

Westminster Community Association

Disaster Preparedness Plan



Disaster Preparedness Plan

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OVERVIEW

The past few years' hurricane seasons have been a strong reminder that none of us are immune from losses associated with hurricanes or other types of disasters. Hurricane season extends from June 1st through November 30th of each year and the Board of Directors of the Westminster Community Association want to encourage all Westminster residents to educate themselves and to have a preparedness plan for their family and their home.

PURPOSE

This Disaster Preparedness Plan (hereafter referred to as DPP) has been developed in accordance with the Westminster Governing Documents to provide the residents with information to help them prepare for a disaster, as well as provide important contact information to local authorities and agencies that can assist with cleanup and recovery efforts after the disaster. This plan also informs residents as to what actions the Association will take to help protect community property and the security of the community.

AVAILABILITY OF PLAN

The Association's Disaster Preparedness Plan, consisting of copies of this program together with supplemental procedures and information will be stored at the following locations:

- On the Westminster Community Association's website at www.westminstercommunity.com.
- At the Westminster Community Center.
- At the homes of each member of the Association's Board of Directors and each member of the Disaster Preparedness Plan Committee.

PLAN IMPLEMENTATION

Though invocation this plan should coincide with Lee County's Plan, the Board of Directors maintains executive authority to invoke or not to invoke the DPP for the common areas of the community, which includes taking steps outlined in the DPP and to make related expenditures.

The Board of Directors has established a Disaster Preparedness Committee consisting of designated residents from the community. This committee serves at the direction of the Disaster Preparedness Committee Chairperson(s). This team is comprised of Members who will coordinate additional efforts in providing helpful information to residents to assist them with their preparation efforts.

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TYPES OF DISASTERS

FIRE

Each year, more than 4,000 Americans die and more than 25,000 are injured in fires, many of which could be prevented. Direct property loss due to fires is estimated at \$17.6 billion annually.

To protect yourself, it is important to understand the basic characteristics of fire. Fire spreads quickly; there is no time to gather valuables or make a phone call. In just two minutes, a fire can become life-threatening. In five minutes, a residence can be engulfed in flames.

Heat and smoke from fire can be more dangerous than the flames. Inhaling the super-hot air can sear your lungs. Fire produces poisonous gases that make you disoriented and drowsy. Instead of being awakened by a fire, you may fall into a deeper sleep. Asphyxiation is the leading cause of fire deaths, exceeding burns by a three-to-one ratio.

How can I protect myself from a fire?

<http://www.fema.gov/hazard/fire/index.shtm>

WILDFIRE

The threat of wildland fires for people living near wildland areas or using recreational facilities in wilderness areas is real. Dry conditions at various times of the year and in various parts of the United States greatly increase the potential for wildland fires.

Advance planning and knowing how to protect buildings in these areas can lessen the devastation of a wildland fire. There are several safety precautions that you can take to reduce the risk of fire losses. Protecting your home from wildfire is your responsibility. To reduce the risk, you'll need to consider the fire resistance of your home, the topography of your property and the nature of the vegetation close by.

- Close ALL windows and doors.
- Close heavy drapes, blinds or hurricane shutters.
- Remove lightweight curtains.
- Move flammable furniture away from exit doors and glass.
- Disconnect automatic door opener.
- Turn off fuel supplies at outside source.

How can I protect myself from a wildfire?

http://www.fema.gov/hazard/wildfire/wf_prepare.shtm

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USING A FIRE EXTINGUISHER

Using a fire extinguisher

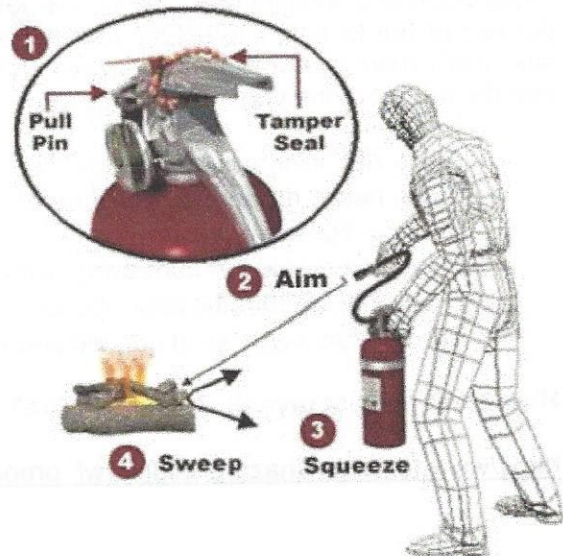
The following steps should be followed when responding to an early stage fire:

- Sound the fire alarm and call the fire department, if appropriate.
- Identify a safe evacuation path before approaching the fire. Do not allow the fire, heat, or smoke to come between you and your evacuation path.
- Select the appropriate type of fire extinguisher.
- Discharge the extinguisher within its effective range using the P.A.S.S. technique (pull, aim, squeeze, and sweep).
- Back away from an extinguished fire in case it flames up again.
- Evacuate immediately if the extinguisher is empty and the fire is not out.
- Evacuate immediately if the fire progresses beyond the incipient or early stage.

Most fire extinguishers operate using the following P.A.S.S. technique:

- 1. PULL...** Pull the pin. This will also break the tamper seal.
 - 2. AIM...** Aim low, pointing the extinguisher nozzle (or its horn or hose) at the base of the fire.
- Note:** Do not touch the plastic discharge horn on CO2 extinguishers, it gets very cold and may damage skin.
- 3. SQUEEZE...** Squeeze the handle to release the extinguishing agent.
 - 4. SWEEP...** Sweep from side to side at the base of the fire until it appears to be out. Watch the area. If the fire re-ignites, repeat steps 2 - 4.

If you have the slightest doubt about your ability to fight a fire....EVACUATE IMMEDIATELY!



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FLOODS

Floods are one of the most common hazards in the United States. Flood effects can be local, impacting a neighborhood or community, or very large, affecting entire river basins and multiple states.

