



Sundance Homeowners Association Emergency Preparedness Plan

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Introduction

Emergencies and disasters can happen at any moment, and sometimes occur without warning. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness among the property owners and residents of our Sundance community.

This Emergency Preparedness Plan will provide the process and procedures for our community in the event of the following emergencies:

- Floods
- High Winds
- Power Outages
- Snowstorms
- Tornados
- Wildfires

This guidance will identify emergency communications and planning in case of evacuations in our community. All homeowners are encouraged to read [Boulder Emergency Preparedness Guide](#), Which identifies key action steps for all natural disasters and emergencies.

This plan should be updated annually by the Sundance HOA board of directors and posted on the Sundance HOA website.

HOA Communication Plan

If a major weather or natural disaster has been predicted in the City of Boulder, the HOA Community Manager may send out an email to the homeowners and residents to alert the community and provide a reminder of our HOA emergency response.

The Board President, after an emergency or disaster will reach out to the Community Association Manager to provide an update. The Board President and Community Manager will determine communications to residents based on the circumstances of the disaster or emergency.

In the case the Sundance community has been evacuated, the Board President will contact the City of Boulder [Office of Emergency Management](#) to notify them points of contact for our HOA including Board President and Community Manager. The Office of Emergency Management can be reached at: Email: sheriffoem@bouldercounty.org and Phone: 303 441-3390

HOA Evacuation Exits

The following is an aerial map of the Sundance HOA. Our community begins at 4148 Amber Street and expands to Sunrise Ct, Autumn Ct, Crystal Ct and Dawn Ct. There are three possible evacuations routes.

1. Amber Street to Jay Road
2. There is an emergency and direct evacuation route from Dawn Ct, east driveway to 28th Street
3. Via Elks Park entrance, if all other exits are not available

If the electricity is out, then garage doors will not automatically open. Be sure to pull on the RED string that will open garage doors manually.



Figure 1: The red arrow shows the evacuation exit to 28th street.

Evacuation Locations in Boulder

The City of Boulder will generally have the Recreation Centers open as evacuation sites. The nearest Rec Center to the Sundance Community is the **North Boulder Recreation Center** located at **3710 Broadway**.

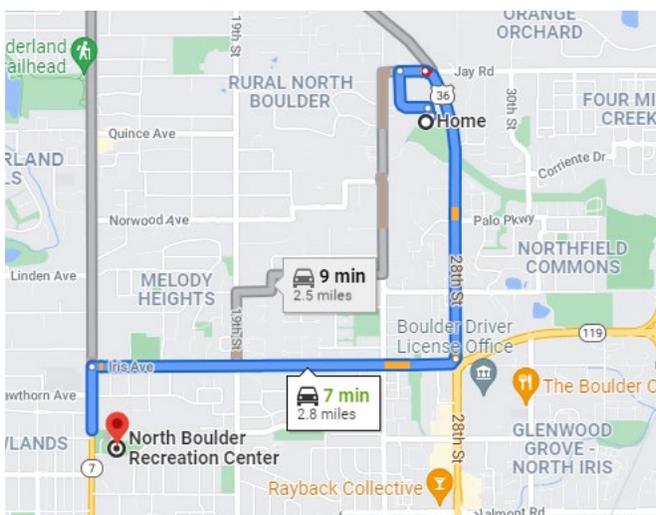


Figure 2: North Boulder Rec Center can be an evacuation location

The **Boulder County Fairgrounds at 9595 Nelson Road in Longmont** is also used in case of natural disasters and emergencies. They are also usually the place for animal evacuations as well. If you have pets, be sure to locate an evacuation site that will take pets.

Airbnb has a separate non-profit site for the [Open Homes Initiative](#). This site you can register to open your home up for community members who need to evacuate as well as find housing at a nearby neighborhood.

HOA Action Plan

The following will be items that HOA will manage in the case of emergencies and natural disasters.

Damage Assessment

The Board President will conduct a visual site inspection of damage of the community once it is safe to do so. The Board President shall take photos and document damage and provide a summary to the Community Manager.

Utility Shut-off Valves for Sundance

All utility shut off valves for the community are managed by the City of Boulder or the utility company, Xcel Energy. In the case of emergencies the Board President of the Community Manager will contact them.

Water Turnoff

Please call the City of Boulder Utilities Maintenance. Work hours 303.441.3260 and for emergencies call 303.441.3200. They can be reached via email at utilities@bouldercolorado.gov.

Electric Turnoff

Please call Xcel Energy at 800.895.1999 or complete the [online form](#).

Gas Turnoff

Please call Xcel Energy at 800.895.2999 or complete the [online form](#).

