

2022 BELLA TRAE COMMUNITY ASSOCIATION HURRICANE/DISASTER PLAN & SUPPLEMENTAL INFORMATION PACKET



TABLE OF CONTENTS

• HURRICANE SEASON OVERVIEW & PRE-SEASON SIGN OFF	Page 2
• STEPPED PLAN- 72 HOUR ADVANCE PREPARATION	Page 3
○ 48 HOUR ADVANCE PREPARATION	Page 4
○ 24 HOUR ADVANCE PREPARATION	Page 5
○ 12 HOUR ADVANCE PREPARATION	Page 6
○ POST STORM RECOVERY	Page 7
• APPENDIXES	
○ A-EMERGENCY CONTACT NUMBERS	Page 9
○ B-SAFFIR SIMPSON HURRICANE INFORMATION	Page 10
○ C-CDC PLANNING INFORMATION	Page 11
○ D-EMERGENCY CHECKLISTS	Page 13

Hurricane Preparation List 2022 Operational Plan

❖ **Reminders Regarding Emergency Powers:**

- Emergency powers with an approaching storm CAN be delegated by deputizing 1 or more board members OR non-board members. This is best done in advance by a Board action which can occur at an Emergency Meeting
 - For purposes of this document this person is referred to as the Person in Charge (PIC defined on page 6)
 - If this is done these deputies have all of the powers of a board member for the emergency for administration of the disaster plan.
- If the Governor declares a disaster the following additional powers are given to the board to assist in recovery:
 - Relaxation of FS -718 quorum requirements, 1 or more board members may act on behalf of the board without quorum in emergency situations to administer the emergency and recover the community.
 - The Board/ Board Member/ PIC can move or relocate the community office to any location to assist in community recovery.
 - The Board/ Board Member/ PIC can declare any part of the property as “unavailable for use” if a governmental order or public health directive has been issued prohibiting access or use of the property.
 - The Board/ Board Member/ PIC can utilize the items listed in the reserve study as potential offsets to the anticipated large deductible possible from a major storm.
 - The Board/ Board Member/ PIC can open a line of credit as needed to offset emergency expenditures.
 - The Board/ Board Member/ PIC can levy special assessments as needed to assist in property restoration.

❖ **HURRICANE SEASON ONSET:** (to be completed by the Community Representative and CAM)

➤ **Communications:**

- Ensure all electronic communication methods are functional and ready to use
- Build communications/ notifications templates for 72-48-24-12 resident communications.
- Build emergency contacts list with management and staff information.

➤ **Community:**

- Prepare Emergency Recovery Documents
 - ◆ Check on insurance policies to ensure policies are in force
 - ◆ Verify vendor lists are accurate and current
 - ◆ Print Homeowner Rosters and Property Profile.
 - ◆ Print/save E-copies and put these documents in a safe location
- Take pictures of all assets

➤ **Grounds:**

- Contract Landscaping company
- Confirm post-cleanup contractual obligations.
 - Confirm trim trees back from buildings
 - Check trees for dead limbs and trim over roofs
 - Check plant beds for season readiness (ex. dead plant material loose edging)
- Ensure all fixtures are securely anchored and free from defects
- Ensure all signs are securely fastened
- Check all Pond flood control structures for correct operation and clear of obstruction.

➤ **Buildings/Clubhouse/ Storage Facility:**

- Check roof and gutters for signs of disrepair and correct any deficiencies
- Ensure all signs are securely fastened to buildings
- Visually inspect all car port structures and roofs, confirm storm ready (no damage evident)

➤ **Pool/Spa:**

- Check all signs in order to ensure that they are securely fastened
- Check plant beds for season readiness

❖ **HURRICANE SEASON ONSET:** All preparations will coincide with the arrival of named storms using NHC/NOAA prediction models. [See Appendix B.](#)

- **Condition Blue:** Storm force winds expected within 72 hours
- **Condition Yellow:** Storm force winds expected within 48 hours
- **Condition Orange:** Storm force winds expected within 24 hours
- **Condition Red:** Storm force winds expected within 12 hours

STEPPED OPERATIONAL PREPAREDNESS PLAN

❖ FORECAST NAMED STORM WATCH ISSUED:

