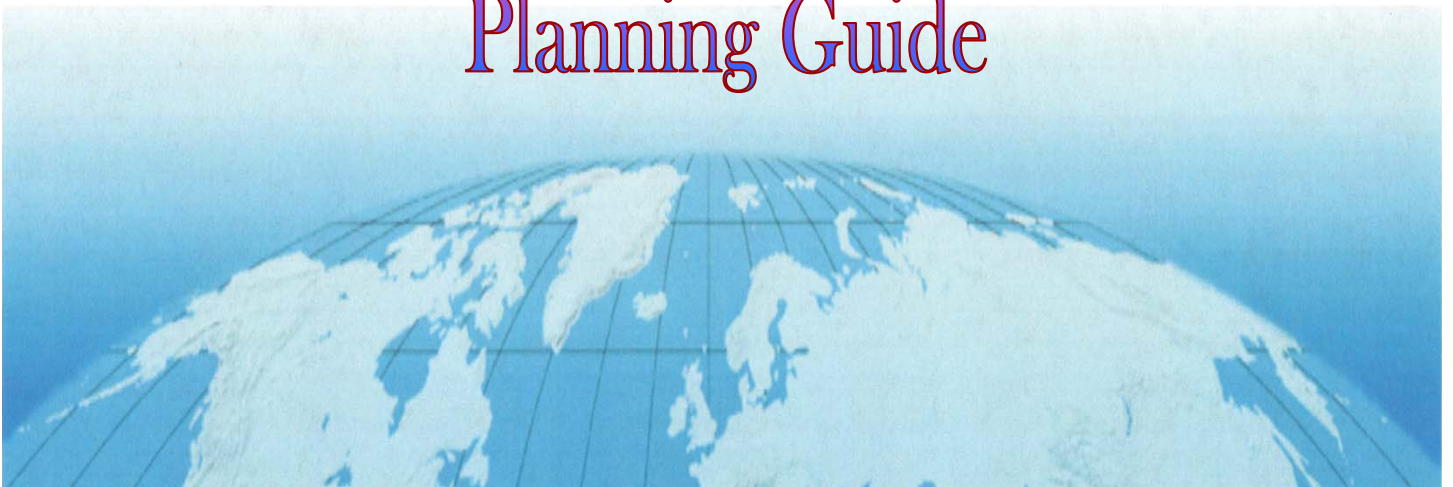




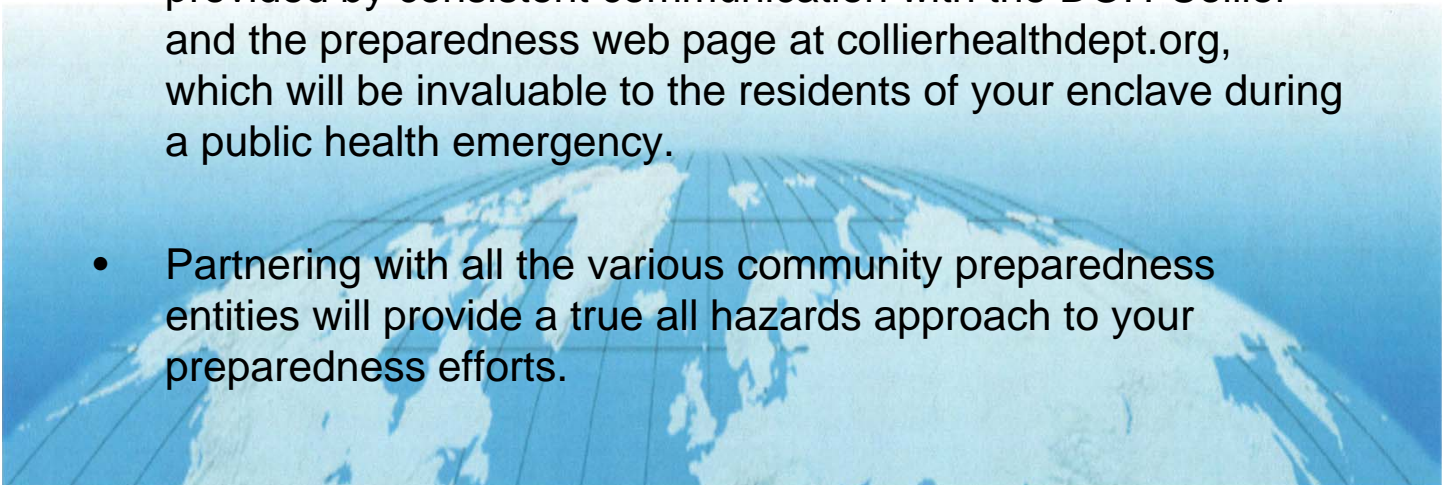
# ***DISASTER PREPAREDNESS***

## **Residential Enclave Planning Guide**



## ***RESIDENTIAL ENCLAVE DISASTER PLAN (RED)***

- The Department of Health in Collier County (DOH-Collier) has developed a program to assist our residential enclave communities with their preparedness efforts.
- The intended outcome is an active emergency management resource that is aware, educated, organized and trained to meet the challenges during a natural or man made disaster.
- RED plan communities will be provided consistent communication of vetted, useful public health information, organizational continuity of operations planning (COOP), and development of an all hazards operations plan (EOP).
- Through planning, training, and pre-credentialing, RED Plan communities may possess the ability to operate a Point of Distribution (POD) for their community in the event of Bio-Terrorism or a wide spread communicable disease. The ability to operate a POD is at the discretion of the health department Director.
- An all important focus of the RED plan remains the information provided by consistent communication with the DOH-Collier and the preparedness web page at [collierhealthdept.org](http://collierhealthdept.org), which will be invaluable to the residents of your enclave during a public health emergency.
- Partnering with all the various community preparedness entities will provide a true all hazards approach to your preparedness efforts.



