

ICON
Management
Hurricane
Preparedness
Plan

June 1

2015

Emergency Operations "Plan" is a comprehensive action plan, initiated by your association's Board of Directors, to prepare the facilities and grounds for an impending emergency.

Introduction

This Emergency Operations "Plan" is a comprehensive action plan, initiated by your association's Board of Directors, to prepare the facilities and grounds for an impending emergency. The Plan is designed to assist owners and residents in protecting personal property and lives. This Plan is based on the full cooperation of the owners, residents, maintenance and housekeeping personnel, as well as the property management staff. Knowledge of potential risks and awareness of what to do in the event of an emergency situation will promote the ability of the community to deal with a hurricane, natural or man-made disaster.

In the event of a natural or man-made disaster, view local broadcast television, check internet links and/or tune your battery-operated radio to a local station to obtain as much information as possible.

DISCLAIMER: Although the Association has attempted in good faith to provide owners and other residents with information to assist you in understanding some of the steps involved in planning for and reacting to an emergency situation, this Plan is not intended as advice as to what any individuals should do in preparation for, or in response to, a major storm or other emergency. There is considerable information available from other sources, and you need to consult your own financial, legal and other advisors to determine what actions you should take. The Association disclaims any responsibility for the actions which you may take in reliance on the information provided in this Plan, and advises you not to rely upon this Plan in connection with these important life-safety decisions.

Hurricane Awareness

All residents, whether they are owners or guests, need to be aware of the hurricane season and what to do in the case of a hurricane.

Hurricane season is from June 1 through November 30. A hurricane is an intense low-pressure system, which rotates counterclockwise in the Northern Hemisphere and generates winds in excess of 74 miles per hour.

Category 1: 74-95 mph winds

Category 2: 96-110 mph winds

Category 3: 111-130 mph winds

Category 4: 131- 155 mph winds

Category 5: over 155 mph winds

Warnings and Advisories

- **Tropical Depression:** A disturbance with a clearly defined low-pressure area; highest wind speed is 38 mph.
- **Tropical Storm:** A distinct low-pressure area defined by a counterclockwise rotating circulation; winds of 39 – 73 mph.
- **Tropical Storm Watch:** An alert for a specific area that a tropical storm may pose a threat within the next 36 hours.
- **Tropical Storm Warning:** An alert that tropical storm conditions, including sustained winds of 39 -73 mph, are expected in specific areas within 24 hours.
- **Hurricane:** Once a tropical storm's wind speed reaches 74 mph or greater, it is classified as a hurricane.
- **Hurricane Watch:** An alert for specific areas that hurricane conditions pose a threat to an area within the next 36 hours.
- **Hurricane Warning:** An alert that hurricane conditions are expected in a specific coastal area within 24 hours. All precautions should be completed immediately.
- **Evacuation Order:** Issued by local Emergency Operations Management, this order instructs residents in various predetermined evacuation levels to vacate the area.

The storm surge that accompanies a hurricane is a huge wall of water pushed inland by a hurricane and this is generally what causes the most destruction. The storm surge is blamed for an average of nine out of every 10 hurricane related fatalities. According to the hurricane center, the ocean surface under the storm's center is drawn upward like water in a giant straw forming a mound a foot higher than the ocean. As this mound nears the coast it can grow to become a storm surge 50 miles wide and 20 feet high.

Ten-foot high hurricane-generated waves on top of the storm surge can crash into coastal areas, which are less than 10 feet above sea level along most of the Gulf and Atlantic States. Water weighs about 1,700 pounds per cubic yard, so the storm surge and waves can demolish a building designed to withstand wind but not water.

Tornadoes spawned from a hurricane often touch down where the eye of the storm crosses the coast, or directly to the east, licking the land with deadly winds exceeding hurricane force. High winds and heavy rains can be expected about 50 miles to the east and 75 miles to the west of where a hurricane eye passes.

The eye of the hurricane is its center, a "hole in the clouds", and it is created by air being forced down in the middle by the low pressure and up around the eye-wall by the heat of the storm. Storm experts say that when the eye of the hurricane passes

directly over an area, there could be minutes or even hours of calm and partly sunny skies before the wind and rain come again. There is danger for people who leave their homes when the eye passes over because the returning wind can be even stronger.

A hurricane rapidly loses its strength when it leaves the ocean's heat and meets friction over land but it can carry torrential rain and wind for several days. With this knowledge, residents should determine their course of action BEFORE the storm is imminent.

When a "hurricane watch" is issued for Northern NJ, it does not mean that a hurricane will strike the area. It means that residents should prepare as there is a good chance the area will be hit with hurricane-force winds and rain within the next 24 to 36 hours. A hurricane watch is intended to provide people living on barrier islands and low-lying areas with enough time to seek safety.

