

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

Trailer Estates Park and Recreational District

BOARD APPROVED 9/21/15

Emergency Preparedness Plan

June 2015

INTRODUCTION: Trailer Estates is a park and recreation independent special taxing district pursuant to Chapter 189, Florida Statutes located at 1903 69th Avenue West, Bradenton, Florida 34207. Trailer Estates Park and Recreational District consists of approximately 1272 mobile homes and 2500 residents, most of which are seasonal. The Trailer Estates community is unique because it has an active Fire Department. Should an emergency occur, the Fire Department ~~and~~ ~~CERT~~ members are readily available to provide a their services.

The following are Trailer Estates office and emergency contact information:

Office Telephone: (941) 756-7177 - Fax (941) 755-2937

Office Hours: 9:00 a.m. to Noon - 1:00 p.m. to 3:00 p.m. Monday through Friday unless otherwise posted. Closed Holidays

TE Website: trailerestatesfl.org

Board of Trustees – Addendum

Addendum ONLY Updated 03/20/2017

Chairman:	Shirley Dillow	(941) 896-6556
Secretary:	Lori Dalton	(810) 955-9267
Treasurer:	Mary Chandler	(207) 699-9368
Health & Welfare	Martha Lincoln	(609) 330-4694
Continuing Recreation	Sandra Simonich	(309) 945-6128
Seasonal Recreation	Joe Salerno	(941) 209-0987
Maintenance	Jim McIlveen	(315) 548-3356
Public Relations South	Bruce Smith	(941) 727-6814
Public Relations North	Gail Opper	(941) 755-1587
Fire Chief	Tim Hillman	(941) 962-0911
Public Safety Officer 24/7		(941) 448-6462
DISTRICT ATTORNEY	Mark Barnebey	(941) 748-0100

TRAILER ESTATES PARK AND RECREATION DISTRICT DISASTER PREPAREDNESS PLAN PP 20

This Emergency Preparedness Plan does not cover our residents, their privately owned mobile homes or furnishings. If a disaster occurs, it is important for everyone to know their responsibilities. Owners are responsible for taking due diligence to ensure their property and possessions are fully protected. All costs associated with the removal and/or dismantling of mobile homes shall be borne by the home owner.

To assist all residents, Trailer Estates has established an Emergency Contact Information file. Should an event occur, our seasonal owners will need to inquire if their home/property has been damaged. This emergency contact file will benefit owners, emergency responders and Trailer Estates. An emergency contact form is available in the Trailer Estates Office. Please take the time to complete this form.

As a moral obligation to our residents and their families, the following web sites are provided to assist in developing a personal family emergency preparedness plan, identify important evacuation routes, shelters, and telephone numbers. Residents who need evacuation transportation or require sheltering assistance must be pre-registered. Annual registration is required. The instruction letter and specialty needs application can be found under www.mymanatee.org, Specialty Needs Registry.

www.mymanatee.org

www.mymanatee.org/emergency

www.floridadisaster.org

www.americanredcross.org

www.MySuncoast.com

www.salvationarmy.org

There are several methods residents of Trailer Estates can stay informed of disaster information, evacuation routes, tornado preparedness and shelter information. Local television stations throughout the viewing area provide web sites to download emergency preparedness brochures. TE Channel 732/95 provides emergency preparedness information. Announcements are made at the Board of Trustee meetings. Emergency preparedness information provided by the Fire Department and may periodically be available at the Post Office and Fire Department.