## **Continuity of Operations: Issues That Should Be Addressed By Your Enclave**

### **1. Plan for the impact of a disaster on your residential community and facilities.**

- Form a preparedness committee; assign key individuals with the authority to develop, maintain, and act upon a disaster preparedness and response plan.
- Determine the potential impact of a disaster on outside resources that your community depends on for services (e.g., suppliers, delayed deliveries, infrastructure etc.).
- Identify the technology needs related to large-scale disasters (i.e. purchase of laptops).
- Develop a continuity of operations plan (COOP) to assist your decision making during a crisis.
- Identify and prioritize functions essential to accomplishing your enclave operations and clearly document so resources can be pulled from non-essential functions in an emergency.
- Identify clear delegations of authority, and three deep leadership for management/critical function lines of succession.
- Identify functions that can be suspended while staff is reassigned to more critical roles.
- Identify staff / residents that can be cross trained to fill critical function roles and provide training opportunities.
- Plan on staff absences during a disaster by making task checklists for assignments so individuals can perform new duties easily.
- Identify confidential/sensitive material locations including room, cabinet and key number.
- Work with surrounding residential enclaves, form partnerships, and develop Memorandums of Agreement for shared facilities and resources.

### **2. Communicate with, and educate your neighbors, enclave staff, and vendors in your communities.**

- Consider your communities unique contribution to addressing rumors, misinformation and fear.
- Find up-to-date, reliable disaster preparedness information and make this material available. [Collier.floridahealth.gov](http://Collier.floridahealth.gov), [Colliergov.net](http://Colliergov.net), [Redcross.org](http://Redcross.org).
- Distribute materials and disseminate basic information about disaster preparedness.
- Provide information via newsletters, e-mails, posters, phone messages, websites etc.
- Encourage individual preparedness training opportunities through the Collier Red Cross and Collier Emergency Management.
- Work with the health department and encourage yearly influenza vaccinations for your staff and residents. Provide public health messages to your communities.

### **3. Set up policies to follow during a flu or other disease outbreak.**

- Establish staff leave policies for personal illness or care of sick family members.
- Establish policy whereas staff and residents stay home if they are symptomatic for influenza or other communicable diseases.
- Determine if working from home is an option for your employees or consider staggered shifts.
- Follow CDC travel recommendations during an outbreak.
- Set up procedures for activating your enclave's response plan when an outbreak is declared by authorities and act accordingly.
- Evaluate aspects of your enclave that could promote the spread of disease and mitigate these aspects of your community to decrease disease transmission.
- Determine the amount of supplies needed to promote good hygiene and respiratory etiquette. Identify how they will be obtained and proactively provide these supplies.
- Make alcohol hand gel and disinfectant wipes available and accessible.
- Consider focusing your business efforts during a disaster on providing services that are most needed by your community's residents during the emergency.



### *Free*

- Meet with your insurance provider to review current coverage.
- Create procedures to quickly evacuate or shelter-in-place. Practice the plans. Talk to your staff and residents about the community's disaster plans.
- Two-way communication is central, before, during and after a disaster.
- Create an emergency contact list including employee emergency contact information. Identify those individuals within your enclave with special needs.
- Create a list of critical business contractors and others whom you will use in an emergency.
- Know what kinds of emergencies might affect your company both internally and externally. Decide in advance what you will do if your building is unusable.
- Create a list of inventory and equipment, including computer hardware, software and peripherals, for insurance purposes.
- Talk to utility service providers about potential alternatives and identify back-up options.
- Promote family and individual preparedness among your co-workers.
- Include emergency preparedness planning information during staff meetings. Disseminate information to residents in newsletters, e-mails, or other internal communications tools.

### *Minimal \$ \$*

- Buy fire extinguishers and smoke alarms.
- Decide which emergency supplies the enclave can feasibly provide, if any, and talk to your co-workers about what supplies individuals might want to consider keeping in a personal and portable supply kit.
- Set up a telephone call tree, password-protected page on the enclave's Web site, e-mail alert or call-in voice recording to communicate with employees and residents in an emergency.
- Provide first aid and CPR training to key staff and residents.
- Use and keep up-to-date computer anti-virus software and firewalls.
- Elevate valuable inventory and electric machinery off the floor in case of flooding.
- If applicable, make sure your building's HVAC system is working properly and is well-maintained.
- Backup your records and critical data. Keep a copy off-site.