

A satellite photograph of Earth showing a large, swirling hurricane over the Atlantic Ocean. The hurricane's eye is clearly visible, surrounded by dense, white clouds. The surrounding ocean is a deep blue, and the edges of the continents are visible in shades of green and brown.

# Outlook

FROM  
THE *Boca West Master Association*

SPECIAL EDITION

Hurricane Preparedness  
Plan 2022



# Our Mission Statement

The Boca West Master Association is dedicated to ensuring the safety and security of residents and guests, and upholding a consistent level of excellence in providing a beautifully maintained environment. We strive to forge mutually supportive relationships with the Boca West Country Club, Joint Venture, the Village Associations, BWMA Staff, and all of our Villages and residents.

To accomplish this we:

- Focus on our residents' needs each and every day
- Operate in a positive and professional environment
- Treat each other with respect, understanding and compassion
- Reach for the best within ourselves



# THE BOCA WEST MASTER ASSOCIATION ORGANIZATION

## The BWMA Board of Directors

The Boca West Master Association is governed by a seven-member Board of Directors, elected by the Village Representatives. Directors serve for a term of 3 years and may run for a second consecutive term only once. The Board of Directors meets monthly to conduct the business of the Association.

## The BWMA Executive Director

The Board of Directors employs the Executive Director, who reports directly to the Board and is responsible for the daily functions and financial responsibilities of the Association, including the development and implementation of all programs, while overseeing a staff of 82.

## BWMA Committees

The BWMA establishes committees to help develop and carry out its functions. Each committee is led by one or more of the seven directors and is assisted by volunteers from the general Boca West population. Committees meet monthly throughout the season prior to the Board of Directors' meeting. They are:

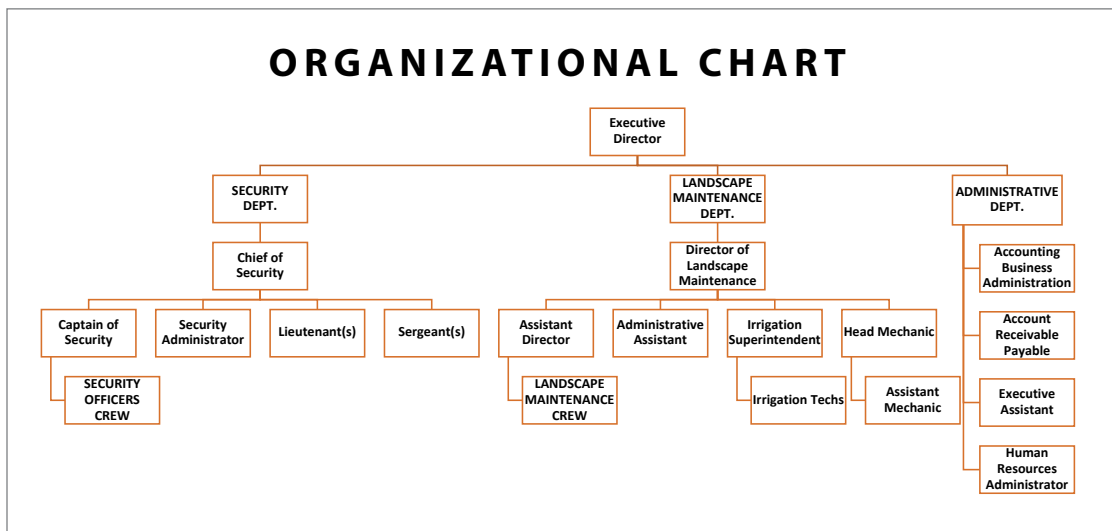
- *Architectural Control*
- *Communications*
- *Finance*
- *Landscape/Maintenance*
- *Insurance*
- *Safety and Security*
- *Grievance*

## Membership of BWMA

All 58 villages comprising 3,492 homes, the Boca West Country Club and RAPBOCA, LLC are members of the Boca West Master Association.

## Village Representatives to the BWMA Board of Directors

Each of the Village Boards appoint or elect two Representatives to the Association. These individuals represent the interests of their Village to the Boca West Master Association and votes in the annual election of BWMA Board Members and other matters that require a membership vote.



**BOCA WEST MASTER ASSOCIATION  
BOARD OF DIRECTORS AND COMMITTEES  
2022-2023**



*Elaine Wittlin  
President*



*Bernard Friedman  
Vice-President*



*Danny Bejarano  
Treasurer*



*Ronnie Pollard  
Secretary*



*Steve Forman  
Director*



*Jeff Greenfield  
Director*



*Shepard Remis  
Director*

# Did You Know...?

## IMPORTANT PHONE NUMBERS

- MEDICAL, FIRE, POLICE EMERGENCIES** 911
- Auto Accidents, Burglaries, Bad Behavior**
- Call Boca West Security** 561-483-9229
- Guest Registration** 561-483-5505
- COVID Reporting (Call Boca West Master Association)**
- 561-488-1598 Ext. \*301**

These are important phone numbers to add to your cell phones and address books

### Solid Waste Authority

Effective October 1, 2019 Palm Beach County signed a contract with Solid Waste Authority for the garbage collection throughout all Palm Beach County.

If you have any questions pertaining to garbage, recyclables, yard waste, hurricane cleanup, and hazardous materials, please contact SWA Customer Services: 561-697-2700 or 1-866-SWA-INFO (866-792-4636)

Need to order new bins? 1-866-NEW-BINS (866-639-2467)



## The Difference Between the BWMA and the BWCC

Boca West Master Association	Boca West Country Club
<p>Security- 24/7/365</p> <ul style="list-style-type: none"> <li>• Gate Access: Yamato, Jog, Glades</li> <li>• Interior Gates: Wedgewood, Oakbrook, The Island</li> <li>• PBSO</li> <li>• American Medical Response (AMR) On site ambulance</li> <li>• Lighting</li> </ul> <p>Landscape &amp; Maintenance</p> <ul style="list-style-type: none"> <li>• Along all the entrances, Boca West Drive and Golfside Drive</li> <li>• Seasonal flower plantings</li> <li>• Lake Maintenance</li> <li>• Fountains</li> <li>• Children's Activity Area (Tot Lot and Nature Preserve)</li> </ul> <p>Administration</p> <ul style="list-style-type: none"> <li>• Contract Cable Provider</li> <li>• Fiscal Fiduciary Responsibility</li> <li>• Architectural Control (exterior only)</li> </ul>	<p><b>ALL THE FUN STUFF!</b></p> <ul style="list-style-type: none"> <li>• Social Activities</li> <li>• Golf</li> <li>• Spa</li> <li>• Tennis</li> <li>• Gym</li> <li>• Dining</li> <li>• Card Rooms</li> </ul>

