



Emergency Preparedness and Response Plan

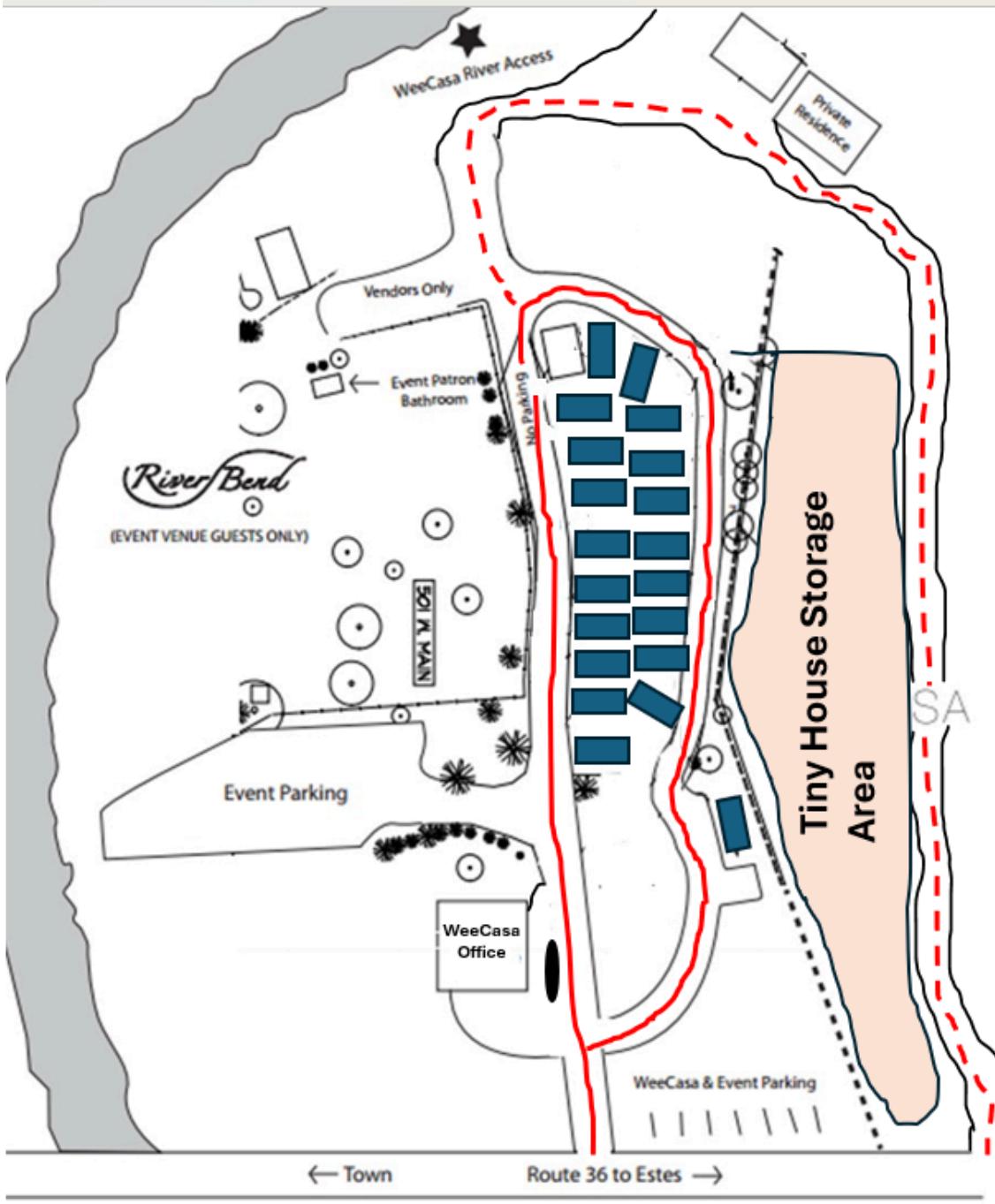
Wee Casa TINY HOUSE Park Emergency Preparedness and Response Plan

