



Minutes of the University Park Advisory Committee  
Tuesday, September 18<sup>th</sup>, 2018 at 4:00pm (Scheduled)  
The Lakeside Room  
7671 The Park Boulevard, University Park, FL 34201

- **Roll Call and Quorum** – Steve Hatton, LCAM, CMS, and Enjoli Collins, LCAM, CMS
  - Steve Hatton called the meeting to order at 4:05pm.
  - Roll call was taken; a copy of the Roll Call Sheet is attached hereto.
  - The Agenda was posted on Friday, September 14<sup>th</sup>, 2018.
- **Meeting Minutes** – Steve Hatton, LCAM, CMS
  - The Minutes for the August 20, 2018 UPAC meeting were distributed to the Chairs and posted on the website, <https://www.upcai-fl.com/meeting-minutes>.
- **CMS Management Report** – Steve Hatton, LCAM, CMS, and John Whyte, Board President
  - Mr. Hatton wanted to make a special note of the Fall projects on which the community will be working. The biggest project will be the pressure washing. The commencement of this, and most of the other projects, will begin when everything dries out. If everything is not dry, the items will simply re-stain right away.
  - We received a call from Manatee Fire & Rescue (MF&R) regarding trimming of the street trees. The minimum requirement for MF&R is 13'6" but they are actually requesting the trees be trimmed up to 15'. CMS is currently having the common area trees trimmed but the majority of the work lies within homeowner responsibility.
  - Mr. Hatton demonstrated how to use the new Yardi portal which should be rolled out to residents in the coming days. Please see the last page of the Minutes to see what was presented at the meeting.
  - Mr. Whyte requested that, before the announcement for Yardi goes out, Mike Sisti review the draft email from a resident's perspective.
  - Discussion followed regarding the Yardi portal. It is currently set up for homeowners to be able to submit work order requests for common area problems and there was discussion about removing that ability. However, it was determined that it was more important that homeowners be able to inform staff of problems identified in the common areas. Staff will simply continue to take necessary steps to gain approval for repairs in the common area, whenever necessary. Chairs will get copies of reports for work orders requested in their own neighborhoods.

- It was announced that the Yardi “Resident Portal” is the preferred method for reporting work orders; however, if it is not the easiest method to report a work order at the time when a problem occurs, we would rather the problem be reported by whatever method is most convenient (phone call, email, etc.) than not reported simply because Yardi was not a convenient reporting method at the time.
- Mr. Whyte indicated this new “Resident Portal” will be a change, a learning experience for everyone, the Property Management Team, the Committee Members and the residents. This program will be a path, a step forward that will need to be fine-tuned and that will help us stay current in “today’s world”.
- **Comcast Equipment Removal** – Steve Hatton, LCAM, CMS
  - Comcast representatives went through the neighborhoods to remove the old “Legacy” equipment; they state they have finished the project but residents are encouraged to inform CMS if they notice anything left out there from the old equipment.
- **Other as Appropriate** – Lloyd Kramer, CERT, and John Whyte, Board President
  - Mr. Kramer wanted to encourage all residents to be prepared for hurricanes, especially after what happened in the Carolinas. He handed out a document from Manatee County which explains that one should be prepared for three days following a hurricane but Mr. Kramer felt that three days was probably not adequate and residents should be prepared for at least ten days following a hurricane.
  - Mr. Kramer wanted to remind residents who are handicapped to register with Manatee County so they can get the special assistance (care, oxygen, etc.) they need during a hurricane as they can get placed in the proper care shelter.
  - Mr. Kramer pointed out that any system is vulnerable to flooding with the high amount of rain that comes along with a hurricane. Additionally, debris can get into any sewer system and clog it, temporarily, so that it does not drain adequately.
  - Mr. Hatton responded to a question about whether or not the system will drain into the ponds by saying that the storm drains do drain into the community’s ponds. However, in post-event inspections last year, there was no evidence of any blockage, failure or collapse of any kind in our system but that there was simply too much rain water in a short amount of time that the system was inundated and took a while to drain out.
  - Mr. Whyte talked about the Recreation District (“RD”) election that took place yesterday, September 17<sup>th</sup>, 2018. It was a momentous moment, where the RD was elected, a five-member Board of Supervisors, a pseudo-government entity empowered by University Park.
  - The Board of Supervisors will negotiate to buy the Country Club and then gain the financing by way of the Bond.
  - The target date for the turnover is still anticipated to be the first quarter of 2019 which is entirely dependent upon the bond, how the bond will be handled, such as when it will be done, when it will be put for sale, when it will be sold, when the money comes back, when the Developers get paid, etc.
  - As part of the turnover process, the association’s CCR’s are currently being reviewed and updated. It will be one document going forward, with 32 appendices. Volunteers were requested at the last

meeting and the five neighborhood Chairs who stepped forward and will be working on the update of the association documents are: George Auxier, John Bondur, Jim Case, Steve Cerjan and Lou Marquet and the review will be led by Jack Siegel. The Planning Group was able to get the documents to step one and the five Chairs will be taking the document forward and then coming back to UPAC to report what they found to be the key issues needing amendment within the documents.

