

**OVERVIEW**

**Preparedness/Evacuation**

**GOAL A. Prepare building and grounds for evacuation/continuity of operations.**

**GOAL B. Prepare office for possible off-site activities.**

**GOAL C. Prepare to-go box for bills/banking/accounts for possible off-site activities.**

**GOAL D. Prepare to-go box for Trustees Responsibilities/Contracts.**

**GOAL E. Prepare plan for employees.**

**GOAL F. Set up plans for committee responsibilities.**

**GOAL G. Set up activities for Community Awareness Event.**

**GOAL H. Review State/Federal Programs for District Support.**

**GOAL I. Make preparations for board meetings/governance, if needed.**

**Recovery**

**GOAL A. Assess and prepare building and grounds for usage.**

**GOAL B. Conduct office activities, off-site if necessary.**

**GOAL C. Conduct bill/banking/account activities as needed.**

**GOAL D. Conduct cancellation/rescheduling activities as needed.**

**GOAL E. Assess and determine employee assignments.**

**GOAL F. Implement committee involvement during recovery.**

**GOAL G. Provide community support.**

**GOAL H. Review State/Federal Programs for District Support.**

**GOAL I. Conduct board meetings/governance, as appropriate.**

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISASTER PREPAREDNESS PLAN**

	<b>Preparedness/Evacuation</b>	<b>Person Responsible</b>
	<b>Notification: Board is informed of alert/need to implement plan.</b>	Chairman
	<p><b>GOAL A. Prepare building and grounds for evacuation/continuity of operations.</b></p> <ol style="list-style-type: none"> <li>1) Prepare list of assignments and timeline for maintenance preparations for disaster (i.e. buildings, pool, marina, beach pavilion, etc.).</li> <li>2) Describe arrangements for electrical back-up for office and other buildings.</li> <li>3) Prepare contact information for maintenance staff—work stoppage/work startup.</li> <li>4) Prepare additional procedures as needed.</li> </ol>	<p>Maintenance Trustee Maintenance Foreman Backup — _____</p>
	<p><b>GOAL B. Prepare office for possible off-site activities.</b></p> <ol style="list-style-type: none"> <li>1) Make arrangements for historical files/off-site storage.</li> <li>2) Arrange for procedure(s) to store/back-up data.</li> <li>3) Make arrangements for transfer of data/essential files for use in off-site temporary office.</li> <li>4) Prepare to-go box for computer, data, tools, temporary phone, mailings/stamps, credit cards, etc.</li> <li>5) Set up arrangements for off-site temporary office (use of computer, phone, etc.).</li> <li>6) Develop procedure for phone system (redirection/temporary phone).</li> <li>7) Develop procedure for redirection or termination of mail/shipments.</li> <li>8) Prepare contact information for office needs, office closure/reopen (website, TE95, travel phone, etc.).</li> <li>9) Develop additional procedures as needed.</li> </ol>	<p>Chairman Office Manager Backup—Treasurer</p>
	<p><b>GOAL C. Prepare to-go box for bills/banking/accounts for possible off-site activities.</b></p> <ol style="list-style-type: none"> <li>1) Develop emergency check writing procedure (voucher/limited access to trustees).</li> <li>2) Describe plan for receipt/payment of bills.</li> <li>3) Develop list of accounts/phone numbers for temporary office (trash, TV, tree, etc.).</li> <li>4) Prepare information for banking/bills/payroll/facility leases/CDs/etc.</li> <li>5) Develop additional procedures as needed.</li> </ol>	<p>Treasurer Office Manager Backup — _____</p>

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DISASTER PREPAREDNESS PLAN**

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	<b>Preparedness/Evacuation</b>	<b>Person Responsible</b>

