

Disaster
Evacuation & Recovery Guidelines
for Shipyard Plantation



Shipyard Property Owners' Association

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www.Shipyardhhi.com

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CHAPTER I

As an owner in Shipyard Plantation, it is important that you protect your family and your property by being knowledgeable of potential threats and prepared for disaster related events. As owners on a barrier island, hurricane preparation is essential for all owners and visitors. In addition, all owners should be conscious of the terrorism alert status of the Homeland Security Advisory System and be prepared for other unexpected disasters that may occur as a result of terrorist activities in the United States.

South Carolina Emergency Management Division Definitions and Recommendations

Hurricane season starts in June and ends in November. Learn the following watch and warning terms:

Tropical Storm Watch means conditions are possible within 36 hours.

Tropical Storm Warning means conditions are possible within 24 hours.

Hurricane Watch means conditions are possible within 36 hours. (Prepare to take immediate action to protect your family and property.)

Hurricane Warning means conditions are expected within 24 hours. Storm preparations should be complete and evacuate if directed by local officials.

Storm Surge Categories

Normal: sea level

Category One: minimal damage with winds 74-95 mph- **(Higher than normal tides.)**

Category Two: moderate damage with winds 96-110 mph-**(Higher than normal tides.)**

Category Three: extensive damage with winds 111-130 mph-**(Higher than normal tides.)**

Category Four: extreme damage with winds 131-155 mph-**(Extremely high tides.)**

Category Five: catastrophic damage with winds 156+ mph -**(Extremely high tides.)**

What Is a Hurricane and How Does It Happen?

Hurricanes can cause catastrophic damage to coastlines and several hundred miles inland. Winds can exceed 155 miles-per-hour. Hurricanes and tropical storms can also spawn tornadoes and microbursts, create surge along the coast, and cause extensive damage due to inland flooding from trapped water. Tornadoes most often occur in thunderstorms embedded in rain bands well away from the center of the hurricane;

however, they also occur near the eye-wall. Typically, tornadoes produced by tropical cyclones are relatively weak and short-lived but still pose a threat. A storm surge is a huge dome of water pushed on-shore by hurricane and tropical storm winds. Storm surges can reach 25 feet high and be 50-100 miles wide. Storm tide is a combination of the storm surge and the normal tide (i.e., a 15 foot storm surge combined with a 2 foot normal high tide over the mean sea level creates a 17 foot storm tide). These phenomena cause severe erosion and extensive damage to coastal areas.

Despite improved warnings and a decrease in the loss of life, property damage continues to rise because an increasing number of people are living or vacationing near coastlines. Those in hurricane-prone areas need to be prepared for hurricanes and tropical storms.

Hurricanes are classified into five categories based on their wind speed, central pressure and damage potential. Category Three and higher are considered major hurricanes, though Category One and Two are still extremely dangerous and warrant your full attention.

Creating A General Disaster Plan

One of the most important steps you can take in preparing for hurricanes and other emergencies is to develop a household disaster plan.

- Learn about the natural disasters that could occur in your community from your local emergency management office or American Red Cross chapter.
- Talk with employers and school officials about their emergency response plans.
- Talk with your household about potential emergencies and how to respond to each. Talk about what you would need to do in an evacuation.
- Plan how your household would stay in contact if you were separated. Identify two meeting places: the first should be near your home—in case of fire, perhaps a tree or a telephone pole; the second should be away from your neighborhood in case you cannot return home.
- Pick a friend or relative who lives out of the area for household members to call to say they are okay.
- Draw a floor plan of your home. Mark two escape routes from each room.
- Post emergency telephone numbers by telephones. Teach children how and when to call 911.
- Make sure everyone in your household knows how and when to shut off water, gas, and electricity at the main switches. Consult with your local utilities if you have questions.

- Take a first aid and CPR class. Local American Red Cross chapters can provide information. Official certification by the American Red Cross provides “good Samaritan” law protection for those giving first aid.

Disaster Supply Kits

Assembling the supplies you might need following a disaster is an important part of your disaster plan.

Water: The Absolute Necessity

- Stocking water reserves should be a top priority. Drinking water in emergency situations should not be rationed. Therefore, it is critical to store adequate amounts of water for your household.
- Store water in thoroughly washed plastic, fiberglass or enamel-lined metal containers. Don't use containers that can break, such as glass bottles.

