

**ENVIRONMENTAL HEALTH PREPAREDNESS TOOLKIT FOR MOBILE  
HOME AND RECREATIONAL VEHICLE PARKS**

**PART I – OWNERS, OPERATORS, AND/OR MANAGERS**



**State of Florida  
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## **PURPOSE**

The information in this toolkit is intended to be used as a guidance document for mobile home and recreational vehicle park owners, operators and/or managers when developing an emergency preparedness plan. Once the emergency plan is developed, it is recommended that employees as well as park residents are informed that your park has an emergency preparedness plan and/or receive a copy of the park's emergency preparedness plan so that they familiarize themselves with it. This toolkit is a three part guideline toolkit. Part I is intended for mobile home and recreational vehicle park owners, operators and/or managers. Part II of this toolkit is geared towards residents/occupants to provide residents' basic emergency preparedness tools and guidance in order to reduce their risk to health and safety when faced with a disaster. Part III has been developed for Environmental Health staff to provide them with fast access checklists and assessment tools and resources that they can take with them out in the field when performing emergency assessments in mobile home and recreational vehicle parks after a disaster.

After a major disaster, emergency responders may not be able to reach everyone right away. In some cases it may take three or more days for help to arrive. By planning ahead, you are preparing now for an unforeseeable emergency in the future.

## **AUTHORITY**

In Florida, Mobile Home (MH) and Recreational Vehicle (RV) parks are regulated under Florida Administrative Code, FAC, 64E-15. After a disaster, environmental health specialists will begin the process of performing environmental health emergency assessments. These assessments will be done using FAC 64E-15 as the rule for emergency assessments in Mobile Home and Recreational Vehicle Parks.

Of significance, but not limited to, the emergency assessment will focus on these environmental health issues:

### **64E-15.004 Sewage Disposal.**

(1) A safe method of sewage collection, disposal, or treatment and disposal shall be provided at each park or camp and shall be in compliance with either Chapter 64E-6, Standards for Onsite Sewage Treatment and Disposal Systems, or Chapter 62-600, F.A.C., Domestic Wastewater Facilities.

Please NOTE: Parks with older onsite disposal systems are at higher risk if the system fails because they have been "grandfathered" from current regulations which have more strict design standards regarding design of wastewater systems than may have been in place when the system may have been first constructed, when applying for a permit to repair, or replace the failed system.

### **64E-15.003 Water Supply.**

(1) The water supply for each Mobile Home Park, Lodging Park, Recreational Vehicle Park, or Recreational Camp, shall comply with the provisions of Chapter 64E-8, F.A.C., Drinking Water Systems, or Chapter 62-550, F.A.C., Drinking Water Standards, Monitoring and Reporting, 40 CFR 141, Subpart I – Control of Lead and Copper, Edition of July, 2000, which is incorporated herein by reference and available free on the internet, 40 CFR 141 Subpart L – Disinfection and

Residuals, Disinfection Byproducts and Disinfection Byproduct Precursors, Edition of July 1, 2003, which is incorporated herein by reference and available free on the internet, 40 CFR 141 Subpart O – Consumer Confidence reports, Edition of July 1, 2004, which is incorporated herein by reference and available free on the internet, Chapter 62-555, F.A.C., Permitting, Construction, Operation, and Maintenance of Public Water Systems, and Chapter 62-560, F.A.C., Requirements for Public Water Systems That Are Out of Compliance. The system for each park shall be designed for the maximum water demand.

Please NOTE: Similar to onsite sewage, or wastewater systems, water systems in parks can be costly to replace and maintain. Parks with older onsite disposal systems are at higher risk if the drinking water well fails.

**64E-15.007 Garbage and Refuse Disposal.**

(1) Garbage and refuse shall be stored, collected and disposed of in a manner that does not create nuisances, odors, rodent harborage, insect breeding, accident hazards, or air pollution.

**64E-15.008 Insect and Rodent Control.**

All park sites shall be well drained, free from standing water, and maintained to inhibit the breeding of mosquitoes. The premises shall be kept free of refuse, debris, garbage, waste paper and rubble which may provide harborage for rodents. Approved methods shall be used to reduce harmful rodents, insects, and arachnids such as rats, spiders, flies, ants, and ticks.

# I. Disaster Preparedness Planning Guide for Mobile Home and Recreational Vehicle Park Owners, Managers, and/or Operators

Hurricane season begins June 1st and ends November 30<sup>th</sup>. Having a disaster plan will help to ensure that you, your families, and park residents are safe. At a minimum, your park's emergency plan should include contact information for the park owner/manager/operator, number of occupied mobile home/RV units, drinking water well information (permit #, agency contact information, etc.), park evacuation map route, local phone numbers to the local hospital, local Red Cross chapter, other emergency agencies' phone numbers, and local County Health Department contact information.

Here are some resources that can help you in developing an emergency disaster plan for your mobile home and/or recreational vehicle park.

## I.A. PRE-HURRICANE SEASON CHECKLIST

- If your park has a disaster or emergency plan, review and update of plan:

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

- Do staff (new, senior, volunteer or in training staff) train on the plan:

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

HOW: \_\_\_\_\_

\_\_\_\_\_

- Assemble needed park supplies and/or park equipment

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

WHAT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHERE: \_\_\_\_\_

\_\_\_\_\_

- **Insure employees have plans for their families!!**

## I.B. HURRICANE WATCH CHECKLIST

A Hurricane Watch means a hurricane may affect your area in 36 hours or less.

- Alert Staff:

WHO: \_\_\_\_\_

HOW: Public Address System/Pagers, Cell Phones, Landline Phone,

\_\_\_\_\_

- Advise guests and encourage early evacuation:

WHO: \_\_\_\_\_

HOW: Door to door, note on door, phone - message, message on tv

\_\_\_\_\_

- If park has community or park activities, cancel any park activities for next 48 hours

WHO: \_\_\_\_\_

HOW: \_\_\_\_\_

\_\_\_\_\_

- Begin to secure loose objects outside:

WHO: \_\_\_\_\_

WHAT: Pool chairs, umbrellas,

HOW: \_\_\_\_\_

\_\_\_\_\_



## I.C. HURRICANE WARNING CHECKLIST

A hurricane is expected to strike our area in less than 24 hours. The weather will deteriorate very quickly and outside conditions may be unsafe in 12 hours or less.

- Release as many employees as possible:

WHO: \_\_\_\_\_

WHEN: \_\_\_\_\_

HOW: \_\_\_\_\_

- Shut down/secure facility: or move guests and employees to safe area(s).

