

**2021**



# **LOCKWOOD FOLLY PROPERTY OWNERS ASSOCIATION DISASTER RESPONSE PLAN**

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    - 2.2. Clubhouse / POA Office Closure
    - 2.3. Pool / Pool House Closure
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#### Section One: Board of Directors Contact Information

Office	Name	Primary Phone Alternate Phone	Additional Responsibility
Asst Treasurer	Jane Allman	952-201-6004	Long Range Planning LFCCI Liaison
Secretary	John Blatz	910-523-7624	Trailer Storage Trash disposal
President	Paul Boileau	704-905-0543	<i>Lockwood Lines</i>
Treasurer	Lois Brengel	540-798-7829	Long Range Planning
	Ken Church	910-846-4585	Clubhouse Pool house
Vice President	Philip Julian	919-920-6774	Grounds
	Jack Kenan	910-508-5299	Security
	Jose Venegas	704-813-5800	ASC / CSG
	Mike Whitwam	910-398-1880	Pool and Park

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## Section Two: STORM PREPARATION GUIDELINES

### 2.1 Initial Actions *(Primary: President / Alternate: Vice President)*

1. When a hurricane Watch is designated for the area, the President or Vice-President will call a meeting of all available POA Board Members.
2. The meeting agenda will include:
  - a) Designate volunteer coordinators
  - b) Assign responsibilities for checklist items
  - c) Decision to contact Carolina Tree Service
  - d) Decision to move items off premise
  - e) Decision to close POA Office
  - f) Assemble list & contact information for residents planning to remain

### GENERAL INFORMATION

1. **The combination to the safe is known by Comptroller, Finance Director, Golf Pro. Extra keys are located there.**
2. Coastal Insurance is our insurance carrier. Angie Holden is our insurance agent (910-754-4326 / [angie@coastalinsurance.net](mailto:angie@coastalinsurance.net)).
3. The Treasurer will coordinate all data for filing insurance.
4. Emergency Phone numbers
  - 4.1. **American Red Cross** **910-762-2683**
  - 4.2. **Brunsko Emergency Management**  
**Director – Edward Conrow** **910-253-2569**
  - 4.3. **Brunsko. Health Dept.** **910-253-2290**
  - 4.4. **Brunsko Pub. Utilities (water)** **910-253-5797 or 910-371-3490**
  - 4.5. **Brunsko Sheriff's Department** **910-253-2777**
  - 4.6. **Brunswick Electric** **910-754-4391 or 1-800-682-5309**
  - 4.7. **Clemmons Tree Service** **910-755-1515**
  - 4.8. **Fire, Rescue, Ambulance & Police** **911**
  - 4.9. **Novant Health Center** **910-721-1000**
  - 4.10. **U.S. Coast Guard** **910-278-5592**
  - 4.11. **R.D. White Propane Gas Co.** **910-754-9878 or 910-754-6415**

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## **2.1 GATE, ROAD SIGNS, & SECURITY (*Primary: Security*)**

1. Establish contact with area EMS and LE re: alternate entry point.
2. Solicit assistance from volunteers and community social groups to collect leave/stay information from residents
3. Identify area volunteers to monitor conditions.
4. Assemble collection point(s) for first aid supplies.
5. Secure gates in open positions.
6. Inspect billboard sites and take pictures of damage.
7. Identify damage by location.
8. Call/contact services to repair
  - i) Structure
  - ii) Graphic vinyl
  - iii) BEMC

## **2.2 CLUBHOUSE and POA OFFICE (*Primary: Treasurer / Alternate: Asst Treasurer*)**

1. Computers – The Bookkeeper/Treasurer/Asst. Treasurer will back up all computer Programs and POA files, including QuickBooks from the POA computer to the Microsoft Cloud, a thumb drive, and the POA Laptop.
2. The Bookkeeper will keep laptop. The Treasurer will retain the thumb drive.
3. All equipment and file cabinets will be covered with heavy plastic.
4. All insurance information and contracts have been stored electronically and will be included in the back-up to the cloud, laptop, and thumb drive.
5. Paper Bank Checks will be secured by the Treasurer/Asst. Treasurer as they are the only two individuals who may sign them.
6. POA Insurance is through Coastal Insurance Company; a table of the policies is maintained electronically. This document along with all others will be backed up to the Microsoft Cloud, POA Laptop and thumb drive.
7. Angie Holden is our insurance agent. (910) 754-4326, [angie@coastalinsurance.net](mailto:angie@coastalinsurance.net)

## **2.3 POOL & POOL HOUSE (*Primary: Parks and Pools*)**

1. Place pool furniture into pool.
2. Turn tables upside down and secure to pergola.

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3. Place trash cans in cage by AC unit.
4. Place rocking chairs inside building.
5. Secure barbecue grills and propane tanks.
6. Test pump house sump to protect against flooding pump house.
7. Shut off power to well pump
8. Remove and secure items from piers.

