

**MAPLE LEAF**

**GOLF & COUNTRY CLUB**

**HURRICANE**

**PREPAREDNESS PLAN**

**March 23, 2018**

# **MAPLE LEAF GOLF & COUNTRY CLUB**

## **HURRICANE PREPAREDNESS PLAN**

### **1. DEFINITIONS**

- TROPICAL DEPRESSION – AN ORGANIZED SYSTEM OF CLOUDS AND THUNDERSTORMS WITH A DEFINED CIRCULATION AND MAXIMUM SUSTAINED WINDS OF 38 MPH OR LESS.
- TROPICAL STORM – AN ORGANIZED SYSTEM OF STRONG THUNDERSTORMS WITH A DEFINED CIRCULATION AND MAXIMUM SUSTAINED WINDS OF 39 TO 73 MPH.
- HURRICANE – AN INTENSE TROPICAL WEATHER SYSTEM WITH A WELL DEFINED CIRCULATION AND MAXIMUM SUSTAINED WINDS OF 74 MPH OR HIGHER.
- TROPICAL STORM WATCH – TROPICAL STORM CONDITIONS ARE **POSSIBLE** IN THE SPECIFIED AREA OF THE WATCH, USUALLY WITHIN 48 HOURS.
- TROPICAL STORM WARNING – TROPICAL STORM CONDITIONS ARE **EXPECTED** IN THE SPECIFIED AREA OF THE WARNING, USUALLY WITHIN 36 HOURS.
- HURRICANE WATCH – HURRICANE CONDITIONS ARE **POSSIBLE** IN THE SPECIFIED AREA OF THE WATCH, USUALLY WITHIN 48 HOURS.
- HURRICANE WARNING – HURRICANE CONDITIONS ARE **EXPECTED** IN THE SPECIFIED AREA OF THE WARNING, USUALLY WITHIN 36 HOURS.
- SAFFIR-SIMPSON HURRICANE SCALE

<u>CATEGORY</u>	<u>SUSTAINED WINDS MPH</u>	<u>DAMAGE</u>
• 1	74-95	MINIMAL
• 2	96-110	MODERATE
• 3	111-129	EXTENSIVE
• 4	130-156	EXTREME
• 5	>157	CATASTRO.

