

DIAMONDHEAD COUNTRY CLUB & PROPERTY OWNERS ASSOCIATION

EMERGENCY MANAGEMENT PLAN

MOST RECENT UPDATE: 9/13/18

I. PURPOSE: TO PROVIDE DIRECTION FOR POA STAFF TO RESTORE NORMAL OPERATIONS AS SAFELY AND AS QUICKLY AS POSSIBLE AFTER A MAJOR EMERGENCY.

II. SCOPE: THIS PLAN COVERS THE LAND AREA AND PROPERTY MANAGED BY AND BELONGING TO THE POA AS MAY BE AFFECTED BY HURRICANES, TORNADOS, FLOODS, AND FIRES.

III. PRIORITIES: PRE-EMERGENCY – ASSURE EACH DEPARTMENT IS PREPARED.

DURING EMERGENCY - EMPLOYEE SAFETY
- PROPERTY PRESERVATION

POST-EMERGENCY - INITIATE CLEANUP AND REPAIR
- BEGIN TO RESTORE POA FACILITIES

PLAN RATIONALE: This plan is focused upon the most likely type of emergency that might affect the Diamondhead Community: tropical storms & hurricanes. A powerful hurricane striking close to Diamondhead will require extensive cleanup and repair over an extended timeframe. However, many of the plan's sections may be used in the event of major fires, hazardous spills, or other emergencies that might affect the Community.

IV. EMERGENCY ORGANIZATION AND RESPONSIBILITIES

GENERAL MANAGER

- MANAGES THE OVERALL EMERGENCY PREPARATION AND RESPONSE AND IS THE OFFICIAL SPOKESPERSON FOR THE DIAMONDHEAD COUNTRY CLUB & POA. IN HIS ABSENCE, THE POA BOARD PRESIDENT OR DESIGNATED BOARD MEMBER IS SPOKESPERSON.

POA BOARD PRESIDENT – BACK-UP IN THE ABSENCE OF THE GENERAL MANAGER.

DEPARTMENT HEADS – RESPONSIBLE FOR PERSONNEL AND PROPERTY IN THEIR AREA OF SUPERVISION.

<u>Department</u>	<u>Primary Responsibility</u>	<u>Back-up</u>
ADMINISTRATION	DARRION MCINNIS	EVELYN NECAISE
AIRPORT	STEVEN SMITH	ANDY BLAKELEY
HUMAN RESOURCES	MEAGAN CARDWELL	BRITTANY SEAL
COUNTRY CLUB	ELI BIGGERS	BRYAN KOONCE
FACILITIES MAINT	STEVEN SMITH	ANDY BLAKELEY
GOLF COURSE MAINT.	STEVEN SMITH	TRACY PEREZ
GOLF SHOP	CHRIS ALTESE	MAURY HODGENS NICK DOTY LAURA MCCANN
GOLF ACADEMY	HOPPY SMITH	CHRIS ALTESE
TENNIS WORLD	STEVE GARMAN	MATT GARMAN
MARINA	TED SOUTH	
TECHNOLOGY	AGJ	
YOUTH DIRECTOR	KINTA BAKKEN	DONNA GOEDDE
COMMUNICATIONS	NANCY PERKINS	
COMPROLLER	DARRION MCINNIS	EVELYN NECAISE

- POA BOARD MEMBERS - RESPONSIBLE FOR POLICY DECISIONS REGARDING EMERGENCY MANAGEMENT AND RECOVERY EFFORTS.
- SUPPORT COMMUNICATIONS WITH RESIDENTS.
 - SUPPORT BY SOLICITATION OF RESIDENTS HELP IF MASSIVE CLEAN UP EFFORT IS NEEDED.

NOTE: WEAR UNIFORMS AND CARRY ID (IF ISSUED) TO HAVE ACCESS INTO THE DISASTER AREA.

V. GENERAL RESPONSIBILITIES – PERFORMED ANNUALLY BEFORE HURRICANE SEASON OPENS JUNE 1.

GENERAL MANAGER

- Keep this Emergency Management Plan Complete and Up-To-Date.

PRIOR TO APRIL 15th EACH YEAR

- Review the entire plan for any organizational or other changes.
- Make sure all phone numbers and names are correct
- Make sure each Department Head reviews and corrects his/her section's provisions.
- Make sure that the "Review Date" on the front of the plan is updated.

BETWEEN APRIL 15th AND MAY 1ST EACH YEAR

- Give the POA Board an overview at the May meeting.
- Maintain contact with Diamondhead City Manager regarding any changes in their plans that may impact Diamondhead POA.
- Get a copy of the "Hancock County Comprehensive Emergency Management Plan" from Hancock County Civil Defense Office and City of Diamondhead Emergency Plan and keep with a copy of this plan.

