



KINGS POINT DISASTER PLANNING GUIDE



Get Informed.



Be Prepared.



Stay Safe.



For more resources visit
[www.kpmaster.com/
disasterplanning](http://www.kpmaster.com/disasterplanning)

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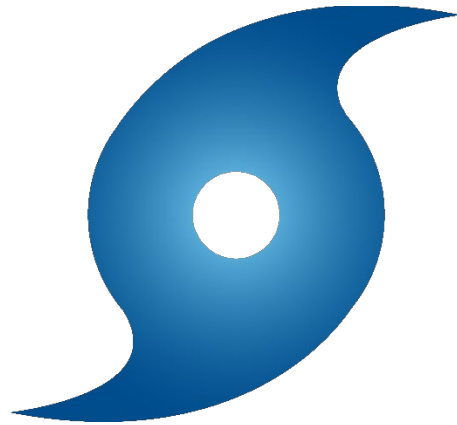
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Section 1

Pre Storm

Board Member Responsibilities



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 interests 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. (Association Emergency Plan form located on page 47.)

WHAT SHOULD THE BOARD EXPECT FROM THEIR RESIDENTS?

Attention to advance communication regarding the storm

Self-accountability for whereabouts so Board can perform "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 exterior and keep for post storm claims

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.

- **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 debris staging areas, and

generators. 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**

Board should provide residents with evacuation information so residents can make informed decisions.

- **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. They should also meet with their residents to go over expectations in advance of a storm.

- **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 on a cloud service website (such as Connect or Enumerate) 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 (such as Connect, Enumerate or some other cloud platform). 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.

- **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. Be sure to email a copy of this emergency contact list to your CAM.

- **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.

- **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 checks 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.

Once a safety plan has been completed, they should be uploaded to connect and enumerate to share with residents. (Emergency plan template located under resources of this booklet)

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





**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

DID YOU KNOW?

Certain emergency situations may call for a rapid response and thorough preparation from the HOA or COA 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.

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.
- F) Require the evacuation of the condominium property in the event of a mandatory evacuation order in the locale in which the condominium is located.
- G) 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.
- H) 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.

- I) 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.
- J) 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.
- K) 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.

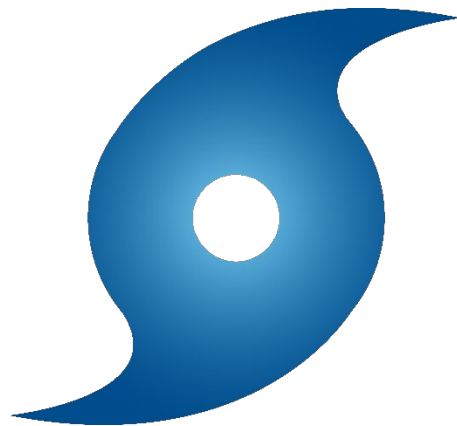
As such, it should be noted that the emergency powers of an HOA or COA are limited, and the extent to which an HOA or COA can exercise these powers are always dependent on its governing documents, state law, and the nature of the emergency. Boards should also take into account that any emergency powers 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.



Section 1

Pre Storm

Residents



WHAT SHOULD RESIDENTS EXPECT FROM THEIR ASSOCIATION BOARD?

Communication in advance of the storm

- Evacuation monitoring & other reminders

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

You should store all outdoor items such as decorations, signs etc.

Note the Association has the right to throw out any items you fail to secure. As well any damage caused to unsecure items will be the responsibility of the owner of the items.

That damage will be addressed as soon as possible:

- The Association will follow proper procedures with Vesta Property Management 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 damage in the Association to that person.
- The designated emergency POC should compile all damages into one email and send it to Vesta Property Management C.A.M.

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

Residents will be responsible for items in their yards or outdoor areas.



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 7-10 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
- When necessary, have extra propane Tanks on hand
- LISTEN TO YOUR LOCAL OFFICIAL

If You Plan to Evacuate:

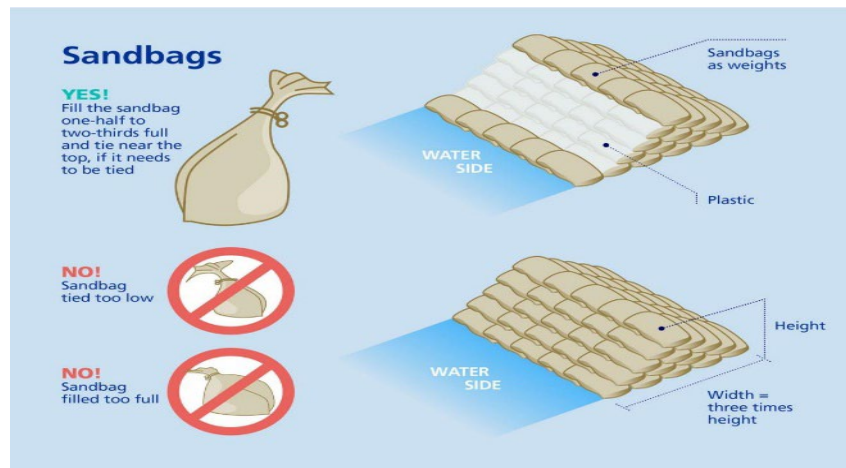
- Develop a personal disaster plan.
- Stay alert to storm advisories.
- Map out your route in advance. DO NOT get on the road without a place to go.
- If you are booking a hotel, do so before you leave.
- Going to a shelter should be the last resort.
- Once shelters are opened, Evacuation assistance 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. 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 TOLD TO EVACUATE DO SO IMMEDIATELY. YOUR SAFETY AND THE SAFETY OF OTHERS DEPENDS ON FOLLOWING INSTRUCTIONS.

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.



To use sandbags for flood protection, you can follow these steps:

1. **Prepare the area:** Clear debris from the area where you'll place the sandbags.
2. **Fill the bags:** Sand is the most common material, but you can also use sandy soil, rocky soil, or gravel.
3. **Position the bags:** Place the bags lengthwise, with the open end facing the water flow.
4. **Stack the bags:** Offset each row by half the length of the previous row.
5. **Seal the bags:** Tuck the flaps under each bag and stamp the bags into place to create a tight seal.
6. **Create a pyramid:** For unsupported layers over three courses high, use the pyramid placement method.
7. **Use plastic sheeting:** Place a large sheet of heavy-duty plastic between the sandbags and the wall of your house.

Please be aware that Clubhouse and Hospitals are not shelters. Clubhouses will be closed for storms and hospitals are only open for Medical Emergencies.

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 (Le., 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/disasteplanning.

HURRICANE WATCH

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

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

Hurricane Possible.



weather.gov





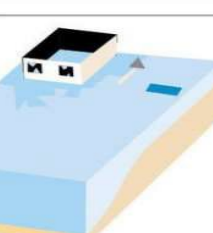

HURRICANE WARNING

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

Seek shelter in a sturdy structure or evacuate if ordered.

Hurricane Expected!

Categories of hurricane

	Category 1	Category 2	Category 3	Category 4	Category 5
Wind	74-95mph	96-110mph	111-130mph	131-155mph	Over 155mph
Storm surge	4-5ft	6-8ft	9-12ft	13-16ft	Over 18ft
					
	Minimal: No real structural damage; some flooding	Moderate: Material damage to buildings; small craft break moorings	Extensive: Structural damage to small houses; inland flooding	Extreme: Major structural damage & heavy flooding; evacuation necessary	Catastrophic: Massive damage to buildings; small structures blown over or away
Source: Saffir Simpson scale 					

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

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.

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.

Flood Zone

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.

NOTE: There are parts of Oakley Green located in flood Zone A. Please check the Hillsborough County website to see if your home is in a flood zone.

It's Important to know both your Flood Zone and Evacuation Zone, and the difference between them. You can find your evacuation and flood zone by using the tools at HCFLGov.net/StaySafe.com

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

When to check your evacuation Zone:

Before hurricane season to make sure your Family is prepared.

