

Marina South Shore Condominium Association, Inc.
Disaster Plan

To all residents, board members, management company:

WHEREAS, following a disaster event, the responsibilities of the Association to protect life and property and assure orderly transition to reconstruction are greatly amplified and,

WHEREAS, the need to establish a _____ Condominium Disaster Plan, to be effected as required by conditions preceding or following a disaster, has been clearly demonstrated by the lessons of Hurricane Charley,

BE IT THEREFORE RESOLVED, the Board of Directors of _____ Condominium Association, Inc, have approved the following Disaster Plan, to be executed in the event of a hurricane or other disaster requiring immediate action to protect the property of _____ Condominium Association.

AUTHORITY TO ACT:

In the event of hurricane or other disaster, the Board of Directors herein delegate to the following Person(s) authority to contract for security and emergency services, as may be required to execute the Disaster Plan:

The President, or in his absence, the Vice-President, or in his absence the Secretary, or in his absence the Treasurer of the Association OR:

The Board-authorized Disaster Plan Focal Point (DPFP) is:

_____ Home Phone
_____ Cell Phone

UPON EXECUTION OF THE DISASTER PLAN THE FOLLOWING SHALL BE UNDER TAKEN:

I. ACCOUNT FOR THE WHEREABOUTS OF ALL RESIDENTS

Under notification of impending disaster or Hurricane Watch, and in lieu of a Hurricane Warning or Mandatory Evacuation order, the Resident Building Coordinators (RBCs), as members of the _____ Emergency Management Team (SS EMT) shall attempt to contact all residents to ascertain which are remaining with the community and which are evacuating.

In the event of Hurricane, the RBCs shall attempt to complete the attached Evacuation Notice form incorporated herein for all units and attempt to provide residents with the Hurricane Preparedness memo (before/during/after storm checklist).

A copy of the Evacuation Notice form will be made available to emergency authorities in event of mandatory evacuation.

Resident Building Coordinators (subject to change):

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Name	Unit	Phone
_____	_____	_____

In the event of a disaster, the first action should be to direct emergency medical assistance to any resident in need.

II. SURVEY THE PROPERTY

Annually, a video record of the property (“before the storm”) shall be created and kept by the DPF, and made available should it become necessary after a storm.

Following a storm or other disaster, the DPF & RBCs will coordinate a survey of the property to determine the extent of the damage and in conjunction with the _____ Board, authorize emergency services required to secure the property and prevent further damages.

The _____ Condominium Association's Management Company shall maintain building plans on site and a copy in a location other than Association for immediate access in event of emergency.

The Resident Building Coordinators shall make a list of damages and take photographs.

A separate list of locations that require “dry-in” shall be made to be used when 1st responder construction team arrives.

Two contractors have been identified as 1st responders after a disaster. Contact with a 1st responder shall be made only by the Emergency Coordinator or Management.

First Responder # 1 – FireService for dry out (subject to change)
First Responder # 2 – TBD

III. ESTABLISH LINES OF COMMUNICATION

The Board of Directors shall retain the services of their Management Company to serve as a key member of the SS EMT whose place of business is inland from any anticipated Hurricane or tropical storm event, for the purpose of coordinating communications between members of the Board of Directors and residents.

The RBCs, upon implementation of the Disaster Plan, shall immediately contact the Management Company, who shall, in turn, immediately contact all Directors and Officers of the Corporation, as well as initiate a subsequent communication plan for residents.

The Management Company shall maintain the following records:

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1. Owner list, with address of record, updated monthly
2. Name, address and phone number of Directors & Officers
3. Name, address and phone number of employees
4. Listing of Association's Insurance Agent, Carriers and Underwriter, Attorney, Accountant and Engineer.
5. List of vendors

Every Officer and Director shall contact the Management Company *within 24 hours following a Hurricane or other disaster* requiring implementation of the Plan, regardless of prior communication by the coordinator.

The method of communication will primarily be by telephone and email.

