

SOUTH HAMPTON TOWN HOMES EMERGENCY OPERATIONS PLAN

Introduction & Emergency Analysis

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

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

This plan is based on the full cooperation of the owners, residents, maintenance personnel, and property management staff of South Hampton. Knowledge of potential risks and awareness of what to do in the event of an emergency situation will ensure the success of our community. Please provide this plan to guests using your home.

In the event of a natural or man made disaster, monitor local broadcast television, check internet links to national and local sources, and/or tune your battery operated radio to a local station to obtain as much information as possible. With this knowledge, South Hampton residents will determine their course of action.

Hurricane Awareness

The Florida hurricane season is from June 1st through November 30th. South Hampton is located in two different evacuation zones. Silverdale residents are located in the Level C evacuation phase and Streamdale/Shirebrook residents are located in the the Level B evacuation phase. Please monitor local government reports for the announcement of any voluntary/mandatory evacuation orders.

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

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

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

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

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

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

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

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

Once a Hurricane or Tropical Storm warning has been issued, the following procedures should be implemented:

- *Locate and secure any loose furnishings or equipment that may be on the grounds. Examples include lawn furniture, trash cans, pool equipment, etc.*
- *Preparation for windstorm related flooding should be implemented*
- *Clean drains and catch basins*
- *Shut down all non-critical and nonessential electrical equipment*
- *Brace and/or anchor all outdoor signs*
- *Remove all debris and relocate all nonessential equipment to a safe indoor location*
- *Residents should evacuate the community as directed by local authorities*

Installation, removal and storage of hurricane shutters are the homeowner's responsibility.

Shutters may be closed/installed upon announcement of a *Hurricane Watch* in Hillsborough County. They must be opened/removed no later than seventy-two (72) hours after the watch/warning is lifted. Should the panels not be removed, the Association is granted an easement to the property to remove the panels and the cost of labor shall be charged to the Owner. The Association is not responsible for any damages caused by the removal or for the costs of storage of the panels.

In the event of an actual storm event causing substantial damage to the house, homeowner may request in writing, for an extension to this time period if the repairs and restoration of the house require that the panels remain attached for a longer period of time.

To report any damage after the storm passes, please contact Management & Associates at (813) 433-2000.

WARNINGS AND ADVISORIES

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

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

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

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

HELPFUL LINKS

National Hurricane Center
www.nhc.noaa.gov

National Weather Service – Climate, Water & Weather
www.nws.noaa.gov

Federal Emergency Management Agency – FEMA
www.fema.gov

City of Tampa Office of Emergency Management
<https://www.tampagov.net/emergency-management>



Emergency Preparedness Plan

EMERGENCY PREPAREDNESS PLAN FOR SOUTH HAMPTON TOWN HOME ASSOCIATION, INC.

INTRODUCTION

The purpose of this Emergency Preparedness Plan is to create guidelines for use in an emergency situation that might occur. These guidelines are designed to assist in preparation, mitigation, response and recovery from an emergency event. It has been prepared from various sources of information and is by no means complete and/or comprehensive. These guidelines will evolve as the plans are reviewed and revised annually in order to integrate the best available information. The guidelines as presented cover the following situations:

- Crime
- Fire or Bomb Threat
- Floods
- Hazardous Materials
- Hurricanes and Tropical Storms
- Power Failures of Extended Lengths
- Tornadoes and Storm Events

OBJECTIVES

The guidelines will establish an organization of leadership and assign responsibilities to various leadership positions. The guidelines include checklists to assist in implementing the emergency plan and a form to be completed that will list information for the communities' contacts.

The objectives of the plan are to:

- Protect the well being of the community's residents
- Minimize the loss of community owned property
- Facilitate timely recovery of community functions
- Minimize the critical decisions to be made in a time of crisis.

THE EMERGENCY RESPONSE TEAM AND EMERGENCY PROCEDURES MANUAL

The community manager, board of directors and the Community Spirit Committee will be the Emergency Response Team (ERT). The ERT should review the community's emergency preparedness plan on an annual basis and adjust as needed. The manager should provide for any necessary training for the ERT to ensure that the team is knowledgeable of how to perform their duties.