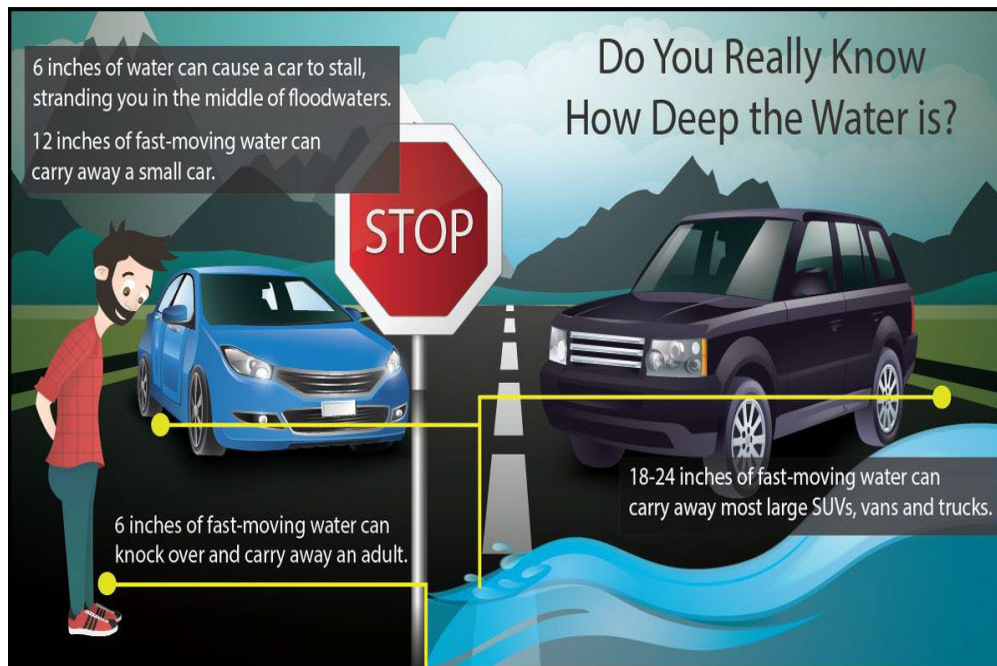
During a hurricane or major storm, to know if you should evacuate.

When to check your Flood Zone:

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.



In an emergency, local officials will order evacuations using zones to keep your family safe. These zones highlight areas' most at risk impacts from hurricanes, tropical storms, and other hazards. If any part of your home is in an evacuation zone such as A then you are considered

the lowest zone (i.e. If 90% of your home is Zone E but a small portion is A then you are considered Zone A

A small portion of Kings Point is in Evacuation Zone D (winds 131 to 155 MPH with potential tide heights to 31') With that said, a majority of Kings Point is in Evacuation Zone E (Winds at 156 with potential tide Heights to 38'). There is a small portion of Oakley Green in evacuation Zone A as well.

For a detailed map for your specific location, visit [hillsboroughcounty.org](https://www.hillsboroughcounty.org) and search for Flood or Evacuation Map.

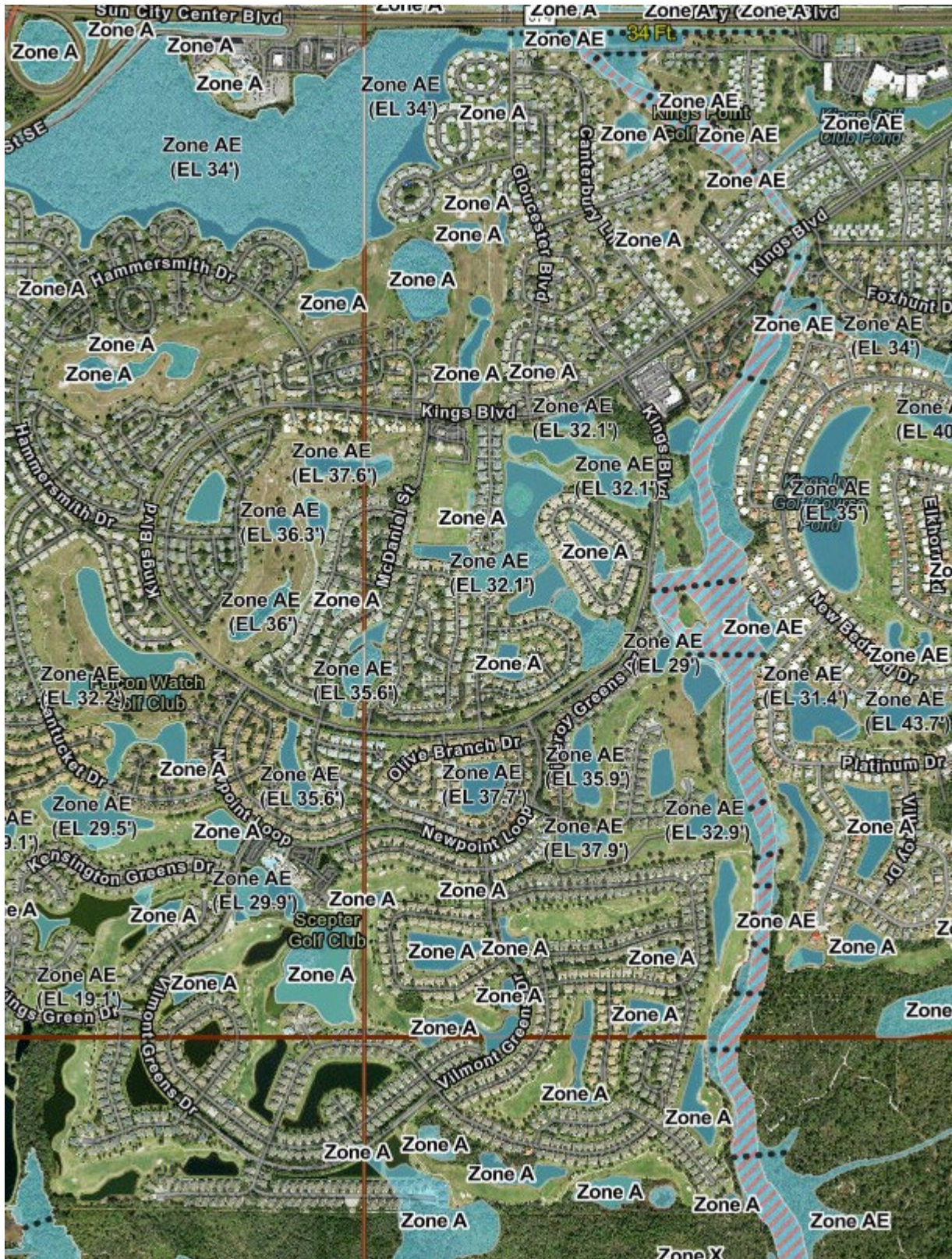
The Evacuation zones are A, B, C, D, E. Red is **Zone A**, Orange is **Zone B**, Yellow is **Zone C**, Green is **Zone D** and Blue is **Zone E**



