Bay Harbor Club of Bonita Beach Condominium Association

Emergency Preparedness and Response Plan 2020

This document is available to every unit owner at Bay Harbor Club with the understanding that:

It is the owner's responsibility to review the Emergency Preparedness Plan and to keep a copy in the owner's unit for easy reference by occupants.

The Lee County All Hazards Guide is a part of this Emergency Preparedness Plan.

Bay Harbor Club of Bonita Beach Condominium Association

Emergency Preparedness and Response Plan

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Special Needs Program - See Lee County ALL HAZARDS GUIDE

1. Introduction

This plan has been developed by a Bay Harbor Emergency Plan committee, chaired by Robert Ficarelli 845-825-7276 and Gary Menchhofer, Bay Harbor Club owners.

Feedback and additional considerations are encouraged and may be provided to Mr. Ficarelli or any Bay Harbor Club board member.

This plan has been reviewed by various Bay Harbor Club owners with different backgrounds and experience. The plan has also been reviewed by the Lee County Emergency Management Coordinator.

The Bay Harbor office has a weather radio courtesy of Lee County. The radio will activate automatically in the event of an emergency. The office is also on a Lee County Fax network that provides emergency alerts and information.

Individual owner responsibility is paramount in preparation and response to emergency situations and TIMELY EVACUATION IS RECOMMENDED.

- A. Bay Harbor Club Background Information
 - Bay Harbor Club of Bonita Beach Condominium Association 26225-26235 Hickory Blvd. Bonita Springs, Fl. 34134
 - 2. The Association owners elect a Board of Directors and the board is responsible for managing the Association. The board has hired a management company to assist in managing the Association and common property. This is:

Suitor Middleton Cox & Associates 15751 San Carlos Blvd., Suite 8 Ft. Myers, Florida 33908 Office: (239) 437-0340

- 104 units in two high rise buildings (52 units in each building- four on each floor)
- B. Implementation of Emergency Plan and Updating

This plan is to be implemented by the On-Site Maintenance Manager under the direction of Suitor Middleton Cox & Associates.

The overall plan should be reviewed every third year by the Board of Directors and the Emergency Preparedness and Response Committee between November and May. Evacuation, warning and shelter information should be updated annually.

- C. Owners are to be notified of significant changes.
 - 1. Included with minutes of annual Board Meeting.
 - 2. Posted on bulletin boards in lobbies and clubhouse.

D. Lee County Agencies

Emergency Management - 239-533-0622 Public Safety - 239-533-3911

II. Hazard Analysis and Related Information

A. Hazard Analysis

Bay Harbor Club is located on the east shore of Little Hickory Island and therefore is quite prone to hurricanes, tornados, flooding and less likely to fires and hazardous incidents. Access to the island is extremely limited by two bridges and early evacuation is recommended.

- B. Hazard Related Information
 - 1. Area location map (see Bay Harbor Locator Map)
 - 2. Street and site map (see Bay Harbor Site Plan)
 - 3. Number of residential units 104
 - 4. Estimated population of residential units year round 20
 - 5. Estimated population of residential units in peak season 200
 - Potential storm surge flooding risk (See Evacuation Zones, Routes & Emergency Public Shelters - Center two pages -All Hazards Guide)
 - 7. Finished floor plan elevation of clubhouse/office 5 feet above high tide.
 - 8. Flood Zone: Red Tropical Storm (4.4 to 7.4 feet above MSL)
 - 9. Proximity to major transportation artery:
 - U.S. Route 41 5 miles Interstate Route 75 - 9miles

III. Concept of Operations

- A. Management Structure
 - 1. Overall Management Responsibility: Bay Harbor Board of Directors
 - Person in Charge during emergency: On-site maintenance manager: Supervisor:
 Mike Densmore - 239-404-1555 Rob Middleton - 239-437-0340
- B. Plan Activation
 - 1. The plan should be activated when there is a HURRICANE WARNING (this is the fifth step of the hurricane warning system and is issued when hurricane conditions are expected in the designated area in 24 hours or less). When a HURRICANE WARNING is issued, precautions should be taken immediately.
 - 2. Other hazardous incidents are at the direction of the person in charge.