- Mr. Whyte went on to explain that we must complete the first set of changes before the turnover, which will require the approval of the Declarant as well as a 75% vote of the neighborhood Chairs voting as the voting members; with the second set of changes, we will make as many changes as we can before turnover and then the third set will be completed after turnover.
- Mr. Whyte responded to the question about another vote being required on the Club acquisition by stating there will be another vote – it will be on the referendum to approve the bond which is anticipated to take place in December or January (an optimistic estimate). The bond referendum will need to be approved by a simple majority of those who vote and will then take place as a sale.
- Mr. Whyte indicated that the Board of Supervisors are required to, in one year, negotiate the purchase of the bond and the sale of the bond. There is not really a job description for what the Board of Supervisors must do but they must meet publicly and take questions on agenda items at their meetings, somewhat like the BOCC where they take questions and individuals may speak for three minutes at a time, etc.
- The first meeting of the RD will be held on September 26, 2018 at 1pm; an official notice will be forthcoming.

Without further items on the agenda to discuss, Steve Hatton, LCAM, CMS adjourned the meeting, without objection, at 4:55pm.

Respectfully Submitted,

Steve Hatton, LCAM, CMS  
University Park Community Association Inc.

## **Yardi Presentation**

Homeowners will be getting an invitation email. Upon receipt of the email, they will be able to log-in to Yardi with their own, individual user name and password.

When a homeowner logs in, they will first see the main “Resident Services” home page which will show any pertinent announcements, it will ask if they would like to opt-in to receiving text or email notifications and it will show a list of the month’s events.

From there, a resident can submit a work order request by listing priority, by selecting the category or sub-category, by stating the location and then by adding a brief description. Photos can also be uploaded, along with how best to communicate back to them upon completion or with questions. Once the work order is submitted, it is distributed to several staff members who will track it through completion. Open work orders will appear on the main page, in the “Request History” portion.

Homeowners will be able to view payment history back to the day when they purchased their home in University Park. This financial information is also able to be exported for tax purposes.

There will be a FAQ section that will correspond to the resident bulletin board on the association’s current website. By clicking on each subject about a number of given topics, a narrative (or “answer”) will open up explaining that topic.

There are several different methods by which a resident may request to communicate with members of staff, as well as with each neighborhood Chair and the Board President.

There will be some topics on the Yardi “Resident Portal” that are not shown on the association’s current website, such as neighborhood-specific items like financial reports and neighborhood restrictions.

Homeowners will be able to edit their own profile and to add vehicle information, if they would like to, as vehicle information is currently being housed in dwellingLIVE and the portals do not “speak” to each other.

Step-by-step instructions, as well as tutorials, will be put together to assist residents in familiarizing themselves with the new Yardi “Resident Portal”.



# MANATEE COUNTY

## DISASTER PLANNING GUIDE

Official Guide for the Tampa Bay Area

YOUR HURRICANE  
EVACUATION ZONE  
MAP INSIDE

### 10 Ways to Prepare Now!

1. Make Your Family/Business Disaster Plan
2. Pull Together Disaster Supplies
3. Brace for Hurricanes
4. Discuss Your Evacuation Plans
5. Help Your Neighbor
6. Keep Your Pets Safe
7. Take Steps to Protect Your Home/Business
8. Review Your Insurance
9. Know Your Disaster Safety Tips
10. Know What to Expect After a Disaster

[www.tampabayprepares.org](http://www.tampabayprepares.org)



This guide is produced by the Tampa Bay Regional Planning Council in partnership with your County Emergency Management Agency.



# Planning for emergencies

If a disaster struck, would your family be ready? Would your business be ready? Taking simple steps today could save lives and prevent suffering later. Follow the tips and checklists in this special guide to protect your loved ones, your home and your business.

This guide was developed by your county emergency management agency to help you make your family and business plans. It also directs you to additional resources where you can get more information and assistance.

Government cannot do this alone. It takes the "whole community" to effectively prepare for, respond to, and recover from a disaster. This includes our neighborhood and condo associations, faith-based, volunteer, and civic organizations, schools, and the business community, as well as residents. Find out if there is a Community Emergency Response Team (CERT) in your neighborhood and get the training. If there is not a CERT, think about starting one. Contact your local emergency management agency or fire department. In addition, we need to ensure that our plans include the needs of our children, seniors, the disabled, and those who face poor health (mentally or physically).

So, get involved and spread the word at your school, work, club or place of worship. This is what it takes to make our community safer and more resilient.



## 1 Your Disaster Plan

Prevent panic and confusion by making sure everyone knows where to go and what to do in an emergency, whether at home or at work.



