



# **Burnt Store Isles Association Emergency Operations Plan**

**August 2023**

# **Burnt Store Isles Association Emergency Operations Plan**

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## Promulgation Statement

Information Contained in this document is the Emergency Operations Plan for the Burnt Store Isles Association (BSIA), Punta Gorda, Florida.

The intent of this plan is to provide a framework for use in responding to and supporting emergency functions during a major disaster or a wide range of potential emergency incidents occurring in areas within Burnt Store Isles (BSI).

BSIA has a commitment to the quality of life in and the appearance of BSI. BSIA was established in 1983 to provide a means for all residents and owners of property in Burnt Store Isles to jointly promote the continual improvement of the neighborhood, to foster good fellowship, to protect the health, safety and well-being of the residents and owners, to provide educational programs, and to cooperate with other civic groups, owner associations and governmental agencies as they consider plans and programs for the area.

This Emergency Operations Plan includes the four phases of emergency management support.

They are:

**Prevention:** Those activities which eliminate or reduce the probability of an incident, also known as mitigation.

**Preparedness:** Those activities developed to save lives, avoid harm and minimize damage.

**Response:** Immediate activities which prevent loss of lives and property and provide emergency assistance.

**Recovery:** Short & long term activities which return all systems to normal and/or improve standards.

This plan is prepared in accordance with the Charlotte County Emergency Management Office, Disaster Planning Guide concepts and terminology.

Present plan will be tested, revised and updated as required. All recipients are requested to advise the BSIA Board of Directors at [info@bsia.net](mailto:info@bsia.net) regarding recommendations for improvements.

Approved by the BSIA Board of Directors **Date:**

## Statement of Purpose

The purpose of this plan is to provide a local level integrated emergency management manual. The plan is designed to both describe and guide support to local emergency and disaster response of the Burnt Store Isles Association (BSIA).

The goal of the plan is to provide a means to utilize all available resources needed to:

- Mitigate and/or prevent potential emergencies or disasters whenever possible
- Prepare to deal efficiently with the effects of emergency events
- Support matters of life safety and property protection
- Promote a means to recover rapidly from unavoidable damages

BSIA is reliant on the city of Punta Gorda and Charlotte County for Law, Fire & Emergency Services. **First contact should always be Punta Gorda and Charlotte County for Law, Fire & Emergency Services!**

The plan is intended to support and not to interfere with and/or impede the efforts of Charlotte County Emergency Management Services, Emergency/Ambulatory Services, the Punta Gorda Police Department, the Charlotte County Sheriff's Department, State Law Enforcement, the Punta Gorda and Charlotte County Fire Departments, FEMA, the National Guard, Federal/State/County Safety Personnel, Utility Company Services (Electricity, Water, Telephone), Wild Life Services, etc. Recognizing all possible situations can never be anticipated, the plan is intended to be both "generic" and "hazard specific" while covering a wide range of potential emergency and disaster situations. This plan is also based on the possibility of any given incident and not necessarily the probability of incident occurrence.

Emergency and disaster situations include but are not limited to the following: hurricanes, tropical storms, tornadoes, floods, lightning strikes, major structural fires, forest fires, sink holes, aircraft accidents, energy/fuel outages & shortages, water contamination, pollution, major automobile accidents, accident, hazardous material incidents/ accidents/spills/explosions and/or technological hazards as a result of our modern society and proximity to local businesses, or other impending or actual calamity endangering or threatening to health, life or property of constituted government. Weather related disasters (hurricane, tropical storm, tropical depression, tornado, etc.) and fire pose the greatest threat to Burnt Store

Isles. The guidelines set forth in this document are intended to prepare for such a disaster, though aspects of this plan can be used for other disaster scenarios.

