

CYPRESS POINT CA VB EMERGENCY ACTION PLAN

10/12/2022

A. Purpose/Mission Statement:

1. Purpose: The purpose of this document is to define the operation of the Cypress Point Emergency Response Team-CPERT.
2. Mission Statement: The mission of CPERT is to plan for, prepare, and execute recovery actions within the community during periods of major natural disasters in conjunction with other city emergency response organizations.

B. Authority:

1. The CPERT organization derives its authority from Section G of Article IX of the Cypress Point Civic Association VB constitution that allows the President to establish specific standing committees to deal with various tasks. CPERT will be designated as a Standing Committee of the CYPT CA VB and the Constitution amended as such.
2. Financial: Emergency expenses incurred by the CPERT team will be funded through the Treasurer of the CYPT CA VB. The President has discretionary authority for up to \$800.00. Expenses in excess of this amount to be approved by a majority of the board and followed up at the earliest possible time to the rest of the association.

C. Geographic Area of Concern:

1. Initial: The initial area of Geographic Area of Concern (GAC) for CPERT will be the area contained within the Cypress Point Civic Association VB to include the following streets in APPENDIX A.
2. Follow-On: After the initial startup of CPERT the following embedded associations will be invited to participate. At that time major sections of this document to be revised as appropriate.
 - a. Traditions HOA
 - b. Centre Green HOA
 - c. Grand Cypress
 - d. Condominiums HOA

D. Definition and Risk Assessment:

1. Definition. The CPERT team will be activated by the President CYPT CA VB in order to deal with MAJOR Disaster events, defined as events that involve the cessation of emergency services and utilities to the GAC for a period of 72 hours or more and involve a significant majority of residences within the GAC.
2. Risk Assessment: At the current time the most likely major disasters are hurricanes and winter Nor-Easters. Both have the capacity to totally disrupt emergency services, city organizations, and transportation into or out of the GAC as a city-wide event. Besides the initial effects of these events there is a significant follow-on threat of flooding. Less likely but possible is a major earthquake.
3. Assumptions: (All items listed below to be affected for 72 or more hours)
 - a) Cell phones and land line phone service are disrupted.
 - b) Electrical power is disrupted.
 - c) Natural gas supply is disrupted
 - d) The water and sewage plants go off-line as electricity backups are overloaded.
 - e) City and neighborhood streets are impassable except for special vehicles
 - f) Ambulance service is also non-existent.

E. Organization:

1. CPERT shall work closely with the CYPT CA VB Board to include the President, 1st VP, 2nd VP, Treasurer, Secretary, and Coordinator of the Neighborhood Watch
2. CPERT: The following five positions are designated:
 - a) Coordinator: Will coordinate all CPERT activities under direction of the Board- typically will be the Board President.
 - b) 1st Co-Coordinator: Will deal with external communications and liaison with city organizations and emergency services to the extent possible.
 - c) 2nd Co-Coordinator: Will deal with internal communications within the designated GAC to the extent possible and is designated as the Neighborhood Watch Coordinator.

- d) 3rd Co-Coordinator: Will expedite Search and Rescue, recovery and physical assistance within the GAC to the extent possible.
 - e) Recorder: Will keep a written log of all CPERT activities.
3. A command post (CP) will be established to facilitate operation of the CPERT-to be designated by the Coordinator. Location TBD.
 4. The various Street Captains, Block Captains, and Watchers of the Neighborhood Watch will be used to the maximum extent possible during all periods of the disaster, in keeping with their motto of "IF YOU SEE SOMETHING, SAY SOMETHING, DO SOMETHING". See APPENDIX E-KEY ASSOCIATION PERSONNEL.

F. Actions Prior to a Disaster:

a. Individual Recommendations:

- 1) Have a "Go-Bag" ready with necessary toiletries, hygiene, personal items
- 2) Similarly, locate and secure important documents
- 3) Prepare your residence by securing outside items, inspect windows etc.
- 4) Listen to emergency broadcasting
- 5) Have a family meeting to review precautions and possible actions
- 6) Members will be encouraged to properly inventory their belongings, preferably with pictures of serial numbers.
- 7) Cut-off and shut-off valves for utilities need to be identified.

b. CPERT Actions:

1. A package of best practices in preparing for disasters in checklist form will be developed. See APPENDIX B
2. A survey of Community Emergency Resources (CER) will be made: See APPENDIX C.
3. A communications plan and prior communications with various emergency and relevant city organizations will be made. For Plan see APPENDIX D.
4. A call tree of Board, CPERT, and Watch personnel will be established. APPENDIX E
5. The CYPT CA VB website will be updated to include a section on CPERT activities.
6. Periodically the President will post relevant suggestions concerning disaster preparedness in the monthly e-mails to members.

