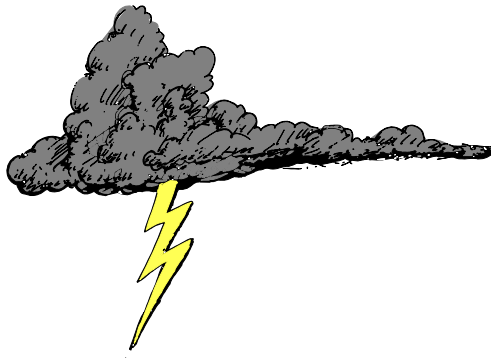


# **LAKE HENRY ESTATES**



## **2022 DISASTER PREPAREDNESS AND RECOVERY PLAN**

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# PREPAREDNESS HELPFUL TIPS

## Start Early – These things need to be DONE NOW

- Take photos or video of your house, furniture and accessories. Have photos developed and put in a safe place (safe deposit box or mail to a family member who will not be affected by the storm).
- Get and keep extra cash (stores without power will not accept credit cards).
- Get sufficient supply of prescription drugs.
- Fill vehicle's gas tanks and propane tanks for grill or camp stove.
- Have a battery-powered radio, flash lights or a battery powered lamp and plenty of batteries.
- Start freezing blocks of ice in plastic bottles or pans and put in zip lock bags. Use potable water that you have for drinking if necessary, these can be used in a cooler chest to keep perishables in after the storm.
- Make sure tub will hold water. If not, buy a flat rubber stopper. Fill your tub.
- Have at least two buckets to dip water for use in toilet, etc.
- If you have a cell phone, get a car charger for it.
- Have a house phone that does not require electric power.
- Have box (shelf) milk, non-perishable food and instant coffee.
- Do all laundry.
- If you plan to leave, leave the phone number and location where you will be with the office and neighbors. Remove all perishables from freezers and refrigerators. A good idea also, is to leave your family emergency contacts and phone numbers where they may be reached.
- Get trees and shrubs trimmed.
- Check insurance policy. Write policy and agents telephone number's down. Keep all in a safe place.
- Prepare your personal first aid kit.

## When Storm appears imminent.

- Board up your window(s) to protect you from flying debris.
- If you are not evacuating, use your dishwasher and oven to store important papers or some of your irreplaceable items. The dishwasher is waterproof when closed.
- Remove all loose items from yard.
- Cover your roof vents; many homes in 2004 had water come into the house via the roof vents.
- Remove nameplate, bulb, and globe from lamppost. Cover open light socket with a plastic bag, secure it with duct tape.
- Place all electronic items (computer, equipment, etc.) in garbage bags, tie the bags on top and place another bag over that and tie on the side (this is so water will not leak in the top).
- Unplug electronic equipment (VCR, DVD, TV's, etc.)
- Put a week's supply of medications, car and house keys, credit cards, cash, jewelry, first aid kit, etc. in a large purse or bag and keep it on your person during the storm.
- If power is lost
  - Turn off your main circuit breaker.
  - Make sure all faucets are shut.
  - Empty out your refrigerator after 48 hours.
  - Now it is safe to leave your home for a motel or friends.
  - Take phone directory with you so you can call the community to see if electricity is on.
  - Then once power is back on, turn on the main circuit breaker.
- Have older standard phone available. Cordless phones do not work without electricity.

## Leaving the community for a period of time:

- Have a resident watch over your home.
- They should have a key and your contact information.
- These residents are not responsible for conducting the repairs to your home.

## After the Storm - BE A GOOD NEIGHBOR.

## OBJECTIVES

LAKE HENRY ESTATES is responsible for the physical environment and equipment assets. It employs general management practices in its daily operation and in its contingency plan. A partnership between Lake Henry Estates and other agencies is necessary to protect and provide services to the community. This partnership must extend to the current suppliers and vendors used in helping with issues of a recovery capability.

In the event of a disaster that would render the community unable to provide normal services, Lake Henry Estates has an obligation to restore the community in a timely manner to the status prior to the disaster. It provides guidelines each committee/teams should take to meet their unique recovery requirements. **Guidelines** for interaction with Lake Henry Estates residents are also provided. This Guide contains information available today. The guide will be continually updated and will be distributed to committee/teams within the community disaster recovery organization as needed.

