



DISASTER PLANNING BOARD WORKSHOP

Kings Point / April 10th, 2024 / KPNCH Veterans Theatre



This guide is intended to help you prepared for storm damages
and deal with the aftermath.

THIS GUIDE IS NOT INTENDED TO BE ALL-INCLUSIVE

WWW.KPMASTER.COM/DISASTERPLANNING

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EMERGENCY PREPAREDNESS PLAN

Why do Associations need to have an Emergency Preparedness Plan?

It is part of the Association's duty to protect the well-being of their community and act in the best interest of their residents. Although having an Emergency Preparedness Plan will certainly not save your community from being hit by a Tropical Storm or Hurricane, it will assist your association and residents to be prepared when the time comes. Ultimately, having a plan will help minimize health, safety, and monetary risks for the entire community.

What should be included in my Association's Emergency Preparedness Plan?

A well-crafted COA/HOA emergency plan consists of the following items:

•CHAIN OF COMMAND

Every plan requires a chain of command — an organizational structure that informs you of who is in charge of what. This chart should have a leader, which is a role usually fulfilled by the board president. The president should serve as the first point of contact, with the Association Manager (CAM) closely following in second place. Another Board Member should also be in charge of communicating with the Association and utilizing the Emergency Contact List. (Refer to pages 20 – 22).

•SITE PLAN

A good emergency plan should also consist of a site plan for the whole association. This site plan must highlight and label important areas of the neighborhood, including but not limited to shut-off valves, lift stations, debris staging areas, and generators. Shut-off valves, in particular, should be a priority when an emergency occurs. Getting to these valves will allow you to prevent leaks and reduce the potential for damage. It is recommended to assign this duty to a specific Board Member. Also, keep a copy of the plot map in the back of your documents for reference.

•EVACUATION PLAN

One of the most critical items in a COA/HOA emergency plan is the evacuation plan. The evacuation plan must consist of guidelines and a map for evacuation. Using this plan, residents will know the proper way to evacuate the premises.



EMERGENCY PREPAREDNESS PLAN

•STANDARD PROCEDURES

An association plan serves as a guide for everyone in the community during times of uncertainty. Thus, it should contain standard procedures for various circumstances. If the utilities shut off, what must residents do? What if some buildings and homes become condemned? Identify all possible disaster outcomes and outline the steps the association and its residents must take in the event of each one.

•INSURANCE

Because emergencies can happen at any moment, you need to have all the essential documents with you in one place. Association Boards should consider storing important documents in a cloud service website and ensure that more than one person knows where to find these files. List the folder location in the plan. Some of the most crucial documents you should have are copies of your insurance policies. Make sure to also include instructions on how you can file claims as well as the contact information of your insurance provider.

•PHOTOS OF THE COMMUNITY

Keeping photos of the community's properties, equipment, and components will come in handy for insurance purposes and for when you need to restore them back to their original form. Make sure to take updated photos of the community, too. A camera with a date stamp is also recommended. Please update the photos for your files at least every three years.

•DESIGNATED MEETING PLACE

Because emergencies can happen at any moment, you need to have all the essential documents with you in one place. Association Boards should consider storing important documents in a cloud service website and ensure that more than one person knows where to find these files. List the folder location in the plan. Some of the most crucial documents you should have are copies of your insurance policies. Make sure to also include instructions on how you can file claims as well as the contact information of your insurance provider.



EMERGENCY PREPAREDNESS PLAN

•EMERGENCY CONTACT DETAILS

A list of all essential contact information should naturally make it into your emergency kit. This list should include the contact details of all board members, your CAM, your attorney, and your insurance provider, as well as all vendors or contractors. You should also have contact and emergency contact information from your residents. Residents should be encouraged to inform the Board if they plan to shelter in place or evacuate.

•DEBRIS MANAGEMENT AND REMOVAL

In case your community suffers a disaster that results in scattered debris, you must know how to handle it. Therefore, your emergency plan should include instructions for debris management and removal. Association properties are managed by their own landscapers. (Refer to Expectations pages 6-8)

•RESPONSE AND RECOVERY PLAN

Apart from planning for all phases of the emergency, pre and during, you must also account for recovery procedures post emergency. First, make sure everyone in your community is safe and/or accounted for. This can be achieved by conducting wellness check of each resident by referencing the Emergency Contact list. Then, you must move on to evaluate the damage to your neighborhood. You will need the help of professionals to inspect and evaluate the level of damage. Identify who those POCs are and the best way to reach them, Pictures will also help to document damage, if applicable.

Some disasters will render homes uninhabitable. To make sure residents can return to their homes, you may need to talk to local authorities and safety professionals. During this time, your association will need to ask for residents' cooperation and understanding as they may not be able to immediately return to their homes due to safety concerns.

IF YOU WOULD LIKE INDIVIDUAL ASSISTANCE IN DEVELOPING YOUR ASSOCIATION'S EMERGENCY PLAN FROM THE DISASTER PLANNING COMMITTEE, PLEASE CONTACT THE COMMITTEE CHAIR, MARYANN MEEKER AT MMEEKER3@TAMPABAY.RR.COM TO SCHEDULE AN APPOINTMENT.



BOARD EMERGENCY POWERS

DID YOU KNOW?

Certain emergency situations may call for a rapid response and thorough preparation from the HOA or COA in order to safeguard the wellbeing of the community. To this end, an Association's ordinary powers can sometimes be expanded during times of emergency. These expanded powers are typically referred to as "**emergency powers,**" and can serve as a key source of guidance and leadership during crises.

The authority of HOAs and COAs to enforce their rules and regulations is rooted in statutory authority. Chapter 720 of the Florida Statutes empowers and controls the ability of HOAs to enforce their rules in Florida, whereas Chapter 718 of the Florida Statutes empowers and controls the ability of COAs to enforce their rules in Florida. In regard to the issue of emergency powers for HOAs and COAs, Florida Statute 720.316 provides guidance as to HOAs, while Florida Statute 718.1265 sheds light on powers for COAs.

