

**SCPD**

**EMERGENCY**



**PREPAREDNESS**

**SEARCH & RESCUE TEAM  
MANUAL**



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# Team Assignments



# Search & Rescue (SAR) Individual Team Checklist

- ☐ 1. Refer to SAR Team Lead Checklist if you are assuming Team Lead position.
- ☐ 2. Individual teams should:
  - a. Once notified to activate, report to the SAR/Generator Bldg at MV Maintenance Yard.
  - b. Receive team number and assignment from Team Lead.
  - c. Locate utility cart and prepare to load supplies
  - d. Load utility cart with the following items:
    - i. SAR 2-way radio
    - ii. Personal Protective Equipment (helmet, goggles, gloves, vest)
    - iii. Tub or its contents for your team, including 2 walkie talkies.
    - iv. Fire extinguisher
    - v. Crowbar and cribbing material
    - vi. Water Cooler & personal thermos. Ice is available in engineering building
    - vii. Place batteries from team light bag in each flashlight device
- ☐ 3. Unless advised otherwise by Team Lead or SAR Dispatch, team assignments are as follows:
  - a. Team Lead is always Team 1 with Radio #1 so all team and emergency personnel can locate the leader immediately.
  - b. Team 2 / Radio 2 is dispatched to Lakeview Clubhouse (CH).
  - c. Team 3 / Radio 3 is dispatched to Sunset View CH, Dance Studio, Bocce ball court.
  - d. Team 4 / Radio 4 is dispatched to Mountain View CH, adjacent buildings, Tennis Courts.
  - e. Team 5 / Radio 5 is dispatched to Mountain View CH, adjacent buildings, Tennis Courts.
  - f. Team 6 / Radio 6 is dispatched with RFID gate access wand to Landscape Maintenance Yard.
  - g. Teams 7 thru 12 are assigned corresponding radios & await assignment from dispatch.
- ☐ 4. Advise Team Lead once your utility cart is loaded and you are ready to proceed on mission.
- ☐ 5. Using **channel 1 on radio**, contact SAR Dispatch with team number and member names.
- ☐ 6. Proceed to assignment. Stay in contact with SAR Dispatch. **Your Safety is #1 Priority.**
  - a. All teams to execute facility sweeps and /or other assignments as directed by SAR Dispatch. If a change in assignment is required in the field, notify SAR Dispatch immediately.
  - b. Provide SAR Dispatch with regular field assessments, including noteworthy road, building, bridge or property conditions.
  - c. Advise SAR Dispatch on arrival and departure from assignments.
- ☐ 7. If time permits, visit District Command Posts to check whether Block Captain Coordinators need assistance.
- ☐ 8. Maintain radio contact with SAR Dispatch. If communication is lost, try **channel 15**.
- ☐ 9. Stay hydrated and eat whenever possible.
- ☐ 10. Take rest periods and advise SAR Dispatch if reassignments are required.



# Search & Rescue (SAR) Lead Checklist -Team #1

- ☐ 1. In an emergency incident, secure home and family first, then proceed to the SAR/generator shed. First to arrive should pick up keys and radios from the Emergency Operations Center (EOC). Display Assignment Board on outside door of the SAR/Generator Shed.
- ☐ 2. At EOC, open secure SAR lockbox located on the right side of the window. Obtain:
  - a. SAR 2-way radios.
  - b. Key to SAR/Generator Shed
  - c. Barrel Key to access lock boxes at all First Aid Stations. At MV First Aid Station/Bldg D access the key to CERT trailer where additional SAR Tubs and supplies are stored.
  - d. Large ring with keys to utility carts.
  - e. Leave RFID tag in SAR lockbox. Return to SAR/generator shed.
  - f. Obtain set of Master Keys from the Incident Commander to open/secure clubhouses.
- ☐ 3. Assign team members to locate and load equipment and supplies on utility carts. Equipment to include supply tub, fire extinguisher, crow bar, cribbing materials, water and ice from engineering building. Teams 1, 3, 4, and 6 contain RFID gate tags to be used as needed.
- ☐ 4. Make team and radio assignments as members arrive at SAR/Generator shed. Preference that a CERT trained and non-CERT trained be paired up.
  - a. Team Lead will always be Team 1 with radio #1 so all team and emergency personnel can locate the leader immediately. Team 1 is last to be assigned.
  - b. Team 2 / radio 2 will be sent to Lakeview CH. Before leaving for LV Clubhouse, sweep Engineering Building and Cart Barn.
  - c. Team 3 / radio 3 will be sent to Sunset View CH, MV FAS, Dance Studio, SV FAS and Bocce ball court.
  - d. Team 4 / radio 4 and Team 5/ radio 5 will be sent to Mountain View CH and adjacent buildings, Tennis and Pickleball Courts.
  - e. Team 6 / radio 6 will be sent to the Landscape Maintenance Yard and RV lot..
  - f. Teams 7 through 12 will be assigned corresponding radios and await assignment from dispatch.
- ☐ 5. The team leader ensures radio checks have been completed and that all members have proper gear and personal protection (helmet, goggles, gloves) before leaving staging area.
- ☐ 6. Assign teams to execute facility sweeps and /or other assignments as directed by dispatch. If a change in assignment is required in the field, notify dispatch immediately.
- ☐ 7. Remind each team that field assessments are critical to the EOC and need to be regularly reported to dispatch.
- ☐ 8. Remind team members to stay hydrated and eat whenever possible.
- ☐ 9. Team Lead provides appropriate rest periods. Makes reassignments as required.
- ☐ 10. Remind all teams, should radio contact with dispatch be lost, try **Channel 15** on radio to communicate with other SAR team members

4/19/25 (JB)



# Search & Rescue (SAR) Checklist – Team 2

## Lakeview Clubhouse

- ☐ 1. Before heading out to Lakeview Clubhouse, conduct a structural assessment of the MV Engineering Complex, including the Cart Barn and employee spaces. Report observations/issues to Team Lead.
- ☐ 2. Proceed to Lakeview Clubhouse.
- ☐ 3. Check for road conditions, bridge at Sunrise Mountain View. Report findings to Dispatch.
- ☐ 4. At Lakeview Clubhouse, open lock box for keys to gain access to building (via Tahoe Room) if needed. Secure Lockbox.
- ☐ 5. Check in with HOA Emergency Response Team (business hours) for status of evacuations.
- ☐ 6. Sweep Clubhouse and Pool Area. ***Your Safety is #1 Priority***
  - a. Exterior of the Building / Perimeter Check. If safe, proceed inside – systematic approach
  - b. Restrooms.
  - c. Fitness Center.
  - d. Locker Rooms, including showers and restroom areas.
  - e. Private offices.
  - f. Supply Rooms. Service / Janitor closets.
  - g. Employee rest areas
  - h. Meeting Rooms / non-exit hallways with emphasis to Tahoe Room for later use as a FAS.
  - i. Pool Area.
- ☐ 7. Report findings to SAR Dispatch / EOC. Triage and Assist Injured.
- ☐ 8. Secure Clubhouse
- ☐ 9. Notify SAR Dispatch of your location and plans to survey for damages in adjacent districts.
- ☐ 10. If time permits, visit District Command Posts to check whether Block Captain Coordinators need assistance.
- ☐ 11. Maintain radio contact with SAR Dispatch. Observe and document conditions as you travel. If communication is lost, try **channel 15**.
- ☐ 12. Stay hydrated and eat whenever possible.
- ☐ 13. Take rest periods and advise SAR Dispatch if reassignments are required.