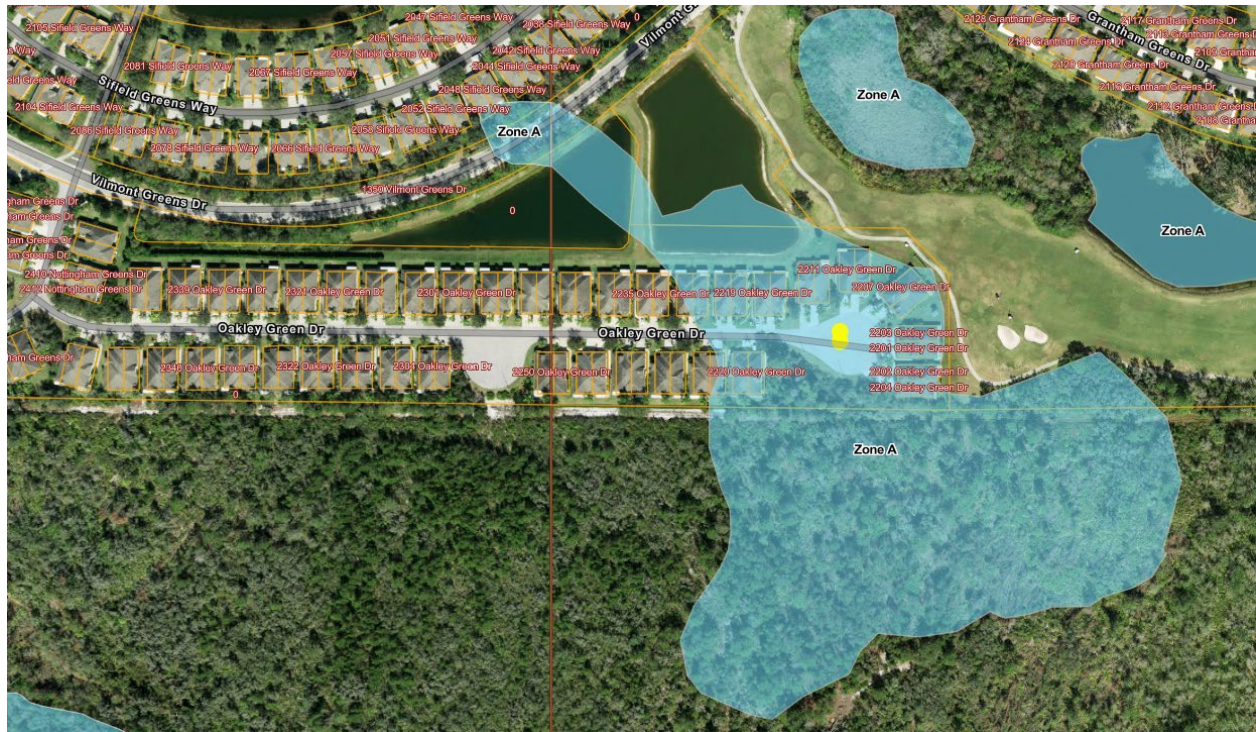
Hillsborough County Evacuation Zone Kings Point



Hillsborough County Flood Map Kings Point



Hillsborough County Flood Map of Zone A in 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.



3 SIMPLE STEPS FOR FLASH FLOOD SAFETY

During a flood, water levels and the rate at which the water is flowing can quickly change. Remain aware and monitor local radio and television.



[weather.gov/flood](https://www.weather.gov/flood)

1 GET TO HIGHER GROUND

Get out of the areas subject to flooding

2 DO NOT DRIVE INTO WATER

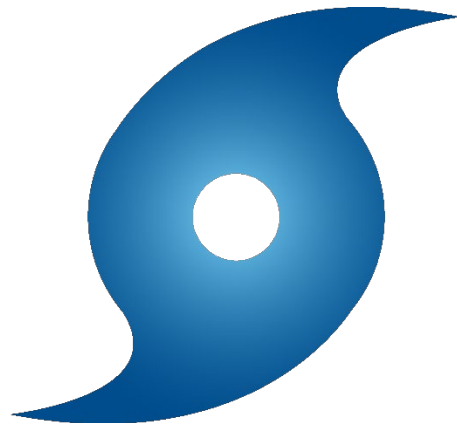
Do NOT drive or walk into flooded areas. It only takes 6" of water to knock you off your feet.

3 STAY INFORMED

Monitor local radar, television, weather radio, internet or social media for updates.

Section 2

During the Storm



What to do during a hurricane?

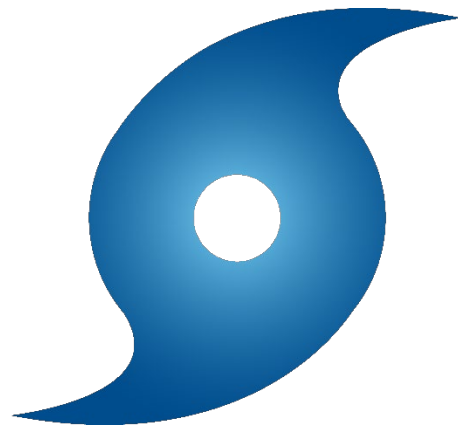
First, evacuate if you are directed to do so or if you feel it might be unsafe to remain in your home. If you remain in your home, follow these tips to help you and your family stay safe during the storm:

- Use a portable radio to listen to important storm updates, information and instructions.
- Stay inside and keep away from all windows, skylights and glass doors. Go to a safe area, such as an interior room, closet or downstairs bathroom.
- Never go outside the protection of your home or shelter before there is confirmation that the storm has passed the area. The eye of the storm could create a temporary and deceptive lull, with high winds still approaching.
- If power is lost, keep the refrigerator closed to keep cold air trapped and delay spoilage of perishable food.
- If you use a portable generator, follow all the manufacturers' instructions. Generators should be properly grounded to prevent electrical shock and should never be operated indoors, in garages, basements or outdoors near any windows, doors or vents. Because generators produce carbon monoxide (CO), make sure you have a working CO detector in your home.

Section 3

Post Storm

Board Members



HOW WILL ARTIFICIAL STORM DEBRIS CLEAN UP BE HANDLED IN YOUR ASSOCIATION? (Artificial refers to anything nonvegetative, such as shingles, glass or metal)

Assess & Report

- Boards & POCs, when safe to do so, canvass the Association and assess damage done to structures. Log all damage no matter how big or small top your C.A.M. **DON'T discard materials, but make sure they are in an area that won't cause further damage if possible.**

Insurance Process

- Your Vesta Property Management 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 Vesta Property Management has the building values to determine assessment maximums.

Federation Insurance Deductible Fund:

- Does not apply to hurricane deductible

Restoration Services Post Storm:

Associations should contact restoration & roofing companies of their choosing, or they may choose from one of the ones listed below, to pre-register for services prior to a storm. The Federation does not have a bulk contract for restoration services. These arrangements should be reviewed yearly with your selected restoration company.



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

Clean up Responsibilities:

The Federation contracts separately for storm clean up services from the landscapers. The budget is also used to pay for debris clean up. Clean up cost in excess may be billed back to the association.

The Master Association is responsible for the main roadway clean up and has a hurricane policy in place for this event. The main roadways that the Master Association is responsible for are Kings Blvd, Gloucester Blvd, Nantucket Dr, Foxhunt Dr, Hammersmith Dr, Newpoint Loop, Vilmont Greens, Kings Green Dr and a portion of Clubhouse Dr.

Downed Trees and Limbs:

Limbs that fall on roadways or structures may be covered under the Federations hurricane budget. Any limbs that fall on sod or green area will not be covered and are billable to associations.

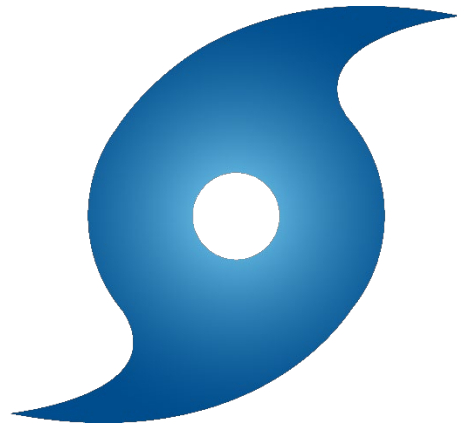




Section 3

Post Storm

Residents



How to Report Damage

Residents should report damage to their Board. Board Members should report all damage to their C.A.M.

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. The county will send out notifications once all power has been restored. Until then please limit usage.

