

Community Emergency Response Team

Disaster Plan

For

The Isles of Sarasota

July 2019

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Community Emergency Response Team (CERT)

Disaster Plan

Purpose

The Isles Neighborhood Disaster Plan is a step-by-step plan for all Isles Residents to follow in the event of a community emergency or disaster. This plan details the additional steps for Isles **CERT TRAINED** Residents to follow. ***As trained members of the Community Emergency Response Team, members are encouraged to participate in additional activities protecting the health and safety of Isles Residents.*** First and foremost, all Residents are encouraged to develop a personal protection plan for themselves and their families.

This plan is to be reviewed annually by the Isles **CERT Trained Members** and updated as needed.

Annual Pre-Event Planning:

CERT Members will:

- Maintain CERT Training and Certification as required
- Update their status to the Isles Incident Commander
- Maintain a copy and have an understanding of the Isles Neighborhood Homeowner Disaster Plan
- Maintain a copy and have an understanding of the Isles CERT Disaster Plan

CERT Leadership will:

- Maintain the integrity of the Isles Neighborhood Homeowner Disaster Plan
- Maintain the integrity of the Isles CERT Disaster Plan
- Work with the Isles HOA Board of Directors and Property Manager to ensure Plans, Documents, Supplies and Activities are integrated and working in concert with each of the individual plans.

Personal Preparedness:

Reference: *The Isles Neighborhood Disaster Plan.* Each CERT Member should lead by example by personally adopting the Isles Neighborhood Disaster Plan. Additionally, each CERT member should maintain his or her own CERT bag/backpack, tools and supplies.

Personal Preparedness Disaster Kit:

Reference: *The Isles Neighborhood Disaster Plan.* Each CERT Member should lead by example by maintaining a Personal Preparedness Disaster Kit.

PERSONAL CERT BAG/BACKPACK

Common Disaster Kit Contents

- First Aid Kits with bandage scissors, surgical mask, and non-latex gloves; additional medical supplies and splint materials to support field work.
- Triage Ribbons of green, yellow, red and black.
- Water and survival food.
- Chap-stick, sunscreen, and bug spray.
- Personal safety items: Hard hat, safety vest, safety glasses and work gloves.
- Multi tool, knife, and shut-off wrench.
- Flashlight, light sticks and duct tape.
- Cord or lightweight rope and trash bags.
- Towels, small blanket and rags

CERT Hurricane Plan

Reference: The Isles Neighborhood Disaster Plan.

Pre-Event Planning Timeline:

Incident Commander (IC) – Awareness of Potential Threat

- Sarasota County Emergency Operations Center (EOC) and the National Oceanic and Atmospheric Administration (NOAA) agencies are monitored by the IC for weather forecasts and identification of potential threats.

7- Day Alert of Potential Threat

- An alert of Isles residents occurs if the following parameters are met: The storm is named by NOAA and forecasters indicate the storm has a significant potential to impact our area.
- General notification occurs through an e-mail blast to all Isles residents per HOA Property Manager encouraging residents to begin their personal preparations; e.g. re-check of their hurricane supplies, securing outdoor furniture and flower pots, coordinating with shutter companies for shutter placement, etc.
- Initiation of neighborhood preparedness and HOA facilities preparations occurs. CERT is not activated at this point, but members can volunteer to assist the HOA management team in preparation of the common areas under the direction of HOA management.

5-Day Warning of Threat

- Activation of the Emergency Notification Communication Tree to all CERT members in order to communicate the following:
 - Identify availability of our members for emergency response.
 - Inform members of the time and location for the Emergency CERT Meeting which will occur at 2 days prior impact.
 - Any other items deemed appropriate to communicate to the members per CERT leadership team direction.

- Leadership Team coordination with HOA Manager to address any outstanding Isles community needs.

3-Day Warning of Threat

- Email to all CERT members as a reminder of the scheduled meeting at the Town Center for the next day (2-Day Warning).

2-Day Warning of Threat

- Final preparations for emergency response with CERT membership:
 - Emergency CERT Meeting is held with all available members to finalize response plan and estimated timeframe for activation of team post hurricane.
- Final preparation of Town Center with equipment and supplies positioned according to town center operations map for disaster response (Appendix A).
- Distribution and final check of the 2-way Radios to selected members of the team. Generally this includes CERT Leadership Team, Team Leads and others as deemed necessary for mobilizing the response.