## Search & Rescue (SAR) Checklist – Team 3

### Sunset View Clubhouse

- ☐ 1. Before heading out to Sunset View Clubhouse, conduct a structural assessment of the Engineering and Cart Barn buildings. Report observations/issues to SAR Dispatch/ EOC.
- ☐ 2. Check for road conditions, bridge at Sunrise Mountain View. Report findings to Dispatch.
- ☐ 3. Check status of Sunset View FAS, Radio Station and Cart Barn at Bocce Courts. Report findings to Dispatch. Open Lock Box if asked.
- ☐ 4. At Sunset View Clubhouse, check in with HOA Emergency Response Team (business hours) for status of evacuations.
- ☐ 5. Sweep Clubhouse, Dance Studio, Pro Shop and Pool Area. ***Your Safety is #1 Priority***
  - a. Exterior of the Building / Perimeter Check. If safe, proceed inside – systematic approach
  - b. Restrooms.
  - c. Meeting Rooms, Library
  - d. Private offices.
  - e. Supply Rooms. Service / Janitor closets.
  - f. Employee rest areas
  - g. Speaker's Hall, including sound room and area behind the stage.
  - h. Boulevards Restaurant, kitchen
  - i. Pool Area, locker and shower rooms.
- ☐ 6. Report findings to SAR Dispatch / EOC. Triage and Assist Injured.
- ☐ 7. Secure Clubhouse, Dance Studio, Pro Shop
- ☐ 8. Notify SAR Dispatch of your location and plans to survey for damages in adjacent districts.
- ☐ 9. If time permits, visit District Command Posts to check whether Block Captain Coordinators need assistance.
- ☐ 10. Maintain radio contact with SAR Dispatch. Observe and document conditions as you travel. If communication is lost, try **channel 15**.
- ☐ 11. Stay hydrated and eat whenever possible.
- ☐ 12. Take rest periods and advise SAR Dispatch if reassignments are required.



## Search & Rescue (SAR) Checklist - Teams 4 & 5

### Mountain View Clubhouse, Plus Adjacent Bldgs

- ☐ 1. At Mountain View Clubhouse and Adjacent Buildings, check in with HOA Emergency Response Teams (if present) for status of evacuations.
- ☐ 2. Sweep Clubhouse, Fitness Center, Pro Shop and Cali Cafe Restaurant. ***Your Safety is #1 Priority***
  - a. Exterior of the Building / Perimeter Check. If safe, proceed inside – systematic approach
  - b. Restrooms.
  - c. Meeting Rooms, Administrative Offices, Post Office (if not secured)
  - d. Sierra Ballroom, sound room, staging areas, Green Room located behind the stage
  - e. Supply Rooms. Service / Janitor closets.
  - f. Employee rest areas
  - g. Daily Grind and Kitchens
  - h. Fitness Center: Pools (2) locker and shower rooms.
  - i. Pro Shop
  - j. Cali Cafe Restaurant
- ☐ 3. Report findings to SAR Dispatch / EOC. Triage and Assist Injured. Request Assistance if needed.
- ☐ 4. Secure Clubhouse and adjacent buildings
- ☐ 5. Notify SAR Dispatch of your location and plans to survey for damages at the south end of the community including bridges at Ryan's Way and Main Gate
- ☐ 6. If time permits, visit District Command Posts to check whether Block Captain Coordinators need assistance.
- ☐ 7. Maintain radio contact with SAR Dispatch. Observe and document conditions as you travel. If communication is lost, try **channel 15**.
- ☐ 8. Stay hydrated and eat whenever possible.
- ☐ 9. Take rest periods and advise SAR Dispatch if reassignments are required.



## Search & Rescue (SAR) Checklist – Team 6

### RV Lot and Landscape Maintenance Yard

- ☐ 1. **RV LOT:** If Air Support (Drone) has not been activated, Team 6 will conduct a visual Inspection Only from the 38<sup>th</sup> Street gate. Report findings to SAR Dispatch / EOC. At the discretion of Dispatch, the team may return to the area.
- ☐ 2. **LANDSCAPE MAINTENANCE YARD:** located at Sunrise Mountain View and Adams Streets. Sweep Maintenance Facility. ***Your Safety is #1 Priority***
  - a. Observe parking lot for private vehicles. Gives insight to employees on site.
  - b. If power is ON, use RFID wand to gain access from Sunrise Mountain View. Otherwise, access is through gate off the Pineknoll greenbelt area.
  - c. Exterior of the Building / Perimeter Check. If safe, proceed inside – systematic approach
  - d. Maintenance / Workshop Areas
  - e. Restrooms.
  - f. Private Offices
  - g. Supply Rooms. Service / Janitor closets.
  - h. Employee rest areas
  - i. Gasoline Tanks
- ☐ 3. Report findings to SAR Dispatch / EOC. Triage and Assist Injured. Request Assistance if needed.
- ☐ 4. Secure Buildings and lock gates
- ☐ 5. Notify SAR Dispatch of your location and plans to travel to the North end ~~of the RV Lot~~. Observe conditions.
- ☐ 6. Maintain radio contact with SAR Dispatch. Observe and document conditions as you travel. If communication is lost, try **channel 15**.
- ☐ 7. Stay hydrated and eat whenever possible.
- ☐ 8. Take rest periods and advise SAR Dispatch if reassignments are required.







# Inventory





# SEARCH & RESCUE INVENTORY

Revised 6/11/21 (RM)

Date:

Tub #

	BACK PACK		TOOL BAG		LIGHT BAG	
	Initials: _____		Initials: _____		Initials: _____	
I.C. Emergency Tub (1) at Shed - See Page 2	# Items	# Needed	# Items	# Needed	# Items	# Needed
RDIF Wand (Tubs 1, 3, 4,5)						
MagaMover Transport Tarp (Tubs 1,2,3,4 +MV)						
2-Way Radio (EOC) Walkie Talkies (2)						
SAR Manual, banners						
Biohazard Waste Bag (40 gallon)	1					
First Aid Kit	1					
Protective Gowns	6					
Pens - various types	7					
Tape, Triage (Set of 4)	1					
Trama Medical Bags:	3					
Disposable Gloves: Regular & Heavy Duty (24)						
Dust Mask (4) Bandage Shears (1) Tourniquet (2)						
4" gauze (10) Wipes (25) 1" Bandage Tape (2)						
Roll gauze (20) Triangular (3) ACE Bandage 2" (6)						
Finger Splints (15) ABD Bandage (3) Shock Blkt (3)						
Alcohol (1) Sanitizer (1) Spray Bottle (1) Israili (1)						
Gloves, Leather Work (2 lrg, 1 med)			3			
Goggles (2)			2			
Hammer (20 oz. Rip)			1			
Key (RV lot gate padlock)			1			
Knife, Utility			1			
Pliers, Channel Lock			1			
Pry Bar, Small (Large 4ft in Shed)			1			
Rope, 50' 1/4" nylon			1			
Screwdrivers Phillips (1) Straight (1)			1			
Scissors (outside pocket)			1			
Tape, Caution ( 1 ) Duct Tape (1)			2			
Whistle			2			
Wire Cutters			1			
Wrench, Adjustable 6" and 10"			2			
Wrench, End/Box 1/2"			1			
Wrench, Gas Shut Off 15"			1			
Flashlight (2) Headlamp (2) Light Sticks (2)					6	
Flashing Road Flare Lights (2)					2	
Lantern					1	
Batteries - Including extras for one change						
AA (2-Way Radios) 13 +13					26	
AAA (Head Lamp and Flashlight) 18+18					36	









# SEARCH & RESCUE INVENTORY

Date: \_\_\_\_\_

Revised 6/11/21 (RM)