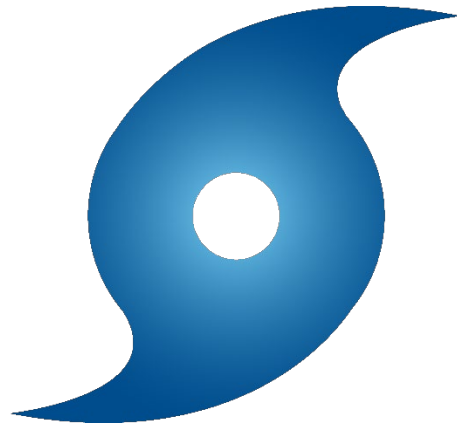
- Limit the amount of toilet flushing.
- Abstain from running dishwashers and clothes washers.
- Limit the amount of water used during a shower.
- Abstain from car washing, or any other outdoor use of water that is not necessary.

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.

- Call Utilities directly about any outages, the more calls the higher the priority. The Federation & The Master has not control over utility outages.
- 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 before leaving. If your home is flooded do not enter.
- 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.
- 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 it 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.

Section 4

What to Expect from Management



WHAT TO EXPECT FROM VESTA PROPERTY MANAGEMENT?

VPS's goal is to effectively collaborate with all the other key stakeholders at Kings Point, so that damage to structures may be minimized and that the community may return to a normal state of operation as soon as possible following a disaster event.

The other key stakeholders we collaborate with are:

- The Master Association (via participation in the Disaster Committee)
- The Federation of Kings Point Associations (via administration of the bulk contract vendors)
- Vesta (whose purview is the Land Trust assets such as pools, clubhouses, restaurants, athletic facilities and other recreation facilities, etc.)
- Kings Point Security
- Sun City Center Emergency Squad
- All individual condominium associations via their Board Members and designated Points of Contact ("POCs")
- Kings Point association insurers and adjusters

We have a primary responsibility to protect our own employees from undue risk as the event unfolds. **VPS and The Master Association will work together to re-establish mass communications to the community. We will do what we can, from wherever we can.** There is no way to predict who will be impacted and how. Our team does not live onsite at Kings Point and it is important to keep in mind the challenges we may have in returning to the property and getting our onsite offices "up and running". **We will return to the property as soon as the conditions allow for it.**

Cellular phones, internet, electricity, water and other utilities may be impaired, and we do not have control over these key recovery items. Our onsite operations office will resume as soon as feasible.

Each condominium association is responsible for their own storm restoration company arrangements. We HIGHLY recommend associations make arrangements with a restoration company long ahead of hurricane season to be on their "preferred response list". Associations may also consider making arrangements with temporary dry-in companies (*typically performed by roofing companies*).

Once the emergency has passed, our team of Community Association Managers will become available to help field your questions and advise you of the processes related to assessing association-specific damage and help guide you through the claims process (if applicable). Our role entails facilitation and administration. Condominium Associations via their Boards and POCs create their own list of association-specific "action items" in response to the effects of the emergency.

Please note: your landscape maintenance vendors have a contractual obligation regarding storm response that only entails removing trees that have fallen against structures or carports or that are blocking roadways. The Concept here is for them to re-establish “safe passage” in and out of your individual association’s property. Debris will be placed in areas designated for later removal.

WHAT TO EXPECT FROM THE FEDERATION?

As part of the Management team at Kings Point, the President of the Federation will oversee the actions of Vesta and VPS (see Vesta and VPS responsibility on previous page). The Federation Board members will assist in its duties as determined by the President. Specifically, landscape clean up, and amenities status. In addition, the Federation has a responsibility to ensure that the associations and residents are informed of the status of the disaster and any ongoing safety and association concerns in the post incident arena. Finally, in its oversight responsibility, the Federation will ensure the needs of the residents are met.

WHAT TO EXPECT FROM VESTA & SECURITY?

In the event of natural or other disasters, 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, the Federation Board and other local authorities will assess the damage to Trust properties and 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.
- Will Provide Starlink Internet when it is safe
- Will communicate via Mass Alert system safety alerts as they become available.
- 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 take 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

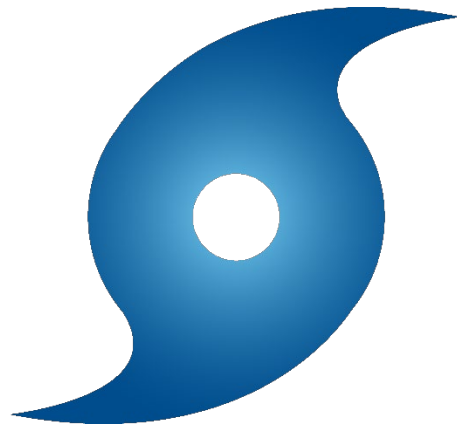
The Master is contracted with Global Engineering for priority service with our drainage infrastructure

Please note that the Master Association, nor any other entity in Kings Point, is responsible for power service. While we will advocate on your behalf through our TECO account manager, all power outages must be reported by each individual homeowner. The more residents who report an outage, the more accurately TECO can assess the extent of the issue and prioritize restoration efforts based on the number of affected customers.



Section 5

Insurance



Dear Residents:

We would like to bring to your attention some important information regarding the coverage provided by the Condominium Association's Property Insurance Policy.

The statutes and laws in the state of Florida that govern Condominiums and Insurance are very specific to what the unit owner's responsibilities are and what the Condominium's responsibilities are. It is standard practice and highly recommended that unit owners purchase insurance for the contents and interiors of their units. This is not something that is included in your closing or your mortgage; it is something that needs to be purchased by the unit owner to protect everything inside your apartment. **The condominium insurance policy only covers the common areas and inside of the units from the sheet rock back.**

The best way to understand the responsibility of the Association is to know what is NOT covered by the Association's Property policy.

According to Florida Law (F.S 718.111 (11)(f)3) the Association's policy must exclude:

- All personal property within the unit (clothes, computers, electronics etc.)
- Floor, wall coverings, and ceiling coverings
- Light fixtures
- Electrical fixtures, appliances, water heaters, water filters, built-in cabinets and counter tops
- Window Treatments Including: curtains, drapes, blinds, hardware, and similar window treatments components

Any items not specifically addressed and or mentioned by the Florida Statute, coverage would be then determined by the provisions of the Condominium Declarations or **By-laws** or case law.

Such property and any insurance thereupon are the responsibility of the unit owner. You are not required to purchase insurance by law, and by not having insurance you choose to self-insure (meaning paying out of your own pocket).

There are personal insurance policies available to cover the above-mentioned property. Also, these policies provide liability coverage to provide payment for negligent acts against a Third **Party's** property or bodily injuries. These types of policies are called "Condominium Unit Owners Coverage (HO-6).

These personal insurance policies come in handy especially when "Water Damages" arise from bursting pipes or backed up toilets. Sometimes when these events occur it's very difficult to determine who is ultimately responsible for the damage and in many cases each Unit Owner must take care of their damages on their own.

Example: Toilet backs up causing damage to the unit where it occurred and two units below. The units have wood floor damage, carpet, furniture, cabinets. These items are not covered by the Condominium Association's property policy and if nobody is found negligent each unit is responsible for their own damaged property.

Other scenarios in which Water Damage can occur, and nobody may be found negligent: Pipe Burst. Sprinkler Discharge. Fire Fighters response and action.

Having a personal insurance policy can alleviate the headache of not knowing what to do. The insurance company can coordinate payment with all the other parties or other insurance companies involved or simply pay the claim to the insured unit regardless of who is at fault.

We recommend that you to contact an Insurance Agent if you currently don't carry a personal policy to protect the property NOT covered by the Association's policy.



The above information is brought to you from your USI Team.