Coastal residents should decide, before an actual hurricane watch is issued, what they will do in the event a severe storm threatens their area. By the time weather officials can predict the actual strike-path of the storm, it could be too late for procrastinating coastal residents to flee from danger. The following web sites can provide up-to-the-minute information on hurricane forecasting, evacuation routes, as well as public shelters that are open and what services they provide:

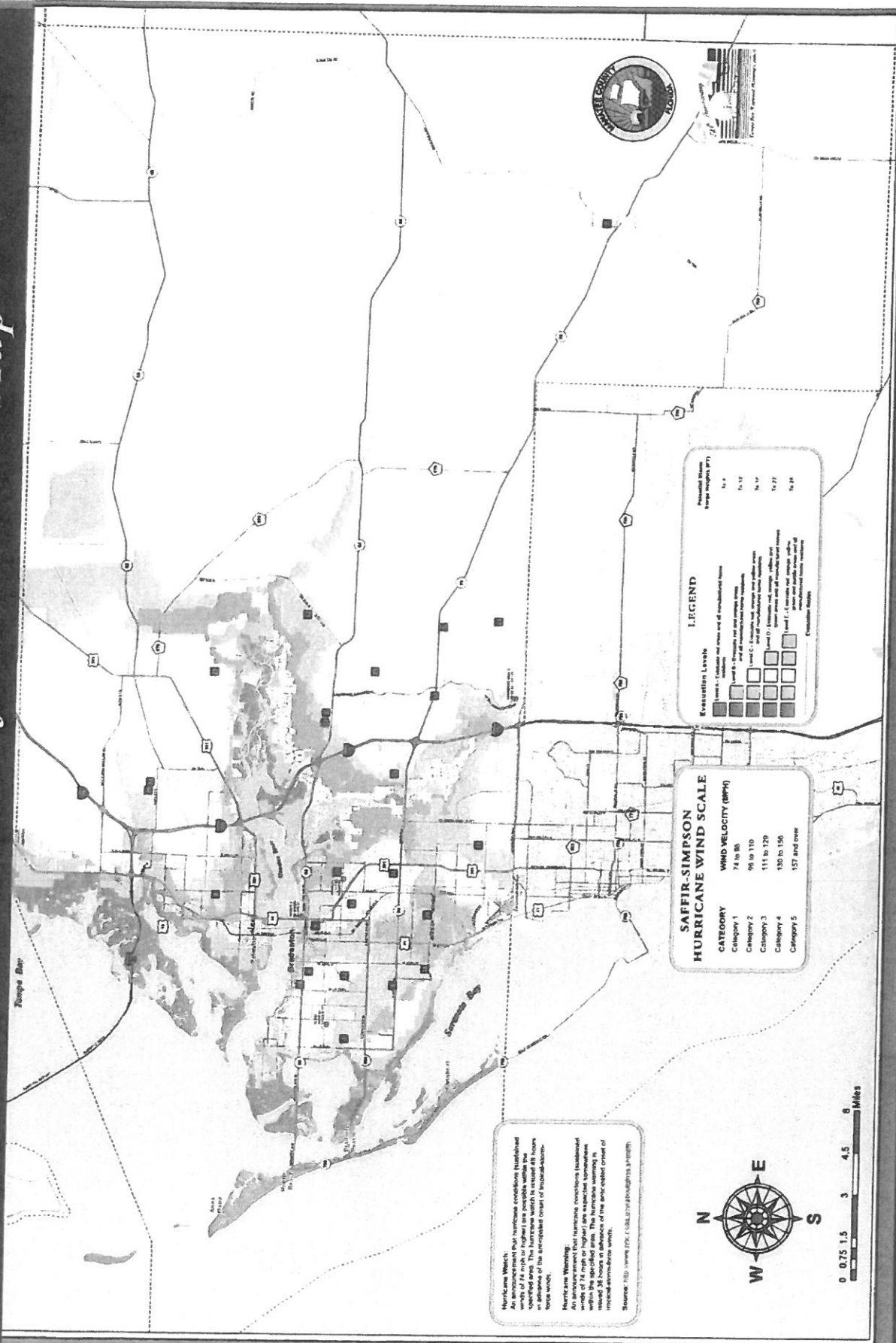
Manatee County www.mymanatee.org

National Hurricane Center: www.nhc.noaa.gov

Office of Climate, Water & Weather: www.nws.noaa.gov

Federal Emergency Management: www.fema.gov

Manatee County Evacuation Map



USING YOUR COUNTY MAP

1. Locate where you live and work on the map.
2. Determine whether you are in an evacuation area, and if so, what level (color).
If you are in an evacuation area, is mobile home manufactured home/RV, etc. located there?
Your choices include:
 - ✓ Home of a relative or friend outside the evacuation zone
 - ✓ Headmodel outside the evacuation zone (mobile arrangements easy)
 - ✓ Go to a public shelter

HURRICANE THREAT

- As a last resort leave the area quickly.
 - If you need to go to a public shelter, use your county map to decide which one is nearest. Make sure you verify the shelter is open before you go.
- ## HURRICANE THREAT
- The colored areas on the map are vulnerable to storm surge. Storm surge is the abnormal flooding that occurs over coastal areas when the eye of a hurricane crosses land.
 - Storm surge causes a path of destruction, taking out structures on its rapidly surging inland and then recedes. This is a little different from the threat to remove some agencies' exterior doors and glass in vulnerable areas.
 - Hurricanes are categorized on a scale of 1 to 5, depending on wind strength and destructive power. The evacuation zones

SAFFIR-SIMPSON HURRICANE WIND SCALE	
CATEGORY	WIND VELOCITY (MPH)
1	74-95
2	96-110
3	111-130
4	131-155
5	156-185

CATEGORY	WIND VELOCITY (MPH)
Category 1	74 to 85
Category 2	96 to 110
Category 3	111 to 129
Category 4	130 to 156
Category 5	157 and over

LEGEND

[illegible]

are color coded to designate the level of storm surge likely to occur within the five categories.

