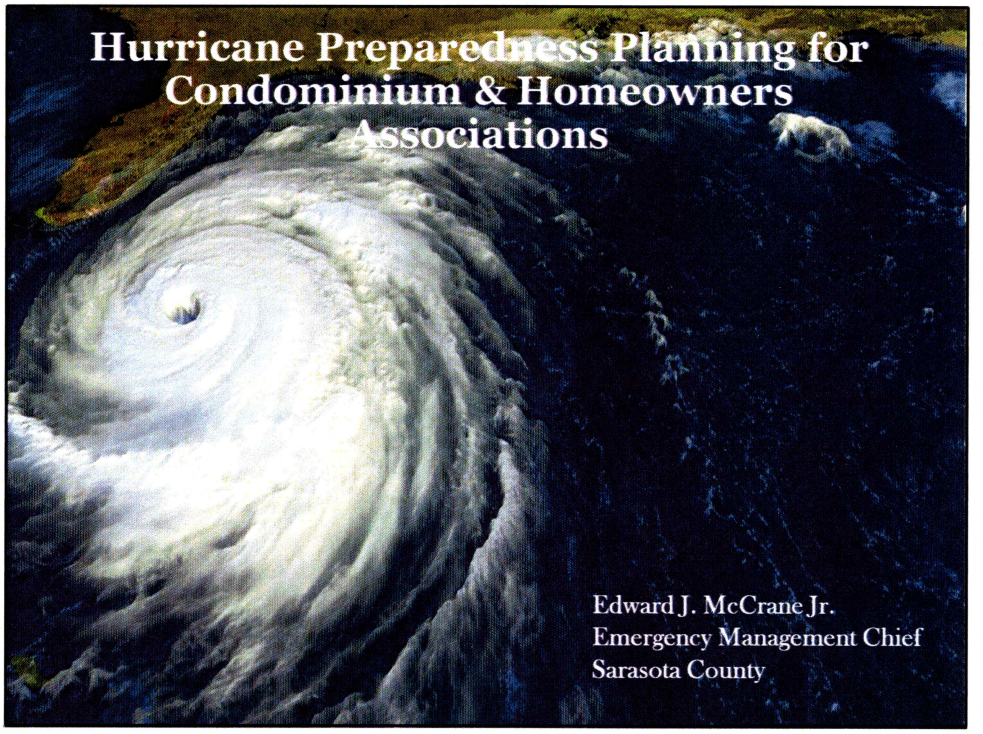


1

- Why do you need a plan? Hurricane Damage to Condos (Storm tide and wind damage photos)
- Hurricane history for Florida's West Coast
- 2020 Hurricane Season
- 2021 Hurricane Forecast
- Sarasota County Emergency Management Concept of the Operation
- Developing the Plan
- Establishing an Emergency Management Team
- Preparing the Property (Before & After the Storm)
- Preparing the Residents (Before & After the Storm)
- Some items not always considered in the event of hurricane
- EM Team Training & Exercises
- Sample plans and templates available on the internet
- Know Your Level, tools to help you find out

2

The Sands at Romar Beach condominium in Alabama suffered wind damage from Hurricane Danny in July 1987

3

Emerald Key Condos in Orange Beach
Suffered Storm surge/tide damage during Hurricane Ivan

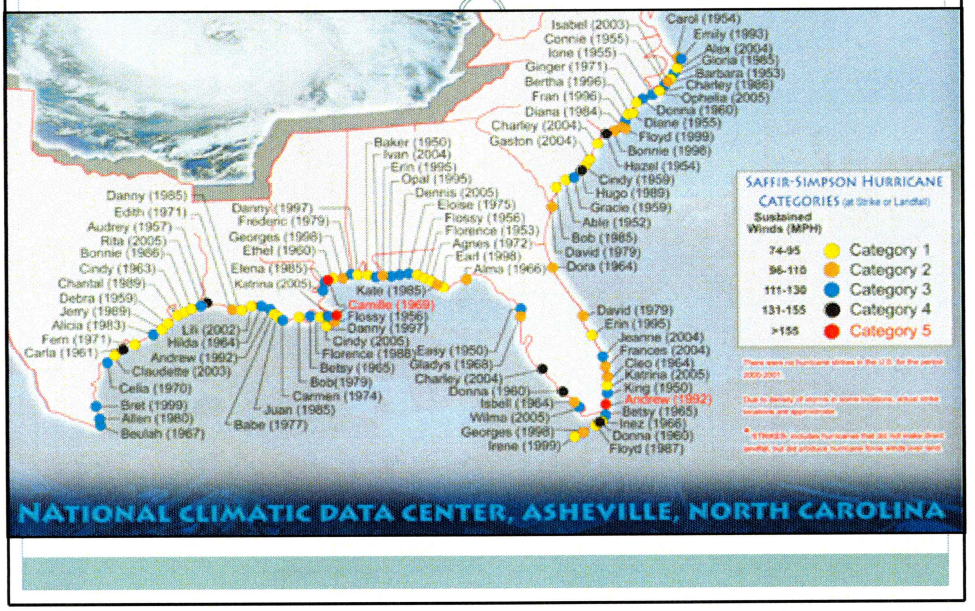
4

In 2004 Hurricane Ivan caused has extensive damage to t he Enclave Condos in Orange Beach .The first floor area including the pool and surrounding area was wiped out.