1-Day of Storm Impact – Shelter in Place

All residents will ensure they and their families are safe and secure during the onset of the storm. Sarasota County Emergency Personnel (including Isles CERT) will not respond until winds are less than 45 miles per hour. However, if there is a LIFE THREATENING emergency (fire/injury), FIRST call 911 and then contact Isles CERT Incident Commander. Call will be documented. Response is not guaranteed.

After the Event

All residents will ensure they, their families and pets are safe and secure. Residents should **NOT** open or leave their home until all signs of the storm have subsided and winds are less than 45 miles per hour.

Post – Hurricane – All Clear Determined for Response Initiation

Members gather at the Town Center at the designated time as determined at the Emergency CERT Meeting, 2-Day Warning period.

INCIDENT COMMANDER (IC) ESTABLISHES THE CENTRAL COMMAND POST AT THE TOWN CENTER:

- Gathers information of storm's impact and damage assessments to formulate initial response plan (input received from members arriving at the Town Center and radio communications between leadership team and team leads).
- Develops the Incident Action Plan (Incident Briefing Form).
- Initial Bike Team(s) dispatched and radio additional findings back to the Command Center.
- IC completes briefing forms (Briefing Assignment Form) for directing and readiness to deploy of S&R teams in collaboration with section chiefs.
- Search & Rescue (S&R) teams organized, resources assigned and dispatched to designated search areas.

TOWN CENTER – COMMAND POST OPERATIONS

- Command Post is directed by the IC and Assistant IC's (generally Section Chiefs and designated leads).
- Areas within the Town Center are identified for functional activities (Appendix A, Town Center Map):
 - Operations: Registration, Radio-HAM operators, documentation of communications and damage assessments.
 - Medical Triage: Victim stabilization and care management.
 - Search & Rescue Teams: Area for supply replenishment and support.
 - Volunteer Support: Providing water and food.
 - Supplies: Generators, lights, back-up supplies and equipment.
- Command Post continues to support response efforts until community first responders can assume responsibility for the victims and secure the disaster area.

TOWN CENTER - INCIDENT COMMAND - RESPONSIBILITIES

The Incident Commander (IC) for the disaster event has the ultimate responsibility for coordinating the CERT response efforts. Specific areas of responsibilities include the following:

- Assesses severity of the event and establishes appropriate Plan of Action.
- Ensures documentation of Victims – numbers of injured, identity of persons and injury levels.
- Ensures documentation of condition of HOA Assets.
- Ensures documentation of condition of Homeowners Assets.
- Ensures establishment of security for the Isles Town Center and Community entrances and exits.
- Coordinates internal activities with Sarasota County Emergency Management.
- Coordinates internal activities with Sarasota County Emergency Responders.
- Establishes all schedules and coordinates all activities including all necessary briefings.

CERT Emergency Response Procedures

INCIDENT COMMAND CENTER – MEDICAL TEAM

- The Medical Team shall consist of a CERT Medical Captain and volunteer physicians, nurses and other volunteer assistants.
- Medical Staff – Prepare and equip Emergency Triage Center.
 - The Incident Commander and Medical Team Captain will have access and control of all stored medical supplies and disburse as required.
 - The medical treatment area will be located in the main room of the Town Center.
 - Medical triage will occur at the main entrance of the Town Center unless changed by the Medical Captain (Victim Treatment Area Record, CERT form used to document victim management).
- After triage, medical personnel will be assigned to a patient by the Medical Captain.
 - The assigned medical provider will be in charge of that patient until transfer to another medical facility.
 - The medical provider will be responsible for patient assessment, treatment, follow up and all documentation including current and past medical history and medication.
- Patient management and treatment will follow guidelines as described in the CERT manual unless changed by the Medical Captain.
- The Medical Team will meet at appropriate intervals and specifically at completion of an event to assess status and evaluate medical team performance.

