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Emergency Preparedness Manual



The Currituck Club

Property Owners Association

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EMERGENCY PREPAREDNESS PLAN

BACKGROUND

This Property Owners Association Disaster Plan is designed to assist The Currituck Club in planning, preparing and recovering from a hurricane or tropical storm disaster. It identifies procedures that are designed to reduce loss of life and reduce damage expenses. It also identifies procedures for post-disaster management.

The Association has organized a team of individuals who will be able to contribute and participate in planning and/or implementation of this Disaster Plan. This team involves your POA General Manager, at least one member of the TCCPOA Board of Directors, and various professionals serving the Community with expertise in areas such as medical, law enforcement, fire, gas, water, insurance, legal, electric, plumbing, HVAC and general contracting. Additionally, the Plan involves various real estate rental management firms to assure that renters remain informed with the Community situations as well.

This Emergency Preparedness Plan has been approved by the TCCPOA Board of Directors on July 18, 2014, for adoption, and as amended on September 16, 2019 and has been drafted with the assistance and contributions by the following organizations:

- Corolla Fire and Rescue
- Currituck County Sheriff's Department
- Currituck County Emergency Management Department
- Currituck County Animal Shelter
- Club Corp, Inc.
- TCCPOA Pool Contractor
- TCCPOA Landscaping Contractor
- TCCPOA Management Company

The POA Board, management and others in leadership roles are committed to disaster planning. Members can play a role by becoming familiar with the steps outlined in this Plan. This Plan describes the concept of emergency operations and assigns duties and responsibilities to various individuals and groups which will serve in support of Currituck County government in time of emergency.

CONTACT INFORMATION

EMERGENCIES	911
Currituck County Emergency Management	252-232-2115
Currituck County Communications (non-emergency)	252-232-2216
Corolla Fire & Rescue (non-emergency)	252-453-3242
Corolla Fire Chief (non-emergency)	252-619-4442
Currituck County Animal Shelter	252-453-8682
TCCPOA Office	252-453-4011

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MOBILE LIFELINES ~~ BEFORE A SEVERE STORM HITS

During extreme weather events, mobile devices can be essential tools for keeping in touch with family and monitoring response and recovery efforts. Make sure your mobile device is prepared and fully charged. Keep a car phone charger and spare battery on hand as well; if power is out for an extended period, your car can serve as a valuable energy source.

Start a Texting Tree

When communication channels are disrupted, texting may be the only available way to stay connected. Create a network of contacts on your smartphone so you can quickly reach out to others in your community.

Set up Wireless Emergency Alerts (WEA)

WEAs are emergency text messages sent through your wireless carrier by government authorities, including local and state public safety agencies, FEMA, the FCC, the Department of Homeland Security and the National Weather Service. The alerts can help you stay informed when you may not have access to television or radio and can help keep you safe during a crisis. Messages include extreme weather warnings, local emergencies requiring evacuation or immediate action, AMBER Alerts and Presidential alerts during a national emergency. For information about which mobile devices are WEA-capable and carrier participation, visit www.ctia.org/wea or contact your wireless carrier. If you have a landline in Currituck County, you are automatically subscribed to “Currituck Alert”, which is the County emergency notification alert system. If you do not have a landline, you can sign up by going to the County website at www.co.currituck.nc.us and type in the “Currituck Alert” link in the search bar.

Have photos of your outdoor furniture and structures

It is also a good idea to have updated photos of your home's interior and exterior saved to an online resource for later recovery.

Use Mobile Banking and Insurance Apps

Banking and insurance apps allow you to move money, pay bills, deposit checks and file claims from your smartphone; all very important during a weather emergency. Contact your banking institution and your insurance agent for specific instructions related to your accounts. Remember that when wi-fi service is out, switch your phone to cellular service in your Settings to enable emails to be sent and received. It is always a good idea to maintain a landline that's not electric in your home. If you are unsure whether you have a landline or your telephone is wired into your cable, call your provider to confirm.

