



EMERGENCY PREPAREDNESS GUIDE



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CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

Table of Contents

1. ARE YOU PREPARED?.....	1
2. CHELSEA GARDENS EMERGENCY PREPAREDNESS TEAMS / VOLUNTEERS.....	1
3. CHELSEA EMERGENCY PROGRAM TEAM STRUCTURE.....	2
4. TYPES OF EMERGENCIES & PREVENTION/DETECTION.....	2
5. INSURANCE.....	4
6. GET PREPARED BEFOREHAND.....	4
7. DOCUMENTS AND PERSONAL RECORD STORAGE.....	4
8. HOME PREPARATION.....	5
9. PLAN TO STAY IN TOUCH DURING EMERGENCIES.....	6
10. FAMILY RE-UNITING PLAN.....	6
11. LOWER MAINLAND LIQUEFACTION HAZARD MAP.....	8
12. FAMILY RE-UNITING FORM 1.....	9
13. FAMILY RE-UNITING FORM 2.....	10
14. EMERGENCY CONTACT CARDS.....	11
15. CONDOMINIUM AND TOWNHOUSE EMERGENCY GUIDELINES.....	12
16. EMERGENCY KITS.....	12
17. EMERGENCY KIT SUPPLIES (in no particular order).....	12
18. DURING THE EARTHQUAKE (Know what to do – wherever you are).....	14
19. AFTER THE EARTHQUAKE (Know what to do – wherever you are).....	14
20. EVACUATION ORDERS.....	15
21. SHELTER.....	16
22. YOUR RESPONSIBILITIES.....	16
23. HOW TO OPEN A TOWNHOUSE GARAGE DOOR WITHOUT POWER.....	17

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

1. ARE YOU PREPARED?

BC is one of the high-risk earthquake zones in Canada and records about 1200 earthquakes per year, most too small to be felt. However, that earthquakes capable of causing structural damage will occur somewhere along the BC coastal region is very possible within our lifetime. Your first warning may be a swaying sensation if you're in a building, a sharp roar type noise, followed by vibrations, and quickly followed by rolling up, down or sideways.

Tsunamis can be associated with earthquakes coming from the ocean floor and you may have to respond to this threat one day. Note that the first wave of a Tsunami is often not the largest. Scientific experts agree that areas around Vancouver are generally not seriously threatened by Tsunamis. However, Vancouver Island will not act as a total protection barrier for the mainland from a Tsunami.

PREPARATION is the key to survival in the event of any type of emergency and sharing what you have learned with neighbours, friends and family **MAY SAVE LIVES**. Take the time to prepare.

You can't prevent an emergency, but you can **BE PREPARED** - which will help you to:

- Avoid injury
- minimize damage to your residence.
- survive for at least 3 days without help.
- help others.

BE PREPARED, NOT SCARED

We have posted this Chelsea Gardens Emergency Preparedness Guide on the Chelsea Today website (chelseatoday.org). The Guide can be downloaded from this site.

2. CHELSEA GARDENS EMERGENCY PREPAREDNESS TEAMS / VOLUNTEERS

The Chelsea Gardens Emergency Preparedness Program is comprised of a Leadership Team and 8 sub-teams organized to undertake and respond to activities necessary to achieve our emergency program goals.

The Chelsea Gardens program goals are to ensure to the best of our abilities, that in such an emergency event, Chelsea Garden residents/visitors are:

- Kept safe from any subsequent hazards,
- Treated immediately and effectively for injuries and transported to medical care, if necessary,
- Provided with care and shelter in the period immediately following an event.

The team will attempt to ensure property, facilities and equipment are protected from further damage.

Our preparedness teams are always in need of volunteers – neighbours helping neighbours.

ONLY YOU CAN MAKE THIS HAPPEN....

