

Chapel Valley Community Emergency Preparedness Plan

June, 2011

1. Introduction

The Chapel Valley Community is a unique residential subdivision in the West part of Rapid City. As the name implies, the subdivision is bounded on three sides (west, south, and east) by a high, heavily treed ridge and on the fourth side (north) by Rapid Creek. There is only one entrance to the area and that is from the north over a bridge across Rapid Creek. This Emergency Preparedness Plan is a blue print to follow in the event of an emergency for all residents who live south of this bridge. These emergencies include: fire, flood, severe weather, and other natural and man-made conditions.

The Ad Hoc Chapel Valley Emergency Management Task Force was formed in January of 2011 by Rapid City Mayor Alan Hanks in response to a feasibility study for a secondary access to Chapel Valley. At their meeting on December 6, 2010, the Rapid City Council voted unanimously not to build a second exit, but to form the Emergency Management Task Force. This group was comprised of Chapel Valley residents interested in pursuing emergency management strategies and Agency representatives experienced in emergency management.

Members of the task force include residents of the Chapel Valley Community: Ron Bunnell, Marjorie Harlan, Zbigniew J. Hladysz, Jeanette Keck, George Larson, Margaret McIntire, Linda Sandvik, and Richard Tupper. Agency representatives were: Assistant Fire Chief Tim Behlings, Vicki Fisher from the Rapid City Department of Growth Management, Police Lt. Peter Ragnone, Anthony Carbajal from the Rapid City Office of Emergency Management, Dave Davis and Bill Waugh from the Rapid City Council, Richard Smith from the American Red Cross, Mike Derby, owner of the Canyon Lake Chophouse, Brent Kolstad from the Office of Emergency Management, and Fire Chief Mike Maltaverne. Jeanette Keck acted as chairperson for each session.

2. Identification of Hazards

The following hazards have been identified:

1. Winter storms, thunderstorms, extreme heat
2. Power blackouts
3. Wild fires
4. Floods
5. Tornadoes
6. Acts of terrorism (nuclear, biological, and chemical)
7. Other hazards, mostly side effects from remote earthquakes, volcanic eruptions, or nuclear power plant failures

Each hazard would require the Chapel Valley Community to be organized and prepared to meet the needs of the residents. Extreme actions could include evacuation of Chapel Valley residents or implementation of a survival plan in case of a complete inability of residents to use the existing egress. In addition to general emergency planning, each household will be advised to have its own Family Emergency Plan.

3. Evacuation

Evacuation plans will follow the guidelines established by the Rapid City/Pennington County Emergency Management authorities. Prior to an evacuation, residents of the Chapel Valley Community will be given guidelines which will include information on how to dress and what to take in the event of an evacuation. Selected multiple locations will be used for emergency meetings and to reunite lost or separated family members.

4. 72-Hour Sustainability Readiness

In the event of disaster that blocks or isolates the Chapel Valley Community, sheltering in place will be recommended to all residents. In this situation, residents will be advised to remain at home or stay at high ground, depending on the nature of the emergency. Each household will be advised to have adequate (at least 72 hour) emergency supplies at all times. A list of emergency supplies (including food, water, fuel, medications and a disaster supply kit) will be provided to residents. Residents will be encouraged to have their supplies ready for a variety of events.

5. Residents with Special Needs, Children, and Pets

Not all residents will be able to evacuate or shelter in place without assistance during emergencies. These individuals will be identified by the block captains and necessary assistance will be provided for these neighbors. Various resources and skilled neighbors could be utilized in such situations. The Rapid City/Pennington County Emergency Management authorities would be alerted to any special needs.

6. Family Plans

As past emergencies have taught us, a plan for communication, evacuation, or meeting is essential for each and every family unit. Such planning will be stressed in neighborhood meetings and each family will be encouraged to have such a plan in place. Several neighbors could be designated for shelter and/or assistance for dependents or those who are home alone. The recommendation is that each family member be instructed on how to communicate and where to meet in the event of evacuation if separated from other family members. A good family plan is one of the most essential components of the emergency preparedness plan.

7. Organization of the Neighborhood

The Chapel Valley Community will have a hierarchy of citizens to carry out emergency procedures. The neighborhood would be subdivided into manageable groups described below and on the flowchart.

Emergency Co-Leaders

(2 residents of the Chapel Valley Community)

- A. Emergency Co-Leaders will be residents of the Chapel Valley Community who work closely with the Rapid City/Pennington County Emergency organizations to interface with the residents of the Chapel Valley Community. They will receive all reports from emergency authorities and communicate them to the Emergency Neighborhood Coordinators.
- B. Emergency Co-Leaders will also receive information from the Emergency Neighborhood Coordinators and communicate this information to the proper authorities.
- C. Emergency Co-Leaders will work with the Emergency Neighborhood Coordinators to plan and implement meetings for the Chapel Valley Community. These meetings will inform the residents of emergency and safety procedures. These meetings will be held periodically and all residents of the Chapel Valley Community will be encouraged to attend. These meetings will be conducted by emergency service agencies.
- D. Emergency Co-Leaders will have substitutes when they are out of town.