### **2. HOMEOWNER'S CHECKLIST** SEE APPENDIX A.

### **3. STAFF CHECKLIST** SEE APPENDIX B.

### **4. VOLUNTEER CHECKLIST** SEE APPENDIX C.

JOHN BRADLEY, GENERAL MANAGER

MARCH 23, 2018

## **APPENDIX A**

### **HOMEOWNER'S CHECKLIST**

#### **PRIOR TO HURRICANE SEASON**

- DETERMINE IF YOUR HOME IS BUILT TO WIND ZONE III STANDARDS (BUILT AFTER 1994) – WILL ASSIST IN PREDICTING WHAT WINDS YOUR HOME CAN WITHSTAND. NEVER PLAN TO REMAIN IN A MANUFACTURED HOME DURING A HURRICANE.
- HAVE YOUR HOME ANCHORS BEEN INSPECTED RECENTLY? HOMES BUILT TO WIND ZONE III STANDARDS HAVE MANY MORE ANCHORS THAN OLDER HOMES.
- INSTALL YOUR HURRICANE SHUTTERS IF YOU HAVE SHUTTERS.
- SECURE ALL LOOSE ITEMS OUTSIDE YOUR HOME AND WITHIN SCREENED LANAIS. LOOSE ITEMS CAN BECOME LETHAL FLYING OBJECTS OR CAUSE DAMAGE TO OTHER PROPERTY.
- INSURE THAT YOU ARE REGISTERED WITH YOUR BLOCK CAPTAIN AND HURRICANE PREPAREDNESS COORDINATOR.
- PLAN ON WHERE YOU WILL EVACUATE TO. KNOW YOUR EVACUATION ROUTE. KNOW THE NAMES AND TELEPHONE NUMBERS OF HOTELS/MOTELS OR FRIENDS IN THE AREA YOU WILL EVACUATE TO.
- PREPARE A HURRICANE KIT/DISASTER SUPPLIES KIT– **SEE ENCLOSURE 1 (COUNTY DISASTER PLANNING GUIDE).**
- IF YOU HAVE SPECIAL NEEDS YOU SHOULD REGISTER WITH CHARLOTTE COUNTY – **SEE ENCLOSURE 2 REGISTRATION FORM FROM CHARLOTTE COUNTY**
- MAKE COPIES OF YOUR HOME TITLE(S), SHARE/CERTIFICATE, INSURANCE POLICIES, BANK ACCOUNT INFORMATION, AND OTHER ITEMS THAT COULD BE COME LOST OR DAMAGED IF YOUR HOME IS EXPOSED TO STORM DAMAGE. TAKE PICTURES OR VIDEO OF THE CONTENTS OF YOUR HOME FOR INSURANCE PURPOSES.
- BACK-UP YOUR COMPUTER FILES AND STORE DISKS IN A SAFE STORAGE AREA.
- PLAN TO KEEP YOUR CAR FUEL TANK AT A GOOD LEVEL THROUGHOUT HURRICANE SEASON.
- KEEP YOUR PRESCRIPTIONS FILLED.
- KNOW THE NAME AND LOCATION OF THE CHARLOTTE COUNTY EMERGENCY SHELTERS – **SEE ENCLOSURE 1.**

#### **WHEN HURRICANE WATCH IS ANNOUNCED**

- KEEP YOUR WEATHER ALERT RADIO ON.
- KEEP YOUR CELL TELEPHONE CHARGED.

- WATCH WEATHER UPDATES ON TELEVISION.
- PICK-UP ALL LOOSE ARTICLES AROUND YOUR HOME AND PLACE INSIDE.
- REMOVE HANGING BASKETS AND LAWN ORNAMENTS AND PLACE INSIDE.
- PLACE BICYCLES INSIDE YOUR SHED OR HOME.
- FILL THE FUEL TANK OF YOUR VEHICLE.
- CHECK THE CONTENTS OF YOUR HURRICANE KIT/DISASTER SUPPLIES KIT.
- REVIEW YOUR EVACUATION PLANS. EARLY EVACUATION MAY AVOID CONGESTION AS THE STORM GETS CLOSER.
- MAKE RESERVATIONS AT A MOTEL/HOTEL ON YOUR EVACUATION ROUTE.
- PLAN WHAT YOU WILL TAKE IF YOU EVACUATE (MEDICATIONS, PERSONAL HYGIENE ITEMS, CLOTHING, CHARGED CELL PHONE, PORTABLE RADIO, FLASHLIGHT, BATTERIES, CASH, WATER, FOOD, ETC.).
- FILL YOUR BATHTUB WITH WATER. THIS MAY BE USED FOR HYGIENE AND FLUSHING TOILETS IF THE WATER SUPPLY IS INTERRUPTED.
- MAKE PLANS FOR THE FAMILY PET. MOST SHELTERS DO NOT PERMIT PETS.
- NOTIFY FAMILY AND FRIENDS OF YOUR PLANS.
- MAINTAIN CONTACT WITH THE PARK OFFICE AND YOUR BLOCK CAPTAIN FOR THE LATEST INFORMATION.
- CHECK CH 195 FOR INFORMATION (SERVICE MAY NOT ALWAYS BE AVAILABLE).

#### **WHEN HURRICANE WARNING IS ANNOUNCED**

- CHARLOTTE COUNTY MAY ORDER MANDATORY EVACUATION FOR MANUFACTURED HOME COMMUNITIES. LAW ENFORCEMENT MAY INSURE RESIDENTS EVACUATE.
- PARK STAFF, HURRICANE PREPAREDNESS COORDINATOR, AND BLOCK CAPTAINS WILL ISSUE INSTRUCTIONS.
- CHARLOTTE COUNTY SHELTERS MAY BE OPENED. THOSE THAT WILL ACCEPT SPECIAL NEEDS AND PETS WILL BE ANNOUNCED.
- SPECIAL NEEDS PERSONS SHOULD EVACUATE OR PROCEED TO THE APPROPRIATE COUNTY SHELTER THAT ACCOMMODATES THOSE WITH SPECIAL NEEDS.
- RESIDENTS SHOULD BE EVACUATING THE PARK. IF YOU WAIT UNTIL TOO LATE I-75 OR OTHER PRIMARY EVACUATION ROUTES MAY BE TOTALLY CONGESTED.
- NOTIFY FAMILY AND FRIENDS OF YOUR PLANS.

