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***EMERGENCY OPERATIONS PLAN***

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# **Emergency Operations Plan**

## **Section I Introduction & Emergency Analysis**

The **Arbor Grove** Condominium Association Emergency Operations Plan is a comprehensive action plan, initiated by the Board of Directors, to prepare the facilities and grounds for an impending emergency and to assist owners and residents to protect personal property and lives.

Disasters do not respect geographic location or economic status and can occur unexpectedly at any time. Although effects can last for years; the implementation of a well planned and executed emergency plan will minimize damages and promote a speedy recovery.

This plan, mandated by Florida Statute 553.509.2, is based on the full cooperation of the owners, residents, maintenance and housekeeping personnel, and property management staff of **Arbor Grove** Condominium Association. Knowledge of potential risks and awareness of what to do in the event of an emergency situation will ensure the success of our community. Please provide this plan to guests using your unit.

The State's Division of Emergency Management ([www.floridadisaster.org](http://www.floridadisaster.org)) lists the following potential hazards for Florida:

Hurricane	Tornado	Thunderstorms
Flood	Lightning	Cold
Wildfire	Drought	Earthquake
Terrorism	Heat wave	Nuclear
Hazmat	Animal Disease	Space Weather

Property originated fire, and the resulting smoke damage, are also considered emergency situations.

In the event of a natural or man-made disaster, view local broadcast television, check internet links to national and local sources, and/or tune your battery-operated radio to a local station to obtain as much information as possible.

With this knowledge, **Arbor Grove** Condominium Association residents will determine their course of action. Health, safety, and welfare provisions are outlined in Section III. Evacuation information, including shelters for special needs and pet accommodations, is included in **Section IV**.

## HURRICANE AWARENESS

The Florida hurricane season is from June 1<sup>st</sup> through November 30<sup>th</sup>. **Arbor Grove** Condominium Association is located in an evacuation zone **B**

A hurricane is an intense low-pressure system which rotates counterclockwise, in the Northern Hemisphere, and generates wind speeds in excess of 74 miles per hour.

Category	Sustained Winds	Storm Surge	Damage
1	74-95 mph	4 to 5 feet	Minor
2	96-110 mph	6 to 8 feet	Moderate
3	111-130 mph	9 to 12 feet	Major
4	131- 155 mph	13 to 18 feet	Severe
5	over 155 mph	over 18 feet	Catastrophic

The storm surge that accompanies a hurricane is a huge wall of water pushed inland by the hurricane causing major destruction. The storm surge is blamed for an average of nine out of every 10 hurricane related fatalities. The ocean surface, under the storm's center, is drawn upward like water in a giant straw forming a mound higher than the ocean. As the mound nears the coast, it can grow to become a storm surge 50 miles wide and 20 feet high.

Ten-foot hurricane generated waves on top of the storm surge can crash into coastal areas, which are less than 10 feet above sea level along most of the Gulf and Atlantic States. Water weighs about 1,700 pounds per cubic yard, so the storm surge and waves can demolish a building designed to withstand wind but not water. Tornadoes spawned from a hurricane often touch down where the eye of the storm crosses the coast, or to the immediate right, with deadly winds exceeding the hurricane force. High winds and heavy rains can be expected about 50 miles to the right and 75 miles to the left of where a hurricane eye passes.

Hurricane air currents flow in a downward pattern and the eye is a "hole in the clouds" caused by rising air around the storm's center. When the eye of the hurricane passes directly over an area there could be minutes, or even hours, of calm and partly sunny skies before the wind and rain come again. People who leave their homes when the eye passes over are in great danger because the returning wind can be even stronger.

When a "Hurricane Watch" is issued for West Central Florida, it doesn't mean a hurricane will strike the area. It means residents should plan and prepare because there is a good chance they will be hit with hurricane strength winds and rain within 24 to 36 hours. A Hurricane Watch is intended to give people living on barrier islands and low-lying areas enough time to seek safety.

