

Hurricane Preparation List 2021 Operational Plan

❖ **Reminders Regarding Emergency Powers:**

- Emergency powers with an approaching storm CAN be delegated by deputizing 1 or more board members OR non-board members. This is best done in advance by a Board action which can occur at an Emergency Meeting
 - For purposes of this document this person is referred to as the Person in Charge (PIC defined on page 6)
 - If this is done these deputies have all of the powers of a board member for the emergency for administration of the disaster plan.
- If the Governor declares a disaster the following additional powers are given to the board to assist in recovery:
 - Relaxation of FS -718 quorum requirements, 1 or more board members may act on behalf of the board without quorum in emergency situations to administer the emergency and recover the community.
 - The Board/ Board Member/ PIC can move or relocate the community office to any location to assist in community recovery.
 - The Board/ Board Member/ PIC can declare any part of the property as “unavailable for use” if a governmental order or public health directive has been issued prohibiting access or use of the property.
 - The Board/ Board Member/ PIC can utilize the items listed in the reserve study as potential offsets to the anticipated large deductible possible from a major storm.
 - The Board/ Board Member/ PIC can open a line of credit as needed to offset emergency expenditures.
 - The Board/ Board Member/ PIC can levy special assessments as needed to assist in property restoration.

❖ **HURRICANE SEASON ONSET:** (to be completed by the CAM)

➤ **Communications:**

- Ensure all electronic communication methods are functional and ready to use
- Build communications/ notifications templates for 72-48-24-12 resident communications.
- Build emergency contacts list with management and staff information.

➤ **Community:**

- Prepare Emergency Recovery Documents
 - ◆ Check on insurance policies to ensure policies are in force
 - ◆ Verify vendor lists are accurate and current
 - ◆ Print Homeowner Rosters and Property Profile.
 - ◆ Print/save E-copies and put these documents in a safe location
- Take pictures of all assets

➤ **Grounds:**

- Contract Landscaping company
- Confirm post-cleanup contractual obligations.
 - Confirm trim trees back from buildings
 - Check trees for dead limbs and trim over roofs
 - Check plant beds for season readiness (ex. dead plant material loose edging)
- Ensure all fixtures are securely anchored and free from defects
- Ensure all signs are securely fastened
- Check all Pond flood control structures for correct operation and clear of obstruction.

➤ **Buildings/Clubhouse/ Storage Facility:**

- Check roof and gutters for signs of disrepair and correct any deficiencies
- Ensure all signs are securely fastened to buildings
- Visually inspect all car port structures and roofs, confirm storm ready (no damage evident)

➤ **Pool/Spa:**

- Check all signs in order to ensure that they are securely fastened
- Check plant beds for season readiness

❖ **HURRICANE SEASON ONSET:** All preparations will coincide with the arrival of named storms using NHC/NOAA prediction models

- **Condition Blue:** Storm force winds expected within 72 hours
- **Condition Yellow:** Storm force winds expected within 48 hours
- **Condition Orange:** Storm force winds expected within 24 hours
- **Condition Red:** Storm force winds expected within 12 hours

STEPPED OPERATIONAL PREPAREDNESS PLAN

❖ FORECAST NAMED STORM WATCH ISSUED:

- **Communications:**
 - Master Association in concert with the CAMs from each organization will Email all BODs to inform them of potential storm impact and initiation of Hurricane Plans
 - Remind all residents that hurricane plan timelines will be implemented being mindful of the arrival of Tropical Storm force winds associated with a named storm.
- **Community:**
 - Check on all fuel operated generators/tools for functionality
 - “Top off” petty cash funds in case emergency buying of small items is needed (gasoline, tools etc.)
 - Inventory Hurricane supplies- Duct tape, Tarps, Batteries, Generator, Flashlights, Locks, Chains, Cable Ties, etc.
- **Grounds:**
 - Check trees for dead limbs and trim over roofs
 - Ensure all fixtures are securely anchored and free from defects