- PRIOR TO DEPARTING RESIDENTS SHOULD INSURE THEIR HOME IS SECURE TO INCLUDE TURNING OFF THE WATER SUPPLY AND ELECTRICAL POWER. DISCONNECT PROPANE TANKS.
- STAFF WILL OPEN THE CAN AM CLUBHOUSE AND QUEENSWAY CENTER AS A BACK-UP ONLY IF THERE IS NOT A DECLARED MANDATORY EVACUATION– **CAN AM CLUBHOUSE AND QUEENSWAY CENTER ARE NOT APPROVED RED CROSS OR COUNTY SHELTERS. RESIDENTS SHOULD BE PREPARED TO DEPART THE PARK.**
- RESIDENT VEHICLE GATES MAY BE OPENED IN CASE OF POWER OUTAGES.
- GOLF COURSE AND SANDBAR WILL BE CLOSED.
- MOST STAFF WILL BE RELEASED TO DEAL WITH THEIR FAMILIES AND PERSONAL RESIDENCE.
- IF YOU CANNOT EVACUATE AND ARE PERMITTED TO USE THE CAN AM CLUBHOUSE OR QUEENSWAY CENTER (ONLY IF THERE IS NOT A MANDATORY EVACUATION), THEN PROCEED TO THE APPROPRIATE BUILDING WITH YOUR HURRICANE KIT AND BEDDING. FOLLOW THE DIRECTIONS OF STAFF.

#### **DURING HURRICANE**

- YOU SHOULD HAVE EVACUATED.
- STAY AWAY FROM WINDOWS AND OPENINGS.
- DO NOT OPEN DOORS OR WINDOWS DURING THE STORM. INSURE THAT ANY CALM IN THE STORM IS NOT THE EYE OF THE HURRICANE PASSING WHICH WILL BE FOLLOWED BY MORE HURRICANE CONDITIONS.
- FOLLOW THE DIRECTIONS OF STAFF AND GOVERNMENT PERSONNEL.
- MINIMIZE ELECTRICAL POWER USAGE IF IT IS ON OR GENERATOR POWER IS ACTIVATED.
- DO NOT USE REST ROOMS IF THE WATER SUPPLY IS INTERRUPTED.
- BE PREPARED FOR VIOLENT RAIN AND LIGHTNING FOLLOWING HURRICANE CONDITIONS.

#### **POST HURRICANE**

- DO NOT RETURN TO MAPLE LEAF WITHOUT AUTHORIZATION.
- HAVE VALID IDENTIFICATION. YOU MAY NOT BE PERMITTED BACK INTO THE AREA UNLESS YOU CAN SHOW PROOF OF RESIDENCY.
- BE PREPARED FOR EMERGENCY RESPONDERS, LAW ENFORCEMENT, NATIONAL GUARD, AND AID AGENCIES TO BE IN THE AREA.
- AVOID DOWNED OR EXPOSED UTILITY LINES.
- ENTER YOUR HOME WITH CAUTION.

- DO NOT TURN ON CIRCUIT BREAKERS IF HOME IS DAMAGED, ELECTRICAL PEDESTAL IS DAMAGED, OR POWER IS OFF IN AREA.
- IF POWER WAS INTERRUPTED OR OFF FOOD SPOILAGE MAY HAVE OCCURRED.
- BE AWARE OF SNAKES, RODENTS, OTHER ANIMALS, OR INSECTS FOLLOWING A STORM.
- CONTACT YOUR INSURANCE COMPANY IF YOU INCUR DAMAGE.
- DO NOT EMPLOY CONTRACTORS THAT DO NOT HAVE PROPER CREDENTIALS OR REFERENCES.
- STAY IN CONTACT WITH THE PARK OFFICE OR ALTERNATE EMERGENCY OPERATIONS CENTER.
- PARK STAFF WILL INSTALL ALTERNATE MEANS OF COMMUNICATIONS IF REQUIRED.

