

ICON
Management
Hurricane
Preparedness
Plan

January 1

2017

Emergency Operations "Plan" is a comprehensive action plan, initiated by your association's Board of Directors, to prepare the facilities and grounds for an impending emergency.

Introduction

This Emergency Operations "Plan" is a comprehensive action plan, initiated by your association's Board of Directors, to prepare the facilities and grounds for an impending emergency. The Plan is designed to assist owners and residents in protecting personal property and lives. This Plan is based on the full cooperation of the owners, residents, maintenance and housekeeping personnel, as well as the property management staff. Knowledge of potential risks and awareness of what to do in the event of an emergency situation will promote the ability of the community to deal with a hurricane, natural or man-made disaster.

In the event of a natural or man-made disaster, view local broadcast television, check internet links and/or tune your battery-operated radio to a local station to obtain as much information as possible.

DISCLAIMER: Although the Association has attempted in good faith to provide owners and other residents with information to assist you in understanding some of the steps involved in planning for and reacting to an emergency situation, this Plan is not intended as advice as to what any individuals should do in preparation for, or in response to, a major storm or other emergency. There is considerable information available from other sources, and you need to consult your own financial, legal and other advisors to determine what actions you should take. The Association disclaims any responsibility for the actions which you may take in reliance on the information provided in this Plan, and advises you not to rely upon this Plan in connection with these important life-safety decisions.

Hurricane Awareness

All residents, whether they are owners or guests, need to be aware of the hurricane season and what to do in the case of a hurricane.

Hurricane season is from June 1 through November 30. A hurricane is an intense low-pressure system, which rotates counterclockwise in the Northern Hemisphere and generates winds in excess of 74 miles per hour.

Category 1: 74-95 mph winds

Category 2: 96-110 mph winds

Category 3: 111-130 mph winds

Category 4: 131- 155 mph winds

Category 5: over 155 mph winds

Warnings and Advisories

- **Tropical Depression:** A disturbance with a clearly defined low-pressure area; highest wind speed is 38 mph.

- **Tropical Storm:** A distinct low-pressure area defined by a counterclockwise rotating circulation; winds of 39 – 73 mph.
- **Tropical Storm Watch:** An alert for a specific area that a tropical storm may pose a threat within the next 36 hours.
- **Tropical Storm Warning:** An alert that tropical storm conditions, including sustained winds of 39 -73 mph, are expected in specific areas within 24 hours.
- **Hurricane:** Once a tropical storm's wind speed reaches 74 mph or greater, it is classified as a hurricane.
- **Hurricane Watch:** An alert for specific areas that hurricane conditions pose a threat to an area within the next 36 hours.
- **Hurricane Warning:** An alert that hurricane conditions are expected in a specific coastal area within 24 hours. All precautions should be completed immediately.
- **Evacuation Order:** Issued by local Emergency Operations Management, this order instructs residents in various predetermined evacuation levels to vacate the area.

The storm surge that accompanies a hurricane is a huge wall of water pushed inland by a hurricane and this is generally what causes the most destruction. The storm surge is blamed for an average of nine out of every 10 hurricane related fatalities. According to the hurricane center, the ocean surface under the storm's center is drawn upward like water in a giant straw forming a mound a foot higher than the ocean. As this mound nears the coast it can grow to become a storm surge 50 miles wide and 20 feet high.

Ten-foot high hurricane-generated waves on top of the storm surge can crash into coastal areas, which are less than 10 feet above sea level along most of the Gulf and Atlantic States. Water weighs about 1,700 pounds per cubic yard, so the storm surge and waves can demolish a building designed to withstand wind but not water.

Tornadoes spawned from a hurricane often touch down where the eye of the storm crosses the coast, or directly to the east, licking the land with deadly winds exceeding hurricane force. High winds and heavy rains can be expected about 50 miles to the east and 75 miles to the west of where a hurricane eye passes.

The eye of the hurricane is its center, a “hole in the clouds”, and it is created by air being forced down in the middle by the low pressure and up around the eye-wall by the heat of the storm. Storm experts say that when the eye of the hurricane passes directly over an area, there could be minutes or even hours of calm and partly sunny skies before the wind and rain come again. There is danger for people who leave their homes when the eye passes over because the returning wind can be even stronger.