# Boca West Master Association R E S P O N S I B I L I T Y

- The safety of all residents, guests and employees is of utmost importance. Protecting real or personal property is assigned a second priority. BWMA will ensure that immediately after a disaster or hurricane strikes, patrol officers and Sheriff's deputies resume their normal duties so that everyone is cognizant that there is official oversight of the property by police and security personnel.
- These individuals will respond to all emergencies and requests for service brought to our attention and will exercise their best efforts to respond as soon as possible.
- AMR paramedics will respond to all medical emergencies as first-responders, supported by Palm Beach County Fire Rescue personnel as secondary responders.
- In the event of a hurricane where advance warning is given, the assigned paramedics will be at their residence in the BWMA administration building until the storm has passed and an "all-clear" notification has been declared by government officials.
- Sheriff's Deputies may remain on property throughout a disaster/hurricane event if authorized by their commanders. Sheriff's Deputies may be temporarily headquartered at BWMA.



- In an effort to provide vehicular access to all properties in Boca West, the BWMA will first ensure that all of the main roads are cleared before helping to clear secondary (village) roads. If the task is on a massive scale and/or beyond the capabilities of our staff and contractors, we will contact officials with the Emergency Management Office of Palm Beach County for their assistance. Due to the need for quick action in the clearing process, our primary emphasis will be to push aside any downed tree disregarding the possibility of saving it.
- Department managers and security supervisors meet in early June and periodically thereafter to review and update this plan.
- Management of BWMA will work closely with officials of the Country Club, management companies serving Boca West villages and other officials to address the needs on a timely basis.
- Since the BWMA office will have auxiliary power, and the possibility of telephone lines being operational throughout the event, Club officials and village managing agents are to alert BWMA of all events requiring our attention by first dialing our emergency number (483-9229) or if the connection cannot be made, reach BWMA deputies and paramedics through the 9-1-1 operations center in West Palm Beach.





# Boca West Master Association

## R E S P O N S I B I L I T Y



- Until BWMA operations return to “normal” as determined by management, our personnel and contractors will only respond to emergencies. If contact cannot be made by telephone, every effort should be made to reach BWMA via whatever means possible, including walking/driving to our headquarters, if conditions permit.
- One of the first tasks of patrol personnel shall be to identify any downed power lines. Should one or more be identified, Security Access Control (SAC) personnel will notify FPL of this event immediately. Where possible, barricades or traffic cones will block off the area to alert people of the possible danger.
- All vacations and days-off for BWMA personnel necessary to address the emergency will be cancelled. These staff members shall be required to report to duty as soon as possible after the disaster/hurricane strikes, after considering their personal safety and family needs.
- In the event of a hurricane the six gatehouses will be vacated according to a protocol adopted by BWMA, ensuring the safety of the Security Officers to the greatest extent possible. After the storm passes, these stations will be staffed as quickly as possible, directing our attention to the outer gates first. Staffing of the gatehouses will occur regardless of their status with respect to electrical power, operational gate-arms, electronics, telephone service and other features, provided the structures are safe to occupy. This decision shall rest with the Security Chief and Executive Director of BWMA.
- When appropriate, Maintenance staff will work extended shifts performing duties assigned by the Director of Landscape/Maintenance. This will include assisting contractors in addressing necessary tasks such as tree trimming, debris removal, drain clearing, etc.  
No “normal” duties such as turf cutting, lake maintenance, etc. will take place until the Director determines that all emergency matters have been addressed.
- The security office in the BWMA administrative building will serve as the command post during and subsequent to any emergency unless notice to the contrary is ordered by the Security Chief.
- Emergency information to residents and guests will be distributed with whatever means are available including community channels and e-mails.
- Depending upon the severity of the disaster/hurricane, access to the community may be denied to all persons except residents and emergency services. The Security Chief, in consultation with the Executive Director, will make this decision based upon the best information available at the time.
- The Security Access Control Officers will be provided with up-to-date information on operations, utility services, emergency services, etc. and be in a position to properly inform all who contact BWMA as to the status of such matters as garbage collection, boil-water orders, possible assistance from FEMA, sewer lift-station problems, vendors who may be engaged for services, status of Club operations, status of Master Association and Village Association operations, etc.
- The BWMA offices are fortified with impact windows/doors, storm shutters and a diesel generator to power the administrative and security offices. This office is the nerve center of BWMA and will be equipped to accommodate staff during and after an event.

# PERSONAL RESPONSIBILITY



We cannot depend on others to be there to help us in times of disaster. Each of us must take personal accountability for our own choices and actions. Said another way, we must practice “response-ability”.

Our ability to remain safe when a natural disaster approaches our area, is to **PLAN AHEAD** and then **TAKE ACTION**. Make a **PLAN** for yourself and your family and then **EXECUTE** it.