HOMEOWNERS AND GUESTS - WHAT TO DO

If officials announce a hurricane warning, they may ask you to leave your home as soon as possible to be safe. Take your *Disaster Supplies Kit* and travel to a shelter, hotel or friend / family member's home well outside the area of expected impact. Call your check-in contact so someone will know where you are going. Local officials advise leaving only if they truly believe your location is in danger. It is important to follow their instructions as soon as possible. Roads may become blocked and the storm can worsen, preventing safe escape. Having your disaster supplies ready ahead of time will make you more comfortable while you are away from home.

What Your *Disaster Supplies Kit* for your house should contain if sheltering in place, according to FEMA:

- Water; one gallon of water per person per day, for drinking and sanitation plus ½ this amount for each pet in your family
- Food; at least a three-day supply of non-perishable food
- Can opener for food
- Battery-powered radio and extra batteries for both
- Flashlight and extra batteries
- First Aid kit
- Whistle to signal for help
- Infant formula and diapers, if applicable
- Moist towelettes
- Garbage bags
- Plastic sheeting and duct tape
- Wrench or pliers to turn off utilities
- Clothing and Bedding

It is possible that the power will be out and you will not have heat. Rethink your clothing and bedding supplies to account for growing children and other family changes. One complete change of clothing and shoes per person, including:

- A jacket or coat
- Long pants
- A long sleeve shirt

- Sturdy shoes
- A hat and gloves
- A sleeping bag or blanket for each person
- Rain gear
- Mess kits; paper cups, plates and plastic utensils
- Cash or traveler's checks, change
- Paper towels
- Fire extinguisher
- Matches in a waterproof container
- Signal flare
- Paper, pencil
- Personal hygiene items
- Cell phone and chargers
- Map or GPS
- Prescription Medicines
- Pet Food and Bowls with water
- Leashes and collars for family dog(s)
- Important Family Documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container

What Your **Disaster Supplies Kit** for your car should contain – at a minimum - if evacuating, according to FEMA (you can purchase one directly from Red Cross by clicking [here](#)):

- Water: one gallon per person, per day (3-day supply for evacuation, 2-week supply for home)
- Food: non-perishable, easy-to-prepare items (3-day supply for evacuation, 2-week supply for home).
- Flashlight [Available on the Red Cross Store]
- Battery-powered or hand-crank radio (NOAA Weather Radio, if possible) [Available on the Red Cross Store]
- Extra batteries
- First aid kit [Available on the Red Cross Store]
- Medications (7-day supply) and medical items
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents (medication list and pertinent medical information, proof of address, deed/lease to home, passports, birth certificates, insurance policies)
- Cell phone with chargers
- Family and emergency contact information
- Extra cash
- Emergency blanket [Available on the Red Cross Store]
- Map(s) of the area

EVACUATION ASSISTANCE

Through the Department of Social Services, Currituck County maintains a list of County citizens who may have specific medical, functional or personal needs and require assistance during an evacuation.

If you, a family member or friend may need evacuation assistance, please provide that information to Social Services at 252-232-3083.

All information will remain confidential and will be given only as needed to emergency service providers.

IT'S IMPORTANT TO STAY INFORMED

Having up-to-date information is critical to preparation and safety. It's important to monitor storm-related news and track an approaching storm's path. The following media are good sources of emergency weather information for Currituck County:

RADIO:

92.1, 93.7, 94.5, 94.9, 95.7, 96.3, 97.1, 98.1, 98.7, 99.1, 100.5, 101.3, 102.5, 104.1, 104.9, 105.7

TV:

WTKR 3, WAVY 10, WVEC 13

ONLINE:

www.nhc.noaa.gov www.weather.com

www.stormpulse.com

www.CurrituckGovernment.com

www.readync.org (this site has a very useful smartphone app)

www.weather.gov/akq

IF AN EVACUATION IS ORDERED

If necessary, Currituck County will evacuate visitors and residents in phases ahead of the storm's predicted landfall. The Outer Banks areas of Carova and Corolla will be the first areas evacuated, followed by the mainland.