A hurricane rapidly loses its strength when it leaves the ocean's heat and meets friction over land but it can carry torrential rain and wind for several days. With this knowledge, residents should determine their course of action BEFORE the storm is imminent.

When a “hurricane watch” is issued for Northern NJ, it does not mean that a hurricane will strike the area. It means that residents should prepare as there is a good chance the area will

be hit with hurricane-force winds and rain within the next 24 to 36 hours. A hurricane watch is intended to provide people living on barrier islands and low-lying areas with enough time to seek safety.

Coastal residents should decide, before an actual hurricane watch is issued, what they will do in the event a severe storm threatens their area. By the time weather officials can predict the actual strike-path of the storm, it could be too late for procrastinating coastal residents to flee from danger. The following web sites can provide up-to-the-minute information on hurricane forecasting, evacuation routes, as well as public shelters that are open and what services they provide:

Lee County: www.leegov.com/hurricane

National Hurricane Center: www.nhc.noaa.gov

Office of Climate, Water & Weather: www.nws.noaa.gov

Federal Emergency Management: www.fema.gov

Preparing for a Hurricane

If you are under a hurricane watch or warning, here are some basic steps to take to prepare for the storm:

- Learn about Collier/Lee County Emergency Plans*, warning signals, evacuation routes, and locations of emergency shelters
- Identify potential home hazards and know how to secure or protect them before the hurricane strikes. Be prepared to turn off electrical power when there is standing water, fallen power lines, or before you evacuated. Turn off gas and water supplies before you evacuate. Secure structurally unstable building materials
- Buy a fire extinguisher and make sure your family knows where to find it and how to use it
- Locate and secure your important papers, such as insurance policies, wills, licenses, stocks, etc.
- Post emergency phone numbers at every phone
- Inform local authorities about any special needs, i.e., elderly or bedridden people, or anyone with a disability.
- Make plans to ensure your pets' safety

Emergency Supplies you will need:

You should stock your home with supplies that may be needed during the emergency period. At a minimum, these supplies should include:

- Several clean containers for water, large enough for a 3-5 day supply of water (about five gallons for each person).
- A 3-5 day supply of non-perishable food.
- A first aid kit and manual
- A battery-powered radio, flashlights, and extra batteries
- Sleeping bags or extra blanket
- Water-purifying supplies, such as chlorine or iodine tablets or unscented, ordinary household chlorine bleach
- Prescription medicines and special medical needs
- Baby food and/or prepared formula, diapers, and other baby supplies
- Disposable cleaning cloths, such as "baby wipes" for the whole family to use in case bathing facilities are not available
- Personal hygiene supplies, such as soap, toothpaste, sanitary napkins, etc.
- An emergency kit for your car with food, flares, booster cables, maps, tools, a first aid kit, fire extinguisher, sleeping bags, etc.

You can find more information on emergency plans and supply kits at www.ready.gov

Preparing to Evacuate

Expect the need to evacuate and prepare for it. The National Weather Service will issue a hurricane watch when there is a threat to coastal areas of hurricane conditions within 24-36 hours.

Key Facts about Hurricane Readiness

When a hurricane watch is issued, you should:

- Fill your automobile's gas tank
- If no vehicle is available, make arrangements with friends or family for transportation
- Fill your clean water containers
- Review your emergency plans and supplies, checking to see if any items are missing
- Tune in the radio or television for weather updates
- Listen for disaster sirens and warning signals
- Prepare an emergency kit for your car with food, flares, booster cables, maps tools, a first aid kit, fire extinguisher, sleeping bags, etc.
- Secure any items outside which may damage property in a storm, such as bicycles, grills, propane tanks, etc.
- Put livestock and family pets in a safe area. Due to food and sanitation requirements, emergency shelters cannot accept animals
- Place vehicles under cover, if at all possible
- Fill sinks and bathtubs with water as an extra supply for washing
- Adjust the thermostat on refrigerators and freezers to the coolest possible temperature