- **PICK TWO MEETING PLACES.** One should be just outside your home or business for sudden events such as a fire. The second should be outside your neighborhood, in case you can't get home or family members get separated.
- **CHOOSE A CONTACT PERSON.** Ask someone out of the area to coordinate communications in a disaster. Family members should call this person to report their location. Send your contact copies of important papers (ID, insurance, etc.)
- **KEEP YOUR CONTACT INFORMATION UP-TO-DATE.** Include contact information in your phones and make emergency contact cards to carry with you.
- **KNOW YOUR RISK.** Learn what disasters might affect your area. Are you in a Hurricane Evacuation Zone (see inside map page) or FEMA Flood Zone? (They are different!) Take first aid and CPR courses ([www.redcross.org](http://www.redcross.org)).
- **THINK AHEAD ABOUT EVACUATION.** Determine if and when you would have to evacuate, where you would go and how you will get there. Ask friends or family if you could stay with them. If you are in a safe area, invite them to stay with you.

For more disaster planning information, contact your local emergency management agency, local chapter of the American Red Cross (phone numbers are listed on the inside map page) or go online to [www.tampabayprepares.org](http://www.tampabayprepares.org) or [www.floridadisaster.org](http://www.floridadisaster.org) or [www.ready.gov](http://www.ready.gov).



# 2

## Disaster Supplies

Here are the most important items for your Disaster Supply Kit. Stock up today (or a little at a time) and store where you can get to them quickly.

### Replenish for Freshness:

- ☐ Medicines: Keep an updated list of family medicines and dosages along with doctor and pharmacy phone numbers. Keep a two week supply of prescription medicines.
- ☐ Food: Keep enough food to feed the whole family for three to seven days. Choose things that don't need refrigeration or cooking (canned foods, protein bars, peanut butter, etc.). Don't forget any special dietary foods or baby food and formula, if needed. Replenish every six months.
- ☐ Drinking water/containers - 1 gallon of water per person for drinking water plus water for cooking and washing (minimum 7 days). Stock up on a few cases of bottled water at home and office in the event that there is a "boil water" order.
- ☐ Extra batteries for camera, flashlights, radio, portable TV & lamps, etc.
- ☐ Infant items (medicine, sterile water, diapers, ready formula, bottles), if needed.

### Stow Until Needed:

- ☐ First aid book and kit including bandages, antiseptic, tape, compresses, aspirin and aspirin-free pain reliever, anti-diarrhea medication, antacid, and important numbers
- ☐ Flashlights and batteries for each member of the family
- ☐ Portable radio and batteries
- ☐ Non-electric can opener
- ☐ Fire extinguisher (small canister, ABC type)
- ☐ Instant tire sealer
- ☐ Whistle and/or distress flag
- ☐ Mosquito repellent

- ☐ Plastic tarp, screening, tools and nails, etc.
- ☐ Water purification kit (tablets, chlorine (plain) and iodine)
- ☐ Clean-up supplies (mop, buckets, towels, disinfectant)
- ☐ Camera
- ☐ Garbage can or bucket with tight-fitting lid and kitty litter (for emergency toilet)
- ☐ Plastic trash bags
- ☐ Toilet paper, paper towels and pre-moistened towelettes or baby wipes

### If you evacuate you also should take:

- ☐ Pillows, blankets, sleeping bags or air mattresses
- ☐ Extra clothing, shoes, eyeglasses, hearing aids (and batteries), etc.
- ☐ Folding chairs, lawn chairs or cots
- ☐ Personal hygiene items (toothbrush, toothpaste, deodorant, etc.)
- ☐ Quiet games, books, playing cards and favorite toys for children
- ☐ Important papers and irreplaceable keepsakes (driver's license, special medical information, insurance policies and property inventories, photographs)

### Precious commodities before & after a storm:

- ☐ Emergency charger for cell phones and other mobile devices (consider a solar powered alternative)
- ☐ Cash (With no power, banks may be closed; checks and credit cards unaccepted, and ATMs may not be operational)
- ☐ Charcoal, matches, and grill (Do not use indoors)
- ☐ Ice
- ☐ An old-fashioned corded telephone (ie. not a cordless or cell phone) that does not require electricity

