

# Appendix

## Emergency Evacuation Strategy

### Please Remember!

When using this Emergency Evacuation Strategy Checklist:

- 3 Read the checklist in its entirety before using.
- 3 If a checklist item is not applicable to the situation, skip it.
- 3 If a skipped item becomes relevant, execute that action.

\_\_\_\_\_ Determine that Director of Emergency Services has activated emergency services strategy.

\_\_\_\_\_ Activate emergency forces to respond to evacuation needs.

\_\_\_\_\_ Determine the area that will require evacuation.

\_\_\_\_\_ Ascertain the number of people in the evacuation area.

\_\_\_\_\_ Estimate number of persons needing transportation assistance.

\_\_\_\_\_ Coordinate with STAGE, Lake Tahoe Unified School District, CalTrans, and/or the US Department of Transportation for transportation resources required for evacuation.

\_\_\_\_\_ Consider persons of particular concern:

- Patients in hospitals.
- Individuals in nursing homes.
- Children in schools
- Etc.

\_\_\_\_\_ Coordinate with appropriate agencies (California Highway Patrol, El Dorado County Sheriff Office, United States Forest Service, California Department of Transportation, US Department of Transportation, Red Cross, etc.) to plan evacuations.

\_\_\_\_\_ Identify evacuation routes and/or safe zones.

- \_\_\_\_\_ Identify alternate routes where necessary.
- \_\_\_\_\_ Consider the capacity as well as the safety of the evacuation routes.
- \_\_\_\_\_ Consider positioning tow trucks on the evacuation route to immediately remove disabled vehicles.
- \_\_\_\_\_ Monitor traffic flow on evacuation routes.
- \_\_\_\_\_ Assure appropriate units have been dispatched to the area to alert citizens to evacuate.
- \_\_\_\_\_ Instruct the PIO to notify radio and TV stations to broadcast evacuation instructions when needed.
- \_\_\_\_\_ Monitor warning and evacuation operations.
- \_\_\_\_\_ Contact appropriate shelter facilities to prepare to open.
- \_\_\_\_\_ The initial contact person for the main evacuation centers is Judy Crawford at (530) 542-6058. Her designate is Steve Weiss at (530) 542-6059. There are four main evacuation centers in the City:

**a. Recreation Complex—1180 Rufus Allen Blvd.**

Housing for 200 with kitchen facilities and full backup gas and electric capability. Eight telephones with separate extensions.

Overflow possible with use of Senior Center.  
100 people

**b. Al Tahoe Elementary School—Rufus Allen Blvd. & Lyons Ave.**

Class rooms with cafeteria.  
Estimated housing and accommodations for 400.

**c. St. Theresa Catholic Church—1041 Lyons Ave.**

Multi-Purpose room and large kitchen.  
Estimated housing and accommodations for 150.

**d. South Tahoe Middle School—Al Tahoe & Hwy. 50.**

Multi-Purpose room and large kitchen.  
Estimated housing and accommodations for  
500.

\_\_\_\_\_ Send at least one EMS person with a medical kit and  
a portable radio to the evacuation shelter as is  
needed.

## Emergency Preparedness - Parks & Recreation Department Staff

Call #	Name	Address	Phone
<b>A Administrative (E.O.C. Mass-Care) Vacant</b>			
<b>B Parks Division (Facility Care)</b>			
920	Steve Weiss Superintendent	2926 Oakland Ave, SLT, CA 96150 (Al Tahoe)	541-1861 (H) 542-6059 (W)
921	Stan Bobman	Box 612046, SLT CA 96152 2333 Tahoe Vista Dr., SLT, CA 96150 (Tahoe Valley)	542-0226 (H) 542-6097 (W)
925	Susan Kezich	Box 11887 SLT, CA. 96155 1500 Tionontati (Tahoe Paradise)	577-5685 (H) 542-6081 (W)
926	Greg Ross	Box 9130, SLT CA 96158 2623 Henderson (Tahoe Paradise)	577-3108 (H) 542-6081 (W)
927			
923	Russ Thaw (April-Oct Only)	2616 Cold Creek Trail, SLT, CA 96150 (Mont. Est.)	541-6024 (H) 541-6081 (W)
928	Bob Harms (April-Oct Only)	Box 17594, SLT CA 96151 2988 Oakland Ave. (Al Tahoe)	541-7793 (H) 542-6098 (W)
<b>C Recreation Division (Shelter Management)</b>			
904	Gary Moore Acting Recreation Superintendent	2412 Sutter Trail, SLT, CA 96150 (Mont. Est.)	541-8256 (H) 542-0275 (W)
906	Cindy Beberg Recreation Coordinator	Box 16553, SLT CA 96151 684 Julie Lane (Gardner Mt.)	544-3892 (H) 541-6057 (W)
903	Bob Swain Recreation Supervisor	540 Gardner St., SLT, CA 96150 (Gardner Mt.)	544-8705 (H) 542-6093 (W)
904	Recreation Supervisor		
907	Dede Lehnhardt Recreation Supervisor	Box 19626, SLT CA 96151 3507 Cloverdale Ave. (Bijou)	541-4026 (H) 542-6091 (W)
908	John Collins Recreation Supervisor	1145 Early Dawn Trail SLT, CA 96150 (G. Bear)	542-8141 (H) 542-6094 (W)
909	Chris Perry Recreation Coordinator	3602 Pioneer Trail SLT, CA 96150	543-1189 (H) 542-0277 (W)

