

**BETMAR OWNERS, INC.
BETMAR ACRES CLUB, INC.
A 55+ Older Community
Operating Policy and Procedure
143
DISASTER RESPONSE POLICY**

Effective Date: 4-21-25

Last Revision: 4-21-25

Version 143

SCOPE: Establishes policy and procedures for a Disaster Response Team, use of clubhouses and basic information for residents within the Betmar Community. It applies to the Board of Directors, Betmar Acres Club, Inc., Trustees, Security, Administration, Webmaster, Clubhouse Superintendents, Kitchen manager /kitchen volunteers, sub-organizations and all Betmar Residents.

PURPOSE: The purpose is to:

1. Describe information to be made available to residents, related to preparation and post recovery.
2. Describes duties and responsibilities of Board of Directors, Trustees and Administration, Clubhouse Superintendents, Kitchen Manager and residents
3. Describe use of clubhouses.
4. Describe duties and responsibilities of the Disaster Response Teams.

POLICY:

1. The President or his/her designee will be in charge of the Disaster Response and Teams.
2. Betmar Acres Club, Inc. Clubhouses will not be open during a hurricane storm. Residents should seek shelter with family, friends, hotels/motels or at an approved county shelter.
3. If the authorities issue a MANDATORY EVACUATION ORDER FOR MOBILE/MANUFACTURED HOMES, BETMAR RESIDENTS MUST EVACUATE the park and seek shelter with family, friends, a motel/hotel, or an approved shelter.
4. The Clubhouses will be secured, locked and all scheduled activities canceled twenty-four (24) hours in advance of storm impact or when a mandatory evacuation order is announced, whichever occurs first.

- a. They will remain locked until Properties inspects and approves for safe use.
 - b. And, the Disaster Team determines availability for post storm sheltering or resuming scheduled activities.
5. **NO PETS ALLOWED** in the clubhouses except for certified service animals wearing a vest and owner possesses certification paperwork.
6. **RESIDENTS SHOULD:**
- a. **BE PREPARED!!!**
 - b. **BE AWARE OF NEIGHBORS REMAINING IN PLACE AND CHECK ON THEM BEFORE AND AFTER A STORM.**
 - c. **REPORT DAMAGE TO THE BETMAR OFFICE**
 - d. **NOTIFY OFFICE IF NEIGHBORS HAVE NEEDS. IF INJURIES EXIST, CALL 911**
 - e. **HELP OUT NEIGHBORS AND EACH OTHER AS MUCH AS POSSIBLE.**

PROCEDURE:

1. Information to residents:
 - a. Webmaster will maintain a Hurricane information headliner on the Betmar.org website with general information, a link to the **Pasco County Disaster Preparedness Guide** and instructions for those with Special Needs to include forms.
 - b. Communications will permanently maintain a bulletin board of pertinent information in Clubhouse 2.
 - c. The office will have a reference guide to be inserted in the newcomer's package and have a copy available of the Pasco County Disaster Preparedness Guide in English and Spanish.
 - d. **Special Needs** shelters are available in Pasco County. Residents must make prior arrangements and register for the shelter in advance of the hurricane season.
 - i. The Betmar Office will have special needs applications
 - ii. Applications must be filled out every year.
 - iii. The special needs shelters can provide transportation.

2. Preparation:

- a. The President or his/her designee will call a meeting of all available Board of Director members, Trustees, Security, and Administration as soon as a natural disaster is predicted (i.e. Hurricane) or whenever a disaster strikes the Betmar Community.
- b. Properties Councilor or his/her designee will be responsible for:
 - i. Directing preparation of buildings based upon threat assessment.
 - ii. Assuring emergency equipment (using a departmental checklist) is in working order with sufficient amounts of gas/propane , spare parts etc.
 - iii. Assuring adequate supplies are available for post storm cleanup. (Tarps for Common Ground buildings)
 - iv. Maintaining the list of Pasco County utilities and phone numbers to contact in case of an emergency.
 - v. Assuring Walkie-talkies are charged, functional and assigned to teams and leaders accordingly.
 - vi. Notifying golf course properties person or his/her designee is available to prep the golf course.
 - vii. Locking all clubhouses in accordance with Policy #4 and remain locked until after the storm passes, it is safe to venture outside, and each one is checked for safe use.
- c. Administration will:
 - i. Maintain file of Disaster Team Forms (zone maps, damage assessment)
 - ii. Send email updates to residents as received from the President or his/her designees.
- d. Disaster Teams:
 - i. The President or his/her designee shall make zone assignments (5) using available Board of Directors, Trustees and other volunteers if necessary.
 - ii. Communications will provide the list of homebound residents they use for bulletin delivery.
 - iii. Disaster Teams should determine if homebound residents have evacuated.

