

Bouchelle Island - Community Services Association

Emergency Operations Plan (EOP)

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I. Introduction

- a. Purpose-The primary purpose of this plan is to save the lives of the residents of the Bouchelle Island, secondly to protect the common property, third to protect the property of the individual condominiums to the extent possible.
- b. Scope- The plan is intended to focus on localized flooding, tropical storms and hurricane conditions.
- c. General Policy-the Community Services Association will follow guidance and direction from the City of New Smyrna Beach, Volusia County, and National Weather Service.
- d. References- New Smyrna Beach Comprehensive Emergency Management Plan CEMP), Volusia County CEMP, and Home Owner Association Policies, Rules and Regulations

II. Acronyms and Definitions

CEMP- Comprehensive Emergency Management Plan

Condominium Association – One of the 25 condominium associations on Boucelle Island which comprise the CSA

CSA-Community Services Association, the umbrella organization over the individual condominium associations

EOP- Emergency Operations Plan

HOA-Homeowners Association, the same as the CSA

EOC-Emergency Operations Center

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III. Situation and Assumption

Situation:

- a. The Community Services Association is the overhead or “umbrella” association of the separate condominium associations and is responsible for the common property
- b. Bouchelle Island is connected to the South Causeway which connects mainland New Smyrna Beach with the peninsula. The property is surrounded by water which can pose a risk of flooding and / or surge.
- c. Some hazardous materials are transported on the South Causeway. The accidental release is always a possibility.

Assumptions:

- a. There could be a disruption of power or utility service.
- b. Some residents will remain even if advised to evacuate.
- c. Some employees may be unable to get to work.
- d. Banks may be closed and sources of cash could become limited.
- e. Communications systems could be disrupted.

IV. Authorities and Responsibilities

Authorities:

- Volusia County Comprehensive Emergency Management Plan
- New Smyrna Beach Comprehensive Emergency Management Plan
- While the Bouchelle Island Community Services Association does not have legal authority over the 25 individual condominium associations, it may provide information, warning/notification, and recommendations to them.

Responsibilities:

- Each resident is responsible for due diligence to their own safety and the protection of their property
- Each Condominium Association has responsibilities as outlined in its Corporate Documents on file with the State of Florida.
- The CSA has responsibility for the common property.
- The CSA provides guidance and direction to the contract manager. The manager is responsible for the direct supervision of employees and will provide them with guidance and direction as appropriate.
- The CSA contract manager is responsible for fulfilling their obligations under terms of their agreement with the Bouchelle Island CSA.
- The CSA is responsible for releasing employees from their duties in sufficient time for them to take care of personal and family

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needs as well as sufficient time to avoid driving in extreme and threatening weather conditions.

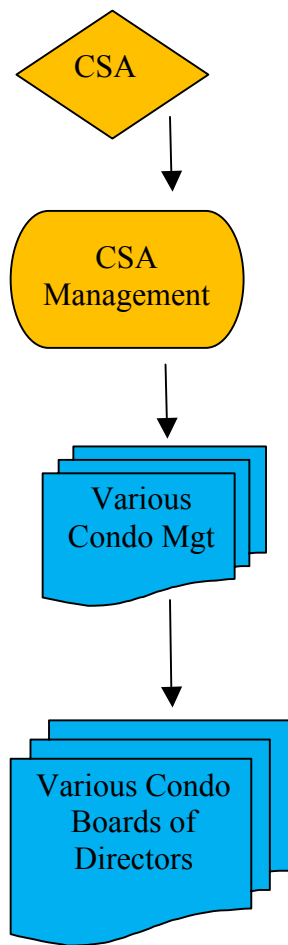
V. Concept of Operations

a. Direction and Control

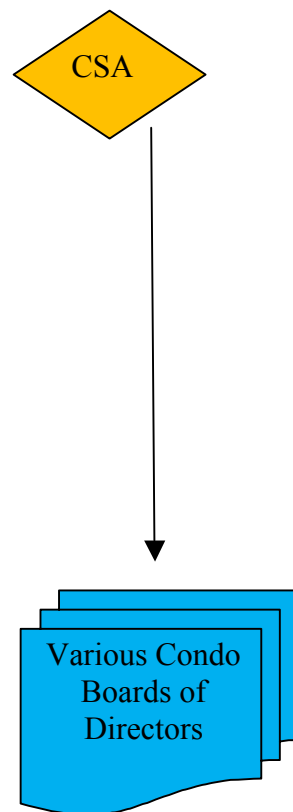
The CSA has no authority over the various condominium associations, although it may act in an advisory role to the condominium associations. Each condominium association is responsible for their own members and notifying their members of a threat or actual incident that is taking place.

Once Level One has been reached the paid employees must be released. The relationship of the CSA, Employees and Association is depicted below:

Prior to reaching Level 1 activation:



Upon reaching Level 1 activation:



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b. Emergency Operations Center Operations

In the event of an emergency, the Clubhouse will be the Emergency Operations Center (EOC) for the CSA.