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Emergency Evacuation Route and Park Elevation Map



Off Property Evacuation Route

On Property Evacuation Route

In the Event of an Emergency dial 911

Other Contact Information

WeeCASA Main Switchboard:

(720) 460-0239

Boulder County Sheriff Department (Non-Emergency): **(303) 441-3600**



Common Disasters & Procedures for Responding to Each

1. Fire

There are steps WeeCasa takes to minimize the dangers associated with fires and improve your chances of survival should a fire erupt in or around our RiverBend Lyons location.

Prevention and Safety Tips:

- WeeCasa has properly operating smoke detectors and fire extinguishers in each Tiny House. Our staff checks the batteries twice per year and replaces the batteries more often if necessary.
- The heating and electrical systems in each tiny house are properly maintained and in good working order. Our staff checks all appliances and heating units, taking special care not to overload your electrical system. These systems are checked twice per year in March and November along with regular checks and maintenance procedures.
- We have an itemized list of all personal property, including furniture, appliances, and other valuables. Inventories of each house are maintained by WeeCasa.

In Case of Fire in a Tiny House:

- Immediately assess the problem to assist you in exiting away from the fire source.
- Know how to use a fire extinguisher.
- Get everyone out of the Tiny House **immediately**.
- **Without risk to any person**, get pets out of the Tiny House.
- Call 9-1-1 or the Fire Department,
 - then call the WeeCasa Office (720)460-0239.

AND:

- Give: your name, telephone number you are calling from, WeeCasa Address (501 West Main St, Lyons Colorado), Tiny House number where the fire is and any helpful directions.
- Describe the type/nature of the fire (gas, wood, chemical, electrical).
- State that the fire is in a Tiny House and report any known injuries. Stay on the line and allow the person you contacted to end the call.
- If and only if safe, turn off the propane and disconnect the electricity.
- Tell all residents or guests near the fire source to stand ready with water hoses to wet down their structures or adjacent building(s) in case of traveling sparks.
- Make sure all guests have left the affected structure and **immediately** let the fire department personnel know if any disabled person(s) or anyone not accounted for and may still be in the structure.
- **Never go back into a burning structure.**
- If smoky conditions are present, remember that smoke rises and stays as close to the floor as possible. Before exiting a door, feel the bottom of the door with the palm of your hand. If it is hot, find another way out. **Never open a door that is hot to the touch.**



- Should your clothing catch fire: **first drop...then roll. Never run.** If a rug or blanket is handy, roll yourself up in it until the fire is out.

2. Flood

Items you should know in the event of a flood.

- WeeCASA has several escape routes outlined.
- The National Weather Service continuously broadcasts updated weather conditions, warnings, and forecasts on National Oceanic Atmospheric Administration (NOAA) weather radios. Local broadcast stations transmit Emergency Alert System messages which may be heard on standard radios. The Town of Lyons and the Boulder County sheriff's department also provide key warnings and information during flood periods.
- When rising water threatens, move tiny houses to higher ground. WeeCASA and our staff will monitor weather service reports and proactively prepare to move tiny houses.
- If one escape route is not passable, do not waste any time - try another route or back track to higher ground. Use travel routes specified by local officials and this plan. Never drive through flooded roadways. Do not bypass or go around barricades.
- Wear life preservers if possible. Wear appropriate clothing and sturdy shoes.
- Avoid any contact with flood water. Flood water may be contaminated and pose health problems. If cuts or wounds come in contact with flood waters, clean the wound as thoroughly as possible.
- When you reach a safe place, call the WeeCASA office (720.460.0239) to report you are safe.

After a flood:

- Return to your tiny house only after authorities say the danger of more flooding is over.
- If fresh food has come in contact with flood waters, throw it out.
- Do not reconnect to water, sewer or electric until Town of Lyons or WeeCASA management has been authorized to do so.