An Emergency Procedures Manual for ERT members will be created. It will contain the following information:

- Emergency contact information for residents within South Hampton. This information is confidential and should not be shared with anyone that is not a member of the ERT. Information should be updated on an annual basis
- The guidelines to be followed in the named emergencies
- Assignment of duties in implementing the emergency plans

- Any and all information the ERT or manager might need in the event an emergency occurs
- An up-to-date list of all vendors that might be needed for clean-up and repairs, to include contact information and services they provide
- Insurance information and contact information for agent
- ERT member contact information
- Emergency contact numbers (i.e. Sheriff's office, Fire Dept., etc.)
- Flow chart of chain of command during the emergency
- Reporting and documentation procedures to include forms for use in documentation and reporting
- Steps for restoring the property after the emergency
- Location of local emergency shelters and directions to the shelter. Location of nearest emergency shelter that accept pets. Location of nearest emergency shelter that can accommodate special needs of evacuees.
- Map of and/or directions for evacuation routes in case of mandatory evacuation.

CRIME

Natural disasters can frequently be predicted so that people have some time to prepare. But criminals and terrorists strike without warning, making it essential to have in place well-planned responses to such events. It is equally important for communities to have a plan in place for day to day crime related issues such as gang and/or drug related activity that may be occurring within the community boundaries, vandalism and other types of criminal activity. Listed below are recommendations to follow:

- The Community Spirit Committee will work through the local law enforcement agencies to keep the community aware of potential threats
- The ERT will maintain a data base of telephone numbers and e-mail addresses for all residents to create a telephone tree and e-mail group – this will aide in disseminating information quickly
- The Association's annual budget should provide for funding of events and publications that will foster community awareness
- Residents should be encouraged to report any suspicious activity to the local law enforcement and to alert the ERT. Based upon the incident being reported, the ERT may communicate warnings through the telephone tree, web-site and/or e-mail alerts and/or published flyers or newsletters
- Respond to graffiti and vandalism quickly – do not let evidence linger in order to discourage others from copying the crime

FIRE AND BOMB

Evacuations in response to fire and/or potential explosive devices will be at the direction of Fire and Rescue and Police staff (rescue responders) on the scene. If it is necessary for the residents to evacuate a home or the community, they will follow the instruction provided by the rescue responders. Once it is determined to be safe for residents to re-enter the community or home, they will be informed by the rescue responders on-site or by public announcement.

Protective measures that the ERT can perform are:

- Professional inspections of fire hydrant equipment on an annual basis

- Ensure that ingress/egress access gates are functioning properly by having a professional perform routine inspections and preventative maintenance

FLOODS

The ERT should be aware of the community's location and determine if it lies within a flood zone. When public notice is given that there may be flooding in the area, the following actions should be taken:

- Have all back-flow valves and storm drains checked and any blockage cleared
- Identify any electrical equipment (i.e. motors, switches, etc.) that can be deactivated and relocate to a safer area
- Residents should evacuate as directed by public officials notice

After the flood waters have resided:

- Secure the site and survey the damage
- Evaluate and address all safety hazards (i.e. live wires, leaking gas, flammable liquids, etc.)
- Have electrician verify safety of electrical components before re-energizing
- Once the site is deemed "safe", have contractors begin clean-up and repairs
- Contact utility companies for information about access to gas and electrical services
- Photograph all damage and contact insurance company
- Take steps to perform temporary repairs to mitigate the damage
- Begin salvage and cleaning operations immediately

HAZARDOUS MATERIAL LEAKS AND SPILLS

In instances where there is a spill/release of hazardous materials, evacuations will be limited to the geographic area and adequate safety zones affected by the substance. Residents will be informed of such an event by public announcements on radio and television or by the Fire or Police Department that responds to the emergency. Residents will be notified in the same manner when it is safe to return to their homes.

Service providers for residents and the community association often bring hazardous materials such as pesticides, chlorine and other chemicals into the community as they service their customers. Should a spill or release occur, witnesses should immediately contact the Fire Department and request a hazmat team to respond. Hazardous materials incidents may result in contamination of air, water and/or soil. The hazmat team will clean the area as required by governmental regulations. The hazmat team will decide if and when an evacuation is necessary and make specific announcements regarding evacuation, when it is safe to return and if any special precautions need to be taken.

