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# COUNTRY LANE ESTATES

## EMERGENCY PREPAREDNESS AND EVACUATION GUIDE

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June, 2023

# CONTENTS

<b>1. Introduction</b> .....	3
<b>2. Potential Emergency Situations</b> .....	3
<b>3. Communication</b> .....	4
<b>Alberta Emergency Alert</b> .....	4
<b>4. Are You Prepared?</b> .....	4
<b>72 Hour Kit (Ready to Stay)</b> .....	4
<b>Grab &amp; Go Kit</b> .....	5
<b>Pet Emergency Kit</b> .....	5
<b>5. Is your RV / Car / Truck Ready?</b> .....	6
<b>Protect your RV</b> .....	7
<b>Car / Truck / Tow Vehicle</b> .....	7
<b>6. Potential Hazards</b> .....	8
<b>Fire</b> .....	8
<b>Flood</b> .....	8
<b>Severe Weather</b> .....	9
<i>Watch</i> .....	9
<i>Warning</i> .....	9
<b>Disruption of Utilities</b> .....	10
<b>Hazardous Material Spill</b> .....	10
<b>7. Shelter-in-Place</b> .....	10
<b>8. Evacuation</b> .....	11
<b>9. When Travelling</b> .....	11
<b>Map of Country Lane Estates</b> .....	13
<b>First Aid Kits</b> .....	14
<b>Board of Directors of Country Lane Estates</b> .....	14
<b>10. Important Phone Numbers &amp; Helpful Links</b> .....	15

## 1. INTRODUCTION

This guide is intended to provide Country Lane Estates lot owners & tenants with information to assist in preparation for an emergency and evacuation (if necessary). The guide supports the Condominium Corporation Emergency Response Manual, which is available from the Condominium office or from Country Lane's website ([www.countrylaneestates.ca](http://www.countrylaneestates.ca)).

Individual lot owners are responsible to take appropriate action under emergency circumstances and if necessary move their belongings and RV unit to higher ground or an alternate location. Condominium Corporation No. 0311515 o/a Country Lane Estates and the Foothills County will not be held responsible for personally owned property and will be absolved from any liability. Individual lot owners are responsible to ensure any tenants occupying their lot are aware of the emergency preparedness and evacuation guide.

Any lot owners, who wish the Condominium Corporation move their unit in the event of any emergency, must sign a waiver of liability (available from the office and through the Country Lane website) absolving the Condominium Corporation of any loss or damage to their unit as a result of any action taken by the Condominium Corporation or any designated emergency response volunteers.

Any lot owners who will be away from their unit for more than three consecutive days should leave a set of keys to their unit with the Condominium Corporation office. Individual lot owners are responsible to ensure any tenants occupying their lot that will be away for more than three consecutive days have made arrangements to leave a set of keys with either the lot owner or the Condominium Corporation office.

The washrooms, Great Room and Fireside Lounge are the designated safe shelters for Country Lane Estates.

## 2. POTENTIAL EMERGENCY SITUATIONS

The following situations could result in an emergency situation at Country Lane Estates:

- Fire
- Flood
- Severe weather
- Disruption of utilities
- Hazardous material spill

The Emergency Response Plan lays out what actions will be taken by the Condominium Corporation and a team of volunteers to assess each situation and take appropriate action to communicate with lot owners, liaise with emergency responders, protect the property assets, and assist with coordination of evacuation (if necessary).



### 3. COMMUNICATION

During an emergency communication is critical to ensure you receive information in a timely manner and. All lot owners and any tenants are STRONGLY encouraged to sign up for emergency alert notifications through the following FREE system:

#### ALBERTA EMERGENCY ALERT

[www.emergencyalert.alberta.ca](http://www.emergencyalert.alberta.ca)

Alberta Emergency Alerts are issued where a disaster or emergency is occurring. By signing up to receive this information directly, you will be better informed about potential risks to your health, safety or community. There are many ways to sign up (at no cost) to receive alerts directly on your phone or computer. You may choose to subscribe or unsubscribe at any time. There are several ways to subscribe, including apps for Android and Apple products, Twitter, Facebook, and RSS feeds.