However, all floods are not alike. Some floods develop slowly, sometimes over a period of days. But flash floods can develop quickly, sometimes in just a few minutes and without any visible signs of rain. Flash floods often have a dangerous wall of roaring water that carries rocks, mud, and other debris and can sweep away most things in its path. Overland flooding occurs outside a defined river or stream, such as when a levee is breached, but still can be destructive.

Flooding can also occur when a dam breaks, producing effects similar to flash floods. Be aware of flood hazards no matter where you live, but especially if you live in a low-lying area, near water or downstream from a dam. Even very small streams, gullies, creeks, culverts, dry streambeds, or low-lying ground that appears harmless in dry weather can flood. Every state is at risk from this hazard. To prepare for flooding keep stocks of food that requires no cooking, a first aid kit, have vehicle fueled, store drinking water in sterile containers, move valuable articles to higher areas and seek higher ground.

<http://www.fema.gov/hazard/flood/index.shtm>

THUNDERSTORMS AND LIGHTNING

All thunderstorms are dangerous. Every thunderstorm produces lightning. In the United States, an average of 300 people are injured and 80 people are killed each year by lightning. Although most lightning victims survive, people struck by lightning often report a variety of long-term, debilitating symptoms. Other associated dangers of thunderstorms include tornadoes, strong winds, hail, and flash flooding. Flash flooding is responsible for more fatalities—more than 140 annually—than any other thunderstorm-associated hazard.

Dry thunderstorms that do not produce rain that reaches the ground are most prevalent in the western United States. Falling raindrops evaporate, but lightning can still reach the ground and can start wildfires. Florida is the lightning capital of the United States.

<http://www.fema.gov/hazard/thunderstorm/index.shtm>

HURRICANES

A hurricane is a type of tropical cyclone, the generic term for a low pressure system that generally forms in the tropics. A typical cyclone is accompanied by thunderstorms, and in the Northern Hemisphere, a counterclockwise circulation of winds near the earth's surface.

All Atlantic and Gulf of Mexico coastal areas are subject to hurricanes or tropical storms. Parts of the Southwest United States and the Pacific Coast experience heavy rains and floods each year from hurricanes spawned off Mexico. The Atlantic hurricane season lasts from June to November, with the peak season from mid-August to late October.

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HURRICANES continued

Hurricanes can cause catastrophic damage to coastlines and several hundred miles inland. Winds can exceed 155 miles per hour. Hurricanes and tropical storms can also spawn tornadoes and microbursts, create storm surges along the coast, and cause extensive damage from heavy rainfall.

Hurricanes are classified into five categories based on their wind speed, central pressure, and damage potential (see chart). Category Three and higher hurricanes are considered major hurricanes, though Categories One and Two are still extremely dangerous and warrant your full attention.

HOW ARE THE HURRICANE CATEGORIES DETERMINED?

Saffir-Simpson Hurricane Scale			
Scale Number (Category)	Sustained Winds (MPH)	Damage	Storm Surge
1	74-95	Minimal: Unanchored mobile homes, vegetation and signs.	4-5 feet
2	96-110	Moderate: All mobile homes, roofs, small crafts, flooding.	6-8 feet
3	111-130	Extensive: Small buildings, low-lying roads cut off.	9-12 feet
4	131-155	Extreme: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded.	13-18 feet
5	More than 155	Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded.	Greater than 18 feet

Hurricanes can produce widespread torrential rains. Floods are the deadly and destructive result. Slow moving storms and tropical storms moving into mountainous regions tend to produce especially heavy rain. Excessive rain can trigger landslides or mud slides, especially in mountainous regions. Flash flooding can occur due to intense rainfall. Flooding on rivers and streams may persist for several days or more after the storm.

Between 1970 and 1999, more people lost their lives from freshwater inland flooding associated with land falling tropical cyclones than from any other weather hazard related to tropical cyclones.

<http://www.fema.gov/hazard/hurricane/index.shtm>

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TORNADOES

Tornadoes are nature's most violent storms. Spawned from powerful thunderstorms, tornadoes can cause fatalities and devastate a neighborhood in seconds. A tornado appears as a rotating, funnel-shaped cloud that extends from a thunderstorm to the ground with whirling winds that can reach 300 miles per hour. Damage paths can be in excess of one mile wide and 50 miles long. Every state is at some risk from this hazard.

Some tornadoes are clearly visible, while rain or nearby low-hanging clouds obscure others. Occasionally, tornadoes develop so rapidly that little, if any, advance warning is possible.

Before a tornado hits, the wind may die down and the air may become very still. A cloud of debris can mark the location of a tornado even if a funnel is not visible. Tornadoes generally occur near the trailing edge of a thunderstorm. It is not uncommon to see clear, sunlit skies behind a tornado.

The following are facts about tornadoes:

- They may strike quickly, with little or no warning.
- They may appear nearly transparent until dust and debris are picked up or a cloud forms in the funnel.
- The average tornado moves Southwest to Northeast, but tornadoes have been known to move in any direction.
- The average forward speed of a tornado is 30 MPH, but may vary from stationary to 70 MPH.
- Tornadoes can accompany tropical storms and hurricanes as they move onto land.
- Waterspouts are tornadoes that form over water.
- Tornadoes are most frequently reported east of the Rocky Mountains during spring and summer months.
- Peak tornado season in the southern states is March through May; in the northern states, it is late spring through early summer.
- Tornadoes are most likely to occur between 3 p.m. and 9 p.m., but can occur at any time.

<http://www.fema.gov/hazard/tornado/index.shtm>

TERRORISM

Report suspicious activities: Call 911 and provide details. 911 operators will notify the proper authorities.

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COMMUNITY ASSOCIATION PREPARATION

The following preparation efforts should be performed by members of the DPC (Disaster Preparedness Committee) or its designees once it has been established that a disaster is imminent:

- Tennis court nets and wind breaker nets will be removed and stored in the Community Center or Association Offices.
- Pool furniture will be removed from the pool area and stored in the Community Center or Association Offices.
- Playground and bocce benches removed and stored in the Community Center or Association Offices.
- Bicycle racks anchored or removed and stored in the Community Center or Association Offices.
- Somerset Condominium dumpster lids secured.