LIST OF STAFF AND OTHERS WHO SHOULD HAVE COPIES HAVE THIS PLAN

- Board of Directors (11)
- General Manager (1)
- General Manager's Backup (1)
- Each Department Head (2 each)
- Diamondhead City Manager (1)
- Hancock County EOC (1)
- Spare (2)

Department Heads

- Reviews his/her section of the plan and suggests recommended changes to the General Manager for incorporation into the plan.
- Verifies availability, presence and freshness of supplies as specified by department's disaster assignment.
- Reviews plans with employees and provides employees identification if and when made available through Hancock County EOC.

VI. WHEN A POTENTIAL EMERGENCY IS RECOGNIZED (HURRICANE OR TROPICAL STORM ENTERS THE GULF OF MEXICO)

General Manager

- Begins monitoring NHC forecast information
- Informs POA President of plans to initiate preparations.
- Meets with Department Heads and Back-up to review preparations.
- Begins monitoring Hancock County EOC conference calls and emails.

General considerations are as follows:

- No job requiring over 24 hours to complete should be started.
- Try to complete preparations during daylight hours.
- Assure preparations are completed in time frame established by the General Manager
- Coordinate use of staff and equipment between Departments so preparations are complete about the same time in each area.
- Contact other emergency agencies as needed.
- Golf Course Maintenance top off gas and diesel tanks.
- Facility maintenance top off gas

Department Heads

- Accomplish responsibilities as outlined in each plan section devoted to their area.

VII. WHEN A HURRICANE “WATCH” IS DECLARED (DANGER OF HURRICANE WINDS WITHIN 36 HOURS)

General Manager

- Meet with Department Heads to assure completion of preparations.
- Have Controller set up a Hurricane General Ledger Account for collecting charges and give charge number to each supervisor.
- Community notification via e-mail, LED signs, bulletin boards, social media and website via Communication officer. Coordinate with City Manager for information updates.

VIII. DURING A HURRICANE OR PROLONGED EMERGENCY

All staff members seek shelter for the duration, be prepared to return to work as soon as safe to do so.

IX. AFTER THE DAMAGE HAS SUBSIDED (When conditions permit)

General Manager

- Contact Dept. Heads and get an initial damage assessment.
- Develop a task list based on priority.
- Contact City of Diamondhead and offer assistance with their Diamondhead damage assessment as resources and personnel availability permit. Also, where warranted, request emergency supplies from Civil Defense via City of Diamondhead (plastic sheeting, spare chain saws, chains, etc.)
- As the above items are brought under reasonable control, devote POA resources to post storm clean-up duties as outlined in each Department's section of this plan.

Department Heads

- Make an initial survey of the area of responsibility and give a damage assessment to the General Manager.
- Schedule employees return to work as directed by the General Manager.

ADMINISTRATION

228-255-1900 FAX 228-255-4296

1. NOTIFICATION AND ASSIGNMENT – PRE AND POST DISASTER

President to call:

General Manager 228-332-2121

General Manager to call:

Darrion McInnis 228 383-2892
Eli Biggers 757-693-0870
Chris Altese 228 323-1420
Steven Smith 228 343-6186
Hoppy Smith 228 669-5742
Steve Garman 228 342-5124
Nancy Perkins 228-596-6627
Karen Flores 228-332-2282
Evelyn Necaïse 228-493-8652
Meagan Cardwell 228-861-5592
Kinta Bakken 228-596-1121
Ginger Necaïse 228 466-6667

Evelyn Necaïse to call:

Veronica Varnadore 228-226-3419
Heather Fetters 228 493-8652
Becky Freeman 228 304-1612

2. DUTIES

General Manager meet with Department Heads when Diamondhead is included in the storm warning area. Discuss category of storm, adequate supply of first aid, fire, and safety equipment.

STAFF:

- Store or protect all historical records, Diamondhead Newsletters, etc. in a protected area away from possible water or wind damage
- Power down and turn off all computer and office equipment. If possible, move equipment to desktops. Cover with plastic
- Each employee is responsible for his/her own office whenever possible. **Lock desks and file cabinets**, secure all papers and electrical or computer equipment and cover with plastic. Close blinds. Assist other departments as necessary.

- Remove or secure all loose items from outside building (i.e.: garbage cans, signs, etc.) that could become missiles or projectiles in high winds.
- Make sure Insurance documents are easily accessible and contact phone numbers are included in plan. Provide General Manager with policy numbers and phone numbers
- Plan to have protected cash on hand in secure location. See below.