Being able to communicate with family, friends and emergency responders during an emergency is critical. It's important to keep in mind that everyday communication devices may not work properly during an emergency. Your emergency plan should include a communications plan and a paper copy of all your contacts.

### 4. ARE YOU PREPARED?

Emergencies and disasters happen and often strike quickly without warning. Your best protection, whether it's a flood, fire, tornado, explosion, hazardous material spill or biohazard emergency, is having a plan and knowing what to do. In an emergency, you will need some basic supplies. By taking a few simple steps, you can become better prepared to face a range of emergencies.

Alberta Ready (<https://albertaready.aema.alberta.ca>) has excellent resources to help you prepare an emergency plan for you and your family. They offer an on-line course to assist you to develop your own plan for emergency preparedness, whether you need to evacuate with only minutes' notice or stay self-sufficient in your RV or home for several days. By being prepared, you'll be able to minimize the impact an emergency or disaster has on your health, family and home.

Individuals and families should be prepared to be self-sufficient for a minimum of 72 hours, have a Grab & Go kit in case it is not possible to safely remove RV's from Country Lane, and a pet emergency kit. Each kit should be easily accessible and personalized to suit your particular situation. There are many organizations, such as the Red Cross ([www.redcross.ca](http://www.redcross.ca)) and companies that offer commercially prepared emergency kits that you can add to depending on your needs, or you can build your own kits.

#### 72 HOUR KIT (READY TO STAY)

You need to be prepared to take care of yourself and your family for a minimum of 72 hours. One of the advantages of living in an RV is that all your supplies are with you, wherever you travel. You can prepare a 72 Hour Kit for your RV and store it in a water proof container. The following is a basic list of what should be included in a 72 Hour Kit:

- 4 litres of water/day for each person
- 1<sup>st</sup> aid kit
- Non-perishable food
- Paper plates, cups, knives, forks & spoons



- Manual can opener
- Change of clothing
- Personal toiletries
- Medication
- Copies of important personal documents
- Cash in small bills
- Notebook & pen
- Copy of your emergency plan
- Battery powered or crank flashlight
- Battery powered or crank radio
- Extra batteries
- Candles & waterproof matches
- Pocket knife
- Duct tape
- Basic tools & work gloves
- Cell phone charger
- Pet food & supplies

### GRAB & GO KIT

In the event you need to evacuate and there isn't time to move your RV you should have a Grab & Go Kit with enough supplies to last 72 hours. The following is a basic list of what should be included in a Grab & Go Kit:

- 4 litres of water/day for each person
- Small 1<sup>st</sup> aid kit
- Non-perishable food
- Paper plates, cups, knives, forks & spoons
- Change of clothes
- Travel size personal toiletries
- Medications
- Copies of important personal documents
- Cash in small bills
- Notebook & pen
- Battery powered or crank flashlight
- Battery powered or crank radio
- Extra batteries
- Candles & waterproof matches
- Pocket knife
- Cell phone charger
- Pet food & supplies

### PET EMERGENCY KIT

Pets are an important part of your family and you need to prepare some supplies to keep them comfortable if you are evacuated. Depending on the number and type of pet you have, you may want to have a separate Grab & Go Kit for them, with the following:

- Carrier or crate
  - Water and food for 3-7 days
-

- Collapsible feeding dishes
- Disposable waste bags
- Extra leash, collar or harness
- Blanket/towel
- Medication
- Copies of vaccination records

Alberta Emergency Management Agency – AEMA has some easy to follow checklists ([www.aema.alberta.ca](http://www.aema.alberta.ca)) that you can use for reference when building your emergency kits.

Your kits should be checked every six months to ensure food and medications are not expired, the water is fresh, clothing still fits, personal documents and credit cards are up-to-date, and batteries are charged. Take away the hassle of remembering by setting a reminder on your calendar or use daylight savings as your reminder to update your emergency kits. Consider seasonal requirements when you update your kits. In the spring include bug spray, sunscreen and hats. In the fall you trade the bug spray for warm clothing and extra blankets. When packing your kits, dividing items into groups and packing them in Ziploc bags not only helps with organization but it can prevent leakage caused by melting, broken or spoiled items.

