

COUNTRY CLUB SEVERE STORM/HURRICANE PREPAREDNESS MANUAL

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COUNTRY CLUB SEVERE STORM/HURRICANE PREPAREDNESS MANUAL

PHASE 1 AND 2 PREPARATIONS **SEVERE STORMS AND HURRICANES** **COMMITTEE RESPONSIBILITIES**

The purpose of this document is to ensure that certain preparedness procedures are formulated and carried out 72 hours in advance of an expected storm strike.

The committee, consisting of representatives from each of the major operating entities based in your Country Club, play a dual role during such emergencies. That is, each must focus in on their own mandated responsibilities, as well as serving collectively on the Phase 1 committee, which has the responsibility of overall coordination for the entire country club complex.

Phase 2 of this program will go into action within 24 to 36 hours of a strike, depending upon the conditions at that point in time. Phase 2 administration will originate at the Operations Center, that should be designated in advance before the storm strikes.

*This document includes suggested points of action that your club should consider in preparation for severe weather situations. We hope you find this information to be useful when preparing your own procedures manual.

WEATHER TERMINOLOGY

1. TROPICAL DEPRESSION:

A tropical depression is an area of low atmospheric pressure originating over tropical waters, with winds blowing counter-clockwise around the center at speeds less than 39 mph (34 knots).

2. TROPICAL STORM:

A tropical storm is an area of low atmospheric pressure originating over tropical waters with organized winds blowing counter-clockwise around the center at speeds of 39 mph (34 knots) or higher, but less than 74 mph (64 knots).

3. GALE WARNING:

A warning consists of winds within the range of 39-54 mph (34-47 knots). Gale warning may precede or accompany a hurricane watch, and may be used as the warning for coastal sections adjacent to an area under a hurricane warning.

4. HURRICANE WATCH:

THE HURRICANE WATCH IS NOT A WARNING. It indicates that the hurricane is near enough that everyone in the area covered by the "watch" should listen for advisories and be ready to take precautionary action in case hurricane warnings are issued. HURRICANE conditions are a real possibility for the area within 24 to 36 hours.

5. HURRICANE WARNING:

Hurricane conditions are expected within 24 hours with winds of 74 mph (64 knots) and higher, or a combination of dangerously high water and very rough seas.

6. HURRICANE:

A violent storm originating over the tropical waters, with very strong pronounced circulation and winds near its center reaching 74 mph (64 knots) and higher.

7. STORM SURGE:

The increase in water level sometimes reaches 10-20 feet above normal sea level, often due to rapid action of the wind on the ocean surface and low

barometric pressure of a storm system. It is said to cause 90% of hurricane related deaths.

POA

48 HOURS OR PRIOR TO STORM

1. Clean & stake drains & intersections, if necessary
2. Fill all vehicles with fuel
3. Fill all other gas cans
4. Test generators (tested on a weekly basis during normal times)
5. Public Safety to refuse deliveries of construction material
6. Remove flags from poles
7. Be in constant contact with NPBCID to prepare lake level reductions
8. Contact all POA employees to report to work or be on stand-by
9. Constant Public Safety Patrol to observe all areas & report areas in need of attention (construction, catch basins, etc.) to areas manager/builder
10. Reserve front-end loaders, chain saws, etc.

24 HOURS PRIOR TO STORM

- Remove Public Safety swing gates & store at maintenance
- Remove loose projectiles
- Prepare main food sources
- Fill 125 gal. & 2,000 gal. sprayer with water
- Gather needed objects as listed:
 - batteries
 - battery operated radio w/ weather band
 - Can opener (non-electric)
 - Flashlights (extra bulbs)
 - Emergency cooking facilities (gas grill)
 - Cooking utensils
 - Battery operated lanterns
 - Bleach
 - Matches/lighters
 - First aid stocked
 - Canned foods
 - Refrigerator on coldest setting
 - Water coolers filled
 - Bottled water
 - Rain gear/dry clothes/towels

- Prepare chain saws
- Safety glasses
- Hard hats
- Street cones
- Tree strap/tow straps
- Duct tape
- Masking tape
- Battery operated lights
- Trash pump
- Submerge trash pump
- Mosquito repellent
- Plastic marking tape
- Reflective pain (for stakes)
- Fire extinguishers
- Toiletries
- Plywood
- Hand tools (rakes, shovels, sledge hammers)
- Fix-a-flat
- Tracking maps
- Toilet paper
- Change message on answering machine to revert calls to command post

VEHICLE DESCRIPTIONS

1-TON ISUZU FLATBEDS

GOLF CARTS

GATORS

TOYOTA PICK-UP

FORD PICK-UP

DODGE PICK-UP

EXPLORER – PUBLIC SAFETY (5)

HURRICANE CONDITIONS:

1. EMERGENCY PROCEDURES:

- a. All loose objects are to be secured or stored inside! This includes patio furniture, potted plants, building materials, trash cans, children's toys, etc.
- b. In the event of a hurricane, the Main Public Safety Station conference room will be the emergency base station, as there is an emergency generator if a loss of electricity should occur. The telephone number is _____
- c. Gas pumps at the Golf Maintenance area will remain in operation.
- d. If power is lost at the base station, radio contact will be maintained to key personnel by mobile radio units. Battery and Emergency generator back-up will activate.
- e. Unplug all computers and lift off floor and store away from windows. Cover with plastic. Do back up and take disk with you.