Coastal residents should decide, before an actual Hurricane Watch, what they will do if a severe storm threatens their area. By the time weather officials know exactly where a hurricane will strike land it could be too late for unprepared coastal residents to flee from danger.

A hurricane rapidly loses strength when it leaves the ocean's heat and meets friction over land, however, it can carry torrential rain and wind for several days.

## Warnings and Advisories

**Tropical Depression:** A disturbance with a clearly defined low-pressure area; highest wind speed is 38 mph.

**Tropical Storm:** A distinct low-pressure area defined by a counterclockwise rotating circulation; winds of 38 – 73 mph.

**Hurricane:** Once a tropical storm's wind speed reaches 74 mph or greater, it is classified as a hurricane.

**Tropical Storm Watch:** An alert for a specific area that a tropical storm may pose a threat within 36 hours.

**Tropical Storm Warning:** An alert that tropical storm conditions including sustained winds of 39 – 73 mph are expected in specific areas within 24 hours.

**Hurricane Watch:** An alert for specific areas that hurricane conditions pose a threat to an area within 36 hours.

**Hurricane Warning:** An alert that hurricane conditions are expected in a specific coastal area within 24 hours. All precautions should be completed immediately.

**Evacuation Order:** Issued by local Emergency Operations Management, this order instructs residents in various predetermined evacuation levels to vacate the area.

## HELPFUL LINKS

National Hurricane Center	<a href="http://www.nhc.noaa.gov">www.nhc.noaa.gov</a>
National Weather Service - Climate, Water & Weather	<a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>
Federal Emergency Management Agency - FEMA	<a href="http://www.fema.gov">www.fema.gov</a>
Pinellas County Emergency Management	<a href="http://www.pinellascounty.org/emergency">www.pinellascounty.org/emergency</a>
Dept. Bus. & Prof. Reg.:	<a href="http://www.state.fl.us/dbpr/os/hot_topics/disaster_preparedness">www.state.fl.us/dbpr/os/hot_topics/disaster_preparedness</a>

## Section II

### **Sequence of Operation - Management & Staff**

Under the direction of the Board of Directors, a pre-designated committee will assist the maintenance staff in securing the property. The committee chairperson will organize members and volunteers. If possible, one person from each building and/or floor shall participate with the committee.

#### **PREPARATION**

##### **Board/Management Responsibilities:**

1. Follow provisions for the health, safety, and welfare of residents.
  - A. Contact special needs residents to initiate their emergency plan.
  - B. Ensure orderly processes are implemented and well communicated.
2. Make all reasonable efforts to safeguard association records, including post-event contact information as outlined in the recovery phase.
3. Collect video and photographic information of the property, and hard copies of the owners list and insurance policies, to keep off site and with the association attorney.
4. Schedule a pre-storm meeting to organize maintenance staff, committees, and volunteers as to their duties.

##### **Committee Chairperson's Duties** (If maintenance staff is not at the property)

1. Announce an evacuation order over the speaker system. Post notice of a mandatory evacuation, if issued – see **Section VII**.
2. Instruct committee members and volunteers to do the following to secure the property:
  - A. All common loose outdoor items need to be secured.
  - B. All pool furniture needs to be secured and stored in a safe location.
  - C. All electrical systems not necessary for running the complex need to be turned off at the breaker including:
    - a. Pool pumps
    - b. Exterior lights
    - c. Fountains
    - d. Elevators parked on top floor and shut off
  - D. All gas devices, i.e. spa and/or pool heater, to be turned off.
  - E. Turn off water supply line to each building, including sprinkler system.
  - F. Swimming pools:
    - a. Inland = water level lowered to allow for rain water.
    - b. Beach = water level raised to prohibit sand from entering system.
  - G. Verify generator is prepared for use:
    - a. Emergency electrical and lighting is functioning
    - b. Fuel supply is “topped off”

### **Preparation Kit:**

- Plastic sheeting
- Drop cloths
- Utility knives
- Nylon rope
- Duct tape
- Sand bags
- Wet vacuums
- Large garbage bags
- Buckets, mops, sponges, gloves, bleach

After the property has been secured, the management and maintenance staff will evacuate the property.

