

Emergency Preparedness Task Force Report

Presentation to SIPOA Board

May 15, 2017

Today's Objectives

- Brief SIPOA BOD on Emergency Preparedness Task Force recommendations
- Obtain endorsement to put recommendations out for Property Owner input via publiccomment@sipoa.org
- Following feedback period, task force will review and amend as deemed necessary.
- Subsequently, obtain SIPOA BOD approval to implement changes/plans.

Background

- Task force formed early 2017
- Volunteer Members: 12 PO's*, (6 single family, 6 villas/regimes; 8 residents, 4 non-residents)
 - Chair: Julie McCulloch - SIPOA Vice President
 - Vice Chair: Guy Gimson - SIPOA GOMC Chair
- Scope: To look at lessons-learned from Hurricane Matthew and propose improvements for future emergency preparedness

* One member dropped out due to health issues

Volunteer Member	Property Type	Residency Status
Lynn Baker	Villa	Resident
Larry Blasch	Villa	Resident
Ryan Cook	Villa	Non Resident
Allan Keener	Villa	Resident
Bruce Kleinman	Single Family	Resident
Penny Lee	Single Family	Non Resident
Bill Nelson	Single Family	Resident
Cathrine Scully	Single Family	Resident
Leigh Ann Smith	Villa	Non Resident
Frank Stare	Single Family	Resident
Sarah Waterfill	Single Family	Non Resident

Process

- Held series of face-to-face meetings w/remote access capabilities
- Reviewed documented "lessons learned" post-Matthew.
- Group categorized key topic areas for further development & analysis. Broke into sub groups and reported back regularly to entire team.
 - Preparation & Planning
 - Communication
 - Security
 - Post-Storm
 - Financial
- Consensus recommendations drafted and reviewed with key stakeholders: SIPOA Executive Director, Legal Committee Chair, Safety & Security Chair, Town Mayor Pro Tem, Tidelines contacts

SIPOA vs. Town

Key Emergency Roles

TOWN	SIPOA
Interface w/County & State agencies & law enforcement	Ensure Gatehouse security for as long as possible
Issue state of emergency & order Island evacuation	Encourage PO's to evacuate Island if so ordered
Facilitate dissemination of Code Red information	Pre-mobilize debris contractors
Issue public information emails before & during storm event	Ensure Gatehouse security is mobilized
Authorize Team One activation to assess damage	Participate in Team One assessment
Issue "resident return" notice	Activate contractors/begin debris cleanup
Activate Phillips & Jordan contract for catastrophic event	Provide ongoing communication with POs re: cleanup status & other post-storm matters

Findings & Recommendations

- It was the consensus view of the Task Force that the Town of Seabrook Island, SIPOA and Seabrook Island Club did an excellent job in executing the Emergency Preparedness Disaster Plan in Hurricane Matthew.
- However, there were some areas that did not "work out as planned," or where gaps showed up that may not have been previously considered.
- These recommendations are for SIPOA BOD consideration. (The Town updates its Comprehensive Emergency Plan annually. This year's update includes enhancements from lessons learned during Matthew.)

Preparation & Planning

- Produce one Emergency Preparedness Guidelines booklet/website information
- Provide same information for Town & Tidelines to ensure consistent messages for PO's/guests
- Use this easy-to-use reference guide (i.e., tri-fold) to supplement County "Flooding" booklet
- Make available at Disaster Awareness Day (June 15th) or as soon as possible thereafter.
 - Preparation messaging/checklists by residence/owner "type" - i.e, resident, non-resident, PO's who rent home.
 - Recommend PO's contact security system vendors to learn needed steps to prevent false alarms in event of extended power outage (diverts CCSO resources).

Preparation & Planning

- Include website lists for preparedness and evacuation:
 - Red Cross Safe and Well - communicates your safety to loved ones.
 - www.safeandwell.communityos.org
 - Smart 911 (register smartphones)
 - waze.com (traffic)
 - 511 DOT (traffic)
 - www.smarthub.com (Berkeley Electric)
 - reverse911.com (Traffic)
 - 611.com (traffic & street closures)
 - Town of Seabrook Island Code Red (register cell phones/text msg)
 - www.townofseabrookisland.org : Click on Emergency Preparedness Tab

Preparation & Planning

- SIPOA Website:
 - At start of Hurricane season, begin reminding PO's to plan for action.
 - Continue to stress PO's should leave in event of evacuation order or mandatory evacuation. Focus on loss of habitability.
- Staff should meet with Property Management/Rental Companies to develop a robust plan to communicate with them (and renters) in case of evacuation.
- SIPOA to video/audiotape the Annual Disaster Awareness Day (June 15th). Make available online in its entirety and via "news clips" throughout hurricane season.
- Publicize procedures for working with POs who either refuse to leave or who want to come back before "resident return" notification. (see Security section)