***The above referenced letter pertains to COA's only. It does not affect the three HOA's we have in the community. (The three associations that this does not pertain to are Nottingham, Richmond, & Somerset.**

Insurance Disaster Response Team

USI and Heritage Insurance Disaster Response

The Heritage Insurance Claims Team will be on site in the event of a catastrophe when local authorities provide guidance it is safe to do so. Depending on the Scope and the location of the damage sustained, the claims examiner will be stationed at one of our recreation facilities.

USI's Emergency Response team will be onsite working in tandem with Heritage to help facilitate communication with the management, residents, and vendors.

(This is in regard to the Association Policies, not resident's policies)



Unit Owner vs Association Hazard Insurance Coverage Areas

This diagram is provided for illustration purposes only and should not be solely relied upon as the basis for insurance. We recommend you review Florida Condominium Statute 718 and your specific condominium documents for updated insurance and maintenance responsibilities

Unit Owner Responsibilities Hazard Insurance



Association on Responsibilities Hazard Insurance

Hazard Insurance Quick Reference Table

As Governed by Florida Statue 718

The information below is intended to assist in determining the general responsibilities for both parties in the event of a named Storm.

BUILDING COMPONENT	ASSOCIATION RESPONSIBILITY	UNIT OWNER RESPONSIBILITY
1. ROOF AND ROOF COVERING Structural Framing and Roof Cover	YES	NO
2. EXTERIOR WALLS Paint, Stucco, Insulation, Studs, Concrete Block, Brick, Doors, Windows, etc.	YES	NO
3. UNIT INTERIOR WALLS Party Walls, Unfinished drywall, Insulation, Metal, and Wood Studs	YES	NO
4a. COMMON AREA Interior Wall Studs, Block, and Drywall	YES	NO
4b. COMMON AREA Floor, Wall, and Ceiling Finishes	YES	NO
5. UNIT INTERIOR Floor, Wall, & Ceiling Finishes, Paint, Carpet, Tile, etc.	NO	YES
6. UNIT AND COMMON AREA - Structural Floors - Structural Ceilings - Structural Walls	YES	NO
7. COMMON AREA Air Conditioners	YES	NO
8. COMMON AREA Electrical	YES	NO
9. INTERIOR UNIT COMPONENTS - Appliances - Electrical Fixtures - Water Heaters - Cabinets	NO	YES
10. INTERIOR UNIT Air Conditioners	YES	NO

IMPORTANT!

What is Condo Loss Assessment?

A condo loss assessment occurs when a condo association asks condo owners to help pay for the costs of damage to common property or personal injury on the premises

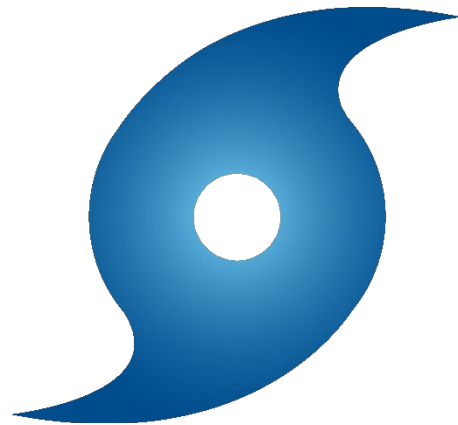
Examples of loss assessment Situations:

The condo complex suffers a catastrophic loss and does not have enough insurance to cover the damages	The association bought less insurance than the amount they're sued for by an injured guest.
Damage is caused by something not covered by the association's insurance.	The association's policy includes a high deductible and condo unit owners are assessed to help pay it.

To find out what details about the specific Loss Assessment exposure of your community please contact your HO-6 insurance carrier.

Section 6

Communication



HillsboroughCounty.org/HCFLAlert

Public Health/Safety Warnings

Evacuation Notices

Severe Weather

Major Road Closures

Major Service Interruptions

Sign Up Today!

(813) 272-6602

Hillsborough County Florida
EST. 1834

HCFL alert

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

Disaster Radio Service (DRS) drs.kparc.org – What is it and how does it work?

This voluntary service provided by the Kings Point Amateur Radio Club (KPARC) is intended to provide a way to request emergency services when the local phone and cell systems are not operating properly. It is very likely this will coincide with wide-area power outages.

Users are provided with a low-cost, low-power, rechargeable battery walkie-talkie and a charging cord. Licensed Hams with more powerful radios (called Listeners) can talk with the users and relay messages to the county emergency services or SCC Emergency Squad. Our volunteer Hams are distributed throughout the community so you shouldn't be too far from someone who can hear you.

We operate on channel 10 on the RT-22 radio and expect to have the system up and operational when communications are disrupted. We may or may not be active during an actual weather emergency.

Who does it serve?

Residents of Kings Point and the Sun City Center Community Association are eligible to participate in this program. You must register and have a DRS radio capable of communicating with our listening stations.

How is the radio club involved?

The KPARC provides management and technical support for the DRS program. Our members volunteer to provide communication services during a "communications out" emergency.

DRS radios

We have standardized the Retevis RT-22 FRS radios because they are easily obtainable, programmable, and low-cost in bulk. They also don't require a license to operate. Any radio that transmits on the frequency we use and has the privacy tone we need, can be used with the service. The radios can be purchased from the club, or they can be purchased by individuals from a number of retail outlets. We can provide programming assistance for these radios that are independently acquired. We may not be able to assist with other makes or models of FRS radios.

These DRS radios have 16 different channels (we only use channel 10 and occasionally use channel 7). Other channels can be used by individuals to talk with other users within range. You can use your radios in pairs when you are away from the community.

Information on users

For the program to be effective, we need to register individual users with their name, address, phone number, and email. This information is maintained in a database along with the assigned radio number. In an emergency, our listening stations will have access to the information and be able to help emergency responders locate the user.

Weekly test net

We encourage users to check into the net periodically to ensure their radio is working and to ensure they have identified a spot in their home or close by (outdoors is best) where they can reliably talk with a listening station or ideally more than one. These low-power radios are sensitive to position, obstructions, voice quality, and voice volume. Hold the transmit button down before talking, hold the radio close to your mouth, talk slowly and loudly, and identify yourself with your radio number and first name, and then release the transmit button.

Problems, questions, moving or transferring service

If you have problems, or questions, or are dropping out, or transferring the radio you should contact the club by sending an email to ecom@kparc.org. Please identify yourself and your radio number.

Email distribution list

We maintain an email distribution list and will send out weekly reminders (from Ecom@KPARC.org) for the upcoming Wednesday morning test net. We will also use the list to send information updates to the user community.





In the Event of a Storm with loss of power and/or Cell service the Master Association will deploy Starlink. Starlink is a satellite internet system that provides broadband internet, that is used when other internet providers are not working during a disaster. Starlink will be located at one of three locations, the first Location is the Master Association parking lot at the front of the community. The second location will be the Falcon Watch parking lot, depending on if it is a safe location to set up service, or it will be located at the South Clubhouse side parking lot. There will be a set schedule for deployment of Starlink with times and instructions sent out prior to Disaster.

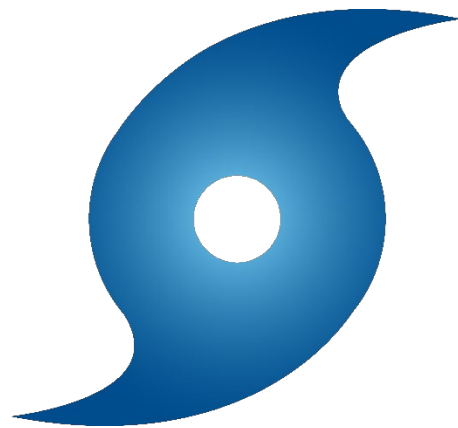


The Master Association has purchased a Mass Notification System to keep residents informed. This platform is completely voluntary. Residents must sign up to receive notifications and they can opt out at any time. We will not notify you unless there is an urgent need. This alert system is also available to Vesta Property Management and Vesta to keep all residents informed of utility outages, disaster alerts or road closures. This system will never be used for advertising events. These alerts are provided free of charge, however standard text messaging rates and other charges may apply. You can register for this services at: <https://portal.civicplus.com/FL-KingsPointMasterAssociation/notifications>

We encourage all residents to register for the Emergency Alert group as well as their own Associations. This will ensure you receive the alerts specific to your association and the community.

