

Emergency Plan for Joshua Station Apartments



Joshua Station Apartments

Mile High Ministries

2330 W. Mulberry Pl.

Denver, CO 80204

303-839-5198 or 720-377-1103

OBJECTIVE

The following is a plan to prepare Joshua Station for the most anticipated natural and man-made emergencies likely to happen on or near the property. By auditing the building and location vulnerabilities, establishing communication channels, formulating supply sources, and constituting effective protocols and procedures, the residents, staff and guests of Joshua Station's lives will be preserved and restoration following a disaster will be expedited.

The intent of this plan is to ensure all residents and staff a safe and healthful living environment. Those staff and residents assigned specific emergency duties under the plan should be provided the necessary and regularly scheduled training and protective equipment to ensure their safety and effectiveness.

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COMMUNICATION

Emergency Plan Coordinators

Name	Office Phone	Cell Phone
Rich Erwin, Operations Manager	720-377-1103 x2	720-276-7818
Penny Salazar, Program Director (alt)	720-377-1103 x1	303-525-8815
Kevin Hilton, Director of Operations (alt #2)	303-839-5198 x 9	720-226-7363

**The Coordinators are responsible for the alteration and review of the plan and may be contacted for further information.*

Emergency Contact Information **for emergencies dial 911*

Organization	Contact	Phone
Denver Fire Department		911
Denver Police Department	720-913-2000 (non- em)	911
Excel Energy	Electric- shutoff	1-800-895-1999
	Gas- shutoff	1-800-895-2999
Denver Water	Water- shutoff	303-628-6000
Telephone Company	Qwest	1-877-290-5458
Insurance Agency	Great Western	(866) 689-1401
Denver County Health Department	http://www.denvergov.org/	3-1-1
Colorado Department of Public Health and Environment (CDPHE)	http://www.cdphe.state.co.us/	303- 692-2000 or 1-800-886-7689 (in-state)

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Quadrant/ Section Emergency Monitor

Each quadrant of Joshua Station has a volunteer assigned as an Emergency Monitor (EM). The role of the EM is to account for and assist residents throughout the evacuation process. The EM should be aware of any special requirements of the residents in their section so they will know how to help in an emergency. During the emergency the EM is to report on the condition of each tenant in their assigned area to the Emergency Coordinator. Tenants are to report any emergency directly to the Emergency Monitor and the Emergency Coordinator. Each EM is to receive basic emergency management and first-aid training annually.

The following is a list of the current Emergency Monitors:

Sulma Mendoza	103	720-366-4119	101-102-103-104-105-106-107
Tabitha Covington	111-112		108-109-110-111-112
Christi and Leah	121-122	303-619-4944	114-115-116-117-118-119-120-121-122-123
Amalia Acosta	127-128	720-298-6922	124-125-126-127-128-129-130-131-132
Maria Cortes	201	303-592-1555 ext. 201	201-202-203-204-205-206-207-208-209-210-211
Rhiannon Smith	Offices up S. Bldg	720-569-4125	212-213-214-215-216-217- inside offices
Diana Rodriguez	221-222	720-385-7864	218-219-220-221-222
Gwenette Bixby	223	720-436-8966	223-224-225-226-227-228- 229-230-231-232

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VULNERABILITY AND BUILDING ASSESSMENT

Description: The building location is bordered by industrial buildings to the east, south and north and bordered by I-25 to the west. Originally built as a motel in 1961 and later renovated in 2001 to 2003, the structure of Joshua Station is a standard cinder block frame on concrete foundation building. This property caters to homeless families.

There are two buildings two stories high with six stairwells, two stairwells on the north building and four stairwells on the south building. The two buildings are connected by a second floor walkway. There are 18 units in the north building and 54 units in the south building. The family kitchen, great room, meeting room and front desk are in the south building first floor. There are 3 sheds on the east side of the property, 2 wood sheds and 1 metal shed.

There is emergency lighting on the walkways and stairwells. The HVAC, chillers, air handlers, electrical shut off, domestic hot water equipment, and telephone room are in the basement of the south building. The entrance to the basement is in the family kitchen. The HVAC system is a hot/cold water system with small fan motors and hot/cold coils located in each unit. There are two forced air AC compressors on the roof that provide AC to the community room as well as a cooling tower for the chillers.