- All residents must remember they are responsible for their home and property and should take proper steps and measurements to protect their property and themselves.
- You must be prepared to be self-sufficient for a minimum of 72 hours immediately following a major disaster.
- Preparedness is an individual responsibility.
- Remember, committee members have homes and families too.

## PLAN MISSION

The mission of the LAKE HENRY ESTATES Disaster Recovery Plan is:

- To develop, demonstrate and sustain a capability to restore the communities' common property and services of Lake Henry Estates to a level before the disaster. The Board of Directors will govern and direct committee/teams during the recovery phase.
- The Board of Directors shall govern the community as states in the Declaration of Restrictions and By-Laws.
- The scope of Lake Henry Estates Disaster and Recovery Plan may be revised over time as a response to new or changing requirements.
- The plan will work only if we have resident volunteers who support the plan and community.

## SHELTER OPTIONS

- Our clubhouse **IS NOT** to be used as a shelter. The structure does not meet the standards established by the Polk County Building and Zoning Board as a designated shelter. Your home in the community should be stronger than the clubhouse.
- Most people stay with friends and relatives either locally or out of town, because they find that option more comfortable, flexible, familiar, and safe. When electing this option, consider carefully whether the location to which you are going is safer than the one you

are leaving. Also consider the travel time and the path of the storm, leave early to avoid traffic jams.

- Follow hurricane preparation guidelines in local papers, home improvement stores, TV, and Radio Stations on what is available and what you should take with you to designated shelters.

## **DISASTER MANAGEMENT TEAM**

- It is the role of the Disaster Management Team to provide the overall direction of recovery operations. Activities will be coordinated under the direction of the Board of Directors.
- The Disaster Management Team will establish the emergency command center where damage assessment and recovery operations will be directed. It will analyse damage reports and make recommendations on the need for disaster declaration. It notifies all disaster recovery committee teams where help is needed.
- There will be a recovery coordination meeting each morning at 8:00 A.M. in the lobby of the clubhouse. If any and all volunteers who can assist sometime that day could attend, tasks can be assigned.
- Once recovery has begun, this team coordinates all internal Lake Henry Estates recovery activities and monitor's progress. It schedules committee personnel for appropriate support activities and serves as the focal point for all technical and operational questions posed by residents during the recovery process.
- This committee team has a key role in ongoing disaster recovery preparedness. It is responsible for all planning, testing and maintenance activities necessary to sustain the recovery capability over time. All functional teams will report to the Disaster Management Team.

## **COMMUNICATION SERVICES**

### **GENERAL**

- Auto Dialer will be used during emergencies only.
- For emergencies involving fire, medical, or law enforcement assistance **Dial 911**.
- Watch local TV stations for Hurricane and Tornado tracking.
- Use NOAA public alert system or NOAA radio for weather alert.

### **EMERGENCY COMMUNICATIONS**

- Auto Dialer Emergency Broadcast will be used for emergencies.
- All contacts with the Red Cross, Police, Fire Departments, FEMA, etc. will be coordinated with the Communication Services. This is to avoid multiple calls to emergency response agencies from the community.
- Communications team will gather accurate and substantiated information regarding the disaster situation and the LAKE HENRY ESTATES response.
- Communications personnel will be used to get messages and information out to the homes. Additional people may be required to lighten the load.
- Communications personnel will notify residents on recovery progress with the development of internal communications via:
  1. Auto Dialer, if service is available.

2. LHE Web-Site, if we have electricity.
  3. Channel 732, if we have electricity.
  4. Call list of people to contact, if telephone service is available.
  5. Notify people walking door to door.
  6. Notices delivered to homes, if we have electricity to print them.
- Communications Services responsibilities include keeping LHE residents informed and minimizing incorrect information.

## **FACILITIES RECOVERY**

- Facilities Recovery determines the condition of the facility and computer and any critical utilities that support its ongoing operation.
- This function coordinates the assessment of damage, compiles inventories of environmental support equipment required to operate the clubhouse, and oversees any repairs that are necessary.
- After a disaster, this function ensures that damaged facilities are secure from intrusion and further damage.
- It conducts a comprehensive assessment of the ongoing security requirements of the clubhouse and community, ensuring that adequate alarms and monitoring devices are in place.
- These findings are to be reported to the Disaster Management Team.
- Membership in this group will include LHE Committee personnel, operations management, and a number of key equipment and service providers.

