrational	<input type="checkbox"/> Traffic
	<input type="checkbox"/> Incoherent	
	<input type="checkbox"/> Emotional	
	<input type="checkbox"/> Laughing	

### BOMB FACTS

PRETEND DIFFICULTY HEARING - KEEP CALLER TALKING - IF CALLER SEEMS AGREEABLE TO FURTHER CONVERSATION, ASK QUESTIONS LIKE:

When will it go off? Certain Hour \_\_\_\_\_ Time Remaining \_\_\_\_\_

Where is it located? Building \_\_\_\_\_ Area \_\_\_\_\_

What kind of bomb? \_\_\_\_\_

What kind of package? \_\_\_\_\_

How do you know so much about the bomb? \_\_\_\_\_

What is your name and address? \_\_\_\_\_

If building is occupied, inform caller that detonation could cause injury or death.

Activate malicious call trace: Hang up phone and do not answer another line. Choose same line and dial \*57 (if your phone system has this capability). Listen for the confirmation announcement and hang up.

Call Security at \_\_\_\_\_ and relay information about call.

Did the caller appear familiar with plant or building (by his/her description of the bomb location)? Write out the message in its entirety and any other comments on a separate sheet of paper and attach to this checklist.

Notify your supervisor immediately.

**Note above: Call Police at 911, not Security**

## DANGEROUS ANIMALS

Deer, bears and even coyotes are sighted every year in Hudson, OH. The Ohio Division of Wildlife does not relocate any of these animals. Bears live in Ohio year-round, and will continue to return to areas where a food source is available. During times that bears are migrating through Hudson, follow the tips below to discourage bears and other wild animals from your property.

- **Call Summit County Division of Animal Control: 330-643-2181 (24 Hour Emergency)**
- **Be a noisy walker/hiker.** Bring a bell or music with you and try to hike in groups of two, or three, or more.
- **If you see an animal coming towards you stop,** then back away or reroute to give that animal a path to get by you. Do not turn your back to the animal.
- **Make yourself big.** Use a bike or your gear to try and spook the animal away from you if it has not left already.
- **Do not run from the animal.** That could make you appear more like prey and entice them to chase. It is also dangerous for you if you are running and do not know where you are going.
- **If you** see a bear, **do** not look it in the eye. Turn around and walk away slowly. **If** the bear approaches **you**, stand **your** ground, wave **your** arms. Speak loudly enough that the bear **can** hear **your** voice and tell **you** are a human, not a threat.
- Finally, in the rare instance the animal does contact you – **fight back**. Try to startle the animal into going away.

## SUSPICIOUS PERSON or ACTIVITY

Call the police immediately about all **suspicious** activity, anonymously **if you** wish. Do not worry about being embarrassed **if your** suspicions prove unfounded. Think about what might happen **if you** do not call! **Notify Police Department: Phone: 911**

## DISCHARGING FIREARMS AND OTHER WEAPONS

The City of Hudson Codified Ordinance, Chapter 672.14 states the following:

- No person shall discharge or fire any cannon, gun, rifle, air gun or rifle, revolver, pistol, cross bow, bow and arrow or other weapon or firearm within the Municipality. However, this section shall not be construed as applying to the use of any of such weapons in the lawful defense of any person, or the property of any person, nor to police officers acting in the line of duty, nor to shooting galleries, rifle ranges, archery ranges or gun clubs, any of which has a valid existing permit from the Manager to operate galleries or ranges or to erect targets for rifle, pistol, archery, or gun practice.

- A person can act in self-defense, defense of another, or defense of that person's residence. If, at the trial of a person who is accused of an offense that involved the person's use of force against another, there is evidence presented that tends to support that the accused person used the force in self-defense, defense of another, or defense of that person's residence, the prosecution must prove beyond a reasonable doubt that the accused person did not use the force in self-defense, defense of another, or defense of that person's residence, as the case may be. (ORC 2901.05)
- Whoever violates this section is guilty of a misdemeanor of the third degree.
- If you hear or witness a violation of this ordinance call **Police: Phone: 911**

## HOSTAGE TAKING

If you hear or witness a hostage situation:

- Remove yourself from any danger by leaving the immediate area
- **Notify Police by calling 911**
- Be prepared to give Police the following information:
  - Location of incident
  - Number of possible hostage takers
  - Physical description and names of hostage takers, if possible
  - Number of possible hostages
  - Any weapons the hostage takers may have
  - Your name
  - Your location and phone number

If you are taken hostage:

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain, avoid being belligerent, and comply with all orders and instructions.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions with your captors.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.

- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

In a rescue situation:

- DO NOT RUN. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist, or a hostage.
- Even if you are handcuffed and searched, DO NOT resist. Just wait for the confusion to clear.