

Coakley Bay Home Owners Association (HOA)
Disaster Preparedness Plan
2021

INTRODUCTION:

This plan has been developed as a guide for our homeowners by your Board of Directors.

Please note, this is a guide for homeowners and may not be totally inclusive of every possible event. It does not include the plan for the office employees and ground management teams. However, we do want our homeowners to be prepared as well as they can in the case of emergency.

Please read this document and use it to supplement your own personal Disaster Preparedness Plan. Remember, it is the responsibility of each and every homeowner to prepare their property as best and safely as possible in the event of any disaster. The HOA is here to assist before, during and after any major event with the resources we will have on hand. No agency can guarantee the life or safety of an individual or protection of each piece of property. However, this information should be helpful.

DEFINITIONS/GLOSSARY:

WEATHER

The following are weather terms in common usage with some additional information that may prove helpful when reading this plan.

Tropical Disturbance: This is the first stage of unstable weather that could escalate. No strong wind, but there is rotary circulation.

Tropical Depression: Clearly defined low-pressure with highest wind speed of 38 mph.

Tropical Storm: Low-pressure area with a defined rotary circulation. Winds may range from 38-73 mph.

Tropical Storm Watch: An announcement that a tropical storm, or one that might be developing, poses a threat to an area, generally within the next 24 hours.

Tropical Storm Warning: An announcement that tropical storm conditions with 39-73 mph sustained winds may hit a specific area within the next 24 hours.

Hurricane: This is a violent storm originating over tropical or subtropical waters with sustained winds over 74 mph. The diameter of these storms may range from 100-1000 miles and will blow counter clockwise direction.

Hurricane Categories

<u>Number</u>	<u>Wind Speed (mph)</u>	<u>Potential Storm Surge(ft)</u>	<u>Damage</u>
1	74-95	4-5	Minimal
2	96-110	6-8	Moderate
3	111-130	9-12	Extensive
4	131-155	13-18	Extreme
5	greater than 155	over 18	Catastrophic

Storm Surge: Rapidly rising tides as a storm makes landfall.

Hurricane Watch: An announcement that a hurricane poses a threat to a specific area within the next 24 hours.

Hurricane Warning: This is an alert that a hurricane is expected to hit a specific area within the next 24 hours. When the hurricane is erratic this alert may only give a few hours before hurricane conditions begin.

Tornado: The most violent of atmospheric phenomena, winds may whirl at up to 300 mph. Tornadoes move at an average speed of 30 miles an hour and may be very erratic regarding their course. In many hurricanes tornadoes may be spawned due to the total disturbance in the area.

Waterspout: A tornado over water.

Tornado Watch: This is an announcement by the National Weather Service that a severe weather condition exists that may spawn a tornado.

Tornado Warning: Means a tornado has been sighted. It will generally give an anticipated course.

Natural Disaster: These are disasters that occur naturally such as earthquakes or Tsunamis, and may lead to property damage.

Manmade Disaster: These are caused by people and may include active shooter, looting, attacks of many kinds including chemical and others that may cause both property and personal damage and injury.

Routine Events: These include emergencies for medical, fire, police and building structure problems; these should be handled by calling the appropriate agency that can deal with the problem. In addition, notify the office management of your issue so they can assist if needed.
Always call 911 first in these events.

PROTECTION OF RESIDENTS:

The following are your Board of Directors' recommendations for personal protection and property protection when any or all of the previous conditions are announced. This plan will outline how we try to protect our personal property, but first and foremost, *our highest priority is the protection of people.*

- **Provide the General Manager's office with the following information:**
 - Your residency status during hurricane season (June 1-November 30)
 - Your phone numbers and email address
 - Your plans for evacuation if necessary
 - The name of someone who always knows your whereabouts (phone number and email would be very helpful if available)
 - The name of anyone you have designated to check your home. Post-emergency, there may be unknown people on the property and we will need to identify authorized individuals.
 - The name and address of your insurance company (optional)
 - The name of your insurance company and policy number (optional)
 - A key to your unit must be in the office at all times.
- **Shutter Closures**

Units have two types of hurricane shutters on buildings. Make certain you are familiar with how they operate and have practiced shutting these prior to any weather issues. This includes maintaining these valuable protection devices and making sure they close and secure easily. Please inform our staff of any issues you may be having with your shutter systems. Our staff will have made routine checks of our shutters to make sure they are in working order.

Once shut make sure they are LOCKED and SECURE as high winds will shake them loose if they are not properly closed and locked. These shutters should be closed and secured once winds reach the 30 miles per hour speed sustained. This limits damage and protects your property and your neighbors from damage of blowing items and flooding to other units below yours. If you have personal shutters, make certain they are closed and secured. Remove any unsecured items NOT behind closed shutters (e.g., patio furniture, grills, tables, etc.).