✓ If you live in an area oriented to evacuate, gather your family's and emergency supplies, secure your home and leave immediately. Failure to obey a mandatory evacuation order is a violation of state and local laws.

Notice: All persons living in mobile homes/manufactured homes(RV's) must evacuate for all mandatory evacuation orders, regardless of where you are located in the county.

Evacuation Checklist

It is recommended for families to have a minimum of 5 days' worth of supplies in a hurricane survival kit, as well as other items for use at a shelter and/or upon return to your home. These are some recommended steps:

Step 1: Ensure your vehicle has a full tank of gasoline. Check tire pressure and inspect fluid levels.

Step 2: Obtain cash rolls of quarters and small bills for use in vending machines. Remember that most vendors will not accept checks or credit cards after a hurricane.

Step 3: Pack the following:

- Items that require no cooking
- Items that are ready to eat
- Include a can-opener and plastic or disposable utensils
- Include toiletries and enough personal hygiene supplies for two weeks

Step 4: Pack important documents and papers:

- Birth/Marriage Certificates
- Passports/Visas
- Wills and Power Of Attorney
- Computer Disks with valuable information and/or System Disks
- Video tape of household goods and of the interior/exterior of the house
- Pet vaccination documentation
- Personal phone/address book
- Medications

Step 5: Pack Clothing, Bedding, and Bathing Supplies:

- Pants, Shirts, Underwear, Socks, Etc
- Pillows, Sheets, and Blankets
- Towels and Face Cloths

Step 6: Inspect the house for loose external items:

- Trash Cans and Receptacles
- Lawn and Patio Tables/Chairs
- Toys (Swing Sets, Riding Toys, Etc.)
- Secure Television Antenna or Satellite Dish
- Unplug Appliances (Televisions, Stereos, Computers, Etc.)
- Turn Off Gas and Electricity to the house

Step 7: Check your pet into a pet friendly hotel/motel, kennel, or veterinarian office

Evacuation Routes

Evacuation Route	North / South	East / West
I-75	Primary	
US 19	Primary	
US 41	Primary	
US 301	Primary	
SR 62		Primary
SR 64		Primary
SR 70		Primary
CR 39	Secondary	
CR 683	Secondary	
Buckeye Road		Secondary
Carlton Road	Secondary	
Clay Road		Secondary
Ellenton Gillette Road	Secondary	
Fort Hamer Road	Secondary	
Old Tampa Road		Secondary
Moccasin Wallen Road		Secondary
University Parkway		Primary
Wauchula Road	Secondary	

Manatee County has contract wrecker services assigned by the local law enforcement agencies and placed on stand-by. If your vehicle becomes disabled try to move it off the evacuation roadway and place a white cloth flag to signal vehicle distress. The wrecker service will assist you in moving your vehicle off the evacuation roadway and in finding transportation to the nearest possible shelter. They may not be able to transport you or your vehicle to a location of your liking.

Residents Choice of Action before a Hurricane Strikes

There are three primary choices of action when a hurricane threatens:

1. Stay in your unit (a mandatory evacuation may be ordered).
2. Move inland to stay with a friend or relative.
3. Go to a public shelter.

You should decide which of the above courses of action you will take **BEFORE** a hurricane threatens and inform family members.

The decision by local officials to order an evacuation is a touchy situation because meteorologists cannot accurately predict where a hurricane will strike until about 12 hours before landfall. Evacuation of West Central Florida coastal residents to safer inland areas could take more than 30 hours in a very serious storm situation.

Post-storm conditions should also be considered when deciding what course of action to take. Utilities will likely be interrupted for days after a hurricane strike. More than likely, there will be no telephones, electricity, water or sewer services. Other local services, such as fire and emergency medical services, will be overwhelmed and hampered by access problems. Elevators may not be operational.

What to do if you stay in your unit

If a Mandatory Evacuation is Not Ordered

1. Stay indoors.
2. Stay on the side of the unit **AWAY** from the wind. As the wind direction changes, move accordingly. The utility room or bathrooms may be the safest rooms during the storm.
3. Stay away from windows and glass doors.
4. Don't go outside during the calm that accompanies the "eye" as it passes.
5. Listen to the radio for information from official government sources.
6. Use the telephone **ONLY** for emergencies.
7. Conserve battery power.
8. Stay inside until an "All Clear" signal is issued by local officials.

Some Items to Have On Hand If You Stay







1. Flashlights with extra batteries and bulbs

2. A battery-operated weather radio
3. Bottled beverages
4. Water
5. Canned food
6. A manual can opener
7. First-aid supplies
8. Medication(s)

Some Preparations For Your Unit If You Stay

1. Clean the bath-tub with bleach, rinse and fill it with water for drinking.
2. Turn the refrigerator and freezer to the coldest settings.
3. Deploy storm shutters and install extra supports and/or braces as needed.
4. Make sure your automobile has a full tank of gasoline.
5. Store all patio furniture, plants and outdoor items inside the unit. When caught in the wind, loose items can become lethal projectiles