## **APPENDIX B**

### **STAFF CHECKLIST**

#### **PRIOR TO HURRICANE SEASON**

- MAINTAIN CONTACT WITH THE CHARLOTTE COUNTY OFFICE OF EMERGENCY MANAGEMENT.
- INSURE SHUTTERS ARE INSTALLED ON ALL APPROPRIATE COMMUNITY BUILDINGS.
- EXERCISE GENERATORS THROUGHOUT THE YEAR.
- PREPOSITION THE GENERATORS AT APPROPRIATE LOCATIONS – CAN AM CLUBHOUSE AND MAINTENANCE (QUEENSWAY CENTER GENERATOR IS PERMANENT).
- REVIEW THE GENERATOR PLANS FOR THE CAN AM CLUBHOUSE AND QUEENSWAY CENTER TO INSURE POWER TRANSFER SYSTEM IS OPERATIONAL.
- INSURE ALERT AND PERSONNEL ROSTERS ARE UPDATED.
- INVENTORY FIRST AID KITS AND EMERGENCY SUPPLIES.
- INSURE RADIOS, BATTERIES, SAFETY VESTS, AND APPROPRIATE CLOTHING ARE AVAILABLE.
- BACK-UP ALL NECESSARY COMPUTER FILES.

#### **WHEN HURRICANE WATCH IS ANNOUNCED**

- COORDINATE WITH CHARLOTTE COUNTY OFFICE OF EMERGENCY MANAGEMENT.
- PREPOSITION FUEL FOR THE EMERGENCY GENERATORS.
- TEST RUN THE GENERATORS.
- KEEP FUEL TANKS FULL ON ALL VEHICLES.
- INVENTORY PARK FOR LOOSE OBJECTS AND PROPANE TANKS. SECURE AS NECESSARY.
- CLOSE SHUTTERS ON THE CAN AM CLUBHOUSE.
- INSTALL DOOR SHUTTERS ON COUNTRY CLUB AND PRO SHOP.
- PREPARE THE CAN AM CLUBHOUSE AND QUEENSWAY CENTER FOR OCCUPANCY.
- REMOVE ALL FLAGS.
- CHECK THAT ALL STORM DRAINS ARE CLEAR.
- PLACE APPROPRIATE INSTRUCTIONS ON CH 117/795.
- STORE ICE AND WATER.
- PROVIDE RADIOS TO ESSENTIAL STAFF AND VOLUNTEERS.
- PLACE VALUABLE FILES AND COMPUTER DISKS IN A SECURE PLACE.

