

DISASTER PLAN FOR BERKSHIRE LAKES COMMUNITY

Dear Homeowner,

This disaster plan has been prepared specifically for the Berkshire Lakes Community. I'm requesting you spend some time reviewing this most important document.

The plan is only a guide. I encourage you to become familiar with all aspects and to print out and complete the Check List Questions located on pages 10. When completed, please return it to the Clubhouse, where it will be kept on file.

I encourage you to become actively involved in this project by contacting one of the individuals listed on page 9.

Thank you,

Audrey C. Zaiser

INTRODUCTION

This plan is designed as an outline in determining what course of action is most beneficial when faced with a disaster. The biggest risk to our survival in a disaster is having no Plan. The lack of a Plan leaves us at the mercy of the event. If we think ahead, we increase our chances of making it through the disaster and decrease the amount of property damage.

The Plan is not to be used as a final word in actions to be taken but merely as a guide and checklist for those using it.

This Plan is to help you and your family prepare for those dangerous and potentially deadly days caused by Mother Nature.

There are three foundations to our plan

- 1. What are the risks in our area**
- 2. Prepare our family and home**
- 3. Plan our evacuation plan**

RISKS

The Risks in our specific area are hurricanes, tornadoes, floods, and fires. Collier County has a well-defined Emergency Management Department, which has an excellent web site. Please visit it at www.collierem.org.

Please make sure all our new residents know what to do in the event of an emergency.

Fire, law enforcement and ambulances will be unavailable once the winds reach 40mph.

Share the Plan.

PREPARATION OF FAMILY AND HOME

Educate your family by explaining what kind of a disaster might occur and let them know what their responsibility is in preparing for the event.

Things to do:

1. Know all the possible exits in your home.
2. Obtain a standard hard wired phone.
3. Know the location and how to shut off the :
 - a. gas
 - b. electricity
 - c. water
4. Prepare a first aid kit and determine a central location for it.
5. Compile an emergency telephone list. (See list)
6. Post emergency list in a prominent place within the home.
7. Designate a meeting place outside the home as a central meeting place, if all residents are not in the home at the time of the event.
8. Designate an out of state or out of region individual as a contact person.
9. Obtain an ABC fire extinguisher.
10. Flash lights; obtain one for each bedroom, crank-operated if possible.
11. Obtain a good supply of batteries and date them
12. Obtain enough candles, a supply for each room.
13. Tour your home looking for possible hazards such as bookcases that are not secured to the wall, or heavy mirrors and pictures that might fall during a heavy wind. Make sure these items are fixed or removed.
14. Locate your homeowner's policy and read it.
15. Fill the gas tank of your vehicle.
16. Reinforce the garage door.
17. Obtain a few Sterno cans and containers to fit the Sterno.
18. Keys - Keep in a central location.
19. Save old milk containers, fill with water and freeze them in freezer.
20. Fill ice chest (cooler) with clean milk containers filled with water and cover with aluminum foil.
21. Empty ice cube bin.
22. Remember to open refrigerator and freezer only when necessary.

EVACUATION PLAN

IF YOU INTEND TO LEAVE YOU MUST LEAVE EARLY

1. Place the Disaster Kit in the vehicle. (See listing)
2. Listen to the local radio station for instructions.
3. Have a Plan developed where you will go if you must evacuate and make sure every member of the family is aware of the plan.
4. Prior to leaving:
 - a. Shut off the electricity.
 - b. Shut off the water.
 - c. Move and place in doors all outside furniture, garbage cans, ornaments and other items that would pose a danger to person or home.
 - d. Close and Lock all outside shutters.

- e. If you own a pet, make arrangement for its care or take the animal with you.
- 5. Take as much water as you can.
- 6. Inventory of assets:
List all items with a description of everything in and outside of the home. Take pictures of each wall of each room with closets open and on the back of each photo write the date and general location and the contents shown.
- 7. Take the following documents and place in a water tight container:
 - a. ID
 - b. Driver license
 - c. Birth certificates or Passports
 - d. Social Security cards or Social Insurance Cards if Canadian
 - e. Insurance policies
 - f. Inventory, or photo copy
 - g. Stocks, bonds, Wills, deeds, or photo copy
 - h. Cash, credit cards, and travelers checks
- 8. Car supply kit which contains:
 - a. Flash light and batteries
 - b. Blankets
 - c. Booster cables
 - d. Cell phone charger
 - e. Energy bars
 - f. Small shovel
 - g. Candles, deep tin can, and matches
 - h. Battery powered radio and a supply of batteries.
- 9. High profile vehicles such as RV and trailers may not be allowed on evacuation route.

DISASTER PLAN FOR YOUR PET

- 1. Make sure the pet has an ID on the collar and a microchip embedded under the skin.
- 2. Take the following items for your pet:
 - a. Medications and medical records
 - b. Current Photo
 - c. Portable water bowl/cat litter pan
 - d. Crate for transport/ leash/collar/ muzzle.
- 3. If you have to evacuate make sure you have a safe place to take your pet, friends or relatives out of the immediate area.
- 4. Go to “pet friendly” hotels or motels, outside your immediate area.
- 5. Look for boarding facilities.
- 6. Bring outside pets in.
- 7. Place cats in carriers to reduce stress.
- 8. If you must leave the animal at home:
 - e. Post a notice on the door that pets are inside, how many pets there are, and

- leave a phone number.
- f. Confine pet to interior room that has ventilation but no windows.
- g. Leave several days' supply of dry food and a bathtub full or several buckets of water. Animals under stress drink a lot of water.
- h. Don't leave animals together.

