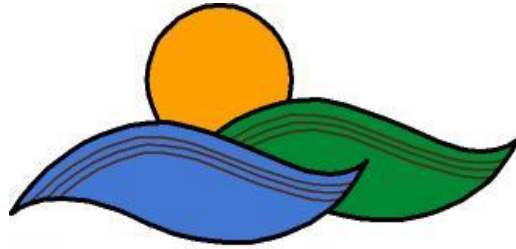


# Hurricane Preparedness Plan



## Admiral Owners Association

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# Hurricane Preparedness Plan

## Introduction

**Background.** To provide general guidance to all unit owners in the event of a hurricane or tropical storm.

**General.** This plan is prepared for the Admiral Owner's Association and is designed for use anytime the Admiral is in the cone of the projected path of a named storm. The primary purpose of this plan is to ensure Admiral property survives in the event of a future hurricane while sustaining as little damage as possible. The basis of this plan is that the Admiral Board of Directors and Property Management are responsible for **protecting the building/property**. This responsibility exists before, during, and when recovering from a hurricane. Achieving this purpose requires coordinated activity between all involved.

**Hurricanes.** General information regarding hurricanes is found in Chapter 1.

**Unit Owners Responsibilities.** The specific unit owner responsibilities are found in Chapter 2.

**BOD/Property Management.** The specific responsibilities of the BOD/Property Manager are found in Chapter 3.

**Plan Conditions.** The plan is based on two conditions: 1) a hurricane where no evacuation is ordered and 2) where the County or State has issued a mandatory evacuation.

**Communications.** There are many sources of general information before, during, and after a hurricane. These include the internet, local and national TV news, and newspapers. If no mandatory evacuation has been declared, information specific to the Admiral can be obtained from our office before and after the hurricane has passed. Additionally, when electricity is restored, Management will provide updates via e-mail.

**Helpful websites:**

- National Oceanic and Atmospheric Administration: [www.noaa.gov](http://www.noaa.gov)
- Federal Emergency Management Agency: [www.fema.gov](http://www.fema.gov)
- American Red Cross: [www.redcross.org](http://www.redcross.org)

# Chapter 1

## Hurricanes

Saffir/Simpson Hurricane Scale. The Saffir/Simpson Hurricane Scale is used by the National Weather Service to give public safety officials an assessment of the potential wind and storm surge damage from a hurricane. The scale categories are as follows:

Scale Number	Winds (mph)	Damage
1	74-95	Minimal
2	96-110	Moderate
3	111-130	Extensive
4	131-155	Extreme
5	155+	Catastrophic

**Category 1 Hurricane.** No major damage to buildings except by the surge in coastal areas. Damage to unanchored mobile homes. Some damage to poorly constructed signs. Also, coastal flooding and minor pier damage. Note: *Evacuation of barrier islands can be required for a Category 1 storm. Jupiter is listed as a flood zone for a category one surge.* - Examples: Irene 1999 and Wilma 2005.

**Category 2 Hurricane.** Some damage to the building's roofs, doors, and windows. Considerable damage to mobile homes. Flooding damages piers, and small craft in unprotected areas may break their moorings. Some trees blown down. - Examples: Bonnie 1998, Georges (FL & LA) 1998 and Frances 2004.

**Category 3 Hurricane.** Some structural damage to small residences and utility buildings. Large trees blown down. Mobile homes and poorly built signs were destroyed. Flooding near the coast destroys smaller structures, and larger structures are damaged. Terrain may be flooded well inland. - Examples: Keith 2000, Fran 1996, Opal 1995, Alicia 1983, and Jeanne 2004.

**Category 4 Hurricane.** More extensive damage, certain wall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Terrain may be flooded well inland. - Example: Hugo 1989

**Category 5 Hurricane.** Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Flooding causes major damage to the lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required. - Examples: Andrew (FL) 1992, Camille 1969 and Labor Day 1935.

Using this scale, a Category 4 hurricane would have winds between 131 and 155 mph and, on average, would usually be expected to cause 100 times the damage of a Category 1 storm. Depending on circumstances, less intense storms may still be strong enough to produce damage, particularly in low-lying coastal areas that have not been prepared in advance.