### **2.4 COMMON GROUNDS (*Primary: Grounds*)**

1. Check drains and swales for obstructions to water flow.
2. Take down flags and secure pole ropes.
3. Remove hanging baskets.
4. Shut off power to irrigation pump houses.
5. Shut off power to transfer pump (168 Clubhouse Dr.).
6. Shut power off to submersible well pump at #2 tee box (151 Clubhouse Dr.).
7. Secure picnic tables and benches on lower bulkhead.
8. Arrange clearing of vegetation pit in advance of storm.
9. Bring in and store flags and ropes.
10. Order gas and diesel fuel, fill spare cans for pumps, generators and chainsaws.
11. Sharpen chainsaws, and prepare pumps and generators for use.
12. Coordinate with LFCCI to pump down ponds, including irrigation pond.
13. Line up extra pumps and hose from rental store (first come, first serve).
14. Fill backhoe and tractors with fuel.
15. Move equipment indoors and secure all loose items around maintenance buildings.
16. Determine where debris will be staged for later removal.
17. Arrange for tree and debris removal (Carolina Tree Service).

### **2.5 DOCKS, RAMPS, & TRAILER STORAGE AREA (*Primary: Docks/ Boat Storage*)**

1. Assist owners to remove or secure personal property.
2. Secure or store all outside loose items.
3. Secure storage buildings and gates.
4. Turn off power and water to docks, piers, and boat storage area.

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## **2.6 TENNIS & PICKLE BALL COURTS (*Primary: Pool & Parks*)**

1. Place trash cans inside cage by clubhouse AC units.
2. Secure plastic benches to fences.
3. Remove brooms and squeegees.
4. Remove mesh windscreen from fence if major storm.
5. Remove chairs and loose items from outside and/or porch.
6. Turn off power to gazebo.

## **Section Three: Roles and Responsibilities for Cleanup & Recovery**

### **3.1 GATE, ROAD SIGNS, & SECURITY (*Primary: Security*)**

1. Ensure access for emergency vehicles and road clearing equipment.
2. Assess residences for safety, damage, and injuries.
3. Inspect billboard and entry signs.
4. Identify damage by location.
5. Call/contact contractor to repair:
  - a. Structures
  - b. Graphic vinyl
  - c. Electric and/or water utilities
  - d. Sub-lessees
6. Record pictures of damages.

### **3.2 CLUBHOUSE / POA OFFICE OPERATIONS (*Primary: Treasurer / Alternate: Asst Treasurer*)**

1. Identify and organize clean-up tasks.
2. Inspect POA office for damages.
3. Return important insurance and financial documents to the POA Office.
4. Return and test electronic hardware and software in POA Office.
5. Reboot office equipment and reprogram (if necessary).
6. Record pictures of damages.

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### **3.3 POOL & POOL HOUSE RECOVERY (*Primary: Parks and Pools*)**

1. Inspect for damages.
2. Identify and organize clean-up tasks and volunteers.
3. Return pool furniture to poolside locations.
4. Arrange with pool contractor for water assessment and additional cleaning (if necessary).
5. Record pictures of damages.

### **3.4 GROUNDS CLEAN-UP (*Primary: Grounds*)**

1. Once conditions are safe, the POA Board will assess damages and notify property owners of specific details about cleanup operations and plans for roadside pickup. The extent of damages will dictate if and when roadside pickup will be available.
2. Mark dangerous road conditions (hanging limbs, washouts, dangerous trees).
3. Clear roadways and access points for vehicle traffic.
4. Remove downed trees, large limbs, and debris from roadsides and common areas.
5. Determine schedule for curbside pickup. (Carolina Tree)
6. Return outdoor items to proper places. (Grass Roots)
7. The LFPOA contractor [Grass Roots] for Lockwood Folly common property and lot maintenance is the primary agent responsible for storm clean-up.
8. The primary contractor is responsible for the clean-up of LFPOA property and for removal of roadside debris from homeowners' properties if the POA determines damages warrant roadside pick-up service.
9. Contact additional landscape responders [Carolina Tree Service] for POA property tree work beyond the primary contractor capability and for clearing the vegetation pit in the maintenance lot.
10. Homeowners are responsible for debris clean-up on their property.
11. Homeowners may deposit storm debris in the vegetation pit at the maintenance lot or pile debris on the roadside (if the POA determines damages warrant roadside pick-up service).
12. Homeowners also may engage private contractors at their own expense for removing downed trees and clearing personal properties.
13. Private contractors must provide the LFPOA evidence of liability insurance and workman's compensation.
14. Private contractors may use the vegetation pit for leaves and limbs smaller than 4 inches, but must remove larger limbs and logs to county landfills designated for storm debris.
15. Record pictures of damages.

