

Hurricane Preparedness Plan

Hurricane Preparedness Plan

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*Hayden & Associates*

Community Association and  
Commercial Management Services

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**Hurricane season is upon us.**

**Hurricane season officially starts on June 1 and lasts through November 30<sup>th</sup>.**

## Hurricane Preparedness Plan

### SECTION I - HURRICANE PRE-STORM AND EVACUATION PROGRAM

We urge everyone to always be alert to changing weather conditions when any threatening storm is in the area. In the event our area is threatened by a hurricane, certain procedures will be followed by Management to help ensure the safety of the tenants as well as the property. In the event of a hurricane, we urge everyone to monitor local weather forecasts closely. We recommend that each tenant have in their suite some type of battery operated radio so you can keep informed of the status of approaching storms. The size, direction, and speed of a hurricane can change rapidly. Websites you may want to use include:

National Hurricane Center - <http://www.nhc.noaa.gov>

South Florida Water Management District - <http://my.sfwmd.gov>

The Weather Channel - <http://www.weather.com/newscenter/tropical>

#### 1. PRE-STORM PREPAREDNESS

Be aware of National Hurricane Center advisories and bulletins, and local official advisories. As weather conditions develop, you should be aware of terms being used:

***Tropical Disturbance:*** slight or absent circulation and no strong winds, a common phenomenon in the tropics.

***Tropical Depression:*** closed circulation at surface, highest winds less than **39 mph**.

***Tropical Storm:*** closed circulation, highest wind speed **39-73 mph**.

***Hurricane:*** very strong and pronounced circulation, wind speed of **74 mph** or more.

***Hurricane Watch:*** If the hurricane continues to threaten land, a hurricane watch is added to the advisory, covering a specified area and duration. A hurricane watch means that hurricane conditions are a real possibility. When a hurricane watch is issued, listen for further advisories, take steps to notify your employees, secure your office and be prepared to evacuate if necessary.

## Hurricane Preparedness Plan

**Hurricane Warning:** When hurricane conditions are expected within twenty-four hours, a hurricane warning will be announced by the National Hurricane Center. All precautionary measures should be completed and you must evacuate the building and property if notified by civil authorities.

If a hurricane warning (a warning that certain dangerous effects of a hurricane are expected in 24 hours or less) is issued during business hours, Management will attempt to notify each tenant via email and/or fax as soon as possible after learning of the warning.

### Preparations we urge you to consider are:

- Notifying a home office or branch office, if appropriate
- Storing computer data/information on backup systems
- Prepare to disconnect and move all office equipment off the floor and away from the windows and cover with plastic, if possible; it would be preferable to move all office equipment to an interior office
- Prepare to store valuable artwork in an interior office; removing valuables including photographs, cash, negotiable securities, irreplaceable documents, etc.
- Removing all perishables from freezers and refrigerators
- Shutting off all lights and turning the AC in the OFF position
- Closing all doors and locking front and back doors securely

**PLEASE BE REMINDED THAT THE BUILDING SHOULD NOT BE USED AS A HURRICANE SHELTER. SHOULD YOU DECIDE TO LEAVE YOUR CAR PARKED AT THE BUILDING, YOU DO SO AT YOUR OWN RISK. UNIVERSITY COMMONS LOT 1 ASSOCIATION OR WILL NOT ASSUME RESPONSIBILITY FOR PERSONAL INJURY OR DAMAGE TO YOUR PERSONAL PROPERTY.**

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### 2. EVACUATION PROGRAM

#### IF YOU EVACUATE DO NOT FORGET . . .

Prescription medication & medical supplies

Extra clothing, shoes and eyeglasses

Personal toiletries

Jewelry

Pillows, blankets, sleeping bags or air mattresses

Folding chairs, lawn chairs or cots

Family photographs & keepsakes

Address book/telephone numbers

Bank account information; checkbook(s)

Identification & credit card(s)

Income tax returns

Insurance policies (medical, homeowners, auto, life)

Will, living will, trust documents

Warranty deed(s)

Negotiable instruments (e.g. stock certificates, bonds, promissory notes, etc.)

