

# Outlook

FROM THE *Boca West Master Association*

SPECIAL EDITION

Hurricane Preparedness Plan  
2019

**We would like to introduce you to our  
BOARD OF DIRECTORS AND OUR COMMITTEES FOR 2019-2020**



*Howard Krosser  
President*



*Bernard Schlifke  
Vice-President*



*Elaine Wittlin  
Secretary*



*Albert Rothaus  
Treasurer*



*Bernard Friedman  
Director*



*Avron Fogelman  
Director*



*Mark Haberman  
Director*

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**Architectural Control**

Bernard Friedman – Chair  
Mark Haberman – Vice-Chair  
Leon Grossman  
Sylvia Ravitz  
Elliot Saltz  
Leslie Seiff  
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Jay Schwartz – Chair  
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**Security & Safety**

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**Landscape & Maintenance**

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Patricia Klein  
Alan London

## FROM THE EXECUTIVE DIRECTOR'S DESK

Another great season is in the books at Boca West! I want to send a warm welcome and congratulations to our newest Board Members, Albert Rothaus and Mark Haberman, and to our returning Board Members, Howard Krosser, Bernard Schlifke, Bernard Friedman, Avron Fogelman and Elaine Wittlin. Mr. Krosser has been appointed as President and Chairman of the Boca West Master Association Board of Directors.

As many of the residents leave to their summer homes, my staff and I will be here working on several projects as we continue to improve and prepare for the next season. The largest of all is the global paving project of all Master Association roadways which will include new reflective pavement markers and thermoplastic striping for better visibility. We will be sending out periodic notifications of road closures and safety hazards throughout the duration of the project. We anticipate the completion of this project to be in late June. We appreciate your patience as we continue to upgrade and improve the safety of our roadways.

Lastly, I want to wish everyone safe travels and best wishes for a fun-filled and relaxing summer! We look forward to your safe return for another great season at Boca West.

**The following pages contain BWMA Hurricane Preparedness Plan for 2019. Please read it carefully and adhere to the recommendations that fit your personal situation so we will all come out safely through any event that may occur.**



*Brad Baecht  
Executive Director  
bbaecht@  
bocawestmaster.com*



# 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.

# Village Association RESPONSIBILITY

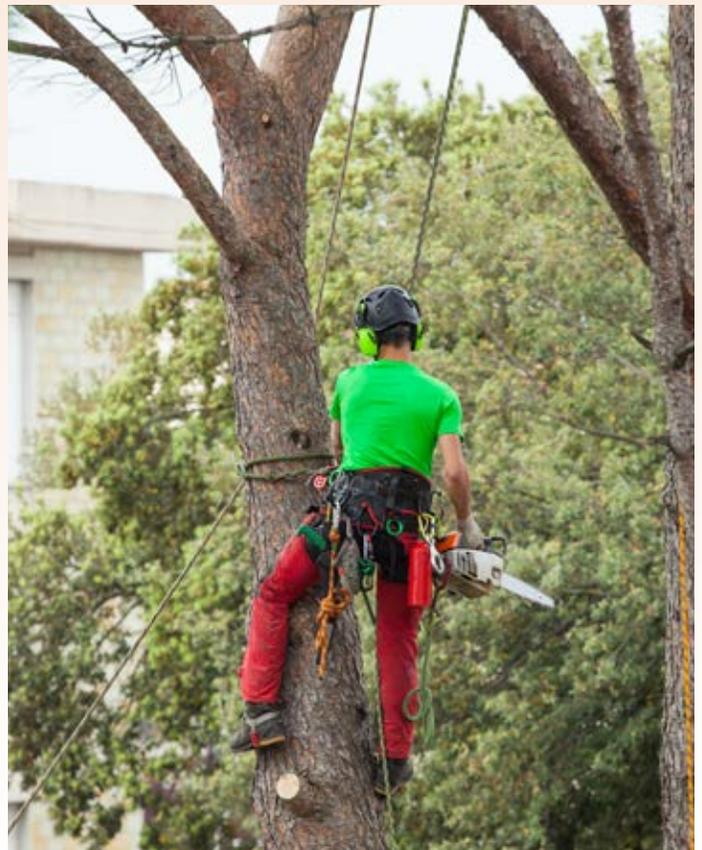
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## ALL ASSOCIATIONS

- **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.