- 3. Procedures the Association will take to prepare for the protection of common property. (See Bay Harbor Club Association Hurricane Procedure page 4)
- Preparation owners should take for their personal property. (See Bay Harbor Club Condominium Association Unit Owners Hurricane Procedure Check List - page 5)

IV. Informing Owners/Residents and Training

- A. For Residents
 - 1. Residents will be informed of emergency information through fire alert system in each building and the telephone system located outside each building lobby.
 - 2. A "Lee County All Hazards Guide" will be provided to each condominium unit.

This addresses all types of hazards and emergency situations, many which could apply to Bay Harbor.

- 3. This Bay Harbor Emergency Plan will be provided for each condo.
- 4. A hurricane information seminar will be provided from time to time.
- 5. Residents will be notified of any changes. Postings will also be made on building bulletin boards.
- B. Association Employees Training Persons to be instructed on performing emergency activities: On-Site Maintenance Manager Property Manager

V. Bay Harbor Condominium Association Hurricane Procedures

Performed by On-Site Maintenance Manager Backup: Responsible On-Site Manager Supervisor or designee

- 1. Bring outside mats and rugs into lobby.
- 2. Bring pool furniture, umbrellas, garbage cans, etc. into clubhouse.
- 3. Put grills into trash rooms.
- 4. Take down flag.
- 5. Remove tennis court nets.

- 6. Put up sign (in each elevator) that elevators will be locked out if winds reach hurricane status. In that event, lockout elevators on penthouse floors and turn circuit breakers off on roof floor.
- 7. Turn off propane gas (at propane gas fill).
- 8. Take Bay Harbor Club building plans up to a safe unit and place on top of washer/dryer. Third floor or higher).
- 9. Shut off pool and both spa-circulating pumps. Turn off pool heater at circuit breaker in closet of clubhouse.
- 10. Lower pool level 1 foot. Add chlorine to pool and spas.
- 11. Make sure fuel tank for generators is full.
- 12. In the event of Lee County orders a Voluntary Evacuation:
 - a. Confirm the number of owners, renters and guests in both building (Occupancy Rack in lobbies)
 - b. Prepare a notice of the voluntary evacuation
 - c. Post a copy on Lobby Bulletin Board and on Club House Doors
 - d. Hand deliver to each unit occupied. Knock on door, if no answer, tape to door
 - e. Email to every Resident on email list
 - f. Prepare the property for the hurricane, as noted above
- 13. In the event Lee County orders a Mandatory Evacuation:
 - a. Prepare FINAL Mandatory Evacuation Notice
 - b. Post on Lobby Board and on Pool House Doors
 - c. Hand Deliver to each unit occupied. Knock on every door, no answer, tape to door, (take down first notice)
 - d. Email to every resident on email list.
 - e. Leave property
 - f. Return after storm for clean up

VI. Bay Harbor Club Association Unit Owners Hurricane Procedures Checklist

If you will not be in residence during hurricane season:

- Lower hurricane shutters if you have them
- Remove all lanai furniture and store within your unit
- Clear refrigerator and freezer of all perishable products
- Remove any items from the common area hallways/landings and store in your unit
- Make provision for the safety of your boat, and store bikes in bike room or your unit

If you will be in residence during hurricane season:

In addition to the above:

• Decide in advance where your family will stay during a hurricane. Make sure everyone knows

the location, address and phone number

- Make sure your car gas tank is full
- Charge cell phones
- Place 2 jugs 3/4 full of water in freezer (this will help keep inside of freezer cold if power goes out)
- Have a two-weeks supply of each item for each person in your home.
 - 1. Water 10 gallons of water (7 gallons for drinking and 3 gallons for personal hygiene). Store water in clean, plastic containers. Lots of ice. You can freeze your water supply.
 - 2. Food Purchase foods that require no refrigeration and little preparation such as: Readyto-eat canned food; canned juices, milk, soft drinks, instant coffee and tea.
 - 3. Baby Formula, bottles, powdered milk, jarred baby foods, diapers, moist towelettes and special medications.
 - 4. Medicine First aid kit, rubbing alcohol, aspirin, non-aspirin pain reliever and antacid. Extra prescription medication. Ask your physician or pharmacist how to store prescription medication.
 - 5. Personal Items Toilet paper, towels, soap and shampoo. Personal and feminine hygiene products. Denture needs, contact lenses and an extra pair of eyeglasses. Sun protection and insect repellent.
 - 6. Pets Newspapers or cat litter for your pet's sanitary needs. Moist canned foods in order to preserve water. Plastic sheets to cover floor of pet's room.
 - 7. Other Supplies Battery-operated radio, flashlights, non-electric can opener and extra batteries, ABC-rated fire extinguisher in a small canister, portable cooler, plenty of absorbent towels and plastic trash bags, wind-up or battery-operated clock, aluminum foil, paper napkins and plates, plastic cups and utensils.