Lot owners need to be aware that all structures at this location are to be temporary and removable/mobile. It is important for each lot owner to have a plan as to the action(s) that should be taken in order to remove what can be removed/moved; yet be cognizant as to the life safety and evacuation when the removal is no longer a viable option.

## 5. IS YOUR RV / CAR / TRUCK READY?

There are some advantages to living in an RV during an emergency:

- Your entire house and everything you own is already mobile, so getting your family and all your stuff out of harm's way doesn't take much effort. (Just un-hook all your hoses and cords, and you're ready to move!)
- You have a built-in fresh water tank. Just get in the habit of keeping it full, and when the water supply gets shut-off, you've got some time before worrying.
- While many families strive to get a supply of batteries, solar panels and a back-up generator in case the city power fails, most of us already have these things built-into our RVs.
- Your family is usually together and that means you won't have to waste time trying to round them up.
- You're more likely to be staying in an RV park outside of the city in more of a rural setting. Cities can get chaotic fast during a crisis.
- You are used to roughing it and you're practiced at lighting fires, cooking outdoors, and being resourceful when things aren't working.
- You're practiced at being a close-knit team. RVing forces you to work together, relying on each other's strengths and covering for each other's weaknesses. If trouble hits, everyone will easily get into "team mode".

There are also some disadvantages of living in an RV during an emergency:

- You have less space to store essentials, like food, medicine and other supplies.
- If you're travelling, you might be far away from anyone you know.
- AN RV is NOT the place to be if severe weather occurs.
- If roads are blocked you might have difficulty getting around.



- You may not be familiar with the area you are travelling in.

Knowing your RV is protected and ready to roll is the first requirement. Regular maintenance is vital to ensure you are ready to go in an emergency situation. In addition to regular maintenance you should pay attention to the equipment you use with your RV:

### PROTECT YOUR RV

There are many things you can do to ensure your RV is protected:

- EMS (electrical management system) or power surge protector
- Water pressure regulator
- Water filter
- Sewer backflow preventer or knife valve
- Invest in alternative power options for your RV, such as a generator, solar panels
- Check electrical cords and hoses regularly
- Keep your fresh water tank full
- Keep your propane canisters full
- Keep your tow vehicle or motorhome fuel tank full
- Keep valuable documents in a small fire-proof safe

### CAR / TRUCK / TOW VEHICLE

Ensuring your car, truck, and/or tow vehicle are ready to go is important to ensure you and your family can evacuate if necessary. In addition to regular maintenance you should have an emergency kit in your vehicle at all times. The kit should be checked every 6 months to ensure all items are still in good working condition and any expired items are replaced. A basic vehicle emergency kit should contain:

- Non-perishable food
- Water
- Blanket
- Extra clothing & shoes
- 1<sup>st</sup> aid kit
- Small shovel, scraper & snowbrush
- Emergency candle & water-proof matches
- Wind-up flashlight
- Whistle
- Roadmaps
- Copy of your emergency plan & personal documents
- Sand, salt, or cat litter
- Antifreeze & windshield washer fluid
- Tow rope
- Jumper cables
- Fire extinguisher
- Warning light or road flares



## 6. POTENTIAL HAZARDS

### FIRE

Fire is probably the highest risk to you and your RV. The US National Fire Protection Association (NFPA), RV repair shops and insurance carriers estimate there are approximately 6,300 RV fires annually in the USA:

- Engine and electrical fires cause roughly 70% of all RV fires
- Tires & brakes cause roughly 20% of all RV fires
- Generators, fuel leaks, solar power, cooking, propane leaks & batteries cause the remaining 10%.

At best, a fire in your RV can delay or ruin a trip. At worst it can mean injury, financial loss and even death. RV interiors are constructed with a variety of synthetic, often flammable materials. They burn hot and fast and emit harmful gases.