5

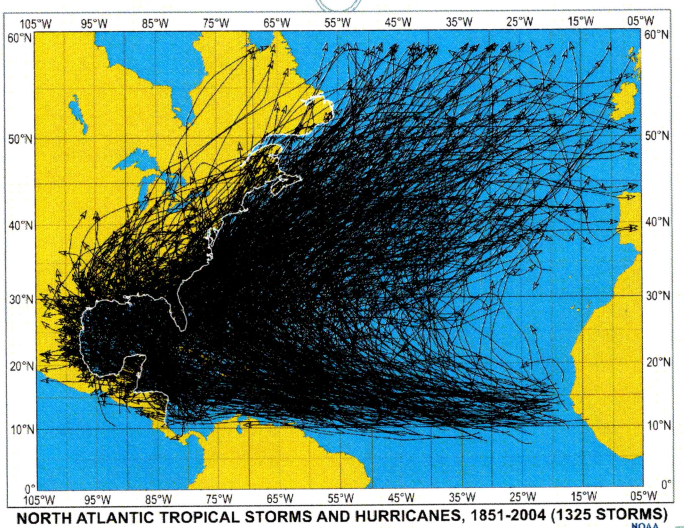
6

Hurricane Strikes – 1950-2005



7

All Hurricanes – 1851-2004



8

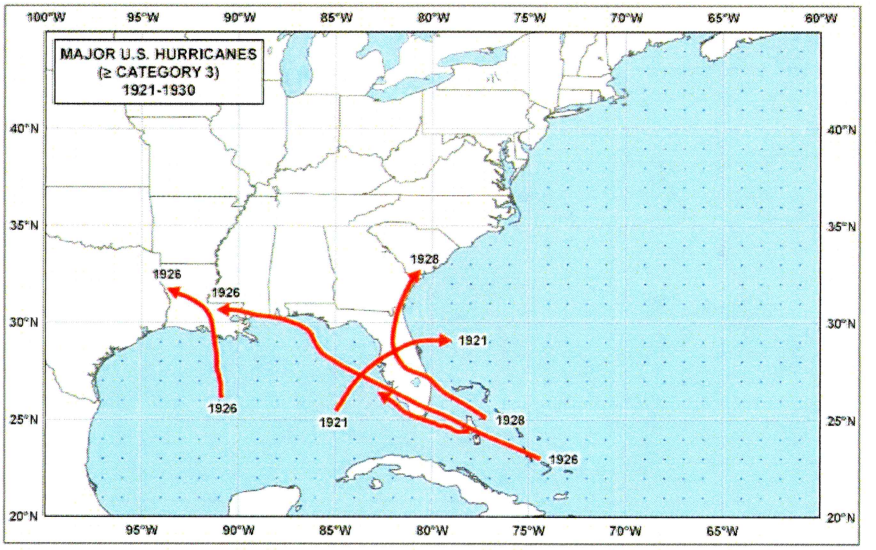


Figure 8. Landfalling United States major hurricanes (stronger than or equal to a category 3) during the period 1921-1930.

9

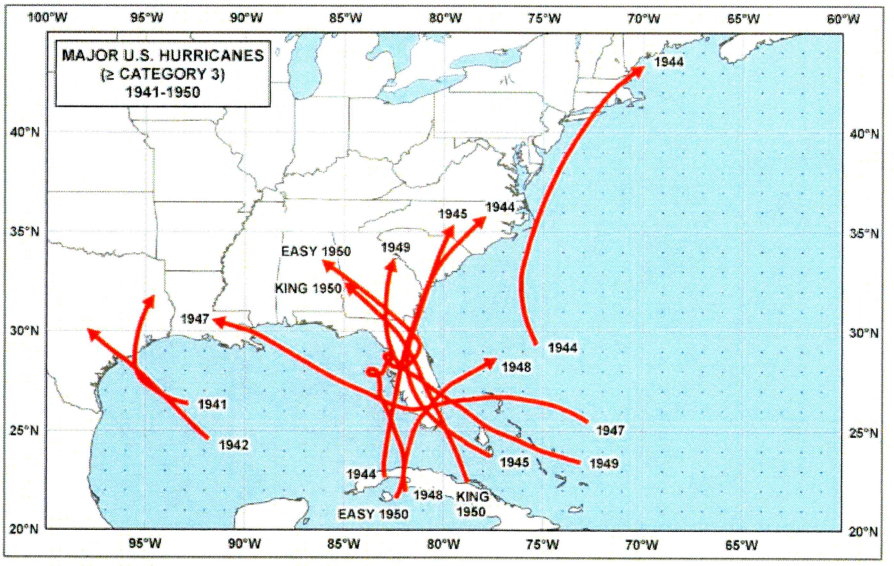


Figure 10. Landfalling United States major hurricanes (stronger than or equal to a category 3) during the period 1941-1950.

10

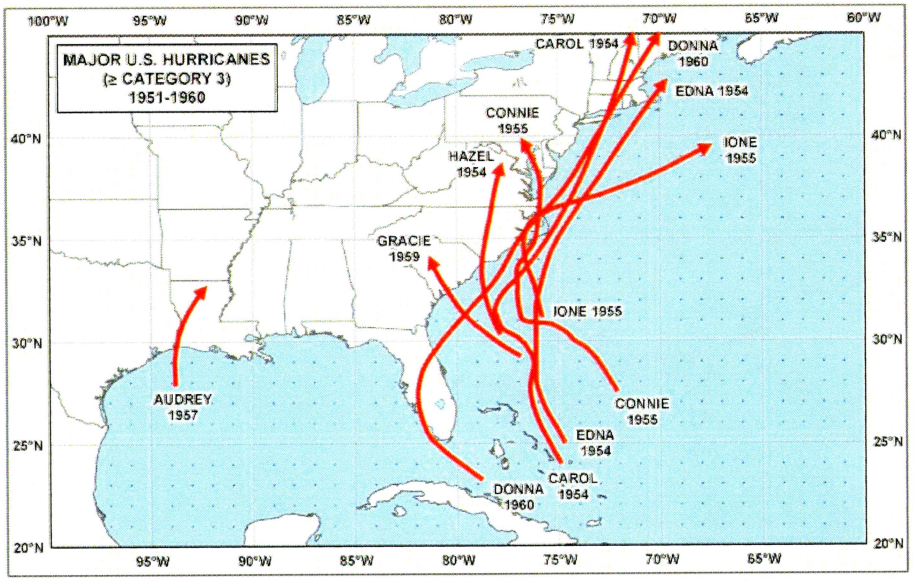
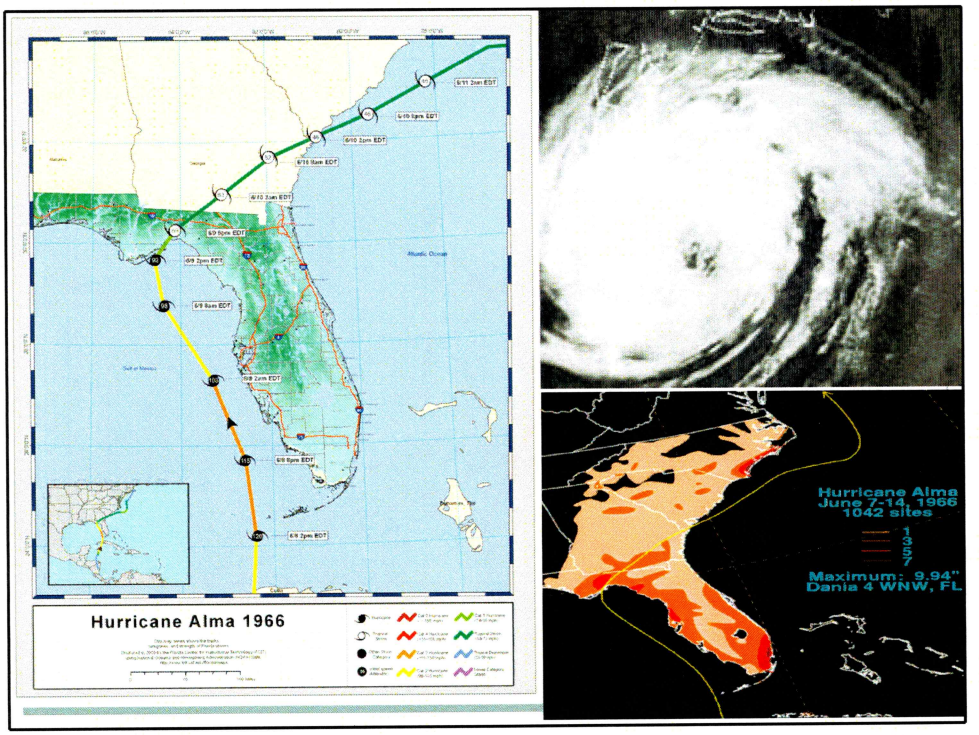


Figure 11. Landfalling United States major hurricanes (stronger than or equal to a category 3) during the period 1951-1960.