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	RV Container		Sports Complex		Shed	
	Initials: _____		Initials: _____		Initials: _____	
AUXILIARY ITEMS	# Items	# Needed	# Items	# Needed	# Items	# Needed
Air Splints (box)			1			
Axes					2	
Back Board					1	
Banners and Bungee Cords for Vehicles					14	
Bolt Cutter					1	
Bungee Cords			X			
Canvas Drop Cloths 6 x 9			3			
Caution Tape			X			
Cribbing	2				4	
Demo Bag (few tools, lights, medical supplies)			1			
Fire Extinguisher			4		8	
Fire Hydrant Cap & Valve Wrench			1			
Floor Jack			1			
Hard Hats and Vests			X		25	
Large Rolling Cart for Cribbing	1					
Medical Bags - Extra (Check out by Med Dir)			X			
Mega Movers - flexible Medical Transport			1		4	
Pinch Bars			4			
Plastic Drop Cloths			2			
Sand Bags			25			
Shop Vac	1					
Water Jugs - 2 gallon			4		8	
Water Meter Cover Wrench			1			
Wind Socs with poles					6	
TEAM TUBS			4		8	
SAR EMERGENCY INCIDENT COMMAND TUB - located in Shed						
- Bullhorn					1	
- Caution Tape - 300 feet					1	
- Chalk					1	
- Collapsible Cones					2	
- Duct Tape					1	
- Fire Hydrant Wrench					1	
- Fire Resistent Gloves					2	
- Gas Turn Off Wrenches					1	
- Gas/Water Turn Off Wrench					1	
- Manual w/ Fire Plan & Death Investigation					1	
- Maps					6	
- Spiral Notebook, clipboards, pens					2	
- Stop Sign -- hand held					4	
- Vests & Hats for spontaneous volunteers					4	



# Bridges





## Checklist for the Visual Inspection of the Bridge located at

**Del Webb & Sunrise Mountain:** \_\_\_\_\_

**Del Webb & Washington:** \_\_\_\_\_

**Del Webb & Ryan's Way:** \_\_\_\_\_

a) Tilting of the bridge structure:

Yes: \_\_\_\_ No: \_\_\_\_ Comments \_\_\_\_\_  
\_\_\_\_\_

b) Substantive cracks in the roadbed or curbs:

Yes: \_\_\_\_ No: \_\_\_\_ Comments \_\_\_\_\_  
\_\_\_\_\_

c) Under the bridge, look up & note any cracks or fallen pieces  
from underneath the bridge or walls:

Yes: \_\_\_\_ No: \_\_\_\_ Comments \_\_\_\_\_  
\_\_\_\_\_

d) Any bridge related debris on the ground underneath the bridge  
structure:

Yes: \_\_\_\_ No: \_\_\_\_ Comments \_\_\_\_\_  
\_\_\_\_\_

e) Look around the bridge foundation for significant gaps between  
the structure and the surrounding earth:

Yes: \_\_\_\_ No: \_\_\_\_ Comments \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Submitted / Reported By: \_\_\_\_\_



# Structural Protocol





## Emergency Entrance to a Building

---

### 1. Check area first:

- a. Any trees down?
- b. Does area look safe?
- c. Can you make it to the front door safely?
- d. Is there another way to enter safely?
- e. **Are there any potentially dangerous pets within the fenced yard?**

### 2. Look At the building:

- a. Is there any broken glass?
- b. Is the roof intact?
- c. Is there anything hanging from the roof?
- d. Is the sidewalk safe to walk on?
- e. Look in windows to see if there are people inside, injured or unconscious.
- f. Is there any indication of a fire, i.e. flames or smoke?
- g. Listen carefully for people moving, calling for help or other unusual sounds, i.e. gas leak, barking dogs, etc.

### 3. Try the door carefully:

- a. Is the door hard to open? If so stop.
- b. Is the door on its hinges?
- c. Can you open the door easily? If not something may have fallen behind it – or furniture has moved – or ceiling came down.
- d. Push door in, if it is too hard, try another entrance. You do not know what is behind the door.

### 4. If you can enter go in slowly and look around:

- a. Try and arrange for a "buddy" to stay outside and watch out for you!
- b. Make sure it is safe to go in further!
- c. Be very careful as you move around!

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## Emergency Entrance to a Building

- d. Always check the ceiling, fixtures could be down, drywall could be hanging. Air conditioner ducts might be hanging, wires and insulation may be down.
- e. Do not walk or stand in water if wires are down!
- f. Once inside the house stay away from windows in case there is an after shock!
- g. Continue your search, but be careful at all times!