## **RECOVERY**

As soon as access is available and all danger has passed, management and maintenance staff will report to the property as soon as is reasonable, in light of existing circumstances, to assess damages and take corrective action.

An inspection of the property shall be made, necessary maintenance will be noted, and common area repairs shall commence by order of the Board in cooperation with Resource Property Management. Photographic documentation of the damage will be taken prior to beginning recovery efforts.

Information Coordinators will provide the vital link to disseminate information and stay in touch with unit owners. Rumor and misinformation will hamper recovery efforts; therefore, the Coordinators will work to provide timely and accurate information to the association via email, web site updates and telephone contact. Current reports will be listed on the Association web site (if applicable) at:

The ability of the association to react quickly with a clear and decisive plan will help to minimize damage and speed up recovery. A pre-designated person will have full power and authority to implement an emergency plan to contract for:

- Emergency services
- Security from vandalism
- Removal of debris
- Engineering, and any other professional service, needed to assist in emergency recovery

Photographic records reflecting the premises and property prior to the emergency will be used to provide proof of loss for insurance assistance with recovery. At a minimum, the following should be recorded:

- Inside and outside of building and premises
- Furniture, fixtures, and artwork
- Equipment/computers

Records should reflect the date, place, and cost of insured property. The following documents shall be available on disc for off site reference.

- Books and accounting records, contact list
- Insurance policies & bank accounts
- Personnel records, unit, and unit owner records
- Building as built plans and specifications

Before returning to the property, please keep in mind

- There may not be electrical, water, or sewer services to the building
- A generator can provide emergency interior lights, fire alarm and restricted elevator service (several hours a day, for five days) only as long as fuel lasts

It is advisable that all owners have a key to their unit in their file at the association office, or notice of where a key can be obtained. This will allow for access to your unit to assess any damage in an emergency. Absentee owners shall be notified by phone of any known problems in their units that need to be addressed. Owners should not assume there is no damage to their unit if they are not contacted unless an inspection has been verified.

Depending upon the severity of damage, the five major phases of reconstruction include:

- Project planning/scheduling
- Construction bidding
- Contract negotiations (ensure quality repairs)
- Construction/rehabilitation
- Project completion & approval

The insurance companies that hold policies on association property shall be notified as soon as possible to submit claims. This procedure is important to ensure a prompt response before other claimants take priority.

Caution areas to be aware of:

- Do not drink tap water until notified by public authority
- Stay out of heavily damaged or flood areas
- Watch for and avoid downed power lines, broken glass, standing water, snakes and alligators
- Stay clear of utility repair crews

## Section III **Health, Safety, & Welfare Provisions - Residents**

### **RESIDENT CHOICE OF ACTION**

There are four choices of action when a hurricane threatens:

1. Stay in your residence (a mandatory evacuation may be ordered)
2. Move inland to stay with a relative or friend
3. Go to a public shelter
4. Leave West Central Florida

You should decide what course of action you will take before a hurricane threatens. Inform your family members and other important contacts where you can be reached.

The decision by local officials to order an evacuation is a touchy situation because meteorologists cannot accurately predict where a hurricane will strike until about 12 hours before landfall. Evacuation of West Central Florida coastal residents to safer inland areas could take more than 30 hours in the worst-case storm situation.

Post-storm conditions should also be considered when deciding what course of action to take. Utilities will likely be interrupted for days after a hurricane strike. There will be no phones, electricity, water, or sewer services. Other local services, such as fire and emergency medical services will be overwhelmed and hampered by access problems. Elevator usage will be restricted to several hours per day and will not be operating if generator fuel is not available.