ALL OWNERS WHO HAVE PROPERTY MANAGERS OR REPRESENTATIVES ARE TO INSTRUCT THEM TO CLOSE THE SHUTTERS WHEN NOTICE OF STORM IS ANNOUNCED NO LATER THAN 48 HOUR PRIOR TO THE EVENT. IF MANAGEMENT MUST CLOSE THE SHUTTERS THERE WILL BE A FEE ASSESSED TO YOUR UNIT AS DEFINED IN THE RULES AND REGULATIONS.

- **Before the Storm Preparations**

Individuals who have the authority (i.e., General Manager, Board of Director members, certain approved staff) will start preparations 72 hours in advance of serious weather conditions based on available information obtained from VITEMA, NOAA or other sources. Emergency management protocols will go into place and inspections of the property before the event arrives will be made to verify we are secure in both property items and our buildings. The generators, the treatment plant and laundry areas will be secured and locked down when winds reach the 35-40 miles per hour range.

The generators will be OFF during any hurricane when WAPA shuts down service, and will not return until an all clear is called. These procedures are performed by Coakley employees and trained personnel who are able to work with our generator system.

The following are recommendations for homeowners and anyone who may be renting your property. *You will need to communicate this information to any renters during this time.*

- FOLLOW THE ATTACHED RECOMMENDATIONS FOR SECURING YOUR CONDO FOR THE STORM
- Monitor the radio and/or TV for weather updates and any evacuation mandates. Recommendation: have a battery/solar-powered AM/FM radio available at all times.
- Check your “survival kit” (see below).
- Charge your cell phone and have extra charged battery back-up. Recommendation: have a solar-powered charger available.
- Charge your camera battery and/or have extra batteries.
- Charge your laptop batteries.
- Refill any prescription that you need for up to a four-week supply if at all possible.
- Fill up the gas tank in your vehicle.
- Make sure you have CASH on hand. After the event, banks, ATMs, etc., will not work (until electricity is restored) and cash is the only way to pay.
- If possible, have a propane grill for cooking and full tank/tanks of propane safely stored for use.
- Protect important papers and have duplicates available in another location, as well as electronically stored on your phone or computer:
 - Driver’s license
 - Medical information
 - Proof of ownership of your home.
 - Insurance policies
 - Picture inventory of your property

- Listing of important contracts
- Notify management, friends and family if you plan to stay or evacuate

PERSONAL PREPAREDNESS:

We live on an island; and, unlike living on the mainland, many times evacuation is not an option. If a warning is issued, you will have limited time and opportunity to leave the island. We need to be prepared if we stay through the event. This means being properly stocked with a “Survival Kit.” Below are the recommended items that FEMA and other agencies recommend based on years of experience with disasters. You may choose to add or subtract to this list as you wish, but these are the minimal items to have on hand and readily available:

- Cash, credit cards.
- Air horn/whistles available that you can blow to get attention in an emergency situation where you have no other way to communicate. Neighbors will react to these sounds as needed for help.
- Four weeks supply of critical medications.
- Solar chargers are invaluable for small lights and phones. Have several ready.
- Special nonperishable dietary foods if needed.
- Bottled water (one gallon per person per day).
- Pillows, blankets, sleeping bag or air mattress.
- Flashlights and batteries (always have extras and one for every room).
- Candles and matches (use as a last resort due to fire issues and wind).
- Portable TV, radio and batteries; with solar power, you may easily charge your batteries or even run fans off small solar panels post storm.
- Cell phone; often there is limited cell tower and cell service.
- Camera.
- Laptop Computer.
- Extra clothing and shoes.
- Eyeglasses (extra pair).
- Insect repellent.
- First aid kit; these are available pre-packaged by many local stores. Basics include: Benadryl gel/cream and tablets or capsules, Imodium or similar, Pepcid AC or similar, Aspirin/Tylenol, Band-aids (multiple sizes and shapes) Gauze and tape, Motrin/Ibuprophen, peroxide, alcohol, antibiotic cream, eyewash.
- Water purification tablets
- Books

- Toys if you have children

GROCERIES (minimum three-day's supply)

- Bread, crackers
- Peanut butter and jelly
- Cookies, snacks, nuts
- Canned fruit
- Canned meat and fish
- Dried fruit
- Canned beverages
- Fruit drinks
- Plastic ware
- Paper plates
- Paper towels and napkins
- Trash bags
- Manual can opener
- Small tool box include hammer, pliers, screw drivers, adjustable wrench, nails, screws, electrical tape, duct tape.