# Tahoe Amateur Radio Association: Communications Assistance

## 1. Introduction to Tahoe Amateur Radio Association (TARA)

Major emergencies and disasters often result in communications problems. This can take the form of communications equipment failure and/or communications overload. In the event that the City of South Lake Tahoe faces either of these challenges, the Tahoe Amateur Radio Association (TARA) has expressed their willingness and ability to help the City meet its communications needs.

TARA was organized in 1976. TARA's members are trained in the use of radio communications equipment and many of them have emergency communications training. The capabilities of the Association are too extensive and technical to explain in depth in this plan. However, the following lists briefly types of assistance TARA members may provide:

- Communications outside of the Tahoe Basin
- **Shadowing**—this is communications assistance provided by assigning a constant companion (shadow) to a person in the field and having the shadow relay messages back and forth between the person in the field and a communications base; the base relays messages back and forth between other agencies.
- **Secondary communications**—things like Red Cross communications, keeping track of evacuated persons, etc.

If the Emergency Evaluation Committee believes that communications assistance is needed, they may request help from TARA.

Please remember that these individuals act on a voluntary basis and are not bound by any legal obligation to assist. Their offer to help the City in times of need is generous; if their services are ever required, please keep this in mind.

## 2. Call-Out List

When TARA's services are needed, please use the following call-out list to request assistance from TARA.

**Paul Gulbro (WA6EWV)**

Phone #: (530) 544-5138

Fax #: (530) 542-1157

Cell #: (530) 957-9643

**Todd Friedel (AC6CN)**

**Zetta Friedel (AC6CO)**

Phone and Fax #: (530) 544-0256

**John Sloane (KC7AGI)**

**Sheila Sloane (KB7YFU)**

Phone #: (530) 542-2895

Fax #: (530) 542-2657

**Kirby Randall (N7NM)**

**Muriel Randall (KD7HEZ)**

Phone #: (775) 588-7036

**Charles "Mac" MacConnell (KB6ZSZ)**

Phone #: (530) 541-1677

**Matthew Clarke (W7KJU)**

Phone #: (775) 588-8630

## Emergency Accounting Forms

Major emergencies and disasters often result in computer problems making it very difficult for proper accounting work to take place. In Anticipation of this type of problem, the Emergency Management Plan provides some emergency accounting forms.

At the very least, these forms can be used as examples for the Accounting Division of the City to create more workable forms. However, the forms may be used as is and provide a valuable resource to the Accounting Division.

The forms all display their own computer path and file name. Therefore the Accounting Division can enter the data into a personal computer as well as keeping forms that were filled out by hand.

The Emergency Time Card might be especially useful since it adds up daily and weekly totals for hours.

The following emergency accounting forms are found in this appendix:

- Emergency Time Card
- Disaster Site Master List
- Emergency Work Order
- Emergency Equipment Usage Log

*Discard this page and replace with...*  
*Emergency Time Card pg9*  
*007\_appendix\_c\_02\_time\_card\_pg9.xls*

*Discard this page and replace with...*  
*Disaster Site Master List pg10*  
*007\_appendix\_c\_02\_site\_list\_pg10.xls*

*Discard this page and replace with...*  
*Emergency Work Order pg11*  
*007\_appendix\_c\_03\_pg11\_work\_order.xls*

*Discard this page and replace with...*  
*Equipment Usage Log pg12*  
*007\_appendix\_c\_04\_pg12 equip\_usage\_log.xls*

## Emergency Supply Inventory List

This supply inventory relates to the supply locations shown on Pages 25 of Part III.

Each Location has:

2-Folding step stools

Container:

- Pencils, tape, towels, push pins, dry markers & pads of paper
- City Maps (3) each in 2 sections
- 6 each 3' x 6' status boards
- 13 each 2' x 3' status boards
- 5 each copies of this Emergency Plan and Checklists

At the Service Center EOC, 1900 Lake Tahoe Blvd., there is also one box of spare telephones.

## Telephone Setup Instructions & Phone Number Assignments

Instructions on setting up phones at 1900 Lake Tahoe Blvd.

**Please refer to the EOC Floor Plan at Part III - Page 23.**

In the closet directly to the right of the main entrance you will find the telephone line and attachment device. It is a large coil of telephone line hanging up in the closet.