ENTRY GATES

In the event of a loss of electricity in the community, the gates located at the front and back of the community will automatically remain in the open position. The guards at the front gate will stay on duty as long as it is prudent. If or when the guard leaves the front the DPC will assign member of the committee or volunteers from the community as available to man the entrances in order to ensure the community's security is not jeopardized. The guard house will need to be locked and valuables secured (especially electronics, etc.), in the Community Center. The guards will return as quickly as possible after the storm passes and they can make it back to their post.

All residents' vehicles should have window stickers that identify them as a resident of the community. Golf course employees shall have pictured employee passes for identification. Absolute confirmation and verification of all other individuals requesting entry will be required; excluding emergency response vehicles and personnel.

THE COMMUNITY CENTER SHOULD BE DESIGNATED AS 'HURRICANE CENTRAL" TO ASSIST RESIDENTS DURING A DISASTER.

Members of the DPC will set up an Information Center to assist residents before and after any disaster. Assistance is informational, not for supplies, food or water. Manning the Information Center will be established by the DPC. Its whereabouts should be published at the front gate guard area.

Block captains should be assigned by the DPC in order for Association residents to more directly find information which may solve any problems they incur without having to flood the Community Center personnel after a disaster occurs.

Evacuation decisions made by local government based on the severity of the event should be posted in the Community Center, as well as evacuation route information. Personnel will be

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available to give assistance in directing residents should an evacuation be directed by the county. It is the residents' responsibility and decision to comply with a Voluntary Evacuation Request. Likewise it is an individual's responsibility to comply with a Mandatory Evacuation Order.

AFTER THE DISASTER

The Board of Directors will make every attempt to assess damages to the common areas of the community as quickly as possible once the disaster is over and the area has been declared safe.

The Board of Directors will work closely with the Association's Insurance Company to ensure damages are repaired as quickly as possible.

RESIDENT PREPARATION BEFORE THE DISASTER

Prepare your family by creating a family disaster plan. You can begin this process by gathering family members and reviewing the information available at the following links:

<http://www.fema.gov/areyouready/index.shtm>

<http://www.winknews.com/Hurricane-Central>

Discuss with them what you would do if family members are not home when a warning is issued. Additionally, your family plan should address the following:

- [Escape routes](#)
- [Evacuation plans](#)
- [Family communications](#)
- [Utility shut-off and safety](#)
- [Insurance and vital records](#)
- [Special needs](#)
- [Care for pets: Information for pet owners](#)
- [Safety skills](#)

ASSEMBLE A DISASTER SUPPLIES KIT

You may need to survive on your own after a disaster. This means having your own food, water, and other supplies in sufficient quantity to last for at least three days. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone immediately. You could get help in hours, or it might take days.

Basic services such as electricity, gas, water, sewage treatment, and telephones may be cut off for days, or even a week or longer. Or, you may have to evacuate at a moment's notice and take essentials with you. You probably will not have the opportunity to shop or search for the supplies you need.

A disaster supplies kit is a collection of basic items that members of a household may need in the event of a disaster.

- Basic Disaster Supplies
- Kit Locations
- Maintenance

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BASIC DISASTER SUPPLIES

There are six basics you should stock in your home:

- Water (at least 3 gallons per person)
- Food (3 day supply of non-perishable items)
- First aid supplies
- Clothing, bedding and sanitation supplies
- Tools
- Special items for infants & elderly, battery powered radio, flashlight, extra batteries.

Keep the items that you would most likely need during an evacuation in an easy-to-carry container. Possible containers include a large, covered container; a camping backpack; or a duffle bag.

WATER

How Much Water do I Need?

You should have at least a three-day supply of water and you should store at least one gallon of water per person per day. A normally active person needs at least one-half gallon of water daily just for drinking.

Additionally, in determining adequate quantities, take the following into account:

- Individual needs vary, depending on age, physical condition, activity, diet, and climate.
- Children, nursing mothers, and ill people need more water.
- Very hot temperatures can double the amount of water needed.
- A medical emergency might require additional water.

How Should I Store Water?

To prepare safest and most reliable emergency supply of water, it is recommended you purchase commercially bottled water. Keep bottled water in its original container and do not open it until you need to use it.

Observe the expiration or "use by" date and replace as needed.

If You are Preparing Your Own Containers of Water

It is recommended you purchase food-grade water storage containers from surplus or camping supplies stores to use for water storage. Before filling with water, thoroughly clean the containers with dishwashing soap and water, and rinse completely so there is no residual soap. Follow directions below on filling the container with water.

If you choose to use your own storage containers, choose two-liter plastic soft drink bottles – not plastic jugs or cardboard containers that have had milk or fruit juice in them. Milk protein and fruit sugars cannot be adequately removed from these containers and provide an environment for bacterial growth when water is stored in them. Cardboard containers also leak easily and are

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not designed for long-term storage of liquids. Also, do not use glass containers, because they can break and are heavy. If storing water in plastic soda bottles, follow these steps:

- Thoroughly clean the bottles with dishwashing soap and water, and rinse completely so there is no residual soap.
- Sanitize the bottles by adding a solution of 1 teaspoon of non-scented liquid household chlorine bleach to a quart of water.
- Swish the sanitizing solution in the bottle so that it touches all surfaces. After sanitizing the bottle, thoroughly rinse out the sanitizing solution with clean water.

Filling Water Containers

Fill the bottle to the top with regular tap water. If the tap water has been commercially treated from a water utility with chlorine, you do not need to add anything else to the water to keep it clean. If the water you are using comes from a well or water source that is not treated with chlorine, add two drops of non-scented liquid household chlorine bleach to the water. Tightly close the container using the original cap. Be careful not to contaminate the cap by touching the inside of it with your finger. Place a date on the outside of the container so that you know when you filled it. Store in a cool, dark place and replace the water every six months (if not using commercially bottled water).