WHO: \_\_\_\_\_

HOW: Turn off water, gas, mainbreaker, electric, \_\_\_\_\_

WHERE: \_\_\_\_\_

\_\_\_\_\_

- If park has a FEMA safe room, and will be sheltering residents/occupants in this structure, move resident/occupants and employees to safe room

*\*\* To be considered a FEMA safe room, the structure must be designed and constructed to the guidelines specified in FEMA P- 320: *Taking Shelter from the Storm: Building a Safe Room for your Home or Small Business* and FEMA P-361, *Safe Rooms for Tornadoes and Hurricanes: Guidance for Community and Residential Safe Rooms* \*\**

WHO: \_\_\_\_\_

HOW: \_\_\_\_\_

WHERE: \_\_\_\_\_

NUMBER OF RESIDENTS/OCCUPANTS/EMPLOYEES SHELTERED: \_\_\_\_\_

- Protect and/or relocate critical records/systems used and kept on site (at park office)

WHO: \_\_\_\_\_

WHAT: \_\_\_\_\_

WHERE: \_\_\_\_\_

HOW: \_\_\_\_\_

## I.D. EVACUATION ORDER CHECKLIST

Your area has been ordered to evacuate by local officials. Complete the following:

\_\_\_\_\_ A. Advise residents of order to evacuate:

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ B. Organize and inform residents of their evacuation route to take in order to leave park in orderly and safe fashion

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ C. Inform/remind park residents on procedures for securing their homes before an evacuation such as gas shutoff, water main shutoff, electrical shutoff, locking doors and windows, tiedowns for water heaters, gas tanks, and lawn furniture/equipment

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ D. Provide park residents/occupants with sheltering information, if needed:

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ E. Provide park residents/occupants with transportation information, as required:

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ F. Complete securing of the grounds:

1. Who: \_\_\_\_\_

2 What: \_\_\_\_\_

3. How: \_\_\_\_\_

\_\_\_\_\_ G. Release non-essential employees who live in evacuation zones, or live in mobile homes:

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

## II. IN CASE OF FIRE

Fire spreads quickly and an entire structure may rapidly become engulfed in flames. Here are some steps you can take and share with residents to minimize the dangers associated with fires in mobile (manufactured) homes

- Immediately assess the problem- where, extent of the fire, to assist you in exiting away from the fire source
- Call 9-1-1 or your local Fire Department:
  - Give your name, telephone number you are calling from, park address, space number where the fire is, and any other helpful directions
  - If possible, describe the type/nature of the fire- gas, wood, chemical, electrical
  - State that the fire is in a manufactured home park and, if known, report any known injuries
  - Turn off the gas and electricity at home(s) affected
  - Inform residents near to the fire source to safely stand ready with water hoses to wet down their homes or adjacent building(s) in case of traveling sparks
  - Make sure all occupants have left the affected home and **immediately** let fire department know if any disabled person(s) or anyone not accounted for and may still be in the burning home
  - **Never go back into a burning home**
  - If smoky conditions are present, remember that smoke rises. Try to stay as close to the floor as possible. Before exiting through a door, feel the bottom of the door with the palm of your hand. If it is **HOT**, find another way out of the house
  - **Never open a door that is HOT to the touch**
  - Should your clothes catch fire: **First DROP.....Then ROLL. Never run!**  
If a rug or blanket is handy, roll yourself up in it until the fire is out

In case of a fire, **CALL 9-1-1 or your local Fire Department**

**FIRE DEPARTMENT NUMBER:** \_\_\_\_\_

### III. WILDFIRES

**Florida has the second highest number of wildfires in the nation.** During dry years, Florida experiences severe wildfires—wildfires that destroy homes and disrupt people's lives. Many of Florida's wildfires are started because of lightning strikes. Sometimes, these lightning-created fires are contained by forestry officials and left to burn wildland areas for the good of the ecosystem. However, sometimes lightning fires can expand rapidly and burn out of the control of firefighters. Uncontrolled wildfire raging through a forest can have disastrous effects.

Clear wildland bushes away from your home to make a good perimeter, or space, between your home and the wooded area of your yard.

Instead of burning yard trash and household trash, encourage your family to try recycling, composting or disposing of trash in approved landfills. Burning household trash can release dangerous fumes into the air you breathe, and also release hot embers that could spark fires somewhere else nearby.

Wildfire smoke is a respiratory irritant, which can cause scratchy throat, or irritated eyes and nose. Smoke can also worsen asthma, and other chronic lung or heart conditions. Dust generated from increased wildfire response activity on dirt roads may also worsen these conditions.

How to protect your family from smoke:

- Pay attention to local air quality reports, news coverage or health warnings related to smoke
- Avoid prolonged outdoor activities. This is especially important for children and persons with pre-existing medical conditions
- Stay indoors and run your air conditioner, if you have one. Keep the fresh air intake closed and the filter clean to prevent bringing additional smoke inside. For best results, run the air conditioning with recirculated air.

**Note: If you do not have an air conditioner, staying inside with the windows closed may be dangerous in extremely hot weather. In these cases, seek alternative shelter.**

- Help keep particle levels lower inside. When smoke levels are high, try to avoid using anything that burns, such as wood fireplaces, gas logs, gas stoves and candles. Do not vacuum, which stirs up particles already inside your home. Do not smoke.
- Follow your doctor's advice about taking medicines and following your asthma management plan if you have asthma or other lung disease. Call your doctor if your symptoms worsen.

If you have respiratory problems and can't reach my doctor, where should you go?

If you have a medical emergency, you should call 911 or go to the hospital emergency room immediately.

### III. A. WHEN WILDFIRE THREATENS

If you are warned that a wildfire is threatening your area, listen to your battery-operated radio for reports and evacuation information. Follow the instructions of local officials.

- Back your car into the garage or park it in an open space facing the direction of escape
- Shut doors and roll up windows
- Leave the key in the ignition
- Close garage windows and doors, but leave them un-locked
- Disconnect automatic garage door openers

#### **What to do if you are told to evacuate your mobile home due to a wildfire**

If you are told to evacuate your home, do so immediately:

- Wear protective clothing: sturdy shoes, long pants, cotton or woolen clothing, a long-sleeved shirt, gloves and a handkerchief to protect your face
- Lock your home
- Tell someone when you left and where you are going
- If no evacuation route has been put in place, choose a route away from fire hazards and watch for changes in speed and direction of fire and smoke

Here are recommendations for what to bring with you:

- important family documents (birth certificates, wills and insurance policies)
- valuables and your family emergency supply kit. Your kit should contain enough food, water and supplies to sustain your family and your pets for at least three days.
- Do not forget any medications or special items such as a first aid kit.

Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffle bags, or trash containers. Your kit should include:

- A three-day supply of water (one gallon per person per day) and food that won't spoil
- One change of clothing and footwear per person and one blanket or sleeping bag per person
- A first aid kit that includes your family's prescription medications
- Emergency tools including a battery-powered radio, flashlight, and plenty of extra batteries
- An extra set of car keys and a credit card, cash, or traveler's checks
- Sanitation supplies
- Special items for infant, elderly, or disabled family members
- An extra pair of eyeglasses

For additional information, visit the Department of Health website at:

<http://www.floridahealth.gov/programs-and-services/emergency-preparedness-and-response/documents/prepareguide-eng.pdf>

## IV. FLOODS

Flood Watch means that there is the possibility of flooding.

Flood Warning means that flooding has begun or is imminent.