- **Communications:**
 - Master Association in concert with the CAMs from each organization will Email all BODs to inform them of potential storm impact and initiation of Hurricane Plans
 - Remind all residents that hurricane plan timelines will be implemented being mindful of the arrival of Tropical Storm force winds associated with a named storm.
- **Community:**
 - Check on all fuel operated generators/tools for functionality
 - “Top off” petty cash funds in case emergency buying of small items is needed (gasoline, tools etc.)
 - Inventory Hurricane supplies- Duct tape, Tarps, Batteries, Generator, Flashlights, Locks, Chains, Cable Ties, etc.
- **Grounds:**
 - Check trees for dead limbs and trim over roofs
 - Ensure all fixtures are securely anchored and free from defects

❖ FORECAST STORM IMPACT 72 HOURS OUT: CONDITION BLUE

- **Communications:**
 - Phone call to BOD Presidents indicating proceeding with 72-hour operational plan.
 - Request updates / changes in direction from plan as published.
 - Discuss amenities closure (pool, clubhouse, tennis court)
 - ◆ SOP will be 48 hrs. prior to storm conditions onset
 - ◆ May be adjusted to 60 hrs. in advance based on storm strength and probability of impact
 - ◆ Notify residents that pool will not re-open until a minimum of 24 hours of stable pool chemistries are recorded
 - Email all BODs to inform them of potential storm impact and initiation of Hurricane Plans.
 - Post notices of impending storm path and emergency contacts on Community Channel, E-blasts & Facebook BTC, Bella Trae Cares will use these on their page as needed.
 - Advise residents to clear their patios
 - Advise residents that car port parking is “At own Risk”. While carport does provide protection, it is not complete, and there is a possibility high winds may cause structural failure/collapse.
- **Community:**
 - Verify pictures of all assets are on hand
 - Inspect Weepholes on lanais. (Ventura & Promenades)
- **Grounds:**
 - Schedule vendors for pick-up of bulk trash and empty compactor
 - Secure and prepare fountains /retention ponds
 - Purchase fuel for equipment/ generators
 - Store fuel in approved locked cabinet
 - Charge all equipment batteries and procure additional batteries as needed
 - Clear all Pond flood control structures of obstructions and verify correct operation.
- **Buildings/Clubhouse/ Storage Facility:**
 - Prepare to act on amenities closure schedule (-60 hours or -48 hours)
 - Check for any loose items attached to buildings and secure or remove these items
 - Patrol community and notify residents to clear their patios
 - Contact residents / use of emergency keys to remove furniture
 - Remove all kiosk trash cans
- **Pools:**
 - Prepare to act on closure schedule (-60 hours or -48 hours)
 - Secure all items not related to the safe operation of the pool, other than furniture. (Campeon)
 - Remove potted trees/plants from pool area and store inside (Campeon)

❖ FORECAST STORM IMPACT 48 HOURS OUT: CONDITION YELLOW

➤ **Communications:**

- Confirm readiness of Board member or Board appointed Deputy on site who will serve as communication liaison/ on site PIC (Person in Charge). This person will be responsible for post storm communication with CAM and possible emergency actions.
 - Send electronic version of management/staff emergency contact information prepared at the start of hurricane season and obtain Bella Trae Cares contact list and print.
- Phone call to BOD Presidents indicating proceeding with 48-hour operational plan.
- Email all BODs to inform them of progress with Hurricane Plans.
 - Note changes in direction from plan as published.
- Post notices of impending storm path on Community Channel, E-blasts & Facebook BTC, Bella Trae Cares will use these on their page as needed.
- Advise residents and owners to prepare including removing vehicles from in front of the clubhouse.
- Remind residents to clear their patios using all electronic means mentioned above
- Post notices of pool closing using all electronic means mentioned above.
- Post notices of impending storm path using all electronic means mentioned above.
- Post notices of shelters if available using all electronic means mentioned above.
- Communicate that swing gates community wide are being secured
- Barrier arms will remain in operation until 12 hours before forecast arrival of storm.

➤ **Community:**

- Verify pictures of all assets are on hand
- Print out owners and tenant contact list. Secure with other important contacts.