- These systems can send alerts through various methods like SMS, voice calls, email, and push notifications on mobile devices, ensuring messages reach residents regardless of their preferred communication method.
- Residents can often register their location to receive alerts specific to their neighborhood, allowing for more focused information dissemination.
- Residents need to sign up to receive alerts, allowing them to control which types of notifications they want to be notified about.
- You may receive notification via text messages, phone calls, emails, or push notifications (through an app).
- If you wish to subscribe to Emergency SMS text messages only, text **KPAAlert** to **38276**.

Resources



Resources – Association Emergency Plan Template

ASSOCIATION EMERGENCY PLAN CHECKLIST TEMPLATE

Board Member Name: _____

Title (Pre, VP, Sec, Tres): _____

Address: _____

Telephone Number: _____

Email Address: _____

Approved by the Board of Directors on: _____

DISASTER RISK ASSESSMENT

Outline past experience/s with disasters or emergencies. Pinpoint possible risk 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 cost.

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 emergency or disaster. This includes communications, special support personnel, disaster management procedures, etc.

III. 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 disaster preparedness flyer
 - Dedicate a section of your community website for information on disaster preparedness.
 - Maintain s directory containing resident contact information.
-
-
-

IV. Insurance Plan

Talk to your insurance provider about 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.

V. 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.

VI. 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 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 Sheriff and the Command Center)
- Access the damage
- Contact Insurance Provider
- Protect Property – Notify VPS about property Issues

SAFETY PRECAUTIONS

It is 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 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 report any special needs they have (disabilities, medical, etc.) to the Board
- Hand out maps with evacuation routes/direction and the nearest shelters.
- Encourage residents to arrange for pet care in case of 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, as well as check expiration dates. 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
- Bandages in various sizes and shapes
- Sterile gauze dressings in various sizes
- At least two (2) sterile eye dressings
- Distilled water for washing wounds
- Alcohol-free cleansing wipes
- Safety Pins
- Sticky Tape
- Disposable Sterile Gloves
- Scissors
- Tweezers

- Thermometer
- Two Way Radios
- Battery Powered Radio
- Flashlights Batteries Various sizes (AA, AAA, C, D etc.)
- Flares
- Bottles Water
- Blankets
- Utility Knives
- Rope and Chain
- Duct Tape
- Tarps
- Ladders
- Basic Tools (hammer, nails, shovel, wrenches etc.)
- Portable Generator
- Fuel
- Digital Camera (With Charger and memory Card)

This is a great time to ensure that you have made arrangements with restoration & roofing companies for post storm clean up. The Federation does not hold any contract with restoration or roofing companies for associations. Document the company and contact information for restoration & roofing services for post storm contact.

Emergency Contacts List

	Name	Contact Number	Email
<u>HOA/Property Manager</u>			
<u>Board President</u>			
<u>Board Vice President</u>			
<u>Board Secretary</u>			
<u>Board Treasurer</u>			
<u>Disaster Committee Chair</u>			
<u>Disaster Volunteer #1</u>			
<u>Disaster Volunteer #2</u>			
<u>Disaster Volunteer #3</u>			
<u>Police Liaison</u>			
<u>Fire Department Liaison</u>			
<u>Power Company</u>			
<u>Gas Company</u>			

Phone Company			
<u>Cable Company</u>			
<u>Water/Sewage Company</u>			
Resident Physician			
Resident Nurse			
Insurance Agent			
<u>Contractor #1</u>			
<u>Contractor #2</u>			
<u>Contractor #3</u>			
<u>Contractor #4</u>			
<u>Contractor #5</u>			
<u>C.A.M.</u>			
Restoration Company			
Roofing Company			

Report a Power Outage

To report or get the status of an outage, please select from the options below. **The more calls to report an outage the higher the priority of the outage. We encourage all residents to report an outage.**

If you see what looks like trouble with electrical equipment, such as a downed power line or open transformer, maintain a safe distance away and call TECO immediately at **(813) 223-0800 or 1-888-223-0800**. If you smell gas (rotten egg odor), call TECO immediately at **1-877-TECO-PGS (1-877-832-6747)** to report a potential natural gas leak.

You may also log into tecoaccount.com and report your outage with one click.

Write down your 12-digit Tampa Electric account number for future reference.

Add “TECO Outage” as a contact in your phone and save the number 877-588-1010, the text number is 27079 and most importantly, add your 12 digit account number in the notes section.

Get the latest Updates about the status of your electric service by using one of these convenient options:

- Visit the Outage Map at tecoaccount.com or tampaelectric.com/outagemap to track outages in your neighborhood. This handy tool updates every five minutes to show you the size and location of the outage and estimates restoration times.
- Text UPDATE to 27079
- Sign up for free Outage Notifications through tecoaccount.com. When you sign up, you can let us know you'd like TECO to contact you. You can receive texts, email and/or phone calls regarding your service and other important information.

TECO's Here 24/7 to respond to natural gas emergencies

If you suspect a natural gas leak, immediately move to safety – 300 feet or about the length of a football field – and call 911 then call TECO at 877-832-6747

Write down your 12-digit Peoples Gas Account number for future reference:

It's a good idea to add People's Gas as a contact in your phone and include your account number in the notes section.

IMPORTANT: Natural gas leaks are given the utmost priority. Do Not email this information. Call TECO immediately.

Visit peoplesgas.com/safety to learn more.

Local Emergency Contacts

Local County and Sun City Center Emergency Response Groups

The Hillsborough Emergency Operations Center (EOC) oversees any disaster countywide. After the storm, the Sun City Center Community Emergency Response Team (CERT) is the local operation center and coordinates all local activity by volunteer first responder groups (such as the Emergency Squad and Security Patrol) until such time that uniformed county responders become available. The Sun City Center and Kings Point amateur radio clubs will maintain communication between residents, all local responder groups, the National Weather Service in Ruskin, Hillsborough County EOC, and state authorities.

After a storm, the Sun City Center Emergency Squad Public Information Officer (PIO) will man a local disaster desk at 813.633.1411 to receive and respond to all local and media information requests.

Currently there are no shelters available in Sun City Center. For additional information and disaster planning guides go to website: www.HillsboroughCounty.org

To register for a special needs shelter and/or transportation, visit the [Hillsborough County Website and complete the form](#), call your healthcare provider, or call the Hillsborough county Health Department at 813.307.8063

Vesta Property Management 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

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
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



Association Emergency Plan Checklist

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.



Register with the Florida Special Needs Registry

For Special Needs Sheltering in Hillsborough County

- 1 Visit: snr.flhealthresponse.com
Or scan the QR code.



- 2 Select your county, "Hillsborough", and proceed with entering your name, email address and phone number.
You will receive an email from the Florida Special Needs Registry.

Don't have an account?

Select the county where you want to create a Special Needs Registration:

Select a county...

Hillsborough

- 3 Follow the link provided in the email to "Complete Registration", where you will choose a password and security questions.

Once you complete your registration, you will be brought to the registry home page.

- 4 Click, "Add Registrant", and choose Hillsborough County.

+ Add Registrant

You will then be directed through a series of questions, that include your medical and transportation needs, and your contact information. Please fill out the online registration as thoroughly as possible.

Back Submit See Optional Information

Click, "See Optional Information", and enter the information that applies to you.

- 5 Click "Submit".

Status: 1 Pending

Submit

We will be notified of your registration, and we will review the information you provided. You will be able to see your registration status under "Workflow Status" on the home screen.