Emergency Neighborhood Coordinators

(5 residents of the Chapel Valley Community)

- A. Emergency Neighborhood Coordinators will pass information from the Emergency Co-Leaders to the Neighborhood Captains. Each Emergency Neighborhood Coordinator will oversee four Neighborhood Captains.
- B. Emergency Neighborhood Coordinators will also forward information from the Neighborhood Captains to the Emergency Co-Leaders.
- C. Emergency Neighborhood Coordinators will work with the Emergency Co-Leaders to plan and implement meetings for the Chapel Valley Community as stated above.

Neighborhood Captains
(20 residents of the Chapel Valley Community)

- A. Each Neighborhood Captain will have approximately 25 homes in his/her Neighborhood Group. Each Neighborhood Captain will solicit information from the households in his/her group using the survey form (see Appendix). Information gathered will help authorities to be informed concerning the requirements of the households. This information will be stored in a secure central location for use during an emergency.
- B. Each Neighborhood Captain will solicit a resource list of people and equipment which could be used to help in case of an emergency. This information will also come from the survey and be stored in a secure central location for use during an emergency.
- C. Neighborhood Captains will develop a communication plan (calling tree) whereby every household in the group is contacted in an emergency to warn the residents, and contacted after an emergency to obtain information concerning injuries, damage to property, and other needs. This information would be relayed to the Emergency Neighborhood Coordinators who would contact the Emergency Co-Leaders.
- D. Neighborhood Captains will be responsible for notifying the people in their groups concerning the dates and times of the meetings stated above.

8. Implementing the Emergency Plan

- This Plan will be provided to the Rapid City Council for acknowledgement.
- This Plan will be provided to the Pennington County Office of Emergency Management, the Rapid City Fire Department, the Rapid City Police Department, the Black Hills Area Chapter of the American Red Cross, and the Pennington County Fire Coordinator.
- An Implementation Board will be established to recruit members of the Emergency Team. This board will consist of 7 members appointed as follows:
 - Chapel Valley Homeowners Association will appoint 2 members from their residents.
 - Idlewild Homeowners Association will appoint 1 member from their residents.
 - Chapel Lane Homeowners Association will appoint 2 members from their residents.
 - Highplace Homeowners Association will appoint 1 member from their residents.
 - One member will be appointed at large from residents who are not part of an associationThis Board will act to fill positions on the Emergency Team.
- A practice drill will be held after the Rapid City Council's acknowledgement of this Plan. Drills will be held periodically to keep our residents informed. The results will be evaluated and appropriate changes to the Plan will be made if necessary.

9. Meetings of the Chapel Valley Community

Emergency Co-Leaders will work with the Emergency Neighborhood Coordinators to plan and implement meetings for the neighborhood. These meetings will be held periodically and will inform the residents of emergency and safety procedures.

Neighborhood Captains will be responsible for notifying the households in their group concerning the dates and times of these meetings. In addition, other publicity will be used which may include signs, mailings, or leaflets. The first meeting will be held prior to January 1, 2012, for the purpose of introduction of the plan to the Chapel Valley Community and gathering of information.

Additional meetings will cover emergency and safety issues, including but not limited to the following:

- Fire mitigation around your home, presented the Rapid City Fire Department
- CPR Training and Basic First Aid presented by the American Red Cross
- Neighborhood Watch presented by the Rapid City Police Department
- Individual Homeowner Planning
 - Development of a family plan
 - Preparation of home emergency kits
 - How and where to turn off utilities, including propane tanks
 - Use of fire extinguishers
 - Storing vital records and documents
 - Smoke alarms
 - Reducing home hazards

Other methods of communication may include:

- Homeowners' Association newsletters containing articles and reminders
- Telephone
- Internet
- Community and group meetings
- Information distributed door to door
- Magnetic pad

10. Amending the Chapel Valley Community Emergency Preparedness Plan

This Plan may be amended as deemed necessary by the Chapel Valley Emergency Team.