Emergency Cash:

- The Diamondhead POA and Country Club petty cash amount totals \$4,800.00
- Petty Cash is used for small emergency purchases when a check or credit card is not available or accepted
- Petty Cash is divided between six departments (Recreation, Marina, Country Club, Golf Course Maintenance, Golf Shop, Administration) which also includes the amount of money in their daily tills. See breakdown below –

	Petty	Tills	
Recreation	200		
Marina	250	100	
CC	2050	950	
GCM	200		
Golf Shop	300	200	
Admin	150	400	
Total:	3150	1650	4800

NOTE: Estimated time needed to accomplish these tasks is 4 hours by 5 people. All these preparations should be completed well in advance in order to release non-essential personnel.

3. DUTIES, POST DISASTER PLAN

- Establish communications with General Manager and other departments, (find out immediate needs).
- Report to POA Administration building after the disaster as early as possible.
- Restore POA Administration to operational condition.
- Assist in clean-up effort.
- Make full audit of all POA equipment and supplies.

Insurance Contact Information:

Tanner, Ballew and Maloof, Inc.
 Paul Etheridge – 404-917-1931 or Cell 678-644-2650
 Sandra Grose – 404-917-1941

COMMUNICATIONS OFFICER

228 255-1900 ext. 101, 228 596-6627

Duties Pre-Disaster

1. Responsible for communication with residents and others. Produce and manage material for social media, email, press releases
2. Works for and with GM/Board President. Prepares reports as needed and communicates other reports from City, County and State officials and private entities such as Red Cross, etc.
3. Plan and coordinate TV and Newspaper news access as necessary.
4. Develop communications list of organizations, phone numbers, and contacts.
 - a. Radio and TV stations such as WLOX, WWL, WQRZ.
 - b. Newspapers such as the Sun Herald, Sea Coast Echo.
 - c. List of Ham Radio Operators in Diamondhead.
 - d. City of Diamondhead (City Manager) and MEMA/FEMA information people.
5. Handle the communication response to emergency situations which affect the POA
6. Manage the communications for General Manager/Board President
7. Remind residents to carry their current Diamondhead Membership I.D. after a storm
8. Coordinate communications from GM to Department Heads. Ensure up to date Dept. Head & Board contact information is available
9. Maintain journal of events that take place before, during and after emergency. Take pictures of before and after emergency
10. Establishes and distributes standing conference call number to department heads and schedules and maintains roll of conference call participants.

When Hurricane Watch Is Declared

1. On direction from GM, release information via email and social media about evacuation orders & emergency information received from City, Hancock County EOC, Civil Defense.
2. Ensure local media has contact information for Communications Officer & General Manager

Duties Post Disaster

Post status reports via email. Prepare press releases. Other duties as directed by General Manager or Board President. Remain available to tv, print media, staff & board members.

POA BOARD

1. NOTIFICATION AND ASSIGNMENT – PRE AND POST DISASTER

Bob Marthouse, President 720 273-4593

2. DUTIES OF BOARD PRE-DISASTER

- 1) Review MISSISSIPPI LAW that provides for Emergency Action by a Board.
- 2) Coordinate with City of Diamondhead regarding any pre or post storm curfew and procedures.

3. DUTIES OF BOARD – POST DISASTER

1. MEET AS SOON AS POSSIBLE AFTER A STORM.
 - a. Develop a list of current phone numbers and locations of all Board members.
 - b. Decide on a meeting schedule.
 - c. Review authority provided under Mississippi Law.
 - d. Review statements with official spokesperson
2. SUPPORT RECOVERY EFFORTS AS NEEDED WITH APPROPRIATE AUTHORIZATIONS AND POLICIES.
 - a. If appropriate, establish guidelines for the allocation of limited additional personnel, money, and machines during recovery operations.

AIRPORT

1. NOTIFICATION AND ASSIGNMENT - PRE AND POST DISASTER

Steven Smith 228-343-6168
John Fletcher 228-216-1935

2. DUTIES OF AIRPORT MANAGER - PRE DISASTER

Meet with General Manager and Department Heads when we are entered into the storm warning area. Discussions including category of storm, flood maps, adequate stock of first aid, fire, and safety equipment.

- 1) NOTAM Greenwood Flight Service of airport close down 1-877-487-6867.
- 2) Secure all loose items that could blow about causing damage to other property.
- 3) If high tides were forecast, all portable equipment would be moved to overhead storage area or to other secure area with good elevation.
- 4) Coordinate with FBO for removal of owned aircraft.

NOTE: In the event of short notification of severe weather (tornado, etc.) it is recommended that all personnel evacuate.