- Know the elevation of your property in relation to rivers, lakes or nearby streams. Make sure that you include these in your park's evacuation map routes
- Know if your mobile home and/or recreational vehicle park is located in a flood zone. Don't know if your park is located in a flood zone? Use the following links to find your flood map:

FL Department of Health, Public Health Hazard Analysis Tool:

<http://gis.doh.state.fl.us/publichealthhva/index.html>

FEMA portal- <https://msc.fema.gov/portal>

- Have a weather radio available if you see or are aware that bad weather, conditions, will be affecting your area. The National Weather Service continuously broadcasts weather conditions, warning and forecasts on National Oceanic Atmospheric Administration (NOAA) weather radios. A NOAA radio can be purchased at retail or electronic stores.
- Have a standard radio with extra batteries so that you can listen to local broadcast stations. Local stations transmit Emergency Alert System messages through standard radios and often do "tests" of these alert system messages through local radio and television channels.
- Maintain a disaster supply kit in case of an emergency
- If flooding is imminent, and time permits:
  - Turn off main electrical switch
  - Disconnect all electrical appliances
  - Cover outlets with tape
  - Secure Liquefied Petroleum (LP) Gas containers. A suggestion/option is to secure tanks with stainless steel straps that connect to auger anchors in the ground
  - Strap and secure hot water heater

Following heavy rainfall, flooding can pose a serious risk of drowning and injury. In addition to the risk associated with driving through moving water, there is health risk associated with standing water. The following are recommendations for Post-flood clean up:

- Clean up debris carefully to avoid injury and contamination
- Chainsaws should only be operated in safe conditions (not in water soaked areas) and by people who are experienced in proper use
- Lift heavy debris by bending knees and using legs to help lift
- Wear shoes to avoid injury to the feet from glass, nails or other sharp objects
- Avoid contact with downed power lines
- Be alert to wildlife (snakes, alligators, etc.) that may have been displaced as a result of the flood or storm. If you see a snake or other wildlife, back away from it slowly and do not touch it. If the snake is in your home, immediately call the animal control agency in your county

- Basic hygiene is very important during this emergency period. Always wash your hands with soap and water. Use only water that has been boiled or disinfected for washing hands before eating, after toilet use, after helping in cleanup activities and after handling items contaminated by floodwater or sewage.
- If you come in contact with flood water, thoroughly rinse any exposed body parts with soap and clean water to reduce the chance of illness
- Flood water may contain fecal matter from sewage systems, agricultural and industrial waste and septic tanks. If you have open cuts or sores exposed to the floodwater, keep them as clean as possible by washing them with soap and disinfected or boiled water
- Apply antibiotic cream to reduce the risk of infection. If a wound or sore develops redness, swelling or drainage, see a physician
- Do not allow children to play in floodwater. They can be exposed to water contaminated with fecal matter
- Do not allow children to play with toys that have been in floodwater until the toys have been disinfected. Use 1/4 cup of bleach in 1 gallon of water to disinfect toys and other items

Did You Know? In flood prone areas, the National Flood Insurance Program makes flood insurance available for manufactured homes on foundations. Information for property owners under the National Flood Insurance program at: [www.fema.gov/information-property-owners](http://www.fema.gov/information-property-owners)

## V. SEWAGE

Following a storm, you may experience problems with flood waters that are contaminated with sewage, or with the operation of your sewage treatment system. If you have a septic system that runs by a dosing pump, it will not work without electricity. Without the pump working, the septic tank will fill and may cause backup of sewage in your home.

### General precautions:

- Do not let children play in flood waters, as these waters may be contaminated by sewage
- If you live in a low-lying or flood-prone area, the ground in your area may be soaked. You should use household water as little as possible to prevent backup of sewage into your home
- Shower and wash hands with soap and water immediately after cleanup efforts, as well as before eating or drinking
- Do not store clean work clothes with used work clothes

### If sewage backs up into your home:

- If a sewage backup has happened in your home, stay out of affected areas and keep children away. If your entire home has been soaked, abandon the home until all affected areas, including but not limited to carpets, rugs, sheetrock, drywall and baseboards, have been thoroughly cleaned and disinfected.
- If sewage has overflowed in open areas or streets avoid these areas and do not let children play in these areas.
- If you are having problems in areas served by public sewer systems, please contact your utility company to make sure they are aware of problems in your area.

### How to clean up sewage contaminated items and sewage spills inside your home:

- Wear protective clothing such as rubber boots and waterproof gloves.
- Clean walls, hard-surfaced floors, and other household surfaces with soap and water and disinfect with a solution of 1/4 cup of bleach in 1 gallon of water. Once cleanup is complete, dry out affected items to prevent the growth of mold.
- Do not mix ammonia cleansers with bleach as toxic fumes will form.
- Wash all linens and clothing in hot water or have them dry cleaned.
- Discard items that cannot be washed or dry cleaned, such as mattresses, carpeting, wall coverings and upholstered furniture.

### For spills outside your home:

- Contact your public utility or a registered septic tank contractor for clean up.
- Minor spills requiring instant attention may be disinfected with regular garden lime from a garden shop. Follow the lime container's label instructions for personal protective equipment needed. Use lime outdoors only.
- Sprinkle the lime onto the spill so it is dusted mostly white on the surface. After a day, rake up the thicker deposit and place it in a trash bag for disposal. Use a sprinkler or hose to water the remainder into the soil.
- Let the area dry in the sun a day before allowing access. If there is still white lime dust visible on the yard, water it until the white dust is gone.

For additional information, contact the Florida Department of Health in \_\_\_\_\_  
County at Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.



## VI. PREVENTING MOSQUITO-BORNE ILLNESS

Heavy rains and flooding can lead to an increase in mosquitoes. Mosquitoes are most active at sunrise and sunset. To protect against mosquitoes, follow the suggestions below:

### **DRAIN standing water:**

- Drain water from garbage cans, buckets, pool covers, coolers, toys, flowerpots or any other containers where sprinkler or rainwater has collected
- Discarded old tires, drums, bottles, cans, pots and pans, broken appliances and other items that aren't being used
- Empty and clean birdbaths and pet's water bowls at least once or twice a week
- Protect boats and vehicles from rain with tarps that don't accumulate water
- Maintain swimming pools in good condition and appropriately chlorinated. Empty plastic swimming pools when not in use

### **COVER your skin with:**

- **CLOTHING** - If you must be outside when mosquitoes are active, cover up. Wear shoes, socks, long pants and long sleeves
- **REPELLENT** - Apply mosquito repellent to bare skin and clothing. Always use repellents according to the label. Repellents with 10-30 percent DEET, picaridin, oil of lemon eucalyptus, and IR3535 are effective
- Use mosquito netting to protect children younger than 2 months old
- **COVER** doors and windows with screens: Keep mosquitoes out of your house. Repair broken screening on windows, doors, porches and patios

### **Tips on Eliminating Mosquito Breeding Sites**

- Clean out eaves, troughs and gutters
- Remove old tires or drill holes in those used in playgrounds to drain
- Turn over or remove empty plastic pots
- Pick up all beverage containers and cups
- Check tarps on boats or other equipment that may collect water
- Pump out bilges on boats
- Replace water in birdbaths and pet or other animal feeding dishes at least once a week
- Change water in plant trays, including hanging plants, at least once a week
- Remove vegetation or obstructions in drainage ditches that prevent the flow of water

## VII. CARBON MONOXIDE

In the aftermath of a disaster (storms, hurricane, flooding waters, etc.), it is important to avoid, and prevent, exposure to carbon monoxide (CO) due to use of gas-powered appliances and charcoal or gas grills.

Depending on the level of exposure, CO may cause fatigue, weakness, chest pains for those with heart disease, shortness of breath upon exertion, nausea, vomiting, headaches, confusion, lack of coordination, impaired vision, loss of consciousness, and in severe cases, death.