Developing a fire plan and practicing it will help immensely if you need to make emergency decisions:

- Determine two escape routes - one in the front and one in the rear
- Inspect and test the fire escape window or hatch at least once a year
- Have at least two fire extinguishers – one in the front and one in the rear
- Consider a third extinguisher outside in a storage compartment or in your tow vehicle
- Check extinguishers every month
- Local fire departments can verify the extinguishers are in good working order
- Install smoke, LPG, and carbon monoxide detectors
- Test detectors monthly & replace the batteries every 6 months
- Determine where everyone will meet after they are out of the RV
- Have a fire drill to ensure everyone is aware of escape windows or hatches

### FLOOD

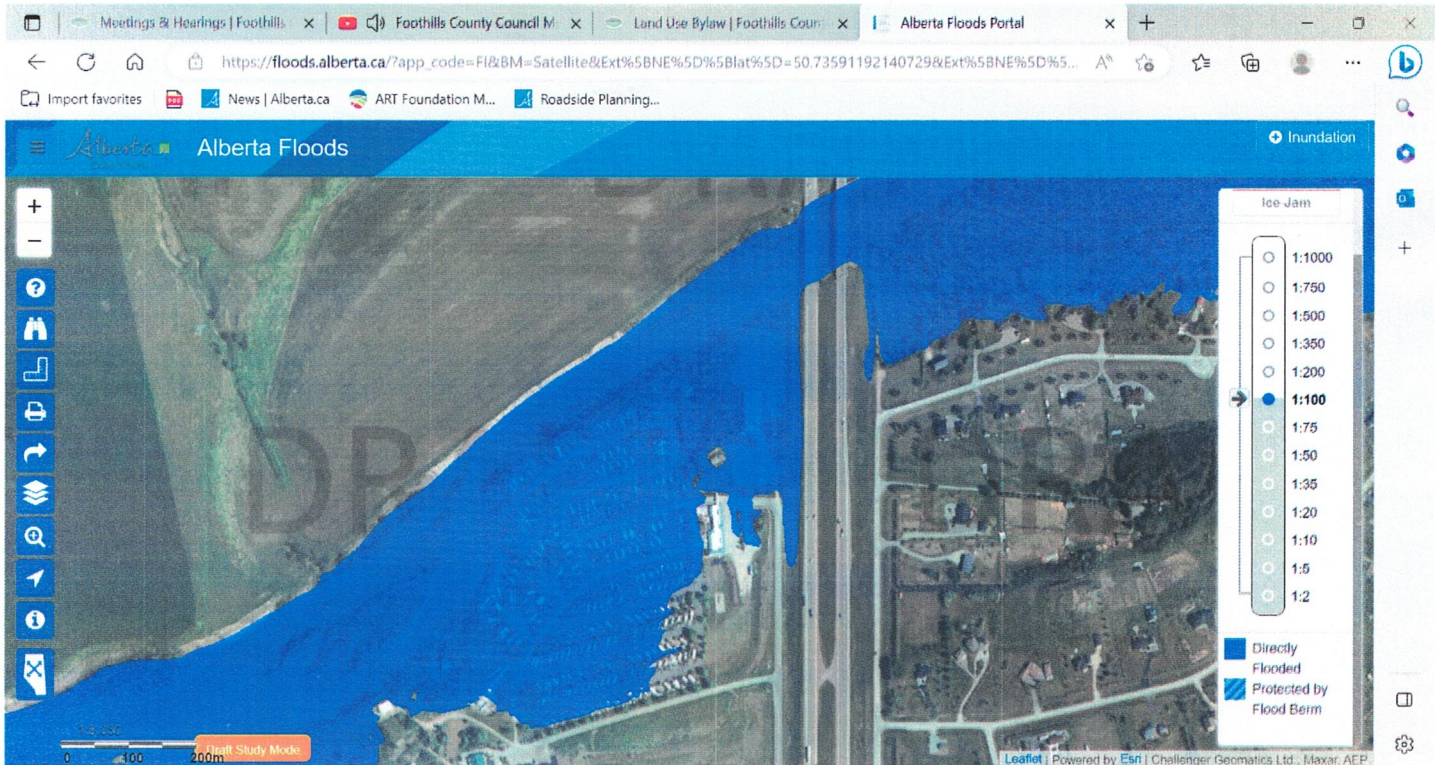
Country Lane Estates was part of a floodplain mapping assessment in April 2002 and there is potential flooding in the low lying areas of the Park. Alberta's 'flood season' is typically from May 15 – June 15, but floods can occur anytime. Each spring you should review your family's emergency plan and make adjustments as necessary. In addition, you should:

- Watch and listen to local media stations
- Listen for Alberta Emergency Alerts, who will interrupt local broadcasting on television and radio stations with information about emergency situations
- Ensure your subscription to Alberta Emergency Alerts are current and up to date
- Check the Alberta Environment Advisories and Warnings page, which contains any advisories, warnings or watches that are in place
- Should a flood be imminent, and time permits, gazebos shall be dismantled and safely stored, as well as loose items in and around the area. Should it not be possible, due to time constraints to dismantle and store gazebos, the screens on the gazebos shall be opened and tied back and all loose items stored, to allow water and any debris to flow through, unobstructed. **Should a lot be unattended, the above noted actions, will be undertaken and completed, under the supervision of the Emergency Response Team Lead.**

It is important that lot owners be made aware of the current feasibility and possible extent of flooding in the area of Country Lane Estates, ie. 1:100 year event as shown on the following map, encompasses the greater portion of the community and may include inundation across Highway 2.



Revisions and updates to this Emergency Preparedness and Evacuation Guide will be provided when updates are available.



## SEVERE WEATHER

In Alberta severe weather can occur anytime and generally includes high winds, hail, excessive rainfall, thunderstorms, lightning, tornadoes, wildfires, blizzards, snowstorms, ice storms. Make sure your emergency plan is updated regularly and your 72 Hour Kit, and Grab & Go Kits are regularly maintained and easily accessible.

DO NOT stay in your RV during severe weather. Monitor local media and seek shelter in a storm shelter or building such as the washrooms, Great Room or Fireside Lounge as soon as possible.

Pay attention to the following weather statements:

### *WATCH*

When a weather 'WATCH' is issued, it's a good idea to get your Grab & Go Kit ready, have jackets ready and put on closed toe shoes.

### *WARNING*

Get your Grab & Go Kit and move you and your pets to the closest storm shelter immediately. Do not return to your RV until all warnings have been lifted.

If you have more than 24 hours' notice of impending severe weather...

- Keep tuned into local weather forecast stations
- Evaluate your surroundings immediately. Do not wait to do this
- Relocate to higher ground if you're near a river, ocean, washes or flash flood area



- Pack or check your Grab & Go kit
- Have shoes and jackets readily available
- Stow gear that's outside (i.e. camp chairs, tables, grill, fire pit, etc.)
- Let your family know where you are or where you are headed
- Charge up all electronics and battery banks
- Refuel vehicles
- Withdraw money from an ATM
- Pack extra water in your GO VEHICLE
- Pack snacks or a lunch to go

If you cannot relocate your RV or If you have less than 1 hour notice of impending severe weather...

- KEEP CALM
- Know where the closest storm shelter is located and prepare to go
- Keep tuned into local weather forecast stations
- Disconnect water, sewer and electrical connections
- All members of your party should put sturdy shoes on.
- Jackets should be readily available
- Grab & Go kit should be packed and at the door ready to go or in your vehicle
- Portable kennels should be in your vehicle and leashes should be ready for your pets
- Each person should make quick bathroom visits
- If you have time, secure outdoor gear (tables, chairs, bbq's etc)
- Walk your dog for a potty break

### DISRUPTION OF UTILITIES

Utilities can be disrupted for many reasons, such as low or no water pressure, loss of power, power surge, failure of sewer pumping stations, etc. If safe to do so immediately disconnect your RV from the affected utility and contact Country Lane Park Manager to advise the problem. Check with your neighbors to see if they are experiencing the same problem. Follow instructions from Country Lane personnel or members of the Emergency Response Team.

### HAZARDOUS MATERIAL SPILL

With Country Lane's proximity to Highway 2, the Highway 2A industrial corridor, and the railway tracks there is potential for a spill or release of hazardous material. Local emergency personnel and/or volunteers from Country Lane Emergency Response Team may instruct you to 'shelter in place'. If you are asked to shelter-in-place, it means to remain indoors, or if outside, go indoors immediately.