**Disclaimer(s): Exercising personal responsibility for emergency planning and evacuation is incumbent on all Burnt Store Isles residents.**

## **Goals of the Plan**

**Priorities are (1) Life Safety, (2) Incident Stabilization, (3) Property Preservation, (4) Maintaining Communications with State, County & Local Agencies as Needed**

- Support Punta Gorda, Charlotte County & State Law Enforcement officials
- Support Punta Gorda and Charlotte County Fire, Emergency Care and Rescue officials
- Support Punta Gorda and Charlotte County, State & Federal Emergency Management personnel
- Support evacuation efforts
- Preserve structural safety
- Maintain accurate documentation throughout the event
- Return Burnt Store Isles Association (BSIA) to operational levels

## **Vulnerabilities and Assumptions**

### **Property Location:**

Burnt Store Isles is a deed-restricted, waterfront and golfing community with Twin Isles Country Club situated in the center of the community. There are approximately 1,000 canal front and 400 golf course homes. Burnt Store Isles consists of single-family residences, villas, and condos, as well as vacant lots.

Burnt Store Isles is located in Charlotte County, Punta Gorda, Florida

Burnt Store Isles falls in Flood Zones 9AE-10AE

Burnt Store Isles is located in Evacuation Zone “A”

Ingress & egress to Burnt Store Isles is through 2 entrances:

- 1 Entrance – Monaco Drive
- 1 Entrance – Madrid Drive

### **BSI Vulnerabilities:**

All BSI properties, seawalls and docks are potentially at risk for flooding due to high water levels and storm surges during tropical storms and hurricanes.

- All BSI properties are potentially at risk for wind, rain and tree damage during tropical storms and hurricanes.
- BSI Streets are potentially susceptible to flooding during heavy rains.
- The presence of wildlife including alligators and poisonous snakes in unanticipated locations is likely.

**Assumptions:**

1. Hurricanes, Tropical Storms, Tropical Depressions & Tornados are potentially the most problematic natural causes or disasters in BSI.
2. Flooding can affect properties and travel in heavy down pours.
3. Fires can potentially be a problem during periods of drought and lightning strikes. Structural fires and car fires can potentially be problematic in residential areas with attached homes or in close proximity.
4. Sink Holes could threaten homes and seawalls within the BSIA.
5. Hazardous Materials: Incidents are possible related to the transportation of materials via the rail line and US 41 highway running East of BSI.
6. Aircraft Crashes can happen anywhere. Small private planes, commercial airlines, police and medical helicopters, military and Coast Guard aircraft are common in BSI air space.
7. Shortages: The shortage of energy, food and water could threaten the welfare of BSI residents based on the potential for interruption of deliveries.
8. Contamination: The contamination of drinking water and water in the canals due to natural causes such as red tide and algae blooms as well as leakage from sunken boats due to a storm or hurricane could threaten the welfare of BSI residents.

## **Concept of Operations**

### **General:**

The operation of the plan will be coordinated amongst all members of the BSIA's Board of Directors.

The BSIA will collect, record, and evaluate information in order to determine measures to be taken before, during and after disasters/emergencies. The information gathered will be evaluated and used to identify the need for critical resources to support response activities and minimize the effects of the emergency. Since BSI is dependent on the city of Punta Gorda and Charlotte County for Law, Fire & Emergency services, public information gathered by BSIA will be coordinated with local Punta Gorda/Charlotte County/State/Federal Safety Personnel, Law Enforcement, Fire Department, Emergency Care, and Utility Company Services (Electricity, Water, Cable & Telephone) as necessary.

Areas considered "problematic" including but not limited to entrances and areas prone to flooding requiring the deployment of resources will be inspected, monitored and/or recorded. Photographs and video recordings should be used to document areas of concern whenever possible and passed along to the appropriate entity by BSIA.

The BSIA's Board of Directors will use available communication tools including: land lines, cell phones, texting, and the Association's website if available to pass along critical information to BSIA members and BSI residents regarding the disaster/emergency. Other potential communication tools include: "Next Door", Facebook, Twitter, Instagram, etc.

The primary meeting space for the Board of Directors may be physical or virtual and to be determined based on the condition of passable roads due to flooding, debris, utility services and/or fire/rescue operations.



## **Organization & Responsibilities**

### **Organization:**

The Burnt Store Isles Association's Board of Directors will meet to review and discuss situational issues as needs demand. The President of BSIA and the Board of Directors, with input from local authorities and BSI residents, will be the primary conduits for the planning, coordination, organization, administration, and operations related to all situational issues requiring attention. This may include the formation of BSIA committees. All Board of Directors and committee members shall participate in the emergency management activity as appropriate and subject to their availability.