3. Earthquake

Prior to any earthquake, each guest/resident should preplan and practice steps they will take in the event of an earthquake.

If you are indoors:

- Take cover under any sturdy piece of furniture.
- Stay away from windows or ceiling objects such as lighting fixtures.
- Do not light matches or candles.
- Do not turn on electrical equipment of any kind.
- If emergency assistance is needed call 911.

If you are outdoors:

- Find an open area and remain there until the earthquake stops.



- Stay away from power poles and electrical lines, tall buildings, bridges, brick or block walls, underpasses, and trees.
- Listen to a self-contained (battery operated) radio for emergency instructions or contact the WeeCasa Office (720.460.0239) for further instructions.
- Confine and secure all pets so they will not hamper emergency service employees in the performance of their duties.
- Aftershocks may occur, so be prepared.
- If emergency assistance is needed call 911. WeeCasa Staff will be available across from the office with any information that is available, to answer any questions or to provide assistance as needed.

Residents That Need Additional Assistance

If a guest/resident expects to need assistance during an emergency, please inform the office. If a guest/resident of the park needs assistance during an emergency call the office at (720.460.0239) WeeCasa staff will provide assistance as we are able, but WeeCasa is not responsible for physically evacuating residents from their homes or providing any materials or services during an emergency.

Individual Emergency Plan for Residents & Guests

1. Introduction

In the unlikely event of a natural or man-made disaster, we want our guests to have the utmost safety procedures in place. Make sure you are familiar with WeeCasa's evacuation routes and procedures and discuss them with your family or other's in your party.

Knowing what to do in an emergency is the best protection and the responsibility of both our guests and WeeCasa staff.

2. Understand Emergency Procedures

A QR code to this plan is in each tiny house and available to guests. Guests are encouraged to review this plan. Guests should understand and plan to share responsibilities and work together as a team.

If your TINY HOUSE cannot be evacuated, WeeCasa staff will make sure to turn the propane tanks off. Disconnect the TINY HOUSE from power, water, and electricity.

3. If Disaster Strikes:

- Remain calm and patient. Put this plan into action.
- Check for injuries; give first aid and get help for seriously injured.
- Listen to our battery powered radio for news and instructions.
- Evacuate if advised to do so. Wear appropriate clothing and sturdy shoes.

- WeeCasa staff will check for damage to each TINY HOUSE and other facilities - using a flashlight only. Note: Do not light matches or turn on electrical switches if you suspect damage.
- Check for fires, fire hazards and other household hazards.
- If guests remain in a TINY HOUSE, they should work with WeeCasa staff to sniff for gas leaks, starting at the hot water heater. If you smell gas or suspect a leak, turn off the propane tanks, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities.
- Clean up spilled medicines, bleaches, and any other flammable liquids immediately.

4. Remember to:

- Confine or secure your pets.
- Check on tiny house neighbors, especially elderly or disabled persons.
- Stay away from downed power lines.

5. First Aid Procedures

Information on first aid can be found in your local phone book or by contacting the American Red Cross. Utilize known persons who are medically trained (such as Doctors, Nurses, or people medically trained in CPR and first aid) to assist in administering first aid to those injured.

If the injured individual(s) are in imminent danger they should carefully be moved to a safe location to administer first aid. In the case where injuries are severe and movement could cause further injuries, do not move the injured. Make the injured person(s) as comfortable as possible and wait for emergency personnel.

Before emergencies, prepare a first aid kit. Have the kit in an easy to locate place. Make sure all staff members know the location of the kit.

6. Be Prepared!

Government and Relief Agencies estimate that after a major disaster, it could take up to three days for relief workers to reach some areas. In such cases, a 72-hour disaster supply kit could mean the difference between life and death. In other emergencies, a 72-hour disaster supply kit means the difference between having a miserable experience or something more comfortable.

