

APPENDIX E

HURRICANE ACTION PLAN

Lands End of Perdido Key HURRICANE ACTION PLAN

Lands End of Perdido Key is in a Hurricane Evacuation Zone. Each year we are all reminded of Hurricane Season and implored to make preparations. "some do, some don't". However, after Ivan and Dennis the "some do" should greatly outnumber the "some don't."

Remember, it is the owners' responsibility to prepare and protect their individual units and property. The Association is responsible for preparing the common areas and notifying owners of a Hurricane Watch. The owner, or rental agent responsible for the unit, must remove balcony furniture, ensure the doors and windows are secure, and make all necessary preparations for the hurricane (**See owners' checklist**). If the owner is unable, for whatever reason, to personally make preparations or arrange for someone else to make preparations, notify the Manager or Maintenance Supervisor. The Association will then make necessary preparations to ensure the safety of the unit at the owner's expense. Pursuant to FS 718.111(5), the association has the irrevocable right to access individual units during reasonable hours when necessary for the maintenance, repair or replacement of any common elements or as necessary to prevent damage to the common elements or to another unit.

Please visit the Escambia County Hurricane Preparedness website for additional information:
http://www.escambia-emergency.com/Hurricane_Preparedness/

HURRICANE INFORMATION CAN BE OBTAINED BY CALLING 1-800-635-4803

PRIOR TO HURRICANE SEASON

UNIT OWNERS MANDATORY CHECK LIST

<i>Supply Association with current owner contact information, including emergency contact numbers and email addresses.</i>	<i>Lock unit front door but do not secure the dead bolt (responders may require entrance and if the dead bolt is locked they have no option but to kick the door in.</i>	<i>Notify the Manager and/or Maintenance Supervisor that your unit is secured and vacant.</i>
<i>Move all equipment and balcony furniture into the unit.</i>	<i>Remove all trash and perishable foods from the unit.</i>	<i>Lock sliding patio doors. Lock all windows and close blinds.</i>
<i>Close all water faucets and valves, including commode valves.</i>	<i>Refrigerator; clean out, turn off power and open doors.</i>	<i>Turn off all breakers at the main power panel.</i>

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1. The Board will take action to secure an engineer that will commit to responding immediately after a hurricane to begin restoration of the condominium.
2. The Board will explore means to harden areas to minimize damage.
3. The Board will appoint an Emergency Action Team and identify a communications coordinator.
4. The management company and maintenance supervisor (know hereafter as Management Team) will take inventory of Association documents. Copies of Association documents should be safely stored away from the condominium and should include the following:
 - A. Articles of Incorporation
 - B. Declaration of Condominium
 - C. By-laws
 - D. Rules and Regulations
 - E. Insurance policies
 - F. Construction plans (architectural plans and specs, engineering/structural/mechanical)
 - G. Owner roster with emergency contact information
 - H. Bank accounts and list of authorized signatures
 - I. Contracts (maintenance and operations)
 - J. Employee information including emergency contact information
 - K. Video or photo record of the common property
 - L. Names and contact information for engineer, attorney, accountant, and other professionals employed
 - M. Pre-negotiated contracts with engineer.

DURING HURRICANE SEASON (1 JUNE – 30 NOVEMBER)

- I. **Monitor Phase** - The Management Team will maintain a close watch for tropical activity, review plans, and ensure the following:
 - Maintain a current list of Owners' names and addresses, including emergency contact information current email addresses
 - Every resident and guest receives a copy of the Hurricane Plan.
 - Emergency phone numbers are kept updated.
 - Inventory equipment - In addition to a written inventory, create either a video or photographic record of the condominium and its equipment, and maintain a copy of the record off-site.
 - The name, address, and phone number of the communications coordinator is provided to every owner so when the ability to communicate with other owners or the board is disrupted, the communications among the residents of the community can be maintained.
 - Identify resources needed to evacuate and protect the facility.
2. **Warning Phase (Upon issuance of a Tropical Storm or Hurricane Watch by the National Hurricane Center)**
 - 5 DAYS PRIOR TO THE POSSIBILITY OF A STORM REACHING LANDFALL, THE MANAGEMENT TEAM WILL:**
 - Determine severity of the storm and the danger imposed (from flooding, winds, etc.)
 - Notify residents and guests of the possibility of an evacuation.
 - Review Storm Procedures
 - 96 HOURS BEFORE FORECASTED HURRICANE LANDFALL, THE MANAGEMENT TEAM WILL:**
 - Inform the Board, owners, residents, and guests that an evacuation is imminent and post signs around property.
 - Inform owners and/or Realtors to remove patio furniture and secure units.
 - Check supplies and equipment.

72 HOURS BEFORE FORECASTED LANDFALL, THE BOARD WILL ACTIVATE CONTRACTS WITH ENGINEER.

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72 Hours before forecasted hurricane landfall depending on storm strength the Management Team will communicate with the Board and:

- Make arrangements for possible guest/resident evacuation.
- Issue information flyers to all guests.
- Prepare outside areas, common facilities to minimize possible injury and/or damage.
- Prepare to secure vital records and equipment.
- Monitor and keep a record of guest departures.

48-24 HOURS BEFORE FORECASTED HURRICANE LANDFALL, A HURRICANE WARNING IS ISSUED, OR THE GOVERNOR OR BOARD OF COUNTY COMMISSIONERS ORDERS EVACUATION.

The Management Team will communicate with the Board and:

- Review all actions taken to identify any shortfalls.
- Insure that all guests are aware of the situation.
- Review responsibilities to insure all preparations have been made.
- Secure equipment to higher floors of the facility.
- Put away all pool furniture.
- Notify guests/residents that all water and power will be secured and that all should make immediate preparations to evacuate.
- Turn off water at booster pumps and at main meter valve.
- Bring all elevators to 2nd floor and turn off.
- Shut off pool pumps and equipment.
- Turn off electricity.
- Secure the facility.

3. Recovery Phase - The Emergency Action Team will set up a plan to survey the damage as soon as local authorities allow personnel back on the beach.

- First responders – Emergency Action Team, engineer, contractor, Building Supervisor: assess damage – check roof, grounds, & units as needed.
- Inform board members and owners of the situation. After establishing a means of communication, every effort should be made to dispel rumors by disseminating necessary information and advising owners of the actions in progress to protect their property and respond to their needs.
- Set in motion a recovery plan.
 - (1) No damage
 - a. Turn water back on
 - b. Turn electricity back on
 - c. Turn elevators back on
 - d. Service pool
 - e. Replace equipment and furniture
 - (2) Minimal damage – sand in parking lot, some damage to common areas
 - a. Determine utility availability
 - b. Notify engineer, contractor, and adjuster
 - (3) Major damage – roof damage, units wet, first floor destroyed
 - a. Notify engineer, contractor, & insurance company
 - b. Begin mitigation/recovery efforts:
 - Project planning/scheduling;
 - Construction bidding;
 - Contract negotiations;
 - Construction/rehabilitation; and

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- Project completion/close out.
- c. There are intervening steps the Board should take which may require contracts of short duration and for specific purposes. It may not be possible to obtain 3 bids before issuing a contract but the Board should be prudent with all actions. Even these contracts should be reviewed to insure that proper precautions are taken. The most urgent needs immediately after the disaster will be:
 - Securing the community from acts of vandalism and looting;
 - Removal of storm debris; and
 - Shoring up building structures, patching roof, and close openings in order to mitigate against further damage.