

Long Bayou 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 Long Bayou 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 Long Bayou 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 Long Bayou 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 and Property Manager Ben Commons, 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: Ben Commons
Cell Phone 727-403-0307 Home Phone 727-871-4320

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 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): current building representatives.

Long Bayou Condominium Association, Inc.
Disaster Plan

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 DPFP, and made available should it become necessary after a storm.

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

The Long Bayou 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 – Landscaping Contractor

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:

Long Bayou Condominium Association, Inc.
Disaster Plan

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

Phone: 403-0307

IV. CONTACT EMPLOYEES AND VENDORS

It shall be the primary responsibility of the Management Company, in conjunction with the Long Bayou Board, and in accordance with the Long Bayou 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 20th day of May, 2014 by The Long Bayou Condominium Association Board of Directors.

**Long Bayou Condominium Association, Inc.
Disaster Plan**

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

Long Bayou Condominium Association, Inc.
Disaster Plan

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 event 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 Pinellas County Emergency Management or other authority, the following actions are to be taken:

UPON NOTIFICATION OF A TROPICAL STORM WATCH:

- Remove Chairs and umbrellas 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 Board of Directors. The set will include keys to the clubhouse, office door, maintenance garage, elevator rooms, and electrical rooms.
- Review Hurricane Plan, step by step, to assure all materials necessary are available to insure orderly action upon implementation.

Long Bayou Condominium Association, Inc.
Disaster Plan

UPON NOTICE OF A HURRICANE WARNING:

- Remove any loose items, including life saving rings, from pool deck and grounds and secure same in clubhouse lanai area.
- 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 office, as soon as possible after the storm for assignment.
- Ben Commons 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. 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.

Long Bayou Condominium Association, Inc.
Disaster Plan

- 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., pots, plants, etc.)

Association Emergency Management Team (SS EMT):

1. Establish who will lead the team (usually the manager of the property, or on site, the DPFPP).
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., DPFPP, 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.
7. Maintain updated contact information for all team members.
8. Each team member should be assigned duties to:
 - Collect and store unit owner keys
 - Inspect property before the loss (DPFP, adjunct if required)
 - Secure property after loss (all)
 - Ensure shut down of critical systems (delegate)
 - Contact first response vendors
 - Contact the insurance agent (Carol Everhart)
9. The team may include all or some of the following:
 1. Property manager (Ben Commons)
 2. Association board members (DPFP, adjunct)
 3. On-site staff management (administrative and maintenance personnel)
 4. Contractors (first responder as project manager disaster recovery, electricians, plumbers, elevators, roofers, engineers, etc.)

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.

Long Bayou Condominium Association, Inc.
Disaster Plan

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
- 7.Contact insurance agent to report initial damage assessment
- 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
 - Long Bayou documentation strategy (digitization, centralization on the website):
 - As much as possible is stored digitally on the Long Bayou_web site
 - Remaining paper documents (plan drawings) copied and archived off-site
 - Options for protecting documents include:
- 4.Back up the computer system

Long Bayou Condominium Association, Inc.

Disaster Plan

- 5.Store digital records in insulated cabinets or fireproof safes
- 6.Arrange for evacuation of records to a backup location (offsite)

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

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 Long Bayou web site, if possible, for damage assessment information

 - 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!

Long Bayou Condominium Association, Inc.
Disaster Plan

Community Emergency Management Contacts

Pinellas County Surviving the Storm Guide

If you are staying home during a hurricane: Here's a list of items to consider for your survival kit. Keep items in airtight plastic bags or containers. Replace stored water every six months and double-check battery expiration dates.

Survival Kit

Evacuation Kit

Pinellas County Information

(727) 464-3000 / V/TDD (727) 464-4062 www.pinellascounty.org

Pinellas County Emergency Management

(727) 464-3800 www.pinellascounty.org/emergency

Pinellas County Citizens Information Center **

(727) 464-4333 / TDD (727) 464-3075

Find your Evacuation Level ***

(727) 453-3150 www.pinellascounty.org/knowyourzone

Pinellas County FirstCall *

(866) 484-3268

Pinellas County

Visit St. Petersburg/Clearwater

(Hotel/motel evac info inside Pinellas County) www.visitstpeteclearwater.com

St. Pete-Clearwater International Airport

(727) 453-7800 www.fly2pie.com

Pinellas County Animal Services

(727) 582-2600 www.pinellascounty.org/animalservices

Pinellas County Communications

(727) 464-4600 www.pinellascounty.org/communications

www.pinellascounty.org/tv

Pinellas County Construction Licensing Board (For contractor information)

(727) 582-3100 www.pcclb.com

Pinellas County Economic Development

(727) 464-7332 www.pced.org

Pinellas County Health Department

(727) 824-6900 www.pinellashealth.com

Pinellas County School Board

(727) 588-6000 / School Bus Info Line (727) 587-2020 www.pcsb.org

Pinellas County Sheriff's Office (non-emergency)

(727) 582-6200 www.pcsoweb.com

Pinellas County Department of Environment and Infrastructure

Water (727) 464-4000 / Solid Waste (727) 464-7500

www.pinellascounty.org/utilities

Pinellas Suncoast Transit Authority (PSTA)

(727) 540-1900 www.psta.net

State of Florida

Florida Highway Patrol

QFHP (Mobile Phone) / (727) 570-5010 www.flhsmv.gov/fhp

Florida Division of Emergency Management (non-emergency)

Long Bayou Condominium Association, Inc.

Disaster Plan

(850) 413-9969 www.floridadisaster.org
Florida Attorney General's Office (To report price gouging)
(866) 966-7226
Federal
Federal Emergency Management Agency (FEMA)
(800) 621-3362 www.fema.gov
NOAA weather Alert radio
SAME code for Pinellas County: 012103
National Hurricane Center
www.nhc.noaa.gov
National weather Service/Tampa Bay Area
www.weather.gov/tbw
Utility Companies
Bright House Networks
(888) 289-8988 brighthouse.com/tampa-bay/default
Clearwater Gas
(727) 562-4980 www.clearwatergas.com
Duke Energy (To report outages)
(800) 228-8485 www.duke-energy.com
People's Gas
(877) 832-6747 www.peoplesgas.com
TECO (To report outages)
(877) 588-1010 www.tampaelectric.com
Verizon
(800) 837-4966 www.verizon.com
wOw
(866) 745-3685 www.wowway.com
Other Agencies
American red Cross
North County (727) 446-2358
www.redcross.org/fl/tampa-bay
united way
(813) 274-0900 www.unitedwaysuncoast.org
Federal Alliance For Safe Homes (FLASH)
(877) 221-7233 www.flash.org