*Larger trucks available for high water conditions as required. POA and HOA pick-ups should be sufficient under non-emergency towing conditions.

GOLF COURSE MAINTENANCE DEPARTMENT HURRICANE RESPONSIBILITIES

1. 48 HOURS PRIOR TO HURRICANE STRIKE

- a. Make sure there is at least 2000 gallons of unleaded fuel and 1000 gallons of diesel stored in the gas tanks.
- b. Make sure all drains on the golf course are clean and free from debris
- c. Relocate all golf course materials that may become dangerous in high winds.

2. 24 HOURS PRIOR TO HURRICANE STRIKE

- a. Make sure all golf course equipment is stored indoors.
- b. Fill all extra fuel tanks and gas cans at golf maintenance
- c. Make certain that all golf course vehicles (including tractors) have their fuel tanks topped off.
- d. Retrieve all loose objects on golf course vehicles, i.e., flags, tee blocks, trash cans, rope stakes, directional signs, etc.
- e. Shut down pump stations for golf course irrigation.
- f. Fill coolers with drinking water
- g. Make sure all golf course radios are fully charged in order to keep communication lines open

- h. Put yardage boxes on driving range into cart pavilion if not yet done by cart pavilion attendants.

COUNTRY CLUB TENNIS & FITNESS, PRO SHOP & CART BARN AREAS

HURRICANE RESPONSIBILITY LIST

BUILDING MAINTENANCE

48 HOURS IN ADVANCE

1. Put away furniture around building
2. Remove and store cabanas
3. Store garbage cans
4. Shut down pool main

24 HOURS IN ADVANCE

1. Remove and store court windscreens
2. Board up windows and doors around the building
3. Latch all gates
4. Put netting over drains
5. Shut off a/c units

SUGGESTIONS

1. Have common channel for radios predetermined.
2. Have on hand at designated areas
 - a. Flashlights
 - b. Fire extinguisher
 - c. Radios for communication
 - d. Radios for weather and news update

Shut down anything that is not needed, i.e. pool grill, gas at tanks, tennis irrigation.

Do not store expensive machinery near combustibles.

Leave outside perimeter lights on.

COUNTRY CLUB TENNIS & FITNESS, PRO SHOP & CART BARN AREAS

HURRICANE RESPONSIBILITY LIST (continued)

TENNIS SHOP STAFF

48 HOURS IN ADVANCE

1. Removal of canopy on all tennis courts
2. Removal of windscreen on all fencing area around courts or roll them to the top; decision to be made by Club Manager
3. Removal of all hanging plants including the large potted plants around the pool deck area
4. Removal of furniture under tennis court umbrellas
5. Removal of all pool furniture and umbrellas

24 HOURS IN ADVANCE

1. Clear all tennis court play.
2. Wet clay to reduce loss of clay during wind
3. Shut down tennis court irrigation and water valves
4. Put sand bags around door ways to pro shop and grille room
5. Have on hand: water jugs, flashlights, fire extinguisher, radios, etc.

CLUBHOUSE HURRICANE RESPONSIBILITIES

- Tie trash bags on bottom of drapes in case of water damage
- Move outdoor furniture inside away from windows
- Move indoor furniture inside away from windows
- Remove all art work from walls and store.
- Remove all glassware and store
- Prepare, if necessary, food for employees

- Computers:
 - Unplug and get off floor away from windows. Cover with plastic.