SEARCH AND RESCUE TEAMS

- Team Captains receive assignment of resources and search area from the IC and Operations Chief.
 - IC completes Briefing Assignment Form and hands off to Team Captain.
 - Team consists of Captain (CERT Certified Member), Medical/First-Aid resource, Scribe, and Search & Rescue resources (2-3).
- Team Captains brief and assess team member readiness.
 - Provide briefing of area to be searched from Briefing Assignment Form.
 - Ensure Medical Supplies, Documentation, Tagging, Safety Equipment, etc. in bags prior dispatching the team.
- Teams proceed to assigned areas via safest mode.
- Team Captain establishes a point of contact in search area (e.g. in front of a structure, middle of street).
- Team Captain disperses Team/Team Members at first structure or upon encountering a victim.
 - Depending upon number of team members, type of search being conducted and severity of conditions, team may only be able to manage a search of one structure at a time vs. splitting up team.
 - Assignments consist of **NO FEWER** than 2 persons. The “Buddy System” is to be **ALWAYS** utilized. Partners must always be able to See, Hear or Touch their partner.
 - Teams LOUDLY identify themselves to potential victims.
 - For damaged structures, an external assessment (360 walk around) is conducted **PRIOR** to entry to determine if the structure is deemed safe.
 - Standardized procedures and documentation is utilized (CERT forms: Team Scribe Notes, CERT Victim Tag, and Briefing Assignment Report-completion by Response Team).
 - Site is properly marked that S&R completed (Disaster Assessment Checklist) and results documented (Team Scribe Notes and Briefing Assignment Report).
- The Team systematically proceeds through the assigned area in the same manner as noted above.

Command Post is informed of all findings:

- Two-way radio between Teams, Operation Section Chief and Incident Commander. Key communications relate to victims, transport needs, damage assessments and team status.

MEDICAL PERSONNEL – TRIAGE CENTER AND/OR SEARCH AND RESCUE

- Medical Specialist conducts an evaluation of the victim.
 - ABS Test – Airway (Breathing), Blood (Bleeding), Shock.
 - Head to toe assessment.
- Medical Specialist and Team Captain (Search & Rescue Team) or Medical Staff (Town Center) agrees on plan of action.
 - Determine assets needed.
 - Transportation or placement determined.
- Medical Specialist Scribe completes documentation.
- Victim is properly tagged and identified with medical review card.
 - Red – Need immediate assistance, major trauma, needs transport.
 - Yellow – Delay assistance, minor injury, may need assistance.
 - Green – Walking-wounded, slight injury.
 - Black – Dead victim.
- Proper follow-up personnel are assigned to victim.
- Incident Command is informed of all findings.

SCRIBES – INCIDENT COMMAND CENTER AND/OR SEARCH AND RESCUE

- ***Search and Rescue Team Scribe*** – Stays with Team Captain and Medical/First Aid resource if victim is present.
 - Travel with Team and record all Team Captain comments.
 - Record plan established by Team Captain.
 - Travel with Team and record all Nurse comments.
 - Completes field tag and attaches to all victims.
 - Record findings – structural conditions, victims, unsafe sites and plan to assist (CERT Forms: Scribe Notes, Victim Tags and Briefing Assignment).

- Maintain count and condition of all victims.
- ***Incident Command Scribe – Stays with Incident Commander***
 - Record all Incident Commander comments.
 - Record plan established by Incident Commander.
 - Record findings - structural conditions, victims, unsafe sites and plan to assist (CERT Forms: Scribe Notes and/or Incident Status).
 - Maintain count and condition of all victims.
 - Record requests, priorities, and status of supplies.
 - Record all requests, priorities and status of Transportation.
- ***Medical Team Scribe(s) – Stays with Triage/Treatment Center Doctors & Nurses***
 - Accompanies Triage/Treatment Center Doctors and Nurses and records all comments.
 - Documents arrival and identification of each victim (CERT Form -Victim Treatment Area Record).
 - Completes disposition of each victim using same field tag (CERT Form: Victim Tag) and attaches to victim(s).
 - Maintain count and condition of all victims.

UNANTICIPATED DISASTER – PROCESS FOR RESPONSE

ACTIVATION OF EMERGENCY NOTIFICATION CALL TREE

Depending on the disaster event, the IC (or designee) coordinates with local emergency responders and/or Isles HOA manager to determine level of notification and response for CERT activation.

RESPONSE LEVELS

Tornado: Notification via the Emergency Communication Call Tree with request of members to report to the Town Center for mobilizing response.

- IC directs set-up of Town Center and organizes response efforts.
- Response is launched as per protocol for CERT activation.

