



## Hurricane Preparedness Instructions

- On-Site MTC personnel, Pool Companies and MAMCO MTC dispatch should be instructed to secure all pool furniture, loose trash cans and any other exterior furniture, recreational items at all locations no later than Friday close of business. In the event that pools remain open on Friday- guard service will need to take these precautions. Lake areas should have all boats and other floating docks secure as well.
- Drain areas and outlets should be inspected and cleared to keep water flow/ flooding issues to a minimum – please advise On-Site MTC personnel, MTC dispatch or other Maintenance and MAMCO MTC dispatch- request/ issue a work order if necessary.
- Consider posting an update on ACW with some precautions/ suggestions (see below). **Take access instructions with you for remote access and updates if necessary.**
- Clubhouse facilities should be secured on Friday at close. If you have weekend events/ staff- **make sure you can reach them to advise of facilities need to be closed, etc.**
- **Any Site PCS that are not on NA domain need to have a backup done prior to close on Friday. At a minimum you should place any integral information being stored on the PC on a jump drive that is removed from the premise.** The F: Drive on MCO and other server data will be backed up by our IT department in Dallas.
- Please do not leave PCs on the floor when you leave on Friday. Place them on the desk to avoid and possible damage from flooding
- Phones at all MAMCO locations and sites need to be prepared for any possible closings (**be sure you can access your phones remotely, change greetings remotely**). Please run thru this process so you know how to do this in the event we need you to make changes or announcements.
- Make sure that you have any insurance contact information. AIAI information (contact, claim filing, etc.) is available via the intranet but if you use another insurance company you will need to have there contact info with you.
- **Take all HO Link Elite remote access info with you (and run thru this process once to be sure you can operate it in the event of an emergency).**
- **Regional Managers and Management personnel are expected to be available via cell phone and reachable thru the weekend.** Charge your phone, keep phone accessible and periodically check your phones for messages. If a significant event occurs, Rob or I will reach out to RM's to implement a formal email/ phone mail retrieval schedule. If you are going to be out of town or not available via cell during this weekend- you need to report to immediate supervisor. If you are unable to access your email remotely using the internet- please see Alan M for instructions.

- **All other support staff ( admin/ acctg) hopefully the event will not prompt any closures. However, if the event is significant it is possible we may need to reach you. Please provide your supervisor with your contact info.**
- Denise D- please be sure all emergency info/ contact info for all MTC personnel is given to any on call staff this weekend and take home info that may be needed for you to update emergency service for instructions. In addition, be sure to have all utility, outside contractors contact info that we may need available in the event of a significant event.

You May Want to Share this info VIA ACW or other communication methods for your community:

### HURRICANE PREPAREDNESS

- Check your disaster supplies and restock as needed.

## DISASTER SUPPLY KIT

- Water** - at least 1 gallon daily per person for 3 to 7 days
  - Food** - at least enough for 3 to 7 days
    - non-perishable packaged or canned food / juices
    - foods for infants or the elderly
    - snack foods
    - non-electric can opener
    - cooking tools / fuel
    - paper plates / plastic utensils
  - Blankets / Pillows, etc.**
  - Clothing** - seasonal / rain gear/ sturdy shoes
  - First Aid Kit / Medicines / Prescription Drugs**
  - Special Items** - for babies and the elderly
  - Toiletries / Hygiene items / Moisture wipes**
  - Flashlight / Batteries**
  - Radio** - Battery operated and NOAA weather radio
  - Telephones** - Fully charged cell phone with extra battery and a traditional (not cordless) telephone set
  - Cash (with some small bills) and Credit Cards** - Banks and ATMs may not be available for extended periods
  - Keys**
  - Toys, Books and Games**
  - Important documents** - in a waterproof container or watertight resealable plastic bag
    - insurance, medical records, bank account numbers, Social Security card, etc.
  - Tools** - keep a set with you during the storm
  - Vehicle fuel tanks filled**
  - Pet care items**
    - proper identification / immunization records / medications
    - ample supply of food and water
    - a carrier or cage
    - muzzle and leash
- Bring in anything that can be picked up by the wind (e.g. bicycles, lawn furniture, signs, and trash cans).
  - Close windows, doors and hurricane shutters. If you do not have hurricane shutters and you are in a high-risk area, close and board up all windows and doors with plywood.
  - Turn the refrigerator and freezer to the coldest setting and keep them closed as much as possible so that food will last longer if the power goes out.

- Turn off propane tanks and unplug small appliances.
- Fill your car's gas tank.

You can also find more info in NOAA's website regarding supplies, hurricane information and tracking:  
[http://www.nhc.noaa.gov/HAW2/english/prepare/supply\\_kit.shtml](http://www.nhc.noaa.gov/HAW2/english/prepare/supply_kit.shtml)