



HURRICANE PREPARDNESS PLAN

Owners/Residents

RESIDENT “TO DO” LIST

- **Clear Patios & Balconies:** Residents should bring any personal property on patios or balconies inside their units.
- **Designate a Safe Room:** Designate a room in your unit that provides the most shelter from the storm. Typically, this is an interior room with no windows.
- **Stay Tuned:** Keep the radio or TV tuned to emergency frequencies, the local news, or the weather channel for regular updates.
- **Consider Boarding Windows:** If the association has not already done so, consider boarding your windows. If you are unable to board your windows from the outside, boarding them from the inside will still help to protect the interior of your home.
- **Establish An Evacuation Plan:** Residents should know their community’s evacuation zone, where they will go once an evacuation is required and the location of the nearest shelters (including if the shelter accepts pets – see www.floridapets.net).
- **Charge Your Electronics:** All residents should charge cell phone, camera and laptop batteries and consider purchasing backup batteries.
- **Prepare Your Vehicle:** Residents should fill up their cars with gas and check tire pressure. The sooner this is done the better, as lines at gas stations tend to get longer as the storm approaches.
- **Fill Your Bathtub:** Consider cleaning with a diluted bleach solution and storing drinking water in large containers or in the bathtub, as tap water may not be safe to drink for some time after the storm.
- **Set Freezer & Fridge to Coldest Settings:** Residents should set their freezer and refrigerator to the coolest setting to protect food for as long as possible in the event that electricity is lost. It is prudent to have several days’ worth of food on hand that does not require refrigeration.
- **Protect Personal Property:** Residents should consider moving valuable items away from windows and doors. A supply of towels should be kept on hand to address any water entry during the storm.

AFTER AN EVACUATION ORDER

RESIDENT “TO DO” LIST

- **Traffic Check:** Residents should check local evacuation routes to determine which is the best option and leave as quickly as possible (traffic becomes heavier the closer the storm becomes).
- **Refrigerator and Freezer Clean Out:** To avoid rotting food if power is lost, refrigerators and freezers should be cleaned out prior to evacuation.
- **Unplug Electronics & Appliances:** Turn off and unplug any computers, printers, routers, coffee makers, and other appliances or electronics. If possible, remove electronics from the floor and place them in the highest available location.
- **Water Shut Off:** Residents should shut off the unit’s main water source.
- **Electricity Shut Off:** Residents should turn off the electricity prior to leaving using the breaker panels in their units.

ASSOCIATION “TO DO” LIST

This list should be sorted in order of priority. Each action item should have sufficient detail for anyone to be able to complete the task. A specific person or vendor should be assigned to each task on the list. Given that property managers and association employees/contractors will likely need to tend to their own homes and families immediately preceding a storm, it is wise to assign these tasks to Board members or other resident volunteers.

- **Communicate Evacuation:** Send an email to the community and post notices in common areas of the evacuation requirement.
- **Disabled Residents:** Provide evacuation assistance to any disabled residents.
- **Check Each Unit:** Knock on the door of each unit, if possible, to ensure all residents have evacuated.
- **Disable Access Systems:** Unlock or open any entrance gates or doors so that residents may flow freely in and out of the property. The association may consider reactivating these systems after all residents have evacuated to deter possible looting post-storm.
- **Disable Elevators:** After all residents have evacuated, disable all elevators on the top floor of the building.
- **Prepare all HOA Common Areas:** Pool area furniture needs to be secured and stored according to the accommodations of the property.

AFTER A TROPICAL STORM OR HURRICANE

RESIDENT “TO DO” LIST

- **Returning to the Property:** Prior to returning to the property, residents should obtain the “go ahead” from local authorities and the association. Once it is safe to return to the property, the association should inform residents via email or the community’s website.
- **Proceed with Caution:** Returning to a damaged property can be dangerous. Local government generally provides guidance on things to consider when returning after a storm in their hurricane guides. The Red Cross also puts out a comprehensive guide on this subject.

ASSOCIATION “TO DO” LIST

This list should be sorted in order of priority. Each action item should have enough detail for anyone to be able to complete the task. A specific person or vendor should be assigned to each task on the list. Given that property managers and association employees/contractors may need to tend to their own homes after a storm, it is wise to assign these tasks to Board members or other resident volunteers.

- **Communicate with Residents:** Associations should be sure to communicate routinely with residents via email or via the community’s website. Residents should be informed of the status of the property, the actions the Board is taking, and when they can come back. The association should identify any areas of the property that are off-limits due to extensive damage and communicate these areas to residents.
- **Hold Board Meeting:** Boards should hold a meeting as soon as possible (even if via phone) to discuss next steps.

If you have any questions about establishing a thorough hurricane preparedness plan for your association, please do not hesitate to reach out.



GENERAL INFORMATION

LISTEN to your local radio or television station for the latest National Weather Service advisory, as well as special instructions from local government.

WEATHER INFORMATION – 850-763-1701

THE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION (NOAA)

Hurricane hotline – 305-229-4483 can be contacted from June 1 to November 30 for taped updates on storms.

NOAA WEATHER

Broadcasts can be heard in Panama City on the **FM radio frequency 162.550 MHz**

HOW HURRICANES ARE CATEGORIZED

- **TROPICAL STORM** – 39 to 73 mph wind.
- **CATEGORY 1** – 74 to 95 mph wind; five-foot storm tide*; minimal damage
- **CATEGORY 2** – 96 to 110 mph wind; six to eight-foot storm tide; moderate damage
- **CATEGORY 3** – 111 to 130 mph wind; 9-to-12-foot storm tide; extreme damage
- **CATEGORY 4** – 131 to 155 mph wind; 13-to-18-foot storm tide; severe damage
- **CATEGORY 5** – Winds above 155 mph; over 18-foot storm tide; catastrophic damage

...**Above mean high tide.*

TERMINOLOGY OF STORM'S POSITION

HURRICANE WATCH

There is a Hurricane that has a possibility of hitting our area within 36 hours.

HURRICANE WARNING

It is likely that the storm will hit or come close to our area within 24 hours or less. Take necessary precautions to secure your apartment. Pay close attention to all weather broadcasts and building notices. Follow instructions issued by local officials. **LEAVE IMMEDIATELY IF INSTRUCTED TO DO SO.**

It is possible that you may be in an area affected by the eye of the storm, which means that the winds will completely stop for a period of time. They will start again with possibly even greater strength. Once the storm has passed, you will be advised by radio and TV that it is now safe to go out. Remember that there is still great danger from power lines that may have fallen, from malfunctioning traffic signals, flooding and debris of all kinds strewn on the roads.

**REMEMBER, WE ARE IN A FLOOD ZONE, AND THE BAY COUNTY
EMERGENCY MANAGEMENT OFFICE MAY MANDATE
A FULL EVACUATION IN THE EVENT OF A HURRICANE WARNING!**