VII. Bay Harbor Shelters: REFUGE OF LAST RESORT

EVACUATION IN A TIMELY MANNER IS RECOMMENDED AS WE LIVE ON AN ISLAND. (See Emergency Public Shelters - Center two pages - *All Hazards Guide*)

If necessary, here are the on-site options:

- 1. <u>Club House</u>: Our clubhouse is NOT the place to shelter during a hurricane due to its ground level location and multi-glass doors and windows on each wall.
- 2. <u>Building Stairwells</u>: We are fortunate to have windowless stairwells (two in each building, secured with heavy duty doors). This area offers quick access from each condo and the solid wall construction should provide a safe area. Two doors at each level afford excellent escape routes as well as access to the roof and ground levels. In addition, each level has a fire extinguisher.
- 3. <u>Condominium Units</u>: Our units are quite vulnerable UNLESS the glassed areas are protected by hurricane shutters or impact resistant glass. The guest bathroom is

probably the most secure area and it is closest to the only exit door from your condo. It is also the closest area to the hallway fire extinguisher. Care should be taken to protect oneself from shower doors and mirrors. Mattresses and bathtubs are good protection devices.

VIII. Personal Safety and Looting, Search & Rescue and Emergency Equipment

Personal Safety and Looting

In any disaster one must also consider personal safety from robbers and looters. One may not rely on police service in such conditions. Building and owner units must remain secure. One must adhere to the laws and safety procedures of the local and state laws in all situations.

Search and Rescue

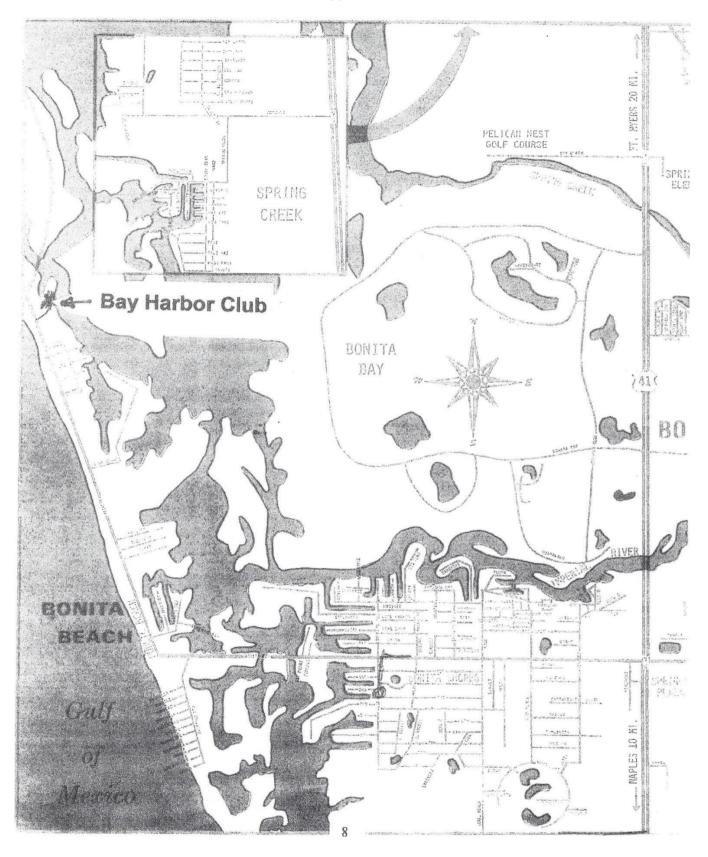
In the event you are stranded after the storm has subsided, Lee County Emergency Management has Search and Rescue capabilities which can be activated by dialing 911.

