

Emergency Plan for Parkside Place - Hurricane Action Plan

Hurricane Watch-

This is issued by the Nation Weather Service. Once issued, the Board of Directors will contact each other to verify availability and serve as a reminder of the action plan.

Hurricane Warning-

Once issued, the **Action Plan goes in to motion!! All recreational facilities will be closed to residents at this time as preparations begin**, normally two days before, during, and after the storm. Time will be needed to restore facilities to working conditions after the event. Natural Harmony will secure the Clubhouse area putting chairs, tables, umbrellas, movable pots, etc. into storage. No one is to remove any items for personal use until they are replaced by Natural Harmony.

After the storm-

If your unit has damage, contact your insurance company and tell them that Brown and Brown has the master policy. Your company will start the action needed.

All Board of Directors should consider themselves to be necessary and critical to the restoration of Parkside Place. Secure your own residence and family first. Then start assessing damage within the property by recording with photos and document damage in writing. The Board of Directors will check the Clubhouse and determine if the facilities can be used and note any downed wires on the property. Phone calls will be placed as needed. Meet with other board members and contact the present insurance company, Brown and Brown at [321-757-8686](tel:321-757-8686) regarding association property damage.

Building captains will begin to make inspections of their respective building at Parkside, noting visible damage to any building unit. A building captain should have owner contact numbers and call owners if noting building damage. If necessary, available unit owners will be asked to help with necessary clean up to allow safe passage on our roads.

Post-Event Evaluations-

A meeting will be held once the facilities have been returned to operation. This meeting should include all staff and anyone else involved with the pre-event preparation or post-event response. This meeting will serve as a gathering for all information, photos, notes, and resident responses related to the event. The Board of Directors will establish a time and place for this meeting. The Parkside Place Emergency Plan will be amended if needed.

Contact Information Sheet

President- Randi Pollack- [321-684-5325](tel:321-684-5325). Unit 602. Randi.beth.pollack@gmail.com
Vice President- Donna Gensler- [321-505-0144](tel:321-505-0144). Unit. 608. ddonnagensler@gmail.com
Secretary- John Newell- [321-777-3253](tel:321-777-3253). Unit 709. pjsunshine300@gmail.com
Treasurer- Bill Burleigh- [615-476-0913](tel:615-476-0913). Unit 1709. bb0400@gmail.com

PARKSIDE PLACE HOMEOWNERS ASSOCIATION, INC.

Hurricane Emergency Kit Recommendations

1. Drinking water- at least 1 gallon daily per person, 3-7 days plus additional for pets
2. Food- non-perishable packaged or canned food and juices, plus pet food
3. Non-electric can opener, cooking tools, and fuel
4. Paper towels, plates, utensils
5. Blankets, pillows etc.
6. Clothing-seasonal,rain gear, sturdy shoes
7. First-aid kit, bandages, medicines, prescription drugs
8. Toiletries and hygiene items
9. NOAA battery-operated weather radio with extra batteries
10. Flashlights and extra batteries
11. Cash- banks and ATMs might not be open or operable for an extended time
12. Keys to home, mailbox, vehicles, office, safe deposit box, etc.
13. Toys, books, games
14. Important documents, social security cards, etc. Document all valuables with a video tape or photos...before the storm
15. Tools, keep a basic set with you during the storm
16. Vehicles- keep fuel tanks filled
17. Pets and care items, identification, immunization records, cage or carrier, leash
18. Store all loose items from the yard and porch inside each unit
19. Ice stored in cooler in advance
20. Land line corded phone, in case of no power
21. Car charger for cell phone
22. Handicapped persons need to notify city if evacuation help is needed
23. Parkside Place phone directory to check with neighbors

City of Indian Harbour Beach and Utility phone numbers

Emergencies of Fire, Police, Ambulance.....	911
City Hall.....	773-3181
Police and Fire, non-emergency number.....	773-3030
Water department, City of Melbourne.....	608-7100 ext. 4
Sewer.....633-2093 after hours emergencies.....	455-1338
Trash/Recycling Pickup.....	723-4455
Florida Power and Light.....	723-7795

This information is a guideline or a starting point. Modify to your personal needs!!

PARKSIDE PLACE HOMEOWNERS ASSOCIATION, INC.

DUTIES OF A BUILDING CAPTAIN

1. Obtain the name and phone number of each owner in your building complex.
2. Conduct an outside inspection of your building after a storm.
Look for:
 - Broken windows
 - Building damage
 - Visual Roof Damage
 - Water Damage
 - Any other major concerns
3. Contact any absent owner of the results of your inspection

Notify the Parkside Place Board of Directors of your findings.

Unit Number	Resident	Contact Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____