- 1) Airport Manager coordinate with FBO to notify tie-down customers of necessity to remove their aircraft
- 2) Airport Manager coordinate with FBO to notify owners that any aircraft that cannot be flown to safe area would be secured with double tie-downs.
- 3) Building will be checked by Airport Manager for any loose panes. Building, fuel system and office secured and power turned off at main panel.

3. DUTIES OF AIRPORT MANAGER - POST DISASTER

1. Inspect all facilities, develop a work list and report any damage to hangar, runway or lighting to the General Manager.

2. Work with Facilities Maintenance to repair damage and clear runways for emergency flights.
3. Report by NOTAM to Greenwood Flight Service when airport facility is again safe for normal or emergency operation, noting any irregularities.
4. Check on fuel after storm to assure no contaminants.

COUNTRY CLUB

228-255-2918 Fax 228-255-5009

1. NOTIFICATION AND ASSIGNMENT - PRE AND POST DISASTER

Eli Biggers 757-693-0870
Bryan Koonce 503-504-1002

2. DUTIES OF COUNTRY CLUB MANAGER – PRE DISASTER.

As may be directed by General Manager, be prepared for a meeting with General Manager and other department heads when storm warning is issued. Discussions including category of storm, flood maps, adequate stock of 1st aid, fire, and safety equipment.

Perform an independent survey of building and grounds to identify items, which may create a hazard as a result of an approaching hurricane/storm.

WHEN DIRECTED:

- 1) Check for adequate stock of First Aid, fire, safety equipment.
- 2) Remove all loose items from outside the building (garbage cans, patio chairs, signs, etc.)
- 3) Clean, disinfect and line garbage cans (double liners) and fill with water for emergency cleanup.
- 4) Secure any loose items in parking lot and yard area. All non-essential electrical equipment shall be disconnected or unplugged.
- 5) All personnel and guests shall evacuate the building and all doors locked and secured.
- 6) Contact maintenance regarding main gas valve to building and arrange for shutoff if recommended by maintenance
- 7) Remove all petty cash and register banks – Secure in safe.

- 8) Temporary arrangements will be made with Maintenance to have keys available to enable maintenance to check circuit breakers and/or hook up generators in the event of power outages.
- 9) Turn off and unplug computers
- 10) Stock extra water and Powerade for personnel use during cleanup
- 11) Place cement blocks on Gazebo
- 12) Have extra charcoal to run cooker to provide meals for staff.
- 13) Chef will be directed to cut back on orders of food to minimize food losses

NOTE: Estimated time needed to accomplish these tasks is 8 hours by 5 people.

3. DUTIES OF COUNTRY CLUB MANAGER - POST DISASTER CLEAN UP

- 1) Inspect facilities, make work list, and report damages to General Manager.
- 2) Assist any other departments in essential areas as necessary.
- 3) Monitor food spoilage – remove and dispose of spoiled food.
- 4) In the event of hurricane or tornado damage, the phone list will be used to contact and bring in staff to assist in the cleanup and re-opening procedures.
- 5) Perform monthly building inspection checklist for any possible problems.

NOTE: WEAR UNIFORMS AND CARRY ID (IF ISSUED) TO HAVE ACCESS INTO THE DISASTER AREA.

FACILITIES MAINTENANCE

228-255-5035 Fax 228-255-2922

1. NOTIFICATION AND ASSIGNMENT - PRE AND POST DISASTER

Steven Smith 228-343-6168
Andy Blakely 228-363-4838
Wayne Saucier 228-493-0098

2. PRIOR TO HURRICANE SEASON

Duties of Facilities Maintenance Superintendent

1. Review storm inventory list and assure needed supplies are available:

- a. Window boarding/plywood.
- b. Plastic sheeting.
- c. Caution tape to "rope off" dangerous areas.
- d. Sandbags for POA facilities.
- e. Check for adequate stock of 1st aid, fire, and safety equipment. Develop a specific list of supplies and inventory each spring. Get anything that might be needed.

2. Review this set of instructions as requested by the Plan Co-coordinator.

3. DUTIES OF FACILITIES MAINTENANCE SUPERINTENDENT – PRE DISASTER.

Meet with General Manager and Department Heads when we are entered into the storm warning area. Discussions including category of storm, flood maps, adequate stock of 1st aid, fire, and safety equipment.

- 1) All employees report directly to maintenance yard with all safety gear that you have previously been issued, such as hard hats, flashlights, safety glasses, rain gear, boots, etc..
- 2) Fill all equipment, including trucks, to full capacity with fuel.
- 3) Board all designated windows, per General Manager instructions.
- 4) Check all recreation centers and 4 pools. Remove and store furniture and loose objects.
- 5) Check all POA buildings such as POA, Tennis World, etc. for any loose objects such as garbage cans that could become projectiles.