### **WHEN A STORM WATCH IS ANNOUNCED**

1. Check your emergency supplies
2. Gas all vehicles
3. Have cash on hand
4. Watch local TV and listen to local radio
5. Ensure a two week supply of medications is readily available.



## **WHEN A STORM WARNING IS ANNOUNCED**

1. Remove all furniture, plants, and other items from balconies.
2. Decide where to go if an evacuation order is given.
3. Let your out of state and association contacts know where to reach you

## **IF YOU PLAN TO EVACUATE**

Please see **Section IV** for detailed information on emergency evacuation.

## **WHAT TO DO IF YOU STAY IN YOUR CONDO**

1. Stay indoors.
2. Stay on the side of the unit away from the wind. As the wind direction changes, move accordingly. The utility room or baths may be the safest rooms during a storm.
3. Stay away from windows and glass doors.
4. Don't go out during the brief calm that accompanies the "eye" as it passes.
5. Listen to the radio for information from official government sources. Unexpected changes can call for last minute relocation.
6. Use the phone only for emergencies.
7. Conserve batteries.
8. Stay inside until you receive an "all Clear" from official sources.

## **ITEMS TO HAVE ON HAND IF YOU STAY**

1. Flashlights with extra batteries and bulbs
2. Battery operated weather radio with extra batteries
3. Water; five gallon minimum per person & water purification tablets
4. Canned and nonperishable food and beverages; manual can opener
5. Matches or lighters and fire extinguisher
6. First aid supplies, insect repellent
7. Two (2) five-gallon buckets, with lids, for sewage/waste disposal
8. Rope, duct tape, and trash bags
9. Mops, buckets, and unscented bleach
10. Tarp and plastic sheeting

## **WHAT TO DO IN YOUR UNIT IF YOU STAY**

1. Clean your bathtub with bleach, rinse and fill with water.
2. Turn the refrigerator and freezer to the coldest settings.
3. Deploy storm shutters and install extra supports, if needed.
4. Store all patio furniture, plants and outdoor items inside. When caught in the wind, loose items become lethal projectiles.

## **WHAT YOU SHOULD DO AFTER THE STORM**

1. Listen to radio, TV, or NOAA Weather Radio.
2. Keep abreast of road conditions through the media. Wait until an area is declared safe before entering.
3. Do not attempt to drive across flowing water. As little as 6" of water may cause you to lose control of your vehicle - 2 feet of water will carry away most cars.
4. If you see water flowing across a roadway, **TURN AROUND AND GO THE OTHER WAY**. Do not drive through flooded roadways or around barricades. Roads may be unsafe and are closed for your protection.
5. Stay away from moving water.
6. Do not allow children, especially under age 13, to play in flooded areas. They often drown or are injured in areas appearing safe.
7. If someone needs to be rescued, call professionals with the right equipment to help. Many people have been killed or injured trying to rescue others in flooded areas.
8. Stay away from standing water. It may be electrically charged from underground or downed power lines.
9. Have professionals check gas, water, and electrical lines and appliances for damage.
10. Use a flashlight for emergency lighting. Never use candles or other open flames indoors.
11. Use tap water for drinking and cooking only when local officials say it is safe to do so.
12. Use the telephone only for emergency calls.

Owners are responsible for dealing with their property or making arrangements for someone to do it for them. The Board, committee members and staff will be too busy handling common area repairs and clean up to deal with inspection of individual units. Prior arrangements should be made for this inspection.

Please note that no one will be allowed to come back to the building until it is deemed safe by Pinellas County Emergency Management.

## **Section IV**

### ***Life Safety Plan & Evacuation***

If an evacuation of the coastal areas of Saint Petersburg or surrounding communities is ordered, you may need to use public shelter. Emergency evacuation route information is included in this section and in the local phone book.

Please be aware the Association will do the following if a disaster threatens the surrounding area:

1. Main electrical breakers to all outside lighting may be shut off.
2. Main water valves may be turned off.

It should be noted that owners are expected to secure their own property. Neither the Association nor Resource Property Management will be able to provide these services. Owners can insure their own security with the installation of hurricane shutters, hurricane resistant glass, or other protective devices. Out of town owners can contact a private agency to prepare their units for a fee.