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

3. CHELSEA EMERGENCY PROGRAM TEAM STRUCTURE

<p style="text-align: center;">Leadership Team</p> <ul style="list-style-type: none"> • Develop and plan the overall program, training and exercises. • Develop processes to effectively manage an emergency response. • Take the leadership role in managing responses to emergency events. 	<p style="text-align: center;">Personal Preparedness Team</p> <ul style="list-style-type: none"> • Assist residents to have a plan and be prepared with sufficient supplies to survive an emergency without external assistance for a minimum of 3 days. • Update residents on emergency issues. 	<p style="text-align: center;">First Aid Team</p> <ul style="list-style-type: none"> • Provide on-going first aid training to team members. • Provide first aid assistance as necessary during significant emergency events.
<p style="text-align: center;">Utilities and Fire Suppression Team</p> <ul style="list-style-type: none"> • Identify and understand the layout and operations of gas, electrical and water supply systems within Chelsea Gardens. • Respond to utility problems and minor fire outbreaks as necessary. 	<p style="text-align: center;">Damage Assessment / Search & Rescue Team</p> <ul style="list-style-type: none"> • Assess actual and potential damage and safety implications after an incident. • Respond to search & rescue needs within Chelsea Gardens as necessary (within their ability). 	<p style="text-align: center;">Care & Shelter Team</p> <ul style="list-style-type: none"> • Provide support to residents during an emergency event including temporary shelter and warmth, water, snacks and companionship. • Set up internal & external care giving location stations after an incident.
<p style="text-align: center;">Communications & Transportation Team</p> <ul style="list-style-type: none"> • Establish protocols for communications among response teams in the field. • Operate the Amateur Radio. • Coordinate for transport of injured to medical facilities. 	<p style="text-align: center;">Pet Care Team</p> <ul style="list-style-type: none"> • Maintain a database of pet / resident information. • Set up internal & external pet care-giving stations during a significant emergency event. 	<p style="text-align: center;">Security Team</p> <ul style="list-style-type: none"> • Organize and conduct security patrols. • Organize and manage crowd and traffic control. • Assist with sentries in condominium buildings as required.
<p>Condominium and Townhouse Zone Teams</p> <ul style="list-style-type: none"> • Maintain the listing of unit numbers, resident names, vulnerabilities, contact numbers, etc. • Ensure residents are aware of evacuation procedures, meeting places, use of decals and placards. • Conduct regular evacuation training exercises for Condominium buildings. 		

4. TYPES OF EMERGENCIES & PREVENTION/DETECTION

FIRE – The Chelsea Emergency Team has an emergency response plan for each condo building. This includes building & floor captains– **GET TO KNOW THE PLAN FOR YOUR BUILDING.**

Each condo building has an independent fire alarm system (not connected to other buildings or the Surrey

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

Fire Department), internal suite and hallway smoke detectors/alarms, and fire sprinkler systems. Townhouses have internal smoke detectors/alarms.

If you detect or suspect a fire, activate the nearest pull alarm (in condos), call **FIRE FIRE FIRE** and call 9-1-1. It is each resident's responsibility to know the location of exit doors and location of fire extinguishers, and for condo residents, the locations of all fire alarm pull stations.

The most common causes of condo fires are cooking, smoking, candles and electrical faults. Almost all fires occur in the early morning hours, when people are usually asleep, so sleep with your door closed. If there is smoke present, get down as low as possible (smoke rises). During evacuation of a building, feel the doors for heat before opening to check for possible fire on other side of door. Do not prop open hallway fire doors, they are designed to limit the spread of fire when closed.

Fire prevention:

- As per your insurance – DO NOT disable smoke alarms or store flammable liquids or materials.
- Do not accumulate newspapers/magazines.
- Do not overload power outlets or over-use extension cords.
- Do not leave Christmas lights on while away or sleeping.
- Do not smoke in bed.
- Have a hand-held fire extinguisher (CO₂ or dry chemical) available in or near the kitchen.
- Do not leave pots on the stove unattended.
- Always use manufacturer-approved chargers for Lithium batteries
- Never charge damaged or swollen batteries

EARTHQUAKES – It is your responsibility to have an emergency survival kit containing at least a 3-day supply of essential items (see Section 17. Emergency Kit Supplies below). There are no arrangements at Chelsea Gardens for alternate living quarters if you are unable to return to your home.

- Natural gas service may be shut off in this type of event to prevent fire.
- Cell phones may not work or could be temporarily shut down.
- If the cell network is working, text messaging is more reliable than voice calls.
- Power and water may be off for an extended period of time

POWER FAILURES – This is the most common emergency, which normally lasts only a few hours. After a few minutes the Chelsea Emergency response team will probably be activated. Our main entrance gates will automatically open (back-up battery powered). The east entrance gate will not operate normally and must be opened manually by a trained volunteer.

The condo entrance doors, garage doors and elevators will not operate automatically. The entrance doors and condo garage doors will be opened manually by volunteers. Stairwell and hallway emergency lighting is activated and lasts for 1 hour (portable battery power lamps are available to the condo emergency response teams if the outage lasts longer). Condo volunteers for hallway/stairwell monitoring may be activated.

Please note the last page of this manual for directions on how to manually open townhouse garage doors.

Refer to the BC Hydro website (www.bchydro.com) (via cellphone) for power restoration updates.