### **WHEN HURRICANE WARNING IS ANNOUNCED**

- COORDINATE WITH CHARLOTTE COUNTY OFFICE OF EMERGENCY MANAGEMENT.
- UPDATE INFORMATION AND INSTRUCTIONS ON CH 195.
- IMPLEMENT EVACUATION ORDERS.
- OPEN CAN AM CLUBHOUSE AND QUEENSWAY CENTER UNLESS THERE IS A COUNTY ORDERED MANDATORY EVACUATION.
- SECURE POOL AND DECK FURNITURE.
- REMOVE SUNDECK CANOPY.
- REMOVE SHADES OVER SANDBAR DECK.
- PREPOSITION MAINTENANCE VEHICLES AND EQUIPMENT IN APPROPRIATE LOCATIONS WITH FULL TANKS OF FUEL. PLACE TRACTOR BEHIND STUCCO NEAR MAIN ENTRANCE.
- REMOVE EVERYTHING (FLAGS, WATER CONTAINERS, DIVOT CONTAINERS, ETC.) FROM THE GOLF COURSE.
- PLACE ALL GOLF CARTS, SALES CARTS, AND OTHER POSSIBLE MAINTENANCE VEHICLES INTO THE MAINTENANCE BUILDING AND FIRE BARN.
- BE PREPARED TO PUT ALL ENTRANCE AND EXIT GATES INTO THE UP POSITION.
- DETERMINE THE APPROPRIATE LEVEL OF THE ADJUSTABLE WEIR LOCATED BY # 10 GREEN.
- DETERMINE STAFFING REQUIREMENTS, DEPENDING UPON THE FORECASTED STORM INTENSITY OR EMERGENCY.
- IMPLEMENT ALERT ROSTER WHEN NECESSARY AND POST STORM MANNING LEVELS.
- DETERMINE AND ISSUE SPECIAL EQUIPMENT (FLASHLIGHTS, BOOTS, RAIN GEAR, RATIONS, ETC.) FOR EMPLOYEES AND VOLUNTEERS.
- DETERMINE LOCATION OF MLE COMMAND POST AND OPERATIONS CENTER.
- CLOSE GOLF COURSE AND SANDBAR.
- RELEASE NON-ESSENTIAL STAFF.
- PROVIDE ASSISTANCE AND GUIDANCE TO VOLUNTEERS AND HOMEOWNERS AS NEEDED.
- MOVE SECURITY GUARD AND ROVER TO CAN AM CLUBHOUSE IF NECESSARY.
- START GENERATORS JUST PRIOR TO ARRIVAL OF STORM.
- PERFORM OTHER TASKS AS REQUIRED.
- BE COMPLETE WITH PREPARATIONS AT LEAST FOUR HOURS PRIOR TO PROJECTED ARRIVAL OF THE STORM.



### **DURING HURRICANE**

- MAINTAIN CONTACT WITH CHARLOTTE COUNTY EMERGENCY MANAGEMENT IF POSSIBLE.
- PROVIDE COMMAND AND CONTROL.
- MAINTAIN SECURITY DEPENDING UPON STORM CONDITIONS.
- PROVIDE ONE STAFF MEMBER IN THE CAN AM CLUBHOUSE AND QUEENSWAY CENTER, IF POSSIBLE, AND IF THEY ARE OCCUPIED.
- INSURE ALL DOORS AND OPENINGS ARE SECURED ON THE CAN AM CLUBHOUSE AND QUEENSWAY CENTER.
- MAINTAIN RADIO CONTACT WITH OTHER STAFF AND SECURITY IF POSSIBLE.
- DETERMINE WHEN IT IS APPROPRIATE TO OPEN DOORS OF THE BUILDINGS FOLLOWING THE STORM.

### **POST HURRICANE**

- DETERMINE IF THERE ARE ANY INJURIES AND TAKE APPROPRIATE ACTION.
- SECURE THE PARK.
- ACTIVATE THE COMMAND POST IN THE PRIMARY OR ALTERNATE LOCATION.
- ESTABLISH ACCESS CONTROL TO THE PARK.
- DETERMINE IF THERE IS POWER, WATER, AND SEWER IN ALL SECTIONS OF THE PARK.
- ESTABLISH CELL TELEPHONE COMMUNICATIONS FOR THE COMMAND POST IF NORMAL TELEPHONE SERVICE IS NOT AVAILABLE.
- CLEAR ROADS WITH AVAILABLE TRACTOR AND OTHER EQUIPMENT.
- TOUR THE COMMUNITY TO DETERMINE THE DAMAGE ASSESSMENT.
- ACTIVATE THE EMPLOYEE ALERT ROSTER TO RECALL EMPLOYEES.
- COORDINATE WITH CHARLOTTE COUNTY EMERGENCY MANAGEMENT, LAW ENFORCEMENT, EMERGENCY RESPONDERS, AID AGENCIES, AND OTHER ORGANIZATIONS AS NECESSARY.
- ESTABLISH LIAISON WITH FPL, CCU, AND COMCAST.
- DETERMINE AVAILABILITY OF WATER AND FOOD PROVISIONS.
- ESTABLISH CONTACT WITH HOMEOWNERS AS NECESSARY TO PROVIDE INFORMATION.
- PERFORM NECESSARY REPAIRS.
- MAKE CONTACT WITH INSURANCE AGENCY.
- CONTACT ENGINEERING FIRM IF NECESSARY.
- PROVIDE GENERATOR SUPPORT WHERE NECESSARY.
- INVENTORY ELECTRICAL PEDESTALS IN THE PARK.
- DETERMINE DAMAGE TO THE GOLF COURSE.
- OPEN SANDBAR AND GOLF COURSE ONLY WHEN APPROPRIATE.

