

WESTWOOD SHORES PROPERTY OWNERS ASSOCIATION
DISASTER PREPARATION AND RECOVERY PLAN

Westwood Shores Property Owners Association, Inc. (POA)

In the event of an emergency, the POA Board will establish priorities and determine the path forward following the guidelines in this plan as needed. The safety and health of all residents should be considered first and foremost.

Disaster Management Team (DMT)

A DMT will be appointed. The DMT will consist of the Community Manager/Managers, POA Board Member, and Maintenance, Golf Course Maintenance and Access Control Supervisors. A Westwood Shores Municipal Utility District (MUD) officer or employee will be invited to join the team. The Community Manager/Managers shall serve as the coordinator of the DMT.

Plan Documentation/Manual

The following documentation should be maintained by the POA office, the front gate and provided to the MUD office:

- Names and phone numbers of the POA Board, MUD Board and DMT
- Relevant telephone numbers of county officials
- Emergency contact numbers of Neighborhood Watch Captains
- List of Contractors who can be available
- Other information deemed pertinent

Plan Summary

Prior to and following an emergency, the website, entrance marquee, MUD recorded message and/or flyers at the front gate will be used to inform residents to take normal precautions as well as to provide status updates.

When the County Office of Emergency Management declares a state of emergency:

- 1.) All existing safety precautions must be followed.
- 2.) A central communication center with the property owners will be established – the first tier being the gate and the second tier being the Neighborhood Watch Captains.
- 3.) The Maintenance Department will have a plan in place for clearing roadways for passage of emergency vehicles – access to all residents and inhabited buildings is the first thing that must be assured.
- 4.) Neighborhood Watch Captains will contact those who live alone and have special needs. In addition, the community will be notified by flyer and/or eblast asking all to assist in this effort to ensure that no one in need is overlooked during a power outage or other emergency.
- 5.) The Westwood Shores MUD will implement its Emergency Plan, with priorities being to assure personnel safety, water quality and quantity, confirm the integrity of the sewer system and assure no drainage issues.

- 6.) The POA Office and Front Gate are run by emergency generators. (this is not true at this time but we are looking for ways to provide power to these two areas in the event of a long term power outage.) The POA office will serve as a command center; the Front Gate as the communication center, controlling access to the subdivision and directing emergency vehicles as needed.
- 7.) The DMT will implement a communication plan to all residents utilizing the entrance marquee, website, flyers at the gate, NWC, MUD recorded messages as necessary.
- 8.) The DMT will implement a recovery plan after the emergency.

Following the emergency, property owners are responsible for cleaning up anything on their own property. POA and MUD are responsible for public areas held by each respectively. POA maintenance staff will schedule heavy brush pick up and provide a place for residents to bring brush.

Planning/Implementation

Annually (May)	<ul style="list-style-type: none"> DMT members are identified Emergency plans are reviewed and amended as necessary All contact phone numbers are updated (including NWC) NWC make efforts to obtain cell phone numbers
1 week prior To landfall (Hurricane)	<ul style="list-style-type: none"> Emergency plans reviewed Key personnel information confirmed/updated Specific assignments made: <ul style="list-style-type: none"> Communications Office Preparations (e.g. land-line) Generators working/fuel on hand, etc. Establish a Community Shelter site (Country Club), if necessary Implement communication plans Confirm contractor commitments for clean up Update list of those who live alone and those who have serious medical conditions so that they can be contacted and health and safety ascertained.
Immediately Following Event	<ul style="list-style-type: none"> Clear roadways for passage of emergency vehicles and access to water and sewer lines. Non-critical disaster debris clean-up will be addressed once the emergency abates. Determine power outages and downed power lines. Report to Entergy. Contact residents as soon as possible, taking care that the same Information is given to everyone. Begin daily briefings with the DMT to assess events/needs.