As to emergency powers for COAs, Florida Statute 718.1265 states, in summary:

To the extent allowed by law, unless specifically prohibited by the declaration of condominium, the articles, or the bylaws of an association, and consistent with s. 617.0830, the board of administration, in response to damage or injury caused by or anticipated in connection with an emergency, as defined in s. 252.34(4), for which a state of emergency is declared pursuant to s. 252.36 in the locale in which the condominium is located, may exercise the following powers:

- a) Conduct board meetings, committee meetings, elections, and membership meetings, in whole or in part, by telephone, real-time videoconferencing, or similar real-time electronic or video communication with notice given as is practicable.
- b) Cancel and reschedule any association meeting.
- c) Name assistant officers (persons who are not directors) that can act as an executive officer as a fill in to assist in the absence or unavailability of an officer.
- d) Relocate the association's principal office or designate alternative principal offices.
- e) Enter into agreements with local counties and municipalities to assist counties and municipalities with debris removal.



BOARD EMERGENCY POWERS

h) Require the evacuation of the condominium property in the event of a mandatory evacuation order in the locale in which the condominium is located.

i) Based upon advice of emergency management officials or public health officials, or upon the advice of licensed professionals retained by or otherwise available to the board, determine whether the condominium property, association property, or any portion thereof can be safely inhabited, accessed, or occupied.

j) Mitigate further damage, injury, or contagion, including taking action to contract for the removal of debris and to prevent or mitigate the spread of fungus or contagion, including, but not limited to, mold or mildew, by removing and disposing of wet drywall, insulation, carpet, cabinetry, or other fixtures on or within the condominium property.

k) Contract, on behalf of any unit owner or owners, for items or services for which the owners are otherwise individually responsible, but which are necessary to prevent further injury, contagion, or damage to the condominium property or association property.

l) Regardless of any provision to the contrary and even if such authority does not specifically appear in the declaration of condominium, articles, or bylaws of the association, levy special assessments without a vote of the owners.

m) Without unit owners' approval, borrow money and pledge association assets as collateral to fund emergency repairs and carry out the duties of the association when operating funds are insufficient.

As such, it should be noted that the emergency powers of an HOA or COA are limited, and the extent to which an HOA or COA can exercise these powers are always dependent on its governing documents, state law, and the nature of the emergency. Boards should also take into account that any emergency powers utilized by an HOA or COA Board must be exercised in a manner consistent with the board's fiduciary duty to the community. An Association Board should be careful to balance its obligation to protect and look to the best interests of the community along with the limitations of its authority.



EXPECTATIONS

WHAT SHOULD RESIDENTS EXPECT FROM THEIR ASSOCIATION BOARD?

Communication in advance of the storm

- Evacuation monitoring
- Shelter locations
- Other reminders

Help the Board account for your whereabouts...although ultimately, you are responsible for the safety of yourself; the Board is not

- FSR will provide a headcount checklist

To be told to secure outdoor objects to protect property

- Note the Association has the right to throw out any items you fail to secure

That damage will be addressed as soon as possible

- The Association will follow proper procedures with FirstService regarding damages
- The Association should designate a Board Member or POC to act as a disaster point of contact in times of emergency and instruct residents to report all damages in the Association to that person.
- The designated emergency POC should compile all damages into one email and send it to Debbie Lauber with FirstService Residential at debbie.lauber@fsresidential.com

That Boards will be financially prudent in the recovery and/or restoration of property damage and in the potential assessments for losses.

The Board will be responsible for Common Areas/Elements ONLY.

The Board should review their documents and rules to determine procedures for hurricane (storm) shutters.





EXPECTATIONS

WHAT SHOULD THE BOARD EXPECT FROM THEIR RESIDENTS?

Attention to advance communication regarding the storm

Self-accountability for whereabouts so Board can perform a “headcount”

Cooperation when asked to secure outdoor objects to protect property

To help report damage after the storm to the Board/POC’s

To evaluate loss assessment insurance coverage to minimize financial burdens

To secure their Unit interiors and Limited Common Elements

- Take pictures of unit interiors and keep for post storm claims
- Take pictures of unit exteriors and keep for post storm claims

WHAT TO EXPECT FROM FIRSTSERVICE RESIDENTIAL?

FirstService’s goal is to protect the lives and health of residents and the employees of Kings Point and protect and minimize damage to residents’ property in the event of an emergency.

Priorities

- 1.To evacuate and account for all employees.
- 2.To assemble the company’s Emergency Response Team for implementation of the response plan as soon as it is safe to do so.
- 3.Prevent further property damage through mobilizing vendors to begin repairs and estimates as soon as it is safe to do so.
- 4.File any applicable reports with the Federation of Kings Point.

Emergency Response Procedure

- 1.Assess the situation, number and types of hazards expected based on experience.
- 2.Protect residents, employees, contractors, equipment, vital records and other assets.
- 3.Coordinate with the insurance company on any possible claims.
- 4.Get the community back up and running.

Miscellaneous

- 1.Financial – FSR Emergency Loan Fund – available to bridge gaps for repairs while waiting for insurance.
- 2.FEMA – FSR will assist in FEMA aid applications if applicable
- 3.Hurricane Shutters – Each Association Board should review their documents and rules to determine procedures for hurricane (storm) shutters, if applicable



EXPECTATIONS

WHAT TO EXPECT FROM VESTA & SECURITY?

In the event of a Natural disaster, Vesta will close and secure the Land Trust properties including pools, clubhouses, and recreation areas as directed by the federation board. Gate House security will remain in place until winds reach 35mph, and/or the Hillsborough County Sheriff's office directs closure of this operation. After the event has ended, representatives of Vesta and other local authorities will assess the damage to Trust properties and in partnership with the Federation board will open the amenities when it is safe to do so.

WHAT TO EXPECT FROM THE MASTER ASSOCIATION?

The Master Association's goal is to help minimize safety and monetary risks for the entire community with regards to infrastructure and roadways.

