

# **Latitude Condominium Association**

## **Emergency Response Plan**

### **Purpose**

Provide a basic understanding of the expectations for action of the Association in the event that a major emergency occurs on the Latitude complex. It is only a guideline for when and how the Association and its vendor partners will engage and respond to a critical situation.

### **Unit Owner Responsibility**

Every owner is solely responsible for personal emergency response preparedness and planning within their home. The Association is not responsible for and will not maintain a centralized supply of emergency medical supplies, food and water, blankets, sanitary products and services, shelter, etc. The Association will not maintain a trained group of emergency first aid responders or coordinate evacuation planning. Owners and renters must maintain their own personal emergency supplies and make proper plans based on their individual and family needs. Resources can be found at:

[www.redcross.org/en/](http://www.redcross.org/en/)

[www.ready.gov/america/getakit/index.html](http://www.ready.gov/america/getakit/index.html)

### **Emergency Repair Response**

The process for obtaining assistance for major emergency repairs is the same as our daily system to get emergency support. Owners must contact the Associations Management company, Targa Real Estate at 253-815-0393, and if necessary trigger the emergency maintenance process during non-business hours.

Targa will engage contractors and contact the Associations insurance provider as appropriate. Targa will also immediately notify the Board of Directors and initiate the emergency approval process as needed.

### **Safety / Access Restrictions**

Major damage areas may have to be assessed by architects before residents are allowed back in buildings. Do not enter any building that shows visible signs of structural damage until a professional can investigate the situation.

### **Communication**

In the event of a major community disaster, the Board of Directors will provide communications to residents of clean up and repair efforts through use of the mail kiosk bulletin board.

### **Information Vital for Emergency Response**

The Association sends out a request each year to all owners to fill out an Occupant Register that will help validate and update owner/resident information on file. Providing complete information to Targa and keeping it up to date when things change can save time and reduce problems during major disasters. Some examples:

- Owner's unit insurance policy is maintained centrally in situations where we need to reach out quickly to insurance companies to begin claim assessment and processing.
- Resident information can be provided to search and rescue teams as needed.

### **Local Emergency Response Support Expectations**

Make sure you understand how emergency response services will occur in the event of a city / regional disaster. The fire, rescue, and police departments have an organized approach for assessing problem priorities and responding to the needs of many. For information visit the Federal Way Emergency Management Division website at:

<http://www.cityoffederalway.com/index.aspx?NID=168>

### **Association Exposure Item Awareness**

Exposure items are common elements and areas that could be damaged causing safety hazards or require intervention for action to shut systems down. Owners should stay away from hazardous situations in common areas and report problems to Targa for any problems within the community. High risk exposure hazard items include but are not limited to:

- Cabana and pool/spa systems (water, gas, and electrical)
- Chemicals in maintenance shop
- Irrigation system
- Retaining walls