### **3.5 DOCKS, RAMPS, & TRAILER STORAGE RECOVERY (*Primary: Docks/ Boat Storage*)**

1. Assess and report damages to POA structures.
2. Assess damages to personal property and notify owners.
3. Return outside items to original locations.
4. Ensure operations of storage lot gates.
5. Restore power and water to docks, piers, and boat storage area.
6. Identify and organize clean-up tasks and volunteers.
7. Record pictures of damages.

### **3.6 TENNIS & PICKLEBALL COURTS (*Primary: Pool & Parks*)**

1. Assess and report storm damage.
2. Return trash cans and benches to courtside.
3. Return brooms and squeegees.
4. Replace mesh windscreen from fence (if necessary).
5. Prepare courts for play.
6. Record pictures of damages.

### **3.8 PICTURES OF DAMAGE FOR INSURANCE REASONS (ALL DIRECTORS)**

1. Clubhouse
2. Pool & Pool house
3. Docks & Piers
4. Road, shoulders, & medians
5. Grounds & Roads
6. Gates & fences



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### **Section Four: LESSONS LEARNED (*Primary: President / Alternate: Vice President*)**

1. Within two weeks of beginning clean-up operations, the President or Vice President will call a meeting of all available POA Board Members to evaluate the community response to the disaster.
2. The meeting agenda will include (but not limited to):
  - a. Actions that proved beneficial and efficient.
  - b. Actions that delayed or hindered an effective.
  - c. Recommendations for future disaster responses.
  - d. Opportunities to solicit feedback from community residents.
  - e. The LFPOA President or Vice President will draft an Action Plan to improve the LFPOA disaster response report and add it to the LFPOA Board agenda within 90 days.
3. The LFPOA Secretary or Asst Secretary will incorporate the approved elements of the Action Plan into the Disaster Response Plan.

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## Section Six: Appendix

### Hurricane / Tropical Storm Alerts

- **Tropical Storm Watch:** An announcement that tropical-storm conditions are *possible* within the specified area.
- **Hurricane Watch:** An announcement that hurricane conditions are *possible* within the specified area.

Because outside preparedness activities become difficult once winds reach tropical storm force, **watches are issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.**

*Action:* During a watch, prepare your home and review your plan for evacuation in case a Hurricane or Tropical Storm Warning is issued. Listen closely to instructions from local officials.

- **Tropical Storm Warning:** An announcement that tropical-storm conditions are *expected* within the specified area.
- **Hurricane Warning:** An announcement that hurricane conditions are *expected* within the specified area.

Because outside preparedness activities become difficult once winds reach tropical storm force, **warnings are issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.**

*Action:* During a warning, complete storm preparations and immediately leave the threatened area if directed by local officials.

- **Extreme Wind Warning** - Extreme sustained winds of a major hurricane (115 mph or greater), usually associated with the eyewall, are **expected to begin within an hour.**

*Action:* Take immediate shelter in the interior portion of a well-built structure.

Additional Watches and Warnings may be issued to provide detailed information on specific threats such as floods and tornadoes. [Local National Weather Service offices](#) issue Flash Flood/Flood Watches and Warnings as well as Tornado Warnings.

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*A hurricane is a type of tropical cyclone—an organized rotating weather system that develops in the tropics. Hurricanes rotate counterclockwise in the Northern Hemisphere. Tropical cyclones are classified as follows:*

- **Tropical Depression**—An organized system of persistent clouds and thunderstorms with a closed low-level circulation and maximum *sustained* winds of 38 mph (33 knots) or less.
- **Tropical Storm**—An organized system of strong thunderstorms with a well defined circulation and maximum *sustained* winds of 39 to 73 mph (34-63 knots).
- **Hurricane**—An intense tropical weather system with a well defined circulation and *sustained* winds of 74 mph (64 knots) or higher. In the western North Pacific, hurricanes are called typhoons, and similar storms in the Indian Ocean are called cyclones.