It will be the responsibility of Board members, or an assigned committee, to document damage or problem areas within BSI when it is safe to do so in the event of a disaster or emergency. This information will be sent to the appropriate response agency to assist in the evaluation of the situation and to allow city planners to correct or address similar situations prior to another event.

## **Plan Development & Maintenance**

### **Plan Development:**

This plan has been developed to address a wide range of potential disaster and emergency incidents that may affect the residents of Burnt Store Isles. Operations and terms have been developed to be consistent with the Charlotte County Emergency Management Office, Disaster Planning Guide.

### **Maintenance of the Plan:**

BSIA's President will schedule a review of the plan annually. Ideally, the plan's review will be conducted in the first calendar quarter of each year to allow ample time for discussion of any proposed changes prior to the beginning of the "rainy/hurricane" season (6/1 – 11/30). The plan shall be reviewed after an actual emergency/disaster to identify changes and/or to adjust operations to improve its efficiencies and effectiveness. Recommendations or suggestions to the plan shall be brought to the attention of the Burnt Store Isles Association Board of Directors. Changes to the plan will be by approval of the BSIA Board of Directors. Exercises

and/or review of the plan for familiarity should be done annually. All committees with specific duties are responsible for ensuring their members understand their roles with any subsequent concerns addressed. Inspection and/or documentation of all BSIA and general BSI assets are critical. Photographs and video recordings should be taken prior to and after any disaster event to ensure all structures, walls, roads, drainage concerns, sidewalks, foliage, etc. are returned to pre-event conditions.

# **Annex A**

## **Emergency Contact Numbers**

### **Law Enforcement:**

**The Punta Gorda Police Department** provides law enforcement and has mutual aid agreements with surrounding law enforcement agencies.

Website: [Police Department | City of Punta Gorda, FL \(punta-gorda.fl.us\)](https://www.punta-gorda.fl.us/police)

**Main Number: (941) 639-4111**

**Emergency: Dial 911**

### **Charlotte County Sheriff's Office**

**Main Number: (941) 639-2101**

**Emergency: Dial 911**

### **Links to PGPD social media sites**

[Social Media | City of Punta Gorda, FL \(punta-gorda.fl.us\)](https://www.punta-gorda.fl.us/social-media)

### **Fire Department:**

**The Punta Gorda Fire Department** provides fire and emergency response services and has mutual aid agreements with surrounding fire departments. **Ambulance service (EMS)** is provided by Charlotte County Fire/EMS, with ambulances housed at Punta Gorda Fire Stations.

**Main Number: (941) 575-5529**

**Emergency: Dial 911**

**Hospitals:**

The nearest hospitals are:

**Shorepoint Health - Punta Gorda**, 809 E. Marion Ave, Punta Gorda

**Phone: (941) 639-3131**

**Shorepoint Health - Port Charlotte**, 2500 Harbor Blvd, Port Charlotte

**Phone: (941) 766-4122**

**Fawcett Memorial Hospital – Port Charlotte**, 21298 Olean Blvd, Port Charlotte

**Phone: (941) 629-1181**

**Florida Power and Light** - to report a dangerous condition such as a downed power line call:

**Phone: 1-800-468-8243**

**Website:** [FPL | Homepage](#)

**Punta Gorda Water Distribution Division** – department operates a 24 hour on call service to handle water emergencies

**Phone (941) 575-5070**

**Charlotte County Office of Emergency Management**, 26571 Airport Rd, Punta Gorda

**Phone: (941) 833-4000**

**Alert Charlotte** – sign up to receive emails or texts about emergencies affecting Charlotte County

<https://www.charlottecountyfl.gov/departments/public-safety/emergency-management/alert-charlotte.stml>

**Shelters:**

There are no public shelters within Burnt Store Isles or Punta Gorda.