FOOD

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation or cooking and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Avoid foods that will make you thirsty. Choose salt-free crackers, whole grain cereals, and canned foods with high liquid content.

Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits and vegetables
- Canned juices, milk, soup (if powdered, store extra water)
- Staples--sugar, salt, pepper
- High energy foods--peanut butter, jelly, crackers, granola bars, trail mix
- Vitamins
- Foods for infants, elderly persons or persons with special dietary needs
- Comfort/stress foods--cookies, hard candy, sweetened cereals, lollipops, instant coffee, tea bags

Note: Be sure to include a manual can opener.

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FIRST AID KIT

Assemble a first aid kit for your home and one for each car. A first aid kit* should include:

Sterile adhesive bandages in assorted sizes
2-inch sterile gauze pads (4-6)
4-inch sterile gauze pads (4-6)
Hypoallergenic adhesive tape
Triangular bandages (3)
42-inch sterile roller bandages (3 rolls)
3-inch sterile roller bandages (3 rolls)
Scissors
Tweezers

Needle
Moistened towelettes
Antiseptic and itch relief cream
Thermometer
Tongue blades (2)
Tube of petroleum jelly or other lubricant
Assorted sizes of safety pins
Cleansing agent/soap
Latex gloves (2 pair) Sunscreen

Non-prescription drugs

- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

[Contact your local American Red Cross chapter](#) to obtain a basic first aid manual

CLOTHING, BEDDING AND SANITATION SUPPLIES

Clothing and Bedding

If you live in a warm climate, you must think about keeping cool. It is possible that you will not have air conditioning. *Include at least one complete change of clothing and footwear per person.

- Pants or shorts
- Shirt or T shirt
- Sturdy shoes or work boots
- Hat, gloves and scarf
- Rain gear
- Blankets or sleeping bags/pillows
- Sunglasses

Sanitation

- Toilet paper
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid – for water to flush toilets with
- Disinfectant – Household Chlorine Bleach
- Water Purification tablets

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TOOLS

- Mess kits, or paper cups, plates and plastic utensils
- [Emergency preparedness manual](#)
- Portable, battery-operated radio or television and extra batteries
- Flashlight and extra batteries
- Cash or traveler's checks, change
- Non-electric can opener, utility knife
- Fire extinguisher: small canister, ABC type
- Tube tent
- Pliers
- Tape
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench, to turn off household gas and water
- Whistle
- Plastic sheeting
- Map of the area (for locating shelters)

SPECIAL ITEMS

Remember family members with special needs, such as infants and elderly or disabled persons.

- **For Baby**
 - Formula
 - Diapers
 - Bottles
 - Pacifiers
 - Powdered milk
 - Medications
- **For Adults**
 - Heart and high blood pressure medication
 - Insulin
 - Prescription drugs
 - Denture/Dental needs
 - Contact lenses and supplies
 - Extra eye glasses
 - Hearing aid batteries

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SPECIAL ITEMS continued

- **Important Family Documents**
 - Keep these records in a waterproof, portable container.
 - Will, insurance policies, contracts, deeds, stocks and bonds
 - Photo IDs, passports, social security cards, immunization records
 - Bank account numbers
 - Credit card account numbers and companies (photocopies of)
 - Inventory of valuable household goods, important telephone numbers
 - Family records (birth, marriage, death certificates)
 - Photocopies of identification cards
 - Entertainment – games and books
- **Cash and coins.**
- **Preparation for pets**
 - Securely fasten an up-to-date ID tag on your pet's collar with contact names & numbers.
 - Carry a recent photo of your pet for ID purposes
 - Carrier, leash or harness for controlling your pet
 - A weeks worth of food and water for your pet
 - Include immunization records & all medications for your pet
 - Emergency numbers for your vet, animal control, Humane Society. Lee County Animal Services 239.533.7387.

DISASTER SUPPLIES KIT LOCATIONS

Home

- Your disaster supplies kit should contain essential food, water, and supplies for at least three days.
- Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.
- Additionally, you may want to consider having supplies for sheltering for up to two weeks.

Work

- This kit should be in one container, and ready to "grab and go" in case you are evacuated from your workplace.
- Make sure you have food and water in the kit. Also, be sure to have comfortable walking shoes at your workplace in case an evacuation requires walking long distances.

Car

- In case you are stranded, keep a kit of emergency supplies in your car.
- This kit should contain food, water, first aid supplies, flares, jumper cables, and seasonal supplies.

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DISASTER SUPPLIES KIT MAINTENANCE

Just as important as putting your supplies together is maintaining them so they are safe to use when needed. Here are some tips to keep your supplies ready and in good condition:

- Keep canned foods in a dry place where the temperature is cool.
- Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend its shelf life.
- Throw out any canned good that becomes swollen, dented, or corroded.
- **Use foods before they go bad, and replace them with fresh supplies.**
- Place new items at the back of the storage area and older ones in the front.
- Change stored food and water supplies every six months. Be sure to write the date you store it on all containers.
- Re-think your needs every year and update your kit as your family needs change.
- Keep items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers, such as an unused trashcan, camping backpack, or duffel bag.

PROTECT YOUR PROPERTY

Hurricane protection can involve a variety of changes to your house and property – changes that can vary in cost and complexity. A professional contractor licensed to work in Florida should carry out complicated or large-scale changes that affect the structure of your house, its electrical wiring or plumbing. However, there are several projects and tasks homeowners can do on their own to protect their homes.

- Protect all windows, doors, the garage door and the roof in your home
- Store outdoor objects such as lawn furniture, lawn ornaments/toys, garden tools, grills, For Sale/Rent signs, Security Alarm signs, inside; anchor objects that cannot be brought inside but that could be wind-tossed. If possible, remove outdoor antennas and satellite dishes.
- Trim and cut back trees and palms. Ensure all trees are located far enough from your house to prevent damage to the structure should they fall. Clear away any debris, such as fallen tree branches, as well.
- Do not drain your swimming pool. Keeping sufficient water levels in your pool provides the important weight to hold the sides and bottom in place.

