

Timing: Days equate to the # of days prior to the expected mandatory evacuation effective date or storm event i/e -1 = 1 day prior to mandatory evacuation . Day 0 is the day of mandatory evacuation (need volunteers prior to evacuation) For predicting impact to lakes, need to look ahead further than that

Area	Day	Who	Status	Comments
<b>Execute all preplanning and early storm preparation items:</b>				
Annual Review of Plan	NA		Complete	This should be done no later than May 1
Send email to Kayak owners prior to hurricane season, advising them to make sure kayaks are secure (especially if leaving the area)	NA			
Arrange for access for emergency personel with Flagler County	NA		Complete	This should be done no later than May 1
Confirm pump availability/arrangements	NA		Complete	This should be done no later than May 1
<b>Communication</b>				
Update the Plan Timing	-3	Coordinator		As soon as storm track is somewhat predicted or county declares State of Emergency
Email asking for volunteers	-2	Brit		
Notice to Owners Re: What is Closing When	-2	Brit		
Notice to Guards	-2	Brit		
Notice to Fire/Police	-2	Brit		
Exchange emergency contact information with all associations				
Notice Re: Communication throughout storm	-2	Brit		
Email Kayak owners to secure their property	-2	Brit		
Contact Association Vendors to confirm availability after the storm, if not previously done	-2	Brit		
Meeting with volunteers to assign work areas	-1	Coordinator/Dave		AM Meeting
Meeting with or check in with volunteers to check status	-1	Coordinator/Dave		By End of Day
<b>Common Areas/Lakes:</b>				
Check lake outfall for obstructions	-2	Coordinator/Dave		
Check all drainage pipes (include Las Casitas and Los Lagos)	-2	Coordinator/Dave		
· Monitor Lake Levels to ID need for pump	-6	Coordinator		If lake measure is greater than 2.5
Arrange for pump and fuel (Xylem for 2021)	-6	Coordinator		
Get Pump & Fuel On-Site	- 4 or - 5	Vendor		Appx 4 days to pump lake down 1 foot with 6 inch pump and very high river tides
Monitor Lake Levels throughout	-4	Coordinator		
Make sure the flap(backflow preventer) is in place on the outflow at the river	-6	Coordinator		Easiest way to check is to make sure nothing is flowing back to the lake at a river high tide

<i>NOTE: Pumping water out will NOT Work when the River is at high tide</i>				
<b>Common Areas/Gates</b>		Dave/Donna		
· Open all access gates and secure to posts to prevent wind damage	-1	Dave/Donna		
Take down any chains blocking access to San Juan at Las Brisas Way and San Carlos at Santa Rosa Way	-2	Dave/Donna		
· Turn power off to all gates	-1	Dave/Donna		
· Secure access gate control boxes	-1	Dave/Donna		
· Remove guardhouse barrier arms	-1	Dave/Donna		
· Lock guard houses if guards are instructed to leave	-1	Guards		
· Unplug all electric devices in guard house i.e. AC units (unplug)	-1	Guards		
Take off Arms at SC gate and store	-1	Dave		
<b>Beach Club Balcony/Library -</b>		Volunteers(2)		
Move furniture to make room for gazebo furniture	-1	Volunteer		
Move furniture from upstairs gazebo to inside library	-1	Volunteer		
Check windows(nothing on sills), raise shades	-1	Volunteer		
Unplug anything electrical	-1	Volunteer		
<b>Beach Walkovers -</b>		Dave/Donna		
Turn off water at Beach Club walkover	-1	Dave		
Turn off water at SC3 Walkover	-1	SC3		
Tie mobi mats to SC3 walkover	-2	Dave/Donna		
Move any trash barrels inside	-2	Volunteer		
Take hoses inside				
<b>Beach Club:</b>		Volunteers (2-3)		
Close Beach Club	-1	Brit		
Bring Lemon Tree in	-1	Volunteer		
· Stack pool furniture and place out of harm's way inside clubhouse	-1	Volunteer		
· Check all window latches	-1	Volunteer		
Glue or secure tops of lanterns along parking lot	-1	Volunteer		
Remove Clock	-1	Volunteer		
· Place trashcans inside maintenance closet	-1	Volunteer		
Take hoses inside	-1	Volunteer		
Either bring the large trash bins outside the kitchen inside or lay down and secure	-1	Volunteer		
Put plastic at bottom of outside kitchen door and pile sand bags on it	-1	Volunteer		Some Sand bags are stored in the power closet
Put sandbags outside the main BC door that faces the ocean	-1	Volunteer		Some Sand bags are stored in the power closet
· Turn off electric service to AC units to prevent power surge damage	-1	Dave		
· Lower water level in pool 1.5 feet to accommodate excessive rain	-1	Dave		
· Turn power off to pool pumps to prevent surge damage	-1	Dave		
· Raise chlorine level to add extra sanitation to pool water	-1	Dave		
· Turn power off to underwater pool lights	-1	Dave		