➤ **Grounds:**

- Prepare/secure all doggy stations
- Remove all bikes from bike racks (verify station is secure)
- Remove tennis court net and supplies to storage facility
- Verify benches are securely anchored and remove those that are not.
- Remove or secure front entrance gates
- Secure dumpster surround gates and secure ceiling tiles in Mandalay surround.
- Secure all emergency access gates that have chains/padlocks (remove locks replace with cable ties)
- Verify irrigation system has been secured.
- Remove signage, including street signs as needed.

➤ **Buildings/Clubhouse/ Storage Facility:**

- Close clubhouse and pool
- Check areas around buildings for loose or unsecured items
- Backup all computer data.
- Attach hurricane protection to the exterior of the guardhouse as needed.
- Place computer equipment in storage room located in assistant managers office on top of utility cart
- Lock all filing cabinets if possible- move any critical records to a dry safe interior location
- Recheck lanais throughout property, remove furniture as needed.
- Check all car-port storage doors and make sure they are secure

➤ **Pools:**

- Close pool area and post pool closed signage
- Place umbrellas, trash cans, clocks and floatation devices in Campeon
- Place tables, chairs, pool safety equipment in Campeon
- Secure and lock gates with locks/chains

❖ FORECAST STORM IMPACT 24 HOURS OUT: CONDITION ORANGE

➤ **Communications:**

- Meet with Board member/PIC and meet regarding disaster plan and preparation
- Phone call to BOD Presidents indicating proceeding with 24-hour operational plan.
- Email all BODs to inform them of progress with Hurricane Plans.
 - Note changes in direction from plan as published
- Update notices of impending storm path using all electronic means mentioned above
- Update notices of shelters if available using all electronic means mentioned above
- Communicate shutdown of elevators approximately 12 hours out. Encourage disabled residents to identify and ask for assistance.
- Re-Communicate closure of clubhouse to all residents.
- Communicate barrier arm gate removal will commence at condition RED
- Maintenance personnel and clubhouse desk staff will be released following completion of 24-hr preparations.

➤ **Community:**

- Place Emergency Recovery Documents listed above in in Assistant Managers office, wrapped in plastic, on a utility cart. (Listed under “community” on page 1)

➤ **Grounds:**

- Secure trash enclosure doors.
- Patrol community and check for any loose items or debris and secure items
- Video tape community on drive through with maintenance person for possible insurance issues

➤ **Buildings/Clubhouse/ Storage Facility:**

- Check areas around buildings for loose or unsecured items
- Prep Guardhouse for shutdown
- Recheck lanais throughout property
- Backup all computer data.
- Place computers in Assistant Managers Office on top of utility cart
- Lock all filing cabinets
- Check storage facility garage doors to make sure they are secure
- Check storage facility roll up doors to make sure they are secure
- Secure golf carts on chargers and remove all items into storage facility.

❖ **FORECAST STORM IMPACT 12 HOURS OUT: CONDITION RED**

➤ **Communications:**

- Final meeting with Board member/PIC regarding disaster plan and preparation
- Final Phone call to BOD Presidents indicating proceeding with 12-hour operational plan.
- Final Email to all BODs to inform them of progress with Hurricane Plans.
 - Note changes in direction from plan as published
- Update notices of impending storm path using all electronic means mentioned above
- Update notices of shelters if available using all electronic means mentioned above
- Update notices, refresh information for emergency contacts
- Communicate that elevators (Ventura) are being secured
- Communicate that barrier arms are being secured
- RAMCO will be released and guardhouse secured 12 hours prior to storm impact.
- CAMs and Assistant Manager will be released after 12-hour contingency plans are complete.

➤ **Grounds:**

- Patrol community- final inspection
- Secure Elevators (Ventura)
- Close all fire doors (Ventura)
- Secure all pedestrian gates in the closed position.
- Secure Barrier Arms

➤ **Buildings/Clubhouse/ Storage Facility:**

- Patrol community- final inspection
- Unplug all electronics and appliances before leaving property
- Verify Storage facility is secure
- Verify Clubhouse building is secure

➤ **Pools:**

- Final check- be sure all gates are locked and secured.