7. Guest speakers from relevant organizations will be invited to speak at quarterly meetings of the association.
 8. The Association will procure, store, and distribute a set of hand-held two-way radios.
 9. The Association will procure, store, and distribute a set of first aid kits.
- G. Actions During a Major Disaster: All items here are undertaken to the maximum extent possible within the idea that personal safety is the primary concern of the CPERT team.
- a. Individual recommendations:
 - 1) Stay indoors and away from windows in a hurricane
 - 2) If advised to take shelter go to an interior room.
 - 3) Stay away from floodwaters coming as part of storm surge
 - 4) Be aware of the eye in hurricanes
 - 5) Be alert for tornadoes.
 - 6) In winter storms stay warm and dress in layers
 - 7) Use extreme caution with space heaters and propane appliances.
 - 8) Insure good airflow for generators. Do not site inside or in a garage.
 - 9) Apply first aid as necessary for victims.
 - 10) Listen to the emergency radio for information and updates.
 - 11) Develop a family emergency plan.
 - b. CPERT Activities:
 - 1) A physical survey of residences within the GAC will be made by the CPERT team and associated Neighborhood Watch personnel.
 - 2) The survey will pinpoint and record structural physical damage as well as emergency first aid requirements.
 - 3) Also included in the survey will be a listing of special needs as applicable.
 - 4) Emergency hardcopy communications will also be made at various Emergency Posting Points (EPP) throughout the GAC. See ANNEX D-EPP
 - 5) Virtual meetings (Zoom) will be held to the extent possible.
- H. Actions After a Major Disaster:
- a. Individual Recommendations
 - 1) Stay away from downed power lines.

- 2) Do not reenter an area until it is declared safe.
- 3) Check on neighbors.
- 4) Animals, to include pets are scared and more inclined to bite.
- 5) Be on the lookout for aquatic creatures coming out of the lake.
- 6) Be aware of traffic hazards.
- 7) Stay away from flooded areas; do not drive thru flooded areas.

b. CPERT Actions:

- 1) Emergency instructions from City Organizations will be posted at the EPP.
- 2) The CPERT Team will assist by conducting search and rescue (SAR) as necessary and within overall safety guidelines. See APPENDIX F.
- 3) As recovery actions progress after the disaster is over CPERT will assist utilizing the various CER identified in APPENDIX C.
- 4) The 3rd Co-Coordinator will identify and prioritize existing physical hazards as well as wreckage removal instructions to the neighborhood.
- 5) Make known of any emergency medical needs to block captain
- 6) A follow-up meeting chaired by the Coordinator and open to the community will be scheduled and an After Action Report (AAR) generated with lessons learned.
- 7) An annual meeting of the CPERT in the spring will be scheduled to review this and associated documents for necessary changes.

- I. Special Note: At no time during any of the phases of the disaster will CPERT or associated personnel use firearms, violence, or the threat of violence in the performance of their duties. Suspicious activities will be noted and communicated to the Recorder for later follow-up with Law Enforcement.
- J. CPERT personnel will be identified by special tags that will be prominently displayed while on official business.
- K. Pen and ink changes will be made periodically between the periods of a major update and will be posted as such in red ink on the originating document and on the website.
- L. CPERT personnel will defer immediately to emergency services personnel upon their arrival upon scene after the disaster and transfer any requested situational data that might have been gathered.