# 2019 HURRICANE

BWMA surveyed the Villages on what actions were taken to improve the outcome of the 2018 hurricane season.

## 1. Physical Updates (Generator, lobbies, elevator, date of completion)

|                             |  |
|-----------------------------|--|
| Baywood                     | Clean storm drains; trimming all hardwoods   |
| Gardens of Lakewood I       | Cleared some trees that could damage units   |
| Lakewood MRs; Gardens II    | Load banked with misc repairs all 8 MR generators, lobbies in 8 bldgs to be renovated and redecorated in 2019. Elevators have all been done within past 5 years. |
| Laurel Oaks IV              | Generators and elevators are serviced regularly under a maintenance contract and fuel to fill generators tank is ordered every July to top it off                |
| The Pointe                  | There are 3 homes with full house generators   |
| Willow Wood MR I and MR III | Generators (lobby lighting, elevators) lobbies - impact resistant glass. Spare diesel fuel (7 days total running time); lobby refrigerators                      |
| Willow Wood MR II           | Generators - always have had these and under regular service plan - fuel is filled. Elevator - updated in 2017 Lobbies - doors work in progress                  |

## 2. Communications (Stay or Go, Check in Point Person, other)

|                             |  |
|-----------------------------|--|
| Akoya                       | Hurricane communication will be distributed by Akoya Mgt; front desk staff will be on site until determined by BOD; point person is Robyn Silverstein, property mgr  |
| Baywood                     | Will send Stay or Go email to all residents  |
| Charter Cay                 | Hurricane prep letters are sent regarding what to do if staying and how to prepare if going.   |
| Gardens of Lakewood I       | President personally makes a list of who stays and who goes. If someone changes their mind, they call or email the president. The president also knows how to reach them.  |
| Lakewood MRs and Gardens II | Residents are instructed to call the Lakewood Village Office.  |
| Gardens of Lakewood III     | Hurricane prep letters are sent regarding what to do if staying and how to prepare if going.   |
| Laurel Oaks IV              | Hurricane prep letters are sent regarding what to do if staying and how to prepare if going.   |
| Pinelake                    | Advise all residents who are staying   |
| Plantation Colony           | Village board sends emails to those who are staying over the summer. In case of hurricane, their handyman makes sure they know what to do.   |
| The Pointe                  | Each street has a point person in contact with those residents who have chosen to stay.  |
| Waters Edge                 | Hurricane prep letters are sent regarding what to do if staying and how to prepare if going.   |
| Willow Wood MR I and MR III | Lists of residents are collected prior to the storm. Residents are checked on during and after the storm   |
| Willow Wood MR II           | Hurricane letter is sent at the beginning of each hurricane season with instructions on how to prepare if here or away. Once hurricane is predicted to hit, specific instructions are posted and a stay list is put up |
| Willow Wood Gardens         | Hurricane prep letters are sent regarding what to do if staying and how to prepare if going.   |

## 3. Tree/Debris Removal Plan

|                             |   |
|-----------------------------|---|
| Akoya                       | Landscape contractor (TBD); pool contractor (TBD); all tree trimming will take place by 06/30/2019  |
| Baywood                     | Lang contracts for emergency: Anco and Tree Arborist  |
| Charter Cay                 | All trees trimmed before hurricane season and hurricane contracts signed with landscapers and tree companies                                  |
| The Cove                    | Contract with Branch Managers for tree removal and with Landscape Dynamics for landscape removal  |
| Gardens of Lakewood I       | Village has an agreement with a landscape company to come and clear what they can that obstructs the ability to leave and return to our units |
| Lakewood MRs and Gardens II | Power Group Landscape and Baker Landscape will conduct tree and debris removal  |
| Gardens of Lakewood III     | All trees trimmed before hurricane season and hurricane contracts signed with landscapers and tree companies                                  |
| Laurel Oaks                 | All trees trimmed before hurricane season and hurricane contracts signed with landscapers and tree companies                                  |
| Pinelake                    | Already in place and updated actions implemented  |
| Plantation Colony           | Sign special contractor with our landscape company to come on first day after hurricane for tree/debris removal                               |
| The Pointe                  | Uses Covenant and is their first call. Then MBM Landscapers for any additional removal  |
| Waters Edge                 | All trees trimmed before hurricane season and hurricane contracts signed with landscapers and tree companies                                  |
| Willow Wood MR I and III    | Contract with Baker Landscape   |
| Willow Wood MR II           | Contracts signed with landscapers and tree removal companies  |
| Willow Wood Gardens         | All trees trimmed before hurricane season and hurricane contracts signed with landscapers and tree companies                                  |