Vulnerability Assessment

The following analysis chart is used as an exercise to reveal which hazard is most likely to occur at this property location. This chart shows that Joshua Station is vulnerable to the heavy traffic from I-25 including car accidents and as industrial accidents involving hazardous materials, weather (winter storms, tornados, flooding of the Platte River) as well as man-made accidents such as and domestic violence. In all cases a certain amount of preparedness on the part of the residents ought to be exercised and promoted.

VULNERABILITY ANALYSIS CHART

Type of Hazard	Probability		Human Impact	Property Impact	Internal Resources		External Resources		Total
	High 5	Low 1			Weak 5	Strong 1			
Car Accidents on I-25		2	2	2	2		3	11	
Fire		3	3	4	4		1	15	
Winter Storm		4	3	2	3		2	14	
Power outage		3	1	1	3		1	9	
Industrial Accidents (Haz Mats)		2	5	3	2		4	16	
Domestic Violence		5	4	2	5		2	19	
Tornado		2	3	4	4		4	17	
Flood		1	1	2	2		3	9	

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Fire - Fire is the most common of all hazards. Every year fires cause thousands of deaths and injuries, and billions of dollars in property damage. Fires can also be easily prevented.

Building Vulnerabilities - Due to the close proximity of units a fire could potentially spread quickly. The buildings have a hardwired smoke alarm with battery back up. The basement is protected by a sprinkler system. There are fire extinguishers on each floor at regular intervals and in the family kitchen, great room, and front desk. Each family unit has a fire exit plan.

An analysis of fire readiness should be on an annual basis and should include the following (check as completed):

- Current contact information of fire department is posted in commons areas
- Fire and smoke detectors installed and checked regularly
- Flammable debris (branches, grasses, garbage) cleared from property
- Fire extinguishers charged and inspected
- Gas and electrical shutoff valve/switch unblocked and easily accessible
- Properly stored flammable liquids
- Updated and adequate insurance policy
- Cleared evacuation routes (halls, stairs, and fire lanes)
- Evacuation routes posted in commons areas
- Fire alarms checked regularly (including alarms for hearing impaired)

In the event of a fire: evacuate immediately and follow response chart.

Winter storms - Severe winter storms bring heavy snow, ice, strong winds, and freezing rain. In these conditions, it would not take much to take services offline (electricity, water, gas, etc). Transportation could also be severely affected. Here in Colorado we can expect to see a few of these storms each year. In this specific location, we are prone to strong winds which have a tendency to break tree branches and topple power lines.

Building Vulnerabilities - Concrete block structures and can withstand strong winds and added weight of heavy snowfall. The roof of the building has is flat with a slight pitch which allows for run-off and additional strength. The potential vulnerabilities the property faces will be due to interruptions of service delivery (water, power, gas, food, supplies). Arrangements have been made for snow and ice removal (sidewalks, drives and parking lots). Insulation has also been added in attics to increase the R value. There is no tree overhang for our buildings.

An analysis of winter storm readiness should be on an annual basis and should include the following (check as completed):

- Sidewalks are maintained (proper grade, even, and free from potholes)
- Drainage ways are clear from blockages (storm drain, sewer, rain gutters, etc.)
- Furnaces and boilers are checked and tested for safety and efficiency; filters changes accordingly
- Windows are free from cracks and holes
- Caulked and weather-stripped doors and windows
- Sufficient insulation installed in exterior walls, and around pipes
- Functional weather-stripping around windows and doors

In the event of a winter storm, please follow response chart.

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Power outage- Power outages can be caused by maintenance, accidents, blackouts, or downed lines. This could affect lighting, heating and cooling, communications and oxygen systems for tenants. Widespread power outages can affect transportation, service delivery, and other services.

Building Vulnerabilities - If electricity is not functioning, Excel Energy should be contacted immediately (contact information listed above).

An analysis of power outage readiness should be on an annual basis and should include the following (check as completed):

- Current contact information of power company is posted in the office
- Alternate forms of communication established and reviewed
- Accessible electrical panel

In the event of a power outage, please follow response chart.