MAKE A TO-GO-BAG

This will be for evacuation before or after the storm. These should be in a ready to pick up and go bag:

- Insurance policies
- Passport, driver's license, credit cards
- Jewelry
- Medications
- Clothes
- Phone, tablet, computer, charger
- Checkbook/cash
- Toiletries
- Car keys, condo keys
- Rain-gear

IF YOUR ELECT TO STAY IN YOUR HOME

If an evacuation is ordered it is better to do so as soon as possible. However, if you are staying in your residence, the following are recommendations:

- Make certain you inform the office of your intent to stay on site. Give your phone number, unit number and how many and who is in your unit. This will be vital in knowing who needs to be accounted for after the event.
- Prior to the storm, make contact with every neighbor you can in your building or close by to know who is there and who is not in case of emergency. Each of us need each other during these events.
- Store as much water as you can. Fill bathtub, containers that are clean and safe with secure caps. You will need a minimum of one gallon per day per person. Don't forget your pet.
- Freeze bottles/jugs of water. You can use these to keep temperature-sensitive items cool for as long as possible. Place these in insulated coolers if needed. These will be excellent storage for medication requiring refrigeration until either power is restored or you can get your medications to a safe, secure place.
- Power will be shut off by WAPA when the circumstances reach critical stage. At that point, turn off your main breaker system to prevent any water leaking into your power box so it will not arc and cause a fire when power is restored.
- Personal generators are **NOT ALLOWED** at Coakley Bay. We have generator systems that will be turned on by our Coakley Bay staff when they are able to safely get to the complex. We have to assess that each building is safe enough to be powered by our generators before we can turn them on to your unit. Be patient and know we want it back on as soon as it is physically safe to proceed.
- During the storm **STAY INSIDE** and away from any windows. Interior rooms are safest.
- Going outside at any time during the storm can result in injury or even death due to flying debris. Remember flying debris is the leading cause of injury and damage.
- Make sure your storm shutters are in place and properly locked. Coakley Bay staff will help you understand how to close shutters and **LOCK** them in place. However, it is your responsibility to perform this procedure so make certain you have practiced doing this before any storm. If you are not on island, make sure they are closed and properly locked **BEFORE** you leave. If Coakley Bay team has to enter your unit and close these shutters there will be a charge as defined in our by-laws. Remove any unsecured items **NOT** behind closed shutters (i.e., patio furniture, tables, grills, etc.).
- Keep as many towels and buckets available to mop water up.
- Keep tuned to your weather advisory on your battery powered radios or TV.
- **DO NOT VENTURE OUT** until an all clear has been given either over the radio or TV.

- When you do make sure you realize there may be significant debris everywhere and even trees or objects that can still fall and cause injury. Stair railings may be gone.
- Help each other as the good neighbors we all are and respect and remain calm during the recovery.

PEOPLE NEEDING SPECIAL CARE

If you are a special needs person/s, please let our office know before the storm. This is the only way we will know that you are there and what types of needs we can anticipate. This is not meant to be an intrusion on your privacy but if you will need any assistance the only way we will know is if you have given us the appropriate information. There will be forms attached to this document for you to fill out and file with our office. Please include as much information as you can to assist us in case we need to get emergency personnel onsite when the conditions allow.

VEHICLES

Your vehicle will need to park in a proper spot at your building. There may be spots in the overflow areas if you wish to park it there. Park your vehicle in as safe a mode as possible but realize it is subject to trees and debris. Make sure you have extra keys and have several tire repair kits available. These are inexpensive and debris on the road will damage your tires. Do not park your vehicle to block anyone. The association will have the authority to remove any and all illegal or poorly placed vehicles prior to or after the event.

PET CARE AND SURVIVAL

Before the season begins:

- Prepare a pet disaster kit.
- Make sure your pets have all the required vaccinations.
- Have their medical records on hand, in waterproof bags if possible.
- Have a pet container of suitable size to house your pet when needed for transporting as well as simple safety during the storm.
- Make sure your ID tags are ON YOUR PET if they get lost.

HOA OFFICE INFORMATION

The HOA office will be the Coakley Bay Command Center before, during and after the event. We will secure all appropriate documents regarding our Association. Remember to make sure the office has:

- Current set of your keys. Provide a set of keys to your vehicle as well.
- Copy of any special needs you may have regarding medical conditions or special storage

requirements for your medications.

- The office will have its own generator system that will be powered as long as possible and back up as soon as possible to be able to communicate with the proper authorities on the island.
- At the end of this document are the phone numbers of the individuals who you can contact if the phone systems are working.
- We will attempt to also have computer access as much as possible after the storm.
- We will have all emergency numbers for the island rescue system and the emergency response system.
- Our staff will not be available during the storm itself. They will be ordered to stay home safe until the all clear signal is given. They will come to Coakley when safe to do so. There will be curfew travel restrictions post storm, so be aware that you may not be able to travel during this time without proper documentation. This will also apply to our staff. However, we as an Association will make every attempt to make sure our staff has the necessary clearance to travel to and from the complex.
- When able, after the storm, we will begin assessing the damage and checking on our homeowners.