Emergency Equipment

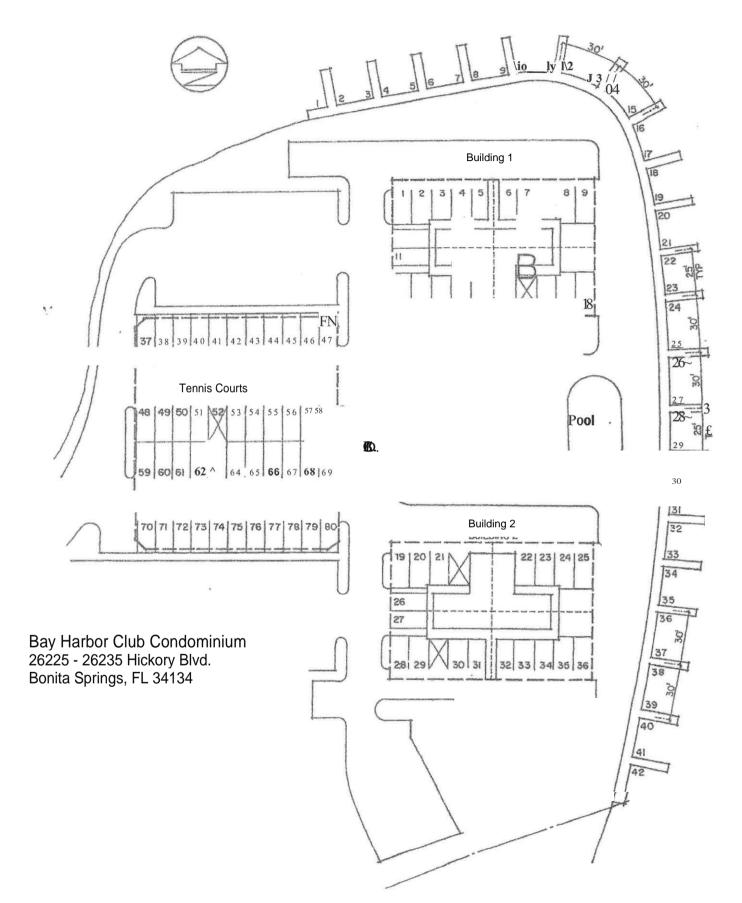
The following items are stored in each building in the fire hose box on the 3rd floor of each building.

- Crowbar
- Whistle

Located in each building's lobby are a First Aid Kit and a AED (Automatic Electronic Defibulator) Owner may want to acquire above items for their own condo unit.



Appendix



Hurricane Evacuation Check List

Evacuation Arrangement

- Make arrangements to evacuate to family/friends/motel outside any evacuation areas
- If you have pets, plan for their evacuation now
- Let your family/friends know your evacuation plan
- Think ahead if your home gets damaged or destroyed, where will you go?

Approaching Storm

- Contact family/friends where you are evacuating to confirm your plan
- Gather your emergency supplies so they are ready to pack:
 - Important documents (ID, insurance, medical, phone #s) to take with you
 - Prescriptions refill any to give you at least a two week supply (one month is better)
 - Cash from the bank to get you through a few weeks
 - Medical support equipment (feeding equipment, wheelchair, etc.)
 - Personal hygiene items, clothing
 - Non-perishable food, can opener, snacks, drinks, bottled water
 - Radio, flashlight, extra batteries
 - Lawn chair or cot or sleeping bag, if going to emergency public shelter

Ordered to Evacuate

- Confirm the evacuation is for your area
- Pack the emergency items you gathered
- Call to let family/friends know where you are going
- Confirm transportation, if necessary
- Secure your valuables or take them with you
- Turn off electrical power at main box
- Clear Refrigerator and freezer of all perishable products
- Secure your home and evacuate area

Emergency Public Shelters (listed in All Hazards Guide)

Emergency Public Shelters are places to go if you have no other choice. There is no need to register for an Emergency Shelter unless you need transportation to that shelter. A shelter is usually a concrete block structure, located outside of the storm surge area, used for protecting residents who reside in vulnerable areas and structures. It is not a hospital, nursing home, or hotel. Emergency Shelters available under emergency conditions will accept anyone who is self-sufficient and needs no outside professional assistance in performing activities of daily living.

Return Home

- Listen to radio/television for official announcement that it is safe to return to your area
- Determine that your home is not damaged and is livable
- Arrange for transportation back to your home
- Listen to the radio/television for information on FEMA or phone numbers for assistance

Returning Home After a Hurricane: Be Healthy and Safe

Serious disease outbreaks have not occurred in hurricane-affected areas, but you should still be careful of getting sick or hurt.