## 7. SHELTER-IN-PLACE

During some emergencies you may be asked to "shelter-in-place." This means **take immediate shelter indoors where you are**. You will be notified when it's safe to come out. Usually this will only be for a few hours.

- Act quickly and follow the instructions of local authorities (emergency services personnel, Country Lane Emergency Response Team)
- Stay indoors! If you are outside, go indoors immediately and remain indoors
- If you are in a vehicle and unable to seek shelter indoors, turn off your vehicle, close all the windows, and turn off all ventilation systems
- Turn off all fans, heating and air-conditioning systems to avoid drawing in air from outside



- Close and lock all windows and doors
- Get your 72 Hour Kit or Grab & Go kit and seek shelter in an interior room (without windows, if possible)
- Seal all cracks around doors and vents with duct tape or place damp towels at the base of the door or any other areas where air might enter
- If necessary, breathe through a damp towel to filter the air
- Monitor local media until you are told all is safe, or until you are advised to evacuate

## 8. EVACUATION

If an emergency occurs that requires evacuation from Country Lane Estates, be prepared to leave your RV behind if there is no time to hook up tow vehicles, etc. If it is NOT possible to evacuate by vehicle, get your Grab & Go Kit and proceed to the MUSTER POINT on the east side of the main parking lot.

- Remain calm
- Make sure you are safe before assisting others
- Disconnect your unit from water, power & sewer
- Hook up tow vehicle (if time permits)
- Secure or store outside items (tables, chairs, bbq's, etc) if time permits
- Get your emergency grab & go kit
- Follow instructions from emergency services personnel or Country Lane emergency response team members
- Register at the designated 'reception centre if instructed to do so
- Follow your emergency plan
- Monitor alerts from Alberta Emergency Alert
- Listen to the radio or television for information from authorities
- Do not return to your RV or Country Lane Estates until authorities advise that it is safe to do so

DO NOT remain in your RV during severe weather. In the event of severe weather (high winds, thunderstorm, tornado, etc) the Country Lane Great Room, Fireside Lounge and both washroom buildings can be used for shelter.

## 9. WHEN TRAVELLING

Anytime you get situated at a new location find out where the closest storm shelter is; always have an evacuation plan. At campgrounds and RV parks, there are usually bath houses and community rooms. Do not wait! It's better to be safe than sorry. When the weather radio or television stations post 'Watch' (i.e. Tornado Watch), it's a good idea to get your Grab & Go Kit ready, have jackets ready and put your shoes on (not flip flops!). When the local authorities post 'Warning' (i.e. tornado, thunder storm, severe wind), it's best to relocate you and your pets to the closest storm shelter immediately.

Find the local radio stations to monitor local conditions and tune in or sign up for alerts:

- Environment Canada Weather Alerts for all areas of Canada – [www.weather.gc.ca/warnings](http://www.weather.gc.ca/warnings)
- USA Weather Radio All Hazards (NWR) National Oceanic and Atmospheric Administration (NOAA) – [www.new.noaa.gov/nwr](http://www.new.noaa.gov/nwr)
- Mexico Weather – [www.accuweather.com/en/mx/mexiso-weather](http://www.accuweather.com/en/mx/mexiso-weather) or [www.weather.com](http://www.weather.com)