❖ AFTER THE STORM PASSES:

➤ **Communications:**

- CAMs will communicate with onsite PIC as soon as safe to get triage assessment for any needed emergency actions
- Post information about community recovery on electronic bill boards and Facebook page
- Request information regarding owners or tenants needs via electronic means if possible, or phone if not.
- The CAMs, assistant managers, maintenance and front desk staff should return to property as soon as it is safe and any personal emergencies are under control.
- **Post information regarding emergency generator and availability to store medications or charge phones in the clubhouse.**
- Post information as amenities restoration occurs.

➤ **Community:**

- The PIC and/or CAM **is authorized to take any immediate and safe action to preserve life or property!**
- The PIC and CAM should be prepared to deal with any needed expenditures to take care of any **immediate threats.**
- If an item is not an immediate threat, the PIC should not commit to an expenditure and the CAM should work to obtain restoral proposals for Board consideration

➤ **Grounds:**

- Communicate with onsite PIC as soon as safe to get triage assessment for any needed emergency actions
- Video tape community for possible insurance issues
- Patrol community inspecting for any downed trees and light poles
- Check lighting and electrical fixtures to ensure that all are still operational and secure
- Restore fountains to retention ponds
- Restore all removed items to proper locations
- Remove all locking mechanisms if used to secure gates
- Restore locks to chained emergency gates.
- Restore vehicle gate operations
- Restore irrigation operations
- Restore guardhouse swing gate and barrier arm operations.

➤ **Buildings/Clubhouse/ Storage Facility:**

- CAM will communicate with onsite PIC as soon as safe to get triage assessment for any needed emergency actions
- Video tape community for possible insurance issues
- Check for any damage to exterior walls or finishes
- Check for any visible damage to the roof
- Contact Roofing vendors for roof inspection

➤ **Pools:**

- Contact Pool Vendor to test systems for damage
- Contact Pool Vendor to clean pool
- Confirm a minimum of 24 hours of stable pool chemistries prior to reopening.
- Remove all stored items from Campeon
- Remove all locking mechanisms if used to secure gates
- Replace potted plants and umbrellas

❖ **This Document calls for the use of a Board Member/ Deputy on site/PIC:**

- Personal safety of the onsite PIC is the number one priority, with all other priorities rescinded.
- Prior to a storm, establish communication protocols in case of failed electricity, phones or cell networks
- Duties of the DPIC as follows:
 - 48 Hours before storm
 - Confirm role as Board member or Board appointed Deputy on site who will serve as communication liaison and on-site PIC for post storm communication with CAM and emergency action.
 - 24 Hours before storm
 - Contact CAMs and meet regarding disaster plan and preparation
 - 12 Hours before storm
 - Final meeting with CAMs regarding disaster plan and preparation
 - ◆ Share all emergency numbers of BOD Presidents/PICS/CAMs as well as street addresses ON PAPER prior to CAM departure
 - After storm passes and safe
 - Contact CAMs, and then surveil property for damage
 - Prioritize immediate threats to people first and then property
 - THE PIC IS AUTHORIZED TO TAKE ANY IMMEDIATE AND SAFE ACTION TO PRESERVE LIFE OR PROPERTY!!!
 - Any non-emergency actions should be left for the CAM to complete.
 - Look for and avoid downed or damage electrical service items (streetlights, transformers etc.)
 - Look for and report blocked roads or access ways to the county/CDD or CAM
 - Look for and document building damage and report non-emergency items to the CAM