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

GAS LEAKS – Leaking natural gas smells like rotten eggs. Carbon monoxide is odourless and colourless. Leaks usually occur near gas appliances (fireplaces, boilers and hot water tanks). Both natural gas and carbon monoxide are heavier than air and will accumulate from the floor upwards to the ceiling. Use of in-suite detectors for both of these gases are the responsibility of residents and can be purchased at commercial outlets.

5. INSURANCE

Contents of your unit, automobile and other personal property are not insured by Chelsea Gardens. You should maintain your own coverage for contents and living expenses in case you are displaced from your unit. You have an obligation in your condo agreement to have and maintain an insurance package that includes comprehensive general liability coverage. Review your package with your insurance company to ensure you understand your coverage and that it is adequate for ALL types of disasters and emergencies.

6. GET PREPARED BEFOREHAND

When an emergency occurs, you will probably NOT have time to pack food, fill water bottles, collect financial info, gather a first aid kit, your medicines and flashlight. If evacuation is required, you will probably only have time to grab 1-2 items and get out immediately. Have these items packed and ready in a grab & go bag in an easily accessible place and have your personal emergency plan ready. **PREPARE** and **PRACTICE** with your family what to do during and after a fire, earthquake, power outage or gas leak, both during the day and at night. Prepare as if you have no power, no communications (as these services may well be down) and no transportation. Keep in mind bridges, tunnels and overpasses may be unpassable. Start now by printing this document now so you can check as you go. There is lots to do. This guide is designed to be a part of your emergency kit.

STOP !!! PRINT THIS GUIDE NOW !!!

Start right now. Check as you go....

7. DOCUMENTS AND PERSONAL RECORD STORAGE

After an incident has occurred, dealing with insurance companies will be necessary. Be prepared with documents and visual proof of items you want to protect. This simple task can save you a lifetime of frustration.

Possible items you would want to protect:

- ✓ Wills
- ✓ Mortgage papers
- ✓ Birth/marriage certificates,
- ✓ Passports/nexus
- ✓ Phone contact list
- ✓ Medical prescriptions

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

- ✓ Life insurance papers
- ✓ Photos/receipts of each room contents i.e. furniture, jewelry, artwork.
- ✓ Recent face photos of family members in case a government missing person's record is created.
- ✓ CD, DVD, keepsake

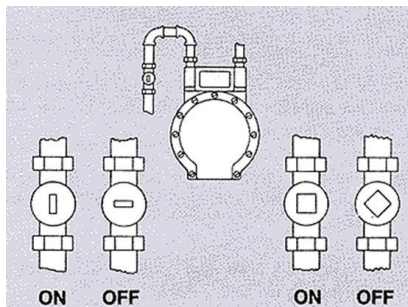
Storage of above items:

Storing this type of information in a desk or file cabinet is not the optimum method. Better options are:

- a) Fire/waterproof box – store all items requiring protection in this type of secure box and place in a closet or lowest floor. Ensure that a family member (outside your residence) is aware of its location and how to open it. If you have an emergency grab & go kit – this Fire/waterproof box will be your second grab & go item. If it is too heavy to be easily carried away, store it on the floor at ground level or lower.
- b) Portable computer flash drive option or micro drives – is the best way to go. Scan or take pictures of all your valuable papers and along with all your personal pictures/videos, computer files, store them to a miniature computer storage device and store the device in your emergency kit.

8. HOME PREPARATION

- Become aware of your municipal plans and the preschool/school's earthquake plan.
- Learn about the Chelsea Gardens Emergency program and how you can benefit from it.
- Ensure you/someone is trained to use a basic Class "ABC" fire extinguisher.
- Take a first aid course.
- Download the flashlight app on your cell phone for secondary flashlight
- Store a flashlight and good shoes under your bed. (Both will enhance safety in case of quick evacuation)
- Ensure your dog/cat has ID tags
- Keep heavier objects on lower shelves.
- Know your building evacuation route. Be familiar with more than one should one be blocked.
- Check with your insurance broker for adequate fire/earthquake/liability insurance.
- Secure/strap down your water heater.
- Prepare an emergency supply Grab & Go kit for all occupants in your residence, including animals. (See Section 17 below – Emergency Kit Supplies)
- Plan that your emergency kit is fairly accessible as you may only have seconds/minutes to grab essentials and evacuate (front/back door closet).
- Locate beds away from windows, heavy pictures, lamps, ceiling fans.
- Keep your barbecue propane tank full (it could be your emergency stove).
- Train family members when, where, and how to turn off utilities---gas, propane, electrical, and water shut-offs.
- Keep a suitable wrench near your gas meter and learn how to turn off gas (see diagram below).



CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

- DO NOT SHUT OFF NATURAL GAS unless there is a leak or fire.
IF gas is turned off, **ONLY A QUALIFIED GAS TECHNICIAN SHOULD TURN IT BACK ON.**
- Keep keys/purse/wallet in your escape path route to grab with your Grab & Go emergency kit.
- Plan with your neighbours for pet care in case you are away when a disaster occurs.
- Sign up for Direct Deposit and electronic banking through your financial institution so you can access your funds and make electronic payments from wherever you are.
- Learn how to use your cell phone to do banking should you need to transfer money.
- Talk to your doctor about maintaining in your Grab & Go kit a two-week supply of medication and medical supplies. (Pharmacies may be closed for some time or permanently after an emergency is over)
- Keep flammable items/household chemicals in lower cupboards to minimize spills
- Know your safe places at home/work to go to during an earthquake.
SAFE: under sturdy tables, desk, against walls, corners of rooms or archways
NOT SAFE: near windows, mirrors, wall hangings, shelves, ceiling fixtures
- Keep a minimum 1/2 tank of gas in your vehicle at all times. Gas stations could be closed – no power.
- Provide Chelsea Gardens administration with a spare key for your home. Between council, maintenance and admin people, there is someone always available to access the office. Your neighbour/friend/family is a good second choice.

9. PLAN TO STAY IN TOUCH DURING EMERGENCIES

Planning and being able to communicate with family, friends and emergency responders during an emergency is critical and will reduce stress and anxiety. Keep in mind that everyday communication devices may not work properly during an emergency. Tips:

- Carry an Emergency Contact Card (Section 14 below) in your wallet/purse.
- Ensure you have a phone charge cord with appropriate USB and 110V adaptors in your emergency kit.
- If possible, use non-voice channels like text messaging, email or social media, as these use less bandwidth than voice communications, less power and may work even when telephone voice service has been disrupted.
- If you must use a phone, keep conversation brief and convey only vital information. Keeping calls short also saves the battery life of a mobile phone, and reduces congestion to allow urgent calls.
- If you have been evacuated and have call-forwarding on home phone, use it to forward calls to your cell phone.
- Cordless phones rely on electricity and will not work during a power outage. If you have a landline, keep at least one non-powered analogue phone in your home and have a battery back-up for your system if you have fibre-optic service (most Chelsea Gardens units have fibre-optic service).
- Conserve cellphone battery by reducing the screen's brightness and closing apps you are not using.
- To reduce network congestion and conserve battery power, avoid using your mobile device to stream videos, download entertainment, or play video games.
- Use cars for charging cell phones during power outages (be sure to have a car-charger available).

10. FAMILY RE-UNITING PLAN

It is doubtful that all family members will be home at the same time during an emergency. Discuss emergency response situations with your family and neighbours?), including what each person should do---

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

whether at home or elsewhere when the emergency strikes. Plan how to get in touch with each other if some family members are away from home. Pay telephones may still be working when home/cell phones are out. Identify a common Out-of-Area contact (identified in the contact list in Section 13 below) for your family and ask that person to be a message centre and/or to coordinate your family's rendezvous point (long distance calling may be more successful than local calling). Arrange for each family member to call, e-mail or text the same Out-of-Area contact person in case of an emergency. Choose an Out-of-Area contact who lives far enough away that he or she is unlikely to be affected by the same event (preferably not along the west coast of Canada/USA).