- Conduct regular inspections of our roads, bridges, drainage structures and landscaping to identify and mitigate any potential safety hazards in advance of a storm.
- Provide designated staging areas throughout the property for the Section Landscapers and restoration vendors to use for landscape and construction debris
- Provide designated staging areas for FEMA, if applicable.
- Assist local officials and FEMA as needed
- Once a watch is issued, a visual inspection of the property will take place.
 - Any fallen branches or debris will be picked up
 - Loose articles and debris will be removed from lake outfalls
 - Obstructions will be cleared from storm drains along Master roadways
 - The irrigation yard will be secured, and all pumps and controllers will be turned off
- Have a manager onsite as soon as it safe to do so after the storm to assess damage and coordinate clean-up
- The Master is contracted with Russell Landscaping for priority landscaping services after the storm
- The Master is contracted with Global Engineering for priority service with our drainage infrastructure



CLEAN-UP

HOW WILL STORM DEBRIS CLEAN UP BE HANDLED IN YOUR ASSOCIATION?

Grounds Clean Up Fund:

- The Federation budget for 2024 - 25 is \$175,000 for the clean-up of Associations natural debris clean up due to a named storm. Fund is not replenished after each event during the same budget year i.e. multiple storms.

Clean Up Responsibilities:

- The Federation contracts separately for storm clean up services from the four landscapers, DTE, Artistree, Brightview and Russell's. The \$175,000 is also used to pay for the debris clean up. Clean up costs in excess may be billed back to the Association.

Downed Trees & Limbs:

- The cost of tree service following a hurricane is solely borne by the Association. In the event of widespread tree damage, priority will be given first to access, safety, and structure damage mitigation. Associations may be asked to adopt an Emergency Spending policy granting FSR access to and power to expend funds on behalf of the Association for these purposes.
- Associations should consider delegating authority to FirstService Residential's Specialists to authorize Brown's Tree Service to remove critical downed branches/trees from their Association.



Section 1



Section 2



Section 3



Section 4



All Sections



CLEAN-UP

HOW WILL ARTIFICIAL STORM DEBRIS CLEAN UP BE HANDLED IN YOUR ASSOCIATION?

Assess & Report

- Board's & POC's, when safe to do so, canvass the Association and assess damage done to structures. Log all damage no matter how big or small on the FSR damage report form. Return the form to your FSR CAM ASAP. **DON'T discard materials, but make sure they are in an area that won't cause further damage if possible.**

Insurance Process

- Your FSR CAM may view the property damage with you and the insurance adjuster to determine if a claim is worth filing. The deductible is 5% of the value of the structure so damage must be significant to be filed. Significant property damage will first need to be inspected by an insurance claims field adjuster. Your CAM will work with you and the adjuster (if applicable) on claims, material removal, and repairs.

Unit Owner HO-6

- Each unit owner is required by statute to have a minimum of \$2,000 in loss assessment coverage in their HO-6 policy. (But unit owners aren't required to be insured). Unit owner coverage may be significantly under-insured due to a) choice and/or b) newly appraised higher building values. Unit owners can consult with their agent, and the Board and FSR has the building values to determine assessment maximums.

Federation Insurance Deductible Fund:

- Does not apply to hurricane deductibles.



Acadia I, II
 Bedford A-J
 Fairfield A-H
 Inverness
 Jameson
 Portsmouth
 Princeton
 Lancaster I, II, III, IV
 Lyndhurst

Brookfield
 Corinth
 Devonshire
 Highgate A-F, II, III, IV
 Nantucket I-V
 Radison I, II
 Oxford I, II
 Idlewood
 Worthington

Andover A-I
 Cambridge A-M
 Canton Court D
 Kensington
 Maplewood
 Oakley Green
 Manchester I, II, III, IV
 Southampton I, II
 Tremont I, II

Dorchester A-D
 Edinburgh
 Fairbourne
 Grantham
 Huntington
 Gloucester A-P
 Knolls I, II, III
 Villeroy



EVACUATION VS. FLOOD ZONE

Evacuation Zones vs. Flood Zones

Though they are often mistaken for each other, Flood Zones and Evacuation Zones are two very different things. So what's the difference? When do you use them? Here is what you need to know:

Evacuation Zones	Flood Zones
<p>These are areas that may be ordered to evacuate during a hurricane. These zones are mapped by the National Hurricane Center and indicate areas that will be affected by storm surge.</p> <p>Zones in Hillsborough County are identified from A - E, and there are parts of the county that are not in an evacuation zone. On the other hand, all mobile and manufactured homes are considered Zone A, regardless of where they are in the county.</p>	<p>These federally identified zones indicate a property's risk for flooding throughout the year. This zone has nothing to do with hurricanes or other emergencies, and everything to do with your property insurance and building requirements. Every property is in a flood zone.</p>

It's important to know both your Flood Zone and your Evacuation Zone, and the difference between them. You can find out your evacuation and flood zones by using the tools at [HCFLGov.net/StaySafe](https://www.hcfl.gov/stay-safe).

Still unsure? Here's a helpful guide on when to use which map:

When to check your Evacuation Zone	When to check your Flood Zone
<ul style="list-style-type: none"> • Before hurricane season to make sure your family is prepared • During a hurricane or major storm, to know if you should evacuate 	<ul style="list-style-type: none"> • If you own, rent, or are buying a new property and don't know if you need flood insurance • If you refinance or get a mortgage • If you need building permits for work on your property

Do You Really Know How Deep the Water is?

12 inches of fast-moving water can carry away a small car.

6 inches of fast-moving water can knock over and carry away an adult.

18-24 inches of fast-moving water can carry away most large SUVs, vans and trucks.

WHEN FLOODED TURN AROUND DON'T DROWN

NOAA
NATIONAL OCEANOGRAPHIC AND ATMOSPHERIC ADMINISTRATION
U.S. DEPARTMENT OF COMMERCE



KNOW YOUR ZONES

Hillsborough County Evacuation Zone Map (2023) – Kings Point

Moderate to Low-Risk Areas

Zone X - Floodplain area with a 0.2% (or 1 in 500 chance) or less annual chance of flooding. Includes areas of moderate flood hazard, such as base floodplains and shallow flooding areas, and minimal flood hazard, which may still have ponding and local drainage problems.