- Sign up for **ALERTS AND WARNINGS** in your area.
- Decide on whether you will remain or leave **WELL BEFORE** a hurricane is expected. It is **STRONGLY ADVISED TO LEAVE** and join family or friends outside of the expected area that will be affected. Leave at least 5 days in advance and stay until it is safe to return. However, whether you decide to remain or leave, there are several steps you should take.
- **INFORM** your relatives, friends, neighbors and your condo association management whether you plan on staying or leaving. If your plans change, update them. Provide emergency contact information to your condo association.
- **LEARN WHERE SHELTERS ARE**—for those who have special needs or are with pets, know which can accommodate them. Do not wait to go to shelters at the last minute as they can be already filled.
- **FILL UP** all cars in your household with gas at least 3 days before the hurricane. Learn which gas stations have generators after the storm and along your route should you drive. Use the CarBuddy App.
- Have your ID’s (driver’s license, passport, SS and Medicare cards) and **CREDIT CARDS** with you. Keep a few hundred dollars in cash with you.
- Check your **INSURANCE COVERAGE** (medical and home) and have your policies, account numbers and contact information handy. Take photos of all valuable items (e.g. jewelry, art, furniture, etc.) before and after event. Put all of your important papers in a **GARBAGE BAG** to prevent them from getting wet.
- Have your **MEDICAL INFORMATION**, e.g. medicines, doctors’ names and contacts, etc. in one place with you.
- Make **COPIES of ID’s**, Insurance coverage, medical information and credit cards to share with someone you trust.
- Consider purchasing a personal **IN-HOME, BATTERY OPERATED MINI-GENERATOR** to keep cell phones charged and a mini refrigerator for medicines. This will not, however, power up lights and air conditioning.





# PERSONAL RESPONSIBILITY

- Prepare an **EMERGENCY SUPPLY** “Stay-at-Home” kit of:
  - ✓ Water (one gallon per person per day for at least 3 days. Fill tub with water so you will be able to use this to flush toilets in case you lose water or use it for a sponge bath). Fill containers with water and freeze them days before for perishable medicines or food
  - ✓ Have non-perishable food, manual can opener
  - ✓ First Aid Kit with: disposable gloves, band-aids, alcohol wipes, antibiotic ointment, fungal cream, pain or temperature relief medicine such as aspirin and Tylenol, instant cold packs, hand sanitizer
  - ✓ Battery operated or hand-crank radio, flashlights/ lanterns/fans. Extra batteries, candles and matches/lighters
  - ✓ Moist towelettes and garbage bags for personal hygiene
  - ✓ Cell phone with battery chargers
  - ✓ Whistle to call for help
  - ✓ Baby items and food, special items the elderly or disabled may need
  - ✓ Have sufficient **CASH** (ATM’s and credit cards may not work)
- **PERIODICALLY CHECK** electronics and batteries throughout the year.
- **CLEAR BALCONIES/PATIOS** (including pool area) of all furniture and anything else that could become a projectile several days before hurricane is expected. If you go up north, make sure you or someone you designate (e.g. house sitter) removes these items before you leave.
- Have house sitters check your residence after a hurricane, as soon as possible, and **REPORT BACK TO YOU**.
- Make sure you complete the **SPECIAL NEEDS FORM** on page 13 and return it to the Boca West Master Association.



Below are two links to Emergency information, and specifically Hurricane information; you will find a wealth of information in both.

[https://www.myboca.us/1105/  
Emergency-Management](https://www.myboca.us/1105/Emergency-Management)

[https://www.myboca.us/1106/  
Hurricane-Information](https://www.myboca.us/1106/Hurricane-Information)

The Hurricane page has a video on preparation that is well worth your attention.

# PERSONAL RESPONSIBILITY

## Safe Room

If your house is secure, shuttered, and can withstand a hurricane, determine a “safe room” in your residence “Shelter-In-Place”. Make sure family members or a neighbor know that you will be there. DO NOT stay in a room which does not have shielded windows/glass doors. Find an interior room which will help buffer you from the storm’s winds and any flying debris. Rooms without windows - a bathroom, pantry, laundry room, stairwell, hallway or large interior closet are good choices. Safe rooms can also be site-built or manufactured and can be installed in new or existing homes.

For more information visit [www.flash.org](http://www.flash.org) or [www.highwindsaferooms.org](http://www.highwindsaferooms.org). Make sure all family members know where the safe areas are in your home and be sure to take your disaster supplies with you into your safe room.

## Yard Preparation

### Pre-Hurricane Season Maintenance (December through April)

- Do all major cutting/tree removal before June 1, from December through April.
- Cut back all trees and weak branches that could contact buildings.
- Thin your foliage so wind can flow freely through branches.
- Place tree trimmings at the curb on your regular scheduled collection day and follow the 6/50 rule (six feet in length and each piece cannot exceed 50 lbs. in weight).
- Containerize small pieces of vegetation such as pine needles, leaves, twigs, etc.
- Clean your yard of any items that could become missiles in a storm.

### Once a Storm Has Been Named

- ✓ Do not cut down trees or do major yard work.
- ✓ Do not begin construction projects that produce debris.
- ✓ Once a watch or warning has been issued, do not trim vegetation of any kind.
- ✓ Mass cutting places a tremendous burden on the normal collection process and there is not enough equipment or manpower to collect the additional materials before the storm makes landfall. You could put not only yourself at risk, but your neighbors as well.

Information Source: *Official Palm Beach County Hurricane Planning Guide 2021*

# PERSONAL RESPONSIBILITY

## Once a Storm Has Been Named (cont'd)

- ✓ Do not take materials to the curb, transfer stations or landfill during a watch or warning period. Services may be suspended and facilities closed early to prepare for the storm.

For additional information, contact the **Solid Waste Authority (SWA) Customer Information Services** at **561-697-2700** or **1-866-792-4636** (toll-free) or visit [www.swa.org/Hurricane](http://www.swa.org/Hurricane) for updates on your collection services.

### To Do List

- Make a family plan. Who does what and where will your family ride out the storm.
- Know the disaster plan of your child's school or daycare.
- Trim trees and store loose objects. Install/test your smoke detector.
- Use a video camera to record the contents of your home and store video footage with a friend who lives out of town.
- Take pictures of important documents, photocopy important papers and store safely in a water proof container.
- Make plans to board your pet if you plan to go to a shelter.
- Obtain cash.
- Establish an out-of-state contact to call in case of emergency.

## Hurricane Shutters

Shutters should be attached to the structural framing of the house and not the window or door frames. Install second-story and difficult shutters first. Make sure all exposed metal fittings (including screws, embedded anchors, etc.) are weather (corrosion) resistant. Always follow proper instructions when installing your choice of window protection.