Evacuations will be coordinated with Dare County and cities in Virginia. When an evacuation is ordered, visitors and residents should follow Hwy. 158 west towards Elizabeth City and beyond, or Hwy. 168 north to Virginia. Be sure to listen to local radio for road conditions and possible detours.

Remember: Currituck County does **not** open pre-storm shelters.

EVACUATION PLAN

Procedures for community evacuation include accommodations for residents with special circumstances or needs (elderly, necessary medical equipment, small children, disabilities, special prescription / treatment requirements). Those members with special needs should notify the Property Owners Association office to have their information and considerations on file.

- The Currituck Club Fitness Center will serve as the Command Center.
- Storm Warnings will be published on the TCCPOA website (“Website”)
- Notice of voluntary or mandatory evacuations will be given to the TCCPOA General Manager
- Evacuation Notices will be published on the website and sent out via priority email blast in a standard format
- All key personnel will have been issued re-entry passes in advance and will be notified of evacuation by the General Manager in the following order:
 - Club Corp General Manager
 - Maintenance Supervisor
 - Landscaping Contractors
 - Pool Maintenance Contractors
 - Operations Director
 - Board of Directors
 - Management Company
- The TCCPOA General Manager will serve as the Team Leader and direct all personnel in the evacuation process
- All Managers will report to the Fitness Center for assignments
- Each Manager will be assigned a section of the Club to make sure all guests have left.
- The Operations Director will ensure the evacuation of the Fitness Center, Guard Shack, and all guest services areas and lock up those facilities ***following confirmation with TCCPOA*** and inform TCCPOA General Manager when all of these are accomplished.

5.

- The Operations Director will perform an updated gate code input and back-up of the gate operating system.
- All trolleys will be put back into the garage or storage area where they are housed in the off-season.
- All other vehicles will be staged at the lower end of Wild Cherry Court on the west side of the hill.
- The Maintenance Supervisor will take all precautions to stabilize the facilities throughout the common ground for property conservation including turning off all utilities, shutoff valves, water lines, electrical main circuits.

- The Maintenance Supervisor will confirm the proper location of Fire Extinguishers and all flags will be taken down from the front entrance along with any other flags and/or banners.
- Pool Contractor will prepare pools for impending emergency conditions including but not limited to, shocking the pools, lowering the water level, shutting down and securing all pool equipment, storing pool furniture and chain and locking all pool gates. The pool furniture will be put in the water of the pools or tied down in a secure location. Following the weather emergency, the Pool Contractor will remove excessive debris and provide additional cleaning resulting from said emergency.
- The Maintenance Supervisor will communicate with the trash removal company and coordinate trash can roll-out / roll-back service to eliminate cans being out on the street during storms.
- TCCPOA's landscaping or irrigation contractor will perform the following functions in advance of evacuation:
 - Lower the water levels in the pond (5-7 days in advance)
 - Turn on all irrigation spray systems to drain wells (3 days)
 - Clear all existing drains of debris
 - Test existing pumps in place to ensure function
 - If deemed necessary, install manual flush pipes at bathhouse and north loop on HC for increased lowering of pond levels
 - Shut down all power and irrigation pumps throughout the Club and at the main entrance (pending storm)
- The Operations Director will maintain a list of all employees and interns to provide to the Corolla Fire Chief to account for all individuals
- Rental companies are to be responsible for evacuation of guests occupying houses in The Currituck Club
- The General Manager will maintain all electronic data, including one copy of Financial Services download, updated copy of property owner contact information, and a full back-up of operating system
- Financial Services will do a complete back-up of all electronic data, maintain one portable drive, and provide second portable drive to the General Manager
- Evacuation Route maps will be available and distributed at the Guard Shack for members, guests and renters leaving the property

TCCPOA's General Manager will contact the Currituck County Sheriff's Department dispatch to request drive-through patrols of the Club until reentry is possible and Security staff has been able to return.