High Risk Areas (Special Flood Hazard Area)

Zone A - 100-year floodplain, areas with a 1% annual chance of flooding and a 26% chance of flooding over the life of a 30-year mortgage. Because detailed analyses are not performed for such areas, no base flood elevations are shown.

Zone AE - 100-year floodplain, the base floodplain where base flood elevations are provided.





HURRICANE WATCH VS. WARNING

HURRICANE WATCH

A Hurricane Watch is issued when **hurricane force winds are possible within 48 hours.**

Prepare by boarding up windows and moving loose items indoors. Have an emergency supply kit ready.

Hurricane Possible.

HURRICANE WARNING

A Hurricane Warning is issued when **hurricane force winds are expected within 36 hours.**

Seek shelter in a sturdy structure or evacuate if ordered.

Hurricane Expected!



HURRICANE SCALE



CATEGORY mph km/h Knots (kn)

1	79-95 mph	119-153 km/h	64-82 kn
2	96-110 mph	154-177 km/h	83-95 kn
3	111-129 mph	178-208 km/h	96-112 kn
4	130-156 mph	209-251 km/h	113-136 kn
5	≥157 mph	≥252 km/h	≥137 kn





SHOULD I STAY OR SHOULD I GO?

The most critical decision you can make during a hurricane is whether to shelter in place or evacuate. Having a plan means knowing when you safely stay and when it's time to go.

If You Shelter in Place:

- Develop a personal disaster plan
- Stay alert to storm advisories
- Purchase a NOAA weather radio
- Consider purchasing a two-way radio from the KP Radio Club
- Keep a Disaster Supply Kit ready
- Have enough food and water for at least 3 days
- Protect your valuable documents
- Bring in loose yard objects
- If you do not have hurricane resistant windows, consider boarding them up
- Get cash as ATMs and banks could be closed for several days
- Fill your car with gas
- Have a plan for your pets
- DO NOT use candles or open flames as a light source
- Once the storm hits, get to an interior room with no windows
- Notify your Association, friends and family of your plans
- LISTEN TO YOUR LOCAL OFFICIAL

If You Plan to Evacuate:

- Develop a personal disaster plan
- Stay alert to storm advisories
- Map out your route in advance. DO NOT get on the road without a place to go.
- If you are booking a hotel, do so before you leave
- Going to a shelter should be the last resort.
- Once shelters are opened, Evacuation assistance is available with HART: gohart.org
- Fill your car with gasoline. Prepare for long lines and outages
- Get cash as ATMs and banks could be closed for several days
- Have a plan for your pets
- Bring your disaster supply kit with you
- Secure your important documents and valuables and bring them with you
- Secure your home before leaving
- Notify your Association, friends and family of your plans
- LISTEN TO YOUR LOCAL OFFICIALS

An Evacuation Order means that life-threatening conditions are possible in your area soon. This should be taken seriously. You will not be ordered to evacuate unless there is a real threat to your well-being, or you might become stranded where help could not reach you. Don't second guess government and emergency officials. When you are told to evacuate, do so immediately. Your safety, and the safety of others, depends on following instructions.



AFTER THE STORM

It could be weeks before roads are safe to open. It could also be weeks before grocery stores and other basic services are restored. Stay informed. Wait until local authorities say it is safe to return or venture out on the roads.

- If you evacuated, enter your home with caution
- Don't drive in flooded areas
- Open windows and doors to ventilate and dry your home
- Turn off the power to your house if it is flooded. Wait for an electrician to check your home before restoring power
- Keep away from flooded and debris laden areas
- Don't touch any tree or object in contact with or near power line
- DO call the police or TECO immediately to report hazards such as downed power lines
- DO NOT call to report interruptions in electric, water or phone services. Utilities have a plan for complete restoration of service as soon as possible.
- Check food for spoilage after power is restored. If in doubt, throw it out
- While the power is out, do not use candles.
- Beware of snakes, insects and other animals driven to higher ground by floodwater
- Keep portable gasoline equipment and gas grills at least 20' from any window, door or vent
- If you use a portable generator, read and follow all instructions and use safely outside far away from opened windows.
- Use a battery operated or battery backup CO detector any time you use a generator or anything else that burns fuel.



OTHER IMPORTANT THINGS TO KNOW

SAFETY TIPS FOR GENERATOR USE

Use a portable generator only when necessary, and only to power essential equipment. Never use a generator indoors, including homes, garages, basements and crawl spaces. Opening windows or using fans will NOT prevent Carbon Monoxide build up in your home.

Follow the instructions that came with your generator and locate the unit outdoors away from doors, windows and vents that could allow CO to come indoors. Protect yourself and your neighbors by positioning the generator with the muffler facing the street side.

LIFT STATIONS

Due to power outages, lift stations that are used to convey sewage to wastewater treatment plants may not work or have only limited operations. Overuse of toilet flushing or water going down drains may cause lift stations to overflow and backup into your home.

Because of reduced pressures and limited operations of lift stations, water conservation is a must! Remember, just because power has been restored to your home, it does not mean that power has been restored to all lift stations and water and wastewater treatment plants within your neighborhood.

- Limit the amount of toilet flushing
- Abstain from running dishwashers and clothes washers.
- Limit the amount of water used during a shower.
- Abstain from car washing, or any other outdoor use of water that is not necessary.

USING SANDBAGS

Enough sandbags in the right spot can mean the difference between dry floors and waterlogged carpets. If a storm threatens, the County will announce sand bag distribution as various sites.



SHELTERS

When disasters occur, the county provides safe refuge in three types of temporary emergency shelters: General Population Shelters, Pet Friendly Shelters, and Special Needs Shelters.