This Emergency Preparedness Plan only covers Trailer Estates assets and contents as identified in our Florida Municipal Insurance Trust (FMIT) plan. Trailer Estates Schedule of Value data, account profile and insurance information is imported directly to SimpliCity. SimpliCity is an online software application developed by Synergy ID and licensed exclusively in the State of Florida to the FMIT. Trailer Estates has elected the SimpliCity Pro feature of the policy. This version provides managing property insurance claims, tracking uncovered losses, overseeing projects, coordinating vendor services and keeping accurate schedules of value for FEMA and other claims processing. This reduces the magnified challenges during post-disaster events. A Memorandum of Understanding between Trailer Estates and Synergy ID regarding the basic expectation of both parties will be developed and approved by the Board of Trustees.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

The Public Relations North Trustee is responsible for the implementation of the Emergency Preparedness Plan. This preparedness plan will be reviewed yearly by the Board of Trustees at the first meeting in April. This will allow sufficient time to implement any applicable modifications to the plan prior to the Hurricane season. The Public Relations North and Maintenance Trustees will ensure the account information (i.e., insurance amounts, photo's, additional property) with FMIT is updated and accurately described on a semi-annual basis.

SEVERE WEATHER PREPAREDNESS AND SHELTER INFORMATION: There are numerous emergency preparedness situations that may involve evacuations to shelters. Depending on the size and intensity of the emergency, not all shelters are activated at the same time. Listed below are the available shelters for Manatee County:

Bayshore Elementary School	6120 26 th Street West, Bradenton
Braden River Middle School	6215 River Club Blvd., Bradenton
Braden River High	6545 SR 70 East, Bradenton
Buffalo Creek Middle School	7320 69 th Street East, Palmetto
Daughtery Elementary	515 63 rd Ave East, Bradenton
Freedom Elementary school	9515 State Road 64 East, Bradenton
Gullett Elementary School	12125 44 th Avenue East, Bradenton
Haile Middle School	9501 State Road 64 East, Bradenton
Johnson Middle School	2121 26 th Avenue East, Bradenton
Kinnan Elementary School	3415 Tallevast Road, Sarasota
Lee Middle School	4000 53 rd Avenue West, Bradenton
Manatee High School	1000 32 nd Street West, Bradenton
McNeal Elementary School	6325 Lorraine Road, Bradenton
Miller Elementary School	4201 Manatee Avenue West, Bradenton
Mills Elementary School	7200 69 th Street East, Palmetto
Myakka City Elementary School	37205 Manatee Avenue, Myakka City
Oneco Elementary School	5214 22 nd Street Court East, Bradenton
Prine Elementary School	3801 Southern Parkway, Bradenton
Rodgers Garden Elementary	515 13 th Ave West, Bradenton
Rowlett Elementary School	3500 9 th Street East, Bradenton
Seabreeze Elementary School	3601 71 st Street West, Bradenton
Tillman Elementary School	1415 29 th Street East, Palmetto
Williams Elementary School	3404 Fort Hamer Road, Parrish
Willis Elementary School	14705 The Masters Avenue, Bradenton
Witt Elementary School	200 Rye Road, Bradenton

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

RE-ENTRY PROCEDURES:

Should an evacuation occur, Law Enforcement personnel will control the re-entry process. Residents are notified by the media or contact Citizens Center at 941-748-4501.

There are three levels of re-entry:

RED – No entry

YELLOW – Daytime residents only or creditable responders. Residents must provide driver's license and local utility bills for entry.

GREEN – Open to all residents.

HAZARD ANALYSIS: In this day and age, TE is not just vulnerable to hurricanes. Flooding, tornadoes, fires, terroristic threats, earth quakes, storm surge, lightning strikes, tropical storms, hazardous materials incidents and transportation accidents are just a few.

Tornadoes are the most violent, destructive storms and can devastate an area in seconds. Tornadoes occur most frequently during the months of April, May and June. Whenever severe thunderstorms threaten our area, listen to the radio and television announcements for updates and instructions. If a tornado has been sighted in your area, take the following actions:

Take cover.

Go to the interior part of a building or structure, closet, interior hallway or bathroom.

If these shelters are not available, seek shelter under something sturdy and remain in place until the emergency is over.

If in a vehicle, mobile home or trailer, get out immediately and seek shelter in a building that offers better protection. Do not attempt to flee from a tornado in your vehicle.

