

DORAL VILLAGE

EMERGENCY PLAN FOR COMMON AREAS

OFFICE:

Back-up all files on computers (Manager, Admin. Asst., Board) and remove from building
Lock any file cabinets that have locks
Place tarp over Resident files in front office. Secure with bungee cords
Unplug all computers (Manager, Admin. Asst., Board, Security)
Move Manager and Admin. Assistant computer towers and monitors to Board Room area and cover with tarps.
Cover Board computer with a tarp and secure
Cover Security computer and monitor in Managers storage closet with tarp and secure
Cover TV and transmission console in front office with tarp and secure
Move all paper materials from the floor onto tables or desks

GARAGE:

Remove any vulnerable equipment, tools and supplies from floor of garage and place on shelving or countertop
Remove any materials from side of the garage (animal traps, traffic cones, etc.) and store in garage

COMMON AREAS:

Take down all flags displayed on flagpoles
Remove all furniture (Tables and Chairs) from pool deck and place in clubhouse
Remove all cigarette ash containers and free-standing signage from pool deck and place in clubhouse
Remove any containers or materials from pool pit equipment area and place in clubhouse
Remove furniture (tables & chairs), cigarette ash containers and newspaper racks from front porch of clubhouse and store in clubhouse
Cover clubhouse windows with accordion-type shields
Cover office windows with plywood
Cover Cottage windows with plywood
Remove furniture (tables, chairs, and bench) from front of Cottage and store in Cottage

LAST MINUTE ITEMS:

Shut off MAIN water valve to the park
Shut off Water Heaters in the Clubhouse and the Cottage