Keep in mind, a shelter will not be a pleasant place. Oftentimes, they can be crowded, noisy, boring, short-staffed and have very little privacy. Hurricane shelters should be used only if you are ordered to evacuate and have nowhere else to go.

GENERAL POPULATION EMERGENCY SHELTERS

- Evacuation shelters will not have cots, blankets, or food for residents.
- Bring water: one gallon per person, per day, Food: non-perishable, easy-to-prepare items, Bedding: pillows and blankets, Medications, medical items and supplies (hearing aids with extra batteries, glasses, contact lenses, syringes, etc.), Sanitation and personal hygiene items, Baby supplies (bottles, formula, baby food, diapers)
- If you have specific comfort needs (i.e., special dietary or snacks), plan to get those items ahead of time.
- Do not bring alcoholic beverages, illegal drugs, weapons

PET FRIENDLY EMERGENCY SHELTERS

Hillsborough County offers eight (8) pet friendly shelters. To shelter your pet in case of emergency you must bring:

- Proof of current rabies vaccination and license for dogs and cats
- Pet must be on a leash or in a carrier
- A crate large enough for your pet to stand up and turn around. Cats need a crate large enough to contain litter and food/water
- Bring all pet supplies to include: a crate, food, water, litter, treats, cleaning supplies, medicines, etc.
- You are responsible for the care of your pet while in the shelter
- Cohabitation of pets and owners is not permitted

If you are unable to meet these requirements, please make other arrangements to shelter your pet.

SPECIAL NEEDS SHELTERS

The County provides special needs shelters for residents whose medical condition may require the use of electrical equipment, oxygen, dialysis, or individuals with physical, cognitive, or medical conditions that may require assistance from medical professionals. Although special needs shelters provide more care than a general shelter, they DO NOT provide continuous bedside nursing, only assistance with daily functions and medical monitoring.

It is important to note that it is highly recommended you pre-register for the Special Needs Shelter Program before hurricane season. Register online at hillsboroughcounty.org or call the health department at 813-307-8063.

Note – More Comprehensive Lists for what to bring to emergency shelters can be found in the Hillsborough County Guide at www.kpmaster.com/disasterplanning.

HillsboroughCounty.org/HCFLAlert

Sign Up Today!

(813) 272-6602

Disaster Radio Service

Fire, Flood, Hurricane, Accident, Tornado

COMMUNICATIONS OUT!

Landlines, Cell Phones and the Internet will not work!



With the FRS Handheld Two-Way Radio you can still get help!

DISASTER RADIO SERVICE (DRS)

- Low cost emergency communications serving the Kings Point and Sun City Center communities
- Handheld two-way radio (\$15 each)
- No license needed, easy to use
- Radio practice is held every Wednesday morning @ 9 am by the Kings Point Amateur Radio Club

To acquire the FRS Handheld Radio

- Contact the Kings Point Amateur Radio Club located in the North Clubhouse on the east end of the building
- Visit DRS.KPARC.org for more information on the program



1900 Clubhouse Drive Sun City Center, FL 335

www.kparc.org

RESOURCES – IMPORTANT PHONE NUMBERS

Important Contact Information

The following numbers may be useful in case of emergencies. Calling 911 should be reserved for emergencies only. For all the information found in this guide and more, you can visit [HCFLGov.net/StaySafe](https://www.hcflgov.net/StaySafe).

Disaster Related Information	Department / Agency	Phone Number	Website
Special Needs Shelter Registration	Florida Department of Health	(813) 307-8063	HCFLGov.net/StaySafe
General information and assistance	Hillsborough County Customer Service Call Center	(813) 272-5900	HCFLGov.net/StaySafe
Pet information	Hillsborough County Pet Resource Center	(813) 744-5660	HCFLGov.net/StaySafe
Building and development information	Hillsborough County Development Services	(813) 272-5600	HCFLGov.net/StaySafe
Solid waste information	Hillsborough County Solid Waste	(813) 272-5680	HCFLGov.net/StaySafe
Business preparation and assistance	Hillsborough County Economic Development	(813) 204-9267	HCFLGov.net/StaySafe
Law enforcement information	Florida Highway Patrol	(813) 558-1800	Flhsmv.gov
Law enforcement information	Hillsborough County Sheriff's Office	(813) 247-8000	Teamhcso.com
Law enforcement information	Tampa Police Department	(813) 276-3200	Tampa.gov/Police
Law enforcement information	Plant City Police Department	(813) 757-9200	PlantCityGov.com/Police
Law enforcement information	Temple Terrace Police Department	(813) 506-6500	TempleTerrace.gov/171/Police-Department
Communications and internet information	Frontier	(800) 239-4430	Frontier.com
Communications and internet information	Spectrum	(800) 267-6094	Spectrum.com
Natural gas utilities	TECO Peoples Gas	(877) 832-6747	Peoplegas.com
Electric utilities	TECO	(877) 588-1010	Tecoenergy.com
Crisis counseling and service referral information	Crisis Center of Tampa Bay	211	Crisiscenter.com
Crisis counseling and service referral information	American Red Cross	(813) 348-4820	Redcross.org
Crisis counseling and service referral information	Catholic Charities	(813) 631-4370	Ccdosp.org
Crisis counseling and service referral information	Salvation Army	(813) 226-0055	Salvationarmyflorida.org/tampa
Business preparation and assistance	Business Disaster Hotline	(813) 301-7458	N/A
Transit and emergency transportation information	Hillsborough Area Regional Transit (HART)	(813) 254-4278	GoHART.org
Drainage issues, street flooding, or other flooding issues	Hillsborough County Public Works	(813) 635-5400	HCFLGov.net/AtYourService