HURRICANES AND TROPICAL STORMS

Hurricane season is from June through November. The National Weather Service issues hurricane and tropical storm watches and warnings. A watch means that hurricane conditions or tropical storm conditions are possible but not imminent. At the time that the National Weather Service issues a hurricane or tropical storm warning, an emergency condition should be declared. At this time, there is approximately 24 – 36

hours to prepare. The ERT leader has the authority to implement the Emergency Preparedness Plan.

At the beginning of hurricane season, the following should be done:

- Identify all critical areas of the community and be sure that someone is trained on shutdown procedures and authorized to implement them
- Update and publish all contact information for the ERT members, civil authorities, etc.
- Arrange for an off-site emergency communications center
- Arrange with contractors for supplies and repairs after the storm
- Inspect all fire protection equipment
- Identify and consider removal of trees that could fall and cause damage to buildings, power lines, equipment, etc.
- Plan for site security after the storm

Once a Hurricane or Tropical Storm warning has been issued, the following procedures should be implemented:

- Locate and secure any loose furnishings or equipment that may be on the grounds. Examples include lawn furniture, trash cans, pool equipment, etc.
- Preparation for windstorm related flooding should be implemented
- Clean drains and catch basins
- Shut down all non-critical and nonessential electrical equipment
- Brace and/or anchor all outdoor signs
- Remove all debris and relocate all nonessential equipment to a safe indoor location
- Residents should evacuate the community as directed by Fire and Police Departments

After the storm, the ERT should act quickly to:

- Secure the site and survey any damage that may have been done
- Evaluate and address all safety hazards
- Inspect for compromised electrical systems and fire protection systems and arrange repairs if necessary
- Document damages with photos and contact insurance company
- Contact contractors to begin repairs
- Implement temporary repairs to mitigate damages until permanent repairs can be made

POWER FAILURES OF EXTENDED LENGTH

Electrical failures occur for various reasons such as grid failures, fire or accidents. Following a storm event, there may also be power failures of extended length. It is important that plenty of emergency lighting is on hand – preferably battery powered. In the event of a prolonged power outage,

- ERT should determine the extent of the outage (one street or whole community, etc.) and notify the electrical provider
- Be alert for downed power lines
- If the power outage affects the community's lift station, notify residents that they should not flush toilets or use water unnecessarily as this may cause potential sewer back ups

- If the electrical provider indicates that the outage will last for an extended period, shut down electrical equipment in order to protect them from a power surge at the time the power is restored

After the power has been restored, the ERT should turn on electrical equipment and determine if there is property damage. Timers for the irrigation system and access gates may require resetting.

TORNADOES AND OTHER STORM EVENTS

Tornadoes and thunder storm events occur with little, if any, warning and often in conjunction with one another. After the tornado or storm event has passed, the ERT should:

- Search for and provide care to injured persons
- Contact emergency agencies as necessary
- Inspect property and note hazards, damage and repairs needed
- Take photos of any damages and notify the insurance company
- Contact vendors to implement necessary repairs

NOTE:

All residents of South Hampton are encouraged to create an Emergency Procedures Manual for their home and should review this manual often with each occupant of the home. Suggested information that should be maintained in the homeowner's manual are:

- General description and photos of home and contents
- List of the home's safety features, including their location and how to operate them (i.e., fire extinguishers, fire sprinkler system)
- Building system information (i.e. location of water shut-off valves, gas and/or power shut off, etc.)
- An up-to-date list of all vendors that might be needed for clean-up and repairs, to include contact information and services they provide
- Insurance information and contact information for agent
- List of any hazardous materials stored on the property
- ERT contact information
- Emergency contact numbers
- Location of local emergency shelters and directions to the shelter. Location of nearest emergency shelter that accept pets. Location of nearest emergency shelter that can accommodate special needs of evacuees.
- Map of and/or directions for evacuation routes in case of mandatory evacuation.
- Although these guidelines were created for the ERT, most items will apply and can be adapted to a resident's Emergency Procedures Manual.