❖ FORECAST STORM IMPACT 72 HOURS OUT: CONDITION BLUE

- **Communications:**
 - Phone call to BOD Presidents indicating proceeding with 72-hour operational plan.
 - Request updates / changes in direction from plan as published.
 - Discuss amenities closure (pool, clubhouse, tennis court)
 - ◆ SOP will be 48 hrs. prior to storm conditions onset
 - ◆ May be adjusted to 60 hrs. in advance based on storm strength and probability of impact
 - ◆ Notify residents that pool will not re-open until a minimum of 24 hours of stable pool chemistries are recorded
 - Email all BODs to inform them of potential storm impact and initiation of Hurricane Plans.
 - Post notices of impending storm path and emergency contacts on Community Channel, E-blasts & Facebook BTC, Bella Trae Cares will use these on their page as needed.
 - Advise residents to clear their patios
 - Advise residents that car port parking is “At own Risk”. While carport does provide protection, it is not complete, and there is a possibility high winds may cause structural failure/collapse.
- **Community:**
 - Verify pictures of all assets are on hand
 - Inspect Weepholes on lanais. (Ventura)
- **Grounds:**
 - Schedule vendors for pick-up of bulk trash and empty compactor
 - Secure and prepare fountains /retention ponds
 - Purchase fuel for equipment/ generators
 - Store fuel in approved locked cabinet
 - Charge all equipment batteries and procure additional batteries as needed
 - Clear all Pond flood control structures of obstructions and verify correct operation.
- **Buildings/Clubhouse/ Storage Facility:**
 - Prepare to act on amenities closure schedule (-60 hours or -48 hours)
 - Check for any loose items attached to buildings and secure or remove these items
 - Patrol community and notify residents to clear their patios
 - Contact residents / use of emergency keys to remove furniture
 - Remove all kiosk trash cans
- **Pools:**
 - Prepare to act on closure schedule (-60 hours or -48 hours)
 - Secure all items not related to the safe operation of the pool, other than furniture. (Campeon)
 - Remove potted trees/plants from pool area and store inside (Campeon)

❖ **FORECAST STORM IMPACT 48 HOURS OUT: CONDITION YELLOW**

➤ **Communications:**

- Confirm readiness of Board member or Board appointed Deputy on site who will serve as communication liaison/ on site PIC (Person in Charge). This person will be responsible for post storm communication with CAM and possible emergency actions.
 - Send electronic version of management/staff emergency contact information prepared at the start of hurricane season and obtain Bella Trae Cares contact list and print.
- Phone call to BOD Presidents indicating proceeding with 48-hour operational plan.
- Email all BODs to inform them of progress with Hurricane Plans.
 - Note changes in direction from plan as published.
- Post notices of impending storm path on Community Channel, E-blasts & Facebook BTC, Bella Trae Cares will use these on their page as needed.
- Advise residents and owners to prepare including removing vehicles from in front of the clubhouse.
- Remind residents to clear their patios using all electronic means mentioned above.
- Post notices of pool closing using all electronic means mentioned above.
- Post notices of impending storm path using all electronic means mentioned above.
- Post notices of shelters if available using all electronic means mentioned above.
- Communicate that swing gates community wide are being secured
- Barrier arms will remain in operation until 12 hours before forecast arrival of storm.

➤ **Community:**

- Verify pictures of all assets are on hand
- Print out owners and tenant contact list. Secure with other important contacts.

➤ **Grounds:**

- Prepare/secure all doggy stations
- Remove all bikes from bike racks (verify station is secure)
- Remove tennis court net and supplies to storage facility
- Verify benches are securely anchored and remove those that are not.
- Remove or secure front entrance gates
- Secure dumpster surround gates and secure ceiling tiles in Mandalay surround.
- Secure all emergency access gates that have chains/padlocks (remove locks replace with cable ties)
- Verify irrigation system has been secured.
- Remove signage, including street signs as needed.

➤ **Buildings/Clubhouse/ Storage Facility:**

- Close clubhouse and pool
- Check areas around buildings for loose or unsecured items
- Backup all computer data.
- Attach hurricane protection to the exterior of the guardhouse as needed.
- Place computer equipment in storage room located in assistant managers office on top of utility cart
- Lock all filing cabinets if possible- move any critical records to a dry safe interior location
- Recheck lanais throughout property, remove furniture as needed.
- Check all car-port storage doors and make sure they are secure

➤ **Pools:**

- Close pool area and post pool closed signage
- Place umbrellas, trash cans, clocks and floatation devices in Campeon
- Place tables, chairs, pool safety equipment in Campeon
- Secure and lock gates with locks/chains

❖ FORECAST STORM IMPACT 24 HOURS OUT: CONDITION ORANGE

➤ **Communications:**

- Meet with Board member/PIC and meet regarding disaster plan and preparation
- Phone call to BOD Presidents indicating proceeding with 24-hour operational plan.
- Email all BODs to inform them of progress with Hurricane Plans.
 - Note changes in direction from plan as published
- Update notices of impending storm path using all electronic means mentioned above
- Update notices of shelters if available using all electronic means mentioned above
- Communicate shutdown of elevators approximately 12 hours out. Encourage disabled residents to identify and ask for assistance.
- Re-Communicate closure of clubhouse to all residents.
- Communicate barrier arm gate removal will commence at condition RED
- Maintenance personnel and clubhouse desk staff will be released following completion of 24-hr preparations.

➤ **Community:**

- Place Emergency Recovery Documents listed above in in Assistant Managers office, wrapped in plastic, on a utility cart. (Listed under “community” on page 1)

➤ **Grounds:**

- Secure trash enclosure doors.
- Patrol community and check for any loose items or debris and secure items
- Video tape community on drive through with maintenance person for possible insurance issues

➤ **Buildings/Clubhouse/ Storage Facility:**

- Check areas around buildings for loose or unsecured items
- Prep Guardhouse for shutdown
- Recheck lanais throughout property
- Backup all computer data.
- Place computers in Assistant Managers Office on top of utility cart
- Lock all filing cabinets
- Check storage facility garage doors to make sure they are secure
- Check storage facility roll up doors to make sure they are secure
- Secure golf carts on chargers and remove all items into storage facility.

