**Florida Condo Association Hurricane Preparedness Plan**

**Routine Preparation for Hurricane Season June 1 through November 30**

**Resident Routine Preparation**

Emergency Management Web Sites

Brevard County [www.embrevard.com](http://www.embrevard.com)

National Hurricane Center [www.nhc.noaa.gov/](http://www.nhc.noaa.gov/)

National Weather Service-Melbourne [www.weather.gov/mlb](http://www.weather.gov/mlb)

**Planning for Individuals with Special Needs**

The Brevard County Special Needs program is for residents with specific health and/or medical conditions needing assistance with sheltering in times of an emergency or disaster during an evacuation. Residents who meet the Special Needs criteria and have no other alternative for a safe shelter should register with Emergency Management.

Applications are available:

• By calling 321-637-6670

• You can also talk to your home health care agency, hospice agency, medical supply company, or other caregiver, who can assist with completing an application.

Once registered, annual updates are required to keep information current and up-to-date.

**DEFINITIONS**

**Tropical Disturbance:** No strong wind but there is rotary circulation

**Tropical Depression:** Clearly defined low-pressure area; Wind speeds of 38 mph

**Tropical Storm:** Low-pressure area; Defined rotary circulation; Winds from 39-73 mph

**Tropical Storm Watch**: Tropical storm poses a threat to an area within 36 hours

**Tropical Storm Warning:** Storm conditions with 39-73 mph sustained winds which may hit a specific area within 24 hours.

**Hurricane Watch:** Possible hurricane conditions within 36 hrs. Enact Personal Disaster Plan.

**Hurricane Warning:** Possible winds of 74 mph within 24 hrs, Complete Personal Disaster Plan, seek shelter. **Hurricanes**:

**Category 1:** Winds 74-95 mph

**Category 2:** Winds 96-110 mph

**Category 3:** Winds 111-130 mph

**Category 4:** Winds 131-155 mph

**Category 5:** Winds 155 +

**Storm Surge:** Rapidly rising tides as storms makes landfall. Salt water flooding cripples communications, overwhelms storm sewers and may contaminate drinking water supplies. Check the County Emergency Management Web Site to find surge area information for our area.

**Prior to Hurricane Season:**

**Resident Routine Preparation**

▪ Update Your Contact Information: Unit owners and residents make sure the BOD has your accurate phone number, address (both winter and summer for snowbirds) and email address.

▪ Hurricane Shutters, Windows, Doors & Garage Doors: Unit owners should service their hurricane shutters. Unit owners are responsible for repair and replacement of windows, and doors per the association’s governing documents.

▪ Disabled Resident Assistance: Any residents that would need assistance in the event of an  evacuation should inform the BOD and reach out to sign up for emergency aid.

▪ Consider Homeowner’s Insurance: All unit owners should ensure homeowners HO6 insurance policy for their condominium. Per Florida Statutes  Chapter 718.111(11)(f), in the event of a casualty to the condominium property, unit  owners are responsible for repairing or replacing the following items: ▪ All personal property ▪ Floor, wall and ceiling coverings ▪ Electrical Fixtures ▪ Appliances ▪ Water heaters ▪ Water filters ▪ Built-in cabinets and countertops ▪ Window treatments including curtains, drapes, blinds, hardware

**Think about what this means**. If a hurricane came through and there was a total loss, the association’s insurance would rebuild the building and your unit. However, the unit would have only  sub-flooring (no carpet, tile or wood floors); would have no electrical fixtures; no cabinets, countertops or sinks; and no water heater or other appliances. Also, the insurance statute only  requires that the association’s insurance rebuild the property with products similar to those that  were originally installed. So, let’s say you recently replaced all your original windows with very  high-end, impact resistant windows. Unless your insurance covered those new windows, you would  be out of luck. Without insurance coverage, replacing these items can create a major out-of-pocket  expense for unit owners.

▪ Photograph Your Home and Valuables: It is worthwhile for every unit owner or resident  to photograph their condominium to capture on film all of the personal property within a  unit. After a storm, this can be a helpful way to identify items that are missing. For unit  owners with homeowners insurance, photographing the property (and valuable items) may make processing claims with their insurance companies  much easier. It is prudent to contact your insurance company and ask them what they  would ideally like to see in the event of a major claim post hurricane. They can typically  provide guidance on how to properly prepare.

▪ Create a Survival Kit: Keep a survival kit in your home that you can grab in the event of an  evacuation. A survival kit should include, at a minimum, fresh water supply, batteries,  canned goods, proper identification, important documentation (e.g., birth certificates,  social security cards, insurance policies), proof of ownership of your condominium, cash, and medications.

▪ Learn about FEMA: Unit owners should familiarize themselves with FEMA’s Individuals  and Households Program, which provides assistance to people whose property has been  damaged or destroyed. Identify who to call