

Hurricane Preparedness Guide

The Board and the on-site management staff (hereinafter referred to as Management) recognize the need to protect employees, the asset, and to the extent possible, owners/residents of the property during an emergency or disaster situation. This document and the supporting schedules will serve as a guideline to Management in the event of a hurricane/severe weather approaching the property. Hurricane season begins on June 1, of each year and continues through November 30.

Management strongly suggests that all owner/residents heed the warning of City and Government officials and vacate the property and the City when requested to do so. Despite our strong recommendations and warning to owner/residents, Management is ultimately unable to “force” the owner/residents to leave the property. No attempts should be made by staff to physically remove owner/residents. Should a “special-needs” situation arise in preparation of authorities should be contacted and notified of the situation.

Hurricane Preparation Procedures:

Storm Forms in the Caribbean or Gulf:

On-site maintenance staff to visually inspect:

- Roof drains, scuppers, gutter and downspouts are clear.
- Storm Drains and parking lot drains are clear.
- All windows and doors are operable and secure.
- Entry points are protected such as trash chutes, elevator stairwell vents or fans.

Tropical Storm or greater strength is in Gulf with property in projected Path:

On-site management to confirm:

- Floor representatives notify owners/residents of approaching storm
- Place owner/resident contact information forms on all doors and ask owners/residents to update who is staying and who is leaving.

On-site maintenance staff to:

- Store all Association owned outdoor furniture, plants, BBQ grills and other loose items.
- Lock and secure all clubhouse doors, windows, etc.
- All windows and doors are operable and secure.
- Entry points are protected such as trash chutes, elevator stairwell vents or fans.
- Place sandbags in areas that are prone to flooding.

TOP TIPS

Residents of condominiums located within an ordered evacuation zone will be asked to evacuate, either to another location of their choice or to a shelter. No one should remain in the building.

Residents must contact the Condo Manager or President if there are concerns about the protection of the building (e.g. lack of shutters, or if assistance is needed to install shutters). A Building Coordinator should be selected in advance (well before the onset of Hurricane Season) who has knowledge of hurricane preparedness and can lead residents on how to prepare for the storm.

Designate a person to be a liaison with the Police Department for information before and after the hurricane.

BEFORE THE STORM

Building Managers and Presidents

- Locate a safe area for residents to wait out the storm. Instruct them to stay away from windows and sliding glass doors.
- Make provisions for sheltering other people who might be trapped when evacuation routes are closed by the storm.
- Bring all fire extinguishers indoors.
- Make certain First-Aid kits are fully stocked.
- Ensure tools and materials that might be needed for repairs are readily accessible.
- Secure grounds by setting up guidelines for safety of cars and recreational equipment.

RESIDENTS

- If permitted, install shutters that are commercially approved. Check fasteners to ensure shutters are snug against the wall.
- Close and lock all windows and sliding glass doors.
- Draw all shades. Close all blinds and drapes.
- Place folded towels on windowsills and inside the bottom of doors leading outside to absorb any leaking water.
- Wedge patio doors shut to prevent them from being blown off.
- Remove all loose items from terrace or patio (hanging plants, lawn chairs, etc.) Do not place outdoor furniture in the swimming pool as it could be damaged while in the pool or cause damage if blown out of the pool by high wind.
- Remove all objects from wall shelves (these items can become deadly missiles when high winds occur). Store in closet and off of the floor to safeguard from storm vibrations.
- Locate the exit stairwell nearest to you - emergency lights will turn on in case power goes out.
- Stay inside your condominium in a room with few or no windows (preferably the bathroom).

- Determine a location outside of the building for members of your family to meet in the event you are asked to evacuate.
- Take photos of the property
 - Before hurricane season begin, take photos of your association's assets and property including office equipment, supplies, buildings, furniture, art, etc. Store these photos in a safe place, such as in the cloud, with your important documents.
- Make sure your important documents are safe
 - Before hurricane season, make sure you have your association's important documents are stored in a secure location such as the cloud. You can also keep an extra copy of these documents in watertight containers. The documents you should be safeguarded include your association's governing documents, insurance policies, bank account numbers, statements, checks, minutes, approvals, unit owner roster, emergency contact information, vendor lists and more.

ELEVATORS

ELEVATORS SHOULD BE PROPERLY PREPARED BEFORE A HURRICANE EMERGENCY.

BEFORE THE STORM

- Clear out gutters, drains and downspouts to prevent an accumulation of rainwater that may cascade to the floors below and find its way into the elevator shafts, causing electrical shortages and resultant shutdown.
- Park the elevator car at the top floor so that if an upper floor is flooded, the water will not fall on top of the car and damage its operating panel, door operator, electrical devices and wiring.
- Pull the disconnect switches in the machine room and close and lock the door to prevent anyone from using the elevator during the storm.

DURING THE STORM

- Elevators should not be operated during a hurricane emergency. Water may damage the machinery and passengers can become trapped in the cars. Telephones may be inoperative and elevator mechanics may be unable to handle emergencies due to flooded and unsafe roads.

AFTER THE STORM

- Once the hurricane is over, check the elevator machine room, all electrical equipment, hoist ways and pits before starting the elevators.
- If water has affected any of these areas, have the equipment inspected before allowing the elevators back in service.
- Taking these precautions may prevent elevator shutdowns, unnecessary repair expenses, inconvenience and personal injury.

SENIORS

TOP TIPS

- Gather important identification information well in advance of the hurricane. Basic identification information can be printed on an armband. More extensive identification should be in a wallet or purse.
- Have a small bag packed with several changes of clothes, one month's supply of medications, important papers.
- Have a disaster supply kit on hand, including:
 - Flashlight, portable battery-operated radio and extra batteries
 - First Aid kit
 - Emergency food and water (including a non-electric can opener) 3-5 days supply
 - Essential medication, both prescription and over the counter
 - Cash and Credit Cards
 - Copies of important papers (bank statements, insurance records, pictures, deeds, etc.)

WHEN A HURRICANE WATCH OR WARNING IS ISSUED

- Listen to hurricane progress reports. Follow instructions if ordered to evacuate.
- Check your emergency supplies. Store drinking water in clean bathtubs, jugs, bottles and cooking utensils.
- Turn the refrigerator and freezer to the coldest settings.
- Freeze containers of ice.
- Make certain vehicle gas tanks are full.
- Review evacuation routes and gather your disaster supply kit.
- Store valuables and personal papers in a waterproof container.

IF EVACUATION IS NECESSARY

- If officials order evacuation, leave as soon as possible.
- Avoid flooded roads.
- Secure your home.
- Leave contact number with Manager or President.
- Take your pre-assembled emergency supplies and warm, protective clothing.