

Woodside (2023-2024) Storm Readiness and Flood Preparation Plan

Flooding History and Scope of this Plan

Woodside, particularly certain sections, has a history of flooding approximately on a ten-year cycle, most recently in 1986, 1997 and 2005. This localized flooding, due to Woodside's proximity to the Chicken Ranch and Strong Ranch sloughs, occurs particularly when the drainage to the American River is blocked by the closure of the gate at the D05 pumping station.

Additionally, this plan addresses windstorm conditions which often accompany atmospheric river storms, as well as "cloudburst flooding" or localized flooding caused by heavy rainfall.

However, this plan does not address the catastrophic flooding event which conceivably could result from widespread flooding caused by a critical levy failure.

Ongoing Role of the Flood Committee

The Flood Committee will meet at least once a year in the month of October (or earlier if early rains are predicted) to review the following and other pertinent matters:

- Review the long-term seasonal rain forecast.
- Assess Woodside's preparedness in terms of having in place all flood related procedures and materials detailed in this plan.
- Conduct an inventory audit of flood related materials with the community staff manager.
- Update the Woodside website to include this plan and the resident flood awareness letter.
- Issue newsletter article(s) to increase residents flood awareness.

Stage I: Pre-Flood Planning (measures to be put in place by October of each year)

1. Needed Equipment, Supplies, Tree Inspection, Resources and Volunteers are Identified:

a. Equipment and Materials Stockpiled in Advance: (Please see attached Stockpiled Listing of Required Flood Equipment and Supplies)

- Inventory audit of flood related equipment and materials is conducted by the Community Manager with the Maintenance Supervisor to verify that all equipment and supplies are accounted for as shown on the attached *Stockpiled Listing of Required Flood Equipment and Supplies*.

b. Equipment, Supplies, Food & Drink are Identified for Later Purchase or Rental in Stage II

- **Bobcat tractor rental** (*for moving sand, etc.; high clearance allows access to flooded areas*): Contact equipment rental companies to determine Bobcat availability if required for flood preparation (Stage II of this plan)
- **Supplies:** plastic sheeting for sand barriers, sand, sandbags, gasoline for generator, paper towels, large trash containers, paper towels
- **Food & Drink:** bottled water, energy food, coffee ground regular, coffee instant decaf, tea, hot chocolate mix, Styrofoam coffee cups, plastic spoons, trash plastic liners.

c. Tree Inspection

Identify trees and branches susceptible to falling under windstorm conditions (35 mph winds). Remove hazardous tree branches and trees meeting the following criteria (Source: Sacramento Tree Foundation):

- Soil lifting around the base of the tree.
- The tree begins to lean when it wasn't leaning before.
- Cracking or groaning sounds.

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Stage I: Pre-Flood Planning, Continued

- Broken or hanging large branches.
- Loose or dangling hardware in trees that have been cabled.
- Trees planted too close to buildings.

2. Necessary Financial and Physical Resources are Designated

- a. Required budgetary allocations are identified through Woodside's budget planning process.
- b. Sand-bagging allocation previously determined: 20 per unit; 35 per units previously flooded,
- c. Initial exploratory contacts are made with Restoration Companies (to clean up post flooding)

3. Communication Protocols are Established:

- a. Resident flood awareness letter is issued yearly to residents and placed on the Woodside website,
- b. This Woodside Flood Preparation Plan is posted on the Woodside website,
- c. Newsletter article is prepared.

4. Flood Volunteers are Recruited and Contact List is Compiled

5. Command Center: Mission and Roles are Established

- a. Mission: to lead & coordinate all flood planning and response activities
- b. Roles:
 - Flood response commander: HOA President
 - Deputy commander: HOA Community Staff Manager
 - Communications: Designated Office Staff Member
 - Maintenance Supervisor: Flood Related Maintenance Tasks
 - Security Supervisor: Flood Related Tasks as Assigned

6. Maintenance Office, Security Staff are trained in flood preparation & management procedures.

Stage II: Pre-Flood Preparation (Incoming Storm Forecast Predicts Possible Flooding)

1. HOA President, Community Manager, Maintenance Supervisor and Security begin monitoring of

County Flood Website Real Time Northrop Slough Level: From www.sacflood.org, go *Stream Level Summaries*, and then to *Chicken Ranch and Strong Ranch Sloughs* and then to *Strong Ranch Northrop*.

2. Communications

a. Manager contacts the Sacramento County Flood Agency:

- To determine potential probability of flooding danger to Woodside
- To ascertain resources available to Woodside, such as sandbags and sand
- Ongoing communication is maintained to assure timely storm updates.

b. Residents & Owners notified to Prepare for Possible Flooding:

- Group Texts from the Manager announce imminent flooding.
- Residents & owners are encouraged to access the Sacramento County Website for real time flood danger updates at www.sacflood.org, as shown above.
- Recommended procedures to promote personal safety and safeguard property including awareness of hazard presented by windstorms, i.e. possibility of falling trees and branches. move cars to higher ground, etc. as shown in the Resident Flood Awareness Letter.