Emergency Coordinator:

Name: CAM

Address: _____

Phone: _____

IV. CONTACT EMPLOYEES AND VENDORS

It shall be the primary responsibility of the Management Company, in conjunction with the _____ Board, and in accordance with the _____ Hurricane Preparedness plan, to contact employees, vendors and emergency service personnel following an emergency event as documented elsewhere in this plan.

Acknowledged and approved this 10th day of November, 2010, The
_____ Condominium Association Board of Directors.

Appendices attached:

**Marina South Shore Condominium Association, Inc.
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EVACUATION NOTICE

Unit Number _____ Date _____

Name(s) _____

In the event of impending disaster of Hurricane, I (we) intend to evacuate to the following location:

Name _____

Address: _____

City: _____ State: _____

In case of emergency contact:

Name: _____

Phone: _____

Street: _____

City: _____ State _____ Zip: _____

IF I DO NOT INTEND TO EVACUATE, THE NAME OF MY NEXT OF KIN IS:

Name: _____

Phone: _____

Street: _____

City: _____ State: _____ Zip: _____

If appropriate, name, address and phone of designated CONDO WATCH:

Name: _____

Phone: _____

Street: _____

City: _____ State: _____ Zip: _____

Signature

Date

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Some items not always considered in the event of hurricane:

If you are going to leave town do it before I-75 corridors are filled. Evacuation notices for the East Coast, Miami and the Keys will slow your progress. Consider leaving when a Hurricane Warning or evacuation is issued for the East Coast, not *when* it is issued for the West Coast.

In the even of a hurricane coming “up the slot”, i.e. up through the Gulf of Mexico, consider leaving when a Hurricane Watch is issued.

All businesses require electricity to function. Unless you have an established line of credit, or your grocer, pharmacist, or gas station will accept checks, make sure you have plenty of cash *before* a storm. Credit cards may be useless; banks will not be able to operate; and vendors will be more hesitant to accept checks.

If you require special medical assistance, register *now* with the Emergency Management Infirm Registry.

To: Maintenance Staff

Upon notification by Management and/or Lee County Emergency Management or other authority, the following actions are to be taken:

UPON NOTIFICATION OF A TROPICAL STORM WATCH:

- Fill the BBQ propane tanks and secure in the maintenance garage where the golf cart is stored.
- Inventory and update emergency supplies and first aid kit – purchase additional materials as required.
- Check and refill bottled water supply.
- Fill all gasoline containers.
- Check and secure outside of buildings and common walk ways removing grills, plants, furniture, etc.
- Distribute sets of keys to the Resident Building Coordinators. The set will include keys to the clubhouse, office door, bathrooms, pool house, maintenance garage, elevator rooms, electrical rooms and saunas.
- Review Hurricane Plan, step by step, to assure all materials necessary are available to insure orderly action upon implementation.

UPON NOTICE OF A HURRICANE WARNING:

- Stack pool furniture in clubhouse lanai & secure clubhouse

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- Remove any loose items, including life saving rings, from pool deck and grounds and secure same in clubhouse lanai area.
- Move BBQ grills into the clubhouse lanai
- DO NOT pull building electrical service. The electric company will shut down electrical service before the storm hits.
- Secure all loose materials in the maintenance areas. Elevate all stock and equipment as high as possible
- Fill all clubhouse sinks with water

AFTER THE STORM:

- Report to _____ CAM office, as soon as possible after the storm for assignment.
- The officer of _____ CAM will be set up for emergency response to client associations. You may be assigned to assist other associations.

ON RETURN TO COMMUNITY

- If power is not on, do not get near electrical rooms or elevator rooms until the area has been inspected and approved by a qualified electrician.
- First priority will be to make temporary repairs to correct safety hazards and prevent further damage. Specific instructions, dependent on the extent of damages, will be given.

Many injuries occur *after* the storm as a result of house fires, electrocution, and accidents during cleanup activities. Dress appropriately and think twice about safety before attempting any repair or cleanup.