# 3

## Bracing For A Hurricane

### As the Storm Approaches

- Listen for weather updates on local stations and on NOAA Weather Radio. Stay tuned to the latest information.
- REMEMBER: Hurricanes can be unpredictable. There is always potential error in the forecast track from the National Hurricane Center. Don't focus on the exact forecasted track, listen to local officials. (For more information go to [noaa.gov](http://noaa.gov) or [weather.gov](http://weather.gov), click on Tampa Bay area.)
- Check your Disaster Supplies. Get any needed items.
- Clean and fill bathtubs and sinks before a storm so you'll have extra clean water.
- Turn refrigerator and freezer dials to the coldest settings and avoid opening the doors to help keep perishable food in case of a power outage.
- Refill prescriptions. Maintain at least a two-week supply of medication during hurricane season.
- Clear your yard of lawn furniture, potted plants, bicycles, trash cans and other potential airborne missiles. Leave the swimming pool filled and super-chlorinated. Cover the filtration system.
- Protect your windows and glass doors with plywood or storm shutters. Brace double entry and garage doors at the top and bottom.
- If there is a chance flooding could threaten your home, move important items such as electronics, antiques and furniture off the floor.
- Fill your car's gas tank and check oil, water and tires. Gas pumps won't operate without electricity.
- Secure your boat early. Drawbridges will be closed to boat traffic after an evacuation order is issued.
- Get cash. Banks and ATMs won't work without electricity and few stores will be able to accept credit cards or personal checks.
- Never sweep or blow yard leaves, pine needles, grass clippings or soil into the street or storm water system. This clogs up the stormwater pipes and prevents water from draining.
- If you own a business, follow your Business Continuity Plan. For more information on how to create a Business Continuity Plan, go online to [disastersafety.org](http://disastersafety.org) or [ready.gov](http://ready.gov)

**You will get some warning with a tropical storm or hurricane.**



# 4

## Evacuate or Stay?

### If You Can Stay Home, Shelter-in-place

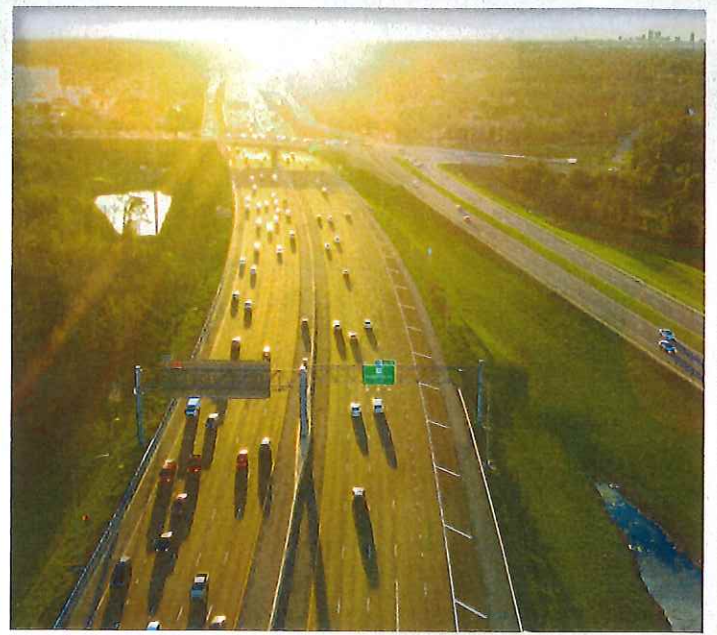
If you live in a sound structure outside the evacuation area and do not live in a mobile home or RV, stay home and take these precautions:

- Make sure your windows, doors and garage doors are protected.
- Clean containers including your bathtub for storing water. Plan on three gallons per person, per day, for at least seven days for drinking and other uses.
- Offer your home as shelter to friends or relatives who live in vulnerable areas or mobile homes.
- Check your Disaster Supplies. Make sure you have at least a seven day supply of non-perishable foods. Don't forget a non-electric can opener.
- During the storm, stay inside and away from windows, skylights and glass doors.
- Find a Safe Room in your home, usually an interior, windowless reinforced room such as a closet or bathroom on the lower floor.
- Wait for official word that the danger is over.
- If flooding threatens your home, turn off electricity at the main breaker.
- If you lose power, turn off major appliances, such as the air conditioner and water heater to reduce damage from surge when power is restored.
- Monitor your battery-operated radio, NOAA weather radio or TV for the latest advisories and other emergency information.
- Do not travel until you are told it is safe to do so.

### If You Must Evacuate

If you live in an evacuation area or a mobile home or RV, when an evacuation order is given, don't panic. Move at a steady pace and ensure you leave enough time to get to where you will weather the storm. **DO NOT** take chances with your life by staying at home or waiting until it's too late!

- Make sure your destination is not within a zone that has been ordered to evacuate.
- Take enough supplies for your family.
- Take your pets. Don't forget their supplies.



- Take important papers, including your driver's license, special medical information, insurance policies and your insurance agent's name and number and property inventories.
- Also take irreplaceable items, such as photos or keepsakes.
- Let friends and relatives know where you are going.
- Make sure your neighbors have a safe ride.
- Turn off your electricity, water and gas if officials tell you to do so.
- Lock your windows and doors.
- Stay tuned to your local radio and television station for emergency broadcasts.

