

# **THOROUGHbred LAKES HOA HURRICANE PROCEDURE**

## **BEFORE THE HURRICANE:**

1. Trim trees and shrubs that may come in contact with homes and screened in areas.
2. All trimmings that are not picked up in time must be bundled and secured in a safe location.
3. Secure all loose items in your yard and screened in patios.
4. Generator use:
  - a. Follow the manufacturer's instructions.
  - b. Do not run the generator in a garage or enclosed area.
  - c. Do not run the generator near an open window.
  - d. Store fuel for the generator in a safe location.
5. Trim trees for all common areas.
6. Take pre hurricane photos of all common areas to keep on file.
7. Update the list of current Board Members phone numbers and addresses.
8. List of the insurance schedule attached to the hurricane plan packet.
9. Make sure all pre/post hurricane approval forms are signed.
10. List of all current association vendors and contact information
11. Make sure all storm drains are clean and clear of any debris.
12. List of evacuation centers.
13. List of items homeowners should have in their homes in preparation for the storm.

## **CLUBHOUSE/POOL**

1. Prime crews to move all pool furniture into the clubhouse.
2. Prime crews to move all trash cans into the clubhouse.
3. Prime crews to move the clock in the pool area and secure in the clubhouse.
4. Prime Irrigation to shut down the irrigation pumps.
5. Secure the gym area.
6. Perfectly Pure Pools service to shut down all pumps and the gas heaters. All pool equipment (shepard's hook, skimmers, life preserver) to be stored in the clubhouse.

**PRIME MANAGEMENT GROUP**

**THOROUGHBRED LAKES**

**ESTATES**

**IMPORTANT PHONE NUMBERS**

Joyce Sorensen, Senior Manager	549-0740
Michele Bilawsky, Senior Manager	989-5023
Colleen Cooney-Platt, Property Manager	989-5090
Kerry Arzberger, Administrative Assistant	989-5078
Felice Brown, Bookkeeper	989-5015
Barbara Gray, Rental/Resale Division	995-4106
Michael Immerman, Client Accounting Controller	995-4101
Accounts Receivable Department	989-5045
Carol Rickards, A/R Coordinator	989-5059
Karen Gehron, ACH	989-5074
Main Office/Front Desk	997-4045

**EMERGENCIES**

**EVENINGS, WEEKENDS, HOLIDAYS**

**997-4047**

## **GUARDHOUSE**

1. United K-9 is to shut down the computer system and secure.
2. United K-9 is to shut down the camera system.
3. United K-9 will secure and open all gates both on the back road and the main gate. The gate arms should be stored inside the guardhouse if they fit or inside the clubhouse.
4. United K-9 to lock up the guardhouse before leaving.

## **AFTER THE HURRICANE:**

1. Prime's hurricane emergency crew will assemble and start work. The common areas will be cleaned up and debris removed.
2. Each homeowner is responsible for their own yard clean up.
3. The property manager will inspect common areas.
4. Pictures will be taken of all damaged property.
5. The insurance agent, plumber, electrician, landscaper, etc. will be contacted as it pertains.

# Emergency Preparedness Checklist



Federal Emergency Management Agency



American Red Cross

**T**he next time disaster strikes, you may not have much time to act. Prepare now for a sudden emergency.

Learn how to protect yourself and cope with disaster by planning ahead. This

checklist will help you get started. Discuss these ideas with your family, then prepare an emergency plan. Post the plan where everyone will see it—on the refrigerator or bulletin board.

For additional information about how to prepare for hazards in your community, contact your local emergency management or civil defense office and American Red Cross chapter.

## Emergency Checklist

### Call Your Emergency Management Office or American Red Cross Chapter

- Find out which disasters could occur in your area.
- Ask how to prepare for each disaster.
- Ask how you would be warned of an emergency.
- Learn your community's evacuation routes.
- Ask about special assistance for elderly or disabled persons.

#### Also...

- Ask your workplace about emergency plans.
- Learn about emergency plans for your children's school or day care center.

### Create an Emergency Plan

- Meet with household members to discuss the dangers of fire, severe weather, earthquakes and other emergencies. Explain how to respond to each.
- Find the safe spots in your home for each type of disaster.

- Discuss what to do about power outages and personal injuries.
- Draw a floor plan of your home. Mark two escape routes from each room.
- Show family members how to turn off the water, gas and electricity at main switches when necessary.
- Post emergency telephone numbers near telephones.
- Teach children how and when to call 911, police and fire.
- Instruct household members to turn on the radio for emergency information.
- Pick one out-of-state and one local friend or relative for family members to call if separated during a disaster (it is often easier to call out-of-state than within the affected area).
- Teach children your out-of-state contact's phone numbers.
- Pick two emergency meeting places.
  - 1) A place near your home in case of a fire.
  - 2) A place outside your neighborhood in case you cannot return home after a disaster.
- Take a basic first aid and CPR class.
- Keep family records in a water and fire-proof container.

### Prepare a Disaster Supplies Kit

Assemble supplies you might need in an evacuation. Store them in an easy-to-carry container such as a backpack or duffle bag.

#### Include:

- A supply of water (one gallon per person per day). Store water in sealed, unbreakable containers. Identify the storage date and replace every six months.
- A supply of non-perishable packaged or canned food and a non-electric can opener.
- A change of clothing, rain gear and sturdy shoes.
- Blankets or sleeping bags.
- A first aid kit and prescription medications.
- An extra pair of glasses.
- A battery-powered radio, flashlight and plenty of extra batteries.
- Credit cards and cash.
- An extra set of car keys.
- A list of family physicians.
- A list of important family information; the style and serial number of medical devices such as pacemakers.
- Special items for infants, elderly or disabled family members.