Flood- Joshua Station is located in the 100 year floodplain and is 100 yards from the Platte River. The river last flooded in 1965

Building Vulnerabilities - The most likely scenario of flood at this property would be a combination of the above seasonal changes, combined with blockage of local sewer and storm water drainage. There are no basements in the family units, so any substantial flood waters could damage ground level apartments. In the event of water damage, precautions should be made to account for mold in all units. Unfortunately, besides maintaining drainage lines on the property, there is not much by way of prevention possible.

An analysis of flood readiness should be on an annual basis and should include the following (check as completed):

- Adequate flood insurance (if available)
- Cleared sewer and drain lines, with installed and functioning check-valves
- Rain gutter downspouts are directed away from foundation
- Nearby creeks and irrigation canals are identified and checked for strength
- Shovels and empty sandbags are stored on-site
- Sump pump located in the boiler room checked for proper operation once a quarter
- Two French drains located in the west parking lot cleared and excess debris cleared from inside of the drains

In the event of a flood, please follow response chart.

Man-made disasters- Man-made disasters are disasters resulting from human intent, negligence, or error, or involving a failure of a man-made system. Other disasters in the area could include civil unrest, crime, hazardous materials, and motor-vehicle accidents from I-25 and the railroads nearby.

Building Vulnerabilities - The building location sits very close to I-25, increasing its vulnerability towards traffic, including hazardous material spills. There is a chain-link fence

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on the south side of the property that only allow for access from the east and north sides of the property.

An analysis of man-made disaster readiness should be on an annual basis and should include the following (check as completed):

- Current contact information of emergency officials
- Review shelter-in-place procedures
- Ensure all exterior lights are functional
- Identify shut off switches for any central HVAC air intake fans

In the event of a man-made disaster, please follow response chart

Shelter-in Place Procedures

Sometimes disaster response requires that tenants not evacuate, but rather stay in their apartments; this is known as "sheltering-in-place." The fire or police department warnings to "shelter-in-place" could include:

- Emergency Alert System (EAS) broadcasts on the radio or television.
- Outdoor warning sirens or horns.
- News media sources—radio, television and cable.
- NOAA Weather Radio alerts.
- Residential route alerting—messages announced to neighborhoods from vehicles equipped with public address systems.

In the event a shelter-in-place is necessary, follow any instructions given by property managers and emergency officials, although common procedures include:

1. Close and lock all outside doors and windows.
2. If you are told there is danger of explosion, close the window shades, blinds or curtains.
3. Turn off the heating, ventilation or air conditioning system. Turn off all fans, including bathroom fans operated by the light switch.
4. Get your disaster supplies kit and make sure the radio is working.
5. Take everyone, into an interior room with no or few windows and shut the door.
6. If you are instructed to seal the room, use duct tape and plastic sheeting, such as heavy-duty plastic garbage bags, to seal all cracks around the exterior doors. Tape plastic over any windows and over any vents. Seal electrical outlets and other openings. Reduce the flow of air into the room as much as possible.
7. Call your emergency contact and keep the phone handy in case you need to report a life-threatening condition. Otherwise stay off the phone, so that the lines will be available for use by emergency responders.
8. Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Do not evacuate unless instructed to do so.
9. When you are told that the emergency is over, open windows and doors turn on ventilation systems and go outside until the building's air has been exchanged with the now clean outdoor air.

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SUPPLIES & RESOURCES

The building's basement area has a small amount of space that can be used for evacuation as well as to stockpile food or water for residents. During move-in residents are given an information packet which includes:

- Ready Colorado Guide to Personal and Family Preparedness
- List of recommended supplies for a 72-hour kit
- Suggestions on how to develop a Family Emergency Plan
- List of training resources available in the community (CERT, CPR, First-Aid)
- A tool-kit that includes a plastic box and files along with all the above paperwork

The following is a list of agencies that assist in disaster response in the area:

Volunteer Organizations Active in Disaster	Contact	Phone
American Red Cross	http://www.denver-redcross.org	303-722-7474
Colorado Voluntary Organizations Active in Disasters (COVOAD)	http://coloradovoad.org/members.html includes dozens of faith-based and community groups	303.250.7726, Jen Poitras- coordinator
Mile High United Way	www.unitedwaydenver.org	2-1-1

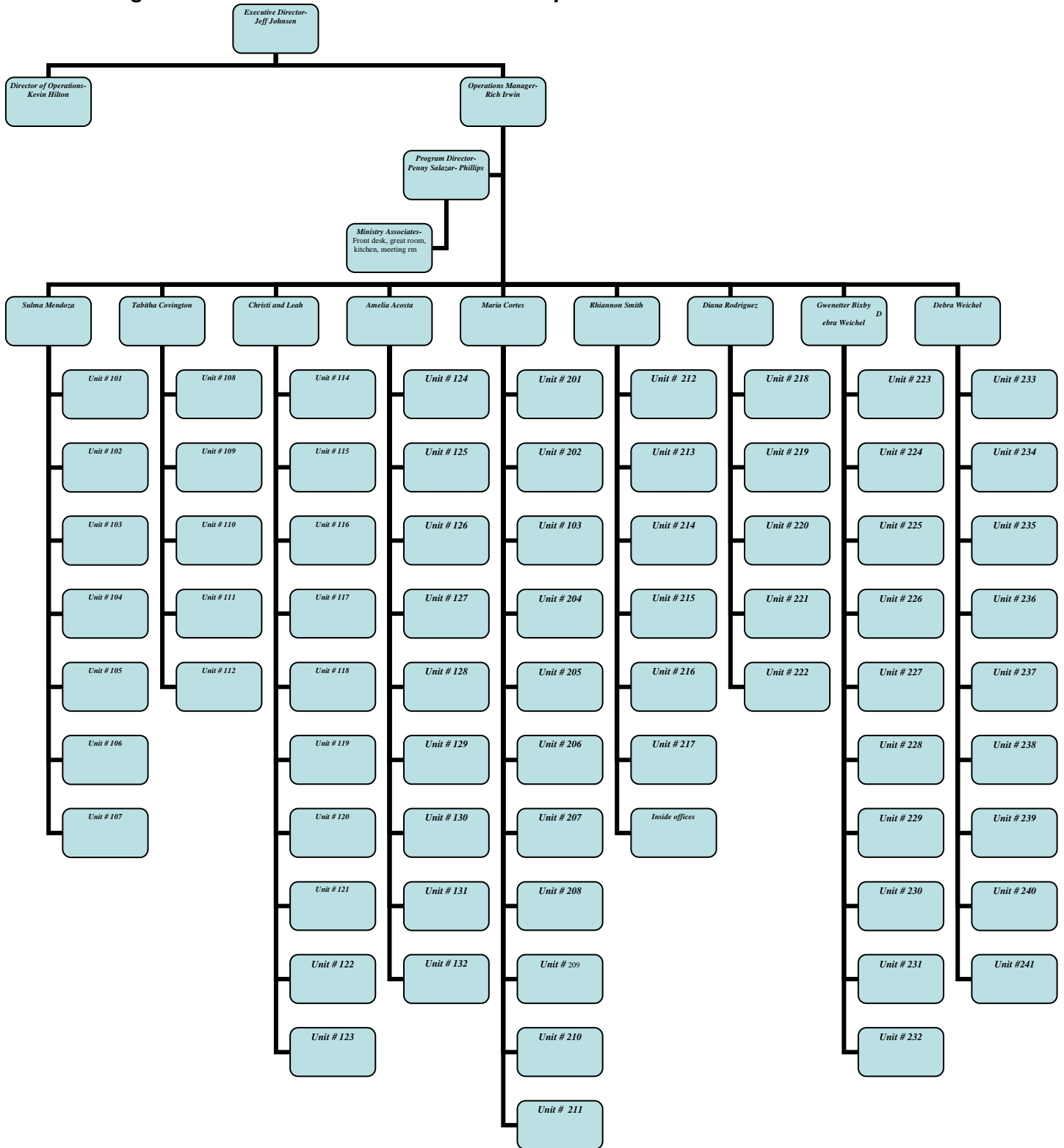
The following is a list of specialized training which may be useful in an emergency:

Bilingual	Ada Vasquez
Bilingual	Perla Sarseno
Bilingual	Rebecca Rodriguez
Bilingual, CPR, First Aid	Nelson Dubios, RV
CPR, First Aid	Phil Gibson, RV
CPR, First aid	Denise Vaughn, staf
CNA	Diana Rodriguez

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PROTOCOL PLANS

The following shows a chain of command for the complex.