Children/Grandchildren at School

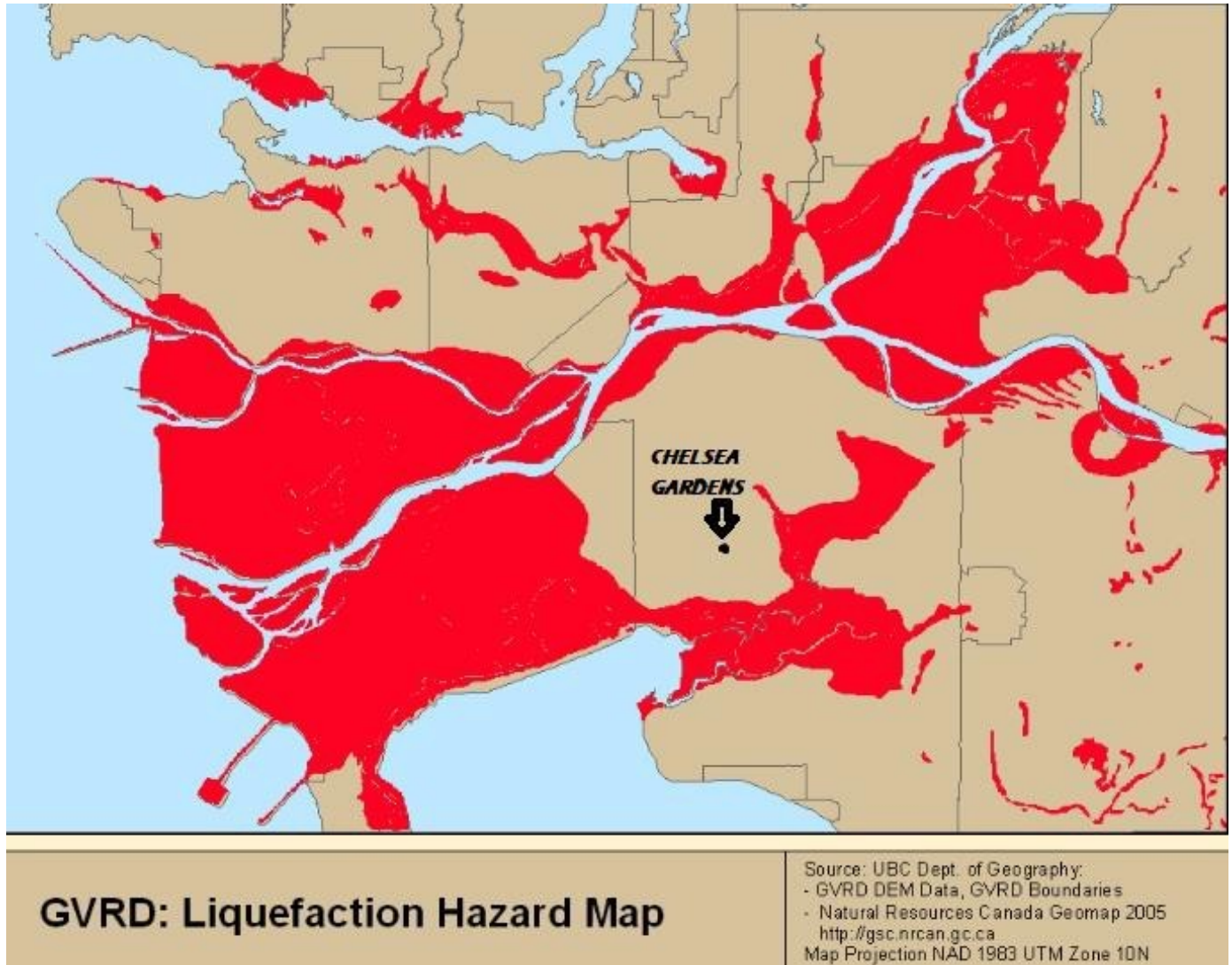
- ✓ Children should carry ID cards and list of alternative destinations, names, and phone numbers, including Out-of-Area Contact numbers (in their backpack) to be used in case of separation from the family
- ✓ Be familiar with the child's school evacuation plans. For example, how long after an earthquake will the school keep children there, waiting for parents/designated person to pick them up? Find out how the school will contact families during an emergency. Where will the children be taken if they are not picked up? Do not wait until after the earthquake to ask these questions.
- ✓ Find out what type of authorization the school or daycare requires to release the children to a designated person.
- ✓ Ensure school or daycare has updated contact information on parents, caregivers and designated pick-up persons.

RE-UNITING FAMILY/FRIENDS CHECKLIST

- Arrange an out-of-area contact.
- Have alternative rendezvous points if you can't get home.
- Ensure all family members/friends are aware of the out of area contact and rendezvous locations.
- Save your rendezvous meeting location(s) on everyone's phone mapping application.
- Coordinate plans and procedures with neighbours in case of your absence.
- Exchange with your neighbour your cell phone and out of town contact info, house keys, etc.
- Review the following potential land liquefaction zones for possible impassable roads/bridges. (Red zones indicate soft soil that can liquify).

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

11. LOWER MAINLAND LIQUEFACTION HAZARD MAP



CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

12. FAMILY RE-UNITING FORM 1

Family

Name: _____ Name: _____

Home phone: _____ Home phone: _____

Work phone: _____ Work phone: _____

Cell phone: _____ Cell phone: _____

E-mail: _____ E-mail: _____

Home address: _____ Home address: _____

Friend/Neighbour

Name: _____

Home phone: _____

Work phone: _____

Cell phone: _____

E-mail: _____

Home address: _____

Insurance agent/Company

Agent's/company's name: _____

Phone: _____

Home Policy numbers: _____

Home Security System

Company's name: _____

Phone: _____

Alarm Code: _____

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

13. FAMILY RE-UNITING FORM 2

Authorized persons to pick up children/grandchildren in emergency Event.