Tropical storm-force winds are strong enough to be dangerous to those caught in them. For this reason, emergency managers plan to complete their evacuations and shelter their personnel ***before the onset of tropical-storm-force winds, not hurricane-force winds.***

Debris, such as signs, roofing material, and small items left outside, become flying missiles in hurricanes. Extensive damage to trees, water, underground utility lines (from uprooted trees), and fallen poles causes considerable disruption.

***Preparations.*** Disaster prevention includes ensuring your condominium is as strong as possible against a storm. This includes having shutters up to or superior to the latest code and removing items from outside that could become missiles. It also includes having the supplies on hand to weather the storm. The suggestions provided here are only guides. It would be best if you used common sense in your disaster prevention.

1. Develop a primary and backup plan. Since we live in an area that may be evacuated even during a Category 1 hurricane, the cornerstone of these plans should be the location to which you will evacuate, the route to get there, and the timing for evacuation. Your primary plan should address the normal situation where you have a lot of warning time and can evacuate to any place you choose. Your backup plan should be for those circumstances where warning time is minimal, and you must evacuate to a local area shelter or other local area locations.
2. Create a disaster supply kit. You need to have certain items regardless of where you ride out a hurricane. A disaster supply kit is useful for evacuating and making you as safe as possible in your condominium. Be sure to include a seven (7) day supply of medications.
3. Secure your home.

### ***Hurricane Watch and Hurricane Warning***

A hurricane watch issued for our part of the coast indicates the possibility that you could experience hurricane conditions within 36 hours. This watch should trigger your family's disaster plan, especially those actions that require leaving the Admiral, if you have not already done so.

A hurricane warning that is issued for our part of the coast indicates that sustained winds of at least 74 mph are expected within 24 hours or less. Once this warning has been issued, your family should have already evacuated.

***Additional Information.*** Additional information on St. Lucie County Emergency Operations can be found on the internet at <https://www.stlucieco.gov/departments-and-services/public-safety/disaster-preparedness>

## Chapter 2

### Unit Owners' Responsibilities

1. **General.** This chapter outlines the specific responsibilities the unit owners have regarding Admiral. Unit owners are expected to maintain their shutters properly.
2. **Away from the unit.** When a unit owner is going to be away from his/her unit during the hurricane season, please do the following:

A unit owner or his/her occupant who plans to be absent during the hurricane season must prepare his/her Unit before his/her departure by designating a responsible firm or individual to care for his/her Unit should a hurricane threaten the Unit, or should the Unit suffer hurricane damage, and furnishing the Association with the name(s) of such firm or individual.

#### Notes:

- a. Unit owners cannot depend upon, nor is it the responsibility of our maintenance staff to do hurricane preparations for you.
  - b. Empty all refrigerators and freezers before departing.
  - c. You should make arrangements with a firm or an individual to be responsible for your unit.
  - d. If you did not empty the refrigerator/freezer before departing, this should be a stated task for the caretaker before a storm hits our area.
  - e. Make sure there is a clear understanding of what the caretaker will or will not do.
3. **Seasonal/Full-Time Residents' actions before leaving Admiral.**
    - Close and lock all shutters. If you have impact windows, shutters are not required, but it is strongly recommended that you add extra protection to your unit.
    - Close and lock/secure all windows and sliding glass doors.
    - Ensure all unnecessary electrical devices are unplugged.
    - Ensure all items are removed from the east and west balcony areas.
    - Shut off unit(s) water at master valve.
    - Ensure all water alarms & smoke detectors have fresh batteries.
    - Make sure the front office has your emergency contact information.
    - Empty all refrigerators and freezers. Food may be disposed of in the dumpster at least 48 hours before the storm or taken to your evacuation location. Remove the ice and shut off the ice maker.
    - Fill your bathtub with water for washing or to boil for drinking.
    - Fill your car's gas tank.
    - If you are evacuating/leaving the unit, **SIGN OUT and ALERT THE FRONT OFFICE.**

5. **Actions when no mandatory evacuation is declared, and the decision is to stay.** Ensure you

have enough non-perishable food, water, ice, medications, etc., that you will need for at least seven days. Checklists for the recommended actions are found in many hurricane preparation documents published by the County, State, Publix Grocery, etc.