The closest public shelters are:

Kingsway Elementary School (@ 8 miles), 23300 Quasar Blvd., Port Charlotte

Neil Armstrong Elementary School (@ 9 miles ), 22100 Breezeswept Ave. , Port Charlotte

Harold Avenue Regional Park (@ 9 miles), 23400 Harold Ave., Port Charlotte

Liberty Elementary School (@ 10 miles), 370 Atwater St., Port Charlotte

**Burnt Store Isles Association Board of Directors**

**2021 OFFICERS, DIRECTORS, & COMMITTEES**

<b>OFFICERS:</b>		<b>Primary cell #</b>	<b>Primary email</b>
<b>President:</b>	<b>Bill Page</b>	<b>614-507-6468</b>	<b>pres@bsia.net</b>
<b>Vice President:</b>	<b>Pat Ioro</b>	<b>978-875-1313</b>	<b>vp@bsia.net</b>
<b>Secretary:</b>	<b>Charlene Ponkratz</b>	<b>941-639-3736</b>	<b>secretary@bsia.net</b>
<b>Treasurer:</b>	<b>Lee Brandt</b>	<b>610-513-2881</b>	<b>treasurer@bsia.net</b>

**DIRECTORS**

<b>E-Communications:</b>	<b>Jenny Anderson</b>	<b>847-951-2040</b>	<b>info@bsia.net</b>
<b>Legal Liaison:</b>	<b>Brian Bender</b>	<b>732-910-8305</b>	<b>legal@bsia.net</b>
<b>Membership:</b>	<b>Wendy Heath-Brandt</b>	<b>215-872-0662</b>	<b>membership@bsia.net</b>
<b>Planning:</b>	<b>Mary Boeringer</b>	<b>941-575-7594</b>	<b>planning@bsia.net</b>
<b>Neighborhood Security:</b>	<b>Dave Elkins</b>	<b>617-899-9986</b>	<b>security@bsia.net</b>
<b>Social:</b>	<b>Wanda Daugherty</b>	<b>941-228-4285</b>	<b>social@bsia.net</b>
<b>Special Projects:</b>	<b>Kathy Martinelli</b>	<b>617-922-2153</b>	<b>special@bsia.net</b>

Community Standards: Faith Ferris      239-898-1234      standards@bsia.net  
Past President:      Bill Courtney      281-455-1531      pastpres@bsia.net

**COMMITTEES:**

Newsletter & Directory: Diane Peterson      newsletter@bsia.net or directory@bsia.net

## **Annex B**

### **Emergency Planning Documents**

**Purpose:**

To provide BSIA residents with information to mitigate and/or prevent potential emergencies or disasters, prepare to deal efficiently with the effects of emergency events, support matters of life safety and property protection, and promote a means to recover rapidly from unavoidable damages.

**Disaster Planning / Hurricane Guide / Severe Weather**

<https://www.charlottecountyfl.gov/core/fileparse.php/476/urlt/charlotte-county-disaster-planning-guide.pdf>

<https://www.floridadisaster.org/plan--prepare>

<https://www.charlottecountyfl.gov/departments/public-safety/emergency-management/severe-weather.stml>

<https://www.cdc.gov/disasters/lightning/index.html>

**Family Emergency Plan**

<https://www.ready.gov/plan>

**Information for Citizens with disabilities or special needs**

<https://www.floridadisaster.org/planprepare/disability/>

### **Pet Emergency Plan**

<https://www.humanesociety.org/resources/pet-disaster-preparedness>

### **Emergency Supply Kit**

<https://www.ready.gov/kit>

<https://www.floridadisaster.org/planprepare/hurricane-supply-checklist/>

### **Flood and Insurance Information:**

<https://www.charlottecountyfl.gov/departments/public-safety/emergency-management/flood/>

### **Staying Informed in an Emergency**

<https://www.charlottecountyfl.gov/core/fileparse.php/476/urlt/how-to-stay-informed-brochure.pdf>

### **Securing a boat**

<https://www.boatingsafetymag.com/boatingsafety/how-to-secure-your-boat-for-hurricane>

[https://www.atlanticarea.uscg.mil/Portals/7/Seventh\\_District/airstaBorinquen/docs/HurricanePage/Boat%20Preparations.pdf?ver=2017-06-21-122956-490](https://www.atlanticarea.uscg.mil/Portals/7/Seventh_District/airstaBorinquen/docs/HurricanePage/Boat%20Preparations.pdf?ver=2017-06-21-122956-490)