Communication

- General:
 - Have regular intervals for communication updates by all entities (SIPOA, Town, Tidelines). Actual intervals may differ between entities & dependent on circumstances.
 - If important information is available between such intervals, transmit ASAP.
 - If no new information between intervals, just indicate that.
 - Highlight "habitability issues" (i.e., power, flooding, cell service, damage)
 - In addition to public information email updates issued by Town, Town has agreed to use their 888# to disseminate such information.
 - 888-314-3177
 - SIPOA Website - establish "storm page" or "banner" for updates so PO's know something is different (work w/LHG to establish placement/process)
 - Town to update its website using emergency banners & news "crawlers"
 - Encourage POs to sign up for Code Red cell phone/text communications.

Communication

- Tidelines:
 - Improve awareness of Tidelines in Seabrooker, Island Connection, SIPOA e-blasts to encourage signups
 - Need to increase membership to reach more PO's
 - Promote use of websites for preparedness & evacuation (see above)
 - Set up an icon/link in upper corner that jumps to common set of emergency prep guidelines (see above)
 - Publicize availability of Tidelines Facebook page.
 - Re-use 2016 articles: List as numbered series & develop full spectrum for scheduled publication during year. Start communication process in June.
 - Highlight habitability issues that may influence people to leave/not return early
 - Look to improve mobile access for Tidelines (i.e., Twitter)

Security

- Security to leave gatehouse as late as practical pre-evacuation. SIPOA Executive Director to determine timing with Security Force.
- Provide 24/7 gate security function with return of Security Officers (4) as part of Team One.
 - May require some provisioning for officers
- Look into requisitioning satellite phone at Gatehouse for backup communication w/JIFD and CCSO.
- Develop & publicize specific duties for Security's "support activities" during emergencies.
- Security Acct. Mgr. should receive SIPOA emergency communications directly so Security Force knows what information is being relayed to PO's.
- For any PO who chooses to remain on-island during evacuation order/mandatory evacuation, SIPOA staff should request signature on liability waiver. If refused, SIPOA would document. [Click to view the risk of remaining waiver.](#)
- If a PO (or property manager) wants re-entry to island prior to "resident return" notification from Town, Security should request signature on liability waiver. If refused, Security would document prior to allowing re-entry. [Click to view the early return waiver.](#)
- No contractors (other than those doing work on behalf of SIPOA or Town) would be allowed prior to "resident return" notification from Town and Gatehouse security being in place.

Post-Storm

- Recommend SIPOA modify existing debris removal policy to the following:
 - *In the event of a major storm/emergency, all PO's (single family, regimes & associations, undeveloped lots) will be permitted to put yard debris alongside SIPOA-owned roads for pickup & removal by SIPOA contractors.*
 - *Designation of such an event, as well as the duration of these additional services, will be at the sole discretion of the SIPOA Executive Director.*
 - *Associated incremental expenses will be added to the cost of other island debris removal and paid for by the financial methodology in place at the time (i.e., PO assessment, line of credit).*

Post-Storm

Debris Removal, cont'd.

- No change proposed for yard debris definition:
 - *Yard debris may not exceed four feet in length or four inches in diameter. Yard debris exceeding these specifications will not be picked up.*
 - *Limbs and palm fronds must be neatly stacked at curbside on SIPOA-owned road.*
 - *All loose debris such as leaves and twigs are to be put into sturdy paper bags or placed in open-topped containers. Plastic garbage bags shall not be used for this purpose.*

NOTES: Small trees/limbs that are within the length and diameter description above, neatly stacked, are included in this pick-up provision.

Responsibility for cutting down & removing damaged or fallen trees outside of this scope remains with property owner/tree contractor.

Financial

- It was the unanimous view of this task force that as part of annual budgeting process, SIPOA Board should begin to regularly set aside funds to build a dedicated reserve for future storm cleanup expenses.
- Could set maximum fund level and stop set-aside when reached. Replenished only as needed to maintain level.
- Annual budget amount plus optimum fund level should be developed by Finance Committee
 - Benefits:
 - Reserve fund would help offset future financial impacts on PO's (assessments).
 - Ensure SIPOA is not entirely reliant on future bank/external emergency lines of credit.

In Closing

- Thanks to task force members for their time, energy and thorough, thoughtful work
- Recommendations are:
 - Actionable - within our control
 - Reasonable
 - In the spirit of "continuous improvement"
- Recommend PO input on publiccomment@sipoa.org for not more than 2 weeks to enable timely finalization and Board approval.