Missing Person – Search & Rescue:

- IC makes determination of level of response and the number of CERT members to be activated.
- Contact is initiated to selected CERT members to assist in the search efforts.

Wellness Checks:

- Extended electrical outage of greater 24 hours triggers a response to check on the frail and elderly residents in our community.
- IC determines the level of response and activates CERT members for house to house wellness checks.

RECOVERY PHASE

Once all Medical Emergencies have been addressed, Incident Command will begin the process of documenting the results of the event and status of all Residents and Community Assets. The Isles Community Disaster Recovery Team, as defined in the HOA Disaster Plan, begins assuming responsibility and authority. The organized CERT Search and Rescue Teams **may be** utilized to conduct damage assessments.

A meeting will be held with all response personnel before assessing the damage. The damage estimates obtained from S&R teams and provided to the Incident Command Post will be shared with the Community Disaster Recovery Team. Safety of personnel and proper precaution shall be discussed. Teams will be disseminated to different locations for assessment and confirmation of damage sustained. Search and Rescue data may be used to determine assignments. Document damage on forms provided (Disaster Assessment Checklist). Teams should photograph or video damage for recordkeeping purposes. Damage assessment findings shall be returned to the Community Disaster Recovery Team.

RESOURCES AND CONTACT INFORMATION

Neighborhood Points of Contact

- Isles Town Center 941-922-1298
 - Address: 5901 Benevento Drive
- CERT Incident Command: Management Team, p.16
- CERT Captains: Management Team, p.16 - 17
- Medical Personnel: Management Team, p.16
- Isles Property Manager: Joshua Jones
 - E-Mail joshua@argusmgmt.com
 - Argus Management Emergency & After Hours 941-951-4034

Incident Command Points of Contact

- American Red Cross 941-379-9300
- FEMA Helpline 800-621-3362
- National Weather Service 813-645-2323
- Sarasota County Emergency Call Center 941-861-5000
- Sarasota County Emergency Management Chief 941-861-5495
- Sarasota County Fire Chief 941-861-5300
- Sarasota County Sheriff 941-861-5800

Sarasota County Phone Numbers

- Florida Power & Light 800-468-8243
- Salvation Army 941-364-8845
- Sarasota County Sheriff's Non-Emergency 941-316-1201
- Sarasota Public Utilities 941-861-6790
- Sarasota Memorial Hospital 941-917-9000
- Senior Friendship Center 941-955-2122
- Trash: Waste Management 941-493-4100

Isles Incident Management Team

2018 - 2019

Incident Commander - Jim Fonk, MD

Section Chiefs – Linda Cape, RN, Planning

Jim Corso, Operations

David Graham, Logistics

Incident Command Scribe* - TBD

Team Members

Medical (Treatment Center):

Ken Keys, MD

Mary Simon, RN

Nancy Keverian, RN

Admin/Communications: Radios Ham Radio

David Graham

Ann Spencer

Guy Spencer

Stan Robinson

Security:

TBD

Search & Rescue Teams

Alpha Team*

Captain - TBD

Nurse – TBD

Scribe – TBD

S&R Volunteers - TBD

Bravo Team*

Captain - TBD
Nurse – TBD
Scribe – TBD
S&R Volunteers - TBD

Delta Team*

Captain - TBD
Nurse – TBD
Scribe – TBD
S&R Volunteers - TBD

Transport Team*

Don Hildewig, Captain
Isles Resident Volunteers-TBD

Bike Team*

Isles Resident Volunteers - TBD

*CERT Certified Members and Volunteers will be assigned to Teams and support activities as they are available during a disaster response.

CERT Certified Members

Last Name	First Name	Address	Email
Alpher	Rich	5839 Benevento Dr	richalpher66@comcast.net
Amazon	Fred	5910 Benevento Dr	fasa0602@yahoo.com
Cape	Linda	5981 Roseto Pl	lindaandcharliefl@gmail.com
Corso	Jim	5939 Benevento Dr	corso5939@verizon.net
Fonk	Jim	5754 Fossano Dr	jfonk@comcast.net
Graham	David	5938 Benevento Dr	brewcouple@aol.com
Hersey	Paul	5803 Benevento Dr	pwh.asoc@comcast.net
Keys	Ken	5964 Mariposa Ln	corvettec5@verizon.net
Kuhl	Kevin	6095 Benevento Dr	kevkuhl@aol.com
Mager	David	5970 Roseto Pl	dmager@verizon.net
Munger	Jeannette	1492 Ernesto Dr	jeannette.munger@verizon.net
Sciarrino	Alice	5969 Roseto Place	asciarrino2@comcast.net
Simon	Mary	6095 Benevento Dr	msi15928@aol.com
Solomon	Tom	2145 Burgos Dr	floridatom39@comcast.net
Spencer	Ann	5821 Guarino Dr	annspencer02@gmail.com
Spencer	Guy	5821 Guarino Dr	tguyspencer@gmail.com