To All (Residents, SS EMT):

Before the storm :

1. Seriously consider evacuation. Residents who were at _____ during Charley vowed to never go through that again. Assemble an “evacuation bag”, containing that which you can easily carry. Pack as you would for a short trip, but also don't forget to include:

- Important papers that are difficult to reproduce (passport, birth certificate, marriage certificate, etc.)
- Important documents that you may need for insurance claims (insurance policies, video or photographic inventory of your unit's contents, perhaps on a DVD, etc.)
- Small irreplaceable items (of sentimental value, for example)
- Valuables (jewelry, a few collectibles)
- Your storm emergency kit (flashlight, battery-operated radio, a few gallons of drinking water)
- Fill the car with fuel.

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- Empty your freezer and refrigerator if possible. Loss of power will cause melting and rot all over your floor, and be a burden to your neighbors.
 - Other? Share with others your experience with *your* evacuation bag which should be ready to go quickly (within an hour).
2. Closely monitor TV, radio, Internet or NOAA weather radio to keep abreast of storm progress in the area.
 3. Secure objects that might blow away or cause damage (e.g., patio furniture, pots, plants, grills, hanging signs, etc.)
 4. Bring all balcony and lanai items indoors, close *and lock* all sliders and windows securely.
 5. Ensure clubhouse grills and pool furniture are secured indoors (pool furniture does *not* go into the pool).
 6. Close and protect all windows and glass doors.
 7. Shut down critical areas of the facility (sewer and water).
 8. Inspect storm sewers and catch basins; clear away debris to avoid back-up.
 9. Clear out clogged rain gutters and down-spouts; secure loose gutters and downspouts.
 10. DPF & Emergency Management Team: Inspect roof-mounted air conditioning equipment for loose debris or necessary repairs, including securing straps. Ensure roof is inspected prior to hurricane season, and repaired or replaced if necessary.
 11. Emergency management team & _____ CAM: Determine which records are vital, and ensure they are either copied and archived offsite (e.g., building plans), or backed up on a secure server (e.g., on the South Shore web site).
 12. Set up contingency plan for off-site communication center (e.g., hotel room, _____ CAM office, etc.). Ensure someone is committed to provide storm preparation, assessment and recovery status after a storm on the _____ web site so that absentee owners (and those in residence) will have a flow of relevant information. This is far better than a hundred owners inundating board members or _____ CAM employees with phone calls that may not go through, or worse, impede recovery efforts.
 13. Arrange alternative methods/devices of communication (two-way radios, messaging, email blasts, web site).
 14. Maintain ongoing agreements with contractors – local and outside area.
 15. Keep shrubs and trees trimmed.
 16. Prepare for windstorm related flooding (relationship with a restoration contractor).
 17. Maintain an updated list of emergency contacts.
 18. Site security might be required after the hurricane – plan ahead.

Association Emergency Management Team (SS EMT):

1. Establish who will lead the team (usually the manager of the property, or on site, the DPF).
2. The team leader (or his/her proxy) will assemble the team.
3. There should be a clear line of authority between the leader and team members (board focal point, i.e., DPF, building coordinators, board adjunct members, etc.).
4. The team leader should be available at all times to the team members.
5. The team leader should understand the property layout and emergency procedure plan.
6. If the team leader is not available, alternates will be assigned.

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7. Maintain updated contact information for all team members.
8. Each team member should be assigned duties to:
 - Collect and store unit owner keys (Miles, each building coordinator)
 - Inspect property before the loss (DPFP, adjunct if required)
 - Secure property after loss (all)
 - Ensure shut down of critical systems (___ CAM or delegatee)
 - Contact first response vendors (currently, _____ or _____)
 - Contact the insurance agent (_____)
9. The team may include all or some of the following:
 1. Property manager (_____)
 2. Association board members (DPFP, adjunct)
 3. On-site staff management (administrative and maintenance, i.e., onsite ___ CAM personnel)
 4. Insurance agent (Al Pickel, Sandy Walker, Sharon Cavalier Wes Brewer, or Elaine Hawkins at Private Client Insurance) 239-481-1949 or <http://www.PrivateClientInsuranceServices.com>
 5. Contractors (first responder as project manager disaster recovery, electricians, plumbers, elevators, roofers, engineers, etc.)
 6. Banker & emergency line of credit
 7. Contracted security services
 - 8.

