

Purpose: The Mariners Cove Disaster Plan is a step-by-step plan for homeowners and the HOA to follow in the event of a community disaster. The plan provides a timeline of tasks to be carried out in the weeks, days, and hours before and after a disaster strikes.

Homeowner

Pre-Event Preparation

*Create a family disaster plan. This would include evacuation routes and local disaster shelters (Estero Rec Center & Hertz Arena). A full list of shelters, emergency radio, TV stations, and other useful information can be obtained on www.leegov.com.

*Consider purchasing a backup cell phone battery and an uninterruptible power supply (UPS) for your internet modem and computer.

*Utilities information – Florida Power and Light website <https://www.FPL.com>.

FPL: 800-375-2434.

Water - Lee County Utilities: 239-533-8845.

*Complete periodic HOA requests for Registration-Departure form to make sure contact information and email address is up to date.

Pre-event Timeline 72 hours prior

*Monitor the storm movement: National Hurricane Center at <http://www.nhc.noaa.gov> or utilize local radio and/or TV stations.

*Monitor local radio and/or TV stations for tornadoes.

*Hurricane shutters may be installed.

Pre-event Timeline 48 hours prior

*Consider options to evacuate. This is strongly recommended by HOA.

*Secure home and gather supplies.

Pre-event Timeline 36 hours prior

- *Secure outside objects and vehicles.
- *Ensure you have sufficient food, fuel, and cash.

Pre-event Timeline 24 hours prior

- If you have not evacuated, secure a safe room in your home.
- If you are going to evacuate, turn off your water and power.

***During the Event**

- *Ensure that your family is safe and secure.
- *Listen to emergency radio or TV stations for disaster updates.
- *If there is a fire or injury emergency, call 911.

***After the Event**

- *Care for any sick or injured
- *Assess and document any property damage. Make any necessary immediate repairs.
- *If electricity is out, emergency information for residents will be posted at Clubhouse. If the internet is operational, management company and HOA staff will post information on Mariners Cove Facebook site and resident email Blasts. The Management company has a ComWeb system that is off site and should not be affected by this disruption in service.
- *Access to disaster help and resources: www.disasterassistance.gov.
- *FEMA assistance 800-621-3362

HOMEOWNERS ASSOCIATION DISASTER PLAN

***Pre-Event Preparation**

- *Assist Management Company with periodic updates of residents contact information
- *A list of current vendors such as sewer lift contact will be attached to this plan and updated as needed.

*Back up critical computer information to the cloud or to USB device. Put back-up device in safe.

*The board will designate a homeowner communications facilitator and backup.

*The board will designate a property disaster recovery coordinator and backup who will assist the President in the case of an emergency situation.

*The HOA will maintain an up-to-date property inventory for insurance purposes in case the property is destroyed.

*Designate staging areas for debris or additional dumpster placement. It is hoped that a vacant lot is available for debris removal. The ramp area can also be utilized.

*A site plan is necessary to identify water valve shutoffs and other necessary infrastructure items critical in a disaster situation.

***Pre-Event Timeline**

***72 hours Prior**

*Monitor storm movement

*Email Residents and onsite staff the HOA disaster plan.

***48 hours Prior**

*Contact maintenance person to coordinate action plan.

Contact Management Company to coordinate action planning.

*A list of residents present in the park prior to the event will be assembled.

A generator will be rented prior to event if an emergency situation appears to be eminent.

36-24 hours Prior

*All important documents should be placed in waterproof containers or moved to a safe storage location. This includes insurance information and instructions on making a claim.

*All essential equipment in the office and clubhouse should be relocated to designated safe areas. This would include the computer.

*Maintenance person in conjunction with volunteers will secure outside items in the common areas.

Maintenance person will call and determine with President if pool screening will need to be cut to prevent structural damage. Electricity to pool, clubhouse, laundry, and library will be shut off until it is deemed safe.

During the Event

*If possible, email the residents updated information.

After the Event

Disaster coordinator will conduct safety checks on residents.

*Disaster coordinator will assess communication needs of park and initiate a plan.

*Disaster coordinator will contact management CAM and have them facilitate communication, debris removal, and facility assessment and repair.

*Maintenance person and volunteers will start cleaning up of roadways. If necessary, President will call the City of Estero at 239-221-5035 to help with FEMA cleanup procedures. The city needs written permission to enter Mariners Cove to help with cleanup.

Maintenance person will utilize generator to keep sewer lift station operational if necessary. In general, a 6500-watt generator with 30 amps and 120/240-volt cord is required. The maintenance person has the key to the lift station and knows the procedures. The panel needs to be switched to emergency position. A 240-volt twist lock male plug can be accessed under inside panel. You can only use one pump during an emergency. The generator can be rented at Home Depot in Bonita Springs.

*The Maintenance person will call the sewer lift technician immediately after an emergency to assess the function of the station and repairs, if necessary.