# PREPAREDNESS SURVEY

Sharing this information will allow the villages to better prepare for the 2019 season.

| 4. Distribute HELP/OK Signs, other (Specify) |  | 5. Distribute information on shelter locations |   |
|--|--|--|---|
| Baywood                                      | Yes  | Akoya  | Will distribute shelter information via email and hardcopy          |
| Gardens of Lakewood I                        | Whoever may need, will receive                                     | Baywood  | By email  |
| Lakewood MRs and Gardens II                  | Instructed residents to contact village office                     | Charter Cay                                    | In hurricane letter   |
| Laurel Oaks IV                               | Sign up sheets are posted on bulletin board                        | Gardens of Lakewood I                          | Try to let everyone know  |
| Pinelake                                     | Distributed to all residents                                       | Lakewood MRs and Gardens II                    | Hurricane information plan is prepared and distributed to residents |
| Plantation Colony                            | Yes, to those 25 who are here have been told to put them in window | Gardens of Lakewood III                        | In hurricane letter   |
| Willow Wood MR I and III                     | Lobby information  | Laurel Oaks IV                                 | In hurricane letter   |
| Willow Wood MR II                            | Depends on sign up in lobby  | Pinelake                                       | Arranged with management company to send out bulletin-email/USPS    |
|  |  | Plantation Colony                              | Via email   |
|  |  | The Pointe                                     | Board meeting is on March 25, will notify the community             |
|  |  | Waters Edge                                    | In hurricane letter   |
|  |  | Willow Wood MR I and III                       | Yes, emails sent to residents and copies delivered to residents     |
|  |  | Willow Wood MR II                              | In letter at the beginning of season                                |
|  |  | Willow Wood Gardens                            | In hurricane letter   |

| 6. Additional Plans for 2019 (Describe) |   |
|---|---|
| Akoya                                   | Currently working on a site specific Hurricane Preparation Binder. Binder will include vendor contact list, mechanical information, resident contact information, pre/during/ post storm clean-up |
| Gardens of Lakewood I                   | Will give everyone here shelter, grocery and gas information  |
| Lakewood MRs and Gardens II             | Just installed key fobs at all MR buildings and completing 2 cameras in lobbies (8) MR buildings total 16 cameras. Redecorating lobbies and upper floors in 2019                                  |
| Plantation Colony                       | Making sure all residents who remain home definitely received the information   |
| The Pointe                              | Residents who have special needs - have to notify security  |
| Willow Wood MRs I and III               | Back up walkie talkies for each building  |
| Willow Wood MR II                       | Get trees hurricane trimmed. Plan to get pool furniture secured   |

| 7. Comments/Suggestion      |   |
|-----------------------------|---|
| Gardens of Lakewood I       | As we cannot have generators here we do have a problem with electricity. For some reason we are the last to have power fixed.   |
| Lakewood MRs and Gardens II | Club is beautiful! BWMA good response and assistance! Our 2 story units with stairs becoming a problem because residents having problem getting up stairs. We are looking into mobile solutions |
| Pinelake                    | Residents who decide to stay in place should be required to provide their mgmt company with name and contact number for an emergency contact in the event it is needed.                         |
| Plantation Colony           | No problem with Irma. Hopefully no problems in the future   |
| The Pointe                  | Hang tags are helpful, letting neighbor know who is in residence.   |
| Willow Wood MRs I and III   | A chainsaw is on the premises to clear for emergency access. Pre-cut plywood (slider size) is stored for quick repair   |

