



EMERGENCY PREPAREDNESS PLAN

EMERGENCY PREPAREDNESS PLAN FOR TOWNHOMES OF WEST LAKE COMMUNITY ASSOCIATION, INC.

INTRODUCTION

The purpose of this Emergency Preparedness Plan is to create guidelines for use in an emergency situation that might occur. These guidelines are designed to assist in preparation, mitigation, response and recovery from an emergency event. It has been prepared from various sources of information and is by no means complete and/or comprehensive. These guidelines will evolve as the plans are reviewed and revised annually in order to integrate the best available information. The guidelines as presented cover the following situations:

- Crime
- Fire or Bomb Threat
- Floods
- Hazardous Materials
- Hurricanes and Tropical Storms
- Power Failures of Extended Lengths
- Tornadoes and Storm Events

OBJECTIVES

The guidelines will establish an organization of leadership and assign responsibilities to various leadership positions. The guidelines include checklists to assist in implementing the emergency plan and a form to be completed that will list information for the communities' contacts.

The objectives of the plan are to:

- Protect the well-being of the community's residents
- Minimize the loss of community owned property
- Facilitate timely recovery of community functions
- Minimize the critical decisions to be made in a time of crisis.

THE EMERGENCY RESPONSE TEAM AND EMERGENCY PROCEDURES MANUAL

The Community Manager, Board of Directors and the Community Spirit Committee will be the Emergency Response Team (ERT). The ERT should review the community's emergency preparedness plan on an annual basis and adjust as needed. The manager should provide for any necessary training for the ERT to ensure that the team is knowledgeable of how to perform their duties.

An Emergency Procedures Manual for ERT members will be created. It will contain the following information:

- Emergency contact information for residents within West Lake. This information is confidential and should not be shared with anyone that is not a member of the ERT. Information should be updated on an annual basis
- The guidelines to be followed in the named emergencies
- Assignment of duties in implementing the emergency plans

- Any and all information the ERT or manager might need in the event an emergency occurs
- An up-to-date list of all vendors that might be needed for clean-up and repairs, to include contact information and services they provide
- Insurance information and contact information for agent
- ERT member contact information
- Emergency contact numbers (i.e. Sheriff's office, Fire Dept., etc.)
- Flow chart of chain of command during the emergency
- Reporting and documentation procedures to include forms for use in documentation and reporting
- Steps for restoring the property after the emergency
- Location of local emergency shelters and directions to the shelter. Location of nearest emergency shelter that accept pets. Location of nearest emergency shelter that can accommodate special needs of evacuees.
- Map of and/or directions for evacuation routes in case of mandatory evacuation.

CRIME

Natural disasters can frequently be predicted so that people have some time to prepare. But criminals and terrorists strike without warning, making it essential to have in place well-planned responses to such events. It is equally important for communities to have a plan in place for day to day crime related issues such as gang and/or drug related activity that may be occurring within the community boundaries, vandalism and other types of criminal activity. Listed below are recommendations to follow:

- The Community Spirit Committee will work through the local law enforcement agencies to keep the community aware of potential threats
- The ERT will maintain a data base of telephone numbers and e-mail addresses for all residents to create a telephone tree and e-mail group – this will aide in disseminating information quickly
- The Association's annual budget should provide for funding of events and publications that will foster community awareness
- Residents should be encouraged to report any suspicious activity to the local law enforcement and to alert the ERT. Based upon the incident being reported, the ERT may communicate warnings through the telephone tree, web-site and/or e-mail alerts and/or published flyers or newsletters
- Respond to graffiti and vandalism quickly – do not let evidence linger in order to discourage others from copying the crime

FIRE AND BOMB

Evacuations in response to fire and/or potential explosive devices will be at the direction of Fire and Rescue and Police staff (rescue responders) on the scene. If it is necessary for the residents to evacuate a home or the community, they will follow the instruction provided by the rescue responders. Once it is determined to be safe for residents to re-enter the community or home, they will be informed by the rescue responders on-site or by public announcement.

Protective measures that the ERT can perform are:

- Professional inspections of fire hydrant equipment on an annual basis
- Ensure that ingress/egress access gates are functioning properly by having a professional perform routine inspections and preventative maintenance

FLOODS

The ERT should be aware of the community's location and determine if it lies within a flood zone. When public notice is given that there may be flooding in the area, the following actions should be taken:

- Have all back-flow valves and storm drains checked and any blockage cleared
- Identify any electrical equipment (i.e. motors, switches, etc.) that can be deactivated and relocate to a safer area
- Residents should evacuate as directed by public officials notice

After the flood waters have resided:

- Secure the site and survey the damage
- Evaluate and address all safety hazards (i.e. live wires, leaking gas, flammable liquids, etc.)
- Have electrician verify safety of electrical components before re-energizing
- Once the site is deemed "safe", have contractors begin clean-up and repairs
- Contact utility companies for information about access to gas and electrical services
- Photograph all damage and contact insurance company
- Take steps to perform temporary repairs to mitigate the damage
- Begin salvage and cleaning operations immediately

HAZARDOUS MATERIAL LEAKS AND SPILLS

In instances where there is a spill/release of hazardous materials, evacuations will be limited to the geographic area and adequate safety zones affected by the substance. Residents will be informed of such an event by public announcements on radio and television or by the Fire or Police Department that responds to the emergency. Residents will be notified in the same manner when it is safe to return to their homes.