If for some reason the Clubhouse is unavailable, the fitness center will be the alternate EOC.

c. Warning and Notification

Warning- An advisory that something is expected to occur. As an example, “Tropical Storm conditions are expected by the weekend”. A Warning allows time to take protective measures

Notification – Advisory that something is taking place or has just occurred. As an example, “Tornados have touched down in New Smyrna Beach, stay inside your condominium”.

“Warning” is not always possible. When “warning” is possible, management and the association boards should take advantage of the time to advise residents and take protective actions.

Warning and/or Notifications may come from, but not be limited to:

- National Weather Service using Weather Radios
- Television newscasts and weather reports
- Commercial radio announcements
- “Reverse” telephone notification utilized by the City of New Smyrna Beach or Volusia County
- Text messages

d. Levels of Activation

The CSA will use the same activation levels used by the Federal Emergency Management Agency, Volusia County Emergency Management and the City of New Smyrna Beach. Level III being the lowest and Level 1 being the highest state of readiness.

Level III – The CSA Board of Directors, its manager and employees review the CSA EOP and inventory needed supplies. The CSA Board recommends to the individual condominium association boards that they review their plans.

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Level II – Normal maintenance activities are suspended and the emphasis of the manager and employees is on protective actions. The CSA Board may recommend that residents who can consider evacuating.

Level I - The manager and employees are released due to the risk of exposure to injury if they attempt to report to work. All residents are encouraged to evacuate and the “stay behind” people are encouraged to form a “buddy system” to conduct wellness checks on each other.

e. Thresholds

Thresholds are “triggers” at which the management and CSA board activate a level, as indicated above.

Threshold for Level III – An advisory from the National Weather Service that Tropical Storm conditions exist, and could move in the direction of Volusia County.

Threshold for Level II – An advisory from the National Weather Service that Tropical Storm conditions or higher exist. The movement is toward Volusia County, with expected landfall within 5 to 7 days.

Threshold for Level I – The National Weather Service advises that Tropical Storm conditions are expected in Volusia County within the next 48-72 hours.

f. Protective Measure

Level III- Maintenance and the CSA manager review protective measures that will be required and acquire any needed resources.

Level II-

Manager duties:

- Back up all computer information on disc, memory stick or other means. The President of the CSA will determine who will retain the information.
- Place hard copy records in plastic storage boxes or other protective boxes. If they are staying on property, place them on tables, cabinets or other areas off the floor, and cover the container with plastic held in place by Duct Tape. If they are being taken off property, the President of the CSA will determine who will remove them and maintain custody of the documents.
- Review telephone contact information for condominium association management companies, and service providers.
- Direct the maintenance personnel in their duties

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Maintenance duties;

- Observe boat dock and dry storage and notify the manager of any boats which do not appear to be secured so the owner can be notified.
- Clear the dry storage and wooden walkway of any loose objects that might become dangerous if carried by the wind.
- Clear the shuffle board area and tennis courts of loose objects
- Remove and store the tennis net.
- Secure pool deck furniture in a storage area and clear the pool decks of any loose objects.
- Secure the restrooms closing windows and doors.
- Drain the pool to about one half capacity.
- Check the Fire Pump Station, Mechanical Room, and propane tanks (one at each pool).
- Secure the vehicles in the maintenance shed.
- Secure the community room

VI. Facility Closure

This is the point at which the CSA will send a final recommendation that residents evacuate.

Level I-

- All storage areas, maintenance shed, common restrooms, Fitness Center and Community Center will be locked
- Using the business phone number, the manager will notify the New Smyrna Beach Fire Department of any known residents remaining on property and their address/phone number.
- The manager and maintenance staff will be released.

VII. Facility Reopening

When weather reports and news media coverage indicate the storm has cleared New Smyrna Beach and the causeway is open, the Manager and Maintenance staff will:

- Assemble at the Bouchelle Island Community Center and conduct a visual inspection of common property.
- If any structures appear unsafe, the Manager will request an inspection by building life/safety officials of New Smyrna Beach.
- Once the island is deemed safe, the Manager and maintenance personnel will develop a priority list for repair and restoration.
- Repair and restoration will be prioritized based on need. Restoration of amenities can be delayed.
- The Manager will notify utility and service providers that the CSA is operational.

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- The Manager will notify the CSA president of the status of the Island and CSA repair issues.
- The Manager will re-constitute the office in the Clubhouse.

VIII. Plan Maintenance and Training

The CSA Emergency Operations Plan will be maintained by the CSA Manager. This person is authorized to make changes in the plan based on recommendations by the Management Company and Board of Directors of the CSA. Copies of the changes will be distributed, either electronically or in hard copy, to the employees and presidents of the individual homeowners associations. The plan will be reviewed annually prior to Hurricane Season to determine if changes are necessary.

Newly elected board members and newly hired employees will be provided with a copy of the plan. Annually, prior to Hurricane Season, the CSA Board, Manager and selected other individuals will assemble and conduct a “tabletop” exercise in which the President will present a set of circumstances and the others will discuss how they issue will be managed using the concepts in the Emergency Operations Plan.

-Nothing Follows-