If you are ordered to Evacuate

Because of the destructive power of a hurricane, you should never ignore an evacuation order. Authorities will be most likely to direct you to leave if you are in a low-lying area, or within the greatest potential path of the storm. Be aware that most shelters and some hotels do not accept pets. IF a hurricane warning is issued for your area or you are directed by authorities to evacuate the area:

- Take only essential items with you
- If you have time, turn off the gas, electricity, and water
- Disconnect appliances to reduce the likelihood of electrical shock when power is restored
- Make sure your automobile's emergency kit is ready
- Follow the designated evacuation routes-others may be blocked-and expect heavy traffic

If you are ordered NOT to Evacuate:

The great majority of injuries during a hurricane are cuts caused by flying glass or other debris. Other injuries include puncture wounds resulting from exposed nails, metal, or glass, and bone fractures.

To get through the storm in the safest possible manner:

- Monitor the radio or television for weather conditions, if possible
- Stay indoors until the authorities declare the storm is over
- Do not go outside, even if the weather appears to have calmed-the calm “eye” of the storm can pass quickly, leaving you outside when strong winds resume
- Stay away from all windows and exterior doors, seeking shelter in a bathroom or basement. Bathtubs can provide some shelter if you cover yourself with plywood or other materials
- Prepare to evacuate to a shelter or to a neighbor’s home if your home is damaged
- If someone needs to be rescued, call professionals with the appropriate equipment to help.
- Stay away from standing water. It may be electrically

Emergency Operations Plan

Under the direction of your association’s Board of Directors, a pre-designated Committee will assist the maintenance staff in securing the property. The Committee chairperson should organize the members and volunteers and, if possible, one person from each building should participate. If a storm threatens, a pre-storm meeting of the Committee should be held to organize maintenance staff and volunteers as to their duties. One person should be designated to have full power and authority to implement emergency post-event contracts for:

Emergency services

Security from vandalism

Removal of debris

Engineering or other professional services needed for emergency recovery

As soon as access is available and all danger has passed, management and maintenance staff will report to the property to assess damages and take corrective action.

An inspection of the common property shall be conducted, necessary maintenance noted, and common area repairs shall commence by order of the Board in cooperation with management. Photographic documentation of the damage will be taken prior to beginning recovery efforts.

All reasonable efforts should be made to safeguard the association’s records, including post-event contact information.

Make a copy of this Plan available to guests who may be using your unit.

In the event of a natural disaster (hurricane, tornado, etc) or a man-made disaster (war, chemical spill, etc.), tune your radio to a local station.

If an evacuation of the coastal areas of Manatee or the barrier islands is ordered, you may need to use a public shelter. These are listed on the County web site or you may call 941-749-9500 A list of currently available shelters is also attached to this Plan. Before going to a shelter, take all steps noted earlier in this Plan. Evacuation routes can be found in the Information Section of the local telephone book or see the attached Evacuation Routes map.

Be aware that your Association will do the following if a disaster threatens:

1. Elevators in all buildings may be turned off, except as required by law. Stairways may be the only means of leaving the building from the upper floors.
2. Main electrical breakers to all outside lighting and boat docks may be turned off.
3. Main water valves may be turned off.

It should be noted that owners are expected to secure their own property. Neither your Association nor Resource Property Management will be able to provide this service. Owners can insure the safety of themselves and their personal property by installing hurricane shutters, hurricane-resistive glass, or other protective devices. Out-of-town owners should make arrangements with local vendors for the installation of these items.

It is advisable that all owners have a key to their unit (both the door knob and dead bolt, if applicable) on file with their Association. This will allow for access to your unit, if needed, to assess any damage after an emergency.

Management & Maintenance Staff Responsibilities

Individual safety is of greater importance than the need to safeguard property. Management and maintenance staff should not endanger the safety of themselves or their families. If possible, hurricane preparations are to be performed sufficiently in advance of a threatening storm to allow personnel to attend to the needs of their own property and families.