SHELTER

Taking shelter is critical in times of disaster. Sheltering is appropriate when conditions require that you seek protection in your home, place of employment, or other location where you are when disaster strikes. Sheltering outside the hazard area would include staying with friends and relatives, seeking commercial lodging, or staying in a mass care facility operated by disaster relief groups in conjunction with local authorities.

To effectively shelter, you must first consider the hazard and then choose a place in your home or other building that is safe for that hazard. For example, for a tornado, a room should be selected that is in a basement or an interior room on the lowest level away from corners, windows, doors and outside walls. Because the safest locations to seek shelter vary by hazard, sheltering is discussed in the various hazard sections. These discussions include recommendations for sealing the shelter if the hazard warrants this type of protection.

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SHELTER continued

Even though mass care shelters often provide water, food, medicine, and basic sanitary facilities, you should plan to take your disaster supplies kit with you so you will have the supplies you require. Mass care sheltering can involve living with many people in a confined space, which can be difficult and unpleasant. To avoid conflicts in this stressful situation, it is important to cooperate with shelter managers and others assisting them. Keep in mind that alcoholic beverages and weapons are forbidden in emergency shelters and smoking is restricted.

The length of time you are required to shelter may be short, such as during a tornado warning, or long, such as during a hurricane. It is important that you stay in shelter until local authorities say it is safe to leave. Additionally, you should take turns listening to radio broadcasts and maintain a 24-hour safety watch.

During extended periods of sheltering, you will need to manage water and food supplies to ensure you and your family have the required supplies and quantities.

LEE COUNTY SHELTERS

Lee County Emergency Operations
239.533.3622

- Alice Arena
12181 FGCU Lake Parkway East, Ft. Myers
- Alva Middle School
21219 N. River Road, Alva
- Bonita Springs YMCA
27200 Kent Road, Bonita Springs
- Colonial Elementary
3800 Schoolhouse Road East, Ft. Myers
- Diplomat Elementary
1115 NE 16th Terrace, Cape Coral
- Diplomat Middle School
1039 NE 16th Terrace, Cape Coral
- Dunbar High School
3800 Edison Avenue, Ft. Myers
- East Lee High School
715 Thomas Sherwin Ave, Lehigh Acres
- Estero Community Center
9200 Corkscrew Palms Blvd., Estero
- Estero High School
21900 River Ranch Rd., Estero
- Germain Arena
11000 Everblades Prkwy, Estero
- Harns Marsh Elementary
1800 Unice Ave North, Lehigh Acres
- Island Coast High School
2125 DeNavarra Pkwy., Cape Coral
- J. Colin English Elementary
120 Pine Island Rd., North Ft. Myers
- Lee County Civic Center
11831 Bayshore Rd., North Ft. Myers
- Lee Middle School
1333 Marsh Avenue, Ft. Myers
- Lehigh Senior High School
801 Gunnery Road North, Lehigh Acres
- Littleton Elementary
700 Hutto Road, North Ft. Myers
- Mariner High School
701 Chiquita Blvd N., Cape Coral
- Mariner Middle School
425 Chiquita Blvd., Cape Coral
- Mirror Lakes Elementary
525 Charwood Ave. South, Lehigh Acres
- N. Ft. Myers Academy of the Arts
1856 Arts Way, North Ft. Myers I
- Oak Hammock Middle School
5321 Tice Street, Ft. Myers
- Riverdale High School
2600 Buckingham Road, Ft. Myers
- Royal Palm Exceptional Center
3050 Indian Street, Ft. Myers
- Skyline Elementary
650 SW 19th Street, Cape Coral
- South Ft. Myers High School
14020 Plantation Rd., Ft. Myers
- Tanglewood Elementary
1620 Manchester Blvd, Ft. Myers
- Three Oaks Elementary
19600 Cypress View Dr, Ft. Myers
- Three Oaks Middle School
18500 Three Oaks Pkwy., Ft. Myers
- Tice Elementary
4524 Tice Street, Ft. Myers
- Varsity Lakes Middle School
801 Gunnery Rd. North, Lehigh Acres
- Veterans Park Academy
49 Homestead Road South, Lehigh Acres

**Lee County Special Needs Shelters will be announced as needed

Disaster Preparedness Plan

EVACUATION PLANS

If community evacuations become necessary, local officials provide information to the public through the media. In some circumstances, other warning methods, such as sirens or telephone calls, also are used. Additionally, there may be circumstances under which you and your family feel threatened or endangered and you need to leave your home, school, or workplace to avoid these situations.