### Leaving Coastal Areas

If you are leaving the area, remember to take supplies with you. Move inland away from the storm surge and inland flooding, but it is recommended that residents evacuate "tens of miles, not hundreds" if possible. Roads will be heavily congested and you run the risk of being caught on the highway without a safe refuge or running into the storm if it takes a different track.

### Hotel or Motel

If you plan to go to a hotel or motel, you will need to check for availability and make your reservation well in advance. Some hotels/motels have standing reservation hurricane programs and some relax their pet restrictions in an emergency. Again, make sure your destination is not in an evacuation zone.





# Help Your Neighbor

# 5

- People who are disabled or in poor health (either mentally or physically) or those who are without the support of family or friends should plan ahead for an emergency. They may need special assistance from family members, friends, neighbors or social service agencies. Please ask for help if you need it and volunteer to help those who do.
- Remember, too, that older adults who are also caregivers may require outside assistance. Excessive stress and anxiety can contribute to increased episodes of illness, particularly for persons with heart disease and other illnesses.
- If an older adult lives in a nursing home, assisted living facility (ALF) or residential facility, the administrator should be contacted to learn about the disaster plan for that facility.

## Home Healthcare & Homebound Patients

- If you are homebound, but not under the care of a home health agency, contact your physician to determine your best plan of action.
- If you require respirators or other electric-dependent medical equipment, you should make medical arrangements with your physician. You should also register with your local power company.
- If you evacuate, remember to take medications, written instructions regarding your care, special equipment and bedding with you.
- If you will need assistance in an evacuation or need to go to a special needs shelter, please register NOW with your County Emergency Management Agency.
- Special needs shelters do not provide hands-on medical care, only medical monitoring. Bring one caregiver with you.
- If you require hospitalization, you must make prior arrangements through your physician.

# 6

## Keep Your Pets Safe

Don't leave your pet and don't use your pet as an excuse not to evacuate. Don't put yourself, your

family and your pet at risk! You are responsible for planning for your pet.

If you are ordered to evacuate, take your Pet Disaster Supplies if you go to friends, relatives or a hotel. Unless there are pet-friendly shelters in your county, shelters cannot accept pets. As a pet owner, you must plan ahead. Check out your options. For more information call your local SPCA, Animal Control or Humane Society. If you plan to go to a hotel or motel, go online to [petswelcome.com](http://petswelcome.com).

After the storm has passed, be careful allowing your pet outdoors. Familiar scents and landmarks may be altered and your pet could easily be confused and become lost. Downed power lines, other animals and insects brought in with high water could present real dangers to your pet. Take care not to allow your pet to consume food or water which may have become contaminated. Nearly 80 percent of pets displaced by a storm are never reunited with their owners.

### Pet Disaster Supplies

- ☐ Proper ID collar and rabies tag/license
- ☐ Vaccination paperwork\*
- ☐ Carrier or cage (large enough for your pet to move around)
- ☐ Leash
- ☐ Ample food supply (at least two weeks)
- ☐ Water (minimum of 7-day supply)
- ☐ Water/food bowls
- ☐ Any necessary medication(s)
- ☐ Specific care instruction
- ☐ Newspapers, cat litter, scoop, plastic trash bags for handling waste
- ☐ Proper ID on all belongings (including emergency contact information if you evacuate)

- ☐ Photo of you and your pet
- ☐ A comfort item such as a favorite toy or blanket
- ☐ Non-electric can opener
- ☐ Microchipping your pet is strongly recommended

**\* Make sure your pets have had all their shots within the past 12 months.** Pet-friendly shelters and boarding facilities will require proof of vaccinations.





# 7 Protect Your Home and Business

There are some specific actions you should take to make your home and business safer. To make some of these improvements, you will have to get up in the attic or crawl

space with a flashlight. You may feel more comfortable with an experienced and licensed inspector, architect, engineer or contractor.

Whatever choice you make, take time to do this well before the storm threatens. To withstand the forces of wind associated with severe weather, **REMEMBER your ABCs:**

- **ANCHOR YOUR ROOF**
- **BRACE YOUR ENTRY & GARAGE DOORS**
- **COVER YOUR WINDOWS**
- **SAFE ROOM** - DO NOT stay in a room which does not have shielded windows/glass doors. Find an interior room - a bathroom, hallway or closet which will help buffer you from the storm's winds and any flying debris. Safe rooms can also be site-built or manufactured and can be installed in new or existing homes. For more information visit [flash.org](http://flash.org) or [highwindsaferooms.org](http://highwindsaferooms.org). Make sure all family members know where the safe areas are in your home. Be sure to take your disaster supplies with you into your safe room.

## For Mobile Home or RV Residents

All mobile home and RV residents must evacuate for any hurricane evacuation order given in the county, regardless of location within the county. Never stay inside a mobile home or RV to ride out the storm. Always evacuate to a friend's or relative's home, hotel, motel or nearby designated storm shelter.

Anchor mobile homes or RVs with tie downs. Inspect tie downs annually.