### **WHAT YOU SHOULD DO IF YOU EVACUATE**

1. Turn off your electricity at the main breaker.
2. Shut off your water.
3. Remove all furniture, plants, and miscellaneous items from the balconies and put them inside the unit..
4. Tightly close doors, windows and deploy storm shutters with extra supports.
5. Remove perishable food from the refrigerator and freezer and take with you.
6. Lock your doors and leave a spare key with someone you trust.

**If you are not present during the hurricane season, do this prior to departing for the summer.**

It is recommended that you make a photographic record of your property and personal belongings and keep it in a safe place for insurance purposes.

## **ITEMS TO BRING TO AN EMERGENCY PUBLIC SHELTER**

1. Valuable papers and identification tags
2. Non-perishable food to last you and your family at least 24 hours  
Suggestions: canned meat or fish, cheese, ready to eat soups, peanut butter, dry cereal, bread, crackers, canned beverages, etc.
3. Water for 24 hours (2 gallons per person) in plastic containers
4. Manually operated can and bottle openers
5. Eating utensils
6. First aid supplies, medicines, and special items such as baby formula and diapers. If items need to be refrigerated, use a small cooler
7. Blankets, pillows, sleeping bags, cots or lounge chair to sleep on
8. Battery operated radio, flashlight, and extra batteries
9. Extra clothes
10. Personal hygiene items
11. Toys for children, card games, and books
12. Plastic trash bags
13. South County lists shelters that accept pets.  
An Animal Control for pet registration form is included in this section.

## **IF YOU HAVE SPECIAL NEEDS OR NEED ASSISTANCE**

The County offers special assistance to residents who require help to evacuate during an emergency situation. You must pre-register with Pinellas County Emergency Management. A pre-registration form is included in this section. If you do not have transportation to a shelter, Emergency Management can arrange to pick you up.

Do not attempt to return to the building until you have spoken with someone from the association. The storm may be over, however, there could be downed power lines and other dangerous conditions which prohibit access to the property.

When you are allowed to return, you will need identification with your condominium address on it, i.e. driver's license, utility bill, etc.

Residents returning to the building prior to complete power being restored may not plug extension cords into the common area power source being run by the generator. This can create a fire hazard.

Please note that no one will be allowed to come back to the building until it is deemed safe by Pinellas County Emergency Management.

# EVCUATION SHELTERS

## ST. PETERSBURG AREA:

Sexton Elementary School  
1997 54th Ave. North

Northside Baptist  
6000 38th Ave. North

St. Petersburg High School  
2501 Fifth Ave. North

John Hopkins Middle School (Special Needs)  
701 16th St. South

Thurgood Marshall Middle School  
3901 22nd Ave. South

Gibbs High School  
850 34th Street South

Lealman Middle School  
4900 28<sup>th</sup> Street North

Gulfport Elementary School  
2014 52<sup>nd</sup> Street South

Campbell Park Elementary School  
1015 7<sup>th</sup> Avenue South

Jamerson Elementary School  
1200 37<sup>th</sup> Street South

Sanderlin Elementary School  
2350 41<sup>st</sup> Street South

Fairmount Park Elementary School  
575 41<sup>st</sup> Street South

Locations of **Pet Friendly** shelters are listed on the enclosed registration form.  
Additional pages include:

Tampa Bay Regional Planning Council  
Evacuation Route Map

Pinellas County Emergency Management  
Evacuation Assistance – Special Needs Registration Form

Pinellas County Pet-Friendly Shelter  
Shelter Registration Form

# Section V



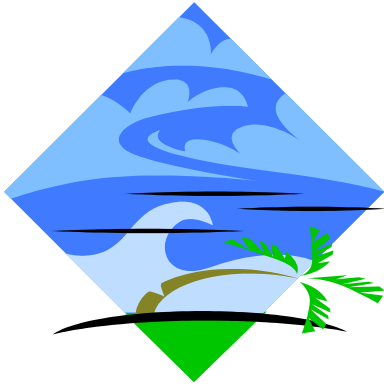
## Special Assist Needs

Section VI  
Contacts

Manager Name.....Phone Number

Maintenance Tech Name .....Phone Number





## **HURRICANE SEASON IS HERE!**

In the event that a hurricane is likely to hit our area, there are several things you need to do to prepare the property.