11



12

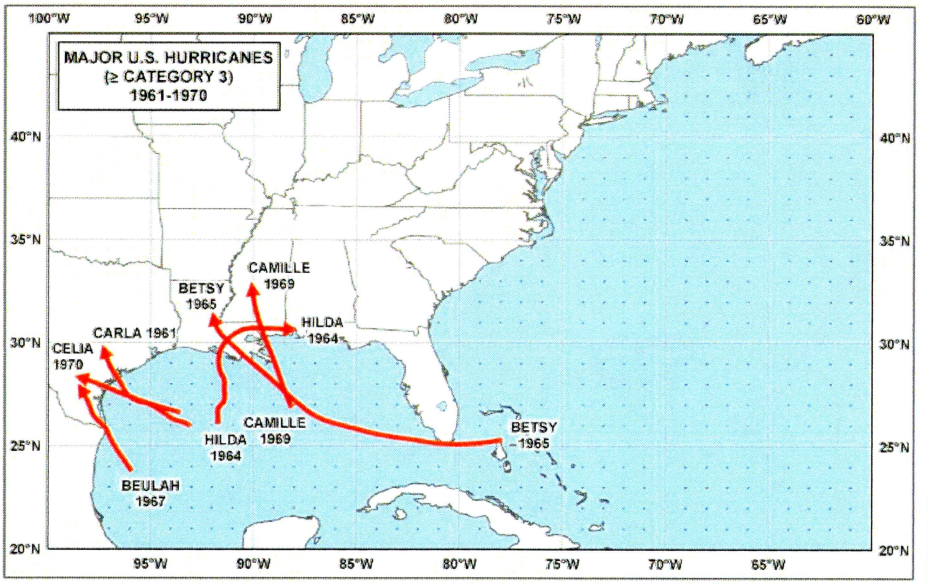


Figure 12. Landfalling United States major hurricanes (stronger than or equal to a category 3) during the period 1961-1970.

13

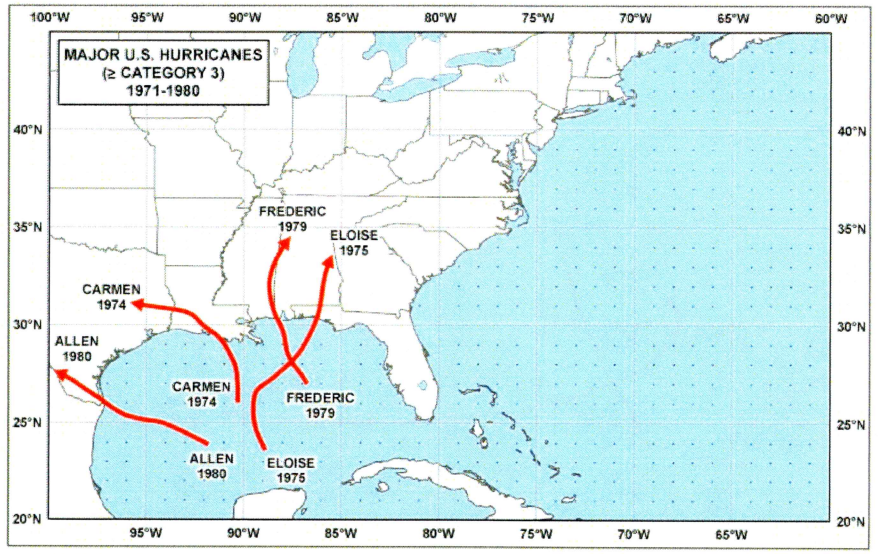


Figure 13. Landfalling United States major hurricanes (stronger than or equal to a category 3) during the period 1971-1980.

14

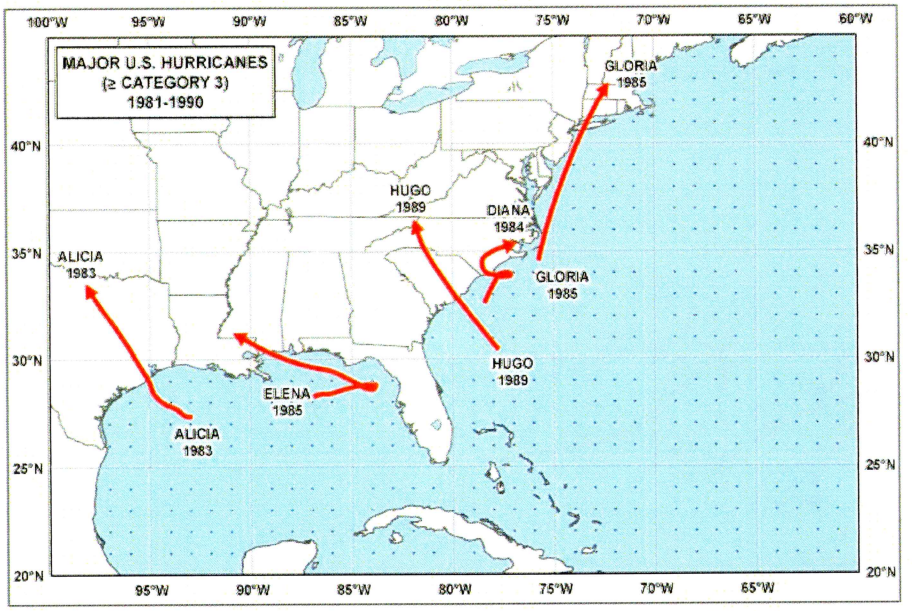


Figure 14. Landfalling United States major hurricanes (stronger than or equal to a category 3) during the period 1981-1990.

15

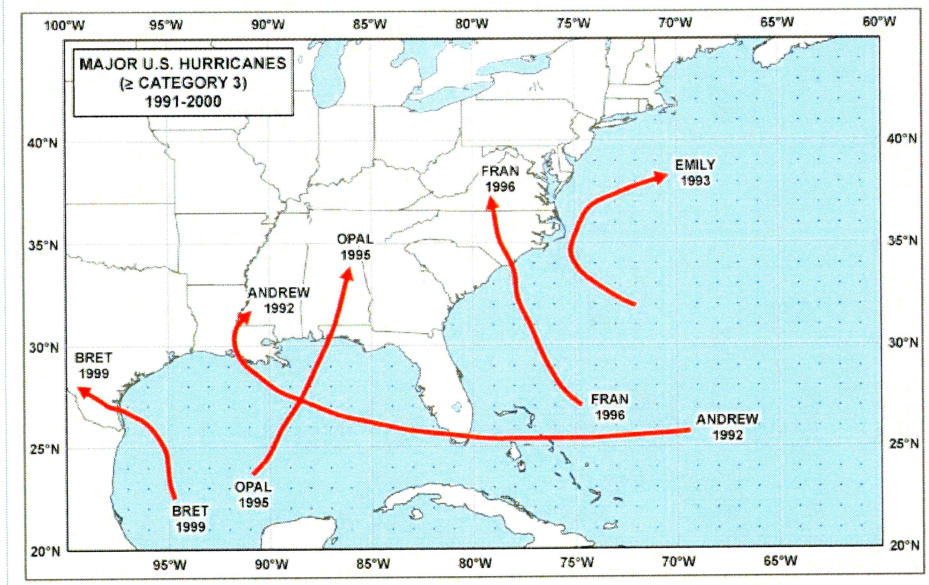


Figure 15. Landfalling United States major hurricanes (stronger than or equal to a category 3) during the period 1991-2000.

