

RESIDENT DISASTER PREPAREDNESS

Check List

- Put away all exterior items that could blow away. Especially important to snowbirds in addition to permanent residents. Items not removed shall be subject to buyback and monetary penalty if Covered Bridge has to remove them for you.
 - Examples of outside items that should be moved indoors include hoses, potted plants, trash cans, door mats, flags, banners, lawn ornaments or decorations, bicycles, lawn furniture, grills, lawn mowers, signs, wind chimes, etc.
- Interior items –
 - Back up computer hard drives. Secure disks, CDs and DVDs in zip-lock bags.
 - Unplug computers, printers, and other electrical appliances.
 - Move personal contents from bottom drawers of desks, cabinets and floors in case of flooding.
 - Lock and close all windows and doors.
- Monitor the radio/television for additional disaster information. It may be necessary to evacuate.
- Charge golf cart batteries.
- Secure vehicles stored outside.
- Make sure all fuel levels are topped off (generators, vehicles, and propane tanks).
- Keep sufficient cash on hand during a power failure. Credit and debit cards cannot be used. Cash is king.
- Fill car gasoline tanks. Have an adequate supply of gasoline for generators. Minimum 5 gallons.
- Fill gas grill propane bottles to be able to cook during power outages.
- Recommend having a second propane tank (filled) on hand. Can also use charcoal grill; be sure to have lighter fluid and matches available.
- Put all necessary medications in a plastic zip lock bag. Plan on enough medicine for a minimum of 7-10 days.

Check List

- Assemble all important papers; proof of address, visas, passports, insurance documents, wills, power of attorney, photos, keepsakes, etc.
 - If you stay for disaster, be sure to put in a secure, easily obtainable location that is waterproof. A dishwasher, washer, dryer or trunk of car are suggested locations.
 - If you leave for disaster, be sure to take with you. Also notify the Covered Bridge office or a close neighbor so we know you are not in your home. Leave a phone number where you can be reached.
 - Take pictures of your home and contents of home for insurance purposes if needed later.
- Make arrangements to shelter your pets as they are not allowed in the Covered Bridge clubhouse. Animal shelters are listed in the Highlands County Division of Emergency Management Shelter listing. Also check with local motels to be sure they allow pets.
- Have an adequate supply of water on hand. One gallon per person per day is recommended.
- Fill all tubs to have water available for flushing commodes.
- Stock non-perishable foods to last for at least a 5-day period. Have a hand operated can opener.
- In advance of the storm, turn your refrigerator and freezer to the coldest setting as this will help extend your perishable food for one to two days after the loss of power. Fill empty gallon jugs with water and freeze
- Turn off ice maker.
- If you are a snowbird, it is absolutely necessary to remove ALL food items from your refrigerator and freezer. Removing spoiled food is not an enjoyable experience.
- Keep a supply of batteries for radios, flashlights and fans. Have a battery-operated lantern or oil lamp on hand. Be sure to have lamp oil also. Candles are not recommended. Keep weather radio on hand for alerts.
- It is advisable to have tarps on hand and means to attach them if necessary after the storm passes. Tuck tarps over mattresses, TVs, sofas, tables, etc.
- Be sure to board or shutter windows if you can.
- Unplug appliances and electronics.

RESIDENT POST DISASTER INFORMATION

Check List

- Immediately after event, check on neighbors and their possible needs.
- Check for property damage and immediately start the insurance claim procedures.
- Take before and after pictures of your house and belongings.
- Start search for reputable damage repair companies if applicable.
- VOLUNTEER wherever and whenever it is requested and as needed.
- If power is off, bring food to clubhouse.

COMMUNITY DISASTER PREPAREDNESS

Check List

- Neighborhood Watch Captains will need a listing of all homebound residents, all those receiving help from “home-helper” type agencies, and those receiving meals delivered to them by outside organizations. Covered Bridge needs to contact these residents to find out if they are staying or leaving their homes during the storm. See “Neighborhood Watch Checklist”.
- Clear all pool furniture and related items including bicycle rack, trash cans, etc.
- Shutter clubhouse and rec room.
- Remove screening around pickleball court and stow any chairs, tables, brooms, etc.
- Board Members to be sure the club house propane tank is full.