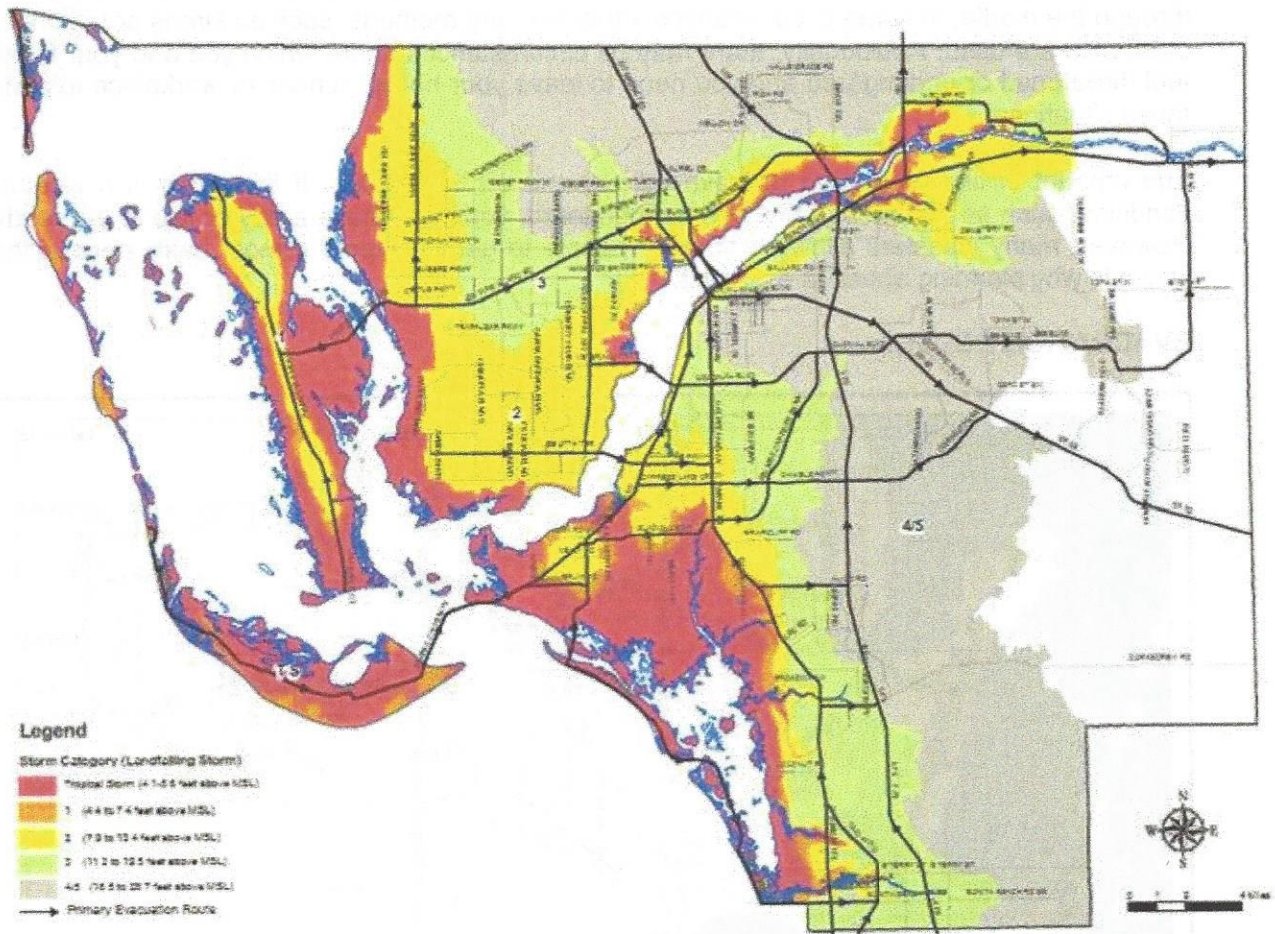
The amount of time you have to leave will depend on the hazard. If the event is a weather condition, such as a hurricane that can be monitored, you might have a day or two to get ready. However, many disasters allow no time for people to gather even the most basic necessities, which is why planning ahead is essential.

EVACUATION ROUTES



Disaster Preparedness Plan

LEE COUNTY LANDFALLING STORM SURGE



Disaster Preparedness Plan

EVACUATION GUIDELINES

Always:	If time permits:
Keep a full tank of gas in your car if an evacuation seems likely. Gas stations may be closed during emergencies and unable to pump gas during power outages. Plan to take one car per family to reduce congestion and delay.	Gather your disaster supplies kit.
Make transportation arrangements with friends or your local government if you do not own a car.	Wear sturdy shoes and clothing that provides some protection, such as long pants, long-sleeved shirts, and a cap.
Listen to a battery-powered radio and follow local evacuation instructions.	Secure your home: Close and lock doors and windows. Unplug electrical equipment, such as radios and televisions, and small appliances, such as toasters and microwaves. Leave freezers and refrigerators plugged in unless there is a risk of flooding.
Gather your family and go if you are instructed to evacuate immediately.	Let others know where you are going.
Leave early enough to avoid being trapped by severe weather.	
Follow recommended evacuation routes. Do not take shortcuts; they may be blocked.	
Be alert for washed-out roads and bridges. Do not drive into flooded areas.	
Stay away from downed power lines.	
Know how to accommodate persons with disabilities during a disaster.	
Remind children of specific names,, locations & phone numbers or emergency contacts.	

Disaster Preparedness Plan

AFTER A DISASTER

It is very important to understand that it may take several days for relief supplies and special disaster teams to arrive at the disaster site. Not only does it take time to gather and load the unique supplies that this area may require, but roadways may be blocked by debris and may be unsafe for travel.

RETURNING HOME

General Tips

Returning home can be both physically and mentally challenging. Above all, use caution.

Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further injury. If you must move an unconscious person, first stabilize the neck and back, **then call for help immediately**.

- Keep a battery-powered radio with you so you can listen for emergency updates and news reports.
- Use a battery-powered flash light when doing initial inspection of a damaged home.
Note: The flashlight should be turned on outside before entering - the battery may produce a spark that could ignite leaking gas, if present.
- Watch out for animals, especially poisonous snakes. Use a stick to poke through debris.
- Be wary of wildlife and other stray animals
- Use the telephone only to report life-threatening emergencies.
- Stay off the streets. If you must go out, watch for fallen objects; downed electrical wires; and weakened walls, bridges, roads, and sidewalks.

Before You Enter Your Home

Walk carefully around the outside and check for loose power lines, gas leaks, and structural damage. If you have any doubts about safety, have your residence inspected by a qualified building inspector or structural engineer before entering.

DO NOT ENTER IF:

- You smell gas.
- Floodwaters remain around the building.
- Your home was damaged by fire and the authorities have not declared it safe.

Going Inside Your Home

When you go inside your home, carefully check for damage. Be aware of loose boards and slippery floors. The following items should also be checked inside your home:

- **Natural gas.** If you smell gas or hear a hissing or blowing sound, open a window and leave immediately. Turn off the main gas valve from the outside, if you can. Call the gas company from a neighbor's residence. If you shut off the gas supply at the main valve, you will need a professional to turn it back on. Do not smoke or use oil, gas lanterns, candles, or torches for lighting inside a damaged home until you are sure there is no leaking gas or other flammable materials present.

