

**Emergency Preparedness Plan
for Turkey Creek Forest Homeowners' Association
Adoption April 8, 2017 (updated annually)**

A. OVERVIEW:

The purpose of an emergency preparedness plan is to document and then educate the residents of the community about resources available to them in the event of an emergency. Since history is the best predictor of probable future events, planning for hurricanes or other high wind/rain events is highest priority. Secondary would be fire (adjacent to forested land) and finally, rail or vehicular accident or nearby incinerator accident which might impact air quality within the community.

1. It is the purpose of this Plan to define the actions and roles necessary to provide a coordinated response to any emergency(cies) that might affect Turkey Creek Forest homeowners or their properties.
2. The Plan applies to all residents in Turkey Creek Forest and shall be carried out by residents on a voluntary basis.
3. The Plan shall be coordinated and implemented by a leadership team, The Emergency Preparedness Committee, under the auspices of the Board of Directors of Turkey Creek Forest. The Director for Urban Affairs and Insurance shall be a Co-chair of the committee and primary liaison with the Board. *[attachment A shall be updated each year with current information]*
4. It is assumed that all residents will work cooperatively to preserve and protect the community as a whole.

B. PLANNING ASSUMPTIONS

1. An incident that affects Turkey Creek Forest is likely to affect the surrounding community and region. Therefore, the Turkey Creek Forest Emergency Preparedness Committee shall liaise with the wider community emergency response teams as soon as they are available.
2. That being said, the primary role of the TCF Emergency Preparedness Committee shall be pre-incident readiness through education of TCF residents. Topics shall include but not be limited to: personal emergency planning, emergency kits, go kits, pet care, financial/personal record keeping, and medical readiness.
3. A secondary role shall be situational assessment and communication with appropriate local, state and/or federal agencies as the emergency may necessitate. *[attachment A shall be updated each year with current information]*
4. Residents shall retain full responsibility for themselves, their pets and their property, utilizing the TCF Emergency Preparedness Committee as a resource and aid in preparation for and response to situational emergencies.
5. The TCF Board shall provide funds for use by the Emergency Preparedness Committee through a working budget line item. The year's requested amount shall be determined in advance of the yearly budget workshop.

OPERATIONAL CONCEPTS

The Turkey Creek Forest Emergency Preparedness Committee shall recognize that there are three (3) phases to be considered:

1. Pre-Incident

a. Education

- i. The Committee shall conduct an annual Emergency Preparedness Workshop, no later than the end of May, to encourage all residents to make individual plans for potential emergencies.
- ii. The Committee shall obtain and distribute literature to further the educational process.
- iii. The Committee shall maintain a current listing of community resources which shall include telephone numbers for the Gainesville Police, Fire/Rescue, Alachua County Emergency Management Center, local Red Cross and addresses for local emergency shelters. *[attachment A shall be updated each year with current information]*
- iv. The TCF Board of Directors shall provide funds to cover the cost of printing materials for the annual workshop.

b. Communication

- i. The Committee shall advise the Alachua County Emergency Center of the ongoing activities of the TCF Emergency Preparedness Committee as well as current contact information (e.g. the name and telephone numbers of the Director for Urban Affairs and Insurance, the Emergency Committee Preparedness Committee Co-chair and the Board President.
- ii. The Committee shall operate under the leadership of the Co-Chairs of the Committee who will liaise directly with the President of the Homeowners' Association.
- iii. The Committee shall maintain a TCF Phone Tree, with identified Captains, to disseminate important information and messages to Residents in the event of an emergency.
- iv. The TCF Board of Directors shall provide funds to cover the cost of the purchase of walkie-talkies for use in case of an emergency in the Forest.

c. Risk Management

- i. Turkey Creek Forest HOA shall minimize risk by maintaining an in-force insurance policy.
- ii. Turkey Creek Forest HOA shall minimize risk by contracting only with individuals/agencies that are appropriately licensed, bonded and insured.
- iii. Turkey Creek Forest HOA shall maintain grounds and facilities to minimize risk should an emergency event occur (e.g. pool maintenance, tree trimming, equipment maintenance)
- iv. Turkey Creek Forest HOA shall continue to mitigate risk and assist residents during/post-emergency by maintaining current, searchable emergency contact for all registered residents. Residents shall also be encouraged to register with SMART 911 and CODERED.
- v. **Attachment B: Suggested Emergency Supplies for Personal/Individual Needs**

During An Incident

a. Resident Responsibilities

- i. Residents shall take whatever actions required to protect themselves, pets and property.
- ii. Residents will comply with any directions from local, state and federal agencies regarding necessary response to the emergency event (e.g. evacuation, sheltering in place)
- iii. All Committee members will first take whatever actions required to protect themselves, pets and property.

2. Post Incident

a. Committee Responsibilities

- i. Committee members will contact one another and coordinate community damage assessment activities and determine degree of damage/injury to TCF residents/properties.
- ii. Committee members will aid residents immediately following an emergency event and advise them of the most appropriate “next steps”. Recommendations will be determined by the nature, complexity and duration of the emergency event.
- iii. Committee members shall serve as liaison with outside agencies to effect the best possible response to needs.
- iv. The Committee shall serve as liaison with local, state, and federal agencies, as required.