16

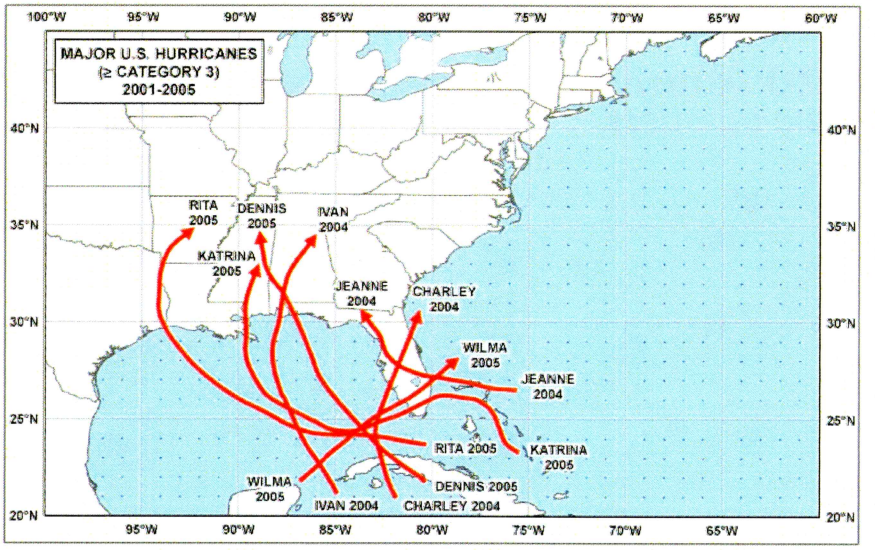
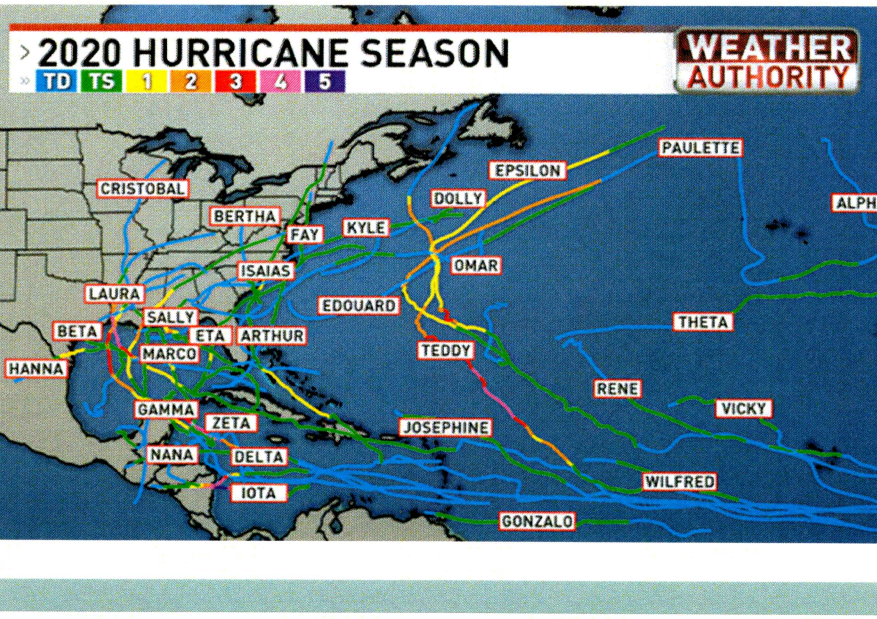


Figure 16. Landfalling United States major hurricanes (stronger than or equal to a category 3) during the period 2001-2005.

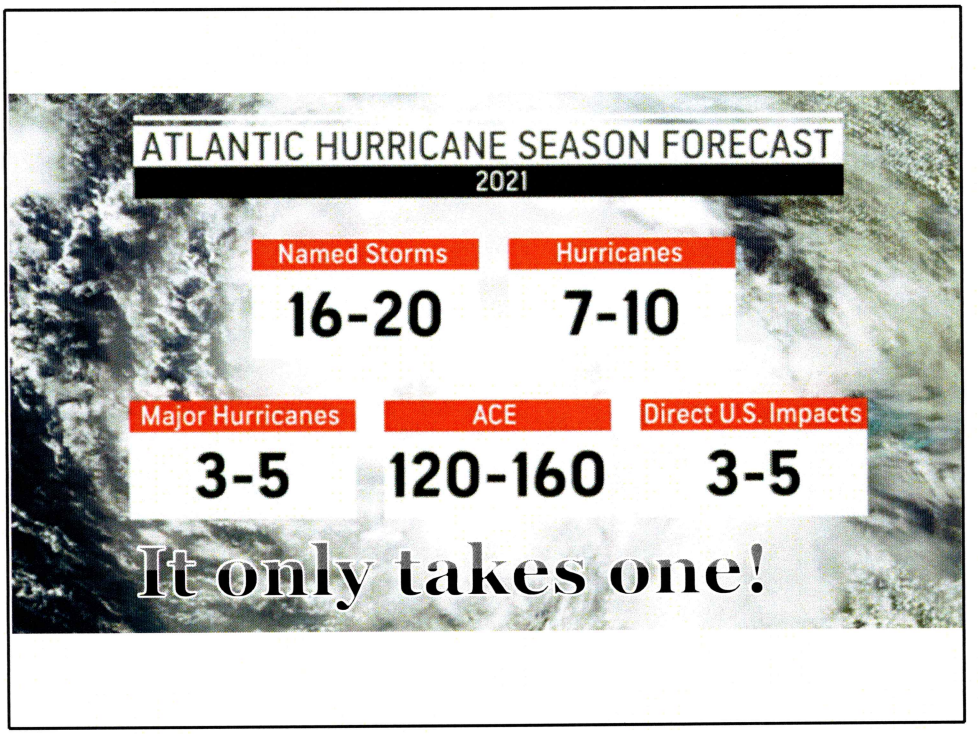
17



18

2020 Atlantic Hurricane Season
by the numbers
12
30
13
10
6
10
86
102
678
1,772
47
13,272
179,401
16
5th
86

19


ATLANTIC HURRICANE SEASON FORECAST
2021
Named Storms
16-20
Hurricanes
7-10
Major Hurricanes
3-5
ACE
120-160
Direct U.S. Impacts
3-5
It only takes one!