Disaster Preparedness Plan

- **Sparks, broken or frayed wires.** Check the electrical system unless you are wet, standing in water, or unsure of your safety. If possible, turn off the electricity at the main fuse box or circuit breaker. If the situation appears unsafe, leave the building and call for help. Do not turn on the lights until you are sure they're safe to use. You may want to have an electrician inspect your wiring.
- **Roof, foundation, and chimney cracks.** If the building has suffered major damage and may collapse, leave immediately.
- **Appliances.** If appliances are wet, turn off the electricity at the main fuse box or circuit breaker. Then, unplug appliances and let them dry out. Have appliances checked by a professional before using them again. Also, have the electrical system checked by an electrician before turning the power back on.
- **Water and sewage systems.** If pipes appear damaged, turn off the main water valve. Check with local authorities before using any water; the water could be contaminated. Pump out wells and have the water supply tested by authorities before drinking. Do not flush toilets until you know that sewage lines are intact.
- **Food and other supplies.** Throw out all food and other supplies that you suspect may have become contaminated or have come in contact with floodwater.
- **Open cabinets.** Be alert for objects that may fall.
- **Clean up household chemical spills.** Disinfect items that may have been contaminated by raw sewage, bacteria, or chemicals. Also clean salvageable items.
- **Call your insurance agent.** Take pictures of damages. Keep good records of repair and cleaning costs. Be aware of scam artists and repair personnel that are too helpful...use only licensed, bonded and insured contractors

Disaster Preparedness Plan

SAFETY PRECAUTIONS

Do You Know How to Use That Chainsaw?

One of the most dangerous parts of any hurricane is the cleanup. The most common and severe injuries result from the misuse of chainsaws. Here are a few tips to help keep you and your family safe.

▶ **Be sure that you know how to use your chainsaw.** Don't be afraid to read the owner's manual.



▶ **When using a chainsaw, always use the proper safety equipment.** This equipment includes eyewear, safety footwear, tightly fitting clothes (to avoid getting clothing caught in motor), nonslip gloves, hearing protection, and helmet.

▶ **Be aware of your surroundings.** Know what hazards are in your way such as power lines and what other people may be present. Keep small children and pets out of harm's way in the house while you are using the chainsaw. Be sure you have a secure footing and a planned evacuation path from the falling tree or limb.

▶ **Be sure to match your equipment to your job.** Your chainsaw should be the right size and power for the material you are cutting.

▶ **When possible, use a chainsaw with an anti-kickback device mounted on the guide bar.**

▶ **Never cut from a ladder or above your chest level.**

Generators Can Kill...

The past few hurricane seasons have taught many Florida residents a painful lesson about the vulnerability of public power utilities. Millions of Florida residents have lost power for more than two weeks due to storm damage.

Generators are not just another household appliance. When gasoline engines are running, they give off carbon monoxide, a deadly gas. Air-cooled engines run very hot. A generator can easily start a fire with its exhaust. This is basic common sense; everyone knows that running an engine in an enclosed area is hazardous to your life and property. To the right are safety guidelines for the use of generators.

▶ **Be sure to read the owner's manual and follow the manufacturer's recommendations.**

- ✓ Do not use a generator until it is properly grounded.
- ✓ Plug devices *directly* into the generator. Never "back feed" your house circuits or connect your generator to your house wiring. Do not overload the generator capacity.
- ✓ **Be aware of carbon monoxide.** Never use indoors, or outside under a window, or on a covered patio, or in any space without adequate ventilation. (**NEVER operate generators indoors!**)
- ✓ Keep flammable items away. The generator exhaust system is very hot.
- ✓ Never refuel your generator inside your home or while it is hot. A serious fire could result.
- ✓ Prevent electric shock. Do not use in wet areas.
- ✓ Check all electrical cords to be sure the insulation is in good condition, and check the oil and fuel level before starting your generator.



Disaster Preparedness Plan

FINDING A CONTRACTOR

Always take the time to evaluate the contractor who may be doing the job. Every disaster has its share of con artists trying to take advantage of disaster victims.

Talk to building officials. Be particularly cautious when selecting a contractor to repair your chimney. Not everyone is qualified to repair or rebuild a chimney. It takes specialized skill and training.

The State Department of Labor and Industries recommends the following steps when hiring a contractor:

- Be wary of contractors soliciting business door-to-door.
- Ask contractors if they have done this type of repair work before, if they will be purchasing necessary permits, and if the work will be inspected.
- Determine if a contractor, electrician or plumber is registered or licensed. All contractors doing business in the state are required to register. While not a guarantee of performance, registration does mean the contractor has minimal liability insurance and a surety bond that can protect the consumer if there is a problem. For information [visit the licensing web-site](#). The caller can also find out how long the contractor has been in business and whether there have been any complaints against the bond.
- Try to get three separate bids on the job.
- Ask for references.
- Obtain a written contract.
- Be cautious in dealing with a contractor who asks for a large down payment.
- Pay the contractor at the end of the job, or pay only for the portion of the job that has been completed.
- Avoid making final payment until you have received a lien release.

Additional information to consider:

- Check for a permanent place of business, telephone number, tax I.D. number and business license.
- Look for a company with a proven track record that readily offers client references and a list of completed projects. Call these clients to find out whether they were satisfied.
- Check to see if the contractor is a member of any regional or national industry associations.
- Contact your local Better Business Bureau to [check for a business report or any complaints that have been filed on a contractor](#).
- Have the contractor explain his or her project supervision and quality control procedures. Request the name of the person who will be in charge, how many workers will be required and the estimated completion time.
- Carefully read and understand any warrantee offered and watch for provisions that would void it. The lowest bid is not always the best option. Remember, a price is only one criterion for selecting a contractor. Professionalism and quality workmanship also should weigh heavily in your decision.