## **CLUBHOUSE\POOL**

### **Preparation:**

Assemble resident volunteers at a given time to help with these tasks:

- *Stack all loungers/chairs under the overhang and move tables into the clubhouse.*
- *Move grills into the Pub.*
- *Tip over Shuffle Board, Tennis and Bocce court benches.*
- *Lock all doors to prevent the wind from blowing them open.*
- *Clubhouse will be locked during the storm to protect property.*

### **Recovery:**

Assemble resident volunteers at a given time to help with these tasks;

- *Move all lounge'r's/chairs/tables back to respected areas.*
- *Move grills from the Pub to respected areas.*
- *Place upright all Shuffle Board, Tennis and Bocce court benches.*
- *Unlock Clubhouse doors.*

## **BACKUP OF COMPUTER SYSTEMS**

- The following procedure shall be followed to backup data on computers. During the week, backups are done on a regular basis. Backups of critical computer data shall be done on nightly basis.
- A second copy should be taken home with a board member.
- A third copy should be taken home with the office manager.

## **MAIN GATE GUARD HOUSE**

- To protect the community from outsiders during the disaster we will have a plan to man the entrance with an outside security firm.
- Laminated Yellow Tags will be used to ID residents and allow them easy passage. Please store them in your glove box for easy access when needed.
- Remove flag from flag pole.

## **ELECTRICITY - DUKE ENERGY**

### **Preparation:**

- In late winter, check on the power lines along Dyson Road and along the North side of our property to see if the trees need trimming before hurricane season. Contact Duke Energy and have them send out tree trimmers to clear the trees from the power lines.

### **Notification:**

- All power outages will be reported so the power company has an idea how big an outage we have. Check with neighbours and have them call also. Make sure the power company knows that we have a complete outage, which includes 280 homes in Lake Henry Estates.

## **CABLE**

### **Notification:**

- Call current cable provider to report an outage in your Cable TV; Cable Phone; or Cable Internet access.20/04/2022

## **PHONE SYSTEMS**

### **Notification:**

- All phone outages should be reported so the phone company has an idea how big an outage we have. Check with neighbours and have them call also. Make sure the phone company knows that we have a complete outage, which includes 280 homes in Lake Henry Estates.

## **DRINKING WATER SYSTEM**

### **Preparation:**

- Test the back-up system on a weekly basis during hurricane season.
- Check fuel level and supply, order fuel to fill tanks in compound.
- Have fuel supplier on standby notice.

### **Recovery:**

- Have water tested.

## **SEWAGE SYSTEM**

### **Preparation:**

- Have holding tanks empty prior to storm.
- Have Sewage Company on standby notice.
- Generators need to be checked each month.
- Generators need to be positioned at the two lift stations if a hurricane is predicted.

### **Recovery:**

- Have the sewage company come and empty holding tanks.
- Have the sewage company come and pump out our two lift stations if necessary.
- We have two portable generators that can be used to pump the lift stations if they need to be pumped.
- Upon clearance that a hurricane is no longer a threat, generators need to be moved back to storage.
- Maintenance may need to be done after generators are returned to storage.

## **FEMA CONTACT**

- Assess the damage and needs of the community.
- Make the call to FEMA for assistance if necessary.

## **COMMON GROUNDS**

- See Clubhouse section for items around or near the clubhouse.
- Please report all common grounds problems to the office.

## **GOLF COURSE**

### **Preparation:**

- Remove all flags and any other loose items before the storm.

### **Recovery:**

- Return all flags and any other items after the storm.



## **SAFETY**

- Identify residents that would be willing to check on our more vulnerable residents and obtain map of Lake Henry Estates and assign streets to those willing to help in this area.

## **TRASH AND DEBRIS REMOVAL**

### Recovery:

- Do not place all debris into one pile.
- To get proper pick up of debris, make separate piles of house debris, tree and yard debris, and garbage. The specialized trash trucks will not sort thru debris and if it is not separated they will drive by the pile.
- **Do not** put debris in the curb/drain areas, as this will block the flow of water. Please put your debris on your driveway or yard.

## **CONCLUSION:**

This document is accepted as a “living document,” there will be changes as time goes on, due to technology or changes in other procedures that affect this process. Additional information may be found on the Polk County Emergency Preparedness web-site: <https://www.polk-county.net/hurricane-preparedness>.