ATTACHMENTS:

APPENDIX A: Street Listing of Geographic Area of Concern (GAC)

APPENDIX B: Best Practices Checklist

APPENDIX C: Community Emergency Resources (CER)

APPENDIX D: Communications Plan and Points of Contact (POC)

APPENDIX E: Neighborhood Watch

APPENDIX F: Search and Rescue Guidelines (SAR)

REVISIONS:

Initial Issue 09/15/2022

First Draft 10/22/2022

Page 7 CYPT CA VB Emergency Action Plan, APPENDIX A-Geographic Area of Concern, 10/22/22

The following named streets comprise the Geographic Area of Concern of CPERT

1. Club Head Road
2. Club Head Court
3. Pond Cypress Dr.
4. Chipping Road
5. Chipping Court
6. Course View Road
7. Winding Bank Road
8. Smith Cove Circle
9. Smith Cove Court
10. North-pointe Court
11. Foursome Lane
12. Lake Lawson Road
13. Lawson Cove Circle
14. Kindewood Road
15. Backwoods Road
16. Brookstone Road



Page 8 CYPT CA VB Emergency Action Plan: Appendix B Best Practices 10/22/2022

The following items contain BEST PRACTICES personal resources for before, during, and after a major disaster:

A. Before the Disaster-Secure the following:

1. 7 day supply of non-perishable food
2. 7 day supply of water at 1 gal per day including pets
3. A manual can opener
4. Battery powered TV or radio with extra batteries
5. Flashlight with extra batteries
6. Candles
7. First aid supplies with basic manual
8. Sanitation and hygiene items (wipes, toiles, toilet paper, feminine products)
9. Personal protective gear such as masks and gloves
10. Thermometer with batteries
11. Matches in waterproof container
12. Whistle
13. Fire extinguisher
14. Duct/Electrical tape
15. Heavy Work gloves

B. After the Initial phase of the Disaster-Secure the following:

1. Secure Kitchen accessories and cooking utensils
2. Cash- Small bills preferred
3. Extra clothing and sleeping bag or blankets
4. Photocopies of ID, Insurance, prescriptions, house inventory, credit cards, utility bill
5. Copies of important docs, such as birth Cert. adoption cert, marriage licenses, divorce papers, wills/trusts, death certs, passports, green cards
6. Mosquito repellent and sunscreen
7. Faith-related items
8. Toys/Games for children
9. Car repair items: jumper cables, flares, emergency tools

C. Pet Checklist:

1. Bottled water
2. One or two weeks of pet food
3. Collapsible food/water bowls
4. Blankets/beds
5. Cat litter and pan
6. Leash, collar, harness
7. Pet life jacket and paw protector

Page 10, CYPT CA VB Emergency Action Plan: Appendix C-Survey of Community Resources 10/12/2022

Please identify if you possess and would be willing to loan the following services and equipment in the case of a major natural disaster

Essential Skills:

- EMT Services
- Nursing Services
- Physician services
- Utilities service
- Construction services
- Camera drone operation and drone

Essential Equipment:

- Portable gas-powered generator
- Golf Cart , 4-wheel drive, all terrain vehicle
- 2-way radios/walky talkies
- Propane Grills
- Small boats
- Pop-Up tents, Tarpaulins
- Chain Saw
- Ladders, Rope, Chain
- Flares
- Axes/Mauls/Shovel/Pick
- First Aid Supplies, Oxygen
- Freezer space
- Water Extractor/Wet Vac/Pump
- De-Humidifier
- Portable Heater
- Compressor

Identify any other skills or equipment you could contribute or loan to the association in a major disaster:

Name: _____
Address: _____
e-Mail _____
Phone: _____

a. Communications Plan

1. The Communications plan will be reviewed at the quarterly association meeting in May and will be posted on the website.
2. The monthly e-mails to members published by the President will touch on various aspects of the communications plan.
3. A refreshed listing of key external and internal emergency contacts will be posted at the May meeting.
4. Members with special needs will need to communicate with CPERT personnel before the disaster strikes.
5. The 2nd Co-Coordinator is responsible for internal communications during disasters.
6. Evacuation routes and local emergency shelters will be posted.
7. Pet friendly shelters will be announced.
8. Generator-powered gas stations, grocery stores, pharmacies to be listed.
9. Emergency information will be posted prominently at several points around the neighborhood at the following Emergency Posting Positions (EPP)
 - a. EPP #1: Cypress Point Country Club, Main
 - b. EPP #2: Pump House, Cypress Point Blvd
 - c. EPP #3
 - d. EPP #4
 - e. EPP #5
10. When in contact with internal or external support report the following:
 - a. What has happened
 - b. When did it occur
 - c. Where exactly is the incident
 - d. Who is involved
 - e. Are there hazards in the area
11. Daily updates will be posted by the CPERT team at a regularly established time after the initial phase of the disaster at the Command Post.
12. Debris management instructions will be posted as soon as possible.
13. Generator-powered gas stations, grocery stores, pharmacies to be listed.
14. The 1st Co-Coordinator will determine the communications frequencies used by various external emergency organizations.
15. The 2nd Co-Coordinator will manage the Association's hand-held radios.
16. Depending upon availability, the Association's website (<https://cyptca.com/>) and Facebook page(<https://www.facebook.com/>) will be used to communicate during all phases of the disaster.