DRAFT

**APPENDIX A
EMERGENCY CONTACT INFORMATION**

FEDERAL AGENCIES		
FEMA	www.FEMA.gov	1-800-621-FEMA (3362)
US Army Corps of Engineers	www.usace.army.mil	1-202-761-0567
U.S. Department of Housing and Urban Development (HUD)	www.hud.gov	1-800-245-2691
U.S. Department of Health & Human Services	www.phe.gov	
Center for Disease Control and Prevention (CDC)	www.cdc.gov	1-800-CDC-INFO (1-800-232-4636)
Disaster Assistance Improvement Program Ready	www.disasterassistance.gov	Text DRC + ZIP Code to 4FEMA
	www.ready.gov	1-800-621-FEMA (3362)
NOAA/National Weather Service	www.nhc.noaa.gov	1-305-229-4470
Centers for Medicare & Medical Services (CMS)	www.cms.gov	1-800-MEDICARE (633-4227)
STATE AGENCIES		
Florida Division of Emergency Management	www.floridadisaster.org	850-413-3369
Florida Department of Elder Affairs	https://elderaffairs.org/	800-96 ELDER (35337)
NOT FOR PROFIT		
American Red Cross	www.redcross.org	1-800-RED CROSS (733-2767)
The Salvation Army	www.salvationarmyusa.org	1-800-SA-TRUCK (728-7825)
The National Emergency Response Team (NERT)	www.nert-usa.org	1-207-948-3499
The National Organization for Victim Assistance	www.try-nova.org	1-800-TRY-NOVA (879-6682)
VOLUNTEER ORGANIZATIONS		
National Voluntary Organizations Active in Disaster	www.nvoad.org	1-703-778-5088
EMERGENCY COMMUNICATION		
The American Radio Relay League, Inc. (ARRL)	www.arrl.org	1-860-594-0200
The REACT International	www.reactintl.org	1-301-316-2900

SHELTERS:

<http://www.redcross.org/get-help/disaster-relief-and-recovery-services/find-an-open-shelter>

APPENDIX B

Saffir-Simpson Hurricane Wind Scale

The Saffir-Simpson Hurricane Wind Scale is a 1 to 5 rating based on a hurricane's sustained wind speed. This scale estimates potential property damage. Hurricanes reaching Category 3 and higher are considered major hurricanes because of their potential for significant loss of life and damage. Category 1 and 2 storms are still dangerous, however, and require preventative measures. In the western North Pacific, the term "super typhoon" is used for tropical cyclones with sustained winds exceeding 150 mph.

Category	Sustained Winds	Types of Damage Due to Hurricane Winds
1	74-95 mph 64-82 kt 119-153 km/h	Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph 83-95 kt 154-177 km/h	Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph 96-112 kt 178-208 km/h	Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph 113-136 kt 209-251 km/h	Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher 137 kt or higher 252 km/h or higher	Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

APPENDIX C

Additional Health & Safety Reminders from the Center for Disease Control

MAKE AN EMERGENCY PLAN BEFORE THE STORM

- Have emergency cash on hand and keep your car's gas tank full.
- List each person your plan will cover and each person's full contact information.
- List all supplies & equipment needed for each person in your plan. It may be 72 hours or more before help can arrive.
- Identify any health conditions or disability-related needs of your group and include instructions.
- Make copies of financial, insurance and medical records and keep them with your emergency plan.
- Be sure children know and understand the emergency plan.
- Each person will need identification and contact information to carry with them in an evacuation, especially children and older adults.
- Keep up your vehicle's basic maintenance and refill the gas tank when it reaches half-full. If you know you will need transportation assistance in an emergency, pre-register with your county emergency management office. This will enable the responding agency to plan for needs in advance.
- Maintain your plan, supplies & equipment
- Review and practice your plan every six months.
- Conduct fire and emergency evacuation drills every six months with everyone in your home.
- Check food supplies every six months for expiration dates. Use any food about to expire and replace it in your supply kit.
- Read the indicator on your fire extinguishers and follow the manufacturer's recharge instructions.
- Test smoke and carbon monoxide alarms monthly and change the batteries at least once a year. Replace alarms every 10 years.
- After an emergency Carry valid ID. You may be asked to show proof of residency to be allowed back into your home neighborhood.
- Include your service animals and family pets in your plan.
 - Make a pet plan List the basic supplies needed for a minimum of three days for each pet: healthy food, water, medicine, bed, leash, muzzle, toys and a carrier for each animal.
 - Have up-to-date immunization records for your pet and keep them with your emergency plan.
 - Have your pet always wear a collar and identification tag and add your cell phone number or your veterinarian's phone number on your pet's ID tag.
 - Know if your evacuation destination (friends, hotel or shelter) is pet-friendly.
 - Find out what your community's plans and resources are for protecting pets in an emergency.
 - Contact your veterinarian, local animal shelter or humane society for information about their emergency plans to shelter pets.
- If you are home, stay home. This will help keep roads clear for emergency responders.
- If there was flooding, be aware of snakes, insects and animals driven to higher ground.
- Avoid downed or damaged power wires.
- Enter your house with caution.
- Do not strike matches until you are certain there are no gas leaks.
- If there is a power outage, turn off or unplug all major appliances and electric devices to avoid damage from a sudden surge when power is restored.
- If you have a generator, remember to never operate it inside. Do not operate it near any open door, window or garage door.