Gates: During a storm, the Maintenance Supervisor will have all security gates opened and remain open with the power turned off. All key pads at the gate will be covered securely with plastic and tape to protect against water and driving rain.

- Maintain TCCPOA's social media, as it is a fast method for staff to get photographs and up-to-the-minute information disseminated to the members.
- If possible, a security guard call-in will take place. It is recommended that three (3) security guards be on duty during the evacuation for a controlled exit from the Club, monitoring the gates and controlling traffic: one stationed at the south gate, a second stationed at the north exit and one on patrol throughout the Club.
- The north end emergency access can be used if needed. Due to County agreement, TCC **must** have the Corolla Fire Chief's Authorization for its use prior to it being opened.
- Golf Course / Golf Clubhouse
 - TCCPOA will coordinate with the Golf Club General Manager on the following aspects of evacuation:
 - Shutting the course and clubhouse down and evacuating all employees and players.
 - Securing all power and propane to Golf Course Clubhouse.
 - Securing the maintenance facility and evacuating all employees.
 - Making sure that all power to irrigation pumps on golf course are shut down.
 - Secure all propane tanks and fuel at facility.

STAFF WILL BE SECURING THE COMMUNITY IN THIS ORDER: (SEE ATTACHED MAP)

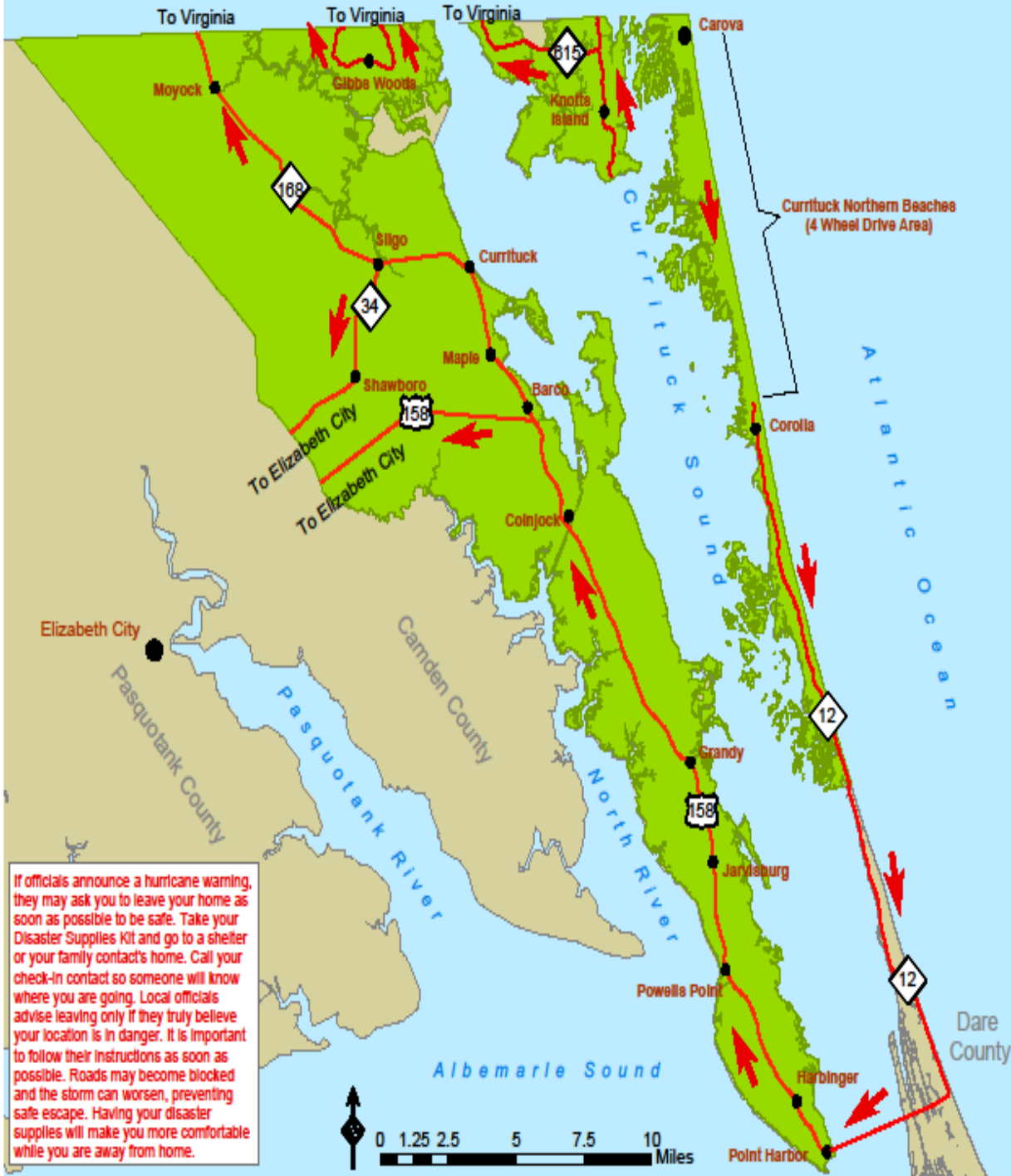
- ZONE 1 ~ Magnolia Bay – All homes along the sound / water or marshlands
 - ZONE 2 ~ Hunt Club Drive – From Magnolia Bay to the wooden bridge / all homes along the sound / water or marshlands
 - ZONE 3 ~ Hunt Club Drive – From the wooden bridge to the main entrance / all homes along the sound / water or marshlands