- 6) Power is to remain on the piers at the marina until all piers are empty or rising water creates unsafe conditions.
- 7) Turn main valves off on the piers at the Marina, after all piers are empty or rising water creates unsafe conditions.
- 8) Disconnect power and water to pier #3, raise aluminum ramp and secure to accommodate for rise and fall of floating pier.
- 9) If directed by General Manager, board up POA, Tennis World, and Golf Academy and windows.
- 10) Remove pump out station, Ship Store Trailer and restroom trailer from Marina. Store behind FM building

NOTE: Estimated time needed to accomplish these tasks is 8 hours by 10 people. (obtain assistance from GCM staff once Golf Courses are prepared. All these preparations should be done well in advance so non-essential employees can return home to care for their family.

4. DUTIES, POST DISASTER PLAN

- 1) Establish communications with General Manager and other crucial departments, (find out immediate needs).
- 2) Report to Golf Maintenance shop building after the disaster as early as possible to receive instructions.
- 3) Inspect and record all damages to facilities for insurance and repairs.
- 4) Aid responsible supervisor/manager with restoring POA, Country Club, and Tennis World to operational conditions.
- 5) Restore all other POA facilities up to operational conditions
- 6) Assist in clean-up effort of the golf courses.
- 7) Make full audit of all POA equipment and supplies. Need a list to inventory or check against.

5. FACILITIES MAINTENANCE - HOUSEKEEPING

- 1) Assist Building Maintenance in securing all buildings.
- 2) Stock extra supplies at all buildings for post clean up.
- 3) Inventory supplies. Develop a list to inventory against.
- 4) Secure all storerooms.

- 5) If time allows, assist other departments in essential areas as necessary.

NOTE: WEAR UNIFORMS AND CARRY ID (if issued) TO HAVE ACCESS INTO THE DISASTER AREA.

GOLF COURSE MAINTENANCE

228-255-5035 Fax 228-255-2922

1. NOTIFICATION AND ASSIGNMENT - PRE AND POST DISASTER

Steven Smith 228-343-6168
Tracy Perez 757-619-8163

2. DUTIES OF GOLF COURSE MAINTENANCE SUPERINTENDENT – PRE DISASTER.

Meet with General Manager and Department Heads when we are entered into the storm warning area. Discussions including category of storm, flood maps, adequate stock of first aid, fire, and safety equipment.

COURSE CREW

- 1) Get gasoline and diesel tanks topped off at first warning of approaching hurricane entering the Gulf of Mexico.
- 2) Check for adequate stock of first aid, fire, and safety equipment. Specific list.
- 3) Perform monthly building inspection checklist for any possible problems.
- 4) Remove all loose accessory items from course. Examples: Tee markers, signs, rakes, ropes, flagpoles, ball washers, water coolers, trashcans and anything that may become missile-like objects.
- 5) Shut down irrigation systems.
- 6) Secure restroom areas
- 7) Check and unclog catch basins, drainage areas, etc.
- 8) Lock all irrigation satellite boxes.
- 9) Grounds Maintenance remove any loose trash cans at pools and East Rec.
- 10) Grounds Maintenance help Facilities Maintenance secure pool furniture and boarding buildings.

SHOP CREW

- 1) Secure equipment, heavy equipment under overhangs. There must be room in chemical room and shop for course accessories.

- 2) Secure all loose items in yard: irrigation pipe, drainage pipe, small attachments, barrels, and drop the fence screen down & secure it, etc.
- 3) Turn off power to fuel pumps.
- 4) Check building for loose siding.

ALL CREWS

Assist other departments in essential areas as necessary.

NOTE: Estimated time needed to accomplish these tasks is 4 hours by 5 people.

DUTIES OF Golf Course Maintenance Superintendent - POST DISASTER PLAN

- 1) Establish communications with General Manager and other crucial departments, (**find out immediate needs**).
- 2) Golf Course Superintendent inspects courses, and develops a work list, and report damage to General Manager.
- 3) Staff report to Golf Course Maintenance shop or designated clear access area after the disaster as early as possible to receive instructions.
- 4) Inspect for damage, then - turn on fuel pumps.
- 5) Check maintenance building for any structural damage or electrical hazards get assistance from Facilities Maintenance if needed.
- 6) Inspect circuit breaker box for electrical hazards call Facilities Maintenance for any repairs needed.
- 7) Check water supply at maintenance building.
- 8) Check chain saws and prepare to remove tree debris. Clear cart paths first.
- 9) Inspect culverts and bridges for structural damage before allowing vehicle traffic.
- 10) Inspect for damage, then - turn on both irrigation wells.
- 11) Check all drainage ditches and unclog any drainage areas.
- 12) Inspect Grounds Maintenance areas for debris removal and damage.
- 13) Grounds Maintenance employees remove any debris to permit access to POA offices, Country Club, Harbor House restaurant and other amenities.
- 14) Grounds Maintenance employees will assist with debris removal on the golf courses once amenities are cleaned and clear.