### Saffir-Simpson Hurricane Scale

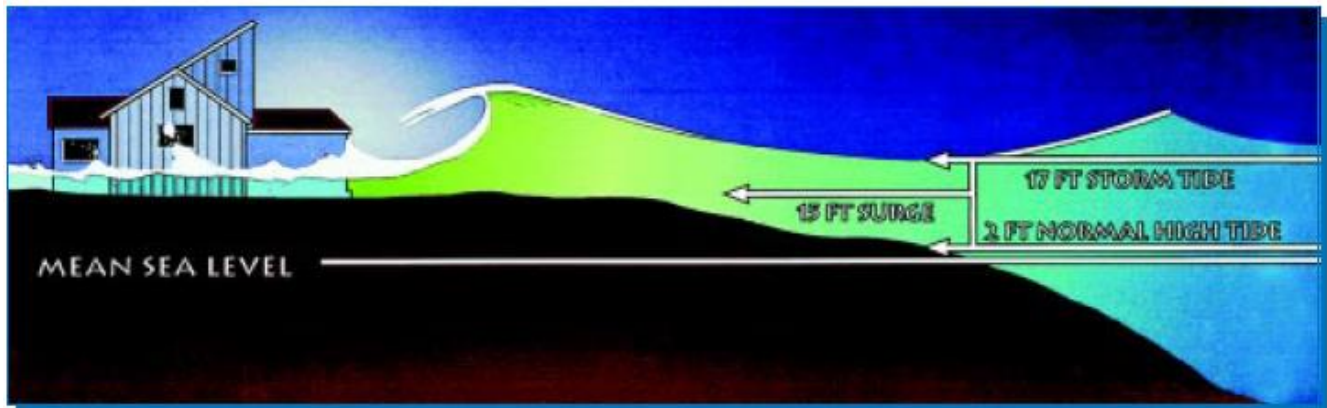
Scale Number (Category)	Sustained Winds (MPH)	Types of Damage	Hurricanes
1	74-95	<b>Minimal:</b> Damage primarily to shrubbery, trees, foliage and unanchored mobile homes. No real damage to other structures.	<i>Irene, 1999</i>
2	96-110	<b>Moderate:</b> Some trees blown down. Major damage to exposed mobile homes. Some damage to roofing materials, windows and doors.	<i>Georges, 1998 Floyd, 1999</i>
3	111-130	<b>Extensive:</b> Large trees blown down. Mobile homes destroyed. Some structural damage to roofing materials of buildings. Some structural damage to small buildings.	<i>Betsy, 1965 Alicia, 1983</i>
4	131-155	<b>Extreme:</b> Trees blown down. Complete destruction of mobile homes. Extensive damage to roofing materials, windows and doors. Complete failure of roofs on many small residences.	<i>Andrew, 1992</i>
5	>155	<b>Catastrophic:</b> Complete failure of roofs on many residences and industrial buildings. Extensive damage to windows and doors. Some complete building failure.	<i>Camille, 1969</i>

**NOTE:** Damage can vary greatly and may not apply to all areas, such as Hawaii.

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## Storm Tide

The storm tide is the combination of the storm surge and the astronomical tide. If the storm surge arrives at high tide, the water height will be even greater. For example, as a hurricane moves ashore, a 15-foot surge added to the 2-foot high tide creates a storm tide of 17 feet. This mound of water, topped by battering waves, moves ashore along an area of the coastline as much as 100 miles wide. The combination of the storm surge, battering waves and high winds is deadly and causes great property damage.



### Storm Tide Facts

- More than 8,000 people were killed in the 1900 Galveston hurricane, most by the storm tide.
- Hurricane Camille in 1969 produced a 24-foot storm tide in Mississippi.
- Hurricane Hugo in 1989 generated a 20-foot storm tide in South Carolina.
- Hurricane Andrew in 1992 generated a 17-foot storm tide in south Florida.

### Internet Resources

More hurricane information and news is just a click away.