Service providers for residents and the community association often bring hazardous materials such as pesticides, chlorine and other chemicals into the community as they service their customers. Should a spill or release occur, witnesses should immediately contact the Fire Department and request a hazmat team to respond. Hazardous material incidents may result in contamination of air, water and/or soil. The hazmat team will clean the area as required by governmental regulations. The hazmat team will decide if and when an evacuation is necessary and make specific announcements regarding evacuation, when it is safe to return and if any special precautions need to be taken.

HURRICANES AND TROPICAL STORMS

Hurricane season is from June through November. The National Weather Service issues hurricane and tropical storm watches and warnings. A watch means that hurricane conditions or tropical storm conditions are possible but not imminent. At the time that the National Weather Service issues a hurricane or tropical storm warning, an

emergency condition should be declared. At this time, there is approximately 24 – 36 hours to prepare. The ERT leader has the authority to implement the Emergency Preparedness Plan.

At the beginning of hurricane season, the following should be done:

- Identify all critical areas of the community and be sure that someone is trained on shutdown procedures and authorized to implement them
- Update and publish all contact information for the ERT members, civil authorities, etc.
- Arrange for an off-site emergency communications center
- Arrange with contractors for supplies and repairs after the storm
- Inspect all fire protection equipment
- Identify and consider removal of trees that could fall and cause damage to buildings, power lines, equipment, etc.
- Plan for site security after the storm

Once a Hurricane or Tropical Storm warning has been issued, the following procedures should be implemented:

- Locate and secure any loose furnishings or equipment that may be on the grounds. Examples include lawn furniture, trash cans, pool equipment, etc.
- Preparation for windstorm related flooding should be implemented
- Clean drains and catch basins
- Shut down all non-critical and nonessential electrical equipment
- Brace and/or anchor all outdoor signs
- Remove all debris and relocate all nonessential equipment to a safe indoor location
- Residents should evacuate the community as directed by Fire and Police Departments

After the storm, the ERT should act quickly to:

- Secure the site and survey any damage that may have been done
- Evaluate and address all safety hazards
- Inspect for compromised electrical systems and fire protection systems and arrange repairs if necessary
- Document damages with photos and contact insurance company
- Contact contractors to begin repairs
- Implement temporary repairs to mitigate damages until permanent repairs can be made

POWER FAILURES OF EXTENDED LENGTH

Electrical failures occur for various reasons such as grid failures, fire or accidents. Following a storm event, there may also be power failures of extended length. It is important that plenty of emergency lighting is on hand – preferably battery powered. In the event of a prolonged power outage,

- ERT should determine the extent of the outage (one street or whole community, etc.) and notify the electrical provider
- Be alert for downed power lines

- If the power outage affects the community's lift station, notify residents that they should not flush toilets or use water unnecessarily as this may cause potential sewer back ups
- If the electrical provider indicates that the outage will last for an extended period, shut down electrical equipment in order to protect it from a power surge at the time the power is restored
- In instances of extended power outages, Residents should be advised not to flush their toilets since this can cause back-up of sewage into the homes and streets.

After the power has been restored, the ERT should turn on electrical equipment and determine if there is property damage. Timers for the irrigation system and access gates may require resetting.

TORNADOES AND OTHER STORM EVENTS

Tornadoes and thunder storm events occur with little, if any, warning and often in conjunction with one another. After the tornado or storm event has passed, the ERT should:

- Search for and provide care to injured persons
- Contact emergency agencies as necessary
- Inspect property and note hazards, damage and repairs needed
- Take photos of any damages and notify the insurance company
- Contact vendors to implement necessary repairs

NOTE:

All residents of West Lake are encouraged to create an Emergency Procedures Manual for their home and should review this manual often with each occupant of the home. Suggested information that should be maintained in the homeowner's manual are:

- General description and photos of home and contents
- List of the home's safety features, including their location and how to operate them (i.e., fire extinguishers, fire sprinkler system)
- Building system information (i.e. location of water shut-off valves, gas and/or power shut off, etc.)
- An up-to-date list of all vendors that might be needed for clean-up and repairs, to include contact information and services they provide
- Insurance information and contact information for agent
- List of any hazardous materials stored on the property
- ERT contact information
- Emergency contact numbers
- Location of local emergency shelters and directions to the shelter. Location of nearest emergency shelter that accept pets. Location of nearest emergency shelter that can accommodate special needs of evacuees.
- Map of and/or directions for evacuation routes in case of mandatory evacuation.
- Although these guidelines were created for the ERT, most items will apply and can be adapted to a resident's Emergency Procedures Manual.