Make a point of checking your carbon monoxide (CO) detectors by following these recommendations:

- Install battery-operated CO alarms or plug-in CO alarms with battery back-up in your home, according to the manufacturer's installation instructions. The CO alarms should be certified to the requirements of the latest safety standards for CO alarms (UL 2034, IAS 6-96, or CSA 6.19.01).
- Test your CO alarms frequently and replace dead batteries

The following precautions are recommended to help prevent carbon monoxide poisoning:

- Do not burn charcoal or gas grills inside a house, garage, vehicle, tent or fireplace
- Do not use gas-powered generators or pressure washers indoors, not even in the garage
- Avoid using unvented gas, propane, or kerosene heaters in enclosed spaces, especially sleeping areas
- **ALWAYS** locate the generator unit outdoors on a dry surface, away from doors, windows, vents, and air conditioning equipment that could allow CO to come indoors. Follow the instructions that come with your generator
- Remember that you cannot see or smell CO and portable generators can produce high levels of CO very quickly. If you start to feel sick, dizzy, or weak while using a generator, get to fresh air RIGHT AWAY. DO NOT DELAY.
- If you have a poisoning emergency, call your nearest Florida Poison Information Center at 1-800-222-1222.
- If you suspect you are experiencing any symptoms of CO poisoning, open doors and windows, turn off gas appliances and go outside. In cases of severe CO poisoning, call 911 emergency services or the nearest Poison Information Center at 1-800-222-1222. If the victim has collapsed or is not breathing, call 911 immediately.

For more information about indoor air quality, contact the Florida Department of Health's Indoor Air Toxics Hotline at 800-543-8279, contact your local county health department or visit [www.floridahealth.gov](http://www.floridahealth.gov) and search for indoor air quality

## VIII. Recreational Vehicles (RVs)

Recreational vehicles (RVs) should not be used for immediate emergency evacuations. If possible, use your personal vehicle to evacuate the park. RVs pose a threat of blocking the park streets while trying to unhook the RV and exit the space they occupy.

If the RV is being evacuated from the park (due to flood warning or watch, a forecasted storm, or hurricane), please follow the evacuation route established by park management. Before evacuating the park, be sure that you have disconnected water, sewer, and electrical connections as well as securing any propane tanks that you may have used.

As soon as you know there is a mandatory evacuation for your park, or area, load up your RV and head out. Don't wait too long and chance being stalled in heavy traffic with unprepared, last minute evacuees.

Examples of Evacuation Sites:

These are just a few examples of predetermined buildings/sites to evacuate residents to in case of a natural disaster or an emergency that would require an evacuation. Mobile home/RV park owners/managers/operators would need to make prior arrangements with these building/site owners.

1. Mobile Home Park Club House
2. Local High School Gymnasium
3. Local Park Community Center
4. Local Civic Center
5. Designated shelters- Special Needs Shelter if you have registered ahead of time
6. Red Cross designated safe place
7. Local Fair Grounds
8. Another city or county government agency designated safe place

### RV SEWAGE WASTE DISPOSAL

Routine maintenance of your tanks is a must!

- Tanks should be checked routinely for solids and scum buildup as part of routine maintenance
- Sludge removals or pumpouts may be needed more often for RVs and Mobile Homes especially if your tanks are undersized
- A well-maintained and appropriately sized tank will generally require less pumpouts, and, therefore, saving you time and money

**Chapter 64E-15, Florida Administrative Code (F.A.C)** is the governing rule for mobile homes, lodging, recreational vehicle parks, and recreational camps in Florida. Owners, operators, managers shall become familiar with this rule. If you have any questions, or would like any information on parks and camps, contact your local county health department.

## ATTACHMENT A- PLANNING CHECKLIST FOR MOBILE HOME/RV PARKS

The following list of questions is provided as a tool to assist in the development of mobile home park emergency disaster plans.

1. Does the park have procedures, guidelines, or a plan to follow in case of an evacuation, sheltering in place or an emergency (fire, flood, etc.)?
2. How many entrances and exits are there in the park? See Attachment E- Evacuations
3. If an entrance or exit is blocked, does the park have an alternate route for residents to use as an evacuation route?
4. In the event that all evacuation routes are not accessible, is there a site in the park where air lifting residents from the park can be done? Identify this site in your evacuation plan.
5. Are there any sections of the park that would be easier to evacuate first? second? third? Please identify those sections.
6. Are there any concentrations of park residents who need special assistance to evacuate located in certain sections of the park?
7. Does the park have a list of any elderly/disabled/special needs' residents that would need to be evacuated and the order that they would need to be evacuated (First, Second, and Third)?
8. Does the park have any residents, or staff, that require the need of a service animal?
9. What is the nearest hospital and how far is it from the park?  
Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Miles Away: \_\_\_\_\_
9. Are there any sections of the park that have fixed obstacles that would slow down or prevent an evacuation?
10. Does park have residents that speak languages other than English?  
If so, how many residents? \_\_\_\_\_ What language(s)? \_\_\_\_\_
11. Does park have an established contract with a sanitation company (refuse/garbage) to provide clean-up or pick up services after a disaster or emergency?
12. Does the park have potable water supply for its residents to cook, drink, and for sanitation?  
If so, what type of water supply system? Municipal/city \_\_\_\_\_ Well \_\_\_\_\_  
If well, what type? \_\_\_\_\_ Permit Number: \_\_\_\_\_  
Is well functioning properly? Yes \_\_\_\_\_ No \_\_\_\_\_  
If No, is it flooded? Yes \_\_\_\_\_ No \_\_\_\_\_  
If well is flooded: Have any water samples been taken? Yes \_\_\_\_\_ No \_\_\_\_\_  
- Is there a boil water notice in effect for your park or your residential area?  
If yes, how is the park informing residents to have bottled water (one gallon of water per person per day) while boil water notice is issued?

13. If park was issued a boil water notice, how will park owner, manager, operator inform residents of the boil water notice that the water is Not OK to use for cooking, drinking, and for sanitation?
14. If park was issued a boil water notice, and the notice has been rescinded (lifted) for the park, how will park owner, manager, operator notify its residents that the water is OK to use for cooking, drinking, and for sanitation?
15. Is the park connected to city sewer?  
If not, how many septic systems are in the park?  
Are these septic systems maintained by the park, or is it responsibility of the individual home owners/renters?
16. If loss of power is experienced while evacuating at night, does the park have outside light sources/emergency lighting to continue and complete the evacuation?
17. If the residents refuse to evacuate, does the park have an alternate facilities (clubhouse, park storage, shelter, warehouse building) for residents to shelter in place (food, water, etc.)?
18. If residents refuse to evacuate, or did not evacuate on time, collect names, addresses and telephone numbers for residents' next of kin, so law enforcement can notify those relatives in case a fatality would occur due to residents' failure to evacuate, or evacuate on time.
19. How many park residents were evacuated?
20. If park was evacuated, how will park owner/manager/operator inform its residents that the park has reopened? Are all park residents accounted for once the park is re-opened?