Print this page for family and provide to school(s)

Designated person 1: _____ Phone: _____

Designated person 2: _____ Phone: _____

School name/phone: _____

School address: _____

Rendezvous Meeting place near home:

Rendezvous meeting place outside immediate neighbourhood:

Family Doctor:

Doctor's name: _____

Phone Number: _____

Designated Out-of-Area Contact

Name: _____

Home phone: _____

Work phone: _____

Cell phone: _____

E-mail: _____

Home Address: _____

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

14. EMERGENCY CONTACT CARDS

Enter vital information on these cards (they will need to be updated as circumstances change).
Print, cut and distribute to each family member/friend. (best storage option is in wallet).

NAME	PHONE #	EMAIL ADDRESS

NAME	PHONE #	EMAIL ADDRESS

NAME	PHONE #	EMAIL ADDRESS

NAME	PHONE #	EMAIL ADDRESS

NAME	PHONE #	EMAIL ADDRESS

NAME	PHONE #	EMAIL ADDRESS

NAME	PHONE #	EMAIL ADDRESS

NAME	PHONE #	EMAIL ADDRESS

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15. CONDOMINIUM AND TOWNHOUSE EMERGENCY GUIDELINES

Condominium and townhouse occupant instructions and evacuation information is located on the Chelsea Today website (chelseatoday.org) under the Emergency Preparedness section. Print this documentation and use the magnetic decals provided to pin it to the inside of your external door. Make sure you are aware of your designated meeting place.

The Emergency Preparedness Condominium and Townhouse volunteer teams are there to help you prepare and assist if an evacuation is required. If you do not know who your townhouse or condominium captain is, or do not have the green and orange decals to use in an emergency, contact any member of the Emergency Preparedness leadership team for assistance.

16. EMERGENCY KITS

It's a good idea to put your supplies in backpacks/duffle bag so that your kit will be more portable and each person can personalize his/her own Grab-and-Go emergency kit. You may also consider using non-crush containers such as a beach cooler chest or rubber-maid container on wheels. Suggested storage places for your emergency kit at home would be in the back/front door closet, under a bed, or garage. Any place that is readily accessible is suitable, but close to your primary exit is preferable. A secondary kit could be in your vehicle or workplace.

Pre-built emergency kits are available from a number of sources:

- Canadian Red Cross
- 72hrs.ca
- Amazon
- Costco

17. EMERGENCY KIT SUPPLIES (in no particular order)

- ⇒ 1 duffel bag/backpack (per person). 14”H x 12”W x 8”D = 1300 cubic inches (min requirement).
- ⇒ Essential medicines in their original prescription bottles.
- ⇒ Contact list with phone and email addresses. Phone service may be out of service
- ⇒ First aid kit with instructions:
 - 3 pair Latex Gloves; 1 Pressure Dressing (medium); 1 Pressure Dressing (large); 1 Triangular Bandage; 5 Adhesive Bandages; 2 Insect Sting Relief Pads; 2 Fingertip Dressing; 2 Knuckle Dressing; 5 Butterfly adhesive bandages; Closures; 1 First Aid Booklet; 1 eyedropper; 5 Benzalkonium Chloride Wipes; 1 tweezers; 1 Hydrogen peroxide 3% (plastic bottle), antibiotic cream.
- ⇒ Shelter – small tent or tarp, and emergency “space” blankets
- ⇒ Heavy duty scissors
- ⇒ Water – the most important human essential. Basic requirement: 6 litres per person per day. If you still have access to water, fill a bathtub, sink and other containers. If there is no access to water, toilet tanks, ice cube trays and hot water tanks are your available source. Replace stored tap water at least every 6 months.
- ⇒ Water purification tablets or filtration straw (e.g. LifeStraw. If not available, then

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

place 1 drop of liquid household bleach in 1 litre of clear water or double for cloudy water. A better alternative is iodine.