6. ***If you choose to stay when a mandatory evacuation is declared.*** It is common knowledge that people cannot be forced out of their homes even though there may not be electricity, water, or emergency services in the area. If you decide to stay when a mandatory evacuation is ordered, provide your name and the name and contact number of your next of kin to the office. **Be aware that emergency personnel and staff may not get to the island for some time after the storm to help you; it's best to evacuate.**
7. ***Caution.*** Even if the most dangerous situations were removed, some might remain. Please use extreme caution. There may be downed power lines, debris, broken glass, sand, etc. everywhere.

## Chapter 3

### **Board Members/Property Management Responsibilities**

1. ***General.*** This chapter outlines the Board and Property Management's specific responsibilities regarding the Condominium. The board and Property Management's primary responsibility is always to protect and recover the building and property. There are three general ways to take action during crises.
  - a. Under normal circumstances, the Board of Directors decides the course of action and provides this information to Property Management, who passes it to maintenance for action.
  - b. In an emergency when Management is not on site, the Board of Directors passes instructions directly to maintenance.
  - c. If no Board of Directors or maintenance personnel are available and actions have to be taken, individual unit owners should take the initiative to take the appropriate action.
2. ***Coordination.*** During crises, the Board and management need to coordinate more closely, preferably face-to-face.
3. ***Preparations when a named Tropical Storm threatens the building.*** Review these procedures and discuss the required activities with management and the maintenance staff.
4. ***Preparations when the storm is from 96 to 72 hours away.***
  - a. Move all equipment from the pool area (chaise lounges, chairs, tables, waste receptacles, etc.) and store it in the Garage Area.
  - b. Close and properly secure all common area hurricane shutters.
  - c. Remove and secure gas grill propane tanks.
  - d. Remove anything from the roof that is not secure.

- e. Remove and secure outside mats.
- f. Turn off pool equipment for the duration of the storm.

**5. Preparations when the storm is 48 hours out.**

- a. Check for open shutters and report those found open to the BOD. The BOD will take the necessary steps to close them.

**6. Actions when no mandatory evacuation is declared.**

- a. Ensure the covers on the pool motors are secure.
- b. Contact the pool maintenance company to secure the pool heaters, pumps, etc.
- c. Remove and secure any exterior fire extinguishers.

**7. Actions when a mandatory evacuation is declared.**

- a. Any actions in paragraphs 4, 5, and 6 above have not been completed.

**8. Last actions before the staff evacuates for a mandatory evacuation.** (The time for this evacuation will be coordinated between the BOD and staff.)

- a. Staff will provide the Board of Directors with their whereabouts during the storm.
- b. Staff will provide the Board of Directors with their point-of-contact information during the storm.

**9. When directed by BOD or Property Manager.**

- a. Back up all data on the computer. Put the backup file in a secure place.
- b. Remove all pieces of office equipment. These should be wrapped in plastic and stored off the floor.

**10. Employee return.** After the announcement that the mandatory evacuation has been lifted, employees will return as follows:

- a. If the evacuation is lifted before noon, employees will report to Admiral before 4 PM that day.
- b. If the evacuation is lifted after noon, employees will report to Admiral during normal working hours the next day.

**11. Procedure review.** Annually, before the hurricane season, the Board of Directors will review this document with property management, make the necessary changes, and approve the document for the next hurricane season.



# **ADMIRAL HURRICANE PREPARATION PROCEDURES**

5-7 DAYS BEFORE THE STORM, HAVE A LIST OF THOSE RESIDENTS WHO ARE IN RESIDENCE AND VERIFY THAT THEY WILL CLOSE UP THEIR UNITS. IF ANY NEED HELP, MAKE ARRANGEMENTS TO HELP THEM.