**Date & Time Out**

**Team #**

**Date & Time In**

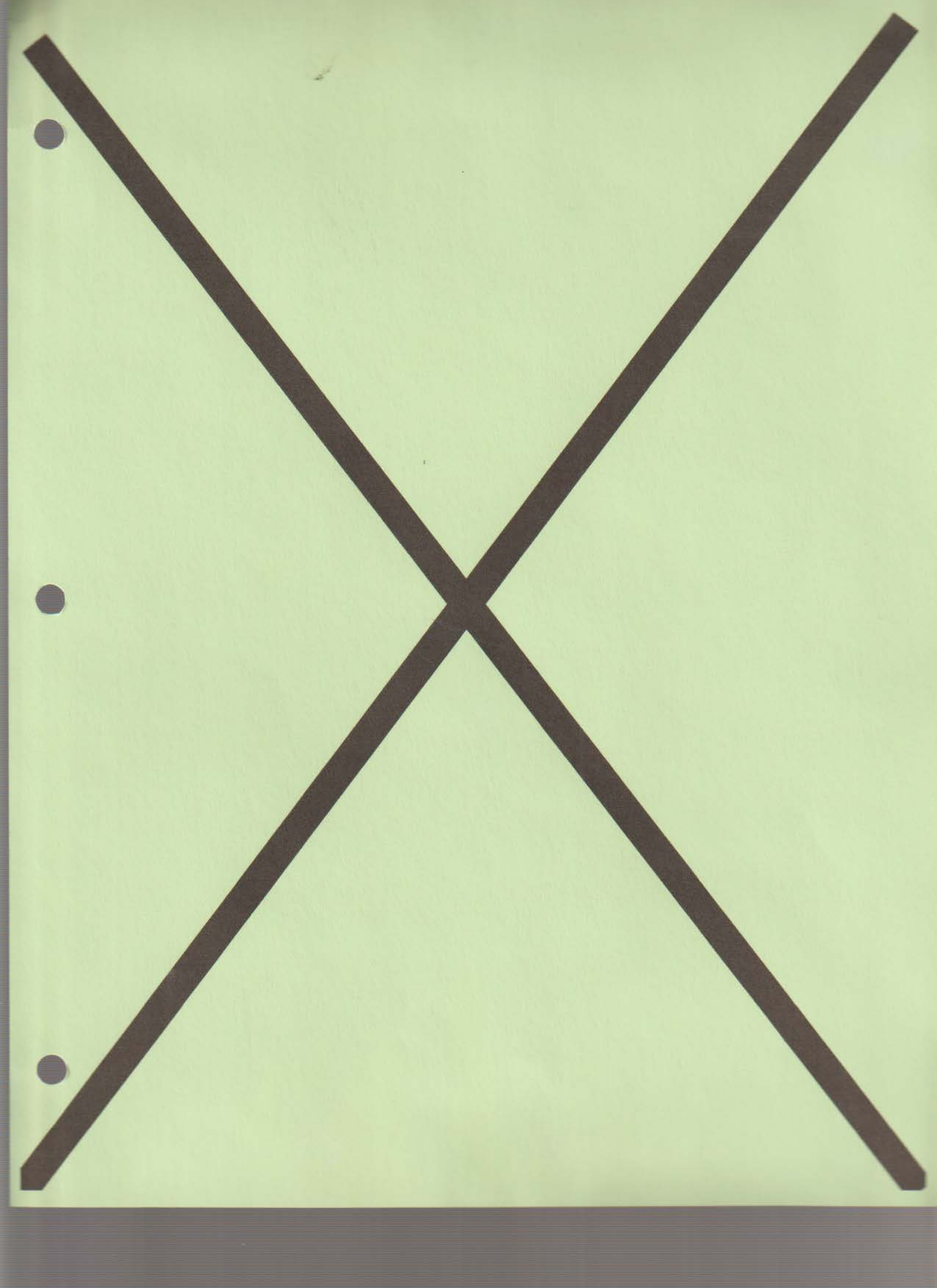
**Hazards**

**Victims**

Live L =

Dead D =







# SCPD Hours of Operation



## SCPD Hours of Operation

Clubhouses, Facilities	4am - 6am	6am-8am	8am-430pm	430-10pm	10pm-11pm	11pm-Midnight	Midnight-4am
	Staff	Residents, Staff, Visitors					
MV Clubhouse Bldg A	5:00 Hskpg				Staff/Hskpg	Staff	Secured
MV Bldg B: Fitness (Close 8pm)	5:30 Fitness Monitors			Fitness Cls 8pm		Hskpg	
MV Pools & Tennis (6am-11pm)	5:30 Fitness Monitors					Hskpg	
MV Bldg B: ProShop (close 5pm) Papa Dan's (8pm)	5:30 Golf						
MV Bldg C: Maintenance Facility, Cart Barn	3:30 Maint						
SV Clubhouse/Boulevards/Dance Pavillion	5:00 Hskpg			Staff	Staff	Staff	
SV Pro Shop (Bocee Courts, Golf Cart Barn)	5:00 Hskpg				Staff/Hskpg	Staff/Hskpg	
SV Pool (6am - 11pm)	5:30 Golf						
LV Clubhouse	5:00 Hskpg						
LV Fitness (close 8pm) Pool (close 11pm)	5:30 Fitness Monitors			Fitness Cls 8pm		Staff/Hskpg	
Golf Course Maintenance (Adams & Sunrise Mtn)	5:00 Maint						
Newcastle Pool (6am-11pm)							
RV Lot (Access RV Only RFID)							
Main Gate (24 hour operation) 760-360-6026							
North Gate (6am - 10pm)							

Note: Gate Entry closes 12 midnite @ Varner, 38th, Sunrise Mtn

Main Gate/Patrol (760) 360-6026



# Radios



## USING THE 2-WAY RADIO

The EPC Team uses the term "2-way Radio" for the longer range hand-held radios that are used by the Block Captain Coordinators and District Directors at the Command Posts (CP), and other units in the field to communicate with the Emergency Operations Center (EOC).



### On/Off and Volume:

Use the on/off knob to turn the 2-way radio on/off. The volume knob is to the immediate right. When you turn the radio on, you should hear a beep. If you get a static-like sound, turn the volume down.

### Operation:

Be sure you are on the correct channel, which is specified on the front of the 2-way Radio.

Hold the radio with the markings and speaker facing you about 2-3 inches from your mouth. **Firmly** press the PUSH TO TALK bar on the left side. Release the bar when you are finished talking. If you do not release the bar, no one else can talk.

### Example of Using the 2-Way Radio:

#### Search & Rescue Team members calling the EOC

- Dispatch, this is Search & Rescue Team 3
- Team 3, this is the EOC. Go ahead
- Dispatch this is Team 3. We need backup assistance at 12345 Del Webb. **Repeat**, 12345 Del Webb.
- Team 3, this is Dispatch. We will locate another SAR team for assistance at 12345 Del Webb, 12345 Del Webb.
- Dispatch. We copy. **OUT**.

### REMEMBER:

- Since calls on the 2-way radio are for the purpose of requesting assistance, it is important that you first identify who you are calling, which is the EOC. Then use your Team # as an identifier on all radio calls. Use of personal names is discouraged as it will be confusing.
- All calls needing assistance are placed directly to the EOC.
- Repeat the address requiring help; the responder will repeat the address to confirm.

### TROUBLESHOOTING:

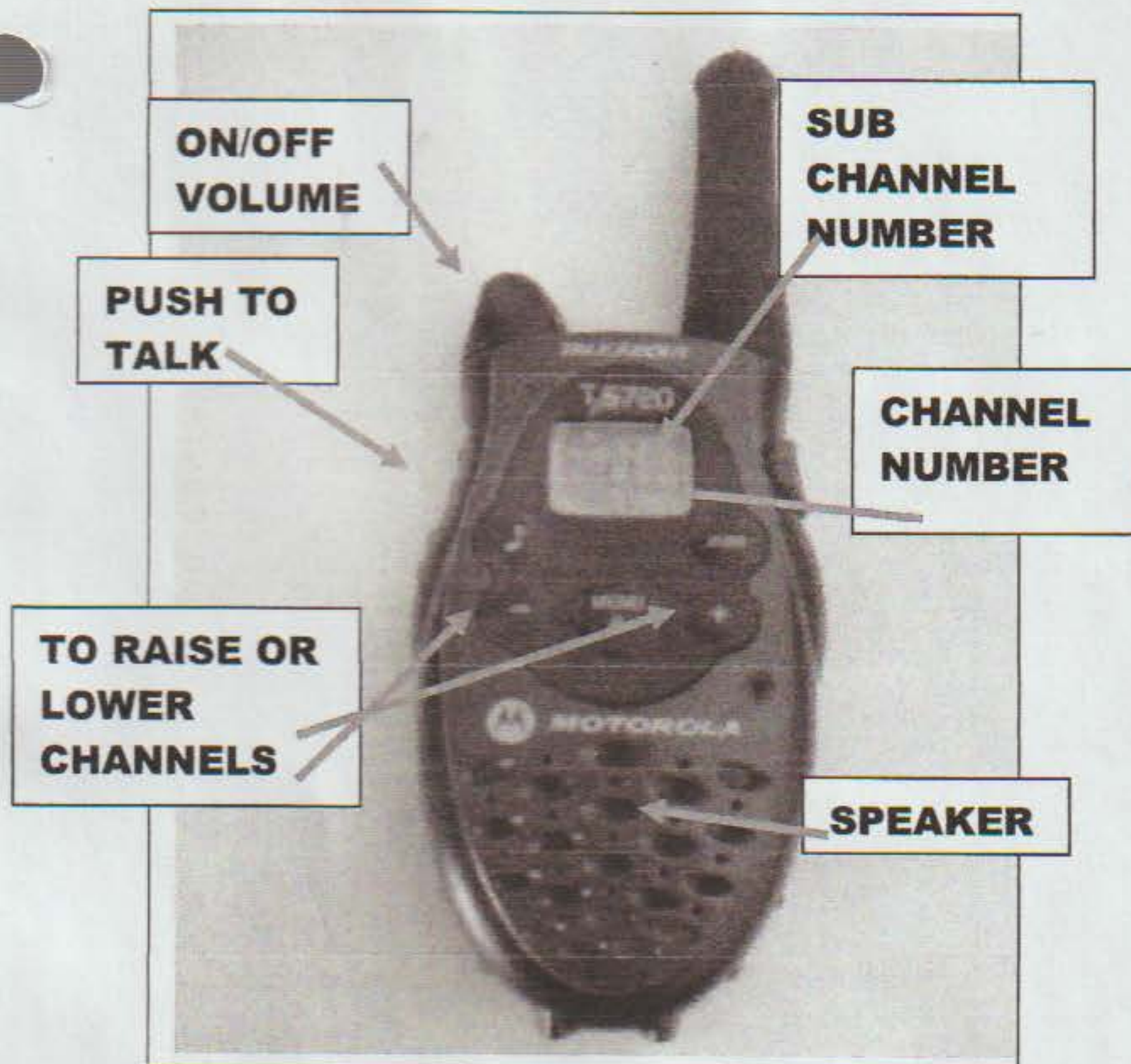
- No answer? Facing the direction of the call will often result in better reception. Weather and buildings can cause "dead spots". Try moving locations.
- No answer? Remember to release the PUSH TO TALK bar after you are finished talking.
- No answer? Batteries may need replacing; a fresh supply of batteries is in the CP Red Bags.





# USING WALKIE-TALKIE

*Channel 22  
Subchannel 01*



**On/Off Volume:** Use on/off knob to turn walkie-talkie on/off and to adjust volume. If you get a static sound turn the volume down until the static stops.

## To Use Walkie-Talkie:

Do not change the channel and sub-channels. Hold walkie-talkie 2 or 3 inches from your mouth. Press the PUSH TO TALK bar on the left side. Release the bar when you are finished talking. If you do not release the bar no-one else can talk.