## ATTACHMENT B – HAZARD VULNERABILITY ANALYSIS

Mobile Home/RV Park Name \_\_\_\_\_

Mobile Home/RV Park Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Owner/Park Manager/Park Operator \_\_\_\_\_

Date \_\_\_\_\_ Completed By: \_\_\_\_\_

After Hours Emergency Facility Contact and Phone Number(s) - (if different from Owner/Manager/Operator):  
\_\_\_\_\_

### INSTRUCTIONS:

- List potential hazardous events for your park
- Evaluate each event for probability, vulnerability and preparedness

Probability and vulnerability are rated on a three level scale from high to low. Probability and Vulnerability are ranked with a score of “3” for high, “2” for moderate and “1” for low.

- In the Preparedness category, a score of “3” represents a low ranking, a “2” represents a moderate ranking and a “1” represents a high level of preparedness.
- When evaluating probability, consider the frequency and likelihood an event may occur
- When evaluating vulnerability, consider the degree with which the facility will be impacted, such as, infrastructure damage, loss of life, service disruption etc.
- When evaluating preparedness, consider elements, such as, the strength of your preparedness plans and the facility’s previous experience with a disaster event
- Multiply the ratings for each event in the area of probability, vulnerability and preparedness. The total values with the higher scores will represent the events most in need of planning for emergency preparedness.

**NOTE:** The scale for preparedness is in reverse order from probability and vulnerability where by “low” =3 and “high”=1. Using this method, 1 is the lowest possible score, while 27 is the highest possible score.

## ATTACHMENT B- HAZARD VULNERABILITY ANALYSIS

Mobile Home/RV Park Name \_\_\_\_\_

Date \_\_\_\_\_ Completed By: \_\_\_\_\_

<b>Hazard</b>	<b>Probability</b>	<b>Vulnerability</b>	<b>Preparedness</b>	<b>Score</b>
<b>Natural</b>				
Hurricane				
Tornado				
Heavy Thunderstorm				
Flash Flooding				
High Winds				
Severe Weather				
Extreme Heat				
Flooding				
Drought				
Wildfire				
Tidal wave/Tsunami				
<b>Man-made</b>				
War (conventional, biological, chemical or nuclear)				
Toxic materials emissions/spill				
Nuclear plant breakdown or nuclear disaster				
Terrorism				
Fire				
<b>Technological</b>				
Electrical				
Heating/Cooling				
Communications				
<b>Other</b>				
Disease Outbreak				
Community Infrastructure (bridge collapse, road, building collapse)				
Utility Failure				
Transportation Failure				
Other				

**ATTACHMENT C – MOBILE HOME/RV PARK’S EMERGENCY CONTACT LIST**

<b>EMERGENCY CONTACT</b>	<b>NUMBER</b>	<b>OTHER</b>
Police Department		<b>Non-Emergency #:</b>
Sheriff’s Department		<b>Non-Emergency #:</b>
Fire Department - local		<b>Non-Emergency #:</b>
Fire Department – county (if applicable)		<b>Non-Emergency #:</b>
Ambulance Services/Company		
FL Poison Control Center	1-800-222-1222	
Hospital- Name:		
Local Coroner’s Office:		<b>After Hours:</b>
Funeral Home:		<b>After Hours:</b>
Local Shelter:		Accepting (circle one) Pets or Service Animals: Yes No
Special Needs Shelter:		Accepting (circle one) Pets or Service Animals: Yes No
Utility Contacts:		
Water:		
Electric:		
Gas:		
Garbage:		
Solid Waste Disposal:		
Park’s Plumber:		
Park’s Electrician:		
Park’s Heating and Air Contractor		
Local County Health Department		<b>Office Hours:</b>
County Emergency Manager		
Local Mental Health Center		
Local Church		



**MOBILE HOME/RV PARK'S EMERGENCY CONTACT LIST - Continued**

Local Soup Kitchen		
Local Dialysis Center		
Local Red Cross		
FL Department of Health – Environmental Health		
FL Division of Emergency Management		<b>Office Hours:</b>
FL Department of Elder Affairs		
FL Department of Children and Families		<b>Office Hours:</b>
FL Persons with Disabilities		<b>Office Hours:</b>
FL Department of Health Care Administration		<b>Office Hours:</b>
FL Independent Living Council		<b>Office Hours:</b>
FL Commission for the Transportation Disadvantaged		
FL Department of Education – Division of Blind Services		
FL Highway Patrol		
American Red Cross		
Other -		
Other-		
Other-		

## **ATTACHMENT D- DISASTER SUPPLY KIT**

An emergency supply kit for your home or an evacuation should include items from six basic areas: (1) water, (2) food, (3) first aid supplies and medications, (4) clothing and bedding, (5) tools and emergency supplies, and (6) important family documents. You will need a supply kit if you must stay at home. It is important to assemble your kit well in advance of an emergency. It is also valuable if you evacuate to a place other than a general public shelter or if you're unsure of the shelter supplies. If possible, make arrangements to stay with a friend or relative who resides closest to your home and who will not have to evacuate. If a hotel or motel is your final intended destination during an evacuation, make reservations before you leave.

### **Tips for Making Your Kit**

- Keep loose items in airtight plastic bags.
- Gather the kit's items in easy-to-carry containers or duffle bags. Put kit within reach of your most regularly used exit.
- Check and update your kit and family needs at least once a year.

### **Tips for Water & Food Supplies**

- A normally active person needs to drink at least two quarts of water daily. Heat and intense activity can double this amount. Children, nursing mothers and those with special needs may require more.
- Food preparation and sanitation require another two quarts (minimum) per person daily.
- Purchased bottled water that has been sealed is best for storage. It meets FDA guidelines for food, is not as vulnerable to temperature changes as unsealed water and has no shelf life. (Some bottles do have expiration dates, but this is mainly for inventory control.) If for any reason you must disinfect water, use unscented bleach in the ratio of 8 drops per gallon, about 1/8 teaspoon, and let the mixture sit 30 minutes before use.
- Choose compact, lightweight foods that do not require refrigeration, cooking or preparation and foods that use little or no water.
- Hand washing with soap and water is extremely important. However, in the event water for hand washing is unavailable, use alcohol-based sanitizer.

### **Recommendations for at least a three-day supply of food and water in your kit, including:**

- One gallon of water per person per day
- Ready-to-eat canned foods, fruits and vegetables
- Staples (salt, sugar, pepper, spices, etc.)
- Powdered milk and canned juices
- High-energy snacks, non-perishables (protein or fruit bars, nuts, crackers, whole grains)
- Food for infants and individuals with special needs
- Comfort/stress foods
- Pedialyte (to restore hydration if needed)
- Mess kits or paper cups, plates and plastic utensils
- Non-electric can opener, cooking tools, utility knife
- Pet food and extra water for your pet

### **Recommendations for tools and emergency supplies:**

- Cash or traveler's checks, coins
- Map of the area for locating shelters, local maps
- Extra set of car keys and house keys

- Battery-operated radio and flashlight, extra batteries
- Cell phone with chargers
- Fire extinguisher
- Pliers or wrench to turn off household water and/or gas
- Compass, signal flare, whistle and tube tent
- Plastic sheeting, storage containers and bucket with tight lid
- Garbage bags and plastic ties for sanitation
- Tape (duct, masking)
- Candles and Matches in a waterproof container
- Paper, pencil
- Needles, thread
- Medicine dropper
- Aluminum foil
- Toilet paper, moistened towelettes and towels
- Soap, liquid detergent, disinfectant and unscented household chlorine bleach
- Feminine supplies and personal hygiene items
- Infant supplies (diapers, bottles and pacifiers)