# Village Association RESPONSIBILITY

## ALL ASSOCIATIONS

- **Heavy Equipment on Site Before Hurricane:** Boards should arrange with their management company or landscape contractor to have fully fueled tractors, bucket trucks or other appropriate equipment suitable for removal of downed trees or other debris on site before the hurricane.
- **Clarify Board/Management Duties:** Boards should clarify the before hurricane and after hurricane responsibilities of Boards, management companies and landscape contractors. Identify what tasks each organization should perform.
- **BWMA Master/Hurricane Plan:** Boards and Management should understand the BWMA DISASTER/HURRICANE PLAN.
- **Outdoor furniture and loose objects:** Boards and/or management should insure that all outdoor furniture, grills, flowerpots and other loose objects are taken indoors before the hurricane.
- **FEMA Federal Emergency Management Agency:** Boards should determine with BWMA how, when and where FEMA assets will be deployed after the hurricane. FEMA will only clear main BWMA roads and will not come into the communities. Villages are responsible for clearing internal roads within their communities and moving debris to designated FEMA BWMA main road pickup locations.
- **Tree trimming:** Boards should be sure management completes tree trimming before hurricane season with special attention to Royal Palms and Ficus trees if present in the village.

## MID RISE ASSOCIATIONS

- **Elevator Generators:** Boards should install appropriate generators to power at least one elevator in each midrise building. Generators should be regularly maintained and tested prior to the hurricane.
- **Hurricane Hardened Space:** Boards should harden at least one lobby or other appropriate space with hurricane shutters or hurricane glass and power the space with a generator to provide residents with a refrigerator to store medicines and electrical outlets to charge cell phones if power is lost. This space can also be used as a central location for residents to assemble and as a communications center.
- **Post a bulletin board in the lobby with the names of the residents.** If residents decide to leave, they can cross their name off the list.



# Property Management RESPONSIBILITY



- Emphasize the importance to residents of leaving the area at least 5 days before the event occurs and if unable to leave, suggest seeking refuge in a shelter.
  - Have names, cell numbers, email addresses and emergency contacts of all residents. Also, have a list of those staying or leaving.
  - When possible, have equipment for cleanup stored on property before the storm hits.
  - Make arrangements for cleanup and repair crews to arrive as early as possible after the storm.
  - If generators are located on the property, make sure they are in working order prior to the storm and have at least 5 days of fuel available.
  - Make sure all loose objects are secured or brought indoors. Check for items on decks.
- In Mid-Rises, make sure the lobby, elevators and hallway lights are connected to the generator.
  - When possible, have some plywood stored in case of window blow outs.
  - Make sure window and garage door signs which indicate if a person needs help is available to all those that remain. Mid-Rise units should have door hanger signs. Signs are available from BWMA.
  - Have trees trimmed well before hurricane season.
  - Check on all those who stayed after the hurricane has passed.
  - Keep in touch with the Village Board immediately after the storm to coordinate activities, check on residents, etc.



## Generator Safety



Portable generators are useful when temporary or remote electrical power is needed, but they can be also hazardous. Always follow the instructions that come with your generator.

### Below are some generator tips:

- Ensure you have the correct cords and connectors.
- Don't fill the fuel tank until right before the storm (it grows stale and unsafe in a hot garage).
- If your generator uses a battery rather than a rope pull, ensure the battery is kept charged.
- Protect the generator from coming in contact with water, and don't let any protection impede air flow that cools the engine and generator.

### Carbon Monoxide Hazards

**NEVER** use a generator indoors, including in homes, garages, crawl spaces, and other enclosed areas, even with ventilation. Carbon monoxide is a colorless, odorless gas that is difficult to detect. Opening doors and windows or using fans will not prevent CO build-up. Place outside and away from doors, windows, and vents. Install CO alarms in your home and test them frequently.

### Electrical Hazards

**NEVER** try to power the house wiring by plugging the generator into a wall outlet, a practice known as "back feeding." This is an extremely dangerous practice that presents an electrocution risk to utility workers and neighbors served by the same utility transformer.

### Fire Hazards

**NEVER** store fuel for your generator in the home. Store flammable liquids outside of living areas in properly-labeled, non-glass safety containers secured prior to the storm's arrival.

**Before refueling the generator, turn it off and let it cool. Gasoline spilled on hot engine parts could ignite.**



# Official Information Sources



## Important Phone Numbers

- \* **Emergency** ..... 911
- \* **Public Safety** ..... 561-712-6400
- \* **TDD (hearing impaired)** ..... 561-712-6343
- \* **Senior Helpline** ..... 211

- Animal Care & Control ..... 561-233-1200
- American Red Cross ..... 561-833-7711
- Code Enforcement ..... 561-233-5500
- Consumer Affairs ..... 561-712-6600
- FEMA ..... 800-621-3362
- Fire Rescue – Non-Emergency  
..... 561-616-7000
- FPL Power Outages ..... 561-697-8000
- Palm Tran..... 561-841-4200

- Price Gouging Hotline..... 866-966-7226
- Public Affairs Department .... 561-355-2754
- Public Works ..... 561-684-4000
- Roads, Drainage, Traffic ..... 561-684-4018
- Salvation Army ..... 561-686-3530
- Sheriff (PBSO) – Non-Emergency .....  
..... 561-688-3000
- Solid Waste Authority..... 561-640-4000
- United Way..... 561-375-6600
- \*PBC Water Utilities ..... 561-493-6000

\*Check your water bill to determine who your provider is.

## Government Websites

Palm Beach County has several resources for obtaining accurate and important information. The Division of Emergency Management administers the [www.ReadyPBC.com](http://www.ReadyPBC.com) website.

 [www.ReadyPBC.com](http://www.ReadyPBC.com) |  [www.PBCgov.com](http://www.PBCgov.com)

Visit us for information on:

- ✓ How to make a plan and build a disaster supply kit
- ✓ Status of shelters, stores, and gas stations near you
- ✓ Tools to help you Know Your Zone
- ✓ Business and road closures/openings
- ✓ Evacuations
- ✓ News Briefings
- ✓ PBI Airport Information
- ✓ Shelters
- ✓ Hurricane tracking chart
- ✓ Boil water notices
- ✓ Curfews
- ✓ FPL Info - power restoration
- ✓ Garbage pickup
- ✓ Public Transportation
- ✓ Waste/Sewer systems
- ✓ And much more!