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Stage II: Pre-Flood Preparation, Continued

- Resources if available at Woodside, such as sandbags, together with sandbag station locations and allotments (allotments to be determined based on availability)
 - Woodside stance to residents and homeowners: We assist; however, residents are responsible for their own personal safety and property. The Woodside HOA is not liable for damage to cars caused by water or wind such as falling trees or branches.
- c. Manager places staff on alert for possible overtime duty.**
- Maintenance Staff
 - Office Staff
 - Security Staff
- d. Manager notifies Governing Board Members of impending flood danger.**
- e. Volunteers are contacted for Possible assistance in filling sandbags.**

3. Logistics

a. Manager activates Flood Command Center

- Set up in office, or alternative location if office flooding is imminent.
- Command Center staff meet to
 - Determine areas of Woodside most likely to flood.
 - Formulate action plan to protect areas most likely to be flooded.
 - Ascertain that all flood emergency equipment is on hand (see checklists) for acquisition of needed emergency equipment not on hand.
 - Develop plan for purchase of additional supplies and/or equipment required.

b. Sandbag Distribution to Residents (if available)

- Sandbag distribution center is set up.
- Volunteers are notified to assist with sandbag filling and other key tasks as assigned.
- Number of sandbags taken by each unit is logged (clipboard).

c. Maintenance staff implement necessary flood mitigation measure such as

- Clear all drains of leaves and other debris.
- Set up Sandbag and/or bladder barriers as needed.

d. Reservations to Guest Suites are Cancelled to make the rooms available for

- Staff lodging during the flood emergency.
- Alternative Command Center location in the event of office flooding

Stage III: Imminent Flooding: County Notifies Woodside of High Flooding Probability

Communications

a. Manager:

- Issues Group Text and/or e-mails to Residents and Owners: Flooding is imminent.
- Notifies Board Members, Maintenance Supervisor and Security Supervisor

b. Security

- Megaphone Announcement and Door Knocking: **Flooding is imminent!**

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Stage IV: Woodside Flooding Occurs

- 1. Command Center Declares Flood Emergency and HOA Board Members are notified.**
- 2. Immediate Damage Assessment, Remediation and Mitigation**
 - a. Insurance Company Representative, per his direction, is immediately contacted before any remediation action is taken.
 - b. Maintenance Supervisor and Manager determine areas and extent of flooding.
 - c. Utility lines are inspected, and Utility Companies are contacted for possible shut off: Electrical, Gas and Water.
- 3. Flood Command Center Personnel Meet To:**
 - a. Assess present threat level to Woodside residents and structures.
 - b. Notify Residents with needed information, such as evacuation routes if needed.
 - c. Discuss next steps to be taken.

Stage V: Post Flooding Actions

- 1. Communication**
 - a. Woodside Management and HOA Board continue dialogue with insurance company.
 - b. Owners are advised of the process for filing a claim.
 - c. Restoration company contacts are initiated.
- 2. Cleanup, Damage Repair and Rebuilding with Insurance Company's Direct Involvement**
- 3. Report by the Flood Command Center Staff and the Flood Committee is Prepared for the HOA Board Relating to the Effectiveness of this Flood Plan**
 - a. What worked well?
 - b. What did not work?
 - c. How will the flood plan be modified in the light of what worked and what did not?
 - d. Cost analysis: what was the total cost to the Woodside HOA?

Cloud Burst Flooding or Localized Flooding Due to Rainfall (Not Flooding)

- May occur during any of the Phases identified above
- Localized areas of flooding (or cloudburst flooding) are identified
- Corrective Measures are considered, such as:
 - Examining Drains and Drainpipes for possibly clogging
 - Utilization of flood pumps
 - Sandbagging of units threatened by rising water

Resident Storm Readiness and Flood Preparation Plan

As the attached updated flood plan shows, Woodside is taking proactive measures to prepare for the eventuality of flooding. As a Woodside resident we would suggest that you familiarize yourself with the plan, while also becoming particularly aware of the following:

Your Personal Responsibility: While Woodside is doing everything possible to plan for the possibility of future flooding, it is your responsibility to make all necessary preparations for your personal safety and wellbeing. In this regard we would strongly suggest that you make your own preparations:

- **Supplies:** Have a supply of drinking water in the event that our water supply is cut off. It is also prudent to have flashlights on hand if power is lost. Cell phone chargers not dependent on an AC power supply can also be very useful.
- Gather your keys, wallets, purses, medications and documents, such as bank account information, insurance policies, birth certificates, etc.
- Be prepared to move your vehicle when the possibility of flooding becomes imminent. The Woodside HOA is not liable for damage to cars.
- If you are handicapped or debilitated for any reason, and feel that you would require additional assistance in the event of flooding, make these arrangements in advance with friends or family.
- If yours is a downstairs unit:
 - Raise all electronics and other valuables to at least counter level.
 - Sandbag your front and sliding doors (Woodside will make available a self-service sandbag station to include sand and sandbags). Quick dam barriers, available at hardware stores, can also be used for this purpose.
- Be aware of the county website, sacflood.org which will provide real time current information and updates when the possibility of flooding becomes imminent.
- Wind Storm conditions often accompany storms and flood conditions:
 - If you spot a hanging limb or ground that is shifting on one side of a tree, stay away
 - As much as possible, avoid spending time outdoors, particularly under trees during storm conditions, including windstorm, and the days following storm conditions when trees and branches continue to be prone to falling.
 - Do not approach or touch trees near downed power lines – the tree & surrounding ground may be energized

Insurance Coverage: Woodside's flood policy covers flood damage to the interior of your units, i.e, walls floors, carpeting, to the extent of the original construction of your unit. The Woodside policy does not cover the following which you should think of obtaining from your insurance carrier:

- Personal property and upgrades to your unit. These coverages can be secured through a homeowners personal insurance policy (HO6)
- Temporary housing if your unit is rendered uninhabitable. This type of coverage, known as, "additional livings expenses" pays for additional expenses such as hotel stays.

It is our sincere hope that you will find this information helpful.