**Recommendations for Clothing and Bedding Supplies:**

- At least one complete change of clothing and footwear per person
- Sturdy shoes, work boots, hats and gloves
- A sleeping bag or warm blanket for each person
- Rain gear

**Recommendations for having first aid kits for your home and cars, including:**

- A three-day supply of each person's vital medications
- Prescription drugs in original packaging (bottles)
- Sterile adhesive bandages in assorted sizes
- 2-inch and 4-inch sterile gauze pads (4–6)
- 2-inch and 3-inch sterile roller bandages (3 rolls)
- Triangular bandages (3)
- Latex gloves (at least 2 pairs)
- Cleansing agent, soap and moistened towelettes
- Antiseptic and antibiotic ointment
- Petroleum jelly or other lubricant
- Assorted sizes of safety pins
- Scissors, tweezers, needle and thermometer
- Tongue depressors (2)
- Non-prescription drugs
- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication, antacid and laxative
- Sunscreen
- Mosquito repellent, with DEET when appropriate
- Extra prescription glasses, sunglasses and/or contact lenses
- Hearing aid and batteries
- Personal items required to perform basic daily functions

**Copies of the following important family documents are kept in a waterproof, portable container within kits:**

- Family records (birth, marriage, death certificates) and wills
- Current photographs of family members
- Insurance policies
- Contracts and deeds
- Stocks and bonds
- Social Security cards and passports
- Immunization records and prescriptions
- Bank account numbers
- Credit card account numbers and company names and telephone numbers
- Inventory of valuable household goods

## ATTACHMENT E. EVACUATIONS

For hazards that allow communities time to prepare ahead of time, it is possible to have people evacuate the area. Hazards that fall into this category are hurricanes, wildfires, geo-hazards (earthquakes, volcanoes) and floods. No matter the category of storm, whenever an evacuation order is given, all mobile and manufactured home residents must strongly consider to evacuate. Don't assume that every shelter will be open during every emergency activation.

**If your area is ordered to evacuate, DO NOT wait until it is too late.**

1. List the circumstances that would dictate the evacuation of mobile home park residents (for example: hurricanes, tropical storms, major fire, storm surge, flood, or flood damage, drinking water well failure, tornado destruction, etc.):

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2. Identify the person/staff who will authorize the evacuation of the residents if they need to be evacuated.

Authorizing park member: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
1st Authorizing Alternate Staff: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
2nd Authorizing Alternate Staff: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Mobile Home/RV Park Manager/Administrator: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Mobile Home/RV Park Owner (if different from Manager/Administrator):  
\_\_\_\_\_  
Phone #: \_\_\_\_\_  
Other (specify title): \_\_\_\_\_

**DO YOU KNOW?** It is illegal to stay in a home under a mandatory evacuation order. Under Florida Statute 252.38, the local authority has the ability to take necessary steps to provide for the health and safety of people and property. Chapter 252.50 sets refusal to follow an evacuation order as a second-degree misdemeanor.

Does this mean the police will take you out of your property? No. They will be too busy helping those who will be following the evacuation order, although they will likely ask for next of kin or an emergency contact.

Not sure what your evacuation or storm surge zone? To know your zone, use the following link, and select your county: <http://floridadisaster.org/publicmapping/>

## ATTACHMENT E. 1 - EVACUATION ORDER: CHECKLIST

Your area has been ordered to evacuate by local officials. Complete the following:

\_\_\_\_\_ A. Advise residents of order to evacuate:

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ B. Organize and inform residents of their evacuation route to take in order to leave park in orderly and safe fashion

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ C. Inform/remind park residents on procedures for securing their homes before an evacuation such as gas shutoff, water main shutoff, electrical shutoff, locking doors and windows, tiedowns for water heaters, gas tanks, and lawn furniture/equipment

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ D. Provide park residents/occupants with sheltering information, if needed:

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ E. Provide park residents/occupants with transportation information, as required:

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

\_\_\_\_\_ F. Complete securing of the grounds:

1. Who: \_\_\_\_\_

2 What: \_\_\_\_\_

3. How: \_\_\_\_\_

\_\_\_\_\_ G. Release non-essential employees who live in evacuation zones, or live in mobile homes:

1. Who: \_\_\_\_\_

2. How: \_\_\_\_\_

## **ATTACHMENT E. 2 - EVACUATION: SHELTER INFORMATION**

If you are going to a public emergency shelter, it is important to remember that most shelters DO NOT PERMIT PETS, although they DO PERMIT SERVICE ANIMALS. If there are residents that require the use of a service animal, know what shelters in your area allow service animals. If your regional shelter does not accept pets, consider recruiting friends or family members who can host your pet in their home, boarding your pet at a secure veterinarian's office or even a hotel.

- Know the evacuation route for your city or county area and the Emergency information radio station to tune into for evacuation notices
- Know where the nearest approved shelters are located within your county

Shelter information can be found at: <http://www.floridadisaster.org/shelters/index.htm#general>

Your local emergency management office can be found at:  
[http://www.floridadisaster.org/fl\\_county\\_em.asp](http://www.floridadisaster.org/fl_county_em.asp)

### **SPECIAL NEEDS SHELTER (SNS)**

It is important to note that a special needs shelter is a shelter of last resort - a place to go when you or the person you care for has no other sheltering option. Residents requiring to go to a Special Needs Shelter (SNS) should be registered ahead of time with your local county emergency management. Contact your local emergency management office for dates for registration period.

If a resident(s) is medically dependent on electricity, oxygen, need transportation to evacuate, or assistance due to a disability, encourage resident(s) to register through your county's Special Needs Registry. Each county handles the registry of persons with special needs and the services a little differently.

To find your Special Needs Registry Contact information by County, go to:  
<http://floridadisaster.org/disability/snshelterlist.html>

Guidelines for admittance to special needs shelters may vary from county to county, so make sure that you contact your local management office before you offer information to park residents/occupants that may not be accurate. Your local emergency management office can be found at: [http://www.floridadisaster.org/fl\\_county\\_em.asp](http://www.floridadisaster.org/fl_county_em.asp)

If you are going to a public emergency shelter, it is important to remember that most shelters DO NOT PERMIT PETS, although they DO PERMIT SERVICE ANIMALS. If there are residents that require the use of a service animal, know what shelters in your area allow service animals. If your regional shelter does not accept pets, consider recruiting friends or family members who can host your pet in their home, boarding your pet at a secure veterinarian's office or even a hotel.

Shelter information can be found at: <http://www.floridadisaster.org/shelters/index.htm#general>

## **ATTACHMENT E. 3 - PETS**

If you are going to a public emergency shelter, it is important to remember that most shelters **DO NOT PERMIT PETS**, although they **DO PERMIT SERVICE ANIMALS**. If there are residents within your park that require the use of a service animal, know what shelters in your area allow service animals.

Shelter information can be found at: <http://www.floridadisaster.org/shelters/index.htm#general>

For admittance to a public shelter for service animals or a private kennel for pets, pets need to be up-to-date on all shots and vaccinations. Here is some information, you can provide residents/occupants in order to prepare a pet survival kit in advance should you need to evacuate in a moment's notice.