# B W C C R E S P O N S I B I L I T Y

## **OPENING REMARKS**

As the hurricane season approaches, it is worthy of being reminded how important it is for each individual to be responsible for his/her own safety. This entails gathering information provided by State and local authorities as well as entities within Boca West, and by making the necessary decisions to ensure his/her own safety.

## **COMMUNICATIONS**

Upon being informed that a hurricane is expected the Club will begin communicating with the membership, updating you on actions being taken during the time leading up to the storm. As part of that communication, we will share the warnings being issued by State and local officials and the

BWMA as to the severity of the storm and any evacuation references being reported. As we have always done after the storm passes, once our State government officially announces an “all clear”, and provided there is power to do so, we will report on progress being made towards re-opening the Club for limited or full service, as circumstances dictate.

The Country Club is committed to working closely with the BWMA by communicating all events we become aware of that require their attention, and keeping them informed of the status of Country Club operations, until such time as they are back to normal.

## **PLAN, PRIORITIES AND ACTION STEPS**

In the event of a hurricane, the Country Club will provide services to you as quickly as possible after it has been determined safe to do so. This entails certain priorities before and after the storm, including:

- Securing and protecting Club assets
- Assessing the damage caused by the storm
- Limiting any electrical and/or air conditioning downtime
- Getting staff back to work

The Club currently owns multiple generators for the purpose of operating golf course irrigation, lighting in the Country Club building and, thanks to “lessons learned” a generator was purchased for circulating the cold water from the chiller plant to the clubhouse, the latter of which provides limited air conditioning and refrigerated space for food for a few days. We have also added an insurance program guaranteeing we receive a generator prior to the arrival of an impending storm. Should the Club be without power for any length of time, this will enable us to generate additional cold water by running the cooling towers at the chiller plant, thereby giving us the ability to keep the Country Club building cool during the limited services for as long as necessary.

## **CLOSING REMARKS**

The recommendations set forth in this newsletter have been received and implemented by the Village Boards and Village Management Companies. We urge each individual to heed the recommendations for the sake of his/her safety and well-being.



# Boca West Master Association, Inc.

20540 Country Club Boulevard, Suite 105 • Boca Raton, FL 33434-4202  
Telephone (561) 488-1598 • Fax (561) 487-5531

## BOCA WEST MASTER ASSOCIATION / AMR SPECIAL NEEDS FORM

PLEASE COMPLETE / SIGN & RETURN TO BWMA SECURITY

NAME: \_\_\_\_\_ VILLAGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT#: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_

DO YOU HAVE A CAREGIVER? (CIRCLE ONE) YES OR NO

NAME OF CAREGIVER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

NAME OF EMERGENCY CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ CELL NUMBER: \_\_\_\_\_

DISABILITY: (CHECK THOSE THAT APPLY)

VISUALLY IMPAIRED \_\_\_\_\_ HEARING IMPAIRED \_\_\_\_\_

MOBILITY \_\_\_\_\_ BEDRIDDEN \_\_\_\_\_

SPECIAL EQUIPMENT: (CHECK THOSE THAT APPLY)

WALKER \_\_\_\_\_ CANE \_\_\_\_\_

WHEELCHAIR \_\_\_\_\_ ELECTRIC SCOOTER \_\_\_\_\_

ELECTRICAL DEPENDENT: (CHECK THOSE THAT APPLY)

OXYGEN \_\_\_\_\_ NEBULIZER \_\_\_\_\_

ADDITIONAL INFORMATION WE SHOULD KNOW:

\_\_\_\_\_  
\_\_\_\_\_

RESIDENT NAME (PLEASE PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE COMPLETE / SIGN & RETURN BOCA WEST MASTER ASSOCIATION  
MAIL TO BWMA AT: 20540 COUNTRY CLUB BLVD. #104, BOCA RATON, FL. 33434

**\*Please update form and submit as your needs change.**





## Special Needs Residents

Palm Beach County has established a **Special Needs Shelter Program** to provide for citizens with certain medical conditions during a major emergency. The Special Needs Shelter is a facility with physicians and nurses on staff. It has auxiliary electrical power, is wind resistant, and not flood-prone. The shelter is not a medical facility and provides limited services. The shelter does not provide medication, dialysis, oxygen or oxygen concentrators. General food is provided.

**Space at these shelters is limited and is based on need and established criteria.**

You **MUST** apply in advance by completing the form online at:

<http://discover.pbcgov.org/publicsafety/dem/Pages/Special-Needs.aspx>

Or mail it to the Special Needs Coordinator at:

20 South Military Trail, West Palm Beach, FL 33415

### You may be eligible if:

- You are dependent upon electricity for oxygen.
- You have minor health/medical conditions that require professional assistance.
- You need medications and/or vital sign monitoring, and are unable to do so without professional assistance.
- You are immobile and/or have a chronic but stable illness.
- You are bedridden and require custodial care. Caregivers must accompany their patients.

If accepted, you will be notified and provided transportation to the shelters if needed.

You will be provided additional information upon acceptance to the shelter.

### NOTES:

- ✓ No pets are allowed in the Special Care Units. Make pet shelter arrangements in advance.
- ✓ If you are unable to return home, assistance will be provided for you.
- ✓ Food is provided. Please make your own arrangements for any special dietary needs.

For further information about the Special Needs Program, call **561-712-6400** and ask to speak to the **Special Needs Coordinator**.



# Palm Beach County Special Needs Shelter Application

APPLICATION DATE: \_\_\_\_\_

## SHELTER INFORMATION

Thank you for your interest in the Palm Beach County Special Needs Shelter. Please understand that the shelter is a place of refuge of last resort from dangerous weather or other emergencies. While basic services such as feeding, electricity, and medical supervision will be provided; clients and caregivers must be independent for the first three days. The shelter is not a medical facility and cannot provide the appropriate care to ventilator patients.