MANATEE COUNTY SHELTER INFORMATION

NO.	SHELTER NAME	ADDRESS	DOG/CAT SHELTER
18	Bayshore Elementary School	6120 26th Street West, Bradenton	
13	Braden River Middle School	6215 River Club Blvd., Bradenton	
19	Braden River High	6545 SR 70 East, Bradenton	 
24	Buffalo Creek Middle School	7320 69th Street East, Palmetto	
28	Daughtrey Elementary	515 63rd Ave East, Bradenton	
2	Freedom Elementary School	9515 State Road 64 East, Bradenton	
25	Gullett Elementary School	12125 44th Avenue East, Bradenton	
11	Haile Middle School	9501 State Road 64 East, Bradenton	
15	Johnson Middle School	2121 26th Avenue East, Bradenton	
17	Kinnan Elementary School	3415 Tallevast Road, Sarasota	
4	Lee Middle School	4000 53rd Avenue West, Bradenton	
6	Manatee High School	1000 32nd Street West, Bradenton	 
5	McNeal Elementary School	6325 Lorraine Road, Bradenton	
26	Miller Elementary School	4201 Manatee Avenue West, Bradenton	
20	Mills Elementary School	7200 69th Street East, Palmetto	 
7	Myakka City Elementary School	37205 Manatee Ave., Myakka City	
14	Oneco Elementary School	5214 22nd Street Court East, Bradenton	
22	Prine Elementary School	3801 Southern Parkway, Bradenton	
9	Rodgers Garden Elementary	515 13th Ave West, Bradenton	
16	Rowlett Elementary School	3500 9th Street East, Bradenton	
1	Seabreeze Elementary School	3601 71st Street West, Bradenton	
8	Tillman Elementary School	1415 29th Street East, Palmetto	
27	Williams Elementary School	3404 Fort Hamer Road, Parrish	
23	Willis Elementary School	14705 The Masters Avenue, Bradenton	
12	Witt Elementary School	200 Rye Road, Bradenton	

Shelter openings vary with each emergency. Shelter openings will differ by size and intensity of a disaster. Stay tuned to local media for a listing of shelters, to include the pet-friendly shelters, which will be opened for an event. Do not go to the shelter until local officials announce through the media that the shelter is open.

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What to do if you choose to evacuate

1. Turn your refrigerator and freezer to the coldest settings 24 hours BEFORE leaving. Remove perishable items and take them with you.
2. Shut off the main breaker in your electrical panel.
3. Shut off your water supply.
4. Store all patio furniture, plants and outdoor items inside.
5. Make sure your automobile has a full tank of gasoline.
6. Lock your doors and leave a spare key with someone you trust.
7. It is recommended that you make a photographic record of your property and personal belongings and keep it in a safe place for insurance purposes.

Some Items You Should Bring To A Public Shelter

1. Valuable documents and identification tags
2. Non-perishable food to last you and your family at least 24 hours. (Suggestions: canned meat or fish, cheese, ready-to-eat soups, peanut butter, dry cereals, bread, crackers, canned beverages, pet food if you are taking your pet with you to a pet-friendly shelter, etc.)
3. Drinking water for 24 hours (2 gallons per person) in plastic containers
4. Manually operated can and bottle openers
5. Eating utensils
6. First aid supplies, medicines, and special items such as baby formula and diapers. If items require refrigeration, take a small cooler.
7. Blankets, pillows, sleeping bags, cots or lounge chairs to sleep on
8. Battery-operated radio, flashlight, and extra batteries
9. Extra clothes
10. Personal hygiene items
11. Toys for children, card games and books
12. Plastic trash bags
13. Pets can only be accommodated only in specific shelters and you must pre-register to take them (see attached Forms).
14. If you have special medical needs, you also must pre-register. Check the Manatee County Emergency web site appendix A of the plan for the form needed prior to the emergency.

Some actions to take after the storm passes

1. Listen to the public radio, television, or NOAA weather radio stations.
2. Keep abreast of road conditions through the media; wait until an area is declared "safe" before entering.
3. Do NOT attempt to drive across flowing water; as little as 6 inches of water may cause you to lose control of your vehicle; water two feet deep will carry away most cars. If you see water flowing across a roadway, TURN AROUND AND GO THE OTHER WAY. Many people have been killed or injured driving through flooded roadways or around barricades; roads are closed for your protection.
4. Stay away from moving water.
5. Do not allow children, especially under age 13, to play in flooded areas; they often drown or are injured in areas appearing safe.
6. If someone needs to be rescued, call professionals with the appropriate equipment to help.
7. Many people have been killed or injured trying to rescue others in flooded areas.
8. Stay away from standing water. It may be electrically charged due to downed power lines or broken underground cables.
9. Have professionals check your gas, water, and electrical lines and appliances for damage.
10. Use a flashlight for emergency lighting; never use candles or other open flames indoors.
11. Use tap water for drinking and cooking ONLY when local officials have declared it to be safe.
12. Use the telephone only for emergency calls.

Emergency Operations Plan

Under the direction of your association's Board of Directors, a pre-designated Committee will assist the maintenance staff in securing the property. The Committee chairperson should organize the members and volunteers and, if possible, one person from each building should participate. If a storm threatens, a pre-storm meeting of the Committee should be held to organize maintenance staff and volunteers as to their duties. One person should be designated to have full power and authority to implement emergency post-event contracts for:

Emergency services

Security from vandalism

Removal of debris

Engineering or other professional services needed for emergency recovery

As soon as access is available and all danger has passed, management and maintenance staff will report to the property to assess damages and take corrective action.