- Use care turning on lights.
- Wear waterproof boots and gloves to avoid flood water touching your skin .
- Wash your hands often with soap and clean water, or use a hand-cleaning gel with alcohol in it.
- Avoid tetanus and other infections by getting medical attention for a dirty cut or deep puncture wound.

Clean Your Home and Stop Mold

- Take out items that have soaked up water and that cannot be cleaned and dried.
- Fix water leaks. Use fans and dehumidifiers and open doors and windows to remove moisture.
- To remove mold, mix 1 cup of bleach in 1 gallon of water, wash the item with the bleach mixture, scrub rough surfaces with a stiff brush, rinse the item with clean water, then dry it or leave it to dry.
- Check and clean heating, ventilating, and air-conditioning systems before use.
- To clean hard surfaces that do not soak up water and that may have been in contact with floodwater, first wash with soap and clean water. Next disinfect with a mixture of 1 cup of bleach in 5 gallons of water. Then allow to air dry.
- Wear rubber boots, rubber gloves, and goggles when cleaning with bleach. Open windows and doors to get fresh air. Never mix bleach and ammonia. The fumes from the mixture could kill you.

Protect Yourself from Carbon Monoxide Poisoning

Do not use generators, pressure washers, charcoal grills, camp stoves, or other fuel-burning devices indoors or in enclosed or partially enclosed areas such as garages, even with doors or windows open. Do not put these devices outside near an open door, window, or air vent. You could be poisoned or killed by carbon monoxide, an odorless, colorless gas from burning fuel such as gasoline, charcoal, or propane.

Keep Drinking Water and Food Safe

- Listen to public announcements to find out if local tap water is safe for drinking, cooking, cleaning, or bathing. Until the water is safe, use bottled water or boil or disinfect water.
- If a "boil water" advisory is in effect, do not drink tap water or use it to brush your teeth unless water has come to a rolling boil for at least 1 minute or is treated with unscented household chlorine bleach. Add 1/4 teaspoon bleach to 1 gallon of cloudy water or 1/8 teaspoon bleach to 1 gallon of clear water then let it stand for 30 minutes.
- Do not eat food that smells bad, looks bad, or has touched floodwater. When in doubt, throw food out.

Prevent Electrical Injuries

- Do not touch fallen electrical wires. They may be live and could hurt or kill you.
- Turn off the electrical power at the main source if there is standing water. Do not turn on power or use an electric tool or appliance while standing in water.

Avoid Contact with Animals and Insects

- Reduce mosquito bites. Consider avoiding outdoor activities during the evening and early morning, which are peak biting times for many mosquitoes. Use an insect repellent with DEET or Picaridin.
- Stay away from wild or stray animals. Stray dogs may be hurt or afraid and may bite.
- Call local authorities to handle stray and wild animals.
- Get rid of dead animals according to local guidelines.

Drive Safely TURN AROUND DON'T DROWN

- Stop and look both ways at all intersections. Drive slowly and keep space between you and other vehicles. Watch out for trash on the road.
- Wear your seatbelt.
- Do not drive if you have been drinking.

Protecting Yourself From Electrical Hazards

After a hurricane, flood or other natural disaster you need to be careful to avoid electrical hazards both in your home and elsewhere.

- Never touch a fallen power line. Call the power company to report fallen power lines. Avoid contact with overhead power lines during cleanup and other activities.
- Do not drive through standing water if downed power lines are in the water.
- If a power line falls across your car while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not turn off the ignition. Warn people not to touch the car or the line. Call or ask someone to call

the local Utility company and emergency services. Do not allow anyone other than emergency personnel to approach your vehicle.

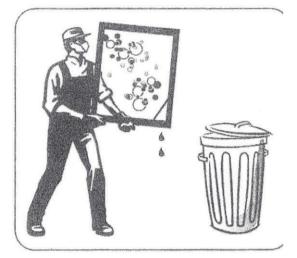
- If electrical circuits and electrical equipment have gotten wet or are in or near water, turn off the power at the main breaker or fuse on the service panel. Do not enter standing water to access the main power switch. Call an electrician to turn it off. Never turn power on or off yourself or use an electric tool or appliance while standing in water. Do not turn the power back on until electrical equipment has been inspected by a qualified electrician. All electrical equipment and appliances must be completely dry before returning them to service. Have a certified electrician check these items if there is any question. If you see frayed wiring or sparks when you restore power, or if there is an odor of system at the main circuit breaker.
- Consult your utility company about using electrical equipment, including power generators. Do not connect generators to your home's electrical circuits without the approved, automatic-interrupt devices. If a generator is on line when electrical service is restored, it can become a major fire hazard and it may endanger line workers helping to restore power in your area.