Sample First Aid Kit

Sterile adhesive bandages in assorted sizes
2 & 4-inch sterile gauze pads (4-6 each)
Hypoallergenic adhesive tape
Triangle bandages
(3) 2 & 3-inch sterile roller bandages (3 rolls each)
Scissors
Tweezers
Needle
Moistened towelettes
Antiseptic
Thermometer
Tongue blades
(2) Tube of petroleum jelly or other lubricant
Assorted sizes of safety pins
Cleansing agent/soap
Burn gel & dressings
Latex gloves (2 pairs)
Sunscreen
Aspirin
Syrup of Ipecac
Activated charcoal (use only if advised by the Poison Control Center)

7. Disaster Supplies Kit

WeeCASA inspects our supplies at least twice a year (March and November). Our team checks expiration dates on batteries, light sticks, warm packs, food, and water. Keep a light source stored in the top of your kit for easy access in the dark. Family Disaster Supplies Kit Checklist:

- Bottled Water & method of water purification
- Food: ready-to-eat canned food and other food supplies – including emergency provisions.
- Matches in a waterproof container and second method of starting a fire.
- Blankets or sleeping bags.
- Gas stove and fuel (also charcoal)
- Flashlight, batteries, and extra batteries
- Candles and/or Light sticks
- Pocket/utility knife and Tools (pliers, hammer, screw drivers, shovel, hatchet, or axe,)
- Sewing kit
- 50-foot nylon rope
- First aid kit and supplies, insect repellent and sun block/sunglasses
- Radio, batteries, and extra batteries
- Personal sanitation equipment
- Personal comfort kit (include soap, toothbrush, toothpaste, comb, tissue, razor, deodorant), and any other needed items.
- Paper cups, plates and plastic utensils, non-electric can opener, foil
- Fire extinguisher: small canister, ABC type.
- Signal flare.
- Household chlorine bleach

Local Emergency Phone Numbers

Agency/Organization	Phone Number
Emergency	911
WeeCasa Main Switchboard	720-460-0239
Boulder Sheriff Office – non-emergency	303-441-3600
Lyons Fire Protection District – non-emergency	303-823-6611
Colorado State Police – non-emergency	303-273-1616
Colorado Office of Emergency Management	303-441-4444
National Weather Service	303-494-4221
Local Emergency Broadcast Stations	
AM: 90.1 – National Public Radio/Colorado Public Radio	FM: 97.3 – KBCO Boulder

Colorado Regulations Related to Recreational Vehicles in Flood Plain

Recreational Vehicles

In a flood hazard area, an RV must:

- Be licensed and titled as an RV or park model (not as a permanent residence)
- Be built on a single chassis
- Have inflated wheels and be self-propelled or towable by light truck
- Have no attached deck, porch, shed
- Be used for temporary recreational, camping, travel, or seasonal use (no more than 180 days)
- Be less than 400 sq ft in area (measured at largest horizontal projection)
- Have quick-disconnect sewage, water, and electrical connectors




Important Information

Camping near the water?

Ask the campground or RV park operator about flood warnings and plans for safe evacuations.

RVs that do not meet these conditions must be installed and elevated like Manufactured Homes, including permanent foundations and tie-downs ([see page 40](#))



Emergency Management Plan Detail

Emergency Management Plan		
Planning Element	Planning Criteria Questions	Plan Detail
Flooding Risk	What is the flood risk to the facility?	The Property has both Floodplain and Floodway. A copy of the elevation map with flood areas is included in the exhibit.
Decisions	<p>Is there sufficient time allowed to organize a safe evacuation?</p> <p>Is the structure strong enough to withstand a flood?</p> <p>Are facility occupants more likely to be harmed if they stay in place or if they evacuate?</p>	<p>To be determined and communicated within 30 minutes of the first NWS Warning or Watch by Manager on Duty.</p> <p>In most cases, self-evacuation will be encouraged early in the watch and warning alert process. This is due to the proximity to the river and local travel conditions.</p> <p>When a Severe Weather Watch Alert is activated for Lyons, the Manager on Duty will notify all guests and staff within 30 minutes. Guests will be reminded of the emergency preparedness and response plan and the evacuation plans. (QR Code in each unit) Communication to all staff will be sent via text and/or email.</p> <p>Guest Contact information will be confirmed for future updates and instructions.</p> <p>Within 1 hour of the issuance of a Severe Weather Watch, WeeCasa will start the process of moving 5 tiny homes to the offsite location. This will allow for a faster response if potential flood conditions worsen to warning levels.</p> <p>When a Severe Weather Warning Alert is activated, the Manager on Duty will notify all guests and staff and initiate the self-evacuation plan detailed later in this document. Guests will be reminded of the emergency preparedness and response plan and the evacuation plans. Communication to all staff will be sent via text and/or email.</p>