RESOURCES – IMPORTANT PHONE NUMBERS

FirstService Residential non-medical emergency 813.642.8990

When life and property are in immediate jeopardy dial 911

SCC Emergency Squad Ambulance	813.634.3800 Nonemergency 813.633.1411
SCC Community Resource Deputy	Deputy Jeff Merry 813.242.5515
Kings Point Chief of Gate Security	Pete Doxsee 813.387.3461
Kings Point Front Gate	813.634.2063 or 813.343.7588 or 813.918.3363
Hillsborough County Emergency Management (for post-disaster assistance)	813.272.6600
Animal Control	813.744.5660
Water or wastewater emergency	813.744.5600
SCC Radio Room	813.642.2071
SCC Emergency VHF Amateur Radio	147.225 MHz
CB Channel #1	26.965 MHz
Sun City Center Emergency Squad Public Information Officer	813.633.1411

RESOURCES – ASSOCIATION EMERGENCY PLAN TEMPLATE

ASSOCIATION EMERGENCY PLAN CHECKLIST TEMPLATE

Board Member Name: _____

Title (Pre, VP, Sec, Treas.: _____

Address: _____

Telephone number: _____

E-mail address: _____

Approved by the Board of Directors on: _____

DISASTER RISK ASSESSMENT

Outline past experience/s with disasters or emergencies. Pinpoint possible risks and potential effects the association may experience.

PLANNING

I. Protecting Important Documents

Discuss how important documents such as the association's governing documents, insurance policies, bank statements, minutes, contracts, warranties, etc. should be protected in case of emergencies.

II. Financial Plan

Briefly discuss the budget for disaster and emergency expenses. Include funds for pre-disaster supplies and equipment, debris removal, demolition, uninsured losses, insurance deductibles, and other costs.

Person/s authorized to approve expenditures or contracts in times of disaster or emergency:

III. Management Company Coordination

How should the association coordinate with its management company? Request the company to prepare in writing protocols in the event of an emergency or disaster. This includes communications, special support personnel, disaster management procedures, etc.

IV. Communications Plan

Discuss the communication methods the association will use before, during, and after the disaster or emergency. This can include the following:

- Assign a designated meeting place where residents can meet following a disaster.
 - Create and distribute a disaster preparedness flyer.
 - Dedicate a section of your community website for information on disaster preparedness.
 - Maintain a directory containing resident contact information.
-
-
-

V. Insurance Plan

Talk to your insurance provider about your coverage. Cover items such as deductibles, risks, and resident responsibilities. Find out what the procedures are for reporting losses. Keep a copy of insurance policies, along with vital contact information, in your emergency plan.

VI. Physical Plant Inventory

Maintain a record of all equipment and major items in common areas and community amenities. Include brand names, serial numbers, make and models, date of purchase, photos, and other pertinent information. It is also advisable to create a map showing the location of all switches and shut-off valves. Pictures/Drone footage of Roofs and the property surrounding your Association including additional buildings and structures.

VII. Evacuation Plan

Discuss the evacuation procedures for the community. Note - A lot of reference materials of Hillsborough County evacuation routes, maps, and packing lists for both the residents and pets, can be found at kpmaster.com/disasterplanning in the county guide

The plan must cover the following:

- Evacuation directions and routes (include maps)
 - Nearest public shelters
 - Special considerations for at-risk residents
 - Remind residents to make arrangements for pet care and prepare pet supplies
-
-
-

RECOVERY

Take the following steps during the recovery procedure:

- Remain calm (panicking will only hinder your decision-making process)
- Secure the area
- Provide first aid to those who require it
- Cooperate with local authorities and follow their instructions
 - Do not allow residents to return to their properties without the go signal from local authorities (the Sherriff and the command center).
- Assess the damage
- Contact insurance provider
- Protect property – Notify FirstService about property issues

SAFETY PRECAUTIONS

It necessary for the association to take the following steps to prepare for a disaster or emergency:

- Educate residents on the emergency or disaster preparedness plan.
- Ask residents to review their individual insurance policies in case of an emergency or disaster.
- Provide an emergency contact person/s along with their phone numbers.
- Encourage residents to regularly inspect their property for safety hazards such as dead tree branches.
- Assign an area where residents can safely park their cars.
- Ask residents to keep their vehicles fueled prior to a forecasted calamity.
- Encourage residents to report any special needs they have (disabilities, medical, etc.) to the Board.
- Hand out maps with evacuation routes/directions and the nearest shelters.
- Encourage residents to arrange for pet care in case of an emergency.
- Prepare to have cash available.

EMERGENCY SUPPLIES CHECKLIST

Make note of the locations of all emergency supplies. Take inventory on a regular basis to determine what you lack. After a disaster, take inventory again and replace what has been exhausted.

- First aid supplies
- Painkillers such as ibuprofen, paracetamol, and aspirin
- Antihistamine (in cream and tablet form)
- Cough medicine
- Cold medicine
- Eye wash and bath
- Antiseptic cream
- Plasters in various sizes and shapes
- Sterile gauze dressings in various sizes
- At least two (2) sterile eye dressings
- Bandages
- Distilled water for washing wounds
- Alcohol-free cleansing wipes
- Safety pins
- Sticky tape
- Disposable sterile gloves
- Scissors
- Tweezers
- Thermometer
- Two-way radios
- Radios
- Flashlights
- Batteries
- Flares
- Bottled water
- Blankets
- Utility knives
- Rope and chain
- Duct tape
- Tarps
- Ladders
- Basics tools (hammer, shovel, nails, wrenches, etc.)
- Portable generators
- Portable heaters
- Fuel
- Digital cameras

EMERGENCY CONTACTS LIST

	Name	Contact Number	Email
HOA/property manager			
Board President			
Board Vice President			
Board Secretary			
Board Treasurer			
Disaster Committee Chair			
Disaster Volunteer #1			
Disaster Volunteer #2			
Disaster Volunteer #3			
Police Liaison			
Fire Department Liaison			
Power Company			
Gas Company			

Phone Company			
Cable Company			
Water/Sewage Company			
Resident Physician			
Resident Nurse			
Insurance Agent			
Contractor #1			
Contractor #2			
Contractor #3			
Contractor #4			
Contractor #5			

RESIDENT CONTACT LIST

Maintain a resident directory consisting of their contact information and other details. Be sure to take note of the following:

- At-risk or elderly residents who require special treatment or medicine
- Residents with training, experience, or licenses in the medical field and public safety
- Residents with special equipment (trucks, 4WD, all-terrain vehicles, snowmobiles, small boats, generators, chainsaws, pumps, etc.)