EVACUATION

- Decide on where you will go if an evacuation becomes necessary. Plan your route and include alternate options. Create effective evacuation steps. Be clear about where you will go in an evacuation. Decide if you will stay with friends or relatives in a safe location, stay in a hotel or motel, or go to a county approved public shelter. If someone in your evacuation group needs basic medical care on a daily basis, a Special Needs shelter may be an option.

- Determine two additional emergency locations to meet in case you are unable to return home. One should be nearby your home, and the other outside of your neighborhood. Be sure everyone listed in your evacuation plan is familiar with these rally points. Identify a central emergency contact person for your group. Choose a friend or family member who lives outside the area and provide contact information for everyone in your group. Be sure each person has the central contact's phone numbers, email and street address. Remember, in most cases, an evacuation means to go tens of miles, not hundreds of miles away.
- Let others know your destination and intended route. Leaving early in an evacuation is helpful. Leaving later may not allow you enough time to reach safe shelter. Remember that people in other areas of the state may have received evacuation orders, so if you leave early, roads may already be congested.
- Know what alternate routes are available before you leave.

FOOD SAFETY

- Turn refrigerator and freezer controls to the coldest settings.
- Only open the refrigerator or freezer during a power outage when necessary. Food will stay frozen for up to 48 hours if a freezer is full and tightly packed. Food may keep for 24 hours in a partially filled freezer. You can fill empty freezer spaces with reusable ice containers. Fill empty plastic containers about 90 percent full of water & loosely cap the containers and place in freezer.
- If food in the freezer does defrost, use it within one or two days.
- Never refreeze food that has thawed completely. If you're unsure food is safe, throw it out!

HELP CHILDREN COPE

- Present a truthful picture of the situation that is simple and manageable.
- Monitor media exposure. If your child watches any television or uses the Internet when images or news about the event will be shown, watch with them to encourage communication and provide explanations.
- Children's fears are valid. Always take their feelings seriously.
- Give children simple tasks to do that can help in an emergency.
- Teach your children who and when to call for help - family members or family friends.
- Teach your children how to take shelter and how to contact others if they are at home alone

APPENDIX D

HURRICANE SUPPLY CHECKLIST

The most important thing you can do as hurricane season approaches is to get yourself, your family, and your home prepared. By starting early, you'll avoid the rush at home supply stores, grocery stores and other venues typically crowded and often chaotic when hurricane watches and warnings are issued. You should stock six basics for your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items. Keep the items you would most likely need during an evacuation in an easy-to carry container such as a large, covered trash container, a camping backpack, or a duffle bag.

For your convenience, we have included the following checklist for residents' use to include them as you shop for your supplies.

FOOD & WATER

WATER:

Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more.

- Store one gallon of water per person per day.
- Keep at least a three-day supply of water per person (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).

FOOD:

Store at least a three-day supply of non-perishable food. Select foods that require no refrigeration, preparation, or cooking, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Don't forget a handheld can-opener.

Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits, and vegetables
- Canned juices
- Staples (salt, sugar, pepper, spices, etc.)
- High energy foods
- Vitamins
- Food for infants
- Comfort/stress foods

FIRST AID & NON-PRESCRIPTION DRUGS

FIRST AID KIT: Assemble a first aid kit for your home and one for each car.