- CONTRACT FOR NECESSARY FUNCTIONS (TREE REMOVAL, DEBRIS REMOVAL, BUILDING REPAIRS, UTILITY REPAIRS, ETC.).
- SET-UP HOMEOWNER ASSISTANCE PROGRAM.
- INITIATE THE PARK RECOVERY PLAN AS REQUIRED.

## **APPENDIX C**

### **VOLUNTEER CHECKLIST**

#### **PRIOR TO HURRICANE SEASON**

- HURRICANE PREPAREDNESS COORDINATOR AND BLOCK CAPTAINS ARE DESIGNATED IN COORDINATION WITH BOARD OF DIRECTORS AND GENERAL MANAGER.
- HURRICANE PREPAREDNESS COORDINATOR ESTABLISHES CONTACT AND COORDINATION WITH THE BLOCK CAPTAINS.
- HURRICANE PREPAREDNESS COORDINATOR TRAINS AND SUPERVISES THE BLOCK CAPTAINS.
- BLOCK CAPTAINS ESTABLISH LISTS OF RESIDENTS STAYING IN THE PARK DURING HURRICANE SEASON.
- RESIDENT LISTS SHOULD INCLUDE TELEPHONE AND ALTERNATE TELEPHONE NUMBERS, RESIDENT EVACUATION PLAN, AND ALTERNATE CONTACT.
- BLOCK CAPTAINS DETERMINE WHICH RESIDENTS ARE SPECIAL NEEDS AND PROVIDE APPROPRIATE GUIDANCE.
- BLOCK CAPTAINS MAINTAIN FREQUENT CONTACT WITH RESIDENTS.
- HURRICANE PREPAREDNESS COORDINATOR PROVIDES THE PARK OFFICE WITH THE BLOCK CAPTAINS LIST.

#### **WHEN HURRICANE WATCH IS ANNOUNCED**

- HURRICANE PREPAREDNESS COORDINATOR AND BLOCK CAPTAINS PROVIDE INSTRUCTIONS AND INFORMATION TO RESIDENTS STILL IN THE PARK.
- HURRICANE PREPAREDNESS COORDINATOR MAINTAINS CONTACT WITH GENERAL MANAGER AND BLOCK CAPTAINS.
- HURRICANE PREPAREDNESS COORDINATOR DETERMINES IF ALTERNATE BLOCK CAPTAINS ARE REQUIRED.

#### **WHEN HURRICANE WARNING IS ANNOUNCED**

- HURRICANE PREPAREDNESS COORDINATOR AND BLOCK CAPTAINS ASSIST WITH EVACUATION INSTRUCTIONS.
- BLOCK CAPTAINS INFORM HURRICANE PREPAREDNESS COORDINATOR OF STATUS OF EACH RESIDENCE.
- HURRICANE PREPAREDNESS COORDINATOR PROVIDES UPDATED STATUS REPORT TO THE GENERAL MANAGER.
- VOLUNTEERS ASSIST WITH SECURITY IF AVAILABLE.

- VOLUNTEERS ASSIST IN CAN AM CLUBHOUSE AND QUEENSWAY CENTER (UNLESS THERE IS A COUNTY ORDERED MANDATORY EVACUATION) OR EXECUTE THEIR OWN EVACUATION PLAN.

#### **DURING HURRICANE**

- ASSIST IN CAN AM CLUBHOUSE OR QUEENSWAY CENTER, ON A VOLUNTARY BASIS IF CLUBHOUSES ARE OPEN.

#### **POST HURRICANE**

- TO BE DETERMINED.