



DISASTER PLAN MANUAL

THE FOUNTAINS AT COUNTRYSIDE CONDOMINIUM ASSOCIATION, INC

DISASTER PROCEDURES

The purpose of this manual is to establish procedures for disaster event response specifically for THE FOUNTAINS AT COUNTRYSIDE CONDOMINIUM ASSOCIATION, INC. The reason for these procedures is to protect the property, our neighbor's property, minimize losses, ensure the life safety of individuals, and to re-establish normal operations as quick as possible following a disaster event.

This manual is a living document and the information contained within shall be reviewed and updated at least once annually or as needed, whichever is sooner.

ACCOUNT FOR RESIDENTS

Upon notification of impending disaster or Hurricane Watch, and in lieu of a Hurricane Warning or Mandatory Evacuation order, the Property Manager shall attempt to contact all residents to ascertain which are remaining within the community and which are evacuating.

In the event of a Hurricane, the Property Manager shall attempt to complete an Mandatory Evacuation Notice for all units and attempt to provide residents with the Hurricane Preparedness memo.

A copy of the Mandatory Evacuation Notice will be made available to emergency authorities in the event of mandatory evacuation.

In the event of a disaster, the first action should be to direct emergency medical assistance to any residents in need.

SURVEY PROPERTY

Following a storm or other disaster, the Property Manager will coordinate a survey of the property to determine the extent of damage and authorize emergency services required to secure the property and prevent further damages.



ESTABLISH LINES OF COMMUNICATION

The Property Manager will coordinate communication between members of the Board of Directors and Officers following a disaster.

The Property Manager shall maintain the following records:

1. Owner list, with address of record, updated monthly.
2. Name, address and phone number of Directors and Officers.
3. Name, address and phone number of employees.
4. Listing of Association's Insurance Agent and Carriers, Attorney, Accountant, Engineer and Architect, as applicable.
5. List of vendors.
6. Copy of current contracts.
7. List of bank accounts, investments, Corporate Resolutions, signature cards and location of funds.
8. Copy of monthly Financial Statement.
9. Copy of all available building plans.

Every Officer or Director shall contact the Property Manager within 24 hours following a Hurricane or other disaster requiring implementation of this plan, unless contacted prior by the Property Manager.

Property Manager:

Name: Scott Duckro

Address: 2963 Gulf to Bay Blvd. Ste 265, Clearwater, Florida 33759

Phone: 727-560-9940

INFORM MEMBERSHIP

The Property Manager shall disseminate information to members of the Association and organize Special Members Meetings as needed or requested by the Board of Directors.

CONTACT EMPLOYEES AND VENDORS

It shall be the primary responsibility of the Property Manager to contact employees, vendors and emergency services personnel following an emergency event.

In the unlikely absence of the Property Manager, the District Manager or other Senior Management shall be contacted to perform the role of the Property Manager.



KW PROPERTY MANAGEMENT & CONSULTING

EXHIBIT A

MANDATORY EVACUATION NOTICE

As of today a **MANDATORY EVACUATION** order has been issued for our area. We emphasize, in case of a hurricane of any category, to make arrangements to evacuate the area as soon as the Hurricane Center issues an evacuation. It is extremely dangerous to remain during and after a hurricane. Residents who choose to stay during a mandatory evacuation will stay at their own risk. Public authorities will not respond to any emergency calls until the evacuation has been lifted.

There will be no **Security** personnel on the property during a mandatory evacuation and the staff will not return until the mandatory evacuation has been lifted and the area has been cleared.

The Board of Directors



EXHIBIT B

The Employee Evacuation Order

RE: HURRICANE EVACUATION ORDER

This memo shall serve to confirm that if you are working in a building, which is ordered to be evacuated in the event of a hurricane warning, you are required to observe the order and leave the building for a safer location. Please consult with your supervisor concerning the timing of your evacuation. While some employees have expressed a willingness to voluntarily stay in the buildings which have been evacuated, our Company cannot allow anyone to remain in a building under these circumstances, and by doing so, you will be acting outside the scope of this Company directive, and at your own risk.

Thank you and we hope that you and your family remain safe.

Please sign below acknowledging receipt of this memo and return it to your supervisor.

Print Name

Signature

Date



EXHIBIT C

Notice to Residents

HURRICANE PREPARATION

NEW GOVERNEMENT GUIDELINES

URGE RESIDENTS TO BE ABLE TO SURVIVE ON THEIR OWN FOR 7 DAYS

When 3.2 million customers lost power during Hurricane Wilma, Florida Power & Light went to gridding its network in hopes of fewer outages, yet concedes massive blackouts still are likely.

A growing number of **service stations** and **grocery stores** have hooked up generators, but can only operate if employees can navigate through debris.