**Please remember:** The shelter only provides adjustable back hospital cots for clients. **Caregivers do not receive cots**

## SPECIAL NEEDS ELIGIBILITY ASSESSMENT

- Is the client diagnosed with Progressive Alzheimer's or Dementia and accompanied by a caregiver?  YES or  NO  
 Does the client require assistance with transferring or needs a Hoyer lift?  YES or  NO  
 Is the client dependent on electric medical devices to stay well?  YES or  NO  
 Is the client using an oxygen concentrator?  YES or  NO  
 Does the client receive assistance with Activities of Daily Living from a full time caregiver?  YES or  NO

## TRANSPORTATION

**Do you need transportation to a special needs shelter?**  YES or  NO (Arrive on my own)

## ASSISTANCE WITH DAILY LIVING NEEDED (Check all ADLs that Apply)

- 1. Assistance with Daily Living: (check all that apply)**  
 Toileting  Taking Medications  Feeding/Eating  Walking more than 50 ft.  Getting out of bed  Dressing
- 2. Can you sleep on an adjustable back cot?**  YES or  NO (No other options are provided)

## SPECIAL NEEDS (check all that apply)

Electrical Needs	Mobility Assessment	Specialized Equipment
<input type="checkbox"/> Bi-Pap or C-Pap <input type="checkbox"/> Cardiac Monitor <input type="checkbox"/> Feeding Pump <input type="checkbox"/> Nebulizer <input type="checkbox"/> Suction Pump <input type="checkbox"/> Oxygen Concentrator  <input type="checkbox"/> Oxygen: ____ of hours daily at ____ liters per minute	<input type="checkbox"/> I can walk <b>-or-</b> <b>I use:</b> <input type="checkbox"/> Cane <input type="checkbox"/> Walker <input type="checkbox"/> Wheelchair <input type="checkbox"/> Scooter  <input type="checkbox"/> Lift used to get out of bed <input type="checkbox"/> I am bedridden continuously	<input type="checkbox"/> Feeding Tube <input type="checkbox"/> IV Equipment <input type="checkbox"/> Service Animal (Canine or Miniature Pony) <input type="checkbox"/> Dialysis: (#) ____ days per week  <input type="checkbox"/> Other _____  <input type="checkbox"/> <b>I need a nurse or caregiver to administer medications.</b>
Cognitive Assessment	Vision and Hearing Assessment	Special Care/Considerations
<input type="checkbox"/> Alzheimer's <input type="checkbox"/> Dementia <input type="checkbox"/> Anxiety <input type="checkbox"/> Autism <input type="checkbox"/> Depression <input type="checkbox"/> Mental health problem <input type="checkbox"/> Obsessive Compulsive Disorder <input type="checkbox"/> Psychiatric or personality disorder	<input type="checkbox"/> Hearing Impaired <input type="checkbox"/> Deaf <input type="checkbox"/> Partially Blind <input type="checkbox"/> Blind	<input type="checkbox"/> Ostomy <input type="checkbox"/> Catheter <input type="checkbox"/> Morbid obesity <input type="checkbox"/> Open wounds/Decubitus <input type="checkbox"/> Incontinence <input type="checkbox"/> Wear Adult Diapers



# Palm Beach County Special Needs Shelter Application

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## CLIENT IDENTIFICATION

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ HEIGHT: \_\_\_\_ FEET \_\_\_\_ INCHES WEIGHT: \_\_\_\_\_  
GENDER:  MALE or  FEMALE LANGUAGE SPOKEN: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

## CLIENT RESIDENCE INFORMATION

ADDRESS: \_\_\_\_\_ APT/LOT #: \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
MAILING ADDRESS:  SAME AS ABOVE \_\_\_\_\_  
CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Do you live above the ground level?  YES If yes, what floor? \_\_\_\_\_  
DEVELOPMENT NAME: \_\_\_\_\_ GATE CODE: \_\_\_\_\_

DWELLING TYPE: <input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> DUP/MULTIPLEX <input type="checkbox"/> MOBILE HOME <input type="checkbox"/> APT/CONDO
--

## CAREGIVER INFORMATION

**Patients requiring a caregiver must be accompanied by their caregiver at all times.**

Do you have a caregiver that will accompany you to the shelter?  YES or  NO

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
Does your caregiver have special needs?  YES or  NO If yes, explain: \_\_\_\_\_

## EMERGENCY CONTACTS

(LOCAL) NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_  
(NON-LOCAL) NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

## MEDICAL SUPPORT INFORMATION

PRIMARY DOCTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
HOME HEALTH AGENCY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
HOME MEDICAL EQUIPMENT PROVIDER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
DIALYSIS CENTER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
OXYGEN SUPPLIER: \_\_\_\_\_ PHONE: \_\_\_\_\_





Division of  
Emergency Management

# Palm Beach County Special Needs Shelter Application

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## DIAGNOSIS

Alzheimer's and Dementia	<input type="checkbox"/> Progressive Alzheimer's disease (ALZD) <input type="checkbox"/> Psychosis (This requires full time trained caregiver) <input type="checkbox"/> Dementia (This requires full time trained caregiver)
Chronic but Stable Illness	<input type="checkbox"/> Aphasia (Difficulty communicating) <input type="checkbox"/> Cardiac Abnormalities (Controlled with medication and requiring supervision) <input type="checkbox"/> Continuous Ambulatory Peritoneal Dialysis (Stable, self care) <input type="checkbox"/> Cystic Fibrosis (Assistance with daily living) <input type="checkbox"/> Diabetes/Hyperglycemia (Requiring assistance with insulin and monitoring) <input type="checkbox"/> Dialysis (Peritoneal and Hemodialysis) (Dialysis not provided in shelter) <input type="checkbox"/> Fractured Bones (Pin care/dressing changes) <input type="checkbox"/> Neurological Deficit (Monitoring and assistance with daily living) <input type="checkbox"/> Obesity <input type="checkbox"/> Parkinson's disease (Assistance with daily living) <input type="checkbox"/> Seizures (Medication assistance)
Chronic but Stable Illness With Mobility Impairment	<input type="checkbox"/> Cerebral Palsy <input type="checkbox"/> Cerebral Vascular Accident (Recent CVA) (Wheelchair bound) <input type="checkbox"/> Foley Catheter (Requiring Monitoring) <input type="checkbox"/> Wheelchair Bound due to Chronic Illness (Such as: ALS, CVA, Multiple Sclerosis, Muscular Dystrophy, etc)
Electricity Dependant	<input type="checkbox"/> Electric Energized Medical Equipment (CPAP, Nebulizers, etc.) <input type="checkbox"/> Eating and Swallowing Disorders (Requiring electric equipment) <input type="checkbox"/> Sleep Apnea
Oxygen Dependant	<input type="checkbox"/> Oxygen Dependant <input type="checkbox"/> Chronic Obstructive Pulmonary Disease (COPD) (Requiring oxygen) <input type="checkbox"/> Emphysema (Requiring oxygen)

