

# THE SANDALWOOD CLUB HURRICANE DISASTER PLAN

## PRE-STORM RESPONSIBILITIES

THE ASSOCIATION - TO SECURE COMMON ELEMENTS.

THE UNIT OWNER - TO SECURE THE UNIT AND ALL PERSONAL PROPERTY.

## ASSOCIATION ACTIONS

When a named hurricane, forecasted to impact the West Coast of Florida which is projected to travel inland within 50 miles North or South of Pinellas County or a storm with sustained winds forecast to be greater than 50 mph is projected to impact central Pinellas County, Sandalwood maintenance will (72 hours prior to projected hurricane impact or 48 hours prior to projected storm impact) secure the clubhouse, pool and common elements and leave the property.

1. Store all pool furniture inside the Clubhouse or other secure enclosure.
2. Remove and Protect all electronic equipment and critical files and documents.
3. Close and lock all Clubhouse and storage area doors.
4. Lock and chain closed the pool and spa area access gate.
5. Turn off all non-essential electrical and plumbing systems.
6. Close and lock all Clubhouse access doors and windows and lock interior doors.
7. Close and lock the Laundry room's doors and windows.
8. Secure or remove any items deemed to be a hazard in high wind.

## UNIT OWNER ACTIONS

For residents safety and security, residents should be prepared to evacuate and/or sustain themselves through periods of utility outages and a lack of services. Having emergency supplies is essential. At a minimum owners and residents should have adequate supplies of:

1. Water and Food for all unit residents for at least one (1) week.
2. Containers for sewage (5 gal bucket(s)).
3. Emergency cooking equipment, non perishable food and supplies for pets (for 1 week).
4. Batteries and a battery powered radio(s).
5. First aid supplies and both prescription and non-prescription medicines (for 1 week).
6. Any supplies which are believed necessary for short term survival.

## EMERGENCY INFORMATION

Pinellas Emergency Management (727) 464.3800 – [www.pinellascounty.org/hurrprep](http://www.pinellascounty.org/hurrprep)

Pinellas County Emergency Medical Services (727) 582.2000

Pinellas Park Police Dept. (727) 541.0758 Pinellas Park Fire Dept. (727) 541.0712

FEMA (727) 621.336.3362 – [www.fema.gov](http://www.fema.gov)

Storm Shelter - Pinellas Park High School, 6305 118<sup>th</sup> Avenue, North, Pinellas Park

# THE SANDALWOOD CLUB HURRICANE DISASTER PLAN

## **ASSOCIATION POST-STORM RESPONSIBILITIES**

(when association personnel are allowed to return)

1. Determine the extent of damage, take “dated pictures” of the entire complex and make written notes of the damage incurred.
2. Take an inventory of all property damaged or not.
3. Contact the Association’s insurance agent (Bouchard Ins.) and a public adjuster (Tutwiler & Associates) to begin the claim process.
4. Contact the Association’s Contractors (ServPro and G. A. Nichols) to begin the process of clearing up.
5. When possible, attempt to contact owners and advise them of the current situation that exists.

## **OWNER POST-STORM RESPONSIBILITIES**

(when allowed to return)

1. When allowed to return, determine the extent of damage to your unit, take “dated pictures” of the unit and make written notes of the damage incurred.
2. Take an inventory of all personal property damaged.
3. Contact their insurance agent to begin the claim process.
4. Contact appropriate contractors to begin the process of clearing up and repairing the unit.
5. Keep the Association advised as to repair efforts and contact information.

## **SPECIAL NEEDS SHELTERS**

Oak Grove Middle School – 1370 Belcher Road, Clearwater

John Hopkins Middle School – 701 16<sup>th</sup> street, South, St. Petersburg

If you have a pet, call the Pinellas County Animal Services at (727) 582.2600 and register your pet.

Animal Services will arrange to have your pet taken to a “Host Home”.