Food: Preparing an Emergency Supply

- Replace items in your food supply every six months. Throw out any canned good that becomes swollen, dented, or corroded. Use foods before they go bad, and replace them with fresh supplies. Date each food item with a marker. Place new items at the back of the storage area and older ones in front.
- Food items that you might consider including in your disaster supply kit include: ready-to-eat meats, fruits, and vegetables; canned or boxed juices, milk, and soup; high-energy foods like peanut butter, jelly, low-sodium crackers, granola bars, and trail mix; vitamins; foods for infants or persons on special diets; cookies, hard candy; instant coffee, cereals, and powdered milk.

First Aid Supplies

Assemble a first aid kit for your home and for each vehicle. The basics for your first aid kit should include a first-aid manual, sterile adhesive bandages in assorted sizes, cleansing agents (isopropyl alcohol, hydrogen peroxide)/soap/germicide, antibiotic ointment, petroleum jelly, sterile gauze pads, etc. It may be difficult to obtain prescription medications during a disaster because stores may be closed or supplies may be limited. Ask your physician or pharmacist about storing prescription medications. Be sure they are stored to meet instructions on the label and be mindful of expiration dates—be sure to keep your stored medication up to date.

Tools and Emergency Supplies

It will be important to assemble these items in a disaster/evacuation supply kit in case you have to leave your home quickly. Even if you don't have to leave your home, if you lose power it will be easier to have these item already assembled and in one place.

- A portable, battery-powered radio or television and extra batteries (also have a NOAA weather radio.)
- Flashlight and extra batteries
- Matches in a waterproof container (or waterproof matches)
- Duct tape and scissors
- Compass
- All-purpose knife
- Household liquid bleach to treat drinking water

Clothes and Bedding

- One complete change of clothing and footwear for each household member. Shoes should be sturdy work shoes or boots. Rain gear, hat and gloves, extra socks, extra underwear, thermal underwear, sunglasses.
- Blankets or a sleeping bag for each household member, pillows.

Specialty Items

Remember to consider the needs of infants, elderly persons, disabled persons, and pets and to include entertainment and comfort items for children.

Prepare and Keep A Disaster Kit in Your Vehicle

Keep a smaller disaster supply kit in the trunk of you car. If you become stranded or are not able to return home, having these items will help you be more comfortable until help arrives.

Insurance Tips

- Make written or videotaped inventory of possessions/property and store in a place with insurance policies, documents, pictures and other valuables
- Make sure all structural and personal items are properly insured
- Make sure diseased or damaged limbs have been removed
- Bring indoors anything that might be picked up by the wind
- Make sure contact numbers for your insurance agency are in your disaster kit
- Contact your insurance carrier as soon as damage is noted
- Contact the SPOA ARB on repair procedure permitting

- Make any temporary repairs to prevent further damage
- Keep all receipts
- Hold off on any permanent repairs until approved for reimbursement
- Prepare an inventory of all damaged or destroyed property and possessions
- Take photos of damaged areas
- Save remnants of damaged or destroyed property
- Meet with your adjuster first, before signing anything with contractors, lawyers or public adjusters.

Special Condominium Regime and Unit Owner Information

Unit owners need to purchase and maintain a condominium unit owner's policy, commonly referred to as an "HO-6" policy.

In the event of a loss to the unit or complex, plan to do the following:

- Report the loss or problem to your regime manager.
- Notify the owners and rental company in order to notify HO6 agent/insurance carrier.
- Regime should submit the claim to the regime insurance carrier.
- Consult regime and insurance agent for procedures on adjusting unit owner's claim for items covered on the "HO-6" policy.

Make a wallet size card with your insurance agent phone number and claim-contact number and keep it with you for easy access.

What to Do When an Evacuation is Called

Evacuations are more common than many people realize. Hundreds of times each year, transportation and industrial accidents release harmful substances, forcing thousands of people to leave their homes. Fires and floods cause evacuations even more frequently. And almost every year, people along the Gulf and Atlantic coasts evacuate in the face of approaching hurricanes.

The amount of time you have to evacuate will depend on the disaster. If the event can be monitored, like a hurricane, you might have a day or two to get ready. However, many disasters allow no time for people to gather even the most basic necessities. This is why you should prepare now.

When you are told to evacuate:

- Gather water, food, clothing, emergency supplies, and insurance and financial records.