· Remove any large signs that are removeable	-1	Volunteer		
· Secure all safety devices, rings, hooks, skimmers, etc.	-1	Volunteer		
check containment tank and valve for both acid and chlorine containment	-1	Dave		
· Last person to leave Beach Club puts locks and chains on doors and gates	-1	Brit or Dave		
Secure the large trash bins by the kitchen door	-1	Volunteers		
Place sand tube in front of electrical room	-1	Volunteers		
<b>Rec Center:</b>		6-7 Volunteers		
· Secure all furniture and place inside Rec Center building	-1	Volunteers		
Move the Ping Pong table into the meeting room	-1	Volunteers		
· Secure all trash cans	-1	Volunteers		
· Check all window latches	-1	Volunteers		
· Remove any large signs attached to tennis court fencing	-1	Dave		
· Cut ties, roll down and secure windscreens	-2	Dave, Donna		
· Turn power off to AC unit	-1	Dave/Donna		
· Lower water level in pool 1.5 feet	-1	Dave/Donna		
· Turn power off to all pool pumps	-1	Dave/Donna		
· Raise chlorine level	-1	Dave/Donna		
· Turn power off to underwater pool lights	-1	Dave		
· Check chemical containment tank and valve	-1	Dave		
Put sand tube in front of electrical room and meeting room doors	-1	Dave/Donna		
Raise up Nets on Courts	-1	Dave		
Take down clock and store	-1	Volunteer		
Store hoses and loose pool equipment	-1	Volunteer		
Secure or glue any lantern caps	-1	Volunteer		
Store or secure anything loose on the courts	-1	Volunteer		
Flip over benches in the tennis courts	-1	Volunteer		
Close Bathroom Doors	-1	Dave/Donna		
Secure all sports equipment in the shed and lock it	-1	Volunteer		
Throw tarp over shed and tie it down	-1	Volunteer		
<b>Boat Club:</b>		2 Volunteers		
· Secure and stack all patio furniture inside building	-1	Volunteers		
· Secure trashcans	-1	Volunteers		
· Check window latches	-1	Volunteers		
· Turn power off to AC unit	-1	Dave		
· Check kayak area for any loose objects (other than Kayaks)	-1	Volunteers		
· Turn water supply line off to fish cleaning tables on dock	-1	Dave		
· Secure fire extinguisher and hose box	-1	Volunteers		May need to just wrap tape around FE
· Turn power off to pole lighting to prevent power surge damage	-1	Dave		
Secure or Glue loose lantern tops	-1	Volunteers		
Close bathroom doors	-1	Volunteer		
Remove doc and kayak area hoses and store in back room	-1	Volunteers		

Put sand tubes in front of electrical room and meeting room doors	-1	Volunteers		
<b>Wells and Lake Irrigation Pumps:</b>		Landcare		
• Turn power off to prevent surge damage	-1	Landcare		check with Steve - may leave on to avoid need to reprime
o Turn off North main branch	-1	Landcare		
o Turn off South main branch irrigation	-1	Landcare		
Turn off Beach Club Irrigation	-1	Landcare		
o Turn Off East side branch (in median on A1A)	-1	Landcare		
<b>Wastewater Treatment Plant: (all tasks by -1 or -2 days before evacuation issued)</b>				
• Check generator fuel level		Carlos		
• Have all contact numbers available, i.e., Biometrics (operator), Environmental Controls (sludge hauling), JL Power (generator)	-1	Brit		Print contact sheets
• Check all lift stations (Coordinate a plan with Biometrics)	-2	Carlos		
o Tennis court location	-1	Carlos		
o Sea Colony guardhouse area	-1	Carlos		
o Sea Colony clubhouse area	-1	Carlos		
o Wastewater treatment plant	-1	Carlos		
• Emergency generator – prepare the generator for travel to the lift stations	-1	Carlos		
• Assist plant operator to secure any loose objects inside the WWTP area	-1	Dave		
<b>Building Sites:</b>				
• Confirm with builders their materials and equipment has been secured	-1	Karen		
<b>Other</b>				
Secure all cameras	-1	Dave		