Isles Volunteer Members

Last Name	First Name	Address	Email Address
Addesa	Robin	5627 Fossano Drive	robinaddessa@gmail.com
Aho	Gary	5926 Guarino Drive	gaho519@gmail.com
Aho	Avis	5926 Guarino Drive	avis.aho@gmail.com
Alpher	Nancy	5839 Benevento Drive	nancyalpher@comcast.net
Amer	Bob	5965 Mariposa Drive	None
Amer	Leslie	5965 Mariposa Drive	leslieamer@yahoo.com
Baker	Lee	5928 Mariposa Lane	lbaker122863@gmail.com
Bauer	Anne	1286 Burgos Drive	annecbauer48@gmail.com
Brown	Richard	5935 Benevento Drive	rwbrown110@aol.com
Brown	Elsie	5935 Benevento Drive	None
Bruno	Jo Ann	1930 Burgos Drive	jabruno1220@yahoo.com
Christian	Mel	5830 Benevento Drive	melchristi1@verizon.net
Corso	Amy	5939 Benevento Drive	corso5939@verizon.net
Curtin	Ron	5965 Roseto Place	garfieldcurtin@gmail.com
Feldstein	Larry	1578 Ernesto Drive	flamingofitness@comcast.net
Francini	Karen	5998 Benevento Drive	kvf2003@gmail.com
Glabb	Brian	5917 Mariposa Drive	brianglabb@rogers.com
Glabb	Nancy	5917 Mariposa Drive	nnglabb@rogers.com
Gooby	Dot	5799 Benevento Drive	dgooby38@gmail.com
Gooby	Matt	5799 Benevento Drive	mgooby@verizon.net
Hallice	Frank	6059 Benevento Drive	efhallice@comcast.net
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Hildewig	Don	5858 Benevento Drive	dhildewig@gmail.com
Holland	Mike	5770 Benevento Drive	mjholland4@msn.com
Holland	Stephanie	5770 Benevento Drive	saholland4@msn.com
Hoseth	Jim	5878 Benevento Drive	jahoseth@gmail.com
Houston	Doug	5701 Fossano Drive	dsh2514@gmail.com
Houston	Chelita	5701 Fossano Drive	chelita.houston@gmail.com
Kieswetter	Chico	5923 Benevento Drive	kiesy@comcast.net
Kevarian	Nancy	5790 Benevento Drive	njkeverian@gmail.com
Klim	Peter	5938 Roseto Place	pjklm@verizon.net

Isles Volunteer Members

Last Name	First Name	Address	Email Address
Krapf	Anne	6006 DeMarco Court	montaukdream@comcast.net
Lazarus	Sara	5921 Marioposa Lane	Jlaza45200@aol.com
LeBaron	Rob	5998 Benevento Drive	2003rml@gmail.com
Lotherington	Adrian	5946 Roseto Place	jaloth13@gmail.com
Metcalfe	Linda	5909 Mariposa Lane	linda.a.metcalfe@gmail.com
Nunemaker	Sally	1937 Burgos Drive	sallynunemaker@comcast.net
Oates	Jim	1298 Burgos Drive	heirloss@gmail.com
Okey	Susan	6014 DeMarco Court	susanokey@mac.com
O'Leary	Georgia	6039 Benevento Drive	goleary6@aol.com
Parnell	Robert	5929 Roseto Place	robertdpar@aol.com
Robinson	Stan	5933 Mariposa Lane	robinstan@hotmail.com
Staab	Bob	5734 Benevento Drive	bstaabjr@gmail.com
Staab	Jeanne	5734 Benevento Drive	jstaab@aol.com
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Appendix A

Town Center Layout