SPECIAL –NEEDS RESIDENTS

Special-needs shelters are a collaborative effort between State Department of Health officials and County Emergency Management Departments. Collier County maintains one special needs shelter, located at Palmetto Ridge High School on Oil Well Road.

PLEASE NOTE: if you are a Special Needs individual CALL (239) 774-8000 NOW, or print a copy of the application form necessary to register. The web site is:

www.collierm.org.

Register now – do not wait.

DISASTER KIT

The Disaster Kit consists of six basic elements:

1. Food and water (See List of items)
2. Tools (See list of items)
3. Personal hygiene items (See list)
4. Physical comfort items (See list)
5. Medical supplies (See list)
6. Entertainment items (See list)

DISASTER KIT

FOOD AND WATER

Water- one gallon per person per day

Canned meat

Canned fish

Canned soup

Canned fruit

Canned vegetables

Canned fruit juice

Dried foods

Evaporated milk /Powered milk/ baby formula

Coffee/ tea/cocoa

Bouillon

Cereal

Pasta

Rice

Bread

Peanut butter
Candy
Crackers
Trail mix
Beans dry or can
Salt, sugar, honey, pepper,
Dry pet food.
Granola bars
Pre-packed beverages
Baby food

KITCHEN ACCESSORIES

Manual can opener
Paper plates, cups, bowls, knives, forks, spoons, cooking pots, utility knife.
Cooking fuel and container for the fuel, camp style cook stove
Aluminum foil
Plastic resealable bags

TOOLS

Paper, pencil
Needles and thread
Pliers/wrench/screwdriver/
Duct tape
Flash light and extra batteries
Candles, matches
Battery powered radio/TV

HYGIENE ITEMS

Bar soap/ disposable/waterless soap
Sanitary napkins/toilet paper/paper towels/ garbage plastic bag
Bleach/ Liquid detergent
Shampoo/deodorant/tooth paste/tooth brush/comb/brush.
Infant ware and supplies

PHYSICAL COMFORT ITEMS

Change of clothing/extra socks/extra underwear/ coat/raingear/ waterproof hats
Towels
Blankets/ sleeping bags
Sturdy shoes
Lawn chairs

MEDICAL ITEMS

First aid kit
Prescription medication
Scissors

Antibiotic ointment/non-prescription pain medication/antihistamine/anti-diarrhea medication.

ENTERTAINMENT ITEMS

Games

Books

Toys, etc.

WEATHER TERMINOLOGY

HURRICANE is a tropical storm with sustained winds of 74 mph or more. The winds blow counter-clockwise around the center. Hurricanes start as a **TROPICAL WAVE**, which becomes a **TROPICAL DEPRESSION**, then, a **TROPICAL STORM**, which then becomes a **HURRICANE**.

There are 5 Categories:

#1. Winds 74-95 mph.

Damage to: trees, shrubbery, signs, unanchored mobile homes, and some coastal flooding minor pier damage.

#2. Winds 96-110 mph.

Damage to: roofs, doors and windows, considerable damage to trees and shrubs, signs, piers, and mobile homes. Storm surge 6-8 feet above normal.

#3. Winds 111-130 mph.

Damage to: homes, wall failures, shrubbery and trees down. Storm surge 9-12 feet above normal.

#4. Wind 131-155 mph.

Damage: more extensive to walls, roofs, mobile homes, doors, windows, signs, trees, and shrubbery. Storm surge 13-18 feet above normal.

#5. Wind 155+ mph.

Damage: complete roof failure and building failures. All shrubs, trees, and signs down.

Storm surge greater than 18 feet above normal.

TORNADOS

A Tornado is a violent storm with whirling winds up to 300 mph. They are commonly found on the right front quadrant of the storm. It appears as a funnel shaped cloud, from gray to black in color. They spin like tops and sound like a roaring airplane or train. They generally move from southwest to northeast.

HOME SHELTER

The best place to go is the innermost hallway on the lowest floor. An interior closet is relatively safe. An interior bathroom is even better. Avoid windows. **DO NOT**

open any windows to equalize pressure when a tornado approaches. Opening windows may result in increase damage. Wrap yourself in a blanket to help shield you from flying glass and cushion the impact of flying objects.

The winds usually blow debris into the center of the room. Keep all doors closed.

COMMUNITY SHELTER

If you go to a community shelter give your name and address when you arrive.