# **ADDENDUM/PANDEMIC**

Point of Dispensing (POD) Plan

Introduction: Vaccine or Dispensing

POD Layout

Outdoor Setting (Appendix A) Page 10

Indoor Setting (Appendix B) Page 11

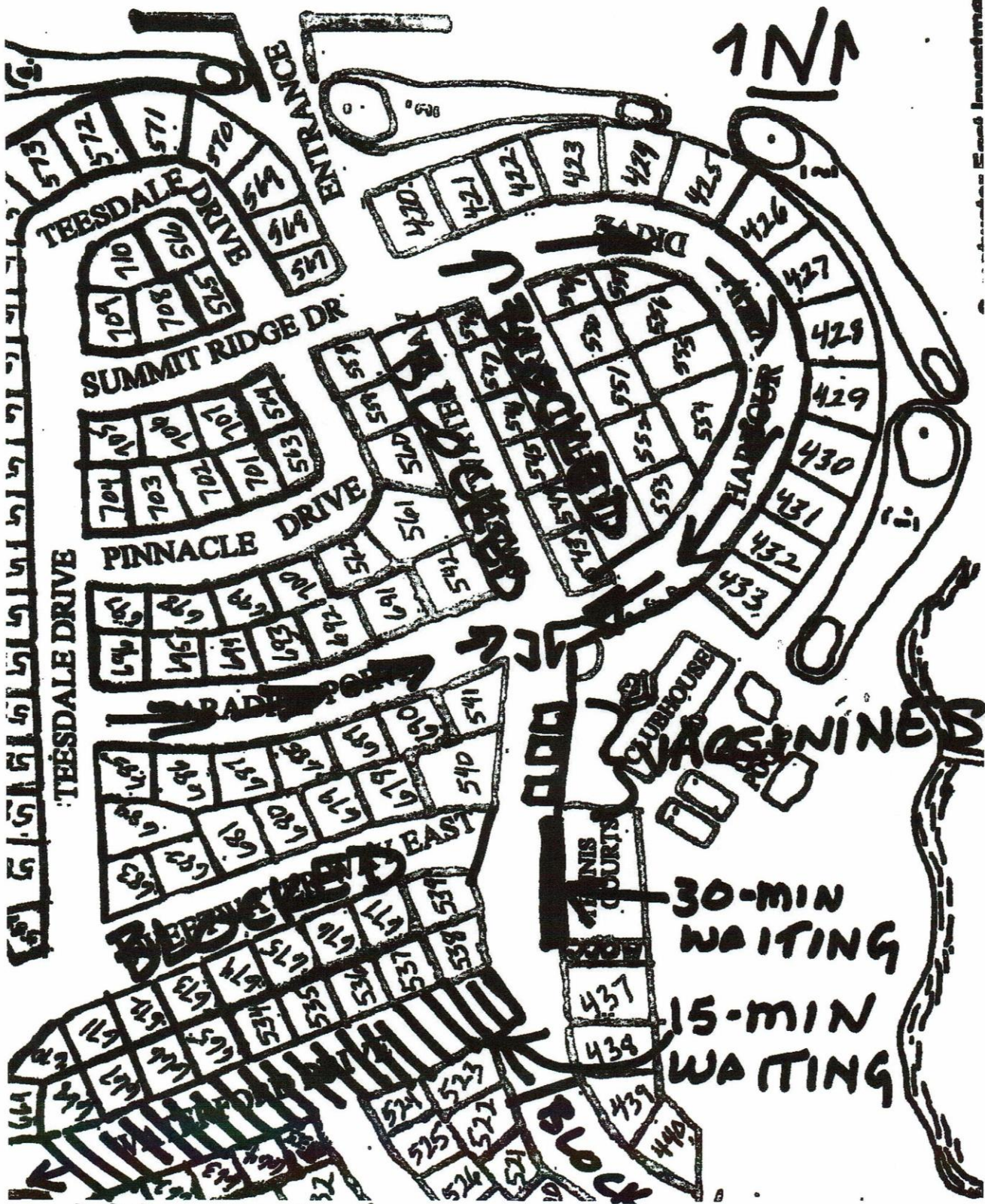
Job Action Sheets

Registration

Nurses –Survey the Community

Traffic Control

Set-up/Tear Down



APPENDIX A

... East Investment f

LAKE HENRY ESTATES Clubhouse

FRONT Porch APT Check-IN

BALLROOM  
↓  
Entrance

Registration

waiting AREA

Post VACCINE  
waiting  
15-30 minutes

waiting AREA

VACCINE AREA

INDOOR LAYOUT

APPENDIX B

POD