1. Remove all exterior items from your balcony, decks, or entrance way. This includes furniture, plants, etc. These items may become projectiles that cause injury to others or damage to personal property.
2. Let the local fire and/or police department know if you are a special needs resident who requires assistance in evacuating the building. This should be done prior to the storm as telephone and elevator service may be out.
3. Know your evacuation route.
4. Have your hurricane kits ready; please refer to the local news, newspapers, or hurricane preparedness guide for specifics to be included in your kit.

**Important Elevator Service:** Please note that elevators may be locked down for safety purposes and will be back in service after the storm has passed.

Thanks for your assistance in preparing for the storm and stay safe.





## Evacuation Preparation Points

- 1. PEOPLE:** Have a plan for getting out of the house and make sure everyone knows it. Have an emergency bag of food and water for your family. Wholesome snacks and treats for the children: dried fruit, nuts, peanut butter, crackers and granola bars.
- 2. PETS:** Keep pet carriers, leashes, and food readily available to lead pets to safety.
- 3. PICTURES:** Keep negatives or CDs of pictures in a lock box, or at a family member's home. Have picture albums in one place ready to grab and go at a moment's notice.
- 4. PAPERS:** To keep you from panicking, have all your important papers in a lock box at a bank and only keep copies at the house. If you have them at home then put them in a folder that you can grab easily if you have to move fast. Color code it so you can find it!
- 5. PRESCRIPTIONS:** Take your medications with you. Don't forget the ones that have to be refrigerated, like insulin. Have a small ice chest and cold packs readily accessible to pack and go. If you have babies; remember their formula or medications.
- 6. PURSES:** This is where you keep your identification, credit cards and cash. Keep a stash of cash for emergencies because an ATM may not be available in the event of a power outage.
- 7. PROPER CLOTHES and COMFORT ITEMS:** According to the weather conditions; gather up a change of clothes along with outer clothing: coats, rain gear, boots, gloves and hats. If you have babies remember diapers. Remember to grab your children's favorite blanket, stuffed animal or toy. A game or a deck of cards could keep them occupied and calm too.
- 8. PLANNER/CALENDAR/CONTROL JOURNAL:** These sources of information have what you will need for phone numbers, insurance numbers and important dates. They are small and filled with things you won't have to try to remember.
- 9. PHONES, RADIOS, FUEL FOR THE CAR:** Always keep your cell phones charged up and have a charger in the car, or an extra battery. Cell service may be slow or interrupted in the event of power outages, but they still can be useful. Regular phones that do not operate with electricity will still function when power fails. Keep your battery powered radio tuned to a local station and have plenty of batteries for it. Filling station gas pumps don't work without power, therefore, you should keep the fuel tank in your car full in order to drive at least a few hours. Evacuation routes are usually bumper to bumper traffic so having a full tank will help to keep you less stressed.
- 10. PATIENCE:** This is one of the most important things to take. In the event of an evacuation there will be lots of displaced people and being patient will make things less stressful. When others see you calm and collected, this will help keep them calm also, especially with children.

**Section VIII**  
***Maintenance of Support Systems***

**2006 Florida Statutes regarding Condominium Requirements (over 75 feet):**  
Title XXXIII – Chapter 553 – Section: 553.509

**Emergency Elevator Service – compliance by 12/31/07**

Minimum one (1) elevator on emergency power generator  
Provides resident access during specified hours for a five (5) day period

There is no generator on the property