An inspection of the common property shall be conducted, necessary maintenance noted, and common area repairs shall commence by order of the Board in cooperation with management. Photographic documentation of the damage will be taken prior to beginning recovery efforts.

All reasonable efforts should be made to safeguard the association's records, including post-event contact information.

Make a copy of this Plan available to guests who may be using your unit.

In the event of a natural disaster (hurricane, tornado, etc) or a man-made disaster (war, chemical spill, etc.), tune your radio to a local station.

If an evacuation of the coastal areas of Manatee or the barrier islands is ordered, you may need to use a public shelter. These are listed on the County web site or you may call 941-749-9500. A list of currently available shelters is also attached to this Plan. Before going to a shelter, take all steps noted earlier in this Plan. Evacuation routes can be found in the Information Section of the local telephone book or see the attached Evacuation Routes map.

Be aware that your Association will do the following if a disaster threatens:

1. Elevators in all buildings may be turned off, except as required by law. Stairways may be the only means of leaving the building from the upper floors.

2. Main electrical breakers to all outside lighting and boat docks may be turned off.
3. Main water valves may be turned off.

It should be noted that owners are expected to secure their own property. Neither your Association nor Resource Property Management will be able to provide this service. Owners can insure the safety of themselves and their personal property by installing hurricane shutters, hurricane-resistive glass, or other protective devices. Out-of-town owners should make arrangements with local vendors for the installation of these items.

It is advisable that all owners have a key to their unit (both the door knob and dead bolt, if applicable) on file with their Association. This will allow for access to your unit, if needed, to assess any damage after an emergency.

Management & Maintenance Staff Responsibilities

Individual safety is of greater importance than the need to safeguard property. Management and maintenance staff should not endanger the safety of themselves or their families. If possible, hurricane preparations are to be performed sufficiently in advance of a threatening storm to allow personnel to attend to the needs of their own property and families.

Management Responsibilities:

1. Make all reasonable efforts to safeguard association records including banking information, insurance policies, owner rosters, post-event contact information, etc. These should be kept off-site with the manager.
2. Keep cell-phones charged and ready.
3. Organize maintenance staff as to their duties; schedule a pre-storm meeting with the maintenance staff.
4. Make sure all property managers have an "Emergency Head Sheet" for all their properties with them personally as well a copy of the Associations' insurance policies.
5. Ensure that local law enforcement agencies have received notification permitting maintenance staff access to the property after the storm.
6. Make sure all pool furniture and umbrellas are properly secured.
7. Make sure all other Association property is properly secured.
8. Make sure that pool water levels are lowered or raised, depending on their location (see Maintenance Staff Responsibilities).
9. Make sure any pool heaters are turned off.
10. Make sure that any golf-carts are secured and charged.
11. Make sure that any gates are opened.

12. Make sure that emergency contractors are on "stand-by" for service after the storm.
13. Make sure that maintenance staff is aware that they are responsible to return to the property as soon as possible to assess damage and begin clean-up after the storm.
14. Make sure that the Association's Board members and maintenance staff have cell-phone numbers for contacting management and maintenance staff.
15. Contact Board members as soon as possible after the storm to report on damage and begin repairs.

Maintenance Staff Responsibilities:

1. Post Notices of mandatory hurricane evacuation, if issued.
2. Secure all loose items on common property; canvass the entire property for situations that may require special attention.
3. Place all pool and patio furniture in a secure and safe location; do NOT place it in the pool.
4. 4. Turn off all electrical supply at the main breaker for systems not required or necessary for running the complex including:
 - o Any pool pumps
 - o Exterior lights
 - o Any fountains
 - o Any boat docks
5. Turn off all gas devices, such as pool or spa heaters, clothes dryers, etc.
6. Turn off the main water supply line to each building including any sprinkler system.
7. The water level in inland swimming pools should be lowered to allow room for heavy rain and prevent overflowing; in coastal pools, it should be raised to prevent beach sand from entering the system.
8. Elevators are to be "parked" at the uppermost level and turned off.
9. Any generators' fuel tanks are to be "topped off".
10. Any flags are to be removed from their flagpoles.
11. Any movable trash dumpsters are to have their wheels secured in the "locked" position.
12. Anchor down any trailers or other loose articles in and around maintenance buildings, if any.
13. Offer assistance to those residents that may be in need of help and assist with any evacuation procedures.
14. If a clubhouse is available, assist in the set-up of a "home base".

Important Information

Each maintenance person **MUST** be prepared to return to work once the authorities have provided an "All Clear" notice.

Each beachfront maintenance person **MUST** have his or her Association letter to allow them access back to the beach after the hurricane. We suggest they keep this letter in their car or wallet.

Each maintenance person is responsible for completing the following **BEFORE** he or she leaves the property and is to notify their manager when they do leave the property.

Steps To Take To Protect Property (If Possible Under the Circumstances)

Pools: (Beachfront Properties)

1. Stack and secure all pool furniture and any other objects that could become airborne. **DO NOT PUT FURNITURE IN THE POOL.**
2. **ADD** water to the pool to keep salt water from entering the system.
3. Turn off all pool and/or spa pumps.
4. Remove and place in a storage room any hanging or potted plants.