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISASTER PREPAREDNESS PLAN**

	<b>Preparedness/Evacuation</b>	<b>Person Responsible</b>
	<p><b>GOAL D. Prepare to-go box for Trustees Responsibilities/Contracts.</b></p> <ol style="list-style-type: none"> <li>1) Review list of upcoming events/contacts/contracts (performers, bands, food, etc).</li> <li>2) Review contract cancellation clauses.</li> <li>3) Prepare list of dates of events/contact phone numbers/cancellation recommendations.</li> <li>4) Determine responsibility for calling/canceling due to disaster.</li> <li>5) Develop additional procedures as needed.</li> </ol>	<p>All Trustees Chairman Backup— Office Manager</p>
	<p><b>GOAL E. Prepare plan for employees.</b></p> <ol style="list-style-type: none"> <li>1) Review personnel policies.</li> <li>2) Describe possible arrangements for disaster/recovery work stoppage (look at different scenarios—i.e. buildings maintained, buildings lost, cleanup, paid/unpaid leave, etc.).</li> <li>3) Propose personnel policies for disaster/recovery.</li> <li>4) Develop chain of command/phone contacts for disaster/recovery contact.</li> <li>5) Develop additional procedures as needed.</li> </ol>	<p>Treasurer Chairman Maintenance Trustee</p>
	<p><b>GOAL F. Set up plans for committee responsibilities.</b></p> <ol style="list-style-type: none"> <li>1) Review Website capabilities and update disaster information.</li> <li>2) Propose Disaster Alert Page to be inserted during warning period.</li> <li>3) Review other possible uses of Website and propose to board.</li> <li>4) Review Architectural Review Committee procedures for application/approval.</li> <li>5) Propose Post-Disaster procedures to permit quick application/approval.</li> <li>6) Review other possible committee involvement.</li> </ol>	<p>Trustee/Website Website Comm.</p> <p>Trustee/ARC ARC Comm. Board</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISASTER PREPAREDNESS PLAN**

	<b>Preparedness/Evacuation</b>	<b>Person Responsible</b>
	<p><b>GOAL G. Set up activities for Community Awareness Event</b></p> <ol style="list-style-type: none"> <li>1) Provide residents with current community disaster information.</li> <li>2) Provide residents with Emergency Numbers (community resources, temporary office phone, etc).</li> <li>3) Provide opportunity for Emergency Management Special Needs transportation applications/review renewals.</li> <li>4) Provide residents with Sheltering Information/To-Go Box suggestions.</li> <li>5) Provide residents with community/TE return and rebuild information.</li> <li>6) Consider outside agency involvement/presentations.</li> <li>7) Consider developing post-disaster volunteer groups and procedures to support resident activities upon return/recovery.</li> <li>8) Prepare Bulletin Board with current information. Keep up to date.</li> <li>9) Consider additional activities.</li> </ol>	<p>Public Relations Trustees Health &amp; Welfare Trustee</p>
	<p><b>GOAL H. Review State/Federal Programs for District Support</b></p> <ol style="list-style-type: none"> <li>1) Research information about community programs that can provide district support.</li> <li>2) Provide board with information about programs.</li> <li>3) Prepare materials for application to/involvement in these programs.</li> <li>4) Prepare other materials as needed.</li> </ol>	<p>Health &amp; Welfare Trustee</p> <hr/>
	<p><b>GOAL I. Make preparation for board meetings/governance, if needed.</b></p> <ol style="list-style-type: none"> <li>1) Make arrangements for off-site meeting space for governance.</li> <li>2) Develop plan for notification of Board and Residents.</li> <li>3) Cancel scheduled meetings, if necessary.</li> <li>4) Schedule special meetings, if necessary.</li> <li>5) Consider additional procedures if needed.</li> </ol>	<p>Chairman 1<sup>st</sup> Vice Ch. Secretary</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISASTER PREPAREDNESS PLAN**