Quiet games, books, playing cards and favorite toys for children

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## SECTION II - EMERGENCY TELEPHONE NUMBERS

### ***EMERGENCY & SERVICE TELEPHONE NUMBERS***

FEMA Disaster Assistance	800-621-3362
American Red Cross	866-438-4636
Charlotte County Emergency Sheriff/Fire	911***
Charlotte County Sheriff's Dept.	941- 639-2101
AT&T Business Repair	877-253-0009
Comcast Business Repair	800-266-2278
CenturyLink	800-339-1811
Florida Power & Light	800-468-8243
Charlotte County Utilities – Emergency	941-764-4300
Garbage Collection – Waste Management	941-629-1106

**\*\*\* Please remember that 911 is to be used ONLY in case of an emergency\*\*\***  
**\*\*\*All other calls should be directed to the non-emergency telephone numbers\*\*\***

## **Hurricane Preparedness Plan**

### **SECTION III – AFTER THE STORM HAS PASSED**

#### **AFTER THE STORM**

Listen to the radio – The authorities will announce when you can return to the area.

Careless equipment use causes the greatest number of post-storm injuries. Remain indoors until the official "all clear" is given. Pay strict attention to instructions from official sources. If you have evacuated, do not return home or to your office until local officials announce your area is ready for re-entry. If your property has sustained structural damage, do not enter until it is checked by local officials or qualified engineers.

The utility companies ask that you not report individual service interruptions as they already have plans to restore service as quickly as possible after the storm clears the area. Report individual trouble only after service has been generally restored in the area. Call police or utility companies immediately to report hazards, such as a downed power line and broken gas or water mains.

It is possible that water supplies to your property could become contaminated during a hurricane. The Public Health Department will issue a boil-water order immediately after the hurricane passes. The boil water order should remain in effect for at least 72 hours if necessary. During this time, use only your pre-stored water for drinking.

Do not touch fallen or low hanging wires of any kind under any circumstances. Stay away from puddles with fallen wires in them.

If you begin to make temporary repairs, be sure to keep your receipts. Be sure all contractors are pre-qualified and carry proper insurance. Remember, many "fly by night" contractors appear after the storm has cleared to take advantage of emergency repairs. Be sure to take photographs of any damaged areas for insurance purposes.

#### **TENANTS RETURNING TO THE BUILDING**

Once telephone service has been restored and the building and city are safe, the management staff will begin to notify the tenants of the building reopening. Please make sure your property manager has an updated emergency contact for your unit that includes the cell or home phone numbers of one (1) or two (2) tenants from each suite.

A representative from each suite can call the main office number; if no phone contact can be made it should be assumed that the building is still closed.

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**If the property has flooded NO ONE can enter the building until deemed safe by the appropriate authorities.**

### Post-Storm Actions to Be Taken:

The period immediately following a Hurricane or Severe Storm can be very chaotic. Once notified by Property Management of re-entry to the property, please use the following suggestions:

1. Perform a thorough inspection of your space, survey and make a detailed list of all damaged areas on the “[Hurricane Damage Report](#)” form and if possible, take pictures.
2. Report property damages and conditions to The Management office. Please fax your completed “Hurricane Damage Report” to our office at 239-489-4980. All information will be recorded and we will be able to coordinate necessary labor, equipment and materials.
3. Notify insurance agent or carrier of preliminary personal property damage.



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**SECTION IV - HURRICANE DAMAGE REPORT FORM**

**YES      NO**

Did your space sustain water damage from roof leaks?      \_\_\_\_\_

If yes, explain where \_\_\_\_\_

\_\_\_\_\_

Explain what was damaged \_\_\_\_\_

\_\_\_\_\_

Did your space have any broken windows?      \_\_\_\_\_

If yes, explain where \_\_\_\_\_

\_\_\_\_\_

Explain other misc. damage \_\_\_\_\_

\_\_\_\_\_

**OFFICE:**

**YES      NO**

Ceiling Tiles      \_\_\_\_\_

Carpet      \_\_\_\_\_

Walls      \_\_\_\_\_

Doors      \_\_\_\_\_

Power & Lighting      \_\_\_\_\_

Completed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

***PLEASE COMPLETE AND FAX TO 239-489-4980  
THANK YOU***

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