Management Responsibilities:

1. Make all reasonable efforts to safeguard association records including banking information, insurance policies, owner rosters, post-event contact information, etc. These should be kept off-site with the manager.
2. Keep cell-phones charged and ready.
3. Organize maintenance staff as to their duties; schedule a pre-storm meeting with the maintenance staff.
4. Make sure all property managers have an "Emergency Head Sheet" for all their properties with them personally as well a copy of the Associations' insurance policies.
5. Ensure that local law enforcement agencies have received notification permitting maintenance staff access to the property after the storm.
6. Make sure all pool furniture and umbrellas are properly secured.
7. Make sure all other Association property is properly secured.
8. Make sure that pool water levels are lowered or raised, depending on their location (see Maintenance Staff Responsibilities).
9. Make sure any pool heaters are turned off.
10. Make sure that any golf-carts are secured and charged.
11. Make sure that any gates are opened.
12. Make sure that emergency contractors are on "stand-by" for service after the storm.
13. Make sure that maintenance staff is aware that they are responsible to return to the property as soon as possible to assess damage and begin clean-up after the storm.
14. Make sure that the Association's Board members and maintenance staff have cell-phone numbers for contacting management and maintenance staff.
15. Contact Board members as soon as possible after the storm to report on damage and begin repairs.

Maintenance Staff Responsibilities:

1. Post Notices of mandatory hurricane evacuation, if issued.
2. Secure all loose items on common property; canvass the entire property for situations that may require special attention.
3. Place all pool and patio furniture in a secure and safe location; do NOT place it in the pool.
4. Turn off all electrical supply at the main breaker for systems not required or necessary for running the complex including:
 - o Any pool pumps
 - o Exterior lights
 - o Any fountains
 - o Any boat docks

5. Turn off all gas devices, such as pool or spa heaters, clothes dryers, etc.
6. Turn off the main water supply line to each building including any sprinkler system.
7. The water level in inland swimming pools should be lowered to allow room for heavy rain and prevent overflowing; in coastal pools, it should be raised to prevent beach sand from entering the system.
8. Elevators are to be “parked” at the uppermost level and turned off.
9. Any generators’ fuel tanks are to be “topped off”.
10. Any flags are to be removed from their flagpoles.
11. Any movable trash dumpsters are to have their wheels secured in the “locked” position.
12. Anchor down any trailers or other loose articles in and around maintenance buildings, if any.
13. Offer assistance to those residents that may be in need of help and assist with any evacuation procedures.
14. If a clubhouse is available, assist in the set-up of a “home base”.

Important Information

Each maintenance person **MUST** be prepared to return to work once the authorities have provided an “All Clear” notice.

Each beachfront maintenance person **MUST** have his or her Association letter to allow them access back to the beach after the hurricane. We suggest they keep this letter in their car or wallet.

Each maintenance person is responsible for completing the following **BEFORE** he or she leaves the property and is to notify their manager when they do leave the property.

Steps To Take To Protect Property

(If Possible Under the Circumstances)

Pools: (Beachfront Properties)

1. Stack and secure all pool furniture and any other objects that could become airborne. **DO NOT PUT FURNITURE IN THE POOL.**
2. **ADD** water to the pool to keep salt water from entering the system.
3. Turn off all pool and/or spa pumps.
4. Remove and place in a storage room any hanging or potted plants.

Pools: (Inland Properties)

1. Stack and secure all pool furniture and any other objects that could become airborne. **DO NOT PUT FURNITURE IN THE POOL.**
2. **LOWER** the water level between 4 and 6 inches to compensate for the heavy rains. Add extra chlorine.
3. Turn off all pool and/or spa pumps.
4. Remove and place in a storage room any hanging or potted plants.

Docks:

1. Advise owners to secure their boats leaving slack in lines to allow for higher tides.
2. Turn off all electrical power to the docks (and gas if any) before you leave the property and after all boats have been secured.

Roofs:

1. Check roof drains and make sure there is nothing on the roof that would interfere with roof drainage.
2. Make sure any loose debris is removed.

Grill Areas:

1. If the association has a grilling area, turn off any gas and secure the grill items.