 - ZONE 4 ~ Hunt Club Drive – From the main entrance to Windswept Ridge / all homes along the sound / water or marshlands
 - ZONE 5 ~ Hunt Club Drive from Windswept Ridge, Loblolly Court, Shovler Court and Wild Cherry Court to Hammock Lane – all homes along the sound / water or marshlands
 - ZONE 6 ~ Hunt Club Drive from Hammock Lane, Dotties Walk, Hunt Club and the sound side of Hunt Club (west side of the loop) up to the water treatment plant / all homes along the sound / water or marshlands
- When directed, the General Manager, Maintenance Supervisor and Operations Director will perform independent final drive-throughs of the community to attempt identification of owners who are not evacuating.

- An email will be sent by TCCPOA's General Manager requesting those property owners not evacuating to notify the POA.
- After evacuation has been completed, all power will be shut off to all common buildings.
- Employees will be given necessary time to secure their own residences and property while ensuring the association has proper coverage to prepare for the storm.

EQUIPMENT CHECKLIST

- ◆ Irrigation Pumps
- ◆ Chainsaw
- ◆ Plastic bags
- ◆ Zip ties
- ◆ Chains / locks
- ◆ Bottled Water
- ◆ Radios
- ◆ Batteries
- ◆ Fuel for:
 - Generator
 - Extension Cords
 - Security Vehicle
 - Maintenance Truck
 - Pumps
 - Chainsaw
 - Cans

Primary Severe Weather Evacuation Routes-Currituck County



Source: The Virginian Pilot

From Carova and the northern Currituck Outer Banks:

Travel south along the beach strand to NC 12. Continue along NC 12 to US 158 through Currituck and to Elizabeth City or Virginia.

From Corolla and the southern Currituck Outer Banks:

Travel south along NC 12. Continue along US 158 through Currituck and to Elizabeth City or Virginia.

From the Currituck Mainland:

Travel north along US 158/NC 158 to Virginia, or west to Elizabeth City via US 158 or NC 34.