Remove the tape and extend this main line out into the center of the room.

In the closet you will find a box of long telephone cords. The phones are in the small closet behind where the City Clerk sets during the Council Meetings.

The 10 Emergency Phone Numbers are assigned thus:

- |                                    |          |
|------------------------------------|----------|
| • Director Of Emergency Services   | 542-6509 |
| • Public Information Officer (PIO) | 542-6500 |
| • PIO Fax Number                   | 542-6501 |
| • Planning/Intelligence            | 542-6502 |
| • Operations                       | 542-6503 |
| • Logistics/Finance                | 542-6504 |
| • Outside Agencies                 | 542-6505 |
| • Not Assigned                     | 542-6506 |
| • Not Assigned                     | 542-6507 |
| • EOC Management                   | 542-6508 |

## Local Emergency Resource Lists

NOTE: We have established accounts with major rental companies. These equipment rental companies supply us with unlimited access to equipment which could be made available to the City as needed.

### **C. B. Ebright Company, Inc., (530) 544-6713** P.O. Box 7585, South Lake Tahoe, CA 96158

2	Mack 10-wheel dump truck
1	IH 2 axle dump truck
1	Chevrolet 1 ton mech truck
1	GMC 1 ton service truck
1	Chevrolet 1 ton pickup truck
1	IH water truck, 2,000 gallon
1	GMC water truck, 2,000 gallon
1	Dodge ¾ ton pickup
1	Case 621 wheel loader/4-1-bucket/forks
1	926 wheel loader/forks
1	Case 580SK rubber tire backhoe with thumb
1	Koehring 6620 46,000# excavator with thumb
1	John Deere 450 dozer
1	251 Case roller
1	Emulsion sprayer
1	Wacker compactor
1	Copco air compressor
1	Interstate equipment trailer
1	Equipment trailer #2
1	Laser

### **Tahoe Sand & Gravel, (530) 541-6862; (530) 541-2549** 2195 Eloise, South Lake Tahoe CA 96150

2	Front end loaders
4	10-wheel dump trucks
3	Transfer trucks and trailers

### **D & L Paving, Inc., (530) 541-2710** 2133 Eloise, South Lake Tahoe, CA 96150

1	Ford A66 loader
1	Ford 545 loader
1	Bobtail dump, 10 yard box
2	Trailers
1	John Deere 210L

**Tahoe Asphalt, (530) 541-0133**

1104 Industrial Avenue, South Lake Tahoe, CA 96150

1	4-yard wheel loader
1	3 ½ yard wheel loader
3	900 gallon gasoline
1	500 gallon diesel
1	1,000 gallon diesel
1	DK welder
2	Cutting torches
1	Compressor and air spade
2	End dumps

**Vendors for Facilities Maintenance Operations**

<b>1</b>	<b>Dick's Fuller Paint</b> <i>Paints, supplies</i> 2318 Lake Tahoe Boulevard SLT, CA (530) 544-4388	<b>7</b>	<b>South Tahoe Plumbing</b> <i>Plumbing, heating</i> 2193 Eloise Avenue SLT, CA (530) 544-3043
<b>2</b>	<b>Meeks Lumber</b> <i>Lumber, hardware, appliances</i> 2970 Lake Tahoe Boulevard SLT, CA (530) 544-2237	<b>8</b>	<b>Tahoe Valley Electric</b> <i>Electrical supplies, lighting</i> 1110 Melba Drive SLT, CA (530) 541-3415
<b>3</b>	<b>Nel's Hardware</b> <i>Hardware, paint, tools</i> 1050 Fremont Avenue SLT, CA (530) 544-4126	<b>9</b>	<b>Ted's Electric</b> <i>Electric motor repair and replacement</i> 800 Emerald Bay Road, Building C SLT, CA (530) 541-3225
<b>4</b>	<b>Randy's Locksmith</b> <i>Lock sets, keys, locks</i> 987 Tallac Avenue SLT, CA (530) 544-1320	<b>10</b>	<b>W. W. Grainger</b> <i>Maintenance and operations supplies</i> 900 Packer Way Reno, NV (775) 846-7366
<b>5</b>	<b>Scotty's Hardware</b> <i>Hardware, paint, tools</i> 1931 Lake Tahoe Boulevard SLT, CA (530) 541-3601	<b>11</b>	<b>Wedco, Inc.</b> <i>Electrical supplies, lighting</i> 175 Shady Lane Stateline, NV (775) 588-6695
<b>6</b>	<b>South Shore Glass</b> <i>Glass, plastic, doors</i> 1790 D Street SLT, CA (530) 541-2691	<b>12</b>	<b>Western Nevada Supply</b> <i>Plumbing supplies</i> 2141 James Avenue SLT, CA (530) 541-1884