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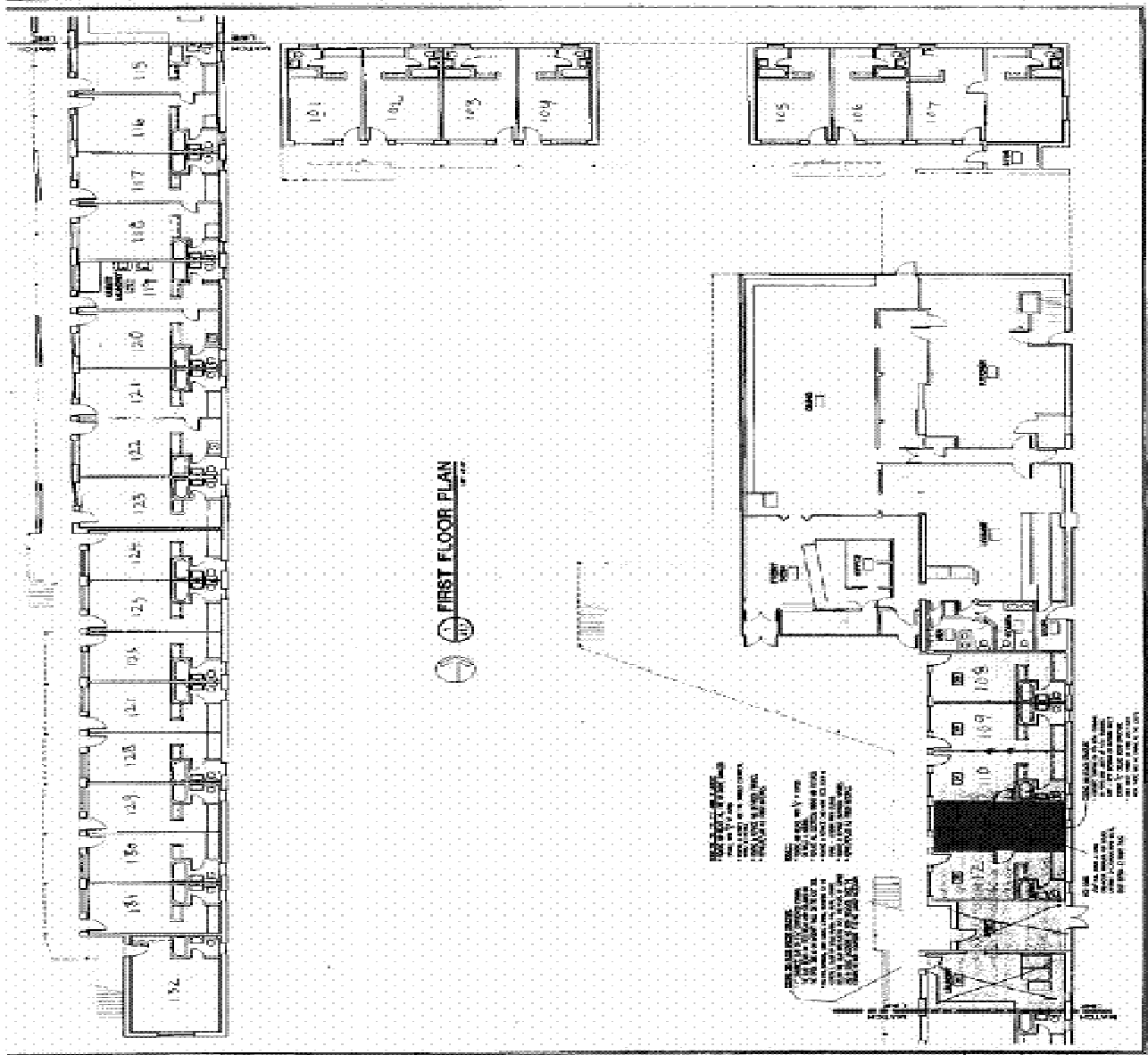
RESPONSE CHART