3. Post Disaster Action and Assessment:
 - a. Properties Councilor or his/her designee will:
 - i. Assess Clubhouses, Office, and barns for damage.
 - ii. Determine Office suitability for use as Command Center and Administration and if need be designate an alternate site.
 - iii. Open Clubhouses according to the needs of the Betmar Community (power outages, flooding, damage to homes making them unsafe, etc.)
 - iv. Respond to reports of "any life safety issues" would include down electrical lines and/or broken/damaged power poles.
 - v. Notify proper Pasco County Utilities and Duke Energy.
 - b. Disaster Assessment Teams:
 - i. Shall have a walkie-talkie
 - ii. Conduct an initial drive through of streets of assigned zones assessing for life safety issues.
 - iii. Notify Properties Councilor of same.
 - iv. Conduct a second home to home assessment, recording damage, if property owner is home/notified and if resident needs a safe place to go.
 - v. Once assessments are complete and recorded, meet in Betmar Office conference room or other designated meeting room.
 - vi. Once damage assessments reported, be available for other tasks i.e. manning phones in office etc.
 - vii. Be present in the community.
 - c. Administration:
 - i. Will post results of the disaster assessments to the Betmar.org website.
 - ii. Will roll over phones depending on how many people are available to answer the phones.
 - iii. Will maintain a current copy of available self-help vendors and services.
4. If residents need a safe place to go due to power outages or damage to homes, the Properties Councilor will:
 - a. Consider (based on number of Betmar residents reporting) the number of clubhouses needing to be opened for a safe place for Betmar residents.

- b. Notify clubhouse supervisors (listed in the Betmar directory) if their clubhouse will be opening and to pick up their shelter folders stored in the Betmar Office.
 - i. A clubhouse supervisor or his/her designee will stay in the opened clubhouses at all times.
 - ii. They will set up their area for specified use and post appropriate signs.
 - iii. They will restock supplies as needed.
 - iv. Assign cleaning responsibilities to those sheltering.
- c. Suspend activities in the affected clubhouses.
- d. Notify Betmar members of clubhouse openings via Betmar office personnel, email, word of mouth (Disaster Teams) and website.
- e. Betmar **residents**, who are members in good standing, and must spend the night in an officially opened clubhouse, will be allowed:
 - i. A blanket/sleeping bag, pillow
 - ii. Either a lounge or air mattress (twin or queen only)
 - iii. Non-perishable food, snacks and drinking water, and medications.
 - iv. NO GLASS CONTAINERS.
 - v. A tote to store the above in (plastic or cloth).
- f. Residents spending the night should sign IN and OUT when they leave and return.
 - i. For security purposes, the Clubhouses will be locked from 9pm-7am.
 - ii. During these hours, arrangements should be made with the Clubhouse superintendent if a resident needs to leave and their expected return.
 - iii. NO BETMAR PROPERTY WILL BE AVAILABLE FOR PERSONAL USE. (ie: pool lounges)
- g. The Kitchen manager and his/her volunteers will arrange and announce if any food/meals can be prepared and served.
 - i. Perishable foods may be DONATED TO THE KITCHEN FOR USE IN PROVIDING MEALS FOR ALL RESIDENTS.
 - ii. Facilities will not be available to store personal resident food.
 - iii. Individuals will not be allowed to use the kitchens for any reason.

- iv. If it is possible, assigned volunteers will prepare simple meals at 8am, 12noon, and 5pm
- v. Residents staying in their damaged homes without utilities may come to the opened clubhouse for scheduled meals.

VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
143	Owners/Acres Board of Directors	4-21-25	Combined repealed 132.2 with new policy and renamed	P and P Comm

Approved

Policy/Procedure
 Chairperson: _____ Date: _____

President Betmar Owners, Inc./Betmar Acres Club, Inc.:
 _____ Date: _____

Three (3) Year Policy and Procedure Committee Review Date:

Signed: _____

Three (3) Year Policy and Procedure Committee Review Date:

Signed: _____