Name	Contact Number	Email	Notes
Resident #1			
Resident #2			
Resident #3			
Resident #4			
Resident #5			
Resident #6			
Resident #7			
Resident #8			
Resident #9			
Resident #10			

RESOURCES – ASSOCIATION EMERGENCY CONTACT FORM TEMPLATE

Kings Point Association's – Resident Emergency Information Form

This information will only be used by your Board of Directors in an EMERGENCY.

Association Name: _____

Owner Name/s: _____

Unit Address: _____ Unit #: _____ Sun City Center, FL. 33573

Please Check One: Are you a Unit Owner: _____ or Unit Renter: _____

Resident Status: Permanent: _____ Snowbird: _____ Live alone: _____ Assistance: _____

Owner 1 Cell/House Phone #: _____ E-mail Address: _____

Owner 2 Cell/House Phone #: _____ E-mail Address: _____

Do you plan to shelter in place or evacuate in the event of a disaster: _____

If you choose to shelter in place, do you require special items such as oxygen, medication, or have caregivers helping you on a daily basis that we need to know about? If yes, please describe:

Do you have pets? (If yes, Describe:)

In your absence, if an EMERGENCY occurs, who should your Association contact?

1.Name: _____ Address: _____

Phone: _____ E-mail: _____

2.Name: _____ Address: _____

Phone: _____ E-mail: _____

Signature/s: #1 _____ / _____ #2 _____ / _____

HURRICANE

PREPAREDNESS AND RECOVERY GUIDE
FOR COMMUNITY ASSOCIATIONS

Quick Reference List

INFORMATION ON EACH RESIDENT

- ✓ Name
- ✓ Unit number
- ✓ Other residences
- ✓ Next of kin name(s)/contact info
- ✓ Identifying features
- ✓ Social security number
- ✓ Medications
- ✓ Cell phone number
- ✓ E-mail address

BANK INFORMATION

- ✓ Account numbers, authorized signatures, certificates of deposits, and/or other investment documents

INSURANCE POLICIES

- ✓ Nature and extent of coverage, carrier, and policy number
- ✓ Name(s) of agents with pertinent information

INVENTORY OF FURNITURE AND EQUIPMENT

- ✓ Detailed descriptions
- ✓ Photographs
- ✓ Receipts
- ✓ Serial numbers

EMERGENCY SUPPLIES

- ✓ Emergency medical supplies, food, water, waterproof matches, a defibrillator, flashlights, battery-operated radio, an emergency generator and an ample supply of fuel to power the generator for an extended period of time.
- ✓ Tools, such as shovels, crowbars and a power saw, might be considered.

BUILDING PLANS

- ✓ A set of as-built plans and specifications.
- ✓ Location of shut-off valves and structural components

BUDDY SYSTEM

- ✓ Let a neighbor or the property manager know if you will be away from your unit for an extended period of time
- ✓ Make sure residents who might need special assistance are identified

DATA INVENTORY

- ✓ Maintain a record of information maintained in the community's information systems.
- ✓ Regularly back up all data to a safe and accessible location.

RESOURCES – ASSOCIATION EMERGENCY PLAN CHECK LIST

Disaster Kit Checklist

General

- Two-week minimum supply of medication, regularly used medical supplies, and a list of allergies
- A list of the style, serial number, and manufacturer information of required medical devices
- Batteries
- Flashlights, do not use candles
- NOAA Weather Radio, battery operated or hand cranked
- Cash, banks and ATMs may not be available after a storm
- Cell phone chargers
- Books, games, puzzles, or other activities for children

Phone Numbers

- Maintain a list of important phone numbers including: County emergency management office, evacuation sites, doctors, banks, schools, veterinarian, out of town contacts, friends and family

Clothing

- Rain gear such as jackets, hats, umbrellas and rainboots
- Sturdy shoes or boots and work gloves

Special Needs Items

- Specialty items for infants, small children, the elderly, and family members with disabilities

First Aid Items

- First Aid Manual
- Sterile adhesive bandages of different sizes
- Sterile gauze pads
- Hypoallergenic adhesive tape
- Triangular bandages
- Scissors
- Tweezers
- Sewing needle
- Moistened towelettes
- Antiseptic
- Disinfectant wipes
- Hand sanitizer
- Thermometer
- Tube of petroleum jelly
- Safety pins
- Soap
- Latex gloves
- Sunscreen
- Aspirin or other pain reliever
- Anti-diarrheal medicine
- Antacid
- Laxative
- Cotton balls
- Q-tips

Food and Water

- Food
- Nonperishable packaged or canned food and beverages, snack foods, juices, baby food, and any special dietary items to last at least seven days
- Water, one gallon per person per day
- Non-electric can opener
- Paper plates
- Napkins
- Plastic cups
- Utensils

Important Documents

- Insurance cards
- Medical records
- Banking information
- Credit card numbers
- Copies of social security cards
- Copies of birth and/or marriage certificates
- Other personal documents
- Set of car, house, and office keys
- Service animal I.D., veterinary records, and proof of ownership
- Information about where you receive medication, the name of the drug, and dosage
- Copy of Will

*Items should be kept in a waterproof container

Vehicle

- Keep your motor vehicle tanks filled with gasoline

Pet Care Items

- Pet food and water to last at least 7 days
- Proper identification
- Medical records/microchip information
- A carrier or cage
- Muzzle and leash
- Water and food bowls
- Medications
- Supplies for your service animal

FloridaDisaster.org

RESOURCES – SPECIAL NEEDS SHELTER FORM

Hillsborough County Health Department Shelter Evaluation Form (PLEASE PRINT)

Failure to complete the entire form WILL delay your evaluation!