- Wear sturdy shoes and clothing that provides some protection, such as long pants, long-sleeved shirts, and a cap.
- Secure your home. Close and lock doors and windows. Unplug televisions, computers and small appliances
- **Make arrangements for your pets.** Make preparations and secure ample food and supplies for them.
- Turn off the main water valve and electricity, if instructed to do so.
- Secure exterior items.
- Let others know where you are going.
- Leave early enough to avoid being trapped by severe weather.
- streams or ponds, can be used after it has been treated. If water treatment is not possible, put off drinking suspicious water as long as possible, but do not become dehydrated.

***Please be advised that there will be no security, fire, police or emergency personnel during a mandatory evacuation if people unwisely stay.**

CHAPTER II

Hurricane/Disaster Recovery

Recovery information after any disaster will be best obtained through the listed website addresses. Patience, adherence to recovery instructions, proper pre-planning and a spirit of cooperation will be the key to success should we experience a weather or terror related emergency. Authorization to return after evacuation will be given by appropriate authorities. Check websites for further details. Remember, identification may be needed for re-entry.

Health, Clean-up & Safety

Your first concern after a disaster is your household's health and safety.

- Be aware of new hazards created by the disaster. Watch for washed out roads, contaminated buildings, contaminated water, gas leaks, broken glass, damaged wires and slippery floors.
- Wear sturdy work boots and gloves. Wash your hands thoroughly with soap and clean water often when working in debris.
- Inform local authorities about health and safety hazards, including chemical releases, downed power lines, washed out roads, smoldering insulation or dead animals.

Returning to a Damaged Home

Returning to a damaged home can be both physically and mentally challenging. Above all, use caution.

- Keep a battery-powered radio with you so you can listen for emergency updates.
- Wear sturdy work boots and gloves.
- Before going inside, walk carefully around the outside of your home and check for loose power lines, gas leaks and structural damage. If you smell gas, do not enter the home and leave immediately. Do not enter if floodwaters remain around the building. If you have any doubts about safety, have your home inspected by a professional before entering.
- If your home was damaged by fire, do not enter until authorities say it is safe.
- Check for cracks in the roof, foundation and chimneys. If it looks like the building may collapse, leave immediately.
- A battery-powered flashlight is the best source of light for inspecting a damaged home. CAUTION: The flashlight should be turned on outside before entering a damaged home—the battery may produce a spark that could ignite leaking gas, if present.

- Do not use oil, gas lanterns, candles or torches for lighting inside a damaged home. Leaking gas or other flammable materials may be present. Do not smoke. Do not turn on the lights until you're sure they're safe to use.
- Enter the home carefully and check for damage. Be aware of loose boards and slippery floors.
- Check with local authorities before using any water; it could be contaminated. Wells should be pumped out and the water tested by authorities before drinking.
- Throw out fresh food, cosmetics, and medicines that have come into contact with floodwaters.
- Check refrigerated food for spoilage—your power supply may have been disrupted during the emergency. Throw out all spoiled food and any food that you suspect might be spoiled. You may wish to keep receipts for insurance purposes.
- Call your insurance agent. Take pictures of damages. Keep good records of repair and cleaning costs.

Getting Disaster Assistance

Throughout the recovery period, it's important to monitor local radio or television reports and other media sources for information about where to get emergency housing, food, first aid, clothing and financial assistance. Following is general information about the kinds of assistance that may be available.

SHIPYARD PERMITTING

SHIPYARD'S ARB DISASTER RECOVERY GUIDELINES

(ARB) Architectural Review Board Emergency Permits

(See Chapter IV, section A for an ARB Declaration Form)

Following a hurricane or other disaster and Hilton Head Island is legally declared a disaster area, the following "Emergency ARB Guidelines" will take effect, and the SPOA ARB Guidelines in effect at that time will be modified as follows to ensure that property owners (or their Regime managers, designated representatives or licensed general contractors) can rapidly begin the process of returning their property to normal. During the period of the emergency, it is the intention of the ARB to review and approve, if appropriate, each application as expeditiously as possible. In order to expedite the approval process, the 6-member ARB will divide itself into two approval committees of three members each, with each group meeting twice a week until such time as the ARB determines the emergency to be over.

The ARB may be reached through:

Telephone(843) 785-3310, ext. 226

Fax(843) 785-5946

A Word About Contractors...