❖ **FORECAST STORM IMPACT 12 HOURS OUT: CONDITION RED**

➤ **Communications:**

- Final meeting with Board member/PIC regarding disaster plan and preparation
- Final Phone call to BOD Presidents indicating proceeding with 12-hour operational plan.
- Final Email to all BODs to inform them of progress with Hurricane Plans.
 - Note changes in direction from plan as published
- Update notices of impending storm path using all electronic means mentioned above
- Update notices of shelters if available using all electronic means mentioned above
- Update notices, refresh information for emergency contacts
- Communicate that elevators (Ventura) are being secured
- Communicate that barrier arms are being secured
- RAMCO will be released and guardhouse secured 12 hours prior to storm impact.
- CAMs and Assistant Manager will be released after 12-hour contingency plans are complete.

➤ **Grounds:**

- Patrol community- final inspection
- Secure Elevators (Ventura)
- Close all fire doors (Ventura)
- Secure all pedestrian gates in the closed position.
- Secure Barrier Arms

➤ **Buildings/Clubhouse/ Storage Facility:**

- Patrol community- final inspection
- Unplug all electronics and appliances before leaving property
- Verify Storage facility is secure
- Verify Clubhouse building is secure

➤ **Pools:**

- Final check- be sure all gates are locked and secured.

❖ **AFTER THE STORM PASSES:**

➤ **Communications:**

- CAMs will communicate with onsite PIC as soon as safe to get triage assessment for any needed emergency actions
- Post information about community recovery on electronic bill boards and Facebook page
- Request information regarding owners or tenants needs via electronic means if possible, or phone if not.
- The CAMs, assistant managers, maintenance and front desk staff should return to property as soon as it is safe and any personal emergencies are under control.
- **Post information regarding emergency generator and availability to store medications or charge phones in the clubhouse.**
- Post information as amenities restoration occurs.

➤ **Community:**

- The PIC and/or CAM **is authorized to take any immediate and safe action to preserve life or property!**
- The PIC and CAM should be prepared to deal with any needed expenditures to take care of any **immediate threats.**
- If an item is not an immediate threat, the PIC should not commit to an expenditure and the CAM should work to obtain restoral proposals for Board consideration

➤ **Grounds:**

- Communicate with onsite PIC as soon as safe to get triage assessment for any needed emergency actions
- Video tape community for possible insurance issues
- Patrol community inspecting for any downed trees and light poles
- Check lighting and electrical fixtures to ensure that all are still operational and secure
- Restore fountains to retention ponds
- Restore all removed items to proper locations
- Remove all locking mechanisms if used to secure gates
- Restore locks to chained emergency gates.
- Restore vehicle gate operations
- Restore irrigation operations
- Restore guardhouse swing gate and barrier arm operations.

➤ **Buildings/Clubhouse/ Storage Facility:**

- CAM will communicate with onsite PIC as soon as safe to get triage assessment for any needed emergency actions
- Video tape community for possible insurance issues
- Check for any damage to exterior walls or finishes
- Check for any visible damage to the roof
- Contact Roofing vendors for roof inspection

➤ **Pools:**

- Contact Pool Vendor to test systems for damage
- Contact Pool Vendor to clean pool
- Confirm a minimum of 24 hours of stable pool chemistries prior to reopening.
- Remove all stored items from Campeon
- Remove all locking mechanisms if used to secure gates
- Replace potted plants and umbrellas

❖ **This Document calls for the use of a Board Member/ Deputy on site/PIC:**

- Personal safety of the onsite PIC is the number one priority, with all other priorities rescinded.
- Prior to a storm, establish communication protocols in case of failed electricity, phones or cell networks
- Duties of the DPIC as follows:
 - 48 Hours before storm
 - Confirm role as Board member or Board appointed Deputy on site who will serve as communication liaison and on-site PIC for post storm communication with CAM and emergency action.
 - 24 Hours before storm
 - Contact CAMs and meet regarding disaster plan and preparation
 - 12 Hours before storm
 - Final meeting with CAMs regarding disaster plan and preparation
 - ◆ Share all emergency numbers of BOD Presidents/PICS/CAMs as well as street addresses ON PAPER prior to CAM departure
 - After storm passes and safe
 - Contact CAMs, and then surveil property for damage
 - Prioritize immediate threats to people first and then property
 - THE PIC IS AUTHORIZED TO TAKE ANY IMMEDIATE AND SAFE ACTION TO PRESERVE LIFE OR PROPERTY!!!
 - Any non-emergency actions should be left for the CAM to complete.
 - Look for and avoid downed or damage electrical service items (streetlights, transformers etc.)
 - Look for and report blocked roads or access ways to the county/CDD or CAM
 - Look for and document building damage and report non-emergency items to the CAM