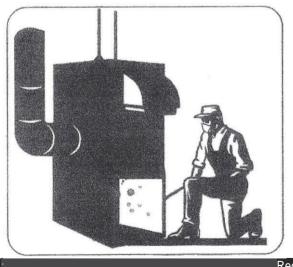
If you believe someone has been electrocuted take the following steps:

- 1. Look first. Don't touch. The person may still be in contact with the electrical source.
- 2. Touching the person may pass the current through you.
- 3. Call or have someone else call 911 or emergency medical help.
- 4. Turn off the source of electricity if possible. If not, move the source away from you and the affected person using a non-conducting object made of cardboard, plastic or wood.
- 5. Once the person is free of the source of electricity, check the person's breathing and pulse. If either has stopped or seems dangerously slow or shallow, begin cardiopulmonary resuscitation (CPR) immediately.
- 6. If the person is faint or pale or shows other signs of shock, lay him or her down with the head slightly lower than the trunk of the body and the legs elevated.
- 7. Don't touch burns, break blisters, or remove burned clothing. Electrical shock may cause burns inside the body, so be sure the person is taken to a doctor.

Heating, Ventilating & Air Conditioning (HVAC) System

Check your HVAC system for MOLD.





- You may need to hire a professional to inspect your system. Any needed repairs or cleaning of vents and air ducts should be performed before restarting the system.
- Throw away wet or water damaged filters.
- Do not run your HVAC system if you know or think that it is contaminated with mold - it could spread mold throughout your home.
- Turn off your HVAC system and cover vents and ducts during cleaning to prevent contaminating it.

Recommendations from the Centers for Disease Control and Prevention

Important Phone Numbers

Lee County Emergency Information

Lee County United Way Storm Information Hotline - Dial 211

Additional information is inside back cover of All Hazards Guide.

Agency:	Normal Business	Emergency
American Red Cross (Local Chapter)	239-278-3401	239-278-3401
Dept. of Financial Services (Insurance)	239-461-4001	800-22-STORM
Federal Emergency Management Agency	800-621-3362	800-462-7585
Florida Division of Emergency Management	850-413-9969	N/A
Fort Myers Police Department	239-321-7700	911
Lee County Animal Services	239-533-7387	239-533-7387
Lee County Government	239-533-2111	239-533-2111
Lee County Public Safety and EMS	239-533-3911	911
Lee County Emergency Management	239-533-0622	239-533-0622
Lee County Health Department	239-332-9501	239-332-9501
Lee County Sheriff's Office	239-477-1000	911
Lee County United Way Storm Information	239-433-2000	211
Salvation Army, The	239-278-1551	239-278-1551
National Weather Service / Tampa Bay	813-645-2323	N/A
Traffic Conditions in Florida	511	511

Websites

Community Emergency Response Teams (CERT)	www.ready.gov/citizens-corps
Department of Financial Services (Insurance)	www.myfloridacfo.com
Florida Lightning Safety	www.weather.gov/safety/lightning
StormReady	www.weather.gov/stormready

Additional Phone Numbers for Bay Harbor Club Residents

Electric

Florida Power and Light Outage Center: 800-468-8243 Fort Myers: 239-262-1322

Telephone, Cable and Internet Summit Broadband Bonita Springs, FL34135 239-444-0400

Water and Sewer Bonita Springs Utilities, Inc. 239-992-0711

Solid Waste

239-533-8000

<u>Fire Protection</u> Bonita Springs Fire Control & Rescue District # 27701 Bonita Springs, FL 239-949-6200 Emergency: 911

<u>Animals</u> Gulf Coast Humane Society 239-332-0364 Southwest Florida International Airport Information: 239-590-4800

Airlines Serving Southwest Florida International Airport:

Air Canada American Airlines	888-247-2262 800-433-7300
Delta Frontier Airlines	800-221-1212 801-401-9000
JetBlue Airways	800-538-2583
Southwest	800-435-9792
Spirit Airlines	801-401-2222
Sun Country	651-905-2737
United Airlines	800-241-6522
WestJet	888-937-8538

Suggested Hurricane Preparation Plan For Unit Owners

I. Preparation Checklist

- Determine evacuation route Locate local shelters, plan routes, register family members with special medical needs Contact out of town relatives to let them know your cell phone number and where you are going Freeze water ahead & put in plastic bags to put in coolers and refrigerator Assemble in waterproof bags: Medication list, proof of address, Insurance documents, birth certificates, passports, checkbooks, bills, etc Take digital photos of all interior spaces Back up important computer files onto discs or CDs. Put into baggie to take Have at least \$1,000 cash on hand Fill and keep filled car gas tank
- II Evenuation Itoma Chaoklin

II. Evacuation Items Checklist

- _____ Hurricane evacuation plans
- ____ Maps of the area
- ____ Extra clothing, hats, sturdy shoes
- ____ Rain gear
- ____ Two Flashlights
- _____ Multipurpose Tool
- ____ Portable radio or TV
- _____ Digital camera w/all memory cards
- ____ Cell phone and charger
- ____ Passports
- _____ Spare batteries to fit everything
- Checkbooks and current bills
- ____ Extra set of house and car keys
- _____ Extension cords
- _____ Towels and wash clothes
- ____ Towels for pets
- ____ Coolers
- _____ Water frozen in baggies to put in coolers
- Irreplaceable valuables
- _____ Jewelry, family photos,
- ____ Car and home owners insurance
 - policies, health insurance information

- Purchase needed items on remainder of plan
- Start collecting needed supplies for evacuation in one place
- _____ Move all lanai furniture and items inside
- furniture into living room and bedroom Close all interior doors
- Cover furniture with plastic tarps
- Lock sliding glass doors on lanai and into living room. Place towels on floor at base of outer sliders
- Put everything from tables and
- counters into cabinets and closets
- Unplug small appliances
 - _____ Turn off electricity and water
- ____ Evacuate early
 - Computer installation and backup
- disks
 - ____ Computer with printer if space
- permits
 - _____ Interior photos
 - _____ Bottled distilled water
- _____ Jug tap water to wash with gallons
- _____ Food for 7 days non-perishable, easy
- to prepare in individual servings: canned meat, canned fruit, boxed snacks, canned sodas, canned juices, canned vegetables, nuts, chips, cookies
- Plastic eating equipment
- Can opener
- ____ Dish soap
- Paper products toilet paper, paper towels, trash bags, paper plates, cat dishes, Kleenex, plastic cups, paper napkins, straws
- Matches in plastic bag
- First aid kit
- _____ Medications (more than 1 week)
- Toiletries
 - ____ Disinfectant wipes

Benadryl cream and spray Insect spray Sunscreen lotion Hydrogen peroxide Thermometer Burn ointment Safety pins Scissors and tweezers Moistened towelettes Baggies Bed pillows, blankets and sheets Foam rubber for sleeping on	Bucket Pen, paper, envelopes, stamps Personal phone directory Rolling pin for protection Containers to hold items Jumper cables, siphon hose and flares Candles Plastic tarp Work gloves Latex gloves Rope/heavy cord Body safe

Insect spray

Sunscreen lotion

III. What to Have at Home After Return Checklist

- ____ Clean up equipment
- _____ Large broom, trash bags, shovel, tools
- _____ Drinking water in jugs
- ____ Paper products

IV. What To Do After Returning From Evacuation

- _____ If you evacuated, return home only when officials say it is safe
- _____ Determine if you can stay there or have to go somewhere else
- _____ If you cannot stay at home, make arrangements to stay in hotel well outside affected area
- _____ Stay alert for extended rainfall and subsequent flooding even after the hurricane has ended
- _____ Drive only if necessary and avoid flooded roads and washed-out bridges
- Keep away from loose or dangling power lines and report them immediately to the power company
- _____ Avoid drinking or preparing food with tap water until you are sure it's not contaminated.
- _____ Check refrigerated food for spoilage. If in doubt, throw it out.
- _____ Photograph everything and note all damages
- ____ Contact insurance companies

V. Shopping List