Last Name:		First Name:		Middle Initial:	Last 4 digit of SS: XXX-XX-
Sex: <input type="radio"/> Male <input type="radio"/> Female	Height:	Weight:	Date of Birth:	Telephone:	Primary Language:
Street Address:		Lot/Apt #	City:	Zip Code:	
Living Arrangements: <input type="radio"/> Alone <input type="radio"/> With Relative <input type="radio"/> Other:					
Mailing Address(if different):		City:	Zip Code:	Mobile Home?: <input type="radio"/> Yes <input type="radio"/> No Mobile Home Park Name:	
Local Emergency Contact Name:		Relationship:	Telephone:		
Out of Town Emergency Contact Name		Relationship:	Telephone:		
Caregiver Name:		Relationship:	Telephone:		
Only immediate family living in household can accompany you to the shelter.					
Primary Doctor's Name: Telephone			Home Health Agency: Telephone		
Name Your Medical Problems: (Bring List of Medications with you to the Shelter)					
Are you under the care of HOSPICE? <input type="radio"/> Yes <input type="radio"/> No (HOSPICE patients do NOT need to complete this form. They should contact their HOSPICE caregiver to arrange for special needs shelter and/or transportation.)					
TRANSPORTATION: Do you need a ride to the Shelter? <input type="radio"/> Yes <input type="radio"/> No					
Mobility Assessment: (Check all that apply)			Electric Dependent (Check all that apply)		
<input type="checkbox"/> I can walk <input type="checkbox"/> Walker <input type="checkbox"/> Bedridden <input type="checkbox"/> Hearing Impaired <input type="checkbox"/> Blind <input type="checkbox"/> Wheelchair/scooter <input type="checkbox"/> Cane <input type="checkbox"/> Uses lift to get out of bed <input type="checkbox"/> Deaf <input type="checkbox"/> Partially Blind			<input type="checkbox"/> Feeding Pump <input type="checkbox"/> Suction Pump <input type="checkbox"/> Nebulizer <input type="checkbox"/> Cardiac Monitor <input type="checkbox"/> Apnea Monitor <input type="checkbox"/> CPAP/BPAP <input type="checkbox"/> Ventilator <input type="checkbox"/> Concentrator <input type="checkbox"/> Oxygen _____ No. of hrs. daily _____ Liter Flow _____ Portable Tank <input type="checkbox"/> Dialysis <input type="checkbox"/> Other		
Cognitive Assessment: (Check all that apply)			Special Care: (Check all that apply)		
<input type="checkbox"/> Mental Health Problems <input type="checkbox"/> Psychiatric <input type="checkbox"/> Alzheimer's <input type="checkbox"/> Autism <input type="checkbox"/> Conduct Disorder <input type="checkbox"/> Obsessive Compulsive <input type="checkbox"/> Anxiety <input type="checkbox"/> Depression <input type="checkbox"/> Dementia			<input type="checkbox"/> Open Wound <input type="checkbox"/> Ostomy <input type="checkbox"/> Catheter <input type="checkbox"/> Incontinence/Adult Diapers Assistance required with medication? <input type="checkbox"/> I need a nurse or caregiver to administer medication		
I have Trained Service Animal: What kind? _____			What arrangements have you made for your pets? _____		
By signing this form I give my authorization for the medical information contained herein to be released to the county health department, emergency management, local fire districts, and receiving facilities for the purpose of evaluating my needs and providing emergency transportation and sheltering. Records relating to registration of disabled citizens are exempt for the provisions of F.S. 119.07(1), Public Records Law. The information contained here will be kept confidential.					
Signature of Patient / Guardian _____			Date Signed _____		
Return form to: Hillsborough County Health Department PO Box 5135 Tampa, FL 33675-5135 Or FAX to (813) 276-8689. For more information call (813) 307-8063					
For Office Use Only (Check all that apply):					
Special Needs Shelter: _____ Red Cross Shelter: _____ Hospital: _____ Sitters: _____ Dialysis: _____ FAHA: _____ Aging Services: _____					



Pet Disaster Kit: Easy As 1-2-3!

Do you have an emergency preparedness plan for your pet? Planning ahead doesn't cost anything, but it does help keep you and your family safe during an emergency. Use this easy guide to make a simple and effective plan for your pet.

Step 1. DOCUMENTS

Gather important information. Store hard copies in a safe space with this checklist.



- Photocopied veterinary records
- Rabies certificate
- Vaccinations
- Medical summary
- Prescriptions for medications
- Most recent heartworm test result (for dogs)
- Most recent FeLV/FIV test result (cats)
- Photocopied registration information (ex: proof of ownership or adoption records)
- Pet description(s) (ex: name, breed, sex, color, and weight):

- Recent photographs for each of your pets
- Waterproof container for documents
- Microchip information (ex: microchip number, name and number of the microchip company)

- Important contact information (name, phone, and address)



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

Step 2. FOOD, WATER, AND MEDICATIONS

Put together a kit with these essential items. Keep it ready to go in case you have to evacuate quickly.



- 2-week supply of food for each animal stored in waterproof containers
- 2-week supply of water for each animal
- Non-spill food and water dishes
- Manual can opener
- Feeding instructions for each animal
- 2-week supply of any medications (if applicable)
- Medication instructions (if applicable)
- One month supply of flea, tick, and heartworm preventative

Step 3. OTHER SUPPLIES

Finish your kit by adding other important items.



- Leash, collar with ID, and harness
- Toys
- Appropriate-sized pet carrier with bedding, blanket, or towel
- Pet first aid book and first aid kit
- Cleaning supplies for accidents (paper towels, plastic bags, and disinfectant)
- Litterbox and litter (cats)



CS336052-B



**YOUR ONE STOP FOR EVERYTHING
YOU NEED TO KNOW ABOUT**



Disaster Preparedness



Kit Creation Tips



Evacuation Route



Stay Informed



Communication Plan

**Visit the Kings Point Disaster
Planning Committee website
for all your disaster planning needs.**

Visit www.kpmaster.com/disasterplanning