Disaster Preparedness Plan

GRANTS AND ASSISTANCE PROGRAMS FOR INDIVIDUALS

Catalog of Federal Disaster Assistance (CFDA) numbers are provided to help you find additional information on the CFDA website.

- [Disaster Assistance](#)
(CDFA Numbers: 97.048, 97.049, 97.05)
Provides money or direct assistance to individuals, families and businesses in an area whose property has been damaged or destroyed and whose losses are not covered by insurance.
- [Crisis Counseling](#)
(CDFA Number: 97.032)
Provides supplemental funding to States for short-term crisis counseling services to people affected in [Presidentially declared disasters](#).
- [Disaster Legal Services](#)
(CDFA Number: 97.033)
Provides free legal assistance to disaster victims.
- [Disaster Unemployment Assistance Program](#)
(CDFA Number: 97.034)
Provides unemployment benefits and re-employment services to individuals who have become unemployed because of major disasters.
- [National Flood Insurance Program](#)
(CDFA Number: 97.022)
Enables property owners in participating communities to purchase insurance as a protection against flood losses in exchange for State and community floodplain management regulations that reduce future flood damages.
- [View all FEMA grants](#)

TIPS FOR FILING AN INSURANCE CLAIM

If possible, photograph the outside of the premises, showing the any damage or flooding. Also, photograph the inside of the premises, showing the damaged property and the height of the water if your property was flooded.

Call your insurance agent to report your claim. If you have separate flood insurance, also call your flood insurance agent to report your claim. Your flood insurance agent will prepare a Notice of Loss form and an adjuster will be assigned to assist you.

Separate the damaged from the undamaged property and put it in the best possible order for the insurance adjuster's examination. If reasonably possible, protect the property from further damage.

When the adjuster visits your property, let him or her know if you need an advance or partial payment of loss. Again, good records can assist your insurance companies and the NFIP in giving you an advance payment. Use your inventory to work with the adjuster in presenting your claim.

Damaged property which presents a health hazard or which may hamper local clean-up operations should be disposed of. Be sure to adequately describe discarded items so that, when

Westminster Community Association

Disaster Preparedness Plan

TIPS FOR FILING AN INSURANCE CLAIM continued

the adjuster examines your losses and your records, these articles are included in the documentation.

Good records speed up settlement of your claim. Compile a room-by-room inventory of missing or damaged goods, and include manufacturer's names, dates and places of purchases, and prices. Try to locate receipts or proofs of purchase, especially for major appliances, and note manufacturers' names, serial numbers, prices, and dates of purchase.

COMMUNITY ASSOCIATION TELEPHONE NUMBERS

Board of Directors

President	Betsy Rosser	brosser@brockport.edu
Vice President	Janey Kennedy	rascal1940@gmail.com
Secretary	Tim Baranek	tjbaranek@yahoo.com
Treasurer	Steve McKinnon	predator_42@outlook.com
	Jack McManus	jackatthebeach@yahoo.com
	Al Joseph	aljoseph8141@gmail.com
	Rick Bidwell	rickb726@embarqmail.com

For Westminster Community Association issues, Contact Property Manager Paul Braid at:

2001 Oxford Ridge Circle
Lehigh Acres, FL 33973
239.258.7838
Email: Manager@WestminsterCommunity.com

Disaster Preparedness Committee

President	Michael Wesner
Vice President	Jack Griffith
Secretary	Jack McManus
Treasurer	Pat Rich
	Rick Coronati
	Bill Stephenson
	Mary Heisler

Westminster Community Association

Disaster Preparedness Plan

OTHER HELPFUL TELEPHONE NUMBERS



Charlotte	941-505-4620
Collier	239-774-8444
DeSoto	863-993-4831
Glades	863-946-6020
Hendry	863-612-4700
Lee	239-477-3600



Charlotte
941-629-4345

Collier
239-596-6868

DeSoto
863-494-2348

Glades & Hendry
561-833-7111 or
1-866-GET-INFO

Lee
239-278-3401

Hotlines for Financial and Recovery Assistance

FEMA Disaster Assistance / Registration	1-800-621-FEMA (3362) TTY: 1-800-462-7585
U.S. Small Business Administration	1-800-659-2955 TTY: 1-800-877-8339
FEMA Fraud Hotline – to report false claims	1-800-323-8603
State of Florida Emergency Info 24 Hr Hotline	1-800-342-3557
Disaster Unemployment Services	1-866-778-7356
Unemployment Compensation Claims	1-800-204-2418
Florida Dept. of Financial Services Disaster Assistance Helpline	1-800-22-STORM or 1-800-227-8676
Florida Dept. of Financial Services Consumer Services Helpline	1-877-693-5236 TTY: 1-800-640-0886
American Red Cross Food, Shelter and Financial Assistance	1-866-GET-INFO or 1-866-438-4636
Salvation Army Hurricane Relief Information	1-888-363-2769
Disaster Food Stamp Hotline & Information	1-866-762-2237 or call your local office
Elder Affairs	1-800-96-ELDER or 1-800-963-5337
Attorney General's Price Gouging Hotline	1-866-966-7226
To report unlicensed activity	1-866-532-1440
To verify contractor licensure	1-850-487-1395
Agricultural & Consumer Services	1-800-435-7352



Contractor Information

Division of Workers'
Compensation
1-800-742-2214

Florida Association of
Electrical Contractors
1-407-260-1511

Florida Plumbing Heating
and Cooling
1-727-209-0611

Florida Wall and Ceiling
Contractors Assoc.
1-407-260-1313

Florida Roofing, Sheet
Metal & Air Conditioning
Contractors
1-800-767-3772, ext. 100

Associated Builders and
Contractors of Florida
(ABC)
1-813-879-8064

Information provided in this document was gathered from the following sources:

<http://www.fema.gov/hazard/index.shtm>

[Wink News Hurricane Guide](http://winknews.com/hurricane-guide)

<http://redcross.tallytown.com>