

GULF TO BAY

Post-Disaster Process Planning Guide for Owners & Renters

Note: This document is strictly a guide with helpful information.
It is no way a complete document and it is your responsibility to use as you see fit.

Whether it be a tornado, flood, tropical storm, or hurricane the process of Post-Disaster Communication and Assessment shall remain the same.

I. PARK CAPTAIN

The GTB Resident Emergency Team will be headed by a resident Park Captain for administrative and communication purposes. The Park is then divided into areas each headed by a Street Captain (*preferably a resident who lives year-round*) at GTB or a designated person.

II. STREET CAPTAIN DUTIES

Once deemed safe for residents to go back to GTB Units the Street Captains will initiate their assigned unit assessment(s) and report the status to the Park Captain. Based on the information supplied by the Street Captains, actions as required will be initiated. At this time Street Captains can go door to door and assess the exterior damage and flag any fallen palms (trees) etc. The Street Captains shall never enter a Unit or an unknown area until cleared by City Services.

Street Captains can if possible, take photos of each unit to document damage. Once all units have documented photos, such photos can be sent to the owners of the assigned Street Captain. If residents have any questions regarding their unit they should first contact their assigned Street Captain.

GTB residents should wait until the Park Captain has developed their Post Clean-up Plan before coming down to GTB.

It may be necessary for off-site residents to first make off island housing arrangements before returning. Never assume your unit is habitable before you return.

Residents should always rely on County Agencies for the latest disaster information. This information can be found in the GTB Disaster Planning Document.

Any important and pertinent information from the Park Captain will be sent to all residents with the understanding that questions shall be directed to your assigned Street Captain.

III. GULF TO BAY STREET CAPTAINS

STREET	NAME	PHONE	EMAIL
Aura Street			
Bayo Street			
Cielo Street			
Dije Street			
Estada Street			
Cielo Court			
Golfo Street			

IV. EMERGENCY RESPONSE PERSONNEL

Park BOD President (designee). The Park President will be the final authority in all decisions regarding the Emergency Response. The Park President and the Park Captain if not one in the same will work together to ensure the safety of residents and the protection of the facilities.

The Park Captain (President) will be continuously updated of the Parks status.

Street Captains will provide information on situations that could affect their area. The Street Captain will also relay any special equipment, material or medical assistance back to the Park Captain.

The Street Captain is the one who will be contacting the resident. Each Street Captain will be responsible to “cover” any adjacent units should the assigned Street Captain not be available.

V. INDICATOR RIBBONS

Each Street Captain will be issued a set of (**RED**) and (**GREEN**) ribbons approximately 30in. long. As the Street Captain checks each unit, he/she will attach a ribbon to the front door. A Green Ribbon is used if the house has been checked and all is “ok”. A Red Ribbon will be used if there is a problem with either a resident or the residence. If no ribbons are present, it **MUST** be assumed the Unit has **NOT** been checked.

VI. EMERGENCY USE EQUIPMENT

Personnel Safety Equipment

“Emergency Protection Kits” should be purchased and distributed to all Emergency Personnel.

The kit should consist of:

- Hard Hat (green)
- Safety Goggles
- Heavy Duty Gloves
- Orange Nylon Vest
- Flashlight
- Dust Mask
- Whistle

Emergency equipment that GTB should consider to purchase / rent in light of an impending disaster:

- Gas Generator
- Port a Potty (minimum 3)
- Portable Battery-Operated Radios
- Bottled Water (12 Cases)
- Snacks (protein bars)
- Legal Pads/Pencils/Clip Boards

VII. RESIDENT / UNIT OWNERS RESPONSIBILITIES

It is the responsibility of each Unit Owner to check or have a designated person check their respective Units for safety and interior damage. DO NOT rely on GTB Residents or the BOD to assess your interior or begin repairs or the recovery process on your unit. This is YOUR responsibility to manage your Units damage.