Pools: (Inland Properties)

1. Stack and secure all pool furniture and any other objects that could become airborne. **DO NOT PUT FURNITURE IN THE POOL.**
2. **LOWER** the water level between 4 and 6 inches to compensate for the heavy rains. Add extra chlorine.
3. Turn off all pool and/or spa pumps.
4. Remove and place in a storage room any hanging or potted plants.

Docks:

1. Advise owners to secure their boats leaving slack in lines to allow for higher tides.
2. Turn off all electrical power to the docks (and gas if any) before you leave the property and after all boats have been secured.

Elevators:

1. If the elevator is an exterior type that is subject to water intrusion into the elevator pit, make sure the sump pumps are working.
2. Take the elevator to a higher floor and lock it "off". Post "OUT OF ORDER" signs.

Roofs:

1. Check roof drains and make sure there is nothing on the roof that would interfere with roof drainage.

2. Make sure any loose debris is removed.

Grill Areas:

1. If the association has a grilling area, turn off any gas and secure the grill items.



Prepare For Emergencies Now. Information For Older Americans.

1. Get a Kit of emergency supplies.

Be prepared to improvise and use what you have on hand to make it on your own for **at least three days**, maybe longer. While there are many things that might make you more comfortable, think first about fresh water, food and clean air.

Recommended Supplies to Include in a Basic Kit:

- ✓ **Water:** one gallon per person per day, for drinking and sanitation
- ✓ **Non-perishable food:** at least a three-day supply
- ✓ **Flashlight and extra batteries**
- ✓ **First Aid kit**
- ✓ **Whistle** to signal for help
- ✓ **Filter mask** or cotton t-shirt, to help filter the air
- ✓ **Moist towelettes, garbage bags and plastic ties** for personal sanitation
- ✓ **Wrench or pliers** to turn off utilities
- ✓ **Battery-powered or hand crank radio** and a NOAA Weather Radio with tone alert and **extra batteries**
- ✓ **Manual can opener** if kit contains canned food
- ✓ **Plastic sheeting and duct tape**, to shelter in-place
- ✓ **Important family documents**
- ✓ **Items for unique family needs**, such as daily prescription medication or pet food



Include Medications and Medical Supplies: If you take medicine or use a medical treatment on a daily basis, be sure you have what you need on hand to make it on your own for at least a week and keep a copy of your prescriptions as well as dosage or treatment information. If it is not possible to have a week-long supply of medicines and supplies, keep as much as possible on hand and talk to your pharmacist or doctor about what else you should do to prepare. If you undergo routine treatments administered by a clinic or hospital or if you receive regular services such as home health care, treatment or transportation, talk to your service provider about their emergency plans. Work with them to identify back-up service providers within your area and other areas you might evacuate to.

Include Emergency Documents: Include copies of important documents in your emergency supply kits such as family records, medical records, wills, deeds, social security number, charge and bank accounts information and tax records. It is best to keep these documents in a waterproof container. If there is any information related to operating equipment or life-saving devices that you rely on, include those in your emergency kit as well. If you have a communication disability, make sure your emergency information list notes the best way to communicate with you. Also be sure you have cash or travelers checks in your kits in case you need to purchase supplies.

Additional Items: If you use eyeglass, hearing aids and hearing aid batteries, wheelchair batteries or oxygen, be sure you always have extras in your kit. Also have copies of your medical insurance, Medicare and Medicaid cards readily available. If you have a service animal, be sure to include food, water, collar with ID tag, medical records and other emergency pet supplies.

Consider two kits: In one, put everything you will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you have to get away.

2. Make a Plan for what you will do in an emergency.

The reality of a disaster situation is that you will likely not have access to everyday conveniences. To plan in advance, think through the details of your everyday life.

Develop a Family Emergency Plan: Your family may not be together when disaster strikes, so plan how you will contact one another and review what you will do in different situations. **Consider a plan where each family member calls, or e-mails, the same friend or relative in the event of an emergency.** It may be easier to make a long-distance phone call than to call across town, so an **out-of-town contact** may be in a better position to communicate among separated family members. Depending on your circumstances and the nature of the attack, the first important decision is whether you stay put or get away. You should understand and plan for both possibilities. **Watch television and listen to the radio for official instructions as they become available.**



Prepare For Emergencies Now. Information For Older Americans.

Create a Personal Support Network: If you anticipate needing assistance during a disaster, **ask family, friends and others to be part of your plan.** Share each aspect of your emergency plan with everyone in your group, including a friend or relative in another area who would not be impacted by the same emergency who can help if necessary. Include the names and numbers of everyone in your personal support network, as well as your medical providers in your emergency supply kit. Make sure that someone in your personal support network has an extra key to your home and knows where you keep your emergency supplies. If you use a wheelchair or other medical equipment, show friends how to use these devices so they can move you if necessary and teach them how to use any lifesaving equipment or administer medicine in case of an emergency. Practice your plan with those who have agreed to be part of your personal support network.