Bogus Contractors, sometimes called Gypsy Contractors traditionally follow disasters. You can protect yourself from shoddy workmanship to outright thievery by using only licensed, insured, reputable contractors. You must be assured that they have all of the proper building permits, both from the Town and from the Shipyard Plantation ARB. Beware of contractors who ask for a large amount of money up front and/or contractors whose bids are amazingly low, they generally will cut corners and leave you either a job that has not started, an incomplete job or a problem that doesn't meet the building code or the requirements of the ARB.

NO APPROVALS ARE REQUIRED FOR THE FOLLOWING:

- Tree removal when trees have fallen on the ground, across roof structures or are leaning more than 30 degrees;
- Minor roof repairs involving less than 50% of the total roof surface (including the garage surface) when using matching color and texture roofing materials;
- Replacement of broken windows with those of a matching color and window type;
- Replacement of less than 50% of all exterior wall materials with matching materials, and re-painting with the identical, existing paint color;
- Replacement of any damaged exterior doors or garage doors and re-painting with the identical, existing paint color.

NOTE: ARB Chairman to be notified in writing following the completion of repairs so that ARB plan files may be properly updated.

ARB APPROVAL IS REQUIRED WHEN:

Beyond those noted above which require no approvals; major property repairs are required, specifically as follows:

- Damaged tree removal where the property owner feels a tree or trees should be removed, but does not qualify as noted above;

- Replacement of more than 50% of the roof or replacement of any portion of the roof with a different color or texture roof than the one currently existing;
- Replacement of broken windows with a noticeably different type or color window;
- Replacement of more than 50% of all exterior wall materials;
- Re-painting of exterior walls or exterior doors and garage doors with a non-ARB pre-approved paint color or color different from the existing color.

NOTE: ARB Office to be contacted for approval using simplified form developed for such emergencies. Review and approval, if appropriate, to be completed as soon as possible. The simple Declaration Form may be used for reconstruction of a property and return to a condition identical to the approved, existing plans currently on file with the ARB, where the paint color of exterior walls and doors and garage doors is identical to those existing; or, is an ARB pre-approved color and where roofing material is either identical to that existing or an ARB pre-approved color and texture.

EMERGENCY ARB APPROVAL IS REQUIRED WHEN:

The type of property improvements requiring **Emergency ARB action** generally will include substantive, architectural design changes involving such items as: raising the ground floor elevation to conform to current standards; extensive changes in the exterior wall materials being used; or expanding or contracting the property improvements to better correspond to the lifestyle and needs of the property owner, etc.

THE ARB IS COMMITTED TO PROMPTLY REVIEWING AND APPROVING, IF APPROPRIATE, THESE APPLICATIONS AS EXPEDITIOUSLY AS POSSIBLE.

TEMPORARY HOUSING GUIDELINES

SPOA wants to expedite the repair and reconstruction of damaged housing caused by a disaster. Residents are urged to review their insurance to ensure they have adequate coverage for alternate living expenses. In the event of a major disaster that includes the devastation of homes, the use of temporary housing on the property may be permitted for a period of six months. The ARB may extend this period when a special need is demonstrated. Temporary housing must comply with the following guidelines:

- The use of temporary housing is limited to permanent residents who are rebuilding or repairing an existing home.

- Temporary housing is defined as travel home trailers, motor homes or remanufactured homes.
- The temporary housing must be located entirely on the property owned by the resident.

DEBRIS REMOVAL GUIDELINES

Following a major storm, a significant amount of landscape debris may be strewn about our property. *It is the responsibility of each property owner to clear his/ her property and bring the debris to the roadside.* SPOA or its designated contractor will remove the landscape debris for disposal. **Structural debris removal must be contracted on an individual basis by each landowner.**

The following guidelines apply for all landscape debris removal:

- Place debris in piles along the roadside and off paved surfaces.
- Do not pile debris over water meters or fire hydrants.