Attachment A:

ADDENDUM TO THE TURKEY CREEK FOREST EMERGENCY PREPAREDNESS PLAN

2017 Emergency Preparedness Committee:

Co-Chairs: Seema Kramer, Lynda Woodbury, & Cathy Persons

Members: Devon Delk, Janet Walters, Eileen & Skip Slater, Sam & Nancy Larkin, Rae Wisely,
Sally Pieper, and Bette McGaughey.

Important telephone numbers

Florida Emergency Information Line (only activated during disasters)	1-800-342-3557
Non-Emergency GPD Number	955-1818
Alachua County Emergency Management	264-6500
Alachua County Sheriff’s Office	367-4000
Alachua County Public Safety	384-3101
Alachua County Rumor Control	264-6557
American Red Cross	1-800-733-2767
Florida Highway Patrol	955-2150
GRU	334-3434

Hospital _____

Doctor _____

Neighbor _____

Relatives _____

Local Shelters

SPECIAL NEEDS SHELTERS

You must pre-register to go to a Special Needs Shelter.

Application forms available in the TCF Office or online.

- A. Rawlings Elementary School - 3500 NE 15th St., Gainesville
- B. Westwood Middle School - 3215 NW 15th Ave., Gainesville
- C. Buchholz High School - 5510 NW 27 Ave., Gainesville
- D. Alachua Elementary School - 13800 NE 152nd Place, Alachua
- E. Senior Recreation Center - 5701 NW 34th Blvd., Gainesville, FL 32653

GENERAL POPULATION SHELTERS

- 1. Talbot Elementary School - 5701 NW 43 St., Gainesville
- 2. Williams Elementary School - 1245 SE 7 Ave., Gainesville
- 3. Shell Elementary School - 21633 SE 65 Ave., Hawthorne
- 4. Archer Community School - 14533 SW 170 St., Gainesville
- 5. Eastside High School - 1201 SE 45 Ter., Gainesville
- 6. Kanapaha Middle School - 5005 SS 75 St., Gainesville
- 7. Oakview Middle School - 12-3 SW 250 St., Newberry
- 8. Waldo Community School - 14450 NE 148 Ave., Waldo
- 9. High Springs Community School - 1015 N Main St., High Springs

Attachment B:

ADDENDUM TO THE TURKEY CREEK FOREST EMERGENCY PREPAREDNESS PLAN

Emergency Supplies for Personal/Individual Needs Checklist

- Potable (drinkable) **Water:** 1 gallon per day per person
- Water** for flushing: fill the bathtub and have a bucket handy
- First aid kit (be sure to include aspirin or other pain killer medicine)
- Personal **medications**
- Eyeglasses/hearing aids and batteries
- Cash**, Credit Cards and Checkbook
- Important documents: It is highly recommended that copies be made and placed in your “go bag” or scan documents into computer and back up to a portable hard drive or thumb drive.
- Weather radio and batteries
- Flashlight and batteries
- 3 or more days of food (non-perishable), utensils
- Cell phone, charger and important phone numbers
- Cooler and frozen ice packs (ready to go, in freezer)
- Blanket, pillow and /or sleeping bag
- Toilet paper and paper towels
- Pet supplies and carrier/crate
- Extra house and car keys
- Basic tools: hammer, pliers, screwdriver, manual can opener
- Duct Tape
- Whistle

Additional Supplies for Projected Emergency Beyond 72-hours (over 3 days)

- Maps of evacuation routes and hospital locations
- Propane camp stove and extra propane (outdoor use only)
- Kitchen accessories and cooking and eating utensils
- Tent/tarp
- Bedding
- Boxed food that can be mixed with water for consumption: e.g. Instant Oatmeal, Macaroni & Cheese Also Fruit
- Cups, Nuts, Peanut Butter, Dried Fruit ,Dry milk
- Personal “wipes” and Bleach “wipes
- Liquid bleach for sanitizing and water treatment (1/8 tsp. per gallon for drinking, 2 drops per gallon for sanitizing)
- Matches in dry container (wooden are preferable)
- Weather appropriate clothing
- Walking shoes

Additional things to think about if a severe weather event is predicted for Turkey Creek Forest Community

- *Should I plan to evacuate? Where is my nearest shelter? Is my “go bag” ready?
- *Do I have a full tank of gas?
- *Do I have cash in case the ATM’s are down?
- *Do I have a back-up of my important documents to take with me? E.g. Driver’s License, Birth Certificate, Insurance Policy(ies), Social Security Card, Medicare/Medicaid Card, Personal Will, Living Will, Photos,
- *Have I prepared for emergency shelter for my pets?
- *Do I need to register for a Special Needs Shelter?
- *If I “shelter in place”, have I registered online for “Smart911”?

04/08/17