## Emergency Plan

### Out-of-State Contact

Name \_\_\_\_\_

City \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

### Local Contact

Name \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

### Nearest Relative

Name \_\_\_\_\_

City \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

### Family Work Numbers

Father \_\_\_\_\_ Mother \_\_\_\_\_

Other \_\_\_\_\_

### Emergency Telephone Numbers

In a life threatening emergency, dial 911 or the local emergency medical services system number

Police Department \_\_\_\_\_

Fire Department \_\_\_\_\_

Hospital \_\_\_\_\_

### Family Physicians

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

### Reunion Locations

1. Right outside your home \_\_\_\_\_

2. Away from the neighborhood, in case you cannot return home \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Route to try first \_\_\_\_\_

## Escape Plan



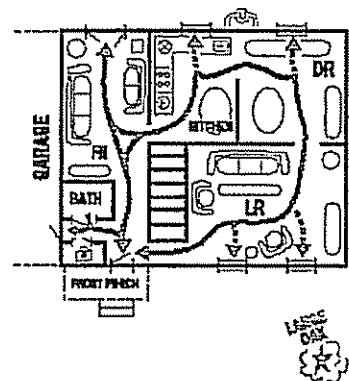
In a fire or other emergency, you may need to evacuate your house, apartment or mobile home on a moment's notice. You should be ready to get out fast.

Develop an escape plan by drawing a floor plan of your residence. Using a black or blue pen, show the location of doors, windows, stairways, and large furniture. Indicate the location of emergency supplies (Disaster Supplies Kit), fire extinguishers, smoke detectors, collapsible ladders, first aid kits and utility shut off points. Next, use a colored pen to draw a broken line charting at least two escape routes from each room. Finally, mark a place outside of the home where household members should meet in case of fire.

Be sure to include important points outside such as garages, patios, stairways, elevators, driveways and porches. If your home has more than two floors, use an additional sheet of paper. Practice emergency evacuation drills with all household members at least two times each year.

### Example:

Floor plan



## Home Hazard Hunt

In a disaster, ordinary items in the home can cause injury and damage. Anything that can move, fall, break or cause a fire is a potential hazard.

- Repair defective electrical wiring and leaky gas connections.
- Fasten shelves securely and brace overhead light fixtures.
- Place large, heavy objects on lower shelves.
- Hang pictures and mirrors away from beds.
- Strap water heater to wall studs.
- Repair cracks in ceilings or foundations.
- Store weed killers, pesticides and flammable products away from heat sources.
- Place oily polishing rags or waste in covered metal cans.
- Clean and repair chimneys, flue pipes, vent connectors and gas vents.

## If You Need to Evacuate

- Listen to a battery powered radio for the location of emergency shelters. Follow instructions of local officials.

- Wear protective clothing and sturdy shoes.
- Take your Disaster Supplies Kit.
- Lock your house.
- Use travel routes specified by local officials.

If you are sure you have time ...

- Shut off water, gas and electricity, if instructed to do so.
- Let others know when you left and where you are going.
- Make arrangements for pets. Animals may not be allowed in public shelters.

## Prepare an Emergency Car Kit

Include:

- Battery powered radio, flashlight and extra batteries
- Blanket
- Booster cables
- Fire extinguisher (5 lb., A-B-C type)
- First aid kit and manual
- Bottled water and non-perishable high energy foods such as granola bars, raisins and peanut butter

- Maps, Shovel, Flares
- Tire repair kit and pump

## Fire Safety

- Plan two escape routes out of each room.
- Practice fire drills at least twice a year.
- Teach family members to stay low to the ground when escaping from a fire.
- Teach family members never to open doors that are hot. In a fire, feel the bottom of the door with the palm of your hand. If it is hot, do not open the door. Find another way out.
- Install smoke detectors on every level of your home. Clean and test them at least once a month. Change batteries at least once a year.
- Keep a whistle in each bedroom to awaken household in case of fire.
- Check electrical outlets. Do not overload outlets.
- Purchase and learn how to use a fire extinguisher (5 lb., A-B-C type).
- Have a collapsible ladder on each upper floor of your house.
- Consider installing home sprinklers.

The Federal Emergency Management Agency's Community and Family Preparedness Program and the American Red Cross Community Disaster Education Program are nationwide efforts to help people prepare for disasters of all types. For more information, please contact your local emergency management office and American Red Cross chapter. This brochure and other preparedness materials are available by calling FEMA at 1-800-480-2520, or writing: FEMA, P.O. Box 2012, Jessup, MD 20794-2012.

Publications are also available on the World Wide Web at:

FEMA's Web site: <http://www.fema.gov>

American Red Cross Web site: <http://www.redcross.org>

Your Local Contact is:

L-154  
ARC 4473  
Aug. 1993

DISASTERS • FIRE • HAZARDOUS MATERIALS • SPILLS

Federal Emergency  
Management Agency

American  
Red Cross



# EMERGENCY PREPAREDNESS CHECKLIST



DISASTERS • FIRE • HAZARDOUS MATERIALS • SPILLS

# LIST OF GAS STATIONS WITH GENERATORS

Hess  
5980 Jog Road  
Lake Worth  
966-9580

JPC Petroleum Enterprises  
6584 Lake Worth Road  
Lake Worth  
963-4340

Mobil  
850 Gateway Blvd.  
Boynton Beach  
742-7296

Texaco-Pinewood  
645 Boynton Beach Blvd.  
Boynton Beach  
732-2279

Citgo-4 Points Market  
9975 SR 7  
Boynton Beach  
742-0050

West Boynton Auto Services  
7450 Boynton Beach Blvd.  
732-1323

Texaco-Royal Mart  
6729 South Military Trail  
Lake Worth  
642-0100