- |                                     |  |
|-------------------------------------|--|
| ■ National Weather Service:         | <a href="http://www.nws.noaa.gov">www.nws.noaa.gov</a>                           |
| ■ National Hurricane Center:        | <a href="http://www.nhc.noaa.gov">www.nhc.noaa.gov</a>                           |
| ■ Central Pacific Hurricane Center: | <a href="http://www.nws.noaa.gov/pr/hnl/cphc/">www.nws.noaa.gov/pr/hnl/cphc/</a> |

#### Links to local NWS Offices

- |                        |  |
|------------------------|--|
| ■ NWS Eastern Region:  | <a href="http://www.erh.noaa.gov">www.erh.noaa.gov</a>       |
| ■ NWS Southern Region: | <a href="http://www.srh.noaa.gov">www.srh.noaa.gov</a>       |
| ■ NWS Pacific Region:  | <a href="http://www.nws.noaa.gov/pr">www.nws.noaa.gov/pr</a> |

#### Historical Information

- |                               |  |
|-------------------------------|--|
| ■ Nat'l Climatic Data Center: | <a href="http://www.ncdc.noaa.gov">www.ncdc.noaa.gov</a> |
|-------------------------------|--|

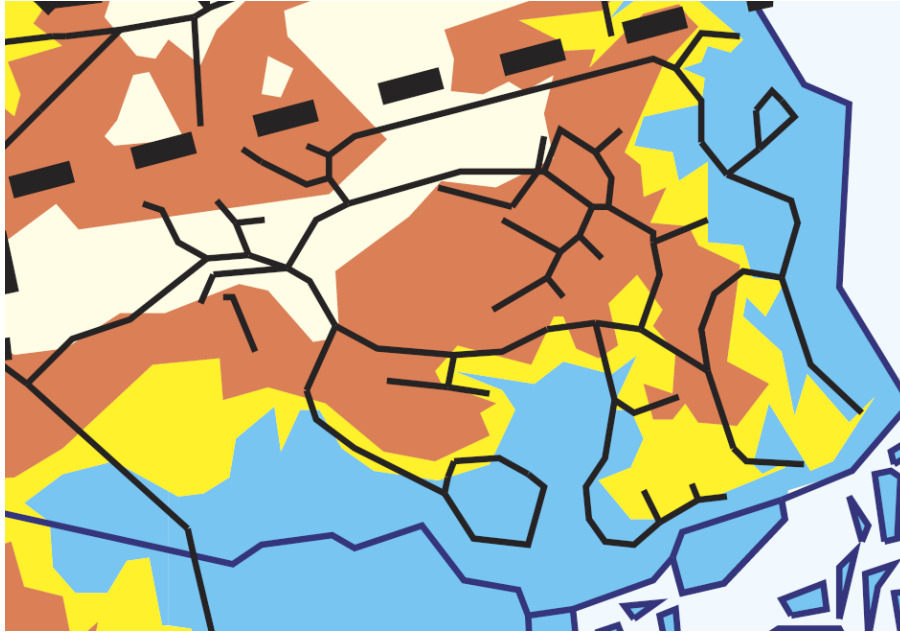
#### Other Emergency Information Sites

- |                           |  |
|---------------------------|--|
| ■ American Red Cross:     | <a href="http://www.redcross.org">www.redcross.org</a>               |
| ■ FEMA:                   | <a href="http://www.fema.gov">www.fema.gov</a>                       |
| ■ U.S. Geological Survey: | <a href="http://www.usgs.gov/hurricanes">www.usgs.gov/hurricanes</a> |

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## Lockwood Folly Flooding information



### Fast Forward Moving Storm (15.1 – 35 MPM)

Blue = Cat 1 & 2

Yellow = Cat 3

Red = Cat 4 & 5



### Slow Forward Moving Storm (0 to 15 MPH)

Blue = Cat 1 & 2

Yellow = Cat 3

Red = Cat 4 & 5 Event Location \_\_\_\_\_



# Storm Preparation Tips

INSERT CURRENT  
WEATHER MAP

1. Prepare a “go bag”. What goes in the bag? Create your checklist **now**.
2. Update your pets’ shots & get documentation – find a place to shelter that allows pets **now**.
3. Order your meds **now** – put them in your “go bag”.
4. Back up your computer files to a portable drive or the cloud.
5. Fill your pantry **now**. What you should buy and what not to buy?
6. Notify your family AND at least 5 of your LF neighbors of your plans to stay or vacate.
7. Make sure your car is in tip-top shape, **now**.
8. Review your insurance coverage – have your agents contact info at your fingertips.
9. Assemble a list of reliable information outlets (websites, etc.) **now**.
10. Storm surge and debris cause more death and damage than winds. Plan your evacuation and return routes **carefully** when deciding to leave or stay.
11. Understand exactly why you would stay or leave before a storm is announced. **Tell your neighbors**. Update your contact information.