From Knotts Island:

Travel north along NC 615 into Virginia.

From Gibbs Woods:

Travel north along East Gibbs Rd or West Gibbs Rd into Virginia.

If officials announce a hurricane warning, they may ask you to leave your home as soon as possible to be safe. Take your Disaster Supplies Kit and go to a shelter or your family contact's home. Call your check-in contact so someone will know where you are going. Local officials advise leaving only if they truly believe your location is in danger. It is important to follow their instructions as soon as possible. Roads may become blocked and the storm can worsen, preventing safe escape. Having your disaster supplies will make you more comfortable while you are away from home.

START-UP PROCEDURES AFTER A HURRICANE

When directed only by County official or Corolla Fire Chief, TCCPOA's General Manager will be begin coordination of start-up by directing the following procedures in addition to coordination with the Golf Club General Manager.

When directed, the Maintenance Supervisor will be responsible for the following:

- Restore power to all common areas and gates
- Power up all gates and ensure proper operation
- Check for damage throughout the Club (including down trees, flooding, etc.)
- Coordinate with the Golf Course Superintendent

When directed, the Operations Director will be responsible for the following:

- Notifying all rental companies that no renters will be allowed back in The Currituck Club until deemed safe for their return as determined by the Corolla Fire Chief. Only property owners are to be allowed access to the Club.
- Return trolleys to the Club from the garage / housing, along with any other vehicles.
- Re-open Fitness Center for operation

When directed, Security will perform the following duties:

- Make sure there is sufficient security coverage
- Conduct a drive-through patrol of the entire community and report any incidents, damage or issues to the Operations Director.
- Resume post at Guard Shack, assuring that only property owners and employees are permitted access to the Club. Owners must have proper identification or some proof of ownership of the properties. In the event of any questionable request to enter, Security will notify the Operations Director or TCCPOA's General Manager.

All Managers / Supervisors will be responsible for their areas that they had during evacuation in making sure that it is safe to enter those areas while making a list of any damage along with accompanying photographs.

TIPS FOR PROPERTY OWNERS

- Return home only when officials declare the area to be safe.
- Carefully check for damage to home and property. Wear thick-soled shoes or boots.
- Document damages with photos or video and call your insurance agent.
- At the re-entry points, do not panic if you do not have the necessary identification. You may use your driver's license, a utility bill, or (better yet) take a picture of your signed re-entry card and save it under "emergencies" on your phone. The law enforcement officials will work with you to get you back on the beach.

- If you smell natural or propane gas or hear a hissing sound, leave immediately and call 911 *from outside the house*.
- Beware of downed power lines and do not attempt to move them.
- Report power outages to Dominion Power at 1-866-366-4357.
- Check on neighbors and call 911 if you find someone trapped in debris or needing medical aid.
- Beware of floodwaters. Do not attempt to drive through floodwaters and do not let children or pets play in standing water.
- Discard spoiled food or any food that has been above 40 degrees for two or more hours.
- If a boil water advisory has been issued, boil water for one minute prior to consumption.
- If your home was breached with water, remove any standing water as soon as possible and have plenty of ventilation throughout the house.
- Be cautious of wild animals, including snakes, that may have entered your home with floodwater.
- During repairs, use contractors accredited by the Better Business Bureau or recommended to you by your neighbors or friends. Be sure to have the proper permits (fees are usually waived after a disaster) and have the work inspected by the county building inspections office.

COMMUNICATIONS

The Currituck Club Fitness Center will serve as the Command Center. This Emergency Response Plan has been made available to the members by sending electronically and hard copies will be available at the Fitness Center, the Security Guard Shack and posted on the website. Additionally, email blasts in a standard format will be used to distribute information, updates and notices.

PLAN REVIEW

This Plan will be evaluated yearly on the anniversary date of its adoption by TCCPOA Board of Directors.

TESTING

Test drills will be run yearly on May 1 and no later than May 15.