During the Storm: If you choose to remain on the property rather than evacuate:

1. Stay together with your cohabitants.
2. Frequently listen to broadcast updates of storm's status
3. Turn off electricity and water
4. During the height of the hurricane, remain in a safe place
5. Stay away from windows and doors, even if they are covered
6. Take refuge in a small interior room or hallway where structural support is strongest (your "hidey-hole")
7. Remain indoors and in designated shelter areas
8. Don't be fooled by the eye of the hurricane as it passes over you. If it is directly overhead, there will be a lull in the wind lasting several minutes to half an hour or more, and then strong winds and weather will recur
9. Be alert for tornadoes, which can happen during a hurricane or after it passes
10. Wear a hard hat, bicycle helmet or motorcycle helmet, if possible.

After the storm – Mitigation Efforts:

1. Wait until public broadcast has declared the area safe before surveying the damage
2. Watch for live electrical wires, shattered glass, splintered wood, debris, etc.
3. Do not turn on electricity unless it has been officially declared safe to do so
4. Assemble the _____ emergency management team (___ EMT)
5. _____ EMT to inspect the property and appoint clean-up crews, including assistance from on site able bodied residents.
6. Secure the site and be very careful moving around the property

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7. Contact insurance agent to report initial damage assessment (_____ EMT leader)
8. Call our professional project manager (designated first responder) to ensure emergency problems are communicated and addressed quickly
9. Retrieve emergency supplies and materials to make temporary repairs
10. Mitigate further loss (e.g., cover broken windows with plywood, mattress, put up tarps, etc.)
11. Immediately report broken sewer and water mains, electrical breaks to appropriate utilities
12. Be alert for potential fire hazards, such as electrical, damaged propane tanks, unusual odors, potentially from a punctured gas tank on a car, etc.
13. Be alert for pools of water near electrical equipment and appliances
14. Be alert for spills of combustible or corrosive material
15. Open clogged pipes and catch basins
16. Prepare for possible flooding from storm or damaged water barriers
17. First responder ensure clean roof drains and remove debris from the roof to prevent drainage problems
18. If sprinkler system is damaged, repair or secure immediately (so it doesn't make flooding issues worse).

EMT to Secure Important Documents (awareness for all other residents, and individual consideration):

1. Determine, in advance, which records should be given special attention (building plans, condo operating docs, administrative docs such as budgets, historical docs, etc.).
2. Identify minimum information or documents that must be readily accessible to perform essential functions before, after and during the storm.
3. Examples of important documents include:
 - Plan drawings of property and buildings
 - Financial reports
 - Insurance docs
 - Accounting records
 - Contact information sheets
 - South Shore documentation strategy (digitization, centralization on the web):
 - As much as possible is stored digitally on the _____ web site
 - Remaining paper documents (plan drawings) copied and archived off-site
 - Key documentation that needs to be immediately accessible, perhaps before power and computer access is restored, should be kept hard copy on the property in a safe place (fireproof safe on upper floor), with a redundant copy kept off-site for quick access (CAM_____ offices?)
 - Options for protecting documents include:
4. Back up the computer system
5. Store digital records (tapes, disks) in insulated cabinets or fireproof safes
6. Arrange for evacuation of records to a backup location (offsite)

Training, Drills & Evaluation – for _____ EMT (awareness for all other residents):

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Training:

1. There must be ongoing training for all team members
2. The plan must be reviewed, practiced and studied by all team members
3. Team members should tour property with property manager and/or engineering
4. Team members need to visualize the property in crisis mode
5. Team members need to focus on entrances and exits; roof access, mechanical equipment, emergency equipment, telephones and other communication equipment, stored chemicals (including gasoline), location of essential keys, life-safety equipment
6. Know where utility shut-offs are located (switches should be labeled)
7. Know where fire extinguishers are located and how to operate them
8. Know where elevator controls are
9. Know who to contact for disposal of hazardous materials
10. Invite police and/or fire departments to provide information
11. Invite your insurance agent to do regular catastrophe planning seminars
12. Invite vendor partners (e.g., restoration and other contractors) to do presentations
13. Prepare newsletters and information mailings to team members and residents
14. Create an information section on your web site

Drills:

1. Schedule drills to enable emergency team members to instinctively respond
2. Have both scheduled and surprise drills

Plan Evaluation and Review:

1. After each drill or storm, critique plan
2. Do emergency team members understand their roles and responsibilities?
3. Are emergency team member names and telephone numbers up to date?
4. Are there problem areas and resource shortfalls?
5. Are photographs and blueprints and other records up to date?
6. Does the plan consider ongoing changes in occupant profile (personnel, facility layouts, etc.)?