## Example of Using Walkie-Talkie:

### **Block Captain (BC) to Block Captain Coordinator (BCC)**

- Pat, this is John Smith. (Continue to call until BCC replies)
- John, this is Pat.
- Pat, this is John. I am at 12345 Del Webb Blvd, repeat 12345 Del Webb Blvd in need of medical help. Resident has broken arm. Severe bleeding.
- John, this is Pat. 12345 Del Webb Blvd needs medical help. That's 12345 Del Webb. Broken Arm, Severe Bleeding.
- Pat, this is John. That is correct. **OUT.**

## REMEMBER

1. Listen to be sure someone else is NOT talking before you start your message.
2. If you cannot get an answer from your Command Post (CP), change locations. Move out from a garage, house, tree, golf cart etc. Face the CP.
3. Be sure to hold down firmly on the PUSH TO TALK bar. You should hear a "beep" ONLY when you release the bar!
4. Speak Loudly.

## TROUBLE SHOOTING

1. No Power? Does it need new AA batteries? Does volume need to be turned up?
2. No Answer? Release the *PUSH TO TALK* bar after you are finished speaking.
3. No Answer? Weather, clouds & buildings can cause "dead spots". Try moving locations.



# Utilities



## Utilities Shut-Off Instructions

*This handout is to assist you in turning off the utilities in your home in the event of an emergency. This includes your water service, water heater, electricity and gas service and how to manually open your garage door.*

**Water Service:** The water service shut-off to your home is normally located on the walkway leading to your front door. There are 2 valve handles. The upper handle shuts off the service to the house. The lower one turns off the irrigation system. To turn the water service OFF, turn the top handle 90 degrees. The handle must be perpendicular to the water pipe to be off. It is recommended that after a major earthquake, the water to your home be turned off until it is determined that the water system has NOT been contaminated.

**Water Heater:** Most hot water heaters in Sun City are located in the garage. They hold 40-60 gallons of fresh water which you may use in an emergency. To access this water, turn off the gas supply to the water heater, and turn off the input water supply. Once the gas and water input are turned off, open the pressure relief valve on the top of the tank. You are now able to open the drain valve at the bottom of the water heater to access the water. There may be sediment in the first few gallons of the water from the drain valve. A dishtowel or clean t-shirt can be used to filter this water for use.

**Electric Panel:** Locate the electric service on the outside of your home. This is a metal circuit breaker box and electrical meter. Inside the box you will see the main circuit breaker labeled "SERVICE DISCONNECT 200 AMPS". Turn off this breaker by pulling down. This will shut off all power to your home. DO NOT restore power yourself. Seek the assistance of a licensed electrician or the power company to determine if it is safe to turn the power back on.

**Gas Meter:** If you smell natural gas leaking, you will want to turn off your gas at the meter outside of your home. This is normally located on the same wall as your electrical meter. Look for a small pipe leading out of your gas meter with a valve. When the valve is in-line with the pipe, it is on. To shut off the gas, turn the valve 90 degrees or perpendicular to the pipe. DO NOT turn your gas back on yourself. Ask the gas company to restore your service.

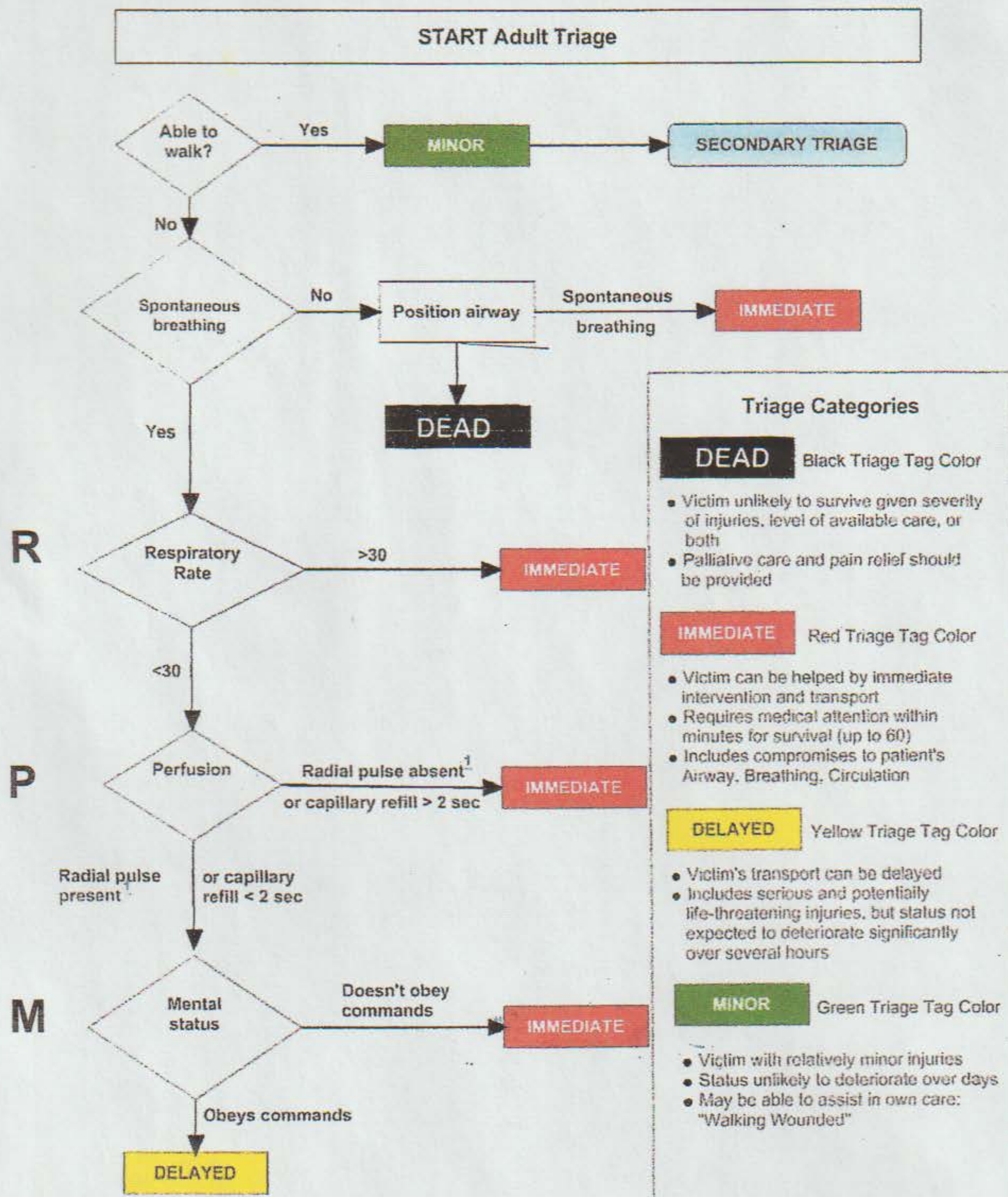
**Garage Door:** During a power outage, your garage door can be operated manually. Pull down on the red cord. This will disengage the automatic mechanism. You will hear a click. You should now be able to lift the door up from the bottom. To restore the door's automatic system when the electricity is back on, pull the red cord back towards the door lifting motor. You will hear a click. Golf cart doors operate in the same way.



## Triage/Medical



# Simple Triage And Rapid Treatment



Adopted from <http://www.start-triage.com>



# HANDS-ONLY CPR

FOR WITNESSED SUDDEN COLLAPSE



American  
Red Cross

1.

## CHECK and CALL

1. **CHECK** the scene, then **CHECK** the person.
2. Tap on the shoulder and shout, "Are you okay?" and quickly look for breathing.
3. **CALL** 9-1-1 if no response.
4. If unresponsive and not breathing, **BEGIN CHEST COMPRESSIONS**.

### TIPS:

- Whenever possible use disposable gloves when giving care.
- Occasional gasps are not breathing.



2.

## GIVE CHEST COMPRESSIONS

1. Place the heel of one hand on the center of the chest.
2. Place the heel of the other hand on top of the first hand, lacing your fingers together.
3. Keep your arms straight, position your shoulders directly over your hands.
4. Push hard, push fast.
  - Compress the chest at least 2 inches.
  - Compress at least 100 times per minute.
  - Let the chest rise completely before pushing down again.
5. Continue chest compressions.



3.