Fires are another element that can devastate your home and possessions within minutes. Should you smell or witness smoke, call the fire Department immediately. Do not attempt to put a fire out by yourself. You should take the following actions to prevent fires:

Test monthly and change batteries twice a year in your smoke detectors.

Test your fire extinguisher for proper levels. Teach family members on proper usage.

Have a fire exit plan in place and discuss with family members.

TRAILER ESTATES PARK AND RECREATION DISTRICT DISASTER PREPAREDNESS PLAN PP 20

SPECIFIC INFORMATION FOR TRAILER ESTATES:

1. Manatee Area Map (Attachment A)
2. Trailer Estates Map (Attachment B)
3. Trailer Estates hurricane Evacuation Zone is “B”
4. Trailer Estates Flood Zone is AE (Attachment C)
5. Trailer Estates is located adjacent to Route 41 and Florida Blvd. Both routes are heavily traveled by commercial and privately owned vehicles.
6. The Florida Emergency evacuation routes are attached. Attachment D

CONCEPT OF OPERATIONS: Should a disaster occur the Board of Trustee Chairman, is in charge. If the Chairman is not available, the Public Relations North Trustee, is the alternate. The following will activate Trailer Estates Emergency Preparedness Plan:

1. Receive emergency notification from local authorities, FMIT/Synergyfl, Emergency Operation Center, NOAA and local news broadcasts.
2. Board of Trustee Chairman or alternate will notify remaining Board of Trustees and Maintenance employees to activate the duties outlined in Policy and Procedures #51 and Goals. Attachment (E)
3. The Public Relations North Trustee will communicate with FMIT/SynergyFl to activate the Memorandum of Understanding and Disaster Preparedness Plan.

INFORMATION, TRAINING AND EXERCISE:

- A. **Board of Trustees and Employees:** The Board and employees will review the Emergency Preparedness Plan at least yearly and make appropriate changes, as required.
- B. The Public Relations North Trustee, and the Trailer Estates Fire Chief will conduct yearly training for employees. Residents of Trailer Estates are invited to attend. Emergency Preparedness pamphlets and brochures may be periodically issued at the Trailer Estates Office, Post Office and Fire Department. Additional information will be provided on Channel 732/95 as information becomes available.
- C. There will be emergency preparedness training for all residents during the months of March on Channel 732/95.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

APPENDICES:

- A. A roster of Residents for Emergency Contact will be developed and updated at the beginning of the calendar year. At this time there is not a complete roster.
- B. A list of the names, addresses and telephone numbers of Trailer Estates employees is located in the Trailer Estates office.

In the event of an emergency the Maintenance Foreman, Mark Yawberg can be reached at 941-524-1673.

- C. Listed below are the names and telephone numbers of emergency contact numbers:

FMIT/Synergy	1-888-580-7080 - 24/7 Switch Board
Florida Power & Light	1-800-468-8243
Peace River Electric	1-800-282-3824
Solid Waste	941-792-8811
Red Cross	941-792-8686
Sheriff	941-747-3011
Highway Patrol	941-751-7647
Animal Services	941-742-5933
Emergency Management	941-749-3500
Special Needs Registry	941-749-3500 ext. 7828
Catholic Charities	941-714-7829
Salvation Army	941-748-5110
United Way	941-748-1313
Citizens Action Center	941-749-3500
TDD	941-753-5802
Fire District	941-761-1555
EOC	941-749-3500
Health Department	941-748-0747
211 Referral Line	2-1-1
NOAA Weather Radio	FIPS code 012081
FM Radio Station	WHPT 102.5/WCTQ 106.5
Emergency Alert System (EAS)	WMTZ 100.7
www.mymanatee.org	

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

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.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