- ✓ [Personal](#)
- ✓ [Address](#)
- ✓ [Contacts](#)
- ✓ [Pet](#)
- [Service Animal](#)
- ✓ [Equipment](#)
- ✓ [Transportation & Mobility](#)
- ✓ [Medical & Other](#)

For more information, call: (813) 307-8063



Regístrese en Florida Registro de Necesidades Especiales

Para refugios para necesidades especiales en el condado de Hillsborough

- 1 **Visita:**
snr.flhealthresponse.com
O escanea el código QR



- 2 **Seleccione su condado, "Hillsborough", y proceda con ingresando su nombre, dirección de correo y número de teléfono.**

Recibirá un correo electrónico de Florida Necesidades Especiales Registro.

Don't have an account?

Select the county where you want to create a Special Needs Registration:

Select a county... ▾

hillsborough

Hillsborough

- 3 **Siga el enlace proporcionado en el correo electrónico para "Completar Registro", donde elegirás una contraseña y seguridad preguntas.**

Una vez que complete su registro, accederá a la página de inicio del registro.

- 4 **Hacer clic, "Agregar registrante" y elija el condado de Hillsborough.**

+ Add Registrant

Luego se le dirigirá a través de una serie de preguntas que incluyen su información médica, y necesidades de transporte, y su información de contacto. Por favor complete el formulario en línea registro lo más exhaustivamente posible.

Hacer clic, "Ver Información Opcional" e ingresa la información que corresponda a ti.

Back Submit See Optional Information

- 5 **Haga clic en "Enviar".**

Status: Pending

Submit

Seremos notificados de su registro y le revise la información que proporcionó. Usted será capaz de vea el estado de su registro en "Estado del flujo de trabajo" en la pantalla de inicio.

- ✓ Personal
- ✓ Address
- ✓ Contacts
- ✓ Pet
- Service Animal
- ✓ Equipment
- ✓ Transportation & Mobility
- ✓ Medical & Other

**Para obtener más información,
 llame al: (813) 307-8063**



DISASTER SUPPLY KIT CHECKLIST

General

- At least two weeks supply of medication, medical supplies used regularly and a list of allergies
- List of the style, serial number, and manufacturer information of required medical devices
- Flashlight
Do not use candles and be sure to have enough batteries
- Radio
Battery operated or hand cranked radio, a NOAA weather radio
- Cash
Banks and ATMs may not be available after a storm

Pet Care Items

- Pet food and water
- Proper identification
- Medical records/microchip info
- A carrier or cage
- Muzzle and leash
- Water and food bowls
- Medications
- Supplies for your service animal

Clothing

- Include seasonal or rain gear and sturdy shoes or boots.

Special Needs Items

- Be sure to include specialty items for infants, small children, the elderly, and those family members with a disability.

First Aid

- First Aid Manual
- Sterile adhesive bandages of different sizes
- Sterile gauze pads
- Hypoallergenic adhesive tape
- Triangular bandages
- Scissors
- Tweezers
- Sewing needle
- Moistened towelettes
- Antiseptic
- 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
Enough for at least seven (7) days, nonperishable packaged or canned food and beverages, snack foods, juices, baby food, and any special dietary items
- Non-electric can opener
- Paper plates
- Napkins
- Plastic cups
- Utensils
- Water (1 gallon per person)

Important Documents

- Insurance cards
 - Medical records
 - Bank numbers
 - Credit card numbers
 - Copy of social security card
 - 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 water proof container*

Vehicle

- Keep your motor vehicle tanks filled with gasoline

Phone Numbers

- Maintain a list of important phone numbers including: county emergency management office, evacuation sites, doctors, banks, schools, veterinarian, a number for out of town contact, friends & family

COVID-19 Supplies

- Face masks
- Disinfectant wipes
- Hand sanitizer

Hurricane Preparation Checklist – After the Storm

- As soon as it is safe to leave your home or re-enter your community, evaluate damage to your property. Place tarps over any damaged roofs, windows, doors and remove debris that may cause further injury or damage. Inventory damaged items.
- Be cautious of hidden dangers, such as downed powerlines and water covered holes.
- Only run generators in well-ventilated **outdoor** areas to prevent carbon monoxide poisoning.
- Discard food that may have spoiled during any power outages. When in doubt, throw it out.
- Take photos and/or video of all damages to property to document for necessary repairs or replacement.
- Contact your claims team to report all the damage.
- Stay home do not sightsee, Contact Friends and family to advise of your condition.
- Do not prepare food or drink tap water unless local authorities advise it is safe.



PET DISASTER KIT CHECKLIST

DOCUMENTS

- | | | |
|---|--|--|
| <input type="checkbox"/> Photocopied veterinary records | <input type="checkbox"/> Photocopied registration information (ex: proof of ownership or adoption records) | <input type="checkbox"/> Microchip information (ex: microchip number, name and number of the microchip company) |
| <input type="checkbox"/> Rabies certificate | <input type="checkbox"/> Pet description(s) (ex: breed, sex, color, weight) | <input type="checkbox"/> Your contact information (phone numbers and addresses for your family and friends or relatives you may be staying with) |
| <input type="checkbox"/> Vaccinations | <input type="checkbox"/> Recent photographs for each of your pets | |
| <input type="checkbox"/> Medical summary | <input type="checkbox"/> Waterproof container for documents | |
| <input type="checkbox"/> Prescriptions for medications | | |
| <input type="checkbox"/> Most recent heartworm test result (dogs) | | |

WATER, FOOD, MEDICATIONS

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

OTHER SUPPLIES

- | | | |
|---|--|---|
| <input type="checkbox"/> Leash, collar with ID, and harness | <input type="checkbox"/> Appropriate-sized pet carrier with bedding, blanket, or towel | <input type="checkbox"/> Cleaning supplies for accidents (paper towels, plastic bags, disinfectant) |
| <input type="checkbox"/> Toys | <input type="checkbox"/> Pet first aid book and first aid kit | |



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Control and Prevention

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PET DISASTER KIT CHECKLIST

DOCUMENTS

- | | | |
|--|--|--|
| <input type="checkbox"/> Photocopied veterinary records | <input type="checkbox"/> Photocopied registration information (ex: proof of ownership or adoption records) | <input type="checkbox"/> Microchip information (ex: microchip number, name and number of the microchip company) |
| <input type="checkbox"/> Vaccinations | <input type="checkbox"/> Pet description(s) (ex: breed, sex, color, weight) | <input type="checkbox"/> Your contact information (phone numbers and addresses for your family and friends or relatives you may be staying with) |
| <input type="checkbox"/> Medical summary | <input type="checkbox"/> Recent photographs for each of your pets | |
| <input type="checkbox"/> Rabies certificate | <input type="checkbox"/> Waterproof container for documents | |
| <input type="checkbox"/> Prescription for medications | | |
| <input type="checkbox"/> Most recent FeLV/FIV test result (cats) | | |

WATER, FOOD, MEDICATIONS

- | | | |
|--|---|---|
| <input type="checkbox"/> 2-week supply of food for each animal stored in waterproof containers | <input type="checkbox"/> Non-spill food and water dishes | <input type="checkbox"/> 2-week supply of any medications (if applicable) |
| <input type="checkbox"/> 2-week supply of water for each animal | <input type="checkbox"/> Manual can opener | <input type="checkbox"/> Medication instructions (if applicable) |
| | <input type="checkbox"/> Feeding instructions for each animal | |

OTHER SUPPLIES

- | | | |
|---|--|---|
| <input type="checkbox"/> Collar with ID | <input type="checkbox"/> Appropriate-sized pet carrier with bedding, blanket, or towel | <input type="checkbox"/> Cleaning supplies for accidents (paper towels, plastic bags, disinfectant) |
| <input type="checkbox"/> Litterbox and litter (cats) | | |
| <input type="checkbox"/> Pet first aid book and first aid kit | | |



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CS295562-A

Preparedness To Do List: 13 Week Buying Guide

Make family plans that work with your family's needs and give special attention to any elderly, children, persons with special needs, or pets. Prepare your disaster kit; include the items listed below. Adding a few items to your regular shopping list each week is the easy way to complete your disaster kit. Below is the suggested shopping list.