	<b>Recovery</b>	<b>Person Responsible</b>
	<p><b>GOAL A. Assess and prepare building and grounds for usage.</b></p> <ol style="list-style-type: none"> <li>1) Assess building and grounds for usage. Contact Chairman, Office Manager, Trustees about usability of buildings.</li> <li>2) Review contract(s) with outside agencies for use of facilities.</li> <li>3) Contact outside agencies regarding use of facilities.</li> <li>4) Prepare list of priorities for maintenance (usage/closure of buildings, pool, marina, beach pavilion, etc.).</li> <li>5) Set up systems for district operations (electrical back-up for office and other buildings, etc.).</li> <li>6) Prepare and implement additional procedures as needed.</li> </ol>	<p>Maintenance Trustee Maintenance Foreman Backup — _____</p>
	<p><b>GOAL B. Conduct office activities, off-site if necessary.</b></p> <ol style="list-style-type: none"> <li>1) Receive information from Maintenance Trustee/Maintenance Foreman regarding usability of buildings.</li> <li>2) If off-site, open and utilize to-go box.</li> <li>3) Contact Board and necessary agencies (post office, etc.) of temporary off-site office.</li> <li>4) Notify appropriate individuals/district residents of temporary off-site office and contact information/temporary phone.</li> <li>5) Utilize, store, and back-up data on an on-going basis.</li> <li>6) Implement additional procedures as needed.</li> </ol>	<p>Chairman Office Manager Backup—Treasurer</p>
	<p><b>GOAL C. Conduct bill/banking/account activities as needed.</b></p> <ol style="list-style-type: none"> <li>1) Open and utilize to-go box for banking/bills/payroll/etc.</li> <li>2) Utilize plan for receipt/payment of bills.</li> <li>3) Utilize list of accounts/phone numbers as needed.</li> <li>4) Implement additional procedures as needed.</li> </ol>	<p>Treasurer Office Manager Backup — _____</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISASTER PREPAREDNESS PLAN**

	<b>Recovery</b>	<b>Person Responsible</b>
	<p><b>GOAL D. Conduct cancellation/rescheduling activities as needed.</b></p> <ol style="list-style-type: none"> <li>1) Review list of upcoming events/contacts/contracts (performers, bands, food, etc).</li> <li>2) Notify as needed.</li> <li>3) Implement additional procedures as needed.</li> </ol>	<p>All Trustees Chairman Backup— Office Manager</p>
	<p><b>GOAL E. Assess and determine employee assignments.</b></p> <ol style="list-style-type: none"> <li>1) Utilize chain of command/phone contacts for contacting employees.</li> <li>2) Determine employee needs/options (i.e. on a case-by-case basis or per personnel policies).</li> <li>3) Determine employee responsibilities and assignments.</li> <li>4) Implement additional procedures as needed.</li> </ol>	<p>Maintenance Trustee Maintenance Foreman Chairman Office Manager</p>
	<p><b>GOAL F. Implement committee involvement during recovery.</b></p> <ol style="list-style-type: none"> <li>1) Utilize Website for information.</li> <li>2) Implement additional procedures as prepared.</li> <li>3) Implement Architectural Review Committee procedures for post-disaster application/approval.</li> <li>4) Implement additional procedures as prepared.</li> </ol>	<p>Trustee/Website Website Comm. Trustee/ARC ARC Comm.</p>
	<p><b>GOAL G. Provide community support.</b></p> <ol style="list-style-type: none"> <li>1) Implement post-disaster volunteer groups and procedures to support resident activities upon return/recovery.</li> <li>2) Assist residents with outside agency services.</li> <li>3) Consider additional activities as needed.</li> </ol>	<p>Public Relations Trustees Health &amp; Welfare Trustee</p>
	<p><b>GOAL H. Review State/Federal Programs for District Support</b></p> <ol style="list-style-type: none"> <li>1) Inform agencies/programs about status.</li> <li>2) Serve as board liaison to agencies/programs.</li> <li>3) Prepare necessary forms/etc. for submission.</li> </ol>	<p>Health &amp; Welfare Trustee</p> <hr/>

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
DISASTER PREPAREDNESS PLAN**

	<b>Recovery</b>	
	<p><b>GOAL I. Conduct board meetings/governance, as appropriate.</b></p> <ol style="list-style-type: none"> <li>1) Receive information from Maintenance Trustee/Maintenance Foreman regarding usability of TE buildings.</li> <li>2) Notify Board and Residents of meetings/location.</li> <li>3) Conduct scheduled meetings, if appropriate.</li> <li>4) Schedule special meetings, if necessary.</li> <li>5) Implement additional procedures if needed.</li> </ol>	<p>Chairman 1<sup>st</sup> Vice Ch. Secretary</p>