



25241 Paseo de Alicia, Suite 120  
Laguna Hills, CA 92653

# Disaster Preparedness Training Workshop Series

*Learn how to comply with new state legislation that requires mobile home community owners to adopt an Emergency Preparedness and Evacuation Plans by September 1, 2010.*



MHET's comprehensive three part workshop series is designed for communities that want to develop and train on-site personnel and residents to deal with disasters and emergencies including the evacuation of the community. MHET is incredibly fortunate to have Wynn Hornberg present these workshops. Wynn has developed and successfully implemented this custom program in numerous parks and is an expert in preparing and training community owners and management to deal with emergencies including the development of an Evacuation Plan. All forms are included as part of the workshop registration fee.

**IMPORTANT! Space is limited for this comprehensive workshop series. Be sure to book today to reserve your space! The Workshops include FREE selftour of the Nixon Presidential Library and Museum on the day of the workshop.**

## **Workshop I: Disaster Plan Organization and Development**

**March 10, 2010 / 8:30 a.m. – 3:00 p.m.**

(Continental Breakfast & Box Lunch)

### **Overview of Program**

- Understanding the intent of the Law SB23 – Enforcement, Legal Responsibilities and Benefits
- Prioritizing Individual Preparedness within your Communities – The responsibility of on-site staff to educate and encourage their residents to take action in developing their own "Personal Emergency Plans", which should include assembly of ALL their own essentials
- The ABC's of developing a Community Disaster Plan. What is practical and what is not?
  - Making Assignments
  - A Detailed discussion about the organization Materials needed for a basic Disaster Plan, Forms, Rosters, etc...
  - Creating Manuals – What should be included?
  - Indispensable Survey Forms will be provided that can be easily tailored to an individual property
  - Directions on creating easy to read drawings of your park utility systems will be discussed in detail
- First Community Meeting – What should be your objectives?
- Second Community Meeting – Introduction of the Community Disaster Plan – Disclosure, Disclosure, Disclosure

## **Workshop II: Essential Workings of the Resident Volunteer Divisions**

**June 9, 2010 / 8:00 a.m. – 2:00 p.m.**

(Continental Breakfast & Box Lunch)

### **Overview of Program**

- Detailed discussion related to the Emergency Preparedness Divisions and Responsibilities, i.e., Training Requirements, How to Conduct Park Wide Surveys, etc...
  - E.O.C. – "Emergency Operation Center"
  - Area Leaders
  - Block Field Team Members
  - Communication Team
  - Medical (Minor First Aid) / Counseling Center

## **Workshop III: Restoration**

**August 11, 2010 / 8:00 a.m. – 2:00 p.m.**

(Continental Breakfast & Box Lunch)

### **Overview of Program**

- Coordination of essential interim services
  - Working with local Government
  - Insurance – Are you properly insured for possible exposures? What are your limits of Coverage / typical exclusions of coverage?
  - Working with FEMA and Other Local Agencies
  - Developing a great relationship with your residents before an emergency

- Over for Registration -

# MHET Disaster Preparedness Workshop Series

## Registration Form

Space is limited. Please respond early to reserve your place!

Registration Fee of \$750 is based on two participants – the park owner or management company regional manager and the on-site park manager attending three workshops. If the same owner or management company has multiple parks, the additional on-site managers may register for an additional \$250 each.

We will be registering the following two participants at \$750 for three workshops.

Registrant #1 Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Registrant #2 Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Community Name and Number of Spaces Represented by the above registrants.*

Park Name: \_\_\_\_\_ Spaces: \_\_\_\_\_

We will be registering the following additional participants at \$250 each. (If more space is needed, please copy this form and attach. Thank you.)

Registrant #3 Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Community Name and Number of Spaces Represented by the above registrant.*

Park Name: \_\_\_\_\_ Spaces: \_\_\_\_\_

Payment Total Enclosed. \$ \_\_\_\_\_

Attendee #1 and #2 \$750

Attendee #2 (from same park ownership) \$250 each: \_\_\_\_\_ @ \$250 = \$ \_\_\_\_\_

**Total**      \$ \_\_\_\_\_

Please make check payable to MHET and mail to:

MHET 25241 Paseo de Alicia, Suite 120, Laguna Hills, CA 92675.

MHET Members may reserve via FAX: 949-380-3310.

For more information contact MHET Executive Director Vickie Talley at (949) 380-3303. Thank You.