Week 1

1 gallon of water per person (and each Pet), 1 jar of peanut butter, 1 can of meat, hand operated can opener, instant coffee, tea, or powered drink mix, flashlight, multiple hammers, assorted nails, wood screws, and a portable AM/FM radio (with batteries or hand crank).

Week 2

1 gallon of water person (and each pet), 1 box of heavy-duty garbage bags, 1 can of fruit, 1 box/bag of pet food, diapers, and/or baby food if needed, smoke detector with battery, heavy duty work gloves, extra flashlight with batteries, and duct tape.

Week 3

1 gallon of water per person (and each pet), 1 jar of jelly or jam, 1 large tube of toothpaste, 1 box of sanitary wipes or liquid hand sanitizer, foods for special diets, aspirin, rolls of gauze, first aid tape and Adhesive bandages.

Week 4

1 gallon of water per person (and each pet), 1 can of ready to eat soup, 1 can of fruit, 1 can of vegetables, 1 bottle of shampoo & conditioner, scissors, tweezers, antiseptic, and baby wipes.

Week 5

1 can of ready to eat soup, liquid soap, unscented liquid bleach, 1 can of meat, mosquito repellent, waterproof portable plastic container for important papers, blanket for sleeping, portable camp stove or grill.

Week 6

1 large can of juice, 1 box of plastic bags zip lock type food bags, 1 box of energy snacks (granola or dried fruit), 2 rolls of paper towels, aluminum foil, rubbing alcohol, 2 pairs of latex gloves, hydrogen peroxide, petroleum jelly, and first aid book.

Week 7

1 can of meat, 1 can of fruit, 1 can of vegetables, 1 package eating utensil, adult vitamins, whistle, fire extinguisher, pliers and vice grips.

Week 8

1 can of meat, 1 can of vegetables, 1 box of heavy duty garbage bags, tissues, baby wipes, 2 rolls of toilet paper, 1 box of energy snacks, spare eyeglasses, contact lenses and supplies, items for denture care if needed.

Week 9

1 gallon of water per person (and each pet), 1 can of fruit, personal hygiene products, 1 bag or box of pet food, diapers and or baby food if needed, leash or carrier for pets, tarpaulin, canvas for temporary roof repair, crowbar, and hatchet.

Week 10

1 box of heavy-duty garbage bags, 1 box of energy snacks, ice chest, matches, 2 rolls of toilet paper, camping or utility knife, extra radio batteries, local and state road maps, plywood and fasteners to cover windows.

Week 11

1 can of meat, 1 can of fruit, personal hygiene products, 1 can of vegetables, 1 large can of fruit juice, 1 box of disposable dust mask, plastic safety goggles, and handsaw and or chainsaw with fuel.

Week 12

1 box of plastic zip lock bags, plastic wrap, 1 package of paper plates, battery powered camping lantern, generator and extra fuel, and broom, mop and bucket.

Week 13

1 gallon of water per person (and each pet), 1 can of fruit, 1 can of ready to eat soup, 1 package of paper cups, stove fuel or charcoal, lighter fluid, books, toys or games for children if needed.

Use a video camera to document the contents of your homes. Send a copy of the video to a friend or family member who lives out of town. Keep at least a two-week supply of prescription medicine on hand. Install or test smoke detectors. Keep extra cash in smaller bills on hand. Prepare a disaster kit in case you need to evacuate. Keep the cellphone charger and battery back up together. Establish an out of state contact to call in case of emergency

Hurricane Preparation Checklist – Before the Storm

- Pack A Disaster Kit.
 - Water for Drinking (1 gallon per person per day for 7-10 days).
 - Non-perishable food for your family and pets for 7-10 days. Check expiration dates and replace them as needed.
 - 2-week supply of medications. Keep a list of medications with dosage and doctor and pharmacy phone numbers.
 - Personal hygiene items.
 - Important documents – Including HO6 insurance policy information.
 - First-Aid Kit
 - Battery powered radio, flashlight, and extra batteries.
 - Back Up battery power bank to charge smart phones.
-
- Stay Informed – Stay Up to date thorough your trusted news source and sign up for Hillsborough County alerts & Kings Point Alert system.
 - Review your insurance policy or contact your agent to ensure you have active personal HO6 policies and special assessments.
 - Keep the board of Directors informed of your plans and any relevant information.

Closing a Condo for the Summer/Disaster

- Unplug Golf Cart and Charger.
- Bring all items in from outside (Table, Chairs, Wall Hanging, Statue etc.)
- Turn Off water shut off valves.
- Turn Off Breaker for large appliances including water heater.
- If the refrigerator is empty unplug and prop open the door.
- Unplug all smaller appliances (Toaster, Coffee makers, TVs, Computers).
- Check all windows and doors locked and closed.
- Turn Thermostat cool and set at 85 degrees.
- Ensure to arm any security system. Let neighbors know when you leave and when to expect you back.
- Stop or forward mail.
- Take all trash out.

Checklist: How to Prepare Your Home for a Hurricane

Hurricanes can be unpredictable, but there are steps you can take to help protect your home. This hurricane checklist can prevent or reduce the damage to your home and belongings.

Help protect against high winds

1. Cover your windows with storm shutters or plywood. Don't tape windows; it doesn't protect them.
2. Close the garage door and all interior and exterior windows and doors to help compartmentalize the pressure inside the home into smaller areas. This reduces the pressure on your roof and helps it stay intact.
3. Secure weak or damaged carports or other structures. Use appropriate brackets, bolts and anchors to strengthen connection to the foundation or carport slab.

Reduce water damage risk

1. Caulk and seal windows, doors, outlets, gas lines, chimney, skylights and other roof penetrations.
2. Move Furniture, electronic devices, and items that are valuable or sentimental to higher ground. Basements and first floor levels are most at risk of flooding.
3. Raise all appliances, such as stoves, washer and dryers, off the ground floor using masonry blocks or concrete. Be mindful of gas or electrical lines.
4. Remove area rugs from floors so they won't get wet and grow mold or mildew.

Reduce flying debris

1. Secure weak or loose fencing.
2. Secure or find a safe place for your outdoor items such as lawn furniture, potted plants, and tools. Anchor heavy objects into the ground.

Prepare for power loss

1. Prepare and test generator
2. Store generator fuel in an approved safety can outside the house

Direct water away from your home

1. Line the perimeter of your home with sandbags to help divert moving water.
2. Clear debris from gutters, downspouts and storm drains to direct rainfall away from your home.

Start digital list of your belongings.

1. Don't get overwhelmed; start with one room and work your way around.
2. Try to get pictures or video of serial numbers and models.
3. It's better to have a partial list than nothing at all.

Helpful hurricane gadgets to consider.



Portable Power Bank with different Cables

This portable power bank will allow you to power different smaller devices such as phones & tablets. Keep them charged to ensure they are helpful in a disaster.



Solar Power Bank Generator

These are not whole house generators, but these are a great option to power smaller appliances in the case of extended power outage. These generators do not require gasoline to power only solar panels. When gasoline is on short supply these are great options to ensure you still have power.



Mini Refrigerator with Car Adapter.

These mini refrigerators with car adapters are a great option to keep medicine cool in the event of a power outage. If you do not have a generator these can be powered by your vehicle or golf cart.



Hand Crank Flashlight

Having a hand crank flashlight can save on batteries and will ensure you have light during a lengthy power outage.



Solar Powered Fan

Solar powered fans will help stay cool while the power is out. It will also give a back up option to help keep other items powered.



Car Powered inverter

This will allow you plug in small devices to the power in your vehicle or golf cart.



Collapsible Solar Lantern

These are another great way to have light with the lengthy power outage.

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