Facilities & Golf Course Maintenance Key Vendors

Fuel

- Davidson Fuels
 - 251-633-4446
 - Contact: Chris Danker

Equipment

- Jerry Pate Turf
 - 800-700-7001
 - Contact: Will Price
- Ladd's
 - 901-324-8801
 - Contact: Scooter Huckabee
- Beard Equipment
 - 800-848-8563
 - Contact: Brad Rounsaville

Irrigation/Course Supplies

- Jerry Pate turf
 - 800-700-7001
 - Contact: Jim Allabech

Fertilizer, Chemical and Seeds

- Target Specialty Products
 - 205-381-4100
 - Contact: Bryan Scroggins
- Agri-AFC
 - 601-746-5240
 - Contact: Ruben Wedgeworth
- Regal Chemical Company
 - 770-475-4837
 - Contact: Carl Johnson
- Harrells
 - 800-780-2774
 - Contact: Brent Drinkwine
- Flurry's Turf Supply
 - 228-2381-626
 - Contact: Bill Flurry

Other

- Mississippi Utilities – Drain Pipe/Irrigation Pipe
 - 228-863-2757
- Keeling Company – Drain Pipe/Irrigation Pipe
 - 228-897-7722
- Jackson Supply – Heating/AC/Electrical
 - 228-868-7195
- True Value Diamondhead
 - 228-222-4808

Facilities & Golf Course Maintenance Key Vendors continued

- Napa Auto Parts
 - 228-463-8964
- Poolsure
 - 800-858-7665
- Dibs Pool Supply
 - 228-865-9685

MARINA / SHIP STORE

1. NOTIFICATIONS AND ASSIGNMENT, PRE AND POST DISASTER

Harbor Master: Ted South 228-216-6247

2. PRE-HURRICANE SEASON DUTIES OF HARBOR MASTER

TO BE DONE BEFORE JUNE 1 EACH YEAR

- 1) Update the list of boats stored in Marina (Owner, Address, and Phone Numbers)

DUTIES OF HARBOR MASTER – PRE DISASTER

Meet with General Manager and Department Heads when we are entered into the storm Warning Area. Discussions including category of storm, flood maps, adequate stock of First Aid, fire, and safety equipment.

- 1) Notify boat owners to move their boats when the General Manager orders an evacuation based on the Hancock County Emergency Management Agency's (HCEMA) instructions.
- 2) Inspect outside and remove all loose items from Marina, Grounds, and Parking Lot.
- 3) Secure all items inside Ship Store trailer to prepare for removal to safe location.
- 4) Disconnect or unplug all non-essential electrical equipment, remove all perishable items from coolers and freezers. (need to determine and alternate location with coolers and freezers).
- 5) Secure Fuel pumps and tanks.

4. DUTIES OF HARBOR MASTER - POST DISASTER

- 1) Inspect Marina and report damages to General Manager.
- 2) Have Facilities Maintenance inspect electrical boxes, fuel lines, and fuel tanks for possible damage.
- 3) If these above items check out ok, restore power to them.
- 4) Assist in essential areas as necessary.
- 5) Evaluate and report on condition of main canal

Key Vendors

Mitchell Distributing	916-281-7599
FEB Distributing	228-297-7041

NOTE: CARRY ID (if issued) TO HAVE ACCESS INTO THE DISASTER AREA

GOLF SHOP

255-3910, 255-2923 Fax 255-0968

1. NOTIFICATION AND ASSIGNMENT - PRE AND POST DISASTER

Chris Altese	228-323-1420
Maury Hodgens	228-547-2544
Nick Doty	228-547-2544

2. DUTIES OF DIRECTOR OF GOLF/HEAD GOLF PROFESSIONAL – PRE-DISASTER

Meet with General Manager and Department Heads when we are entered into the storm warning area. Discussions including category of storm, flood maps, adequate stock of first aid, fire, and safety equipment.