1. Watch weather reports and determine a plan of action and when to put it into effect. Any landscaping and trimming will be done in mid-July and should not be a factor in these procedures.
2. Post-Hurricane Preparedness and Evacuation Awareness notices in the elevators and bulletin boards. Evacuation routes and a list of shelters and locations and when they will be open will be posted on the bulletin board as soon as they are received from the proper authorities.
3. Verify that the generator is full of fuel and check the oil level. The generator runs every Wednesday for a test run. We will fill the tank in July, so there is no issue. Martin County Petroleum 772-287-1900.
4. Verify that all drains and drain systems are clean and working. Also, check catch basins and piping in the swale on the front lawn.
5. Check the sump pump on the west side of the garage. Make sure both sum pumps are operating properly.
6. Walk West balconies and ensure all hurricane shutters are properly closed and locked. If forecast to be a category #1 or above, tie the west balcony doors to the railings. If you have impact windows, shutters are not required, but it is strongly recommended that you add extra protection to your unit.
7. Walk the beach and visually check that all East balcony shutters are closed and the armor screens are up.
8. Remove all furniture from the pool and spa area. Store in the garage area.
9. Remove all articles from the Lanai area and front of the building and store them in the first-floor bathrooms.
10. Check the roof and remove any loose debris.
11. Install metal panels on designated openings in the generator room. (Generator Vent Louver)
12. Install all Armor Screens on the first-floor front doors. All East windows on the Lobby level are impact windows.
13. Move BBQ grills to the hallway by the kitchen.

14. All emergency supplies: power hand tools, mobile electrical equipment, batteries, flashlights, rope, tape, plastic tarps, heavy trash bags, extension cords, shop-vac supplies, portable radio, brooms, dust pans, ladders, hand soap, bug spray, first aid kit. Put in shopping carts and move to the 2<sup>nd</sup> or 3<sup>rd</sup> floor.
15. Remove all pictures from the walls on the first floor and store them in the media room.

#### OFFICE PREPARATION

1. Unplug all electronic devices and cover them with trash bags.
2. Make a list of everything of value for insurance if needed.
3. Move everything away from overhead lights in case of leaks.
4. Bring home all personal items.
5. Unplug the hard drive from the property manager's computer and take it with you.
6. Cover filing cabinets with trash bags.
7. Remove everything from the walls, photos, bulletin board, etc.

#### 24 HOURS BEFORE THE FORECAST STRIKE

1. Post evacuation signs in the elevators, notifying passengers of when the Admiral will shut down, and the elevators will be stopped.
2. The manager will remove the computer, and necessary files (Insurance, financial) will be removed from the office and stored in a Board member's unit. The board will be notified of which unit. (see office preparation)
3. Make sure the garage door is open.

#### ONE HOUR BEFORE THE EVACUATION

1. Give the final call on the fire control enunciator, telephone any remaining residents, and notify them of the time that the building will be shut down.
2. When a certain building is empty, bring elevators to the garage, ensure they are empty, and send them to the 10<sup>th</sup> floor and shut down.
3. Leave the generator on so that sump pumps can operate.
4. Make final check of lobby and garage floors and leave premises.

**NOTE: Be sure you have an emergency island re-entry card and Management letter with you and a photo ID**

## Chapter 4

### **Preparations When a Named Tropical Storm Threatens the Building.**

1. **General.** A tropical storm is defined as an organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds between 39 and 73 miles per hour.
2. **Potential Activities in Preparation for a Tropical Storm (TS).** The actions necessary to prepare for a TS range from very few activities for a minimum TS (39 mph) to actions very similar to those required for a hurricane for a strong TS. Therefore, the decision on actions should normally be made at the director's level. The following actions should be considered by the Board when a tropical storm watch/warning is issued.
  - a. Move all equipment from the pool area (chaise lounges, chairs, tables, waste receptacles, etc.) and store it in the Garage Area.
  - b. Close and secure all common areas.
  - c. Remove and secure gas grill propane tanks.
  - d. Remove anything from the roof that is not secure.
  - e. Remove and secure outside mats.
  - f. Turn off pool equipment for the duration of the storm.
  - g. Tie down the west balcony brown doors

### **Disclaimer**

This plan has been adopted by your Board of Directors in compliance with Florida law and as a tool to assist the members and residents of the Admiral Owner's Association. The adoption and creation of this plan by the Board of Directors of the Admiral Owner's Association is not in any way intended to create any liability for the Admiral Owner's Association, its officers, directors, or employees. The plan is intended only to be of assistance. Each individual owner or resident should use his or her best judgment in an emergency situation.