Team Member	Responsibilities
<p>Emergency Coordinator -Operations Manager</p>	<ul style="list-style-type: none"> • Alert emergency responders (9-1-1 for fire or police). • Activate Emergency Monitors. • Secure building (lock doors, shutoff water, gas, electric, etc.) • Assist first responders in gaining access to building. • Proceed to temporary shelter, or give the 'all clear' signal to return to apartments. • Collect information on status of residents from Emergency Monitors at the meeting place. • Contact Director of Operations and/ or Executive Director and explain situation. • Document damage to building with photos and descriptions, contact insurance agent to initiate claims proceedings. • Begin restoration process by addressing physical hazards, cleaning units, and arranging counseling if needed. • Conduct a post-emergency briefing with Emergency Monitors and make adjustments to emergency plan, if necessary.
<p>Front Desk Resident Volunteer</p>	<ul style="list-style-type: none"> • Grab the fire-proof box that includes resident list, keys, wrench for shutoff valve, computer discs. • Evacuate the common areas, including front desk, great room, kitchen, and meeting room.
<p>Emergency Monitors</p>	<ul style="list-style-type: none"> • Maintain a current list of residents and special requirements during evacuation. • Alert residents of emergency situation, if alarm does not sound. • Assist residents during evacuation; make an accounting of assigned families at meeting place. • Report condition of residents to Emergency Coordinator at the designated meeting place.
<p>Residents</p>	<ul style="list-style-type: none"> • When alarm sounds, or emergency occurs –listen for instructions from Emergency Monitors • Calmly begin evacuation procedures. • Proceed to meeting location, until Emergency Coordinator gives the 'all-clear' signal, or announces transfer to shelter.

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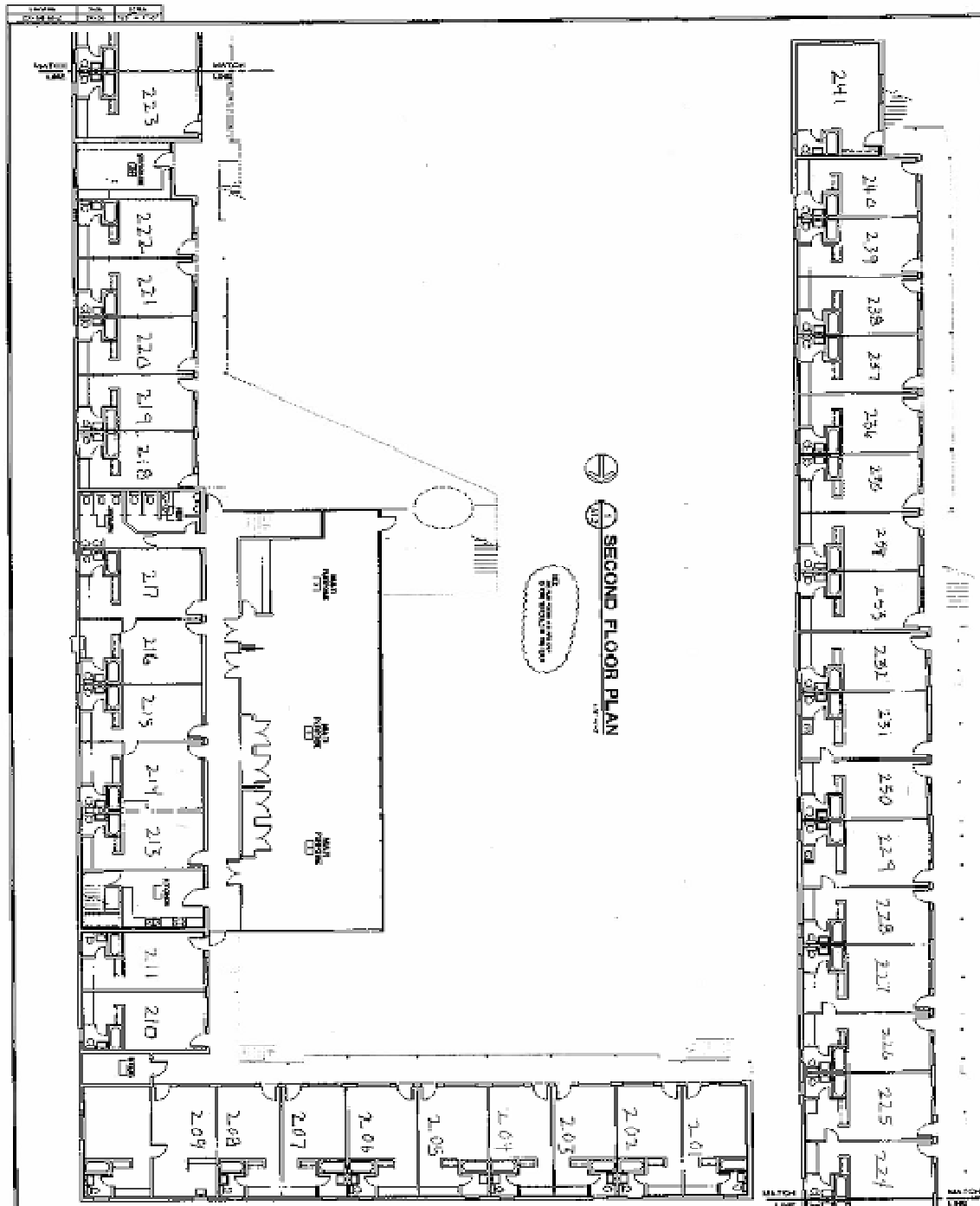
Evacuation Plan