RMC responses for the following communities: Arbor Lake, Brookwood, Cedar Glen, Courtside, Cypress Point, Peppertree II and III, Quail Hollow, Sabal Lake

|   |   |
|---|---|
| Communications (Stay or go, Check in Point Person): | Gary Palombi  |
| Debris Removal                                      | Branch Manager and Landscaping Dynamics are on call and will be on property immediately after storm passes to be sure roads are clear |
| Distribute OK/Help Signs                            | Gary Palombi  |



**From: The Boca West Country Club**  
**To: Club Members**  
**Subject: Hurricane Preparedness –  
an attachment to the BWMA  
report to all Boca West Residents**

## **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.

**Subject: Hurricane Preparedness – an attachment to the BWMA report to all Boca West Residents**

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” our most recently purchased generator 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 report 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.**



# PALM BEACH COUNTY SPECIAL NEEDS PROGRAM

Palm Beach County has established a Special Needs Program to provide care for citizens with certain medical problems during a major emergency. The Special Needs Shelter is a facility with physicians and nurses on staff. It has auxiliary electric power, is wind resistant, and is not flood-prone.

Space is limited – prioritization is based on need!

To Qualify for the Special Needs Program, You Must Pre-register and Meet the Following Criteria:

- Oxygen dependent residents requiring electricity
- People with minor health/medical conditions that require professional observation and assessment
- People with the need for medications and/or vital sign monitoring and are unable to do so without assistance
- Patients who are too immobile and/or have a chronic stable illness, but are not suitable for regular shelter

The Official Application Form on pages 15, 16, & 17 must be completed with your doctor and returned to:

**Special Needs Shelter Program Palm Beach County Division of Emergency Management**

**20 South Military Trail**

**West Palm Beach, FL 33415**

**Fax: 561-712-6464**

**For more information, call 561-712-6400**

**Once accepted you will be informed of the shelter location.**

**See page 18** for list of what to bring to the shelter. Beds will not be provided for caregivers. Pets are not allowed in Special Needs Shelters. Service Dogs are permitted.

All transportation dependent registrants will be advised by telephone to be prepared for pick-up by County Transportation Services.

Special Needs Shelter occupants will not be released until the area from which they came has been determined safe for their return.

**Plan Ahead for Special Needs Shelter**



Division of  
Emergency Management

# Palm Beach County Special Needs Shelter Application

Page 1 of 3

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 food, electricity, and medical supervision will be provided; clients and caregivers must provide supplemental food and all medications for the first three days. The shelter cannot provide the appropriate care to ventilator, and certain other patients. Please see page three for accepted diagnoses.

**Please remember:** Bed height adjustable back hospital cots are provided for clients. Caregivers must provide their own sleeping arrangements.

**Return form to:** Special Needs Shelter Program Palm Beach County Division of Emergency Management  
20 South Military Trail West Palm Beach, FL 33415 OR Fax 561-712-6464. For more information, call 561-712-6400

## 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:  
 SINGLE FAMILY  DUP/MULTIPLEX  
 MOBILE HOME  APT/CONDO

## CAREGIVER INFORMATION

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

**Do you have a caregiver who 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: \_\_\_\_\_

# Palm Beach County Special Needs Shelter Application

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| MEDICAL SUPPORT INFORMATION            |              |
|--|--------------|
| PRIMARY DOCTOR: _____                  | PHONE: _____ |
| HOME HEALTH AGENCY: _____              | PHONE: _____ |
| HOME MEDICAL EQUIPMENT PROVIDER: _____ | PHONE: _____ |
| DIALYSIS CENTER: _____                 | PHONE: _____ |
| OXYGEN SUPPLIER: _____                 | PHONE: _____ |

| TRANSPORTATION   |
|--|
| <b>Do you need transportation to a special needs shelter?</b> <input type="checkbox"/> YES or <input type="checkbox"/> NO (Arrive on my own) |