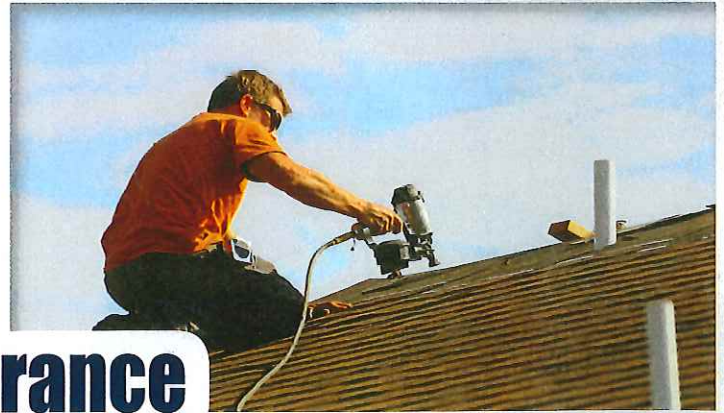
## Building or Remodeling?

For tips on how to make your home safer, go to [flash.org](http://flash.org) (Federal Alliance for Safe Homes), call Toll-Free (877) 221-SAFE (7233) or visit [mysafeflorida.org](http://mysafeflorida.org).

## Protecting Your Property from Flood

- ✓ **Anchor and Elevate:** If vulnerable, electrical panel boxes, heat pumps, washers and dryers and water heaters, fuel tanks, etc. should be elevated or relocated to areas less likely to be subjected to flood waters.
- ✓ **Retrofit:** There are things you can do to minimize the flood risk to your home. Options to consider:
  - elevation
  - flood barriers
  - dry flood proofing
  - wet flood proofing

For more information, go to:  
[Flash.org](http://Flash.org) or [FloodSmart.gov](http://FloodSmart.gov)



# 8 A Word About Insurance

Understanding what is - and is not - covered in your homeowner's or renter's insurance policy is a necessity. Take time now to learn about the risks you may face and build confidence that you are properly protected. Read your policy. Talk with your agent. Reviewing your insurance coverage annually is an important step to maintain the level of insurance protection necessary to be able to rebuild your home and replace your personal belongings. Ask your agent if there are any possible discounts for performing mitigation measures to your home or business.

## 6 Steps to Proper Insurance Protection

1. Insure your home for its reconstruction cost, not its real estate value.
2. If you rent, you need insurance to protect your belongings.
3. Know your flood risk. Standard homeowner's policies do not cover damage from floods, including storm surge from a hurricane. Remember, there is a 30-day waiting period for flood insurance to go into effect. Don't wait until a storm is threatening.
4. Set aside funds to pay your hurricane deductible.
5. Get covered for the costs of building code upgrades.
6. Inventory your home's contents to accurately price coverage and speed the claims process. There is free, secure online home inventory software available from the Insurance Information Institute at [KnowYourStuff.org](http://KnowYourStuff.org).

Acknowledgement: Insurance Information Institute [www.iii.org](http://www.iii.org)  
Hurricane Evacuation Zones and FEMA Flood Zones are Different. [www.floodsmart.gov](http://www.floodsmart.gov)



# Know Your Disaster Safety Tips

## FLOODS

1. **If flooding threatens, get to higher ground.** Stay away from flood-prone areas, including low spots, ditches, etc. Take dry clothing, a flashlight and a portable radio with you.
2. **TURN AROUND; DON'T DROWN.** Avoid flooded areas or those with rapid water flow. Do not attempt to cross a flowing stream or drive in water. The depth is not always obvious. It takes only six inches of fast flowing water to sweep you off your feet.
3. **Do not allow children to play in or near high water, storm drains or ditches!** Flood waters may be contaminated with oil, gasoline or raw sewage.
4. **Purchase flood insurance.**

## TERRORISM / VIOLENT CRIME

1. **See Something - Say Something.** Call local law enforcement, then Florida's toll-free hotline 1-855-352-7233 (1-855-FLA-SAFE) to report any suspicious activity. If it is an emergency, CALL 911!
2. **Your Family Disaster Plan** should include emergency contacts and a designated meeting place. Be prepared to respond to official instructions, such as the evacuation of the building or the area.
3. **Disaster Supplies** - If you need to evacuate your home or are asked to "shelter-in-place", having some essential supplies on hand will make you and your family more comfortable.

## FIRE

1. **Plan** - The time to plan for a fire emergency is now. Take a few minutes to discuss with your family or colleagues what actions you will need to take as you make your Disaster Plan for your family or business. Contact numbers are extremely important.
2. **Evacuation Plan** - Decide where you will go and how you will get there. Unlike evacuating for a hurricane, with fire you may only have a moment's notice. Two escape routes out of your home and out of your neighborhood are preferable. Have a plan for evacuating your pets or service animals.
3. **Fire Drills** - Practice. Make sure everyone knows at least two escape routes from your home or business.