Debris must be segregated by form, as follows for any type of removal:

- Raw Garbage (*Do not mix household garbage with any other type of debris.*)
- Vegetative Debris (*yard waste; limbs; leaves; shrubs; pinestraw; trees, etc.*)
- Construction/Building Debris (*lumber; shingles; pipes; carpeting; non-wood; building material; treated lumber, etc.*)
- White Goods (*appliances; air conditioners; heating equipment, etc.*)
- Household Hazardous Waste (*bleach; gasoline; pool chemicals; cleaning supplies; motor oil; paint; propane tanks, etc.*)

***Following a disaster, information will be available about debris removal through local authorities.**

CHAPTER III

Homeland Security Advisory System

The Homeland Security Advisory System was designed to provide a comprehensive means to disseminate information regarding the risk of terrorist acts to federal, state, and local authorities and to the American people. This system provides warnings in the form of a set of graduated “Threat Conditions” that increase as the risk of the threat increases. At each threat condition, federal departments and agencies would implement a corresponding set of “Protective Measures” to further reduce vulnerability or increase response capability during a period of heightened alert.

Although the Homeland Security Advisory System is binding on the executive branch, it is voluntary to other levels of government and the private sector. There are five threat conditions, each identified by a description and corresponding color. The greater the risk of a terrorist attack, the higher the threat condition. Risk includes both the probability of an attack occurring and its potential gravity.

Threat conditions are assigned by the Attorney General in consultation with the Assistant to the President for Homeland Security. Threat conditions may be assigned for the entire nation, or they may be set for a particular geographic area or industrial sector. Assigned threat conditions will be reviewed at regular intervals to determine whether adjustments are warranted.

Severe: Red

- Listen to radio/TV for current information/instructions
- Be alert to suspicious activity and report it to proper authorities immediately
- Contact business/school to determine status of work/school day
- Adhere to any travel restrictions announced by local governmental authorities
- Be prepared to shelter in place or evacuate if instructed to do so by local governmental authorities
- Discuss children’s fears concerning possible/actual terrorist attacks

High: Orange

- Be alert to suspicious activity and report it to proper authorities
- Review disaster plan with all family members
- Ensure communication plan is understood/practiced by all family members
- Exercise caution when traveling
- Have shelter in place, material on hand, and understand procedures
- Discuss children’s fears concerning possible terrorist attacks
- If need is announced, donate blood at designated blood collection center

Elevated: Yellow

- Be alert to suspicious activity and report it to proper authorities
- Ensure disaster supplies kit is stocked and ready
- Check telephone number and e-mail addresses in your family emergency communication plan and update as necessary
- If not known to you, contact school to determine their emergency notification and evacuation plans for children
- Develop alternative routes to/from school/work and practice them

Guarded: Blue

- Be alert to suspicious activity and report it to proper authorities
- Review stored disaster supplies and replace items that are outdated
- Develop an emergency communication plan that all family members understand
- Establish an alternate meeting place away from home with family/friends

Low: Green

- Obtain Terrorism: Prepared for the Unexpected brochure from your local Red Cross
- Develop a personal disaster plan and kit (brochures through Red Cross)
- Take a Red Cross CPR/AED and first aid course

IMPORTANT THINGS TO REMEMBER

Please note that increased terrorism levels or storm concerns may require more stringent access procedures for entrance to Shipyard Plantation. These could include greater entrance authorization and changes in entrance options and exit options. Always stay alert and remember to be a good citizen and a good neighbor during emergency situations. Please note that increased terrorism levels or storm concerns may require more stringent access procedures for entrance to Shipyard Plantation. These could include greater entrance authorization and changes in entrance options and exit options. Always stay alert and remember to be a good citizen and a good neighbor during emergency situations.

CHAPTER IV

STILL WANT TO KNOW MORE?

To obtain the following publications, visit FEMA online at <http://www.fema.gov/library> or by calling FEMA's Distribution Center at 1-800-480-2520. FEMA can be reached via mail at Federal Emergency Management Agency, P.O. Box 2012, Jessup, MD 20794-2012.