GOLF SHOP PERSONNEL

- 1) Confirm with AGJ that we have a complete backup of the computer system. Shut the system down.
- 2) Assist Golf Cart staff and/or Country Club staff if possible in securing the building.
- 3) Power down all computers and evacuate the building.
- 4) Place un-deposited money and POA bank to the safe in the Golf Shop.

GOLF CART PERSONNEL

- 1) Check for adequate stock of **first aid, fire, and safety equipment**. Specific list.
- 2) Bring in all loose items, such as trashcans, non-stationary signs, etc.
- 3) Make sure all golf carts and other vehicles are accounted for and securely stored in the garage.
- 4) Secure Cardinal Halfway House and lock loose items inside.
- 5) Secure Pine Halfway House, secure all range equipment and materials (including flags ball picking machine and trash cans).
- 6) Perform monthly building inspection checklist for any possible problems.
- 7) Fill any gas carts/vehicles with fuel prior to closing

NOTE: Provided there are not many golf cars or range balls out, the above items can be accomplished by **2 people in roughly 4 hours**.

PLAYERS ASSISTANCE/GOLF SHOP

- 1) Sound "Course Closed" alarm if needed
- 2) Ride both courses and assure that all golfers are aware of the conditions and that the courses are CLOSED, all POA golf carts are returned immediately and assist golf course maintenance, if needed, with making sure all loose items have been removed from the golf course (tee markers, etc.).
- 3) Double check the range, golf cart storage area and Golf Shop storage area to assure that no loose items are left out.

3. Duties of Director of Golf - POST DISASTER

- 1) Establish communications with General Manager and other crucial departments, (find out immediate needs).
- 2) As soon as safely possible, go to and assess the needs of your department and report damage to General Manager.
- 3) If necessary, shut off the power to any section of the Golf Shop storage area / Golf car garage.
- 4) Rope off any dangerous areas with "Caution" tape
- 5) Report extreme emergency situations to the proper authorities, such as Medical, Fire, Sheriff, Coast Electric, etc.
- 6) Contact Maury Hodgens & Nick Doty to discuss emergency needs of the department, including internal power problems, leakages, etc. and schedule a meeting of the necessary management.
- 7) If possible, contact the employees necessary to take care of the emergency situations. Meet at the Golf car garage or designated area if roads are blocked.
- 8) Get the emergency situations taken care of as soon as they are identified. Make all employees available to the department with the greatest need for help. This should take care of all departments, trickling down to each department until all are taken care of.
- 9) As the power is restored to the different public areas, relay information to the authorities and/or Facilities Maintenance on problems.

NOTE: WEAR UNIFORMS & CARRY ID (if issued) TO HAVE ACCESS INTO THE DISASTER AREA

Key Vendors:

Ladd's (golf carts)

6881 Appling Farms Parkway, Memphis, TN 38133 - Phone: (901) 324-8801

Jim Caldwell, President, Corporate Office

162A Feather Lane, Canton, MS 39046 - Phone: (601) 859-7250

Matt Brunetz, Branch Manager

TENNIS WORLD
228-255-5030 FAX 228-255-2913

1. NOTIFICATION AND ASSIGNMENT - PRE AND POST DISASTER

Steve Garman 228-342-5124
Matt Garman 228-233-0792
Andrew Garman 205-410-3331

2. DUTIES OF TENNIS DIRECTOR – PRE DISASTER

Meet with General Manager and Department Heads when we are entered into the storm warning area. Discussions including category of storm, flood maps, adequate stock of First Aid, fire, and safety equipment.

Notify Facilities Maintenance when assistance is needed for preparation for an impending disaster; all duties and preparations will begin immediately and will be done in the order listed below.

- 1) Court waste receptacles and score cards will be removed and stored in the garage.
- 2) Court-side chairs and tables will be stored in restrooms or secured to gazebos.
- 3) All deck furniture (tables and chairs) will be stored in the restrooms or secured.
- 4) Remove wind screens from hard courts at Main Pool.

Note: Assistance may be required to accomplish these tasks. It is estimated that 3 people can accomplish these tasks in 3 hours.

3. Duties of Tennis Director POST DISASTER

- 1) Establish communications with General Manager and other crucial departments.
(Find out immediate needs)
- 2) Report to Tennis World Pro Shop or designated clear access area after the disaster as early as possible to receive instructions.
- 3) Check Pro Shop for any structural damage or electrical hazards, report damage to General Manager. Get assistance from Facilities Maintenance if needed.
- 4) Inspect circuit breaker box for electrical hazards call Facilities Maintenance for any repairs needed.
- 5) Coordinate with Facilities Maintenance and assist in the reinstallation of the wind Screen on hard courts at Main Pool.