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Emergency Supply List – Things for Management Company to Consider (awareness for residents):

1. Roof tarps
2. 5/8" Marine plywood (pre-cut and ready to install)
3. Sandbags
4. Flashlights
5. Batteries
6. Hammer, nails, other tools
7. Masking, duct or electrical tape
8. Mops and brooms
9. Generators
10. Saws
11. Axes
12. Portable lights
13. Hard hats
14. Extension cords
15. Ladders
16. 2-way radios

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Hurricane Evacuation Checklist for the Infirm:

Emergency Management Infirm Registration – Lee County

- Make arrangements to evacuate to family/friends/motel outside any evacuation areas– the safest plan of action Submit your Special Needs Application – this should be your Plan B (see <http://www.leeec.com/shelterevacuation/Pages/SpecialNeeds.aspx> or call the Lee County Special Needs Coordinator at (239) 533-3640.
- If you have pets, plan for their evacuation now
 - Pet-friendly shelter information 239-533-7387
- Let your family/friends know your evacuation plan
- Think ahead – if your home gets damaged or destroyed, where will you go?

Approaching Storm

- Contact family/friends where you are evacuating to confirm your plan
- Gather your emergency supplies so you are ready to leave
 - If you plan to evacuate to a nearby public emergency shelter and have special needs, contact Lee County Public Safety, gather your emergency supplies so you are ready to leave:
 - Important documents (ID, insurance, medical, etc.) to take with you
 - Prescriptions - refill them to give you at least a two-week supply (one month is better), pain and cold meds, etc.
 - Cash from the bank to get you through a few weeks
 - Medical support equipment (feeding equipment, wheelchair, etc.)
 - 2 portable oxygen tanks (1-traveling to shelter; 1-returning home)
 - do **not** bring your concentrator
 - Personal hygiene items, clothing, blanket, pillow, extra glasses
 - Non-perishable food, can opener, snacks, drinks
 - Radio, flashlight, extra batteries
 - Books, magazines, cards, puzzles, etc. to help pass the time
- Remove items from outside your home, lock windows, secure shutters if applicable

If Ordered to Evacuate

- Confirm the evacuation is for your area - if you are registered with the Emergency Management Infirm Registry, and you are in the evacuation area, you will receive a phone call to:
 - Pack the emergency items you gathered
 - Call to let family/friends know where you are going
 - Confirm transportation, if necessary
 - Secure your valuables or take them with you
 - Turn off electrical power at main box except refrigerator/freezer
 - Secure your home and evacuate area

Returning Home

- Listen to radio/television for official announcement that it is safe to return to your area
- Determine that your home is not damaged and is “livable” - check the MSSCA web site, if possible, for damage assessment information

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- Arrange for transportation back to your home as appropriate. If your home is not habitable, seek temporary alternative living arrangements.
Be sure to keep your loved ones informed of any change in your status throughout!

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Community Emergency Management Contacts

Local Amateur Radio Club Affiliations:

Peace River Radio Association (Charlotte County):

<http://home1.gte.net/res04c83/prra.htm> (last Thurs ea mo.)

Ft. Myers Amateur Radio Club (Lee County): <http://www.fmarc.net/> (meets last Tue of each month)

Florida County EOC (Emergency Operations Center) Managers:

(from <http://www.fn gla.org/news-programs/hurricane/docs/CountyEmergencyContacts.pdf>):

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Emergency Management:

Florida Division of Emergency Management: <http://www.floridadisaster.org/index.asp>

Lee County Emergency Management: <http://www.leeec.com/pages/default.aspx>