Check List

- When a disaster warning is issued, a board member must assure adequate fuel is on hand for initial generator use . Levels are to be checked regularly during an outage and recorded on the check list in the generator housing
- Bring in the Covered Bridge information sign at the front entrance. Note: It will be necessary to return it to front entrance with “Restricted Access” lettering after a significant storm passage for the safety and security of the Covered Bridge residents.
- Have a dedicated refrigerator in the kitchen for Covered Bridge resident’s medications only. Residents should package and identify their medications before storage.
- A designated board member should call Highlands County EOC every morning to inquire about availability of gasoline, ice, grocery stores open or road closures.
 - This person shall then call the Neighborhood Watch Chairman, notifying he/she of availabilities.
 - The Neighborhood Watch Chair will then relay information received to Block Captains.
 - Block Captains will then start the phone tree process to inform residents.
 - In the event of no electricity, Block Captains will have to walk to the door of the next name on the list; as will the others to inform names further on the phone tree list.
- Post important information on bulletin board outside of Covered Bridge.
- Kitchen procedures:
 - If necessary it shall be run as a Soup Kitchen with the following hours: (no exceptions to the hours)
 - Breakfast 8:00 am to 9:30 am
 - Lunch 12:00 am to 1:30 pm
 - Supper 5:00 pm to 6:30 pm
 - If you eat in the Club House, you are expected to clean up after yourself and help clean-up the kitchen if necessary. Someone in the kitchen will tell you what help is needed.
 - Compile a list of names willing to cook meals.

- Compile a list of names for kitchen clean up.
- Set up a cell phone charging station capable of a minimum of 10 cell phone chargers.

Check List

- ❖ Perishable foods from resident's refrigerator or freezer that are starting to thaw can be brought to the Club House kitchen during meal times. The donated food items will be prepared as meals for the entire Covered Bridge community. Notice will be relayed to the residents by the Neighborhood Watch Program when the soup kitchen begins.
- ❖ Refrigerators in the Club House kitchen are NOT for personal use other than medication storage.
- Soup kitchen meals will be delivered to home bound residents and shut-ins on the Covered Bridge home bound list.
- Be sure the bridge gate is open primarily for possible emergency vehicles.
- Purchase and install a larger generator capable of supplying electricity for all desired requirements. A dual fuel or automatic standby unit would be desirable.

COMMUNITY POST DISASTER INSTRUCTIONS

Check List

- Check oil & propane levels in generator after power has been restored.
- Inform Highlands County EOC that a portion of the Covered Bridge community has mobile homes. This will place Covered Bridge on a list for water and Meals Ready to Eat (MRE).
- Check for damage to community property and start the insurance claim procedure if necessary.
- Start search for reputable damage repair companies if applicable.
- Form groups for community clean-up to do the following:
 - Debris removal from road for travel and safety reasons
 - Remove shutters from Club House and Rec Room
 - Pool area clean-up and restore poolside tables and chairs
 - Thorough post event cleaning of kitchen, hall and restrooms

- Restrict access into Covered Bridge community via information date sign with appropriate signage at main entrance. Duration to be determined by Board.

DID YOU KNOW....

Saffir-Simpson hurricane wind scale

<i>Category</i>	<i>Wind speeds</i>
Five	>=70 m/s, >=137 knots >=157 mph, >=252 km/h
Four	58-70 m/s, 113-136 knots 130-156 mph, 209-251 km/h
Three	50-58 m/s, 96-112 knots 111-129 mph, 178-208 km/h
Two	33-49 m/s, 83-95 knots 96-110 mph, 154-177 km/h
One	33-42 m/s, 64-82 knots 74-95 mph, 119-153 km/h