Debris Removal

In the case of emergency where there is debris, homeowners will be asked to move their cars from the guest parking and these areas will be used as staging sites for debris management and collection. Most home insurance policies allow for an extra 5% above coverage limits for debris removal. Depending on the type of disaster, [Boulder County Disaster Response](#) often will coordinate debris removal. If the County or City does not offer debris removal, the HOA will coordinate with a vendor and divide the cost among homeowners.

The following are debris removal companies that can be contacted.

- Tree Branch Removal. [LID Landscapes](#) or [Taddiken Tree](#) Company.
- Homeowner Debris. Contact [Western Disposal](#).
- Junk and Debris Removal, [Colorado Hazard Control](#)
- Homeowner Debris, [Eco-Cycle Center for Hard to Recycle Resources](#)

Insurance Claims

The Community Manager will contact the HOA insurance provider, American Family Insurance, to alert them of our emergency and disaster. See the Sundance website under Governance documents for the most current [HOA insurance policies](#).

Homeowner Action Plan

Residents are encouraged to do the following to prepare for any emergency or disaster. Please refer to the City of Boulder [Office of Emergency Management](#) for up-to-date information and reference guides.

1. **Emergency Alerts.** Residents should sign up for the City of Boulder Office of Emergency Management alerts. Please sign up for an account with the [EverBridge](#) application.
2. **Boulder Emergency Preparedness Guide.** Please download and read the [Boulder Emergency Preparedness Guide](#). This guide provides information on what to do for any natural hazard and information on emergency planning.
3. **Emergency checklist.** Prepare a family checklist of items to take in case of an evacuation. The following are various resources for checklists:
 - a. US Government [Ready.gov website](#) for specific checklists
 - b. Colorado Emergency Reporting Network also has an [emergency checklist](#) available.
 - c. The American Red Cross has an extensive resource on [How to Prepare for Emergencies](#)
 - d. See also the [emergency checklist](#) in the Appendix of this document
4. **Evacuation Location.** Determine the best place for your household to evacuate in case of an emergency with friends or family.
5. **Contact information.** Make sure the HOA has a current email and cell phone number on file for you and key family members. Please also let the HOA know if you might need assistance in cases of emergencies.
6. **Household Inventory.** Take pictures and/or video of all the contents in your home. Scan in all receipts of household items. This will be useful with insurance claims.
7. **Locate your gas, electric and water shut off valves.** Most of the homes in the Sundance community have **water shut-off valves** on the first floor under the stairwell in a closet. The **gas shut off** should be in the utility closet, located in the garages or next to the meter. Also be sure to switch off your electrical panel if you evacuate your home if time.
8. **Check annually your fire alarms, smoke detectors and fire extinguishers.**
9. **Out of Town information.** In the case that you are out of town, be sure a neighbor or the HOA know the dates of your departure and an emergency contact information for you in case of an emergency.
10. **Pets.** Determine plan for pet evacuation. Ensure necessary carriers are accessible. Be sure to allocate food and supplies for pets, if evacuated. In the case, the homeowner or resident is not home during a disaster, be sure the pet-sitter or neighbor has access to the home.

Key Documents

All key governance documents and insurance policies are located on the [Sundance website](#).

Appendix and Resources

FEMA

[FEMA](#) is the Federal agency that provides disaster relief support and resources. Under Disasters and Assistance there is list of resources for disaster victims.

Emergency Checklist

Emergency Needs

- Non-perishable food items
- Water (1 gallon per person per day)
- Sleeping Bags & Blankets
- Manual Can Opener
- Matches and candle
- Non-Perishable Foods
- Flashlight
- Utility Knife
- Essential Medications
- Extra Clothing
- Pen & Paper
- Cash
- Important documents
- Work Gloves
- Basic Tools
- Sanitation supplies (toiletry & hygiene)

Standard First-Aid Kit

- Rubbing Alcohol
- Soap
- Gauze
- Band-Aid
- Elastic Bandage
- Cotton Balls and swabs
- Safety Pins
- Scissors
- Thermometer
- Adhesive, Paper Tape
- Tweezers
- Antibiotic ointment

Vehicle Kit

- Maintain at Least 1/2 Tank of Gas
- First Aid Kit & Manual
- Class ABC Fire Extinguisher
- Non-Perishable Food
- Bottled Water
- Bag of Sand, Shovel & Tools
- Blankets or Sleeping Bags
- Colorado Paper Map
- Plastic Bags
- Flashlights & extra batteries
- Reflectors & flares
- Jumper Cables
- Short Rubber Hose for Siphoning

Gas Outage

In the case that Xcel Energy turns off the gas, here is the fact sheet on [Natural Gas Relight](#) to get it turned on.

Caution: Scammers

After natural disasters scammers can prey on disaster victims. Scamming could be individuals calling asking for personal or financial information posing as FEMA or a government agency. Another scam might be vendors coming into the area offering to do services and taking payment upfront but don't return. Here is more information about [scamming](#) from the Federal Communications Commission.