- Primary Meeting Place: parking lot of business across from Joshua Station on Wyandot Street (to the east)
- Secondary Meeting Place: parking lot of business across from Joshua Station on Mulberry Street (to the north)



- Units #101-107 evacuate along the north side building
- Units #108-112 evacuate through parking lot to west side of property
- Units #114-123 evacuate through parking lot to west side of property
- Units #124-132 evacuate through parking lot to west side of property

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- Units #201-211 evacuate down northeast stairwell to north side of building
- Units #212-217 evacuate down stairwell next to Unit # 217 to east side of building
- Units # 218-222 evacuate down stairwell next to Unit # 217 to east side of building
- Units # 223-232 evacuate down middle west stairwell next to Unit # 223 to east side of building
- Units # 233-241 evacuate down southwest stairwell to east side of building

Annual Emergency Review Checklist

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Fire

- Current contact information of fire department
- Fire and smoke detectors installed and checked regularly
- Flammable debris (branches, grasses, garbage) cleared from property
- Fire extinguishers charged and inspected
- Gas and electrical shutoff valve/switch unblocked and easily accessible
- Properly stored flammable liquids
- Updated and adequate insurance policy
- Cleared evacuation routes (halls, stairs, and fire lanes)
- Other: _____

Winter storms

- Sidewalks are maintained (proper grade, even, and free from potholes)
- Drainage ways are clear from blockages (storm drain, sewer, rain gutters, etc.)
- Furnaces and boilers are checked and tested for safety and efficiency; filters changes accordingly
- Windows are free from cracks and holes
- Caulked and weather-stripped doors and windows
- Sufficient insulation installed in attics, exterior walls, and around pipes
- Functional weather-stripping around windows and doors
- Other: _____

Power outage

- Current contact information of power company
- Alternate forms of communication established and reviewed
- Accessible electrical panel
- Generators serviced and well-ventilated (where available)
- Battery-based emergency lighting installed (where available)
- Other: _____

Flood

- Adequate flood insurance (if available)
- Cleared sewer and drain lines, with installed and functioning check-valves
- Rain gutter downspouts are directed away from foundation
- Check sump pump quarterly
- Other: _____

Man-made disasters

- Current contact information of emergency officials
- Review shelter-in-place procedures
- Ensure all exterior lights are functional
- Other: _____