

A satellite image of a hurricane, showing a clear eye and spiral cloud bands over a dark ocean. The text is overlaid on the center of the storm.

HURRICANE PREPAREDNESS

**Emergency Operations Plan for
Maintenance Personnel**

WHAT IF THE BIG ONE HIT?

Would you be ready?

Do you even know what to expect?

Here's what could happen if it comes here...



<https://www.youtube.com/watch?v=7jFGEzYam40>

SAFETY FIRST!

Individual safety is of greater importance than the need to safeguard property.

Maintenance staff should not endanger the safety of themselves or their families.

We need to know where you are!

ADVANCE PREPARATIONS

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. Communication is essential during this time to exercise both good judgment and reasonableness.

HURRICANE SEASON

- Hurricane Season is June 1 – November 30

2018 Storm Names

Alberto	Helene	Oscar
Beryl	Isaac	Patty
Chris	Joyce	Rafael
Debby	Kirk	Sara
Ernesto	Leslie	Tony
Florence	Michael	Valerie
Gordon	Nadine	William

- Names rotate every 6 years
- Devastating storms are “retired”



**ARE YOU
READY?**

MAINTENANCE RESPONSIBILITIES

- Post Notices of mandatory hurricane evacuation, if issued, including evacuation route.
www.pinellascounty.org/emergency/knowyourzone
- Secure all loose items on common property.
- Canvass the entire property for situations that may require special attention.

Saffir-Simpson Hurricane Wind Scale



<http://www.nhc.noaa.gov/aboutsshws.php>

IT'S NOT JUST THE WIND!

Storm surge is the #1 killer from hurricanes



<http://www.nhc.noaa.gov/surge/animations/>

SAMPLE CONDO DAMAGE



[Video](#)

BEACHFRONT POOLS

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. Turn off all gas or electrical devices such as pool and/or spa heaters.
5. Remove and place in a storage room any hanging or potted plants.

INLAND POOLS

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

DOCKS



Advise owners to secure their boats leaving slack in the lines to allow for higher tides.

Turn off all electrical power to the docks (and gas, if any) before you leave the property and after all boats have been secured.

ELEVATORS

- Ensure that elevator pit sum pumps, float switches and alarms are operational.
- Ensure emergency phone in elevator car is operational.
- Close up all vents and openings in top of hoist way and machine room to prevent water intrusion.
- Elevators are to be "parked" at the upper most level and turned off.

ELEVATORS

- Place sandbags along bottom of elevator doors that open to the atmosphere.
- Develop a Building Specific Elevator Shut Down Plan.
- Place "Out of Order" signs on elevator doors.
- Do not "remote shut down" elevators as someone may be trapped inside the car.

ROOFS

- Check roof drains to ensure nothing is present that would interfere with drainage.
- Remove any loose items or debris.



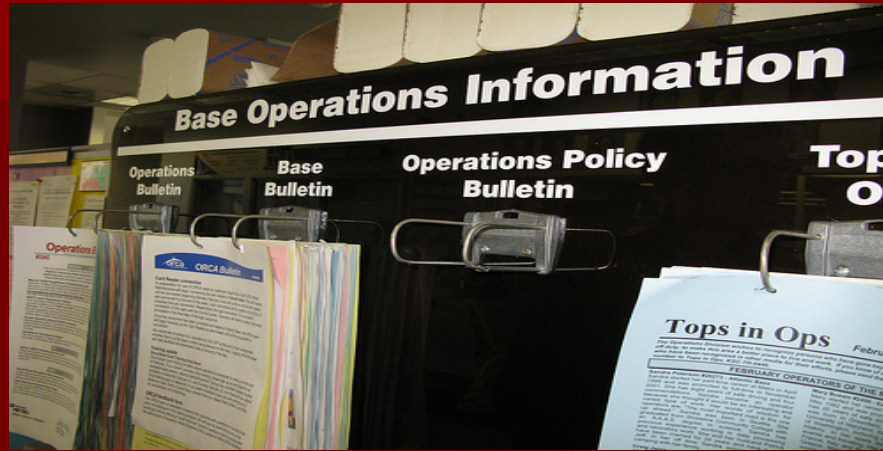
ANCILLARY AREAS

- If the association has a grilling area, turn off any gas and secure grill items.
- Turn off all electrical supply lines at the main breaker for systems not required or necessary for running the complex including: pumps, exterior lights, fountains, laundry, docks, etc.
- Turn off all gas devices for heaters, clothes dryers, etc.
- Turn off main water supply to irrigation system.
- Ensure electronic gates are opened.

ANCILLARY AREAS CON'T.

- Ensure generator fuel tanks are “topped off” and operational.
- Remove any flags from their flag poles. Remove flag poles that are not permanently secured.
- Movable trash dumpsters are to have their wheels secured in “locked” position.
- Anchor down any trailers or other loose articles in and around any maintenance buildings.
- Ensure golf carts are secured and charged.

CLUB HOUSE



If the association has a club house available, assist in the set-up of a "home base" for operations. It will be beneficial to board members, residents and any other staff to have a designated point of contact.

RESIDENT SERVICES

Following the completion of ALL above listed association responsibilities, maintenance personnel may, if time permits, then assist residents with safeguarding their individual personal property.

Remove any exterior patio furniture, plants, grills, wall hangings, bicycles, etc. that may become airborne.

IMPORTANT INFORMATION

Each maintenance person is responsible for completing the above mentioned tasks BEFORE leaving the property and is to notify their manager when leaving.

Each maintenance person MUST be prepared to return to work once the authorities have provided an "All Clear".

Each beachfront maintenance person MUST have their authorization letter to allow access back to the beach after a hurricane. The letter should be kept in their car or wallet.

SUPPLIES



Caution tape

Rope

Rubber boots

Empty sand bags

Duct tape

Tarp

Utility knife

Bleach



Camera

Walkie Talkies

Rubber gloves

Radio

Batteries

Wet Vacuum

Flash light

Mop/bucket



CELL PHONES

- Keep cell phones charged and turned on.
- Make sure you have a car charger for your cell phone as electricity will likely not be available.



PHOTO DOCUMENTATION



BEFORE and **AFTER** photo documentation is the best way to ensure successful claims settlement following a storm. A photo gallery of association property should be maintained at all times. Photo documentation of damage following a storm may then be compared to the pre-damage photos.

RETURNING TO WORK

- Once the "All Clear" is given, maintenance personnel are expected to return to the property as soon as possible to assess damage and begin the clean-up process.
- Provide a status report of any damage as well as the overall condition of the property to the association manager.
- Act as a liaison between the manager and the association contractors.

BARRIER ISLAND RE-ENTRY PROGRAM

<http://pcsoweb.com/emergency-access-permit>

TIERRA VERDE: 727-582-6636

TVHURRICANEREENTRY@PCSONET.COM

You **NEED** identification and proof
of residency or employment

COMMUNICATION

- Texting may work when cell phone towers are down. If you clock is working on your phone so is your texting.
- LIKE US ON FACEBOOK. Facebook worked during Irma when cell phone didn't. Both Resource and client updates will be posted.

THE END!

Have a Great Day! 😊