Appendix Directory

Appendix A: Map of Chapel Valley Community

Appendix B: Flow Chart for the Chapel Valley Emergency Team

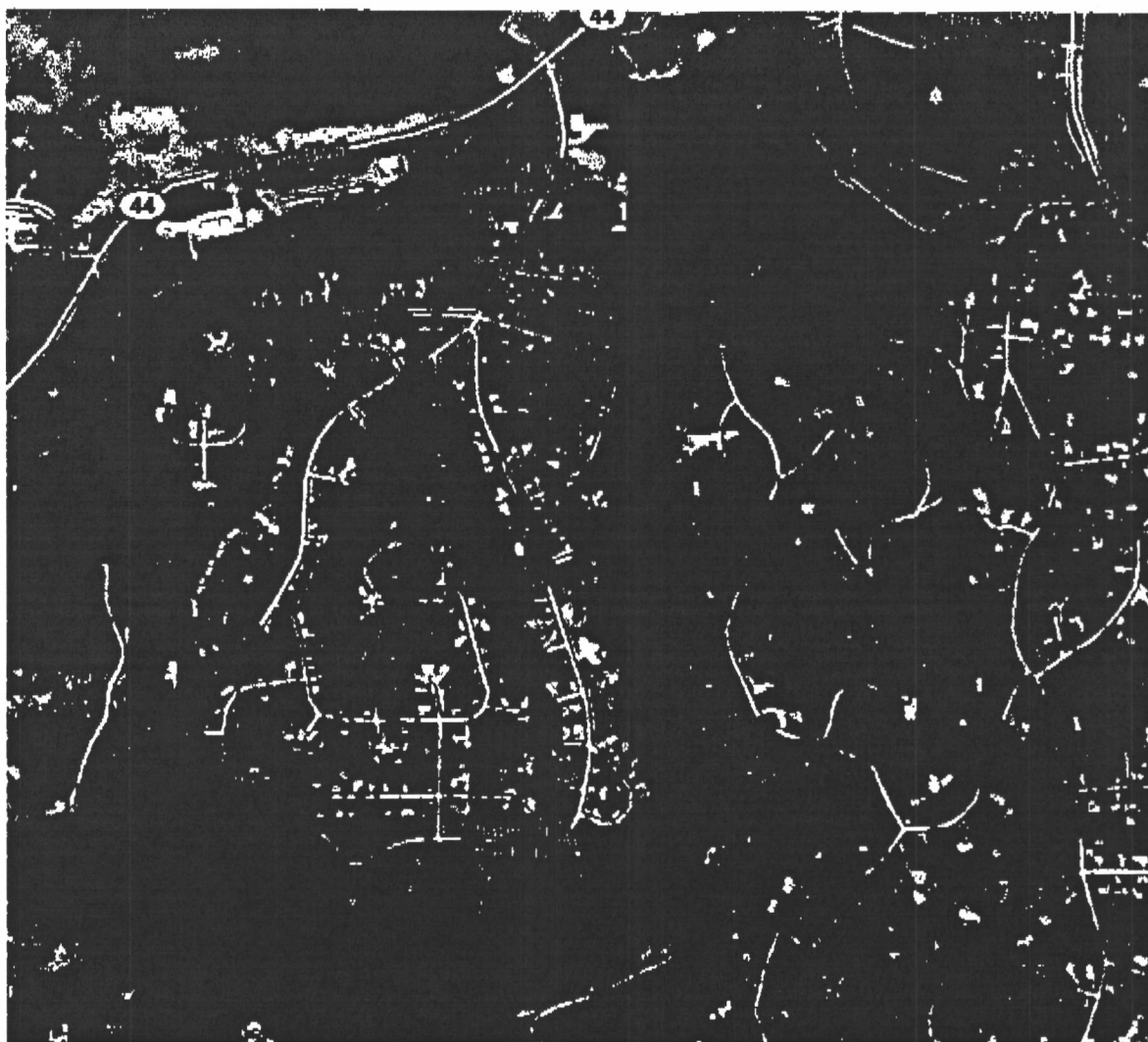
Appendix C: Survey Form

Appendix D: Information to access the Chapel Valley Access and Route Alignment Study