## DO NOT STOP

Except in one of these situations:

- You see an obvious sign of life (breathing).
- Another trained responder arrives and takes over.
- EMS personnel arrive and take over.
- You are too exhausted to continue.
- An AED is ready to use.
- The scene becomes unsafe.

AED

## AUTOMATED EXTERNAL DEFIBRILLATOR

If an AED is available:

1. Turn on AED.
2. Wipe chest dry.
3. Attach the pads.
4. Plug in connector, if necessary.
5. Make sure no one is touching the individual.
6. Push the "Analyze" button, if necessary.
7. If a shock is advised, push the "Shock" button.
8. Perform compressions and follow AED prompts.

Go to [redcross.org](http://redcross.org) or call your chapter to sign up for training in full CPR, First Aid, Babysitter's Training, Pet First Aid and much more.

Developed with the support of the American Red Cross Badger Chapter.





## BLOCK CAPTAIN MANUAL

# Sprains - Strains - Fractures

---

All victims with suspected fractures, sprains or strains require professional medical attention.

- **SPRAIN** – an injury involving a ligament
- **STRAIN** – an injury involving a muscle
- **FRACTURE** – an injury involving a broken or chipped bone

It is sometimes very difficult to determine the difference between these three injuries.

### First Aid Actions:

Obtain patient's consent - DO NO FURTHER HARM

All of these injuries should be treated as follows:

### **R.I.C.E.**

- **R** - Rest the injured part
- **I** - Ice the area (remove jewelry before swelling occurs)
- **C** - Compress with elastic wrap or bandage
- **E** - Elevate the part if possible





# Heat Stroke

---

Heat Cramps, Heat Exhaustion and Heat Stroke are conditions caused by overexposure to heat

## Heat Cramps

- ▶ Signs and symptoms:
  - painful muscle cramping, usually in the legs and abdomen

## Heat Exhaustion

- ▶ Signs and symptoms:
  - skin can be cool, moist, pale, ashen or flushed
  - headache, nausea or dizziness, weakness and exhaustion

## Heat Stroke (Very Serious)

- ▶ Signs and symptoms
  - red skin that can be either dry or moist
  - rapid, weak pulse; rapid, shallow breathing
  - change in consciousness, person may be confused

## First Aid Actions: Obtain patient's consent before treating

- Move patient to a cooler environment and let him rest
- Loosen any tight clothing; remove perspiration-soaked clothing
- Cool patient's entire body by applying cool, wet towels to skin
- If conscious, give SMALL amounts of water
- Too much water, too fast, may cause vomiting
- Apply ice packs to the neck, armpits, wrists, ankles and groins using thin barriers between ice and skin
- Try to keep patient calm





# Head Injuries

**Any blow to the head can cause a head injury from minor to life threatening.**

## **Signs and Symptoms:**

These symptoms may occur with the injury or develop a day or two later

- Loss of consciousness, confusion
- Breathing may stop
- Unable to move or weakness of the arms or legs
- Severe cut, bruise or deformity on scalp
- Severe head or facial bleeding; severe headache
- Stiff neck; slurred speech
- Change in level of consciousness; drowsy, sleepy and difficult to arouse
- Weakness or inability to use an arm or leg

## **First Aid Actions: OBTAIN CONSENT – DO NO FURTHER HARM**

It is important to check the patient frequently

- If Unconscious: Keep the airway open and check breathing
- Look for signs of bleeding, apply direct pressure with sterile gauze
- If there is swelling, apply an ice pack for 20 minutes every hour
- Watch for changes in breathing and alertness
- Neck or back injury present, immobilize neck with rolled towels on each side of the head
- Keep the person from getting chilled or overheated

## **Moving or repositioning someone with a Head Injury**

- Do not move the person unless necessary; avoid moving the neck
- Minimize any movement of the persons head, neck and spine
- If the head is sharply turned to one side, DO NOT move it
- Any moving or repositioning should involve 2 or 3 personnel with medical supervision
- Gently hold the head in line with the body in the position in which you found it

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## BLOCK CAPTAIN MANUAL

# Severe Bleeding

Control bleeding and prevent infection

**First Aid Actions:** **Obtain patient's consent before treating**  
**Wear disposable gloves**

- Gently irrigate wound with water if possible
- Control bleeding by applying sterile dressings directly on the wound to absorb blood and other fluid
- Apply additional dressings and bandage if blood soaks through
- Do not remove the blood soaked bandage - it may disrupt clot formation
- Maintain pressure until bleeding stops
- Check for feeling, warmth and color of the area below the injury
- If bandage is too tight, loosen immediately
- Keep the person from getting chilled or overheated
- Have the person rest comfortably
- Monitor ABCs (Airway, Breathing, Circulation)
- Elevate injured part unless it causes more pain
- If possible use steri-strips to close the wound when bleeding subsides

**Embedded object:** An object that remains in the wound

- Do not remove the embedded object
- Place a dressing around the object to stabilize it and keep it from moving

For your protection, **wash your hands** immediately after giving care





# BURNS

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## **Signs and Symptoms:**

- ❖ 1<sup>st</sup> Degree - Superficial Burns
  - Dry, Red, Painful
- ❖ 2<sup>nd</sup> Degree - Partial Thickness Burns
  - BLISTERED, Red, Painful
- ❖ 3<sup>rd</sup> Degree - Full Thickness Burns – USUALLY PAINLESS
  - May Involve: Fat – Muscles - Nerves

## **First Aid Actions: OBTAIN CONSENT BEFORE TREATING**

- Remove clothing if not stuck to skin
- Remove jewelry
- Cool by flushing with cool (NOT COLD) water for 20 Minutes
- Do NOT use ice
- Cover with Dry, Clean Telfa Bandage
- Wrap Loosely
- Elevate Area if Possible
- Leave Blisters Intact – Do NOT break blisters
- Do NOT apply butter or ointment to the burn
- Treat for Shock





# Hyperventilation – Fainting

---

During emotional stress, fast deep breathing is common

## Hyperventilation:

### WHAT TO LOOK FOR:

- ◆ dizziness or lightheadedness
- ◆ numbness
- ◆ tingling of hands and feet
- ◆ shortness of breath
- ◆ breathing rates faster than 40/min

## First Aid Actions: Obtain patient's consent before treating

Reassure the person to help relax their breathing. Words like "You are doing fine" "You are going to be OK" are very helpful. Deliver these messages in a calm, relaxed tone.

Encourage the victim to breathe slowly, breathing from the abdomen rather than the chest wall. Have the victim breathe through the nose; hold the full inhalation for several seconds; then exhale slowly. DO NOT HAVE the victim breathe into a paper bag (this is no longer recommended because it can quickly lead to too much carbon dioxide in the blood stream).





# Hyperventilation – Fainting

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Continued-

## Fainting:

1. Check the ABC's (Airway, Breathing, and Circulation)

Signs of open airway, breathing, and good circulation include speaking, crying, coughing, moving, normal skin color and warmth. Observe the person for 20-30 seconds to look, listen and feel so you can observe the signs of open airway, breathing and circulation. Do not move a victim if back injury is a possibility.

2. Keep the person lying flat or sitting forward with the head bent below the knees.

3. Loosen tight clothing and belts.

4. If the victim has fallen, check for signs of injury. After recovery, have the victim sit for a while. When he is able to swallow, give cool, sweetened liquids to drink and help person slowly regain an upright position.





# Eye Injury

---

Injury to the eye from sand, dust, other objects or burns causes pain, blurring vision and excess tearing

**First Aid Actions:** Obtain patient's consent before treating

Basic first aid to remove particles, or chemicals is to flush the eye with water for 15-20 minutes.

This is a 2 person task: one with clean gloved hands to gently hold the eyelids open, the second to gently pour sterile or clean water from the nose side of the affected eye outward. Resting the eye and minimizing the lid moving over the cornea is accomplished with an eye patch. As with all injuries, infection is a concern, so evaluation by the medical/first aid team should be suggested.