COUNTRY CLUB BUILDERS

HURRICANE RESPONSIBILITY LIST

WHEN A STORM THREATENS

1. Cancel all deliveries of any materials or landscaping
2. All lumber that is open to wind conditions must be placed within a garage
 - a. Plan your labor force to accomplish the above, along with your shell contractor.
3. Any lumber that cannot be moved **MUST BE BANDED TOGETHER**
4. Roof trusses not on the building are to remain grounded (banded) until the storm has ended.
5. All extra 'X' bracing on trusses that do not have sheathing along with the required engineer bracing listed.
6. Pour all tie beams and columns and stop work until the storm has ended.
7. Have dumpsters emptied and returned

HURRICANE WATCH

1. Block walls without tie beam poured will have braces 2/3 up from grade every 10 feet on both sides.
2. Units with roof on or only up to second floor framing deck on:
 - a. Take plywood on site and nail in full sheets (do not cut to size) to any and all window and door openings. The shell contractor will be able to assist and reuse the materials.
3. Roof tile that is in piles on roof must be wired down by vendor on a labor force
4. All specs & models, place 4x4 or double up at 2x4 and install in center, from floor to header, on the inside of the garage door or doors that are 16 feet wide. Place pool furniture in garage.
5. Check all catch basins, remove any silt fabric
6. Place permit box and all signs inside the garage
7. Have labor force on site to help out
8. Relocate your construction office, if you are in a trailer, to a model garage or spec.
 - a. Take important papers, drawings and files
 - b. Order extra or buy drinking water
 - c. Radios charged up

9. Establish your own check list (ex. Update your first aid kit, flash lights. Etc.)

BUILDERS RESPONSIBILITIES AND STORM PREPAREDNESS INFORMATION

High water elevations may occur during severe thunderstorms, which may be accompanied with strong winds. It is the builders' responsibility to check all of his sites especially those under construction. All building material and equipment shall be placed inside the building when possible. If left outside, all material shall be secured. Loose roof material must be removed from the roof and stored inside the building.

If any material or equipment left on the site by a builder damages any neighbors' property, waterways, or buildings, it will ultimately be the builders' responsibility to repair or replace same.

A tropical storm watch could threaten an area within 36 hours. Once the watch is announced, builders should listen for bulletins on radio or television.

A tropical storm warning and conditions include sustained winds of 39 to 73 mph, which are expected in 24 hours or less. Because a tropical storm can reach hurricane strength quickly, builders should start making the same kind of preparations they would for high water/winds.

A hurricane watch means a hurricane may hit within 36 hours. Start preparing for the hurricane warning; make sure you have secured all building materials.

A hurricane warning is expected in 24 hours or less and could have sustained winds of at least 74 mph.

Please be sure Public Safety has your current office, mobile, beeper and telephone numbers, and alternate names and numbers should you be unavailable.

STORM PREPAREDNESS INFORMATION

The purpose of this report is to acquaint residents of the country club with preparedness plans that are already in place in the event that we are hit by a series of heavy rains, tropical storms or hurricanes.

ORGANIZATION

The Property Owners Association, Inc. has developed, for you protection, emergency procedures for water level/control and hurricane conditions. An emergency operational control center operating out of the POA offices during serious storms will include personnel from the POA staff (management, public safety division and maintenance division).

When there is a general power failure due to storms, and during hurricane conditions, the operations at the POA office will shift to the conference room in the main Public Safety station. This facility is supplied with electricity by way of an emergency generator. When this center is operational, additional staff will be present.

DRAINAGE

The normal water level is 16.5 feet; when it reaches 16.7 feet certain procedures are started by Public Safety personnel, as the result of signals at the pump and sensor monitoring.

The pumping system is designed to remove water from road systems, lakes, ponds, and canals in a southerly direction to the areas set up for such purposes by the water managers.

HIGH WATER

All major intersections will be staked for visibility purposes. Some roads will be completely staked.

Drainage basins will be inspected continuously and debris removed. The water level gauges located at certain lakes and ponds will be monitored regularly.

HURRICANES

During a hurricane “watch”, builders and developers will be directed to secure all materials and equipment. Personnel will tour each neighborhood to instruct residents and take action to secure community amenities such as swimming pools, patio furniture, irrigation systems, pool heating unit, etc.

The various radio systems will be coordinated by the Public Safety division from the main Public Safety station.

EQUIPMENT

An equipment “pool” will have taken effect during high water conditions. Radio equipped pickup trucks will be stocked with a variety of tools, supplies and equipment for road marking, towing, cutting trees, restarting vehicles, etc. Public Safety vehicles will be on constant patrol as conditions permit including immediately before and after a hurricane strikes.

SUGGESTIONS FOR RESIDENTS – ADVANCE HURRICANE PREPARATIONS

The hurricane season extends from June 1 to November 30. Following are some preparedness steps that should be taken before a hurricane watch is announced – have supplies of canned food; a non-electric can opener; first aid kit; battery operated radio; flash light, with extra bulbs and batteries; bleach without soap for purifying water; canned heat cooking facilities; disposable dishes; etc.

Secure or bring inside all outdoor objects that hurricane winds can transform into missiles. Close your shutters. Don’t drain your swimming pool! Lower the water slightly, turn off all equipment and add extra chlorine to the pool to prevent contamination.

Finally, stay indoors! Conserve refrigeration. Listen to radio and TV announcements and remain indoors until an “all clear” is given.