- ⇒ Food – dehydrated food/protein bars.
- ⇒ Manual can opener.
- ⇒ Cooking utensils – 1 wooden stir stick, 1 metal flipper
- ⇒ Cooking utensils – metal cutlery
- ⇒ Cooking utensils – 1 reusable plastic cup
- ⇒ 2 Flashlights – small one for emergency kit and really good one near your bed (to find your backpack)
- ⇒ Batteries (store in waterproof container)
- ⇒ Infant supplies – medicines, diapers etc.
- ⇒ Cash – banks and bank machines may be closed, so cash will be king for a week or two
- ⇒ Pliers – a much diversified tool when need be.
- ⇒ Multi-head screwdriver
- ⇒ Clean underwear/socks
- ⇒ Raincoat/protection
- ⇒ Toque/scarf/cloth gloves/blanket – you may be sleeping outdoors or in your car as hotels book quickly.
- ⇒ 6 small napkins packs (paper towels, bathroom tissue, etc.)
- ⇒ Pocket knife
- ⇒ Sanitary wet napkins
- ⇒ Light sticks
- ⇒ Battery powered radio
- ⇒ Spare eyeglasses/contact lenses/contact lens cleaner
- ⇒ Basic toiletry items – hairbrush, anti-bacterial soap, toothpaste, toothbrush, face cloth.
- ⇒ Shoes – heavy enough to protect from glass and debris. (Keep under your bed).
- ⇒ Short fat candles
- ⇒ Lighter/waterproof matches (x2)
- ⇒ Garbage bags for personal sanitation, porta potty.
- ⇒ Pet needs – food, leash, medicine, dog waste bags, dog carrier.
- ⇒ Dust masks
- ⇒ Felt pens
- ⇒ Small hatchet hammer
- ⇒ Spare car keys – important! (Transportation, temp sleeping, cell-phone charging)
- ⇒ Car charger for cell phones
- ⇒ Gloves
- ⇒ Whistle
- ⇒ Rope
- ⇒ Heavy tape (duct tape)
- ⇒ Small portable carrying case with strap (like a shoulder money belt)
- ⇒ Instant ice pack
- ⇒ Aspirin/Advil/Tylenol
- ⇒ Heavy duty work gloves

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

- ⇒ Cutting knife with spare blades
- ⇒ Regular scotch tape
- ⇒ Portable computer storage devices, hard drives, flash drives, micro discs.
- ⇒ This Emergency Manual so you can reference additional tips/information after event.

18. DURING THE EARTHQUAKE (Know what to do – wherever you are)

What to do: ☺

- ✓ If you are inside your home, stay there. Get out of the kitchen/bathroom. Avoid window areas.
- ✓ If in bed – stay put and place pillow over your head for protection.
- ✓ If you are outside, stay there and get clear of buildings, trees and hydro wires.
- ✓ If in elevator, hit all buttons and get out on the next floor immediately.
- ✓ If in a vehicle, pull over to the side of the road to allow emergency vehicles to get by.
- ✓ If in crowded public place, stop and take cover, and watch you don't get trampled.
- ✓ If in a shopping centre, take cover away from windows, skylights and display shelves.
- ✓ If you are in an underground parkade, get beside a parked vehicle.
- ✓ Remain calm and help others.

What not to do: ☹

- X Do not run outside unless safe as you can be injured by falling debris.
- X Avoid sidewalks beside tall building due to falling debris/glass/siding.
- X If you are at work, do not stand and watch. Drop, cover and hold on. Get under a desk/table.

19. AFTER THE EARTHQUAKE (Know what to do – wherever you are)

Injuries, panic, fires, falling debris are all possibilities you may see and have to deal with. Anticipate aftershocks, as they could occur soon after the first earthquake. Many injuries are caused by people trying to get out of their homes, or serious cuts/broken bones when attempting to run without shoes over broken glass.

What to do: ☺

- ✓ After shaking of an earthquake, STAY PUT, then determine if it is safe to get outside.
- ✓ Take care of your injuries first, then help others.
- ✓ Check your home for structural damage and other hazards.
- ✓ Use flashlight to check utilities (unless you smell gas). DO NOT shut them off unless damaged
- ✓ Confine frightened pets.
- ✓ Record outgoing message on your cell phone that you are OK and/or meeting place.
- ✓ If no voice cell service, try text messaging, which could be more reliable.
- ✓ Take pictures of your property damage for insurance purposes.
- ✓ Place OK/HELP sign in your front window/front door. (provided)
- ✓ Secure your home against intruders.
- ✓ Turn on your battery powered radio and listen for broadcast emergency instructions.
- ✓ If available, use a barbecue to cook outdoors only. Cook food directly in open cans. Rely mainly on canned food. Place can in pot of boiling water, heat and remove with pliers. It is best to eat directly from can or on paper plates.

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

- ✓ Fill your bathtub with water if you are sure the water system is not contaminated.
- ✓ Volunteer any special skills you have to Chelsea Gardens Emergency Program Response Team.
- ✓ If you are close to the waterfront, head for higher ground immediately, DO NOT wait for official warnings. Head for higher ground by foot, as vehicle traffic may become gridlocked.