Basic first aid for an impaled object or trauma to the eye is

**DO NO FURTHER HARM**

- Evaluate ABC's (Airway, Breathing, Circulation) and control any bleeding, consider possible head or neck injury
- Do not remove an impaled object
- Ice pack to minimize swelling
- If possible keep person in a sitting position
- Have patient evaluated by the first aid/medical team





## BLOCK CAPTAIN MANUAL

# Spinal Injuries

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**If you suspect a back or neck (spinal) injury,  
Do Not Move That Person**

Permanent paralysis and other serious complications can result from movement.

**Assume a person has a spinal injury if:**

- There is evidence of a head injury with an ongoing change in the person's level of consciousness
- The person complains of severe pain in his or her neck or back
- The person won't move his or her neck
- The person complains of weakness, numbness or paralysis or lacks control of his or her limbs, bladder or bowel
- The neck or back is twisted or positioned oddly

**If you suspect someone has a spinal injury,  
call your Block Captain Coordinator for assistance**

### **First Aid Actions:**

#### **Obtain patient's consent – DO NO FURTHER HARM**

- Keep the person still – place rolled towels on both sides of the head and neck to prevent movement
- If you absolutely must roll the person because he or she is vomiting, choking on blood or is in danger of further injury, use at least two or preferably more people as follows:

Working together – keep the person's head, neck and back aligned while rolling the person onto one side





# Shock

Shock is a condition in which the circulatory system fails to deliver oxygen-rich blood to the body's tissues and vital organs.

## Signs and Symptoms:

- Skin: pale, ashen, cool, moist
- Restlessness, agitated or confused behavior
- Nausea and vomiting
- Fatigue and muscle weakness
- Trembling or shivering
- Altered level of consciousness
- Weak, dizzy, faint, chilled
- Rapid breathing and pulse
- Excessive thirst

## First Aid Actions: Obtain patient's consent before treating

- Monitor ABCs (Airway, Breathing and Circulation)
- Control bleeding
- Keep patient from getting chilled or overheated
- Elevate legs 8 to 12 inches unless you suspect a head, neck or back injury or fractured hips or legs
- Comfort and reassure the patient
- Monitor for any changes in Airway, Breathing or Circulation





# **DEALING WITH A DEATH**

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## **Block captain procedures when dealing with a death**

If a victim is unconscious, not breathing and has no pulse, the area should be taped off with yellow tape. Call the BCC advising that an apparent fatality has occurred. A request for a counselor should also be made to comfort the family.

The area is **NOT TO BE DISTURBED** until a doctor and/or the morgue team arrives to document and take charge of the scene.

After securing the area the Block Captain should try to solicit the help of a neighbor to protect the area until the doctor or morgue team arrives. The Block Captain should continue his/her duties.

Family members may be allowed time with the victim.



Gates



# Fire Response Plan



# Fire Response Plan—Search and Rescue

## Event Incident Command

1. SAR Lead assumes role of Event Incident Commander
2. Establish the SAR incident command post, visible to fire. Post SCPD map.
3. Receive debrief from BCC/District Director.
4. Notify EOC of status.
5. Establish an immediate “hot zone” – setting up a perimeter of at least 3-5 houses from the fire.
6. Establish priorities and expand volunteer base. Identify field supervisors from resources currently available. Makes specific assignments.
7. Engage volunteers to continue evacuation and keep residents out of the zone. Do not attempt to fight the fire.
8. Verify evacuation sites; consider need to expand
9. Close off street access.
10. Continually evaluate situation – wind conditions, progress of the fire, homes immediately adjacent and within 300 feet on all sides.
11. Communicate status frequently to the EOC
12. Request additional equipment/supplies from the EOC, including transport tarps, caution tape, barricades, cones, medical supplies, fire extinguishers.
13. Determine if a rescue can be safely attempted by CERT members? If NO, do not attempt. Smoke is deadly.
14. Evaluate if containment can safely be attempted and if residents can assist. Wind can easily reignite a smoldering fire.



## EPC RESPONSE TO A FIRE DURING A DISASTER

7-19-20 (RMack)

In a major disaster, 9-1-1 emergency services will not be available. As soon as smoke or fire is observed, the Block Captain/Block Captain Coordinator in the effected area notifies the Emergency Operations Center (EOC) with location and conditions. District Volunteers begin alerting nearby residents to evacuate away from the fire. Listed are the actions to be taken by the District, the EOC and Search & Rescue. Most of the action steps will occur *simultaneously* by the different entities. Safety of our volunteers and residents is the #1 Priority. Do not attempt to fight the fire. Evacuation is critical.

### Area BC/BCC/DD temporarily assumes lead role

1. DO NOT enter the structure that is on fire or areas where there is smoke. Smoke inhalation is deadly.
2. Block Captain Coordinator (BCC) notifies EOC with location, conditions and initial evacuation area taking any wind conditions into consideration.
3. BCC uses Walkie Talkie to alert Block Captains (BC) on the frequency to immediately report to the vicinity of the fire.
4. BCs & new volunteers forcibly pound on doors and windows directing residents to evacuate to safe location. Minimum of 3-5 homes in all directions.
5. As houses are checked, information will be reported to the BCC or designated volunteer. Examples: NA (no answer) NH (not home) UTIL OFF, NE (notified to evacuate)
6. BCC / EOC will notify the District Director (DD) if not yet on the scene.
7. Identify residents with special needs (BCs maintain resident directory information). If safe, BCC directs special evacuation.
8. If safe, turn off gas and electricity to the home/s impacted by the fire. Same for any home where the odor of gas is present. Report action to BCC.
9. If fire starts to expand, take additional steps to notify additional residents to evacuate away from fire.
10. Update EOC regularly.
11. Be ready for "handoff" to Search and Rescue.

### Emergency Operations Center

#### Incident Command

1. Dispatch available Search and Rescue (SAR) teams to the scene. SAR Lead will assume the role of Event Incident Commander.
2. Assist BCC/DD in determining safe areas for evacuation, e.g. neighboring streets, golf courses, greenbelts, clubhouse parking lots. Be mindful of safe access points.
3. Notify 9-1-1 and/or Riverside County EOC—request immediate emergency services.
4. Notify HOA Security requesting units to assist with traffic control, bringing barricades, yellow caution tape, cones.
5. Notify HOA General Manager, Board Liaison, HOA Operations and General Maintenance.
6. Notify DD & Director of District Operations.
7. Alert neighboring districts of evolving conditions.
8. Determine what resources are available to be redirected to the scene.
9. Consider additional evacuation areas if needed.
10. Alert first aid station/s. Determine the need to dispatch a mobile medical team to the site.
11. Alert a Transportation Team if supplies are needed at the site (additional caution tape, duct tape, bullhorn, medical supplies, radios and batteries) .
12. Evaluate/prepare message for broadcasting over AM 1620.

### Search and Rescue

#### Event Incident Command

1. SAR Lead assumes role of Event Incident Command
2. Establish the SAR incident command post, visible to fire. Post map of community.
3. Receive debrief from BCC/District Director.
4. Notify EOC of status.
5. Establish an immediate "hot zone" – setting up a perimeter at least 3-5 houses away.
6. Establish priorities and Expand Volunteer Base. Identify field supervisors from resources currently available. Make specific assignments.
7. Engage volunteers to continue evacuation and keep residents out of the zone.
8. Verify evacuation sites; consider need to expand
9. Close off street/s access
10. Continually evaluate situation – wind conditions, progress of the fire, homes immediately adjacent and within 300 feet on all sides.
11. Communicate status frequently to EOC
12. Request additional equipment/supplies from EOC, including transport tarps, caution tape, barricades, cones, medical supplies, fire extinguishers.
13. Determine if a rescue can be safely attempted by CERT members? If NO, do not attempt. Smoke is deadly.
14. Evaluate if containment can safely be attempted and if residents can assist. Wind can easily reignite a smoldering fire.



# Fatalities





## **Procedure for Response to an Incident Involving a Death During Emergency Conditions.**

### Initial Procedure

Upon receiving a radio call that a person is severely injured, and may be deceased, a Search & Rescue team will be immediately dispatched to the scene along with a mobile medical team, if available. Upon arrival the most medically qualified responder will determine the extent of injuries and check for a pulse. If the individual has sustained an irreversible cessation of circulatory and respiratory functions, that person is considered dead. If a death is determined, immediately notify the EOC which will, in turn, notify the Riverside County EOC and/or call 911.

