

PORT CARLOS COVE: CORPORATE PROTECTION PLAN

Hurricanes and storm surges generally come with advance warning which provides us with an opportunity to be proactive and take steps to prevent or at least minimize the potential for bodily injury and damage to our property.

In all storm situations, the #1 priority is to protect people, and no person should put themselves at undue risk just to save property. That's the reason for being proactive and moving quickly in response to the warning.

Dan logs into the National Hurricane Center almost daily during hurricane season and if a storm looks like it will be affecting PCC he calls and coordinates with Dean and Glen and he and they coordinate with the members on site to help put the plan into action.

If he is not available he would ask another board member to help with this coordination. In addition, Dean or Glen or any onsite member may contact Dan about any local information or conditions they are aware of that may trigger this action plan. There would also be communications to the rest of the board and off site members depending on the situation.

The items on this list will be checked but the safety of people will always be the first priority.

ASSIGNED TO ACTION CHECKLIST: BEFORE THE STORM

Insert name of person/group assigned to task:	Actions: Prior to end of season.
Done Done Will ask Steve to take the photo's when he get's back to PCC	<ul style="list-style-type: none">• Secure some pool furniture and tools/equipment.• Ensure Gas container full in Maintenance Building• Take time stamped photos/videos of corporate PCC.
Insert name of person/group assigned to task:	Actions: Once storm warning received.
	Communication (Prior to Storm) to Residents <ul style="list-style-type: none">• Alert all <i>onsite residents</i> that a storm/other dangerous situation is possible.• Alert all <i>off site</i> residents that a storm/other dangerous situation is possible.• Remind residents to listen closely to

	<ul style="list-style-type: none"> • Remind residents to listen closely to instructions from local officials. • Refer residents to information in PCC Natural Disasters Emergency Plan. • Residents encouraged to comply if warned to evacuate. • Remind residents the office/library/laundry area of our clubhouse is to some degree considered to be "storm safe". • Clubhouse <i>is not</i> to be used as an evacuation location.
	Office equipment: <ul style="list-style-type: none"> • Move it to a high, safe location. Consider attic/top of bookshelf.
	Clubhouse: <ul style="list-style-type: none"> • Close storm shutters on clubhouse • Sandbag the pump area but leave the electric to the sewer pump on. • Flip breakers on clubhouse appliances & HVAC. • Unplug/throw the circuit breaker for appliances, HVAC & pool heaters (due to potential power surge, lightening & electrically charged water). • Move any outdoor furniture inside.
NO ACTION TAKEN	Electricity: FPL generally makes that decision. Shut downs are likely temporary and last until the storm passes.
	Pool pumps & heaters: Electricity to pool pumps should be maintained. <ul style="list-style-type: none"> • Flip the breaker for the heaters.
NO ACTION TAKEN	Sewer Pumps: Pumps are underwater & electricity should be continued.
The Generator was moved to the workbench so it is up high and in a position to use to run the lift station if needed.	Maintenance building & Equipment: <ul style="list-style-type: none"> • Contact a board member/Cove Club manager to find out the location of storage trailer key.

	<ul style="list-style-type: none"> • Move equipment to the top of the workbench or the storage trailer. • Move generator to the storage trailer. • Gas should be on hand and moved to the storage trailer.
Tractor was moved to the storage trailer at end of season.	Tractor & Utility “golf” Cart: <ul style="list-style-type: none"> • Move Tractor to high ground. • Move Utility cart to high ground or drive into the storage trailer if possible.
Glen would manage this and the water shutoff decision would most likely be an after storm decision.	Water utility shut off: <ul style="list-style-type: none"> • Leave the water on unless damage creates an uncontrolled release of water. (Glen’s input – turning the water off might affect its purity and people staying in PCC need water.)
	Grounds: <ul style="list-style-type: none"> • The “tree hurricane cut” will most likely have been completed prior to hurricane season. • Go around and secure or ask members and contractors to secure or remove any items that may be affected by high winds and water.

AFTER THE STORM: ASSIGNED TO ACTION CHECKLIST

Insert name of person/group assigned to task	Action
In the case of a major storm Dan would call an emergency board meeting to coordinate a plan. That plan would be dependent on who’s on site and who can travel to PCC and help coordinate by phone.	<ul style="list-style-type: none"> • Contact the Sheriff’s Department for details on San Carlos Island safety, security & admittance.
	<ul style="list-style-type: none"> • Assess the damage – take time stamped photos & videos.

	<ul style="list-style-type: none"> • Decide which service providers/vendors need to be contacted for assistance.
	<ul style="list-style-type: none"> • Coordinate actions for temporary repairs & clean-up including locations for trash, debris, storage, landscape debris, and appliances.
	<ul style="list-style-type: none"> • Communicate (consider zooms) with members following storm: • Provide updates on damage & conditions including status of water, sewer & electricity. • When it'll be safe to return & what you may need to bring with you

** May insert "no man power available" if needed.