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		<p>The Manager on Duty is responsible for tracking evacuation progress and for knowing the status of guests until they have confirmed a safe off-site location.</p> <p>Within 1 hour of the issuance of a Severe Weather Alert, WeeCasa will start the process of moving the remaining tiny houses to 517 West Main Storage location. Staff will leverage owner and contractor vehicles (a minimum of six trucks) to move the tiny homes out of the flood plain.</p>
	<p>Is there sufficient staff to safely evacuate? If not, how quickly can staff be called in to assist?</p>	<p>Majority of Staff reside within five miles of the facility. The Manager on Duty will contact all staff to support. Staff Contact list maintained in Office and Online.</p>
	<p>Is there a place that will be adequate for shelter-in-place? Are there upper floors?</p> <p>Is back-up power available?</p>	<p>Shelter in Place can occur.</p> <p>There is no back up power on the property.</p>
	<p>Are there adequate supplies to shelter for up to 48 hours without outside assistance?</p> <p>Are there adequate facilities to accommodate occupants if the public sewer systems are inoperable?</p>	<p>Yes, to both. We have bathroom facilities and back up food and other supplies as outlined above.</p>
Situational Awareness	<p>How does your facility monitor severe weather situations?</p> <p>After-hours?</p> <p>Who has responsibility for monitoring severe weather?</p>	<p>Direct NWS Alerts to Smart Phone, Monitoring social media and other Weather Resources.</p> <p>During NWS Watches and Warnings, the Office of Emergency Management website is consulted. Town of Lyons Website is consulted. Listening to local radio and tv news reports.</p>



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	<p>How and when is the staff informed of changing weather situations?</p>	<p>The Manager on Duty for any given day is responsible for monitoring weather conditions.</p> <p>Text Message, email, and direct phone calls</p>
Plan Activation	<p>What is the step-by-step response plan?</p>	<p>During an emergency or disaster, local, state, or federal emergency agencies may order the evacuation of the local area, including WeeCasa. In the event an evacuation is ordered, WeeCasa Management will take every step necessary, including door to door notification, to coordinate the evacuation of the TINY HOUSE Park. In the event of an evacuation order, TV news, radio, and the internet may be your best source for information.</p> <p>While WeeCasa will coordinate a section-by-section evacuation of the park, the guests are responsible for preparing and evacuating them, persons and property. In the event of a disaster, WeeCasa will not be able to provide materials, services, or transportation.</p> <ol style="list-style-type: none">1. Manager on Duty will have National Weather Service Alerts set on smart phone and WeeCasa iPad (Point of Sale System) to stay aware of potential natural or man-made disaster situations.2. When a Severe Weather Watch Alert is activated for Lyons, the Manager on Duty will notify all guests and staff within 30 minutes. Guests will be reminded of the emergency preparedness and response plan and the evacuation plans.<ol style="list-style-type: none">a. Communication to all staff will be sent via text and/or email.b. Guest Contact information will be confirmed for future updates and instructions.3. When a Severe Weather Warning Alert is activated, the Manager on Duty will notify all guests and staff and initiate the self-evacuation plan detailed later in this document.<ol style="list-style-type: none">a. Guests will be reminded of the emergency preparedness and response plan and the evacuation plans. Communication to all staff will be sent via text and/or email.