### Movement of the remains

If the deceased person is in the public view, set up "Do Not Cross" yellow tape around the immediate area and keep onlookers away. Photographs will be taken to show location of the deceased and surrounding conditions. Try to identify the victim and place a toe tag on the remains along with all relevant information. Following that, cover the remains, or employ a body bag, and transport the remains (and any personal effects) to a location determined by the EOC. A flat bed mini truck will have to be requisitioned from the HOA. Someone needs to stay with the deceased until transported to a safe location.

If the deceased person is in a residence (or non-public area), do not move the body. If the person is trapped under an object, removal of the object should only take place to determine whether the person is alive or not. If it can be determined that the person is already deceased, leave the object in place and cover the remains. Try to identify the victim and place a toe tag on the remains along with all relevant information.



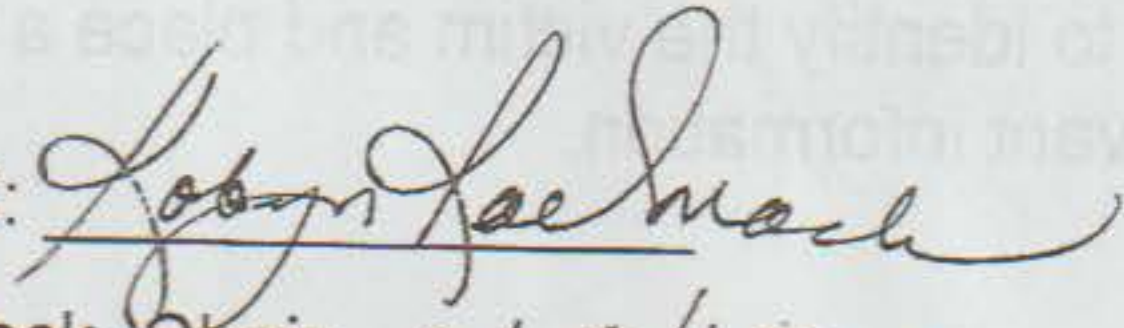
## Reporting

In all cases, if a death is determined, immediately notify the EOC which will, in turn, notify the Riverside County EOC and/or 911. Also, complete the **"Identification Form for Deceased Individuals"**.

## Additional Information

If a team suspects that foul play is involved, including obvious injuries to the deceased or the theft of property, they should immediately contact the EOC and request the immediate dispatch of law enforcement.

The team's efforts should be directed to the preservation of the scene until relieved by law enforcement. **DO NOT MOVE THE DECEASED** or anything else that may pertain to the death. Do not attempt to identify the deceased. If the scene is in danger of modification by outside forces such as high winds or aftershocks photographs should be taken and a log of the times, they were taken established.

Approved: 

Robyn Mack, Chair 2124/2020





## Identification Form for Deceased Individuals

Date of recovery: \_\_\_/\_\_\_/\_\_\_ Time of recovery: \_\_\_\_\_

Location of deceased when found: \_\_\_\_\_  
\_\_\_\_\_

Presumed name: \_\_\_\_\_  
\_\_\_\_\_

Male: \_\_\_\_\_ Female: \_\_\_\_\_ Tag #: \_\_\_\_\_

Condition of remains: \_\_\_\_\_ No major outward damage.  
\_\_\_\_\_ Obvious trauma.  
\_\_\_\_\_ Burning/Charring present.  
\_\_\_\_\_ Unidentifiable.  
\_\_\_\_\_ Other: \_\_\_\_\_

Remains transported to: \_\_\_\_\_  
\_\_\_\_\_ Time: \_\_\_\_\_

Recovery team members (list all participants):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Number of photos taken: \_\_\_\_\_

Other relevant information: \_\_\_\_\_  
\_\_\_\_\_



# EPC Generator Team Emergency Action Plan



The Generator Team has responsibility for 9 generators:

- 17,500 Watt generator permanently at the Emergency Operations Center
- (8) mobile generators (7,500 watts). These mobile generators are stored in the EPC Storage Container located in the RV lot, and an equipment shed shared with Search & Rescue located in the cart barn area of the MV Clubhouse.
- All generators are tested monthly and the team works closely with the Association to ensure they remain in excellent working order. That includes an annual service and maintenance inspection.
- The 8 mobile generators are distributed with powerful halogen lights to each of the 3 first aid stations, the main gate, the north gate, and the RV Container. 2 generators are in reserve.
- A 2,500W generator is on site for the Low-Broadcast Radio Studio @ the Bocee Courts.

**Assignments at the onset of a disaster:**

1. A member of the team goes to the Emergency Operations Center to retrieve 2-way radios and keys for the first aid stations, the Generator shed, RV Gate and Storage Container, Gasoline Containers and Utility Vehicle. Returns to Generator Shed.
2. The EOC generator (17,500 W) is set up in "stand by mode" in anticipation of no power.
3. At the Generator Shed, team members receive supplies, equipment and 2-way radios. Generators, lighting, and security chains are loaded onto trailers and utility vehicles.
4. Teams and equipment are dispatched to the designated locations.
5. Regardless of the status of power at these remote locations, generators are dispatched and properly set in "stand-by" mode.
6. Whenever the generators are needed for operations, the Generator Team will start the units and monitor their operations bringing reserve fuel to the sites.
7. In addition to fuel sites at the generator shed and RV lot, the Association maintains fuel at the Central Maintenance Yard located at Sunrise Mountain View & Adams.
8. The team stays in regular radio contact with the EOC on their location and status of operations. As needed, the team is available for reassignment to other functions.



# Emergency Incident Command tub



## **Search & Rescue**

### **Emergency Incident Command Supply Tub**

The Search and Rescue (SAR) Emergency Incident Command Supply Tub augments the regular SAR supply containers. It is the 2nd supply container carried by the SAR Team Lead (or Alternate Lead). It's primary purpose is responding to a structural fire or other catastrophic incident requiring scene management by trained CERT responders.

Bullhorn  
Caution Tape  
Chalk  
Collapsible Cones (2)  
Community Map to display at the Event Command Post  
Duct Tape  
Fire Hydrant Wrench  
Fire/Heat Resistant Gloves -2 (doubled layered and insulated)  
Gas Shut off wrench  
4-in-One Wrench (Gas & Water Shut off, Pry, Dig)  
Hard Hats for Spontaneous Volunteers  
Manual  
Notebooks, Pens, Clipboards  
Reflective Vests for Spontaneous Volunteers  
Signs for Emergency Incident Command vehicle  
Stop Signs (4)



## AED Locations



**SUN CITY PALM DESERT**  
**AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)**

**AED LOCATIONS:**



**March 2025**

**See reverse side for locations**



# SUN CITY PALM DESERT

## AED LOCATIONS

1. Mountain View Clubhouse: next to the door for the Events Dept.
2. Mountain View Fitness Center: in the hallway to the locker rooms near the pay phone.
3. Mountain View Recreation Center Building D: inside the Women's restroom.
4. Sunset View Clubhouse: in the wall near the door for the Human Resources Department.
5. Sunset View Clubhouse: in the Billiards hallway near the restrooms.
6. Sunset View Pavilion Studio: in the alcove where the restrooms are located.
7. Lake View Clubhouse: in the hallway near the Tahoe Room.
8. Golf Course Maintenance Building: near the vending machines just outside of the office area.
9. Softball Field: in the dugout on the third base side of the field.
10. Newcastle Pool: inside the Women's restroom.
11. Community Patrol Car: #2
12. Community Patrol Car: #3
13. Bocce Courts: Inside the Women's Restroom
14. 18 hole Putting Course: Near the start of the course
15. HOA Engineering Building: Engineering Workshop
16. Golf Marshall's Cart: Santa Rose Golf Course
17. Golf Marshall's Cart: San Gorgonio Golf Course