If you are on **medication**, make sure you get refills as soon as restrictions allow. A storm may disrupt your ability to get refills for days, if not weeks.

If you have **children**, explain to them what to expect in the way of noise, rain, and wind. Note that they will be safe if proper preparations are made. Have lots of toys and games available in case you're stuck in one place for an extended period.

If you own **pets** and plan to evacuate, remember most shelters do not accept pets. Those that do accept pets require proof of vaccinations. Call in advance for availability, or look in advance for a pet friendly hotel or motel.

If you plan to stay in a **shelter**, take your own bedding as most shelters do not provide bedding.

If you have **allergies**, see your doctor now to decide the appropriate preventative action. Going to a shelter or getting on the road to leave can be difficult because tropical storms whip up allergens.

If you are **pregnant**, call your doctor and ask about making arrangements to be in or near a hospital if a storm approaches at the time you are scheduled to give birth.

If you are **elderly** and are alone, try to find a friend or family member to stay with, or go to a shelter. Make plans to have someone contact you after the storm. Please notify the property manager of your plans and leave a contact number so that you can be reached in case of emergency, such as property damage.

If you have **special medical needs**, register now with your appropriate county agency.

Helpful web sites: www.floridadisaster.org, www.fema.gov, www.nhc.noaa.gov.



HURRICANE PREPAREDNESS TIPS

The following information has been prepared for your benefit in the event of a hurricane. Use it to secure your family and your home. However, when an evacuation order is issued, evacuate immediately in order to avoid the danger of traffic jams, rising water, and deadly weather conditions.

Useful definitions:

- 1.) **Hurricane watch** means a hurricane may threaten an area within 24-36 hours.
- 2.) **Hurricane warning** means a hurricane is expected to strike the area within 24 hours or less.
- 3.) Tropical depression has high winds and precautions should be taken.

Checklist:

There are six basics you should stock in your **disaster Supplies kit:**

- 1.) **Water** – 1 gallon per person per day (2 quarts for drinking, 2 for food preparation/sanitation). Store at least a minimum three-day supply for each person.
- 2.) **Food** - Store at least a minimum three-day supply for each person. Eat food from refrigerator first, freezer second and non-perishable food last.
- 3.) **Personal Hygiene Supplies/Baby Diapers/Formulas/Prescriptions/Medications** – Have at least a 10-day supply on hand.
- 4.) **Clothing and Bedding**
- 5.) **Tools and Emergency Supplies** – First aid kit, cash, batteries, flashlights, non-electric can opener, and battery operated radio, etc.
- 6.) **Special items** - Baby supplies, extra eye glasses, denture needs, etc.

Before the Storm:

Evacuate, if you are directed to do so.

If you stay at home, determine the safe and unsafe areas in your home.

Purchase supplies now.

Have adequate supply of cash for fuel, food, water, ice and other supplies.

During the Storm:

Stay calm.

Keep all windows and doors closed.

Do not use matches or candles, to avoid risk of fires. Use flashlights.



Home Security:

Remove or fasten securely all awnings and shutters.

Secure loose objects, i.e. patio furniture & plants from the balconies. Bring them indoors.

Secure your home if there is sufficient time: Unplug appliances.

Wrap valuables in plastic to prevent water damage.

Important Papers:

Photo I.D. with address.

Family records, i.e. birth and death certificates, marriage license.

Medical records with prescriptions.

Insurance policies, bankbooks and account numbers.

Warranties.

Stocks, Bonds, and Securities.

Water Purification:

If you are in any doubt about water contamination, purify it by:

1. Bleach - use plain, liquid household bleach:

1 Quart Water to 4 Drops Bleach.

1 Gallon Water to 16 Drops Bleach

2. Boiling Water - Boil vigorously for 10 minutes



IMPORTANT CONTACT INFORMATION

AMERICAN RED CROSS CENTRAL FLORIDA CHAPTER

Provide food, physical and mental services to address basic human needs.

407-894-4141 / www.redcross.org

ATTORNEY GENERAL'S PRICE GOUGING HOTLINE

1-866-966-7226 / www.myfloridalegal.com

BRIGHTHOUSE CABLE

(888)-289-8988 www.bighthouse.com

ELDERS AFFAIRS

The primary state agency responsible for administering human services programs to benefit Florida's elder population.

1-800-963-5337 / www.elderaffairs.state.fl.us

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

1-800-621-3362 / www.fema.gov

NATIONAL HURRICANE CENTER

Information about tropical activity and storms.

www.nhc.noaa.gov

DUKE ENERGY

(800)-228-8485 / www.duke-energy.com

SMALL BUSINESS ADMINISTRATION (SBA)

Government funded disaster loans.

1-800-659-2955 / www.sba.gov

SMART CITY TELECOM

407-827-2000 / www.smartcitytelecom.com XXXXXXXXXXXXXXXX