Create a Plan to Shelter-in-Place: There are circumstances when staying put and creating a barrier between yourself and potentially contaminated air outside, a process known as sheltering-in-place and sealing the room can be a matter of survival. **If you see large amounts of debris in the air, or if local authorities say the air is badly contaminated, you may want to shelter-in-place and seal the room. Consider precutting plastic sheeting to seal windows, doors and air vents.** Each piece should be several inches larger than the space you want to cover so that you can duct tape it flat against the wall. Label each piece with the location of where it fits. Immediately turn off air conditioning, forced air heating systems, exhaust fans and clothes dryers. Take your emergency supplies and go into the room you have designated. Seal all windows, doors and vents. Understand that sealing the room is a temporary measure to create a barrier between you and contaminated air. **Listen to the radio** for instructions from local emergency management officials.

Create a Plan to Get Away: Plan in advance how you will assemble your family and anticipate where you will go. **Choose several destinations in different directions** so you have options in an emergency. **Become familiar with alternate routes as well as other means of transportation** out of your area. If you do not have a car, plan how you will leave if you have to. If you typically rely on elevators, have a back-up plan in case they are not working. **Talk to your neighbors about how you can work together.**

Consider Your Pets: Whether you decide to stay put or evacuate, you will need to make plans in advance for your service animal and pets. Keep in mind that what's best for you is typically what's best for your animals. If you must evacuate, take your pets with you, if possible. However, if you are going to a public shelter, make sure that they allow pets. Some only allow service animals.

Fire Safety: Plan two ways out of every room in case of fire.

Contact Your Local Emergency Information Management Office: Some local emergency management offices maintain registers of older people so they can be located and assisted quickly in a disaster. Contact your local emergency management agency to see if these services exist where you live or visit ready.gov to find links to government offices in your area.

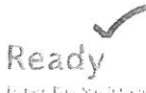
3. Be Informed about what might happen.

Some of the things you can do to prepare for the unexpected, such as assembling an emergency supply kit and making an emergency plan are the same regardless of the type of emergency. However, it's important to stay informed about what might happen and know what types of emergencies are likely to affect your region. Be prepared to adapt this information to your personal circumstances and make every effort to follow instructions received from authorities on the scene. Above all, stay calm, be patient and think before you act.

Developed in partnership with:



Homeland
Security



American
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For more information, visit ready.gov or call 1-800-BE-READY

Appendix A

**MANATEE COUNTY EMERGENCY MANAGEMENT
SPECIAL NEEDS PROGRAM QUESTIONNAIRE**

Revised 10/01/12

Emergency Management is mandated by Florida Statutes to maintain a voluntary registry of persons who will need assistance during emergency evacuations. Records relating to registration of disabled citizens are exempt from the Provisions of F.S. 119.07(1), Public Records Law.

Please complete this form to register for the Special Needs Program and mail to:
Manatee County Emergency Management, P.O. Box 1000, Bradenton, FL 34206-1000 Phone 941-749-3500 x 7828

Transportation Registration

Last Name: _____ First: _____ MI: _____ Nick Name: _____ Phone: _____
Date of Birth: _____ Age: _____ SSN: XXX-XX-____ Height: _____ ft. _____ in. Weight: _____ lbs.
Address: _____ City: _____ Zip: _____

1. ☐ House ☐ Manufactured Housing ☐ Apartment/Condo ☐ HUD Housing
☐ Hotel ☐ Independent Living Facility/Group Home ☐ Other: _____

Subdivision/Complex Name: _____

2. ☐ Own ☐ Rent 3. Primary Language ☐ English ☐ Spanish ☐ Other: _____

4. Do you live alone? ☐ Yes ☐ No If no, with whom do live? _____

BUS TRANSPORTATION WILL TRANSPORT TO A GENERAL POPULATION SHELTER OR SPECIAL NEEDS SHELTER.

AMBULANCE TRANSPORTATION WILL ONLY GO TO A HOSPITAL OR NURSING HOME.

- ☐ Own Transportation ☐ Bus/Handy-Bus ☐ Ambulance is Required

Special Needs Shelter Application

1. Dogs and cats are allowed at the Special Needs Shelter..... Prior arrangements must be made.
2. Special diets are not provided..... Bring your own special diet food.
3. Limited numbers of Army cots are available..... Weight limit 250 lbs. Bring your own cot.
4. Are you able to get up and down from a cot? ☐ Yes ☐ No

Bring a caregiver. Last Name: _____ First name: _____ Phone: _____

Total number of people sheltering with you (include yourself): _____

Do you have a service animal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, type of animal? _____	Type service: _____
Do Not Resuscitate (DNR) status	<input type="checkbox"/> Yes <input type="checkbox"/> No	DNR attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Use a wheelchair	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you confined to a bed	<input type="checkbox"/> Yes <input type="checkbox"/> No
Use a cane or walker	<input type="checkbox"/> Yes <input type="checkbox"/> No	On electrical support	<input type="checkbox"/> Yes <input type="checkbox"/> No
C-PAP	<input type="checkbox"/> Yes <input type="checkbox"/> No	On a respirator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Apnea Monitor	<input type="checkbox"/> Yes <input type="checkbox"/> No	On a ventilator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Require oxygen _____ Liters/Min.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have an oxygen regulator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have an oxygen concentrator	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have a portable oxygen tank	<input type="checkbox"/> Yes <input type="checkbox"/> No

Oxygen concentrators must be brought to the Special Needs Shelter! Assistance will be provided.