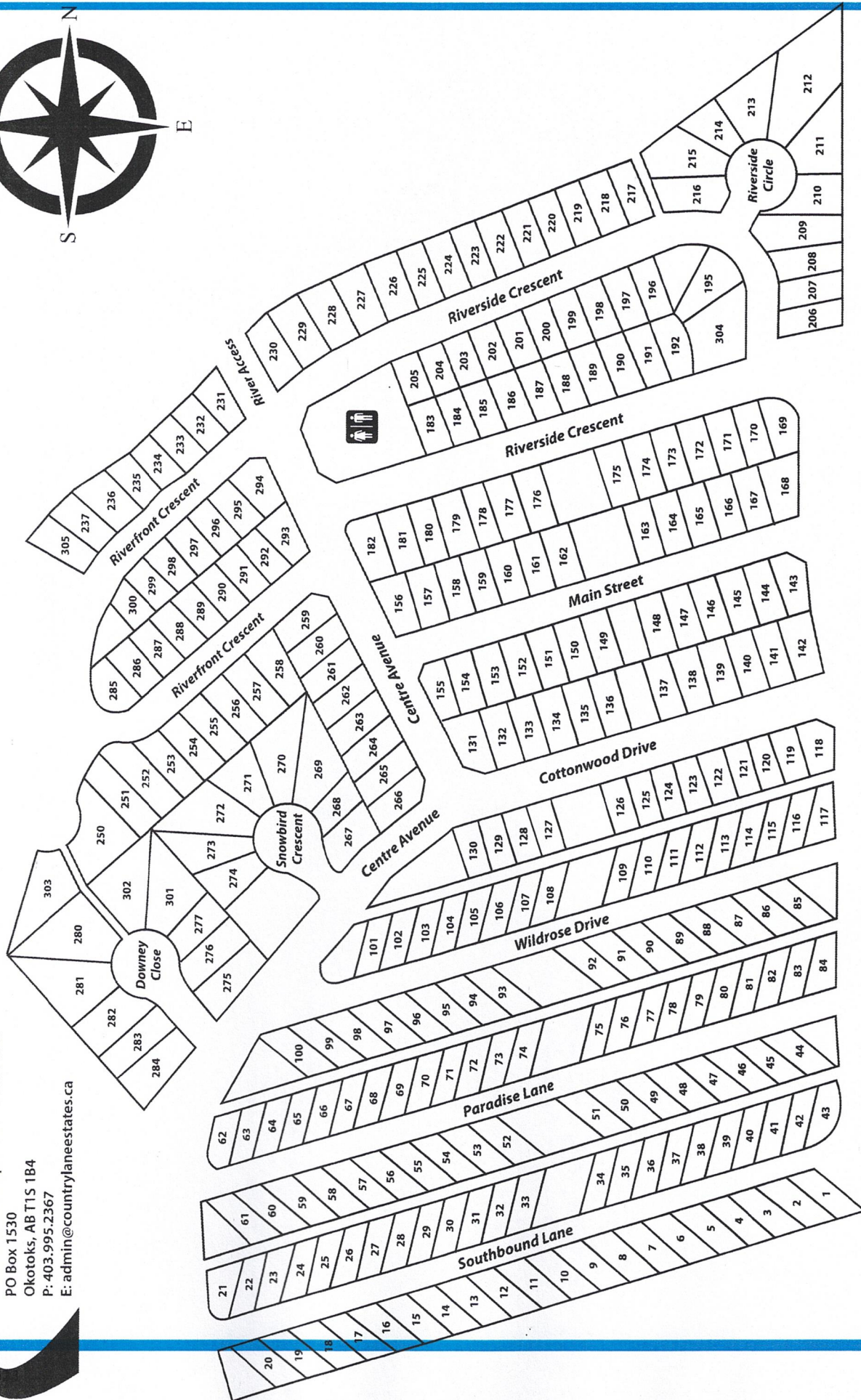
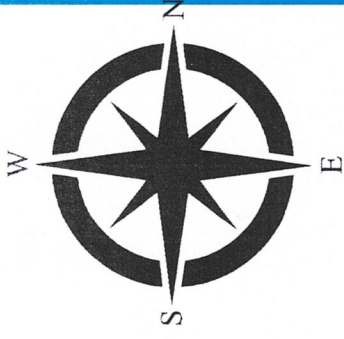
Most importantly, get YOU AND YOUR FAMILY to a safe and sturdy shelter; preferably one that's been designated.

# Plan

# Prepare

# Be Aware





MAIN OFFICE

**Country Lane Estates**

Condominium Corporation No. 03111515  
 PO Box 1530  
 Okotoks, AB T1S 1B4  
 P: 403.995.2367  
 E: admin@countrylaneestates.ca



First Aid kits, AED and Fire Extinguishers are located in the Clubhouse.