- 1. If you need special food –bring it.**
- 2. Pets are not allowed in the shelters**
- 3. Bring necessary medication**

EMERGENCY TELEPHONE NUMBERS

Fire Department

Police

Family Doctor

Poison Control Center

Ambulance

Electric Company

Water Company

Pharmacy

Veterinarian

Work numbers

Cell Numbers

Neighbor

Out of town contact

Relative

In state

Out of state

Insurance Company

Home

Auto

DISASTER PLAN FOR BERKSHIRE LAKES COMMUNITY

The Berkshire Lakes Community is divided into two main components, the single-family homeowners and the multi-family homeowners.

The Berkshire Lakes Clubhouse is the designated area for all emergency information. Notices will be posted on the front door. The Clubhouse is not a shelter.

The community has been divided into segments in order to be able to effectively patrol the community prior to and after the disaster to insure the needs of this community are met.

Multi-family structures are to be divided according to the buildings. The Presidents of these Associations shall be contacted and asked to assist in developing a plan to suit their particular Association's needs and situations.

SINGLE-FAMILY STREET ASSIGNMENT

We will need one volunteer in each of the areas designated below:

- 1. Lambton start with 720 off Belville**
- 2. Vancouver Lane off Lambton**
- 3. Cutty Sark off Lambton**
- 4. Bishopgate & Craven Hill Circle off Lambton**
- 5. Berwick off Lambton**
- 6. Sloane off Lambton**
- 7. Buckingham of Lambton**
- 8. Compton South off Lambton**
- 9. Compton North off Lambton**
- 10. Huntley North off Lambton**
- 11. Huntley South off Lambton**
- 12. Wimbledon off Belville**
- 13. Wentworth off Belville**
- 14. Warwick off Belville**
- 15. Brampton off Appleby**
- 16. Newbury off Appleby**
- 17. Merryport off Belville**

Long streets are broken up to aid volunteers.

1. Appleby 6961---6980
2. Appleby 7201---7120 plus Lancashire
3. Appleby 7101---7061 plus Hastings and Newbury
4. Appleby 7041---7001
5. Lambton 100---251
6. Lambton 256---272
7. Lambton 275---307
8. Lambton 311---336
9. Lambton 714---697
10. Lambton 695---674 plus Melville
11. Lambton 672---660
12. Lambton 658---640
13. Lambton 638---614 plus Weatherby
14. Lambton 612---694 plus Darby and Oxmoor
15. Henley 200---279 plus Paddington
16. Henley 280---459
17. Henley 475---700 plus Brighton
18. Belville 960---884
19. Belville 850---832
20. Belville 828---776 plus Eastbourne
21. Belville 772---744 plus Middlesex
22. Belville 740---701
23. Belville 386 to the end

Please notify the following individuals if you are interested in serving your community in a very positive way that will truly count.

**Terry 352-9444
Betty 354-0317**

**Pat 353-6599
Audrey 352-5952**

CHECK LIST QUESTIONS

NAME

ADDRESS

PHONE

SPECIAL NEEDS?

WHO HAS A KEY TO THE HOME?

HOUSE WATCH NAME AND PHONE

PET's # AND NAMES

FULL TIME RESIDENT OR PART –IF PART GIVE DATES

NORTHEN ADDRESS AND PHONE #

IS YOUR NORTHEN ADDRESS ON FILE IN THE CLUBHOUSE?

IF NOT GET VITALS

OF PEOPLE LIVING IN THE HOME

DO YOU HAVE A GENERATOR?

DO YOU KNOW HOW TO CONNECT IT?

DO YOU HAVE ANY EMERGENCY LIGHTING? WHAT KIND?

DO YOU HAVE A GAS GRILL?

HANDICAPPED?

DO YOU HAVE A STANDARD HARD WIRED PHONE?

NEEDS-----PRE-STORM

NEEDS-----DURING STORM

NEEDS-----AFTER STORM

EMERGENCY CONTACT PERSON AND PHONE

NAME OF MD AND PHONE

DO YOU HAVE AT LEAST A 2 WEEKS SUPPLY OF MEDICATION?

DO YOU HAVE BOTTLED WATER?

DO YOU HAVE PET FOOD AND PET MEDICATION?

DO YOU KNOW HOW TO OPEN YOUR GARAGE WITHOUT ELECTRIC?

DO YOU KNOW WHERE THE CIRCUIT BREAKER IS AND IS IT MARKED?

DO YOU HAVE DUCT TAPE?

DO YOU HAVE A BATTERY POWERED RADIO?

DO YOU HAVE BATTERIES?

DO YOU HAVE CANDLES AND MATCHES?

BERKSHIRE LAKES COMMUNITY DISASTER PLAN

ORGANIZATIONAL CHART

	COMMANDER			
CAPTAIN SINGLE	CAPTAIN SINGLE	CAPTAIN CONDO	CAPTAIN CONDO	
1	1	4	4	

LIEUTENANTS LIEUTENANTS LIEUTENANTS LIEUTENANTS

20	20	1 PER BUILDING	1 PER
BUILDING			

CONDOMINIUMS	# OF BUILDINGS	# OF UNITS PER BUILDING
BERKSHIRE LANDINGS	12	
COACH HOMES	96	
COLONIES	78	
MELROSE GARDENS	74	
PARTRIDGE POINT	148	
NEWCASTLE	278	
NEW WATERFORD	168	
WINDSOR	116	