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 PP 20**

	Preparedness/Evacuation	Person Responsible
	Notification: Board is informed of alert/need to implement plan.	Chairman
	<p>GOAL A. Prepare building and grounds for evacuation/continuity of operations.</p> <ol style="list-style-type: none"> 1) Prepare list of assignments and timeline for maintenance preparations for disaster (i.e. buildings, pool, marina, beach pavilion, etc.). 2) Describe arrangements for electrical back-up for office and other buildings. 3) Prepare contact information for maintenance staff—work stoppage/work startup. 4) Prepare additional procedures as needed. 	<p>Maintenance Trustee Maintenance Foreman Backup — _____</p>
	<p>GOAL B. Prepare office for possible off-site activities.</p> <ol style="list-style-type: none"> 1) Make arrangements for historical files/off-site storage. 2) Arrange for procedure(s) to store/back-up data. 3) Make arrangements for transfer of data/essential files for use in off-site temporary office. 4) Prepare to-go box for computer, data, tools, temporary phone, mailings/stamps, credit cards, etc. 5) Set up arrangements for off-site temporary office (use of computer, phone, etc.). 6) Develop procedure for phone system (redirection/temporary phone) 7) Develop procedure for redirection or termination of mail/shipments. 8) Prepare contact information for office needs, office closure/reopen (website, TE 732/95, travel phone, etc.). 9) Develop additional procedures as needed. 	<p>Chairman Office Manager Backup— Treasurer</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Preparedness/Evacuation	Person Responsible
	<p>GOAL C. Prepare to-go box for bills/banking/accounts for possible off-site activities.</p> <ol style="list-style-type: none"> 1) Develop emergency check writing procedure (voucher/limited access to trustees). 2) Describe plan for receipt/payment of bills. 3) Develop list of accounts/phone numbers for temporary office (trash, TV, tree, etc.). 4) Prepare information for banking/bills/payroll/facility leases/CDs/etc. 5) Develop additional procedures as needed. 	<p>Treasurer Office Manager Backup — _____</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