1. Emergency Preparedness Checklist (L-154). Provides a checklist of suggested disaster preparedness steps and activities. Also available in Spanish.
2. Preparing for Emergencies: A Checklist, for People with Mobility Problems (L-154M). Provides information specific to people with limited mobility including *children, people with disabilities, and the elderly*.
3. Your Family Disaster Supplies Kit (L-189). Provides a checklist of emergency supplies that should be kept in the home and contained in a Disaster Supplies Kit. Also available in Spanish.
4. Your Family Disaster Plan (L-191). Provides guidelines and instructions to help families develop a disaster plan. Also available in Spanish.
5. Emergency Food and Water Supplies (L-210). Explains how to choose food for an emergency kit, emergency cooking, water purification, where to locate emergency water, and how to store emergency food and water supplies in the home.
6. Helping Children Cope with Disaster (L-196). Provides information on how to prep children prior to disaster and how to lessen the emotional effects of disaster. Also available in Spanish.
7. Disaster Preparedness Coloring Book (FEMA-243). For ages 3-10. Also available in Spanish.
8. Adventures of the Disaster Dudes (FEMA-242). Includes a video and presenters guide for use by an adult with children ages 9-11.
9. Before Disaster Strikes (FEMA-291). Contains information on how to make sure you are financially prepared to deal with a natural disaster. Also available in Spanish.
10. After Disaster Strikes (FEMA-292). Contains information on how to recover financially from a natural disaster. Also available in Spanish.
11. Emergency Management Guide for Business and Industry (FEMA-141).
When Disaster Strikes... (L-217). Provides information on donations and volunteer organizations.
12. The Adventures of Julia and Robbie: The Disaster Twins (FEMA-344). A

collection of disaster related stories. Includes information on preparedness and how to mitigate against disasters.

13. FEMA for Kids (L-229). Provides information about what FEMA (specifically FEMA.gov) has to offer children.

Disaster Public Education Websites

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| <i>Federal Emergency Management Agency.....</i> | <i>www.fema.gov</i> |
| <i>U.S. Fire Administration</i> | <i>www.usfa.fema.gov</i> |
| <i>Department of Health and Human Services.....</i> | <i>www.hhs.gov</i> |
| <i>Department of Energy.....</i> | <i>www.energy.gov</i> |
| <i>U.S. Department of Agriculture.....</i> | <i>www.usda.gov</i> |
| <i>Department of Justice</i> | <i>www.justice.gov</i> |
| <i>Department of Interior.....</i> | <i>www.doi.gov</i> |
| <i>Environmental Protection Agency.....</i> | <i>www.epa.gov</i> |
| <i>U.S. Postal Service.....</i> | <i>www.usps.gov</i> |
| <i>National Oceanic and Atmospheric Administration</i> | <i>www.noaa.gov</i> |
| <i>National Weather Service.....</i> | <i>www.nws.noaa.gov</i> |
| <i>U.S. Geological Survey</i> | <i>www.usgs.gov</i> |
| <i>Centers for Disease Control and Prevention</i> | <i>www.cdc.gov</i> |

Food and Drug Administration www.fda.gov

Nuclear Regulatory Commission..... www.nrc.gov

American Red Cross www.redcross.org

National Fire Protection Association www.nfpa.org

Institute for Business and Home Safety www.ibhs.org

Humane Society of the United States.....www.bsus.org/disaster

LOCAL TELEPHONE NUMBERS AND WEBSITES

| | |
|--|--|
| Emergency: | 911 |
| Shipyard Security: | 843-785-3310 |
| Pope Gate: | 843-785-3776 |
| 278 Gate: | 843-785-4776 |
| Town of Hilton Head | 843-341-4600 |
| Beaufort County Emergency Mgmt. Division | 843-470-3100 |
| South Carolina Emergency Mgmt Division | 803-737-8500 |
| Shipyard Plantation: | www.shipyardhhi.com |
| Town of Hilton Head: | www.ci.hilton-head-island.sc.us |
| Beaufort County Emergency Management: | www.co.beaufort.sc.us |
| South Carolina Emergency Management: | www.scemd.org |

***MONITOR THE SHIPYARD WEBSITE www.shipyardhhi.com FOR POST-DISASTER INFORMATION REGARDING SHIPYARD PLANTATION.**

Shipyard POA Architectural Review Board DECLARATION FORM

Name _____

PROPERTY ADDRESS: Legal _____

Street Address _____

OWNER: _____

Owner's Mailing Address If Different From Above: _____

(Damage is less than 50% as determined by the Town of Hilton Head Island)

I, the undersigned, do hereby certify that the above referenced property has been damaged as a result of the recently declared disaster and will be repaired to the condition that existed prior to the current damage. No exterior changes will be made from the previous SPOA ARB approved structure including architectural design, windows and doors or other finish materials and colors without written approval from the SPOA ARB.

Please include photos of the damaged structure with this form and submit a photo of the repaired structure upon completion..

Submitted By: _____

(Signature)

Date: _____

Telephone Number: _____