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		<ol style="list-style-type: none">4. When authorities call for an evacuation or when water levels at the Lyons Gauge reach 10.5 feet, mandatory evacuation of guests will occur. The manager on duty will provide instructions related to evacuation routes and potential locations outside of Lyons based on recommendations from authorities.5. The Manager on Duty is responsible for tracking evacuation progress and for knowing the status of guests until they have confirmed a safe off-site location.6. Manager on Duty will secure infrastructure and shut off all utilities and links to infrastructure.
Roles and Responsibilities	<p>Who is responsible for implementing the plan?</p> <p>Who is responsible for making notifications to families?</p> <p>Who is responsible for arranging transportation?</p> <p>Who is responsible for assuring the safety of the evacuees during the evacuation process?</p> <p>Who is responsible for securing the facility and turning off utilities?</p> <p>Who is responsible for taking needed supplies/equipment to an alternate site?</p>	<p>The Manager on Duty will be familiar with and responsible for implementing this plan. And addressing the questions listed.</p> <p>WeeCasa Contact List: WeeCasa Main Switchboard: (720) 460-0239</p> <p>Kenyon Waugh – CEO, Founder – 303.823.2477 or 303.709.5580 Manager on Duty will coordinate all communication with Guests. Manager on Duty will coordinate arranging transportation, Manager on Duty will coordinate Safety Assurance, Manager on Duty will coordinate Securing Facilities,</p>
	Moving Houses in Case of Emergency	In any emergency, where houses must be moved or evacuated from the site, WeeCasa will do the following:



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	<ol style="list-style-type: none">1. Check with local authorities and surrounding area to confirm the best evacuation route from the 501 West Main Property – primary or secondary routes.2. Disconnect tiny houses with quick disconnect connections – Water, Sewer, and Electricity. Move steps away from tiny houses.3. WeeCasa will use our truck and other equipment owned by WeeCasa partners to move the tiny houses to one of two locations below.<ol style="list-style-type: none">a. 517 West Main – Owned by Lyons Properties The tiny houses can be moved outside of the flood plain and flood way on the 517 properties. The tiny houses can be stored near the entrance of the 517 parcel (from HWY 36). This is out of the flood plain and can accommodate the storage of up to thirty-five tiny houses. Required area to store tiny houses is approximately 13,000 square feet.b. Other Lyons Location (1) - High Street/4th avenue The Town of Lyons and supporting emergency personnel will be contacted to see if the tiny homes can be used and/or be safely stored on High Street or 4th Avenue and used to support operations is applicable. WeeCasa would provide access to the tiny houses to support response operations while maintainingc. Other Lyons Location (2) - Eaton Property The property of Jon Eaton on Highland drive can accommodate storage of up to thirty-five tiny houses. Our team will move the houses to this property, or another location as instructed by emergency personnel.
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		<p>Note: The tiny houses are the primary asset of WeeCasa and will be protected from emergency situations as the second priority behind the safety of our guests and staff.</p>
Staff Availability	<p>Determine the number of staff members needed to supervise persons being evacuated or sheltered. Because evacuation and shelter-in place are not familiar things for people to do, additional staff may be necessary to prevent panic among facility occupants.</p> <p>If persons being evacuated have special needs, such as mobility issues, more staff or specialized staff or specialized equipment will be needed to evacuate safely. Plans should address these needs.</p> <p>Will it be necessary to call additional staff in to assure the safety of all persons during the flood emergency?</p>	<p>For a response to be effective, an adequate number of staff members to provide direction and supervision must be available.</p> <p>The facility's plan describes the minimum number of persons needed to assist with an evacuation and/or shelter-in-place. This number will not be standardized across plans but will vary depending on the type and number of persons being evacuated or sheltered.</p> <p>For example, a school may have enough teachers during school hours to manage an evacuation, while a long-term care facility may need additional staff to safely evacuate residents.</p>