

CAREFREE DISASTER RESPONSE PLAN

PREPARATION

1. OFFICE - prepare critical information package
 - i. staff contact information
 - ii. attorney, accountant, insurance agent contact information
 - iii. up-to-date membership list & contact information
 - iv. current vendor contact list
 - v. up-to-date governing documents
 - vi. financial statements and reports
 - vii. insurance policies
 - viii. current contract information
 - ix. emergency powers reference
 - x. FEMA contact information
 - xi. confirm communication plan
 - xii. confirm evacuation plan
 - xiii. make backup of computer data –portable hard drive/thumb drive

2. OWNERS/RESIDENTS & STAFF – prepare for disaster
 - i. prepare contact information – insurance agent, family, vendor(s)
 - ii. pack insurance policy, property tax statement, (passport), cash
 - iii. make backup of computer data – portable hard drive/thumb drive
 - iv. charge mobile devices
 - v. confirm batteries, flashlights, car gassed up, water & food
 - vi. consider evacuation route/destination
 - vii. secure premises – loose exterior articles, valuables

STORM WATCH/WARNING/EVENT - STAY SAFE

1. Confirm supplies: generator fuel, batteries, flashlights, water and food.
2. Secure all loose items.
3. Ready generators, storm shutters, shelter area.
4. Confirm staff ready
5. Establish staff roster for storm and mitigation duties.
6. Advise residents to prepare
7. Disseminate shelter locations – on site and in local area
8. Encourage evacuation, especially for those with mobility challenges
9. Establish/identify Street/block captain and “buddy” list - Identify residents needing assistance.

MITIGATION - STAY SAFE

1. Check to ensure all “buddies”/residents/staff safe.
2. Survey park to identify, photograph and isolate dangerous areas – damaged lines, equipment, trees and structures.
3. Protect against further damage, theft.
4. Pre-set electrical & mechanical systems for start-up.
5. Open insurance claim with agent – contact adjuster.
6. Prioritize recovery activities.
7. Establish mitigation/repair teams – contractors and volunteers.