20

What to Include in an HOA Emergency Plan

1. Site **Plan**. Your **HOA emergency plan** must include a site **plan** encompassing the entire community. ...
2. **Evacuation Plan**. ...
3. Standard **Procedures**. ...
4. Instructions on How to Handle Debris. ...
5. Designated Meeting Place. ...
6. All Important Contact Information. ...
7. Insurance Information. ...
8. Community Photos/videos/drone footage of roof

21

THE PROPERTY

BEFORE THE STORM

- **Annually, a video record of the property ("before the storm") should be created, and made available should it become necessary after a storm.**
- **Maintain building plans on site and a copy in a location for immediate access in event of emergency**
- **Make arrangements with Disaster Restoration Companies in advance.**

AFTER THE STORM

- **Conduct a survey of the property to determine the extent of the damage**
- **Obtain authorization for emergency services required to secure the property and prevent further damages.**
- **Make a list of all damages and take photographs and or video.**
- **List all locations that require "dry-in" to be used when disaster restoration construction team arrives.**

22

The Manager should maintain the following records

1. **Owner list, with address of record, updated monthly**
2. **Name, address and phone number of Directors & Officers**
3. **Name, address and phone number of employees**
4. **Listing of Association's Insurance Agent, Carriers and Underwriter, Attorney, Accountant and Engineer.**
5. **List of Vendors and Disaster Restoration Company**

23

Establish an Emergency Management Team

- Establish an Emergency Management Team
- Upon notification of impending disaster or Hurricane Watch, and in lieu of a Hurricane Warning or Mandatory Evacuation order, the Emergency Management Team (EMT) should attempt to contact all residents to ascertain what there evacuation plans are.
- A Mandatory Evacuation Notice form for all units should be provided to all residents
- Hurricane Preparedness memo with before/during/after storm checklist.
- A copy of the Evacuation Notice form should be maintained by the manager for accountability purposes
- If anyone refuses to evacuate local law enforcement should be made aware.

24

Association Emergency Management Team (SS EMT):

1. **Establish who will lead the team (usually the manager of the property)**
2. **The team leader (or his/her proxy) will assemble the team.**
3. **There should be a clear line of authority between the leader and team members (board focal point, i.e., building coordinators, board adjunct members, etc.).**
4. **The team leader should be available at all times to the team members.**
5. **The team leader should understand the property layout and emergency procedure plan.**
6. **If the team leader is not available, alternates will be assigned.**
7. **Maintain updated contact information for all team members.**

25

Association Emergency Management Team (SS EMT):

Each team member should be assigned duties to:

- **Collect and store unit owner keys**
- **Inspect property before the loss**
- **Secure property after loss**
- **Ensure shut down of critical systems**
- **Contact disaster restoration vendors**
- **Contact the insurance agent**

26

Association Emergency Management Team (SS EMT) cont:

The team may include all or some of the following:

- Property Manager
- Association board members (DPFP, adjunct)
- On-site staff management (administrative and maintenance)
- Contractors (as project manager disaster recovery, electricians, plumbers, elevators, roofers, engineers, etc.)
- Banker & emergency line of credit
- Contracted security services

27

EMT to Secure Important Documents (awareness for all other residents, and individual consideration):

1. Determine, in advance, which records should be given special attention (building plans, condo operating docs, administrative docs such as budgets, historical docs, etc.).
2. Identify minimum information or documents that must be readily accessible to perform essential functions before, after and during the storm.
3. Examples of important documents include:

- Plan drawings of property and buildings
- Financial reports
- Insurance docs
- Accounting records
- Contact information sheets

28

EMT to Secure Important Documents (awareness for all other residents, and individual consideration):

- **As much as possible is stored digitally on the web or portable storage drive.**
- **Remaining paper documents (plan drawings) copied and archived off-site**
- **Key documentation that needs to be immediately accessible, perhaps before power and computer access is restored, should be kept hard copy on the property in a safe place (fireproof safe on upper floor), with a redundant copy kept off-site for quick access**
- **Options for protecting documents include:**

4. **Back up the computer system**
5. **Store digital records (tapes, disks) in insulated cabinets or fireproof safes**
6. **Arrange for evacuation of records to a backup location (offsite)**

29

Emergency Supply List – Things for Management Company to Consider (awareness for residents):

1. Roof tarps
2. 5/8" Marine plywood (pre-cut and ready to install)
3. Sandbags
4. Flashlights
5. Batteries
6. Hammer, nails, other tools
7. Masking, duct or electrical tape
8. Mops and brooms
9. Generators
10. Saws
11. Axes
12. Portable lights
13. Hard hats
14. Extension cords
15. Ladders
16. 2-way radios

30

UPON NOTIFICATION OF A HURRICANE WATCH OR WARNING

- Inventory & update emergency supplies and first aid kit
- Purchase additional materials as required.
- Check and refill bottled water supply.
- Fill all gasoline, diesel or propane tanks for generators
- Check and secure outside of buildings, balconies and common walk ways removing grills, plants, furniture, etc.
- Distribute sets of keys to all the Resident Building Coordinators.
- Review Hurricane Plan, step by step, to assure all materials necessary are available to insure orderly action upon implementation.

31

UPON NOTIFICATION OF A WATCH OR WARNING

- Remove and store pool furniture . In the pool is not the best place.
- Remove any loose items, including life saving rings, from pool deck and grounds and secure.
- Secure all loose materials in the maintenance areas. Elevate all stock and equipment as high as possible

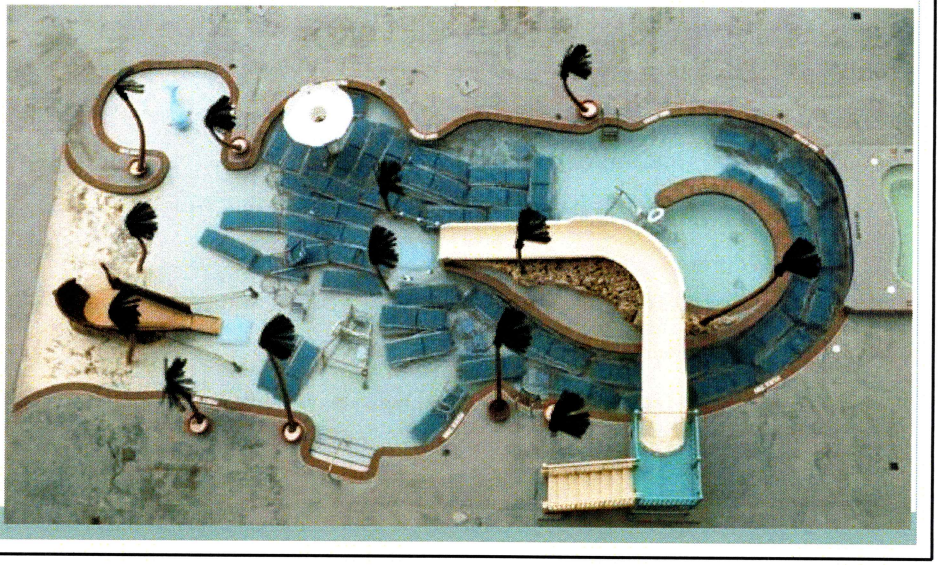
32

Preparing the Property : **Before the storm cont:**

- Secure objects that might blow away or cause damage (e.g., patio furniture, pots, plants, grills, hanging signs, etc.)
- Bring all balcony and lanai items indoors, close *and lock all sliders and windows securely.*
- Ensure clubhouse grills and pool furniture are secured indoors (pool furniture does *not go into the pool).*
- Close and protect all windows and glass doors.
- Shut down critical areas of the facility (sewer and water).
- Inspect storm sewers and catch basins; clear away debris to avoid back-up.
- Clear out clogged rain gutters and down-spouts; secure loose gutters and downspouts.
- Emergency Management Team: Inspect roof-mounted air conditioning equipment for loose debris or necessary repairs, including securing straps. Ensure roof is inspected prior to hurricane season, and repaired or replaced if necessary.
- Determine which records are vital, and ensure they are either copied and archived offsite (e.g., building plans), or backed up on a secure server

33

Pool lounge chairs are stored in the pool during Hurricane Irene in Ocean City, Maryland. (Molly Rilery/Reuters)



34

Work crews scoop sand from a beachfront swimming pool in Sea Bright, N.J., on Jan. 15, 2013, as the town's cleanup from Superstorm Sandy continued

35

Preparing the Property: **Before the storm cont:**

- **Set up contingency plan for off-site communication center (e.g., hotel room, partner association office, etc.). Ensure someone is committed to provide storm preparation, assessment and recovery status after a storm on the web site so that absentee owners (and those in residence) will have a flow of relevant information. This is far better than a hundred owners inundating board members or employees with phone calls that may not go through, or worse, impede recovery efforts.**
- **Arrange alternative methods/devices of communication (two-way radios, messaging, email blasts, web site, sat ph).**
- **Maintain ongoing agreements with contractors – local and outside area.**
- **Keep shrubs and trees trimmed.**
- **Prepare for windstorm related flooding (relationship with a restoration contractor).**
- **Maintain an updated list of emergency contacts.**
- **Site security might be required after the hurricane – plan ahead.**

36

Approaching Storm

- Contact family/friends where you are evacuating to confirm your plan
- Gather your emergency supplies so you are ready to leave
- If you plan to evacuate to a nearby public emergency shelter, gather your emergency supplies so you are ready to leave:
- Important documents (ID, insurance, medical, etc.) to take with you
- Prescriptions - refill them to give you at least a two-week supply (one month is
- better), pain and cold meds, etc.
- Cash from the bank to get you through a few weeks
- Personal hygiene items, clothing, blanket, pillow, extra glasses
- Non-perishable food, can opener, snacks, drinks
- Radio, flashlight, extra batteries
- Books, magazines, cards, puzzles, etc. to help pass the time
- Remove items from outside your home, lock windows, secure shutters if applicable

If Registered for Special Needs & use Oxygen

- Medical support equipment (feeding equipment, wheelchair, etc.)
- 2 portable oxygen tanks (1-traveling to shelter; 1-returning home)
- **Please bring your concentrator it will be stored for post hurricane usage if you are unable to return home due to damage**

37

RESIDENTS: Before the storm :

- **EVACUATE! Condo residents who did not evacuate during Charley vowed to never go through that again. Assemble an "evacuation bag", containing that which you can easily carry. Pack as you would for a short trip, but also don't forget to include:**
- **Important papers: difficult to reproduce (passport, birth certificate, marriage certificate, etc.)**
- **Important documents that you may need for insurance claims (insurance policies, video or photographic inventory of your unit's contents, perhaps on a DVD, etc.)**
- **Small irreplaceable items (of sentimental value, for example)**
- **Valuables (jewelry, a few collectibles)**
- **Your storm emergency kit (flashlight, battery-operated radio, a few gallons of drinking water)**
- **Fill the car with fuel.**

38

Some items not always considered in the event of hurricane:

- **Leaving town? Do it before I-75 fills up. Evacuation notices for the SW Coast, Miami will slow your progress. Consider leaving when a Hurricane Warning or evacuation is issued for the these areas.** ***Use SR 70, SR 64 to go east then North***
- **Returning to barrier islands after a major hurricane impact may be delayed until the area is deemed safe. Employees need to have a letter from Management and photo ID to be allowed through the credentialing site and roadblocks.**
- **All businesses require electricity to function. Unless you have an established line of credit, or your grocer, pharmacist, or gas station will accept checks, make sure you have plenty of cash** ***before a storm. Credit cards may be useless; banks will not be able to operate; and vendors will be more hesitant to accept checks***

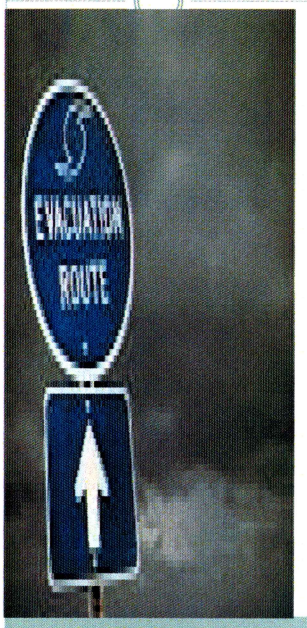
39

To All (Residents, SS EMT):

Before the storm :

- **Empty your freezer and refrigerator if possible. Loss of power will cause melting and rot**
- **Share with others your experience with** ***your evacuation bag which should be ready to go quickly (within an hour).***
- **Closely monitor TV, radio, Internet or NOAA weather radio to keep abreast of storm progress in the area. Watch local media for official information from SCEM.**
- **Secure objects that might blow away or cause damage (e.g., patio furniture, pots, plants, grills, hanging signs, etc.)**
- **Bring all balcony and lanai items indoors, close** ***and lock all sliders and windows securely.***
- **Ensure clubhouse grills and pool furniture are secured indoors (pool furniture should** ***not go into the pool).***
- **Close and protect all windows and glass doors.**

40



RESIDENTS: If Ordered to Evacuate

- Confirm the evacuation is for your area - if you are registered with the Emergency Management Special Needs Registry, and you are in the evacuation area, you will receive a phone call to:
- Pack the emergency items you gathered
- Call to let family/friends know where you are going
- Confirm transportation, if necessary
- Secure your valuables or take them with you
- Follow instructions provided by association hurricane plan
- Secure your home and evacuate area
- Monitor media outlets for updates

41

Emergency Management Special Needs Registration Sarasota County

- Plan A: Make arrangements to evacuate to family/friends/motel outside any evacuation areas– the safest plan of action
- Plan B : Submit your Special Needs Application –now. Go to https://www.scgov.net/AllHazards/All%20Hazards/People%20with%20Special%20Needs%20Application.pdf for PSN application or call the Sarasota County Special Needs Coordinator Mickey Emberton @ (941) 861-5493.
- Special needs shelters do not have pet shelter capability If you have pets, plan for their evacuation and boarding during the storm now.
- Let your family/friends know your evacuation plan
- Think ahead – if your home gets damaged or destroyed, where will you go?

42

RESIDENTS: During the Storm

- Frequently listen to broadcast updates of storm's status
- During the height of the hurricane, remain in a safe place
- Stay away from windows and doors, even if they are covered
- Remain indoors and in designated shelter areas
- Don't be fooled by the eye of the hurricane as it passes over you. If it is directly overhead, there will be a lull in the wind lasting several minutes to half an hour or more, and then strong winds and weather will recur
- Be alert for tornadoes, which can happen during a hurricane or after it passes

43

RESIDENTS : After the Storm-Before You Return

- Listen to radio/television for official announcement that it is safe to return
- Check the Association web site, if possible, for damage assessment info.
- Arrange for transportation back to your home as appropriate.
- If your home is not habitable, make alternative living arrangements.
- Be sure to keep your loved ones informed of any change in your status.
- Many injuries occur after the storm as a result of house fires, electrocution, and accidents during cleanup activities. Dress appropriately

44

EM TEAM: After the Storm – Mitigation Efforts:

- Assemble the Emergency Management Team (EMT)
- EMT to inspect the property and appoint clean-up crews
- Secure the site and be very careful moving around the property
- Wait until officials declared the area safe before surveying the damage
- Watch for live electrical wires, shattered glass, splintered wood, debris, etc.
- Do not turn on electricity unless it has been officially declared safe to do so
- Contact insurance agent to report initial damage assessment
- Call professional project manager to ensure emergency problems are communicated and addressed quickly
- Retrieve emergency supplies and materials to make temporary repairs

45

EM Team: After the storm – Mitigation Efforts:

- Mitigate further loss (e.g., cover broken windows with plywood, mattress, put up tarps, etc.)
- Immediately report broken sewer and water mains, electrical breaks to appropriate utilities
- Be alert for potential fire hazards, such as electrical, damaged propane tanks, unusual odors, potentially from a punctured gas tank on a car, etc.
- Be alert for pools of water near electrical equipment and appliances
- Be alert for spills of combustible or corrosive material
- Open clogged pipes and catch basins
- Prepare for possible flooding from storm or damaged water barriers
- Ensure roof drains are clean and remove debris from the roof to prevent drainage problems
- If sprinkler system is damaged, repair or secure immediately (so it doesn't make flooding issues worse).

46

EM Team Training

- There must be ongoing training for all team members
- The plan must be reviewed, practiced and studied by all team members
- Team members should tour property with property manager and/or engineering
- Team members need to visualize the property in crisis mode
- Team members need to focus on entrances and exits; roof access, mechanical equipment, emergency equipment, telephones and other communication equipment, stored chemicals (including gasoline), location of essential keys, life-safety equipment
- Know where utility shut-offs are located (switches should be labeled)
- Know where fire extinguishers are located and how to operate them

47

EM Team Training

- Know where elevator controls are
- Know who to contact for disposal of hazardous materials
- Invite police and/or fire departments to provide information
- Invite your insurance agent to do regular catastrophe planning seminars
- Invite vendor partners (e.g., restoration and other contractors) to do presentations
- Prepare newsletters and information mailings to team

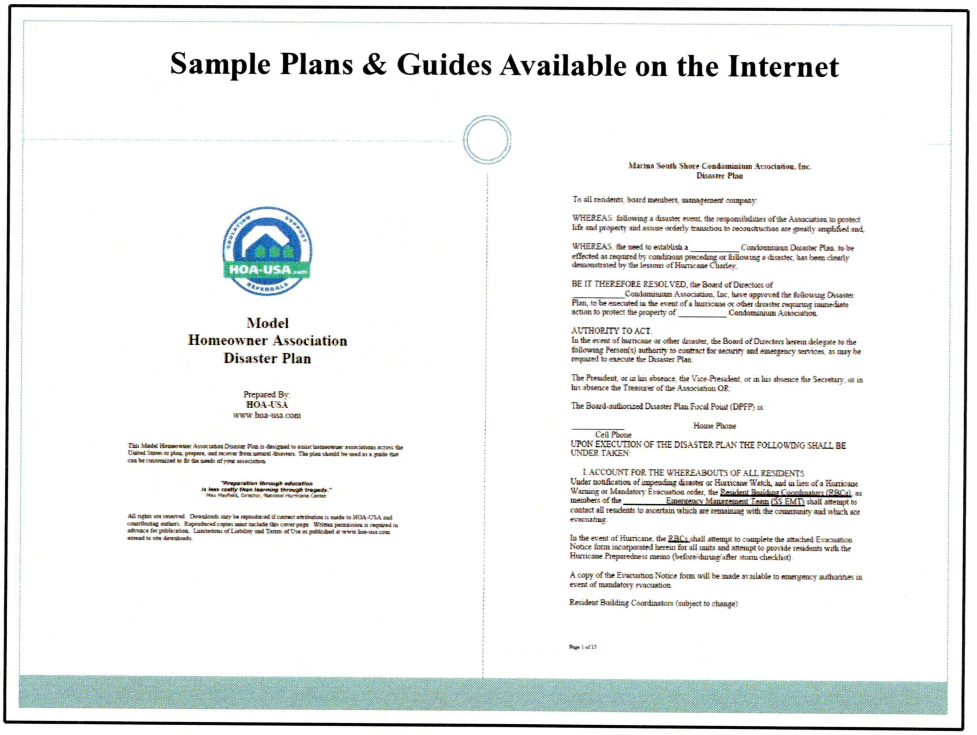
48

Drills & Plan Evaluation and Review

- Schedule drills to enable emergency team members to instinctively respond
- Have both scheduled and surprise drills
- After each drill or storm, critique plan
- Do emergency team members understand their roles and responsibilities?
- Are emergency team member names and telephone numbers up to date?
- Are there problem areas and resource shortfalls?
- Are photographs and blueprints and other records up to date?
- Does the plan consider ongoing changes in occupant profile (personnel, facility layouts, etc.)?

49

Sample Plans & Guides Available on the Internet



Model
Homeowner Association
Disaster Plan

Prepared By:
HOA-USA
www.hoa-usa.com

This Model Homeowner Association Disaster Plan is designed to assist homeowner associations across the United States to plan, prepare, and recover from natural disasters. The plan should be used as a guide that can be customized to fit the needs of your association.

"Preparation through education is less costly than learning through tragedy."
Max Mayfield, Director, National Hurricane Center

All rights are reserved. Downloads may be reproduced if correct attribution is made to HOA-USA and contributing authors. Reproduced copies must include this cover page. Written permission is required in advance for publication. Limitations of Liability and Terms of Use as published at www.hoa-usa.com extend to site downloads.

Marina South Shore Condominium Association, Inc.
Disaster Plan

To all residents, board members, management company:

WHEREAS, following a disaster event, the responsibilities of the Association to protect life and property and assure orderly transition to reconstruction are greatly amplified and,

WHEREAS, the need to establish a _____ Condominium Disaster Plan, to be effected as required by conditions preceding or following a disaster, has been clearly demonstrated by the lessons of Hurricane Charley,

BE IT THEREFORE RESOLVED, the Board of Directors of _____Condominium Association, Inc. have approved the following Disaster Plan, to be executed in the event of a hurricane or other disaster requiring immediate action to protect the property of _____ Condominium Association.

AUTHORITY TO ACT.
In the event of hurricane or other disaster, the Board of Directors hereon delegate to the following Person(s) authority to contract for security and emergency services, as may be required to execute the Disaster Plan.

The President, or in his absence, the Vice-President, or in his absence the Secretary, or in his absence the Treasurer of the Association OR

The Board-authorized Disaster Plan Focal Point (DPFP) is:

_____
Cell Phone

House Phone

UPON EXECUTION OF THE DISASTER PLAN THE FOLLOWING SHALL BE UNDERTAKEN:

I. ACCOUNT FOR THE WHEREABOUTS OF ALL RESIDENTS.
Under notification of impending disaster or Hurricane Watch, and in lieu of a Hurricane Warning or Mandatory Evacuation order, the Resident Building Coordinators (RBCs), as members of the _____ Emergency Management Team (SS EMT), shall attempt to contact all residents to ascertain which are remaining with the community and which are evacuating.

In the event of Hurricane, the RBCs shall attempt to complete the attached Evacuation Notice form incorporated herein for all units and attempt to provide residents with the Hurricane Preparedness memo (before/during/after storm checklist)

A copy of the Evacuation Notice form will be made available to emergency authorities in event of mandatory evacuation.

Resident Building Coordinators (subject to change):

Page 1 of 15

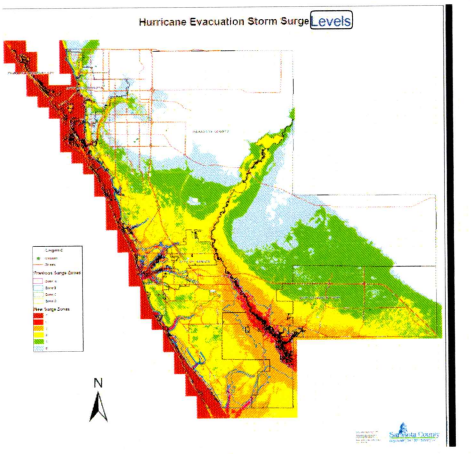
50

HOA Emergency Plan: A Complete Guide For Your Community

https://cedarmanagementgroup.com/hoa-emergency-plan-complete-guide/

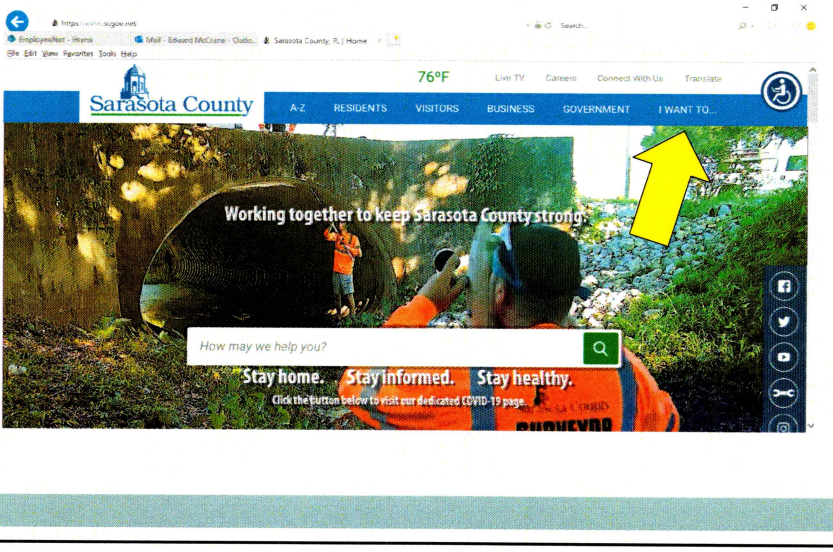
51

Know Your Level



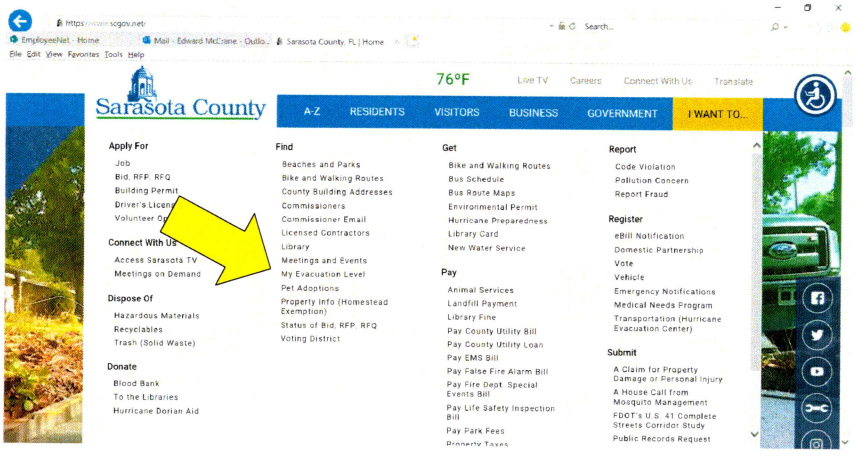
52

"Know Your Level"



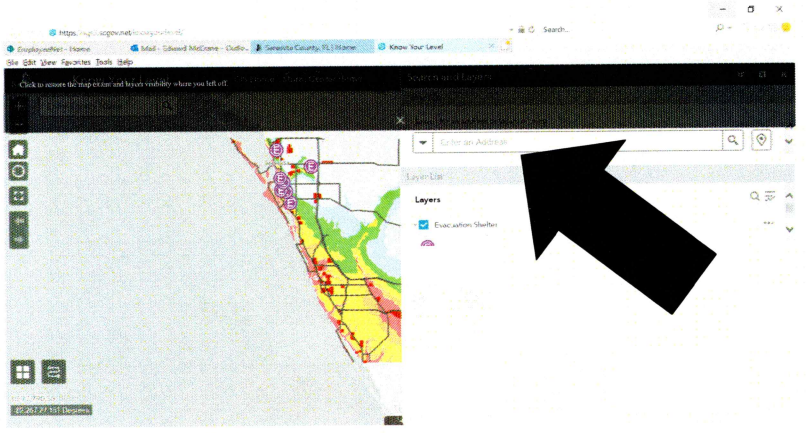
53

"Know Your Level" Tool



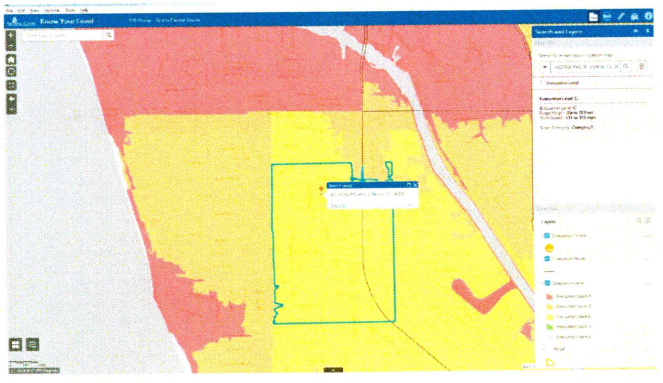
54

"Know Your Level" Tool



55

"Know Your Level" Tool



326 Nokomis Ave Venice, FL, 34285

Level C

56