

Disaster Readiness Responsibilities

Put this with your telephone directory or copies of your neighborhood disaster plan to remind you of the various responsibilities related to disaster preparedness and response.

Kings Ridge Disaster Readiness Committee – 2017

Before the Storm:

Responsible	Task
Master Board and staff	<ul style="list-style-type: none"> ✓ Secure all community assets. ✓ Shut down clubhouse and facilities a minimum of 24 hours before, with opening no earlier than 48 hours after the event. ✓ Open all gates for easy access in case electricity goes out. ✓ Staff goes home to care for their own families
Neighborhood Boards and Neighborhood Disaster Readiness Committees (if there is one)	<ul style="list-style-type: none"> ✓ Establish contracts with neighborhood landscapers for disaster clean up; identify when they will clean up and remove debris from neighborhood. ✓ Implement neighborhood disaster plan (suggestions): <ol style="list-style-type: none"> 1. Recruit and train volunteers 2. Purchase at least one hand-held walkie-talkie for communications with ham radio operators in case phones go out 3. Purchase vests or t-shirts to identify volunteers 4. Disburse Help/Okay signs to residents; explain use 5. Provide info on emergency shelters, sign-up form 6. Inform residents on generator safety.
Residents	<ul style="list-style-type: none"> ✓ Stay in your home during the storm until media or local responders indicate it is safe. ✓ Notify your disaster coordinator if you will be out of town and how to reach you if your home is damaged ✓ Procure non-perishable food and water, enough for three days per person. The clubhouse does not have food or water. ✓ Go to a shelter if you need electricity for medical devices. Sign up at (352) 343-9420, or get the form from your Division Captain. The clubhouse is not an approved disaster shelter. ✓ Remember, costs to prepare your home for a disaster and repair it are your responsibility. Dues do not cover it. Staff should not be called by residents or family members asking for help on repairs or preparedness. ✓ Use a battery-operated weather radio. ✓ Prepare by making sure all furniture and potential projectiles are inside. ✓ Register health information at the secure website, www.smart911.com and/or use the Vial of Life medicine bottle to keep an updated record of all health issues and medicine.

During the Storm:

Responsible	Task
Master Board and staff	<ul style="list-style-type: none"> ✓ Taking care of their family and property. ✓ Not available during the storm. If you are in a life-threatening situation, call 911 and they will get to you when the storm conditions allow it.

Neighborhood Boards and Neighborhood Disaster Readiness Committees (if there is one)	<ul style="list-style-type: none"> ✓ Taking care of their family and property. ✓ Not available during the storm. If you are in a life-threatening situation, call 911 and they will get to you when the storm conditions allow it.
Residents	<ul style="list-style-type: none"> ✓ Stay inside your home. Don't go out into the storm. Wait for the all-clear from the media. Call 911 only if a life-threatening emergency and they will get to you when the storm conditions allow it. ✓ If you have a generator, be sure you hook it up properly: outside, at least 20 feet from the house and garage, to avoid carbon monoxide poisoning.

After the Storm:

Responsible	Task
Master Board and staff	<ul style="list-style-type: none"> ✓ Unsecure all community assets, which will take a minimum of 48 hours, so be patient and avoid calling staff. They will notify residents by e-mail blast when facilities are available. ✓ Remove debris from main roads, based on vendor availability – a minimum of two weeks. ✓ Fixing broken street lights will not be a SECO priority. Getting electricity turned on first is a priority.
Neighborhood Boards and Neighborhood Disaster Readiness Committees (if there is one)	<ul style="list-style-type: none"> ✓ Inspect neighborhood and homes AFTER media indicates it is safe to go out. Wear identification (safety vest, KR ID) so emergency responders know you have a reason to be out. ✓ If a home is damaged, volunteers will give residents a damage assessment form to complete and notify absent residents of damage. ✓ If the neighborhood has a contract with the landscaping vendor for storm debris work, they will notify residents of the schedule. If there is no contract, it will take longer for debris removal.
Residents	<ul style="list-style-type: none"> ✓ Place Help/Okay sign in street-facing window with proper side showing ✓ Avoid going outside for your safety. Sudden wind gusts can cause weakened tree limbs to come down. ✓ Be sure generator is hooked up correctly and located at least 20 feet away from the house and garage. ✓ Avoid calling staff for help or information on facility readiness, since they will be very busy. Be patient! Call 911 if you see suspicious individuals. ✓ Complete a damage assessment form and take pictures. If you need a tarp on your roof, broken windows repaired or other repairs, call a family member, neighbor or vendor. It is not the job of clubhouse staff to help with home repairs. ✓ Avoid riding around on your golf cart. Emergency responders and vendors need access to limited road space. The only ones on golf carts should be volunteers checking on you or your neighbors.