## HAZARDOUS MATERIALS INCIDENT

**IF YOU'RE TOLD TO EVACUATE:** You should move to the place/shelter designated by public officials.

1. **Stay calm.** Quickly gather what you will need, unless you are told to leave immediately.
2. **Keep car windows/air vents closed.** Do not use the air conditioner until you are out of the evacuation area.

**IF YOU ARE TOLD TO STAY INDOORS AND SHELTER-IN-PLACE:**

1. **Stay inside** until local officials say you can leave safely. Bring pets indoors.
2. **Close all doors and windows.** Seal all gaps under doorways and windows with damp towels and duct tape. Turn off heating, cooling or ventilation systems.
3. **If you are told to protect your breathing,** cover your nose and mouth with a damp handkerchief or other cloth folded over several times.

# 9

# Keep a Paper Trail

Keep important documents in a fireproof safe or box and a copy in a secure location away from your home or business. Inventory your property and possessions and take a video survey of your property.

- Proof of residence / ownership
- Birth and marriage certificates
- Passports
- Social Security cards
- Bank and credit card information
- Wills, deeds and copies of recent tax returns
- Stocks and bonds
- Copy of driver's license
- Special medical information
- Insurance policies
- Property inventories or photos of your home or business
- Business tax license
- Business supply/vendor lists

## TORNADO

1. **Purchase a NOAA Weather Radio** and/or a battery-powered commercial radio and extra batteries.
2. Many mobile phones are capable of receiving **Wireless Emergency Alerts (WEAs)**. These alerts can inform you about life-threatening weather conditions in your immediate area.
3. **Know the terms** used to describe tornado threats:
  - **Tornado Watch** - Tornadoes are possible. Remain alert for approaching storms.
  - **Tornado Warning** - A tornado has been sighted or indicated by weather radar. Take shelter immediately if a Tornado Warning is issued for your area.
4. **If a tornado threatens,** seek shelter in a small, windowless interior room or hallway on the lowest level of a sturdy building.
5. Mobile homes are not safe during tornadoes. **Abandon mobile homes and go to the nearest sturdy building** immediately.
6. **If you are caught outdoors,** seek shelter in a sturdy building, NOT a mobile home or portable structure.
7. **If you cannot quickly walk to a sturdy building,** immediately get into a vehicle, buckle your seat belt and try to drive to the closest sturdy building.
8. **If flying debris occurs while you are driving, pull over and park.** Now you have the following options as a last resort:
  - Stay in your vehicle with the seat belt on. Put your head down below the windows, covering with your hands and a blanket if possible.
  - If you can safely get noticeably lower than the level of the roadway, exit your car, and lie in that area, covering your head with your hands.

## DISEASE OUTBREAK

1. **Prevention is key.** Get your flu shot and other vaccinations.
2. **Wash hands often and thoroughly.**
3. **Stop the spread.** Stay home when you are ill. Employers and schools should encourage this policy.

## OTHER TIPS

To minimize damage in high winds, **keep your home in good repair.** Tacking down loose roofing, trimming trees and keeping gutters clean are good places to start. Make sure your street address number is clearly marked on your home.





After a disaster, you may be without power and many of the other services you rely on (water, sewer, phone, cell phone, and businesses). Immediate response may not be possible, so you must be prepared to be self-reliant.

## Re-entry

**BE PATIENT.** You won't be able to return to your home or business until search and rescue operations are complete and safety hazards, such as downed power lines, are cleared. It may take time for emergency crews to reach your neighborhood.

- Residents - Have valid ID with your current address.
- Businesses - Have a valid picture ID, documents showing proof of ownership/rental, County business tax license, names of individuals authorized to be given access on business letterhead.
- Avoid driving, especially through water. Roads may have debris which can puncture your tires!

Once you arrive back, walk around your home or business from the outside first to survey damage and enter with caution.

- Open windows and doors to ventilate and dry your home or business.
- If you suspect a gas leak, leave immediately and call 9-1-1 or your natural gas provider from a safe location.
- If your home or business has been flooded, have a qualified licensed electrician inspect the electrical system and appliances before turning the power back on.
- Be extremely careful with fire.
- Let your out-of-town contact know you are alright.

## Post-Storm Safety Precautions

- Keep grills and generators outdoors in a well-ventilated area. Carbon monoxide poisoning is a frequent killer.
- Avoid candles. Use battery-operated flashlights and lanterns instead.
- Stay tuned to your local media for up-to-date emergency information.
- Avoid driving and phone use. Keep lanes and lines open for emergency workers.