**PET SURVIVAL KIT** (this is only a recommendation list, you can add items based on the needs of your pet):

- A crate or carrier
- Leash and collar with proper identification
- Veterinary records with rabies certificate
- Current license tag number
- Medications with instructions for dosage
- Two-week supply of water and food (dry or moist and canned food)
- Manual can-opener
- Water and food dishes
- Cat litter and litter pan
- Toys and treats
- Sleeping pad or blankets
- Emergency phone numbers for veterinarian, animal shelters, friends and relatives
- Photo of the pet with you (to prove you are the owner)
- Cleaning supplies (newspaper, plastic bags with ties, paper towels, disinfectant spray)



## ATTACHMENT E.4- SAMPLE EVACUATION NOTICE

**NOTE:** Your park evacuation map routes should include all available exit locations for residents, who will inform residents of evacuation orders, evacuation meeting place outside of the park so that residents can have information from one contact person, and park staff accountability.

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### Emergency Evacuation Notice for Residents of Evergreen Valley Estates Mobile Home Park

Our Mobile Home Park is in evacuation level \_\_\_\_\_

Our Mobile Home Park Is / Is Not located in an area subject to evacuation for \_\_\_\_\_ (this can be flood, hurricane, wildfire, etc.)

The park office will be closed at \_\_\_\_\_ AM / PM due to the evacuation. Residents should contact: \_\_\_\_\_ at phone #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Residents should evacuate as mandated. Ensure that you and your families are prepared to evacuate. The closest general population for \_\_\_\_\_ County is located at:

\_\_\_\_\_ (ADDRESS OF SHELTER HERE) \_\_\_\_\_

The order of evacuation out of the park is as follows:

Section 1 is to evacuate first, then Section 2 evacuates second and continue evacuating sequentially by Section number until the entire park has been completely evacuated.

For Recreational Vehicles (RVs), these should evacuate as per their respective sections within the park and not block streets while exiting out of the park. Before evacuating the park, RV owners should ensure that they have disconnected water, sewer, and electrical connections as well as securing any propane tanks that may have been used.

#### SECTION NUMBER

1  
2  
3  
4

#### SPACE NUMBER

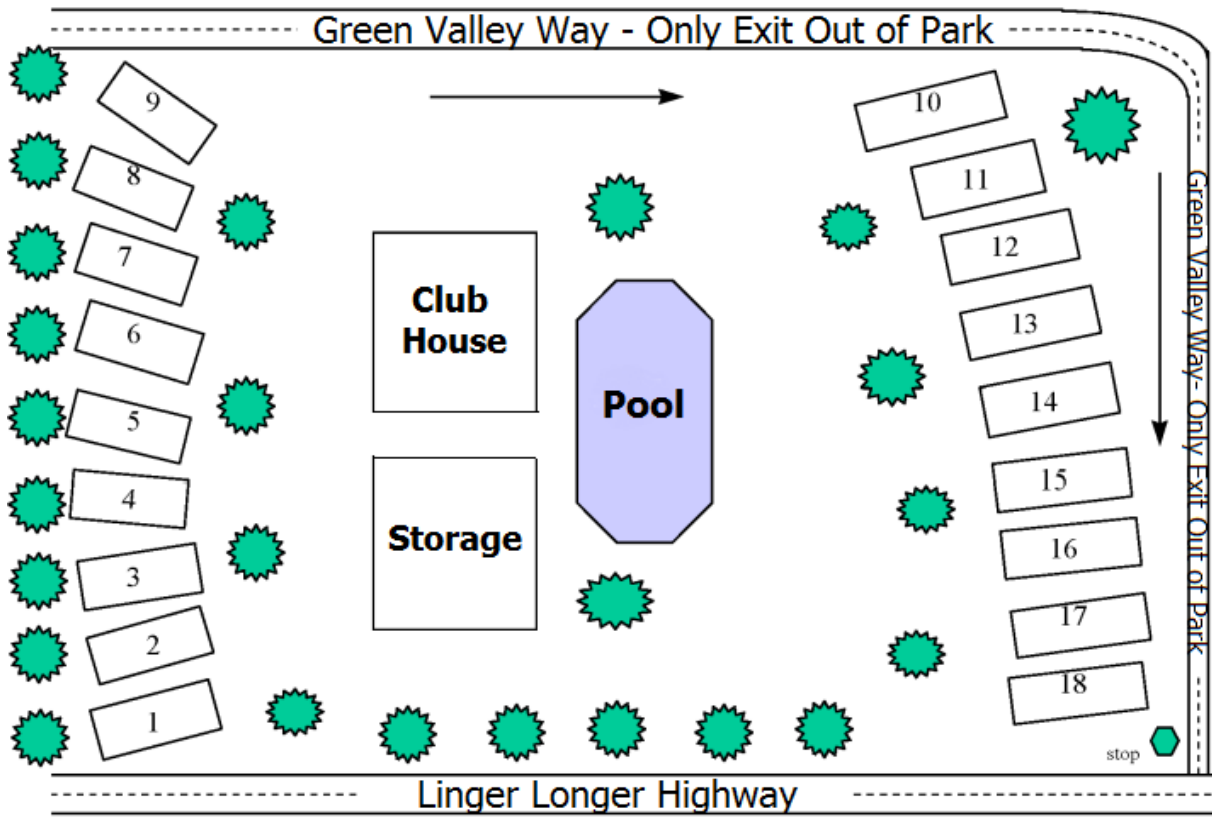
1 to 18  
19 to 37  
38 to 56  
57 to 75

In case of a disaster that does not require an evacuation out of the mobile home park, the designated site of evacuation is:

\_\_\_\_\_ (indicate place within park) \_\_\_\_\_

Person Mandating Park Evacuation: \_\_\_\_\_

**ATTACHMENT E.5- SAMPLE MAP EVACUATION ROUTE**  
Evergreen Valley Estates Mobile Home Park



**ATTACHMENT F- MHP/RV PARK EVACUATION TEMPLATE**

(This template can be used as a guide to create your park's evacuation map route)

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**PARK EVACUATION MAP ROUTE**

**MHP/RV Park Name:** \_\_\_\_\_

**Evacuation Level:** \_\_\_\_\_ **Evacuation Zone:** \_\_\_\_\_

**Name of Authorizing Agent/Manager/Operator for Park's Evacuation:**

\_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_ **Completed By:** \_\_\_\_\_

---

**DRAW/DESIGN YOUR EVACUATION MAP HERE**

## **ATTACHMENT G. FREQUENTLY ASKED QUESTIONS: BOIL WATER ADVISORIES**

### **What is the proper way to disinfect my water so that it is safe to drink?**

The best method of treatment is boiling. Boiling water kills harmful bacteria and parasites (freezing will not disinfect water). Bring water to a full rolling boil for at least 1 minute to kill most infectious germs. Let the water cool before use.

For areas without power, disinfect the tap water by adding 8 drops, about 1/8 teaspoon, of plain, unscented household bleach (4 to 6 percent active ingredient) per gallon of water and allow the water to stand for 30 minutes. If the water is cloudy, repeat the procedure. Use a container that has a cap or cover for disinfecting and storing water to be used for drinking. This will prevent contamination. If your well was flooded, boiling the water is the safest action, since bleach disinfection does not kill certain parasites.