Require a nebulizer	<input type="checkbox"/> Yes <input type="checkbox"/> No	Require Dialysis? _____ times per week	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receiving I.V. infusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dialysis type <input type="checkbox"/> Peritoneal <input type="checkbox"/> Hemodialysis	
Have/require dressing changes	<input type="checkbox"/> Yes <input type="checkbox"/> No	NG Tubes/colostomy	<input type="checkbox"/> Yes <input type="checkbox"/> No
Immune suppression	<input type="checkbox"/> Yes <input type="checkbox"/> No	Central Venous line	<input type="checkbox"/> Yes <input type="checkbox"/> No
Indwelling catheter	<input type="checkbox"/> Yes <input type="checkbox"/> No	Tube feeding	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have a tracheostomy	<input type="checkbox"/> Yes <input type="checkbox"/> No	Suction equipment	<input type="checkbox"/> Yes <input type="checkbox"/> No
Incontinent	<input type="checkbox"/> Yes <input type="checkbox"/> No	Medication requiring refrigeration	<input type="checkbox"/> Yes <input type="checkbox"/> No
Alzheimer's disease	<input type="checkbox"/> Yes <input type="checkbox"/> No	Dementia	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attention deficit hyperactivity disorder	<input type="checkbox"/> Yes <input type="checkbox"/> No	Obsessive compulsive disorder	<input type="checkbox"/> Yes <input type="checkbox"/> No
Autism	<input type="checkbox"/> Yes <input type="checkbox"/> No	Conduct disorder	<input type="checkbox"/> Yes <input type="checkbox"/> No
Anxiety	<input type="checkbox"/> Yes <input type="checkbox"/> No	Depression	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Legally Blind <input type="checkbox"/> Deaf <input type="checkbox"/> Mute		Assistive Device	<input type="checkbox"/> Yes <input type="checkbox"/> No

I authorize emergency response personnel to enter my home for search and rescue operations. ☐ Yes ☐ No

Signature of the person requesting assistance and/or sheltering. _____

Date: _____

DISCHARGE PLANNING INFORMATION

In the event that your home is damaged and you are not able to return home, this information will be used to assist Department of Elder Affairs in finding you a place to stay.

Last Name: _____ First Name: _____ MI: _____

Date of Birth: _____ Age: _____ Social Security Number: XXX-XX-____

Insurance Information and ID Number(s):

<input type="checkbox"/> Medicare:	<input type="checkbox"/> Medicaid:
<input type="checkbox"/> Champus:	<input type="checkbox"/> Private Insurance:
<input type="checkbox"/> TriCare for Life:	<input type="checkbox"/> Other:

Veteran ☐ Yes ☐ No

1. If someone calls to inquire if you are in this shelter, do we have permission to tell them you are here? ☐ Yes ☐ No

2. Do we have permission to tell them where you have relocated once you leave the shelter? ☐ Yes ☐ No

Signature: _____ Date: _____

POST EVENT PLANNING

1. If you can't return home when the shelter closes, do you have an alternative plan for housing? ☐ Yes ☐ No

2. If yes, where will you go? _____
Contact information for relocation site Name: _____ Phone: _____
Street Address: _____ City: _____ State: _____

3. Do you have transportation? ☐ Yes ☐ No If yes, describe: _____

4. Do you receive services from a Physician or Outside Agency? ☐ Yes ☐ No

If Yes, Primary Physician: ☐ Yes ☐ No Physician's Name: _____
Contact: _____ Phone: _____

If Yes, Hospice: ☐ Yes ☐ No Agency's Name: _____
Contact: _____ Phone: _____

If Yes, Home Health: ☐ Yes ☐ No Agency's Name: _____
Contact: _____ Phone: _____

If Yes, Nurse Registry: ☐ Yes ☐ No Agency's Name: _____
Contact: _____ Phone: _____

If Yes, Oxygen Provider: ☐ Yes ☐ No Agency's Name: _____
Contact: _____ Phone: _____

If Yes, Medical Equipment Provider: ☐ Yes ☐ No Agency's Name: _____
Contact: _____ Phone: _____

If Yes, Dialysis Provider: ☐ Yes ☐ No Agency's Name: _____
Contact: _____ Phone: _____

If Yes, Pharmacy: ☐ Yes ☐ No Pharmacy's Name: _____
Contact: _____ Phone: _____

5. Local Emergency Contact: _____ Phone: _____
Relationship: _____
Address: _____ City: _____ State: _____

6. Non-Local Emergency Contact: _____ Phone: _____
Relationship: _____
Address: _____ City: _____ State: _____

7. Do you have a pet? ☐ Yes ☐ No
Type and Number ☐ Dog(s) # _____ ☐ Cat(s) # _____ ☐ Other Type(s) _____
Veterinarian's Name: _____
Address: _____ City: _____ State: _____

8. Email Address: ☐ Yes ☐ No If yes, _____

MEDICAL PROFILE

Last Name: _____ First: _____ MI: _____

Date of Birth: _____ Age: _____ SSN: XXX-XX-

List all allergies: _____

List all medical conditions:

1. _____ 9. _____

2. _____ 10. _____

3. _____ 11. _____

4. _____ 12. _____

5. _____ 13. _____

6. _____ 14. _____

7. _____ 15. _____

8. _____ 16. _____

Signature of person/agency completing form

Date

FOR OFFICIAL USE ONLY

Pre-registered ☐

FOR OFFICIAL USE ONLY