- Avoid downed or dangling power lines. Be especially careful when clearing fallen trees.
- Always supervise children-DO NOT WADE IN FLOOD WATERS.
- Be aware of snakes, insects, alligators or animals driven to higher ground by floods.
- Be extremely careful with a chainsaw and follow all safety precautions.
- Call professionals to remove large, uprooted trees, etc.
- Always use proper safety equipment such as heavy gloves, safety goggles, heavy boots, long-sleeve shirts and long pants. Tie back long hair, wear a hat and sunscreen.
- Drink plenty of fluids, rest and ask for help when you need it.
- Don't burn trash.

## Clean-up & Repairs

- Know what your homeowner's or renter's insurance policy covers and what you will need to submit a claim. Take photographs of all damage before repairs and keep all receipts. Make temporary repairs to correct safety hazards and minimize further damage.
- Contact your local building department for information on required building permits. Permits are always required for any kind of demolition or permanent repairs, reconstruction, roofing, or filling.

## Protect Yourself From Contractor Fraud

- Hire only licensed contractors. Be cautious of anyone coming to your home uninvited and offering to do home repairs.
- Obtain a written estimate or contract. Insist on start/completion dates and payment terms in the contract. Do not pay in full before work begins and do not pay the final balance

until the work is completed to your satisfaction. NEVER pay with cash.

- Don't pull the permits for the contractor. This may be an indication they are not properly licensed.
- If you suspect a contractor of potential fraud, contact the State of Florida Consumer Fraud hotline at 1-866-966-7226.

## Generators

Generators can provide power to your home or business in case of a power outage or shortage.

1. Determine the appliance or equipment you want to use.
  2. Determine if a portable or stationary generator is required.
  3. Determine if you will need multiple outlets or multiple types of outlets on your generator.
- NEVER connect a portable generator to building wiring. There is an extreme danger of generator back-feed for the general public (downed wires etc.) and utility workers. Plug appliances, etc., directly into the generator.
  - Place generator outdoors and away from doors, windows, and vents that could allow carbon monoxide (CO) to come indoors. Exhaust fumes are deadly.
  - Before refueling your generator, turn it off and let it cool down. Don't forget to check the oil every time you add gas. Keep generator dry.
  - Conserve fuel by alternating appliances.
  - Store fuel safely outside in labeled approved storage containers.
  - Stationary (whole house) Generators run off gas utility lines or an LP tank and supply electrical power to pre-selected circuits. They MUST be professionally installed by a licensed electrician.



# SHELTER INFORMATION - Refer to Map

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	

## IMPORTANT CONTACT INFORMATION

ANIMAL SERVICES

941-742-5933

EMERGENCY MANAGEMENT

941-749-3500

## EMERGENCY ALERT STATIONS

TELEVISION

WTSP - Channel 10



**SPECIAL NEEDS REGISTRY**941-749-3500 ext.  
7828**FLORIDA POWER AND LIGHT**

800-468-8243

**HIGHWAY PATROL**

941-751-7647

**PEACE RIVER ELECTRIC**

800-282-3824

**SHERIFF**

941-747-3011

**SOLID WASTE**

941-792-8811

**AMERICAN RED CROSS**

941-792-8686

**CATHOLIC CHARITIES**

941-714-7829

**SALVATION ARMY**

941-748-5110

**UNITED WAY**

941-748-1313

**211 REFERRAL LINE**

2-1-1

**MANATEE COUNTY  
GOVERNMENT**

941-748-4501

**NOAA WEATHER RADIO**

FIPS code 012081

**TDD**

941-742-5802

[WWW.MYMANATEE.ORG](http://WWW.MYMANATEE.ORG)**DO NOT CALL 9-1-1 FOR HURRICANE INFORMATION****WTVT - Channel 13****WFTS - Channel 28****WWSB - Channel 7****WVEA - Channel 62 (Spanish)****WFLA - Channel 8****BAY NEWS 9****RADIO****WFLA - 970 AM****WWPR - 1490 AM****WCTQ - 106.5 FM****WJIS - 88.1 FM**

## **A PARENT'S GUIDE ON WHAT TO BRING TO A SHELTER FOR YOUR CHILDREN**

Please bring age appropriate items for your child

- ✓ Baby food jars - combination of vegetables, fruits, cereals and meats
- ✓ Cereal (child age specific)
- ✓ Favorite healthy snacks
- ✓ Diaper wipes
- ✓ Diapers / pull-ups
- ✓ Formula (powered and/or ready-made)
- ✓ Oral electrolyte solution, such as Pedialyte
- ✓ Juice boxes
- ✓ Baby bottles
- ✓ Baby feeding spoons
- ✓ Nipples for baby bottles
- ✓ Diaper rash ointment
- ✓ Disposable changing pads
- ✓ Infant bathing basin, wash cloths and towels
- ✓ Infant hat and booties
- ✓ Lightweight blankets
- ✓ Portable crib
- ✓ Toddler potty seat
- ✓ Small toys that don't make noise such as books, cards, puzzles, handheld games, extra batteries, and any special item that the child may be attached to that provides comfort.