NOTE: WEAR UNIFORMS & CARRY ID (if issued) TO HAVE ACCESS INTO THE DISASTER AREA

EMERGENCY NUMBERS

POA 228-255-1900

<u>Department Heads</u>	<u>Name</u>	<u>Cell</u>	<u>Home</u>	<u>E-mail</u>
General Manager	Tom Koger	228-332-2121		tkoger@dhpoa.org
Comptroller	Darrion McInnis	228 383-2891		dmcinnis@dhpoa.org DarrionMcInnis@yahoo.com
Technology	AGJ Systems	228 314-1830		support@agjsystems.com
Human Resources	Meagan Cardwell	228-861-5592		hr@dhpoa.org
Communications	Nancy Perkins	228-596-6627	228-255-3376	nperkins@dhpoa.org nancydperkins@cableone.net
Country Club	Eli Biggers	757-693-0870		ebiggers@dhpoa.org elibiggers@gmail.com
Facilities Maintenance	Bryan Koonce	503-504-1002		
	Steven Smith	228-343-6186		dpoagolfsuper@cableone.net
	Andy Blakely			
Golf Course Maintenance	Wayne Saucier	228-493-0098		
	Steven Smith	228-343-6186		dhpoagolfsuper@cableone.net
Golf Shop	Tracy Perez			
	Chris Altese	228-323-1420		dhcchgolfpro@cableone.net
Golf Academy	Maury Hodgens	228-547-2544		
	Hoppy Smith	228-669-5742		hoppysmith@pga.com
Marina	Ted South	228-216-6247		south.ted57@gmail.com
	Wayne Lascola	228-304-1957		
Tennis World	Steve Garman	228-342-5124		dhtennisworld@cableone.net
	Matt Garman	228-233-0792		
Youth Dept.	Kinta Bakken	228-596-1121	228-255-3080	kintabakken@cableone.net
	Donna Goedde	414-403-7821		
Newspaper	Karen Flores	228-332-2282		dhnews@cableone.net
HMS Golf	Jim Haslam	770-845-6626	770-928-3841	jim.haslam@hmsgolf.com

POA BOARD

		<u>Home</u>	<u>Cell</u>	<u>E-mail</u>
President,	Bob Marthouse		720-273-4593	bob@diamondhead2020.com
Vice President	Craig Harvey		228-216-4918	charvey@nvisionsolutions.com
Secretary	Karen Rice		847-271-7474	karenhrice2020@gmail.com
Treasurer	Bill Hatchett		985 256-0577	bhatchett@yahoo.com
Director	Gary Becker		813 215-2761	garybecker@cableone.net
Director	Stewart Nutting		228 363-2549	btfhs@cableone.net
Director	Donald Silcio		985-768-6991	dsilcio76@yahoo.com
Director	Dick Nolan		228-216-4918	dicknolanms@icloud.com
Director	Jerome Tullier		228-238-3769	jjtullier@gmail.com
Director	Teresa Ertel		630-215-7996	teresaertel@aol.com
Ex-Officio	Pat Laird	228 255-5017	504-460-7710	lairdpat2016@yahoo.com

EMERGENCY PHONE NUMBERS

Ambulance	911	
American Red Cross	467-7609	
City of Diamondhead	222-4626	
(Fax)	222-4390	
City Manager		
Mike Reso	216-2858 (confidential)	mreso@diamondhead.ms.gov
Mayor		
Tommy Schafer	209-9553	mayor@diamondhead.ms.gov
	493-3363	tommyschafer@msn.com
Coast Electric	877-769-2372	
Diamondhead Water & Sewer	255-5813	
David Carden, GM	216-6035 (confidential)	dcarden@dwsd.us
Fire Department	255-1314	
(Fax)	255-7865	dheadfd@worldnet.att.net
Chief Jerry W. Dubuisson	255-1314	
Hancock County Emergency	466-8270	
Operations Center	466-8320	www.hancockeoc.com
Brian (Hooty) Adams	216-0738/255-0942	hcema1@att.net
John Albert Evans	493-7813	hcema2@att.net
Hancock County Sheriff	466-6900	
Ricky Adams	255-7451	Cell: 216-4100/216-4102 (confidential)
Dispatch	255-9191	
Hancock Medical Center	467-8600	
Hancock Board of Supervisors	467-0172	
MEMA		
Greg Michael, Exec. Dir	601-933-6637	gmichael@mema.ms.gov
Stephen McCraney, Dep. Dir	601-933-6635	smccraney@mema.ms.gov
Road Maintenance	255-3367	
WLOX	896-1313	
WQRZ Radio (ham radio)	463-1035/466-2570	