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

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	<ul style="list-style-type: none"> 2) Propose Disaster Alert Page to be inserted during warning period. 3) Review other possible uses of Website and propose to board. 4) Review Architectural Review Committee procedures for application/approval. 5) Propose Post-Disaster procedures to permit quick application/approval. 6) Review other possible committee involvement. 	<p>Website Comm.</p> <p>Trustee/ARC</p> <p>ARC Comm.</p> <p>Board</p>
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**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Preparedness/Evacuation	Person Responsible
	<p>GOAL G. Set up activities for Community Awareness Event</p> <ol style="list-style-type: none"> 1) Provide residents with current community disaster information. 2) Provide residents with Emergency Numbers (community resources, temporary office phone, etc). 3) Provide opportunity for Emergency Management Special Needs transportation applications/review renewals. 4) Provide residents with Sheltering Information/To-Go Box suggestions. 5) Provide residents with community/TE return and rebuild information. 6) Consider outside agency involvement/presentations. 7) Consider developing post-disaster volunteer groups and procedures to support resident activities upon return/recovery. 8) Prepare Bulletin Board with current information. Keep up to date. 9) Consider additional activities. 	<p>Public Relations Trustees Health & Welfare Trustee</p>
	<p>GOAL H. Review State/Federal Programs for District Support</p> <ol style="list-style-type: none"> 1) Research information about community programs that can provide district support. 2) Provide board with information about programs. 3) Prepare materials for application to/involvement in these programs. 4) Prepare other materials as needed. 	<p>Health & Welfare Trustee</p> <hr/>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	<p>GOAL I. Make preparation for board meetings/governance, if needed.</p> <ol style="list-style-type: none"> 1) Make arrangements for off-site meeting space for governance. 2) Develop plan for notification of Board and Residents. 3) Cancel scheduled meetings, if necessary. 4) Schedule special meetings, if necessary. 5) Consider additional procedures if needed. 	<p>Chairman 1st Vice Ch. Secretary</p>
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	Recovery	Person Responsible
	<p>GOAL A. Assess and prepare building and grounds for usage.</p> <ol style="list-style-type: none"> 1) Assess building and grounds for usage. Contact Chairman, Office Manager, Trustees about usability of buildings. 2) Review contract(s) with outside agencies for use of facilities. 3) Contact outside agencies regarding use of facilities. 4) Prepare list of priorities for maintenance (usage/closure of buildings, pool, marina, beach pavilion, etc.). 5) Set up systems for district operations (electrical back-up for office and other buildings, etc.). 6) Prepare and implement additional procedures as needed. 	<p>Maintenance Trustee Maintenance Foreman Backup — _____</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	<p>GOAL B. Conduct office activities, off-site if necessary.</p> <ol style="list-style-type: none"> 1) Receive information from Maintenance Trustee/Maintenance Foreman regarding usability of buildings. 2) If off-site, open and utilize to-go box. 3) Contact Board and necessary agencies (post office, etc.) of temporary off-site office. 4) Notify appropriate individuals/district residents of temporary off-site office and contact information/temporary phone. 5) Utilize, store, and back-up data on an on-going basis. 6) Implement additional procedures as needed. 	<p>Chairman Office Manager Backup— Treasurer</p>
	<p>GOAL C. Conduct bill/banking/account activities as needed.</p> <ol style="list-style-type: none"> 1) Open and utilize to-go box for banking/bills/payroll/etc. 2) Utilize plan for receipt/payment of bills. 3) Utilize list of accounts/phone numbers as needed. 4) Implement additional procedures as needed. 	<p>Treasurer Office Manager Backup — _____</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	Recovery	Person Responsible
	<p>GOAL D. Conduct cancellation/rescheduling activities as needed.</p> <ol style="list-style-type: none"> 1) Review list of upcoming events/contacts/contracts (performers, bands, food, etc). 2) Notify as needed. 3) Implement additional procedures as needed. 	<p>All Trustees Chairman Backup— Office Manager</p>
	<p>GOAL E. Assess and determine employee assignments.</p> <ol style="list-style-type: none"> 1) Utilize chain of command/phone contacts for contacting employees. 2) Determine employee needs/options (i.e. on a case-by-case basis or per personnel policies). 3) Determine employee responsibilities and assignments. 4) Implement additional procedures as needed. 	<p>Maintenance Trustee Maintenance Foreman Chairman Office Manager</p>
	<p>GOAL F. Implement committee involvement during recovery.</p> <ol style="list-style-type: none"> 1) Utilize Website for information. 2) Implement additional procedures as prepared. 3) Implement Architectural Review Committee procedures for post-disaster application/approval. 4) Implement additional procedures as prepared. 	<p>Trustee/Website Website Comm. Trustee/ARC ARC Comm.</p>

**TRAILER ESTATES PARK AND RECREATION DISTRICT
DISASTER PREPAREDNESS PLAN PP 20**

	<p>GOAL G. Provide community support.</p> <ol style="list-style-type: none"> 1) Implement post-disaster volunteer groups and procedures to support resident activities upon return/recovery. 2) Assist residents with outside agency services. 3) Consider additional activities as needed. 	<p>Public Relations Trustees Health & Welfare Trustee</p>
	<p>GOAL H. Review State/Federal Programs for District Support</p> <ol style="list-style-type: none"> 1) Inform agencies/programs about status. 2) Serve as board liaison to agencies/programs. 3) Prepare necessary forms/etc. for submission. 	<p>Health & Welfare Trustee _____</p>
Recovery		
	<p>GOAL I. Conduct board meetings/governance, as appropriate.</p> <ol style="list-style-type: none"> 1) Receive information from Maintenance Trustee/Maintenance Foreman regarding usability of TE buildings. 2) Notify Board and Residents of meetings/location. 3) Conduct scheduled meetings, if appropriate. 4) Schedule special meetings, if necessary. 5) Implement additional procedures if needed. 	<p>Chairman 1st Vice Ch. Secretary</p>