- | | |
|---|--|
| <input type="checkbox"/> (20) adhesive bandages, various sizes. | <input type="checkbox"/> (1) 5" x 9" sterile dressing. |
| <input type="checkbox"/> (1) conforming gauze bandage. | <input type="checkbox"/> (2) triangular bandages. |
| <input type="checkbox"/> (2) 3 x 3 sterile gauze pads. | <input type="checkbox"/> (2) 4 x 4 sterile gauze pads. |
| <input type="checkbox"/> (1) roll 3" cohesive bandage. | <input type="checkbox"/> (2) hand wipes or alcohol-based hand sanitizer. |
| <input type="checkbox"/> (6) antiseptic wipes. | <input type="checkbox"/> (2) pair large medical grade non-latex gloves. |
| <input type="checkbox"/> Adhesive tape, 2" width. | <input type="checkbox"/> Anti-bacterial ointment. |
| <input type="checkbox"/> Cold pack. | <input type="checkbox"/> Scissors (small, personal). |
| <input type="checkbox"/> Tweezers. | <input type="checkbox"/> CPR breathing barrier, such as a face shield. |

NON-PRESCRIPTION DRUGS:

- | | |
|---|---|
| <input type="checkbox"/> Aspirin or non-aspirin pain reliever | <input type="checkbox"/> Anti-diarrhea medication |
| <input type="checkbox"/> Antacid (for stomach upset) | <input type="checkbox"/> Laxative |
| <input type="checkbox"/> Activated charcoal
(use if advised by the American Association of Poison Control Centers) | |

TOOLS & SUPPLIES

- Mess kits, or paper cups, plates, and plastic utensils
- Battery-operated radio and extra batteries
- Cash or traveler's checks, change
- Fire extinguisher: small canister ABC type
- Pliers
- Compass
- Aluminum foil
- Signal flare
- Needles, thread
- Shut-off wrench, to turn off household gas and water
- Plastic sheeting
- Cell phone with chargers, inverter or solar charger
- Emergency preparedness manual
- Flashlight and extra batteries
- Non-electric can opener, utility knife
- Tube tent
- Tape
- Matches in a waterproof container
- Plastic storage containers
- Paper, pencil
- Medicine dropper
- Whistle
- Map of the area (for locating shelters)

SANITATION, CLOTHING & BEDDING

SANITATION:

- Toilet paper, towelettes
- Feminine supplies
- Plastic garbage bags, ties (for personal sanitation uses)
- Disinfectant
- Soap, liquid detergent
- Personal hygiene items
- Plastic bucket with tight lid
- Household chlorine bleach

CLOTHING AND BEDDING: *Include at least one complete change of clothing and footwear per person.

- Sturdy shoes or work boots
- Extra underwear
- Hats and protective gloves
- Blankets or sleeping bags
- Rain gear
- Sunglasses

SPECIAL ITEMS FOR BABIES

- Formula
- Bottles
- Medications
- Diapers
- Powdered milk

FOR ADULTS:

- Heart and high blood pressure medication
- Prescription drugs
- Contact lenses and supplies
- Insulin
- Denture needs
- Extra eyeglasses

ENTERTAINMENT:

- Board games and other games that don't require batteries or electricity, books for adult readers and for children.

FOR PETS: Do not leave your pets behind.

- Securely fasten a current identification tag to your pet's collar and carry a photograph of your pet. It's important to include the phone number of a friend or family member on the tag so anyone who may find your pet is able to reach someone who knows you.
- Transport pets in secure pet carriers and keep pets on leashes or harnesses.
- Call hotels in a safe/host location and ask if you can bring your pets. Ask the manager if a no-pet policy can be lifted during the disaster. Most emergency shelters do not admit pets.

- Call friends, family members, veterinarians or boarding kennels in a safe/host location to arrange foster care if you and your pets cannot stay together.
- Pack a week's supply of food, water and other provisions, such as medication or cat litter.
- Do not wait until the last minute to evacuate. Rescue officials may not allow you to take your pets if you need to be rescued.
- Keep a list of emergency phone numbers (veterinarian, local animal control, animal shelters, Red Cross, etc.).

POSSESSIONS & DOCUMENTS

- Will, insurance policies, contracts deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
- Store your kit in a convenient place known to all family members. Keep a smaller version of the supplies kit in the trunk of your car.
- Keep items in airtight plastic bags. Change your stored water supply every six months so it stays fresh. Replace your stored food every six months. Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

DRAFT