### **How should I wash my hands during a boil water advisory?**

When using a public water supply, vigorous hand washing with soap and tap water is safe for basic personal hygiene. If you are washing your hands to prepare food, if possible, you should use boiled (then cooled) water, disinfected water or bottled water with hand soap.

### **Is potentially contaminated water safe for washing dishes or clothes?**

Yes, if you rinse hand-washed dishes for a minute in a bleach solution (1 tablespoon bleach per gallon of water). Allow dishes to completely air dry. Most household dishwashers do not reach the proper temperature to sanitize dishes. It is safe to wash clothes in tap water.

### **Is potentially contaminated water safe for bathing and shaving?**

The water may be used for showering, baths, shaving and washing, as long as it is not swallowed or gets in the eyes, nose or mouth. Children and individuals with disabilities should have their bath supervised to ensure water is not swallowed. The time spent bathing should be minimized. Though the risk of illness is low, individuals who have recent surgical wounds, are immunosuppressed, or have a chronic illness may want to consider using bottled or boiled water for cleansing until the advisory is lifted.

### **How should I wash fruit and vegetables and make ice?**

Fruits and vegetables should be washed with boiled (then cooled) water, bottled water or water disinfected with 8 drops (approximately 1/8 teaspoon) of unscented household bleach per gallon of water. Ice should be made with boiled water, bottled water or disinfected water.

### **What if I have already consumed potentially contaminated water?**

Even if someone has consumed potentially contaminated water from either a public water system or a private well before they were aware of the boil water advisory, the likelihood of becoming ill is low. However, anyone experiencing symptoms such as diarrhea, nausea, vomiting, abdominal cramps, with or without fever, should seek medical attention.

### **What infectious organisms might be present in contaminated water?**

Disease transmission from contaminated water occurs principally by drinking water. The major organisms of concern are as follows:

- Protozoa such as Giardia and Cryptosporidium
- Bacteria such as Shigella, E. coli
- Viruses such as Norovirus and Hepatitis A

These organisms primarily affect the gastrointestinal system, causing diarrhea, abdominal cramps, nausea, and vomiting with or without fever. These illnesses can be serious or life threatening, especially in the elderly, the very young or those who are immunocompromised.

For more information on drinking water issues, please contact your local county health department or visit [Drinking Water | Florida Department of Health](#)

## ATTACHMENT H- AMERICAN RED CROSS: FACT SHEET ON SHELTER IN PLACE



### FACT SHEET ON SHELTER-IN-PLACE

#### **What Shelter-in-Place Means:**

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

#### **Why You Might Need to Shelter-in-Place:**

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family. Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

#### **How to Shelter-in-Place**

##### ***At Home:***

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems.
- Close the fireplace damper.
- Get your family disaster supplies kit <http://www.redcross.org/services/disaster/beprepared/supplies.html>, and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

##### ***At Work:***

- Close the business.
- Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.

- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

### ***In Your Vehicle:***

If you are driving a vehicle and hear advice to “shelter-in-place” on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine.
- Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

**Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and cleanup methods is your safest choice.**

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.

## ATTACHMENT I- SINKHOLES

Sinkholes are a common feature of Florida's landscape. Florida is the state that has more sinkholes than any other state in the nation. They are only one of many kinds of karst landforms, which include caves, disappearing streams, springs, and underground drainage systems, all of which occur in Florida.

If a sinkhole appears on your property, or a portion of your home has shifted or sunk due to a sinkhole, here are some recommendations:

- First, and foremost, ensure the personal safety of your family. Evacuate, if necessary
- Contact your local law enforcement agency, county emergency management, city, county, building inspector – in some counties local government agencies may assist in evacuating the home
- Contact your insurance company or insurance agent immediately
- If you can do so safely, secure or remove your valuable possessions
- Mark the sinkhole or property with fencing, rope or tape to warn others of the danger. You could be held liable if someone is injured in the sinkhole

If your property has a drinking water well serving your property and a sinkhole has appeared on the property, take precautions if there is a noticeable change in water quality. If your well water has changed color, odor or taste since the sinkhole opened, there is a good chance it is a result of the surface water getting to it. Here are some recommendations:

- Well water should not be consumed without boiling
- Well water should be tested for bacteria. If tests show bacteria are present, additional advice will be given by your county health department.
- For drinking and cooking, use commercially bottled water, or disinfect your well water by boiling it for one minute and then allow it to cool
- If you must bathe with well water, only showers to be taken to avoid sitting in the water
- Dishes must be rinsed with bottled or boiled water with no use of the automatic dishwasher since it doesn't heat the water to 212 degrees, or you can use two capfuls of bleach in the dish rinse sink
- Persons with compromised immune systems, open wounds, and small children/babies are more vulnerable to illness/infection, so carefully consider your choices of water at this time

For information on well water issues due to sinkholes, contact your local county health department at \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

For additional information on Florida sinkholes, contact Florida Department of Environmental Protection at:

Northwest District Office (850) 595-8300 or <http://www.dep.state.fl.us/secretary/dist/nwdist.htm>  
(for sinkhole-related environmental resource permits in the Panhandle)

Northeast District Office (904) 807-3300 or <http://www.dep.state.fl.us/secretary/dist/nedist.htm>  
(for sinkhole-related environmental resource permits in the northern peninsula).



## RESOURCES

Florida Department of Health, Bureau of Environmental Health, Mobile Home Parks website: <http://www.floridahealth.gov/environmental-health/mobile-home-parks/index.html>

Florida Department of Health, find a county health department: <http://www.floridahealth.gov/programs-and-services/county-health-departments/find-a-county-health-department/index.html>

Florida Department of Health, Emergency and Response website: [http://www.floridahealth.gov/programs-and-services/emergency-preparedness-and-response/\\_documents/prepareguide-eng.pdf](http://www.floridahealth.gov/programs-and-services/emergency-preparedness-and-response/_documents/prepareguide-eng.pdf)

Is your park located in a flood zone? FL Department of Health, Public Health Hazard Analysis Tool: <http://gis.doh.state.fl.us/publichealthhva/index.html>

FEMA portal- <https://msc.fema.gov/portal> or [www.fema.gov/information-property-owners](http://www.fema.gov/information-property-owners)

Florida Department of Health's, Indoor Air Toxics program: [www.floridahealth.gov](http://www.floridahealth.gov) and search for indoor air quality

To know your evacuation, or storm surge zone, use the following link, and select your county: <http://floridadisaster.org/publicmapping/>

Shelter information can be found at: <http://www.floridadisaster.org/shelters/index.htm#general>

Local emergency management office can be found at: [http://www.floridadisaster.org/fl\\_county\\_em.asp](http://www.floridadisaster.org/fl_county_em.asp) and select your county

Special Needs Registry Contact by County: <http://floridadisaster.org/disability/snshelterlist.html>

General population information can be found at: <http://www.floridadisaster.org/shelters/index.htm#general>

Red Cross services: <http://www.redcross.org/services/disaster/beprepared/supplies.html>

Florida Department of Health, Drinking water information can be found at: [Drinking Water | Florida Department of Health](http://www.floridahealth.gov/drinking-water)

Sinkhole Information, Florida Department of Environmental Protection at:  
Northwest District Office (850) 595-8300 or <http://www.dep.state.fl.us/secretary/dist/nwdist.htm>  
Northeast District Office (904) 807-3300 or <http://www.dep.state.fl.us/secretary/dist/nedist.htm>