List any other medical problems: \_\_\_\_\_

Allergies:  YES or  NO If yes, list: \_\_\_\_\_

## ATTACH MEDICATIONS LIST (list medication name and dose)

Form Completed By: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

By submitting this form, I give my authorization for the Palm Beach County Special Needs program to release this information to other emergency response personnel, human service agencies, officials or those they deem necessary to facilitate the evaluation of this application and required activities to ensure assistance for me. Records relating to registration of disabled citizens are exempt as listed in the provisions of F.S. 119.07 (1), Public Records Law. The information contained herein will be kept confidential. I also understand that assistance will only be provided for the duration of the emergency and that alternative arrangements should be made in advance if I cannot return to my home. Should I require hospital or assisted living care, I understand that I must make these arrangements myself.

\_\_\_\_\_  
Signature of Patient / Guardian

\_\_\_\_\_  
Date



# PUBLIC SAFETY - EMERGENCY MANAGEMENT

## What to bring to the Shelter:

- Three-day supply of water per person (i.e., three-gallons per person)
- Prescription medicines and emergency medications; you must be able to take all medications by yourself
- Special-diet foods (e.g., snacks and juices for those with dietary restrictions or allergies)
- Basic snacks
- Bedding materials (e.g., pillows, blankets, sleeping bags, cots, air mattresses, etc.); cots will not be provided
- Comfortable clothing (at least two changes)
- Collapsible/folding beach chair or camp chair
- Baby food, formula, bottles, diapers, blankets and clothes
- Flashlight, extra batteries
- Cellphone, with a battery-operated charger
- Radio with extra batteries and headphones
- Important documents (e.g., identification, medical records, insurance information, deeds or leases, birth certificates and utility bills showing your home address); these documents are not required but will be helpful after an emergency
- Photocopies of valuable documents
- Eyeglasses, hearing aids, dentures
- Toiletries and personal hygiene items (e.g., washcloth and/or towelettes, small towel, soap, toothbrush, toothpaste, sanitary napkins, tampons, paper towels, toilet paper, etc.)
- Quiet games, books, playing cards, favorite toys or other items for entertainment
- Special items for family members who are elderly or disabled
- Chargers/cables for any electronic devices you bring with you; functional electric outlets are limited in shelters

Information Source: <http://discover.pbcgov.org>



## LOCAL SHELTERS

Complex	Address	City	Zip	Phone	County
Boca Raton High School	1501 NW 15th Ct	Boca Raton	33486	561-338-1400	Palm Beach
West Boca Raton High School	12811 Glades Rd	Boca Raton	33498	561-672-2001	Palm Beach
Atlantic Community High School	2455 W. Atlantic Ave	Delray Beach	33445	561-243-1500	Palm Beach
Boynton Beach High School	4975 Park Ridge Blvd	Boynton Beach	33426	561-752-1200	Palm Beach

## LOCAL GAS STATIONS WITH GENERATORS

Pearson Enterprises Inc.	1 E. Camino Real	Boca Raton	33432	561-395-2712	Palm Beach
Chevron AM K Palm Gas	801 Yamato Rd	Boca Raton	33431	561-988-0993	Palm Beach
Knight Commerce Centre Inc	8081 Congress Ave	Boca Raton	33432	561-241-1000	Palm Beach
Shell Boca	1 S. Federal Hwy	Boca Raton	33432	561-338-7692	Palm Beach
U-Gas Yamato & Palm Federal	5101 N. Federal Hwy.	Boca Raton	33487	561-997-6065	Palm Beach
Gas One Service Station	4525 W. Atlantic Ave	Delray Beach	33445	561-865-1865	Palm Beach
Atlantic & 95 Inc.	1909 W. Atlantic Ave	Delray Beach	33444	561-272-5761	Palm Beach
Delray Beach Valero	1001 S. Congress Ave	Delray Beach	33445	561-819-6233	Palm Beach
American Freedom Fuel	6555 Boynton Beach Blvd	Boynton Beach	33426	561-364-5234	Palm Beach
Shell Gateway	2360 N. Federal Hwy	Boynton Beach	33435	561-740-0606	Palm Beach
Woolbright U-Gas	1520 S. Federal Hwy	Boynton Beach	33435	561-732-5229	Palm Beach
West Boynton Auto Services Inc.	7450 Boynton Beach Blvd	Boynton Beach	33437	561-732-7352	Palm Beach
Woolbright Petroleum	1601 S. Federal Hwy	Boynton Beach	33435	561-732-5072	Palm Beach