| ASSISTANCE WITH DAILY LIVING NEEDED (Check all ADLs that Apply)  |
|--|
| <b>1. Assistance with Daily Living: (check all that apply)</b><br><input type="checkbox"/> Toileting <input type="checkbox"/> Taking Medications <input type="checkbox"/> Feeding/Eating <input type="checkbox"/> Walking more than 50 ft. <input type="checkbox"/> Getting out of bed <input type="checkbox"/> Dressing |
| <b>2. Can you sleep on an adjustable back cot?</b> <input type="checkbox"/> YES or <input type="checkbox"/> NO   |

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

# Palm Beach County Special Needs Shelter Application

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| DIAGNOSIS  |  |
|--|--|
| Alzheimer's and Dementia   | <input type="checkbox"/> Progressive Alzheimer's disease (ALZD) (This requires full time trained caregiver)<br><input type="checkbox"/> Psychosis (This requires full time trained caregiver)<br><input type="checkbox"/> Dementia (This requires full time trained caregiver)   |
| Chronic but Stable Illness   | <input type="checkbox"/> Aphasia (Difficulty communicating)<br><input type="checkbox"/> Cardiac Abnormalities (Controlled with medication and requiring supervision)<br><input type="checkbox"/> Continuous Ambulatory Peritoneal Dialysis (Stable, self care)<br><input type="checkbox"/> Cystic Fibrosis (Assistance with daily living)<br><input type="checkbox"/> Diabetes/Hyperglycemia (Requiring assistance with insulin and monitoring)<br><input type="checkbox"/> Dialysis (Peritoneal and Hemodialysis) (Dialysis not provided in shelter)<br><input type="checkbox"/> Fractured Bones (Pin care/dressing changes)<br><input type="checkbox"/> Neurological Deficit (Monitoring and assistance with daily living)<br><input type="checkbox"/> Obesity<br><input type="checkbox"/> Parkinson's disease (Assistance with daily living)<br><input type="checkbox"/> Seizures (Medication assistance) |
| Chronic but Stable Illness With Mobility Impairment  | <input type="checkbox"/> Cerebral Palsy<br><input type="checkbox"/> Cerebral Vascular Accident (Recent CVA) (Wheelchair bound)<br><input type="checkbox"/> Foley Catheter (Requiring Monitoring)<br><input type="checkbox"/> Wheelchair Bound due to Chronic Illness (Such as: ALS, CVA, Multiple Sclerosis, Muscular Dystrophy, etc.)   |
| Electricity Dependiant   | <input type="checkbox"/> Electric Energized Medical Equipment (CPAP, Nebulizers, etc.)<br><input type="checkbox"/> Eating and Swallowing Disorders (Requiring electric equipment)<br><input type="checkbox"/> Sleep Apnea  |
| Oxygen Dependiant  | <input type="checkbox"/> Oxygen Dependiant<br><input type="checkbox"/> Chronic Obstructive Pulmonary Disease (COPD) (Requiring oxygen)<br><input type="checkbox"/> Emphysema (Requiring oxygen)  |
| <b>List any other medical problems:</b> _____<br>_____   |  |
| <b>Allergies:</b> <input type="checkbox"/> YES or <input type="checkbox"/> NO If yes, list: _____<br>_____   |  |
| 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. |  |
| _____<br>Signature of Patient / Guardian   | _____<br>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 |
| Polo Club Shoppes               | 5050 Champion Blvd           | Boca Raton      | 33496 | 561-994-8350 | 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    |

# ENCLOSED YOU WILL FIND EITHER A DOOR HANGER OR A GARAGE DOOR STICKER

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.



**Boca West Master Association, Inc.**  
(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  
[www.bocawestmaster.com](http://www.bocawestmaster.com)

**Administrative and Security Offices**  
(561) 488-1598  
M-F, 8:30 - 4:45  
  
*Executive Director*  
Brad Baecht

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

**Landscape and Maintenance Offices**  
(561) 479 - 3772  
M-F, 7:00 - 2:30  
  
*Director*  
Lawson Turner