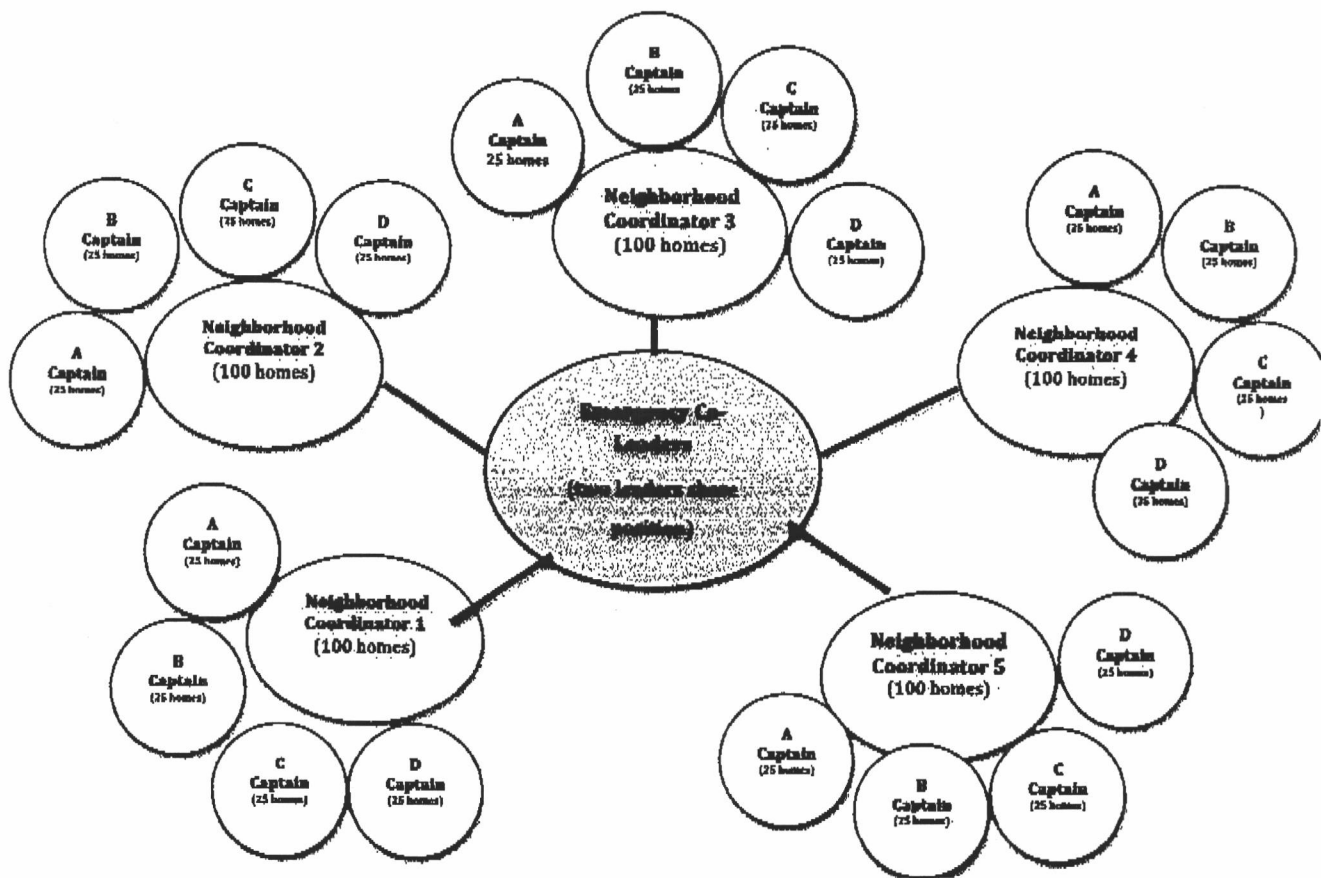
Appendix E: Information to access the minutes from the Rapid City Council Minutes, December 6, 2010

Appendix F: Information to access the Ready, Set, Go! information used by the Rapid City Fire Department

Appendix A



Appendix B

Chapel Valley Emergency Team

Appendix C

NEIGHBORHOOD RESOURCE SURVEY

Date _____

Section # _____ Section Leader _____

Address _____

Household name _____

Adults' names _____

Children, names and ages _____

Phone numbers - Home _____ Work _____

Cell _____

Out-of-state contact and phone _____

Equipment

_____ construction equipment
_____ generator
_____ boat
_____ pick-up truck
_____ trailer
_____ tow truck
_____ swimming pool
_____ CB radio
_____ ham radio
_____ chain saw
_____ tent, size

Skills

_____ nurse
_____ doctor
_____ dentist
_____ lawyer
_____ psychologist
_____ school counselor
_____ radio operator
_____ heavy equipment operator
_____ licensed truck or bus driver
_____ trained EMT
_____ CPR trained
_____ firefighter
_____ policeman
_____ plumber
_____ electrician
_____ locksmith
_____ carpenter
_____ roofer
_____ arborist

Special Needs:

Health:

Language:

Other:

Appendix D

The Chapel Valley Access and Route Alignment Study may be accessed at The Rapid City website by going to www.rcgov.org and requesting the following site:

archive.rcgov.org/ca20101206/pw113010-30/ExecSumm111210.pdf

or

by requesting the Chapel Valley Access and Route Alignment Study at www.rcgov.org

This Study was accepted by the Rapid City Council and it created the Chapel Valley Emergency Management Task Force.

Appendix E

At the City Council meeting on December 6, 2010, The Rapid City Council accepted the Chapel Valley Access and Route Alignment Study which created the Chapel Valley Task Force. These minutes may be obtained by contacting the City of Rapid City.

Appendix F

The Ready, Set, Go! Program has information which is used by the Rapid City Fire Department. This may be accessed at the following website:

oes@cityofsanrafael.org – www.sroes.org