b. Key Points of Contact

PERSONNEL	LANDLINE	CELL PHONE	E-MAIL
Police Department			
Fire Department			
EMS			
Coast Guard			
Red Cross			
Power Company			
Gas Company			
Cable Company			
Water/Sewer Company			
Board President			
Board 1 st Vice President			
Board 2 nd Vice President			
Board Treasurer			
Board Secretary			
CPERT Coordinator			
CPERT 1 st Co-Coordinator			
CPERT 2 nd Co-Coordinator			
CPERT 3 rd Co-Coordinator			
CPERT Recorder			
Resident Police			
Resident Fire			
Resident EMS			
Resident Physician			
Resident Nurse			
Resident Plumber			
Resident Electrician			
Resident HVAC			
Resident Contractor			
OTHER RESIDENT			
OTHER RESIDENT			
OTHER RESIDENT			

Page 12, CYPT CA VB Emergency Action Plan: Appendix E: Neighborhood Watch
 10/12/2022

A current listing of the following personnel to include home phone, cell phone, and e-mail will be maintained.

PERSONNEL	POSITION	ADDRESS	LANDLINE	CELL PHONE	e-MAIL
	Coordinator				
	Street Captain	Club Head East			
	Block Captain	Club Head East			
	Street Captain	Club Head West			
	Block Captain	Club Head West			
	Street Captain	Pond Cypress			
	Block Captain	Pond Cypress			
	Street Captain	Chipping			
	Block Captain	Chipping			
	Street Captain	Winding Bank			
	Block Captain	Winding Bank			
	Street Captain	Course View			
	Block Captain	Course View			
	Street Captain	Smith Cove Cir			
	Block Captain	Smith Cove Cir			
	Street Captain	North Point			
	Block Captain	North Point			
	Street Captain	Lake Lawson			
	Block Captain	Lake Lawson			
	Street Captain	Lawson Cove			
	Block Captain	Lawson Cove			
	Street Captain	Kindlewood			
	Block Captain	Kindlewood			
	Street Captain	Backwoods			
	Block Captain	Backwoods			
	Street Captain	Brookstone			
	Block Captain	Brookstone			

PAGE 13 CYPT CA VB EMERGENCY ACTION PLAN: Appendix F- Search and Rescue Procedures (SAR) 10/12/2022

A. The 3rd Co-Coordinator will initiate and report a Damage Assessment using the following table. Assessor: _____

Date/Time	Address	No Access	Damage	Medical/Injury	Gas out	Water out	Electric out	Phone out

B. Identify Hazards:

Date/Time	Address	Fire	Chemical	Other

C. The 3rd Co-Coordinator will identify special needs as applicable:

Address	Oxygen	Insulin	Non-Ambulatory	Other

PAGE 14, CYPT CA VB EMERGENCY ACTION PLAN-Appendix F (Search and Rescue Procedures (SAR) 10/12/2022

D. Basic First Aid Cold Weather

1. If you suspect hypothermia take victim's temperature
2. If below 95 degrees seek trained help immediately
3. In the absence of trained personnel warm the body slowly
4. Start with the body core
5. Warming hands and feet first drives cold blood towards the heart.
6. Dress the victim in dry clothing and wrap in warm blanket
7. No alcohol or drugs or coffee.

E. Basic First Aid:

1. Check airway/breathing: TBW
2. Stop the Bleed: TBW
3. Treat for Shock: TBW

F.