## LOCAL PUBlix WITH GENERATORS

Westwinds of Boca	9846 Glades Rd	Boca Raton	33434	561-852-5580	Palm Beach
Mercado Real	1001 South Federal Highway	Boca Raton	33432	561-417-2445	Palm Beach
The Reserve at Boca Raton	9720 Clint Moore Rd	Boca Raton	33496	561-218-6114	Palm Beach
West Boca Plaza	22973 South State Rd 7	Boca Raton	33428	561-488-5994	Palm Beach
Boca Valley Plaza	7431 North Federal Highway	Boca Raton	33487	561-241-9700	Palm Beach
Woodfield Plaza	3003 Yamato Rd	Boca Raton	33434	561-241-5005	Palm Beach
Palmetto Park Square	1339 West Palmetto Park	Boca Raton	33486	561-362-5305	Palm Beach
Lakeside Square at Logger's Run	11650 West Palmetto Park Rd	Boca Raton	33428	561-470-9370	Palm Beach
Boca Village Square	21230 Saint Andrews Blvd	Boca Raton	33433	561-544-2422	Palm Beach
Garden Shops at Boca	7060 W Palmetto Park Rd	Boca Raton	33433	561-338-0648	Palm Beach
Publix at Spanish River	4141 North Federal Highway	Boca Raton	33431	561-361-0529	Palm Beach
Fountains of Boynton	6627 West Boynton Beach Blvd	Boynton Beach	33437	561-731-2065	Palm Beach
Boynton Plaza	4770 North Congress Ave	Boynton Beach	33436	561-868-5530	Palm Beach
Sunshine Square Shopping Center	501 SE 18th Ave	Boynton Beach	33435	561-292-4080	Palm Beach
Aberdeen Square	4966 Le Chalet Blvd	Boynton Beach	33436	561-369-3500	Palm Beach
Aberdeen	8340 Jog Road	Boynton Beach	33437	561-734-6252	Palm Beach
Quantum Village	1005 NW 22nd Ave	Boynton Beach	33426	561-732-6148	Palm Beach
Canyon Town Center	8780 Boynton Beach Blvd	Boynton Beach	33437	561-369-4800	Palm Beach
Whitworth Farms	12425 Hagen Ranch Rd	Boynton Beach	33437	561-292-4489	Palm Beach
The Plaza at Delray	1538 South Federal Highway	Delray Beach	33444	561-272-1291	Palm Beach
Delray Square Shopping Center	4771 West Atlantic Ave	Delray Beach	33445	561-498-0500	Palm Beach
Shops of San Marco	13860 South Jog Rd	Delray Beach	33446	561-498-2229	Palm Beach
Village of Oriole Plaza	7375 West Atlantic Ave	Delray Beach	33446	561-498-2221	Palm Beach
Addison Centre	16130 South Jog Rd	Delray Beach	33446	561-495-1367	Palm Beach
North Delray Commons	555 NE 5th Ave	Delray Beach	33483	561-278-6558	Palm Beach
Deerfield Mall	3740 West Hillsboro Blvd	Deerfield Beach	33442	954-481-2266	Broward
Hillsboro Square	150 S. Federal Highway	Deerfield Beach	33441	954-427-5537	Broward
Sawgrass Promenade	1337 S. Military Trail	Deerfield Beach	33442	954-427-5828	Broward

BOCA WEST® MASTER ASSOCIATION, INC.

20540 Country Club Boulevard, Suites 104/105

Boca Raton, FL 33434

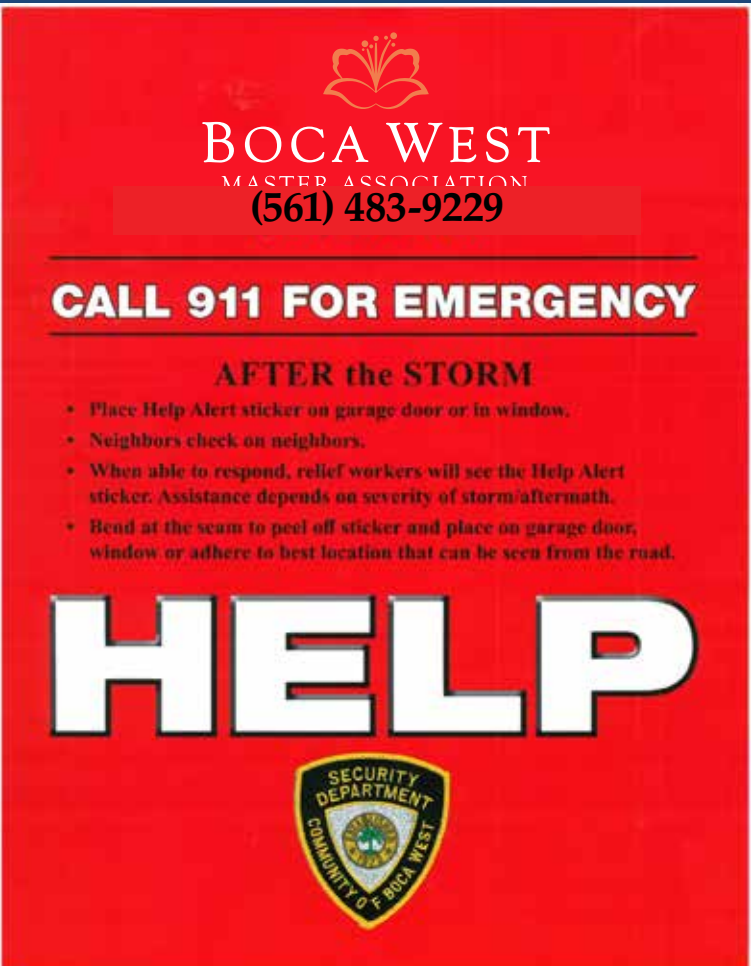
## DOOR HANGERS OR GARAGE DOOR STICKERS CAN BE OBTAINED FROM YOUR VILLAGE BOARD, PROPERTY MANAGER, OR BWMA OFFICE

Those who live in the Mid-Rises will have a door hanger and those in all other villages will have a garage door sticker.

If you are in need of assistance after the hurricane, place the door hanger or garage door sticker in a location which can be seen from the road.

As soon as possible after the hurricane, BWMA Security will patrol the communities and respond to all requests for help as soon as weather permits.

Your Village President or Property Manager will deliver the Alert sign/sticker to you or you can stop by the BWMA.



**BOCA WEST**  
MASTER ASSOCIATION  
(561) 483-9229

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**CALL 911 FOR EMERGENCY**

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**AFTER the STORM**

- Place Help Alert sticker on garage door or in window.
- Neighbors check on neighbors.
- When able to respond, relief workers will see the Help Alert sticker. Assistance depends on severity of storm/aftermath.
- Bend at the seam to peel off sticker and place on garage door, window or adhere to best location that can be seen from the road.

**HELP**



BOCA WEST MASTER  
ASSOCIATION, INC.  
20540 Country Club Blvd.  
Suite 104 & 105  
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and Security Offices  
(561) 488-1598  
M-F, 8:30 - 4:45

*Executive Assistant*  
Alyssa Martinez  
*Chief of Security*  
Joseph Lastella

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*Director*  
Lawson Turner