What not to do: ☹️

- X If you suspect a potential gas leak (gas will have an odor like rotten eggs), do not light matches or operate any switches (creates sparks) until you are sure there are no gas leaks.
- X If you are at home (Chelsea Gardens) and are not injured and not volunteering – PLEASE STAY CLEAR OF THE CLUBHOUSE BUILDING, as this will be used by the emergency response teams.
- X Do not spend excess time on your phone/cell phone - except in extreme emergency conditions.
- X Stay at least 30 feet away from downed powered lines, including for rescue attempts.
- X Do not drink tap water until you know the water lines are intact. Contaminated water lines could spread disease.
- X Avoid cooking food directly in pots and pans.
- X Do not turn on the dishwasher - it consumes too much water.
- X Inadequate cleaning/rinsing of food plates and utensils can cause diarrhea.
- X Do not use toilets until you know sewage lines are intact. Overflowing toilets will create a major health hazard.
- X If you're in a car which is touching fallen power lines, wait for help. The rubber tires should insulate you from shock so long as you **do not touch the ground while you are still in contact with the car.** If you must get out, be sure you don't let an open-door touch anything else and jump entirely clear in one motion, landing with feet together; shuffle away from the vehicle – don't take long steps.

20. EVACUATION ORDERS

Emergency responders (including Chelsea Gardens Response Team) will not ask you to leave your home unless they have reason to believe that you may be in danger. If you are requested to evacuate, take your emergency kit, wallet, personal identification and cell phone. Follow instructions. Take your pets with you. Lock your home and place the **ORANGE** magnetic decal on the outside of your door. Do not return home until advised that it is safe to do so.

If you have time, call, text or e-mail your out-of-town contact. Tell them where you are going and when you expect to arrive. Once you are safe, let them know. If possible, leave a note telling others when you left and where you are going.

If you are leaving Chelsea Gardens, advise Chelsea Emergency Response team of where you are going (either through your condominium or townhouse captain or directly at the incident command post). If you go to an Evacuation Centre, register your personal information at the registration desk.

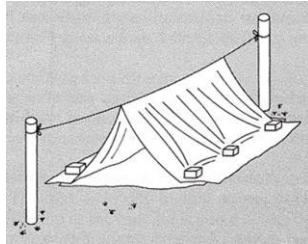
Shut off water and electricity if officials tell you to do so. Leave natural gas service on unless officials tell you to turn it off. If you turn off the gas, the gas company has to reconnect it. In a major emergency, it could take weeks for a professional to respond.

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

21. SHELTER

The Chelsea Gardens Emergency program will attempt to provide dry/warm shelter for evacuated/injured residents to the extent possible. If these teams cannot do so, or cannot provide enough space, consider the following for temporary shelter:

- Your vehicle
- Tents, tarps or heavy (6 mil) plastic with rope or clothesline. String lines between trees or a fence or side of a house. Suspend tarps on the rope in the form of an A-frame or lean to. Use tarps/heavy plastic for ground cover/moisture barrier. If rain threatens, dig a trench around your makeshift shelter to divert water.
- Collect extra blankets, sleeping bags, overcoats, sweaters etc. for warmth.



22. YOUR RESPONSIBILITIES

The Chelsea Gardens Emergency Program has provided this booklet in order to highlight the importance of preparing yourself and your family for an emergency. It is **your** responsibility to develop your own personal plan for survival. Assume/accept that you will have to fend for yourself for 72 hours. **Remember** - first help after an earthquake usually comes from family and friends, not municipal services.

At the end of the day, each person has to rely on themselves....

CHELSEA GARDENS EMERGENCY PREPAREDNESS GUIDE

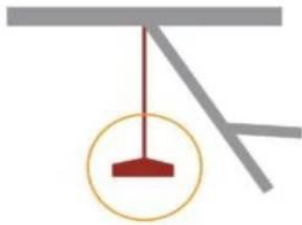
23. HOW TO OPEN A TOWNHOUSE GARAGE DOOR WITHOUT POWER

How to Open a Garage Door **WITHOUT POWER**



STEP 1:

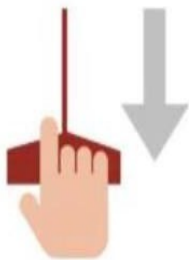
Open any latches or locks near the outside of the garage door



STEP 2:

Locate the garage door emergency release handle hanging down from the garage door track

Caution: use the emergency release handle only if the garage door is closed



STEP 3:

Pull down the emergency release handle, which places the garage door opener into manual mode



STEP 4:

You should now be able to easily open and close the door by hand with little effort