Board of Directors:

Chuck McClain, Chair (Emergency Response Team Lead)

Allan Faryna, Vice-Chair

Cameron King, Treasurer

Vicki Fritz, Secretary

Vern Lecocq, Director

Mavis Forget, Director

Robyn Ollett, Director

## 10. IMPORTANT PHONE NUMBERS & HELPFUL LINKS

The address for Country Lane Estates is 370165 79<sup>th</sup> Street East, Aldersyde, AB, T0L 0A0

<b>Country Lane Estates</b>		
Park Administrator	Office 403-995-2367	Email <a href="mailto:admin@countrylaneestates.ca">admin@countrylaneestates.ca</a> <a href="http://www.countrylaneestates.ca">www.countrylaneestates.ca</a>
<b>Alberta Government</b>		
Alberta Emergency Alert	Weather Alerts	<a href="http://www.emergencyalert.alberta.ca">www.emergencyalert.alberta.ca</a>
Alberta Emergency Management Agency (AEMA)		<a href="http://www.aema.alberta.ca">www.aema.alberta.ca</a>
Alberta Environment Warnings & Advisories	1-800-222-6514	<a href="http://www.environment.alberta.ca/forecasting/advisories">www.environment.alberta.ca/forecasting/advisories</a>
Alberta Municipal Affairs Disaster Services	1-800-272-9600	<a href="http://www.aema.alberta.ca/assistance-and-recovery-support">www.aema.alberta.ca/assistance-and-recovery-support</a>
Alberta Ready (AEMA)	Emergency Preparedness	<a href="http://www.albertaready.aema.alberta.ca">www.albertaready.aema.alberta.ca</a>
<b>Alberta Health Services</b>		
Emergency	911	
Health Link	811	Health concerns or not sure who to contact
Black Diamond Hospital	403-933-2222	
High River Hospital	403-652-2200	
Okotoks Urgent Care Health & Wellness Centre	403-995-2600	
South Calgary Hospital	403-956-1111	
<b>Government of Canada</b>		
Environment Canada	Weather Alerts for Canada	<a href="http://www.weather.gc.ca/warnings">www.weather.gc.ca/warnings</a>
Get Prepared Government of Canada	Emergency Preparedness	<a href="http://www.getprepared.gc.ca/index-en.aspx">www.getprepared.gc.ca/index-en.aspx</a>
<b>Local Radio</b>		
The Eagle 100.9		
Sun Country 99.7		
AM 1140		
<b>Municipalities</b>		
Foothills County	403-652-2341	<a href="http://www.foothillscountyab.ca">www.foothillscountyab.ca</a>
Town of High River	403-652-2110 After hours 403-652-2811	<a href="http://www.highriver.ca">www.highriver.ca</a>
Town of Okotoks	403-938-4404 After hours 403-938-2985	<a href="http://www.okotoks.ca">www.okotoks.ca</a>

<b>RCMP</b>		
Emergency Police, Fire, Ambulance, Emergency	911	
Black Diamond/Turner Valley Detachment	403-933-4262	
High River Detachment	403-652-2356	
Nanton Detachment	403-485-2267	
Okotoks Detachment	403-646-2444	
Vulcan Detachment	403-485-2267	
<b>Utilities</b>		
ATCO Gas – 24 hour	403-245-7222	
ENMAX – 24 hours	403-268-2822	
FORTIS	403-310-9473 or 1-866-717-3113	
<b>Weather – Outside Canada</b>		
Mexico Weather		<a href="http://www.accuweather.com/en/mx/mexico-weather">www.accuweather.com/en/mx/mexico-weather</a> <a href="http://www.weather.com">www.weather.com</a>
USA Weather Alerts		<a href="http://www.weather.gov">www.weather.gov</a>
USA Weather Radio-All Hazards		<a href="http://www.nws.noaa.gov.nwr/hwr/">www.nws.noaa.gov.nwr/hwr/</a>
<b>Other</b>		
Canadian Red Cross		<a href="http://www.redcross.ca">www.redcross.ca</a>
American Red Cross		<a href="http://www.redcross.org">www.redcross.org</a>
Mexico Information		<a href="http://www.angloinfo.com">www.angloinfo.com</a>