

## **Emergency Board & ACC Department Checklists 2024**

- **Maintenance Department:**
  - Staging trailers outside of brush area prior to a severe storm.
  - Opening gates to the brush area if high winds are projected.
  - Opening of ACC hurricane gates.
  - Pick up or suspend brush prior to the storm.
  - Inspect and clear all ACC drains of debris.
  - Turn off pool pump.
  - Turn off ice machine.
  - Have additional set of keys for the GM & the Board.
- **Security Department:**
  - Report all lines down to AEP's emergency number.
  - Report all damages & safety concerns to the supervisor & GM. GM will provide updates to the Board.
  - Start-up Guard House generator prior to the event.
  - Suspend patrols during the severe storm.
  - During a tornado watches & warnings, unlock the clubhouse for manufactured home owners per guidance from AFD Chief (2020)
  - Seek shelter at the clubhouse during tornado watches & warnings.
- **Office:**
  - Secure all office equipment based upon the recommendations of ACC's IT experts.
  - Send out a notification to suspend all brush pick up & not to leave any items on the sidewalks.
  - Unplug ice machine.
- **Board**
  - Request the City to clear all ACC's drains prior to the storm.
  - Disseminate sandbag pickup to ACC.
  - Obtain the Command Center's emergency number and provide updates to the city during the event.
  - Send email blasts & emergency text messages to ACC.
  - After the event, request a site visit from the city to assess & survey the damage.
    - After Hurricane Hanna, Mayor Martinez provided City assistance with debris pick up on ACC's streets.

### **ACC Department & Board Call Trees:**

- Call tree concept will be established for ACC departments/employees to check on their availability, assistance, & safety prior and/or during an event.