POST STORM HOMEOWNER AND RENTER GUIDLINES

Remember our staff are homeowners in other neighborhoods and will be taking care of personal needs for their families. They will come to Coakley when they are able to do so in both a safe and reasonable time frame. Our staff, once on site, will be making assessments of damage and what exactly needs to be done to restore as many services as possible. Personal safety issues will be foremost priority.

Please remember to be patient and help your neighbors where and when possible. Notify our call line of any emergent situations you may observe and feel needs to be addressed as soon as possible. The list of number will be provided at the end of this document.

- Do not attempt to go out until an all clear notice has been given by the proper authorities. Remember in a hurricane there is usually a pause where the actual sun may shine but the storm will resume at any moment. The National Weather Center and/or your local emergency management teams will use the radio and TV to announce when it is safe to go outside.
- Make sure you take all precautions, as there may be downed power lines that are still live and there will be debris everywhere. Coakley Bay is a very hilly environment so be careful when walking up and down these hills. Make sure you have secure shoes and are not barefoot or in flip flops.
- As soon as possible and when safe, the association will be making rounds to check on each resident as soon as possible. If you do venture out, please let us know at the office

your status. Remember calling/texting may not work if the systems are down.

- Check on your neighbors and assist each other as needed or until you can get help.
- Do not use the drinking water until you have been notified it is safe. If you have a grill and must use the water, make sure you boil it for at least 2 minutes before drinking.
- Be extremely cautious using any open flame device such as grills and candles. Monitor these devices during use.
- Your refrigerator will remain cool only for a few hours after power loss so be aware of tainted food after that time. Your freezer may actually keep food for several days if you limit opening it.
- When the Association does turn on the generators make sure you check your electrical panel closely for any water damage. If there is any water in the area do not turn your power on until you can have it checked for damage.
- When you do turn on power, inspect all rooms and outlets for any issues and be prepared to turn off the main power quickly if any issues are detected.
- Remember texting works on cell phones at times when calls do not. Also, texting saves power on your phone.
- Make an assessment of your home. Make sure every system is safe before using and disconnect any and all damaged or suspect items. If you have medications that need special refrigerated storage and yours has been damaged, we hope to have refrigerator in service at the office for you to store them if the office hasn't been damaged.
- If you are injured, make contact with your closest neighbor or friend and have them assist until emergency personnel can be contacted. If you are a first responder, make sure the person is warm and stable before leaving them. Once secure, try to get other neighbors help as you can and then get word to the proper emergency teams. (See the attached list of numbers).
- Driving during this time will be at best very difficult and at worst impossible.
- Help where possible. Check in at the office when safe and let us know you're ok or your needs. Be patient. This is a disaster and it takes time to sort out and set priorities. We will assist as we triage the area and make these decisions.

GENERATORS POST STORM

Our onsite generators will be activated once our team arrives on site or one of our trained personnel is available to check for damage to the units to assess they are safe to have power restored. Critical items such as structural integrity of the building, roofs, fallen objects and all units will be checked for safety before switching these generators back on. Coakley Bay does not permit the use of personal portable generators in any building unless prior arrangements have been made and approved by the management office prior to any disaster. This is for personal safety and the well-being of all our neighbors. These personal generators produce deadly carbon monoxide, are loud when operating and require storage of gasoline which is a fire hazard.

MEETING PLACE FOR INSTRUCTIONS AND UPDATES POST STORM

The management office will be the main meeting place and will be authorized to give out official instructions and updates as soon as they are available. If the office is damaged beyond use, then another alternate place will be designated. Use the phone numbers provided below. For information updates, the office phone will be used by our management staff to communicate to you and your renters if we have your numbers on file.

SUMMARY

We are all neighbors and it's important to remember to help each other when you can and make sure you take care of any issue you feel capable of in the short term without **RISKING** your life. **Be aware that we have one of the best staffs on this island, who work and take care of our homes and property. During these storms, we should also remember and support them in taking care of their families and homes as well. They will be here when their families are safe and when the conditions allow them to come to work.**

Many may not be aware but there are curfews and permits to travel, post-hurricane, that have to be in the hands of people traveling on island. We currently have two passes and will be requesting more. That greatly reduces who can travel here to begin recovery. If you have followed the recommendations given to you in this document, you should have everything you need to survive until help arrives. Our staff in the past have made heroic trips to get our generators and other services back on line. Be patient and never hesitate to do all that you can when help is needed.

EMERGENCY PHONE NUMBERS

Office: 340-773-9600

Also, Coakley Bay now has Satellite phone service that will be activated only when a hurricane is announced by VITEMA and cell phone service is off.

***EMERGENCY PHONE NUMBERS (Satellite Phones)**

On site director: +870 776 401 579

General Manager: +870 776 330 965

Maintenance Supervisor: +870 776 330 578