

HURRICANE PROCEDURES

GREEN CAY OWNERS'

ASSOCIATION 7/30/2010

The following are the procedures that will take place in advance to a Hurricane event in our area:

JUNE

- ❑ Post/Mail “Hurricane Season” informational sheet to homeowners and residents.
- ❑ Review the Associations Insurance coverage and emergency numbers. Be ready to accumulate information to expedite any filing of any necessary claims.
- ❑ Review procedures with Association Board of Directors.

96 HOURS

- ❑ Review the copy of the “Hurricane Preparedness Guidelines”
- ❑ Access www.nhc.noaa.gov to track the progress and projected path of the upcoming hurricane.
- ❑ Review and complete the Hurricane Checklist.
- ❑ Review and print off a current Association Spec sheet. Ensure that all numbers are accurate including lawn service, plumber, employees, electrician, etc. Keep updated copy in Hurricane Binder.
- ❑ Inventory and purchase necessary items to secure the Association amenities. Items include: plastic bags, duct tape, screws, washers, bolts, flashlights, batteries, cell phone, charger, camera, film, gloves, goggles and a rain jacket.
- ❑ Ensure that all gas cans are filled and purchase additional storage containers and gas if necessary. Check lubricants and oils for chain saws and tree trimmers as well.
- ❑ Review plan and procedures with the BOD.
- ❑ Make arrangements with contractors who will be of assistance in case of an event. Vendors include: lawn service, tree trimmers, glass companies, Waste Management and Water officials, plumber, electrician, etc.
- ❑ Assemble and post notices including an Emergency Evacuation plan.
- ❑ Request all employees to be personally prepared 72 hours prior to an event.

72 HOURS

- ❑ Examine common areas and identify possible problems that could become projectiles. Items include: signs, grills, lounge chairs, plants, garbage cans, ash trays, newspaper stands, light fixtures, globes and any loose items around the property.
- ❑ Make storage arrangements for above items.

- ❑ Do not trim trees or create any debris that can not be safely removed or secured prior to a storm.
- ❑ Obtain supplies for boarding up of shuttering windows in the common areas including: clubhouses, etc.
- ❑ Ensure all items on Hurricane Checklist are stored and any potential “projectile” is stored in a safe area.
- ❑ Inspect and repair, if needed, the door locks on the condominium telephone equipment rooms.
- ❑ Encourage BOD to allow the commencement of installation of hurricane shutters or boarding of windows.

48 HOURS

- ❑ Assure that all supplies and necessary materials are on site and purchased.
- ❑ Begin to secure personal property located throughout the Association. Minimal items should be left out on the property that can quickly and easily be stored.
- ❑ Secure compactor double gates and recycle bin gates with rope.
- ❑ Meet with staff to ensure that areas are secure and that they are informed and ready in case of an event.
- ❑ Install shutters and complete boarding windows and openings without shutters.

24-36 HOURS

- ❑ Shut off irrigation system
- ❑ Have pool lowered 12-24 inches.
- ❑ Shut off pumps and fountains in Association
- ❑ Store condominium hallway fire extinguishers in the storage area under the steps in each building. Leave the storage area door UNLOCKED.
- ❑ Secure mail kiosk package doors.
- ❑ Back up all data on local hard drives.
- ❑ Secure all office files and move items away from windows.
- ❑ Cover all sensitive equipment including: computers, monitors, keyboards, tower, copiers, fax machine and all other electrical equipment. Keep equipment a minimum of 12 inches off of the floor.
- ❑ Move and store all portable equipment, books, files and binders at least 12 inches off the floor.
- ❑ Contact BOD liaison to ensure that emergency evacuation plan is in force and confirm expected shutdown time.
- ❑ Provide up-to-date telephone emergency contact information to the BOD and to Castle emergency on-call staff.
- ❑ Ensure that property is secure and obtain permission to be released from duty.

Do NOT turn off the power to the elevators units in the event of a loss power.

Do NOT turn off the power to the individual units in the event of a loss power.

POST HURRICANE ACTIVITY

The following will take place after a hurricane has effected the Association:

Property Management

- Create list of storm damage from on-site inspection
- Check on status of Green Cay Owners' Association Vendors and Board Members
 - Association President – C.J. Maier
 - Condominium Director – Peter Schulz
 - Property Manager – Tammy Tomlinson
 - Administrator – Emily Penalver
 - Maintenance Man – Martin Lopez
 - Housekeeper – Teddy Edgerton
 - Insurance – Community Insurance
 - Lawn and Irrigation Contractor – CPM Landscaping
 - Plumber – Buckeye Plumbing
 - Pool – Aqua-Clear
- Inspect property and develop list of remediation requirements
- Contact outside contractors as required
- Complete emergency remediation
- Coordinate clearing of debris from storm sewers
- Coordinate removal of fallen palm fronds
- Coordinate return of property to normal operations:
 - Maintenance Man – turn on fountains; check irrigation system
 - Lawn Contractor/Maintenance Man – clear fallen trees & debris
 - Maintenance Man – check all street lights & signs
 - Maintenance Man – return stored items

Communication Plan

- Call in to supervisor with post storm review of property
- Email property status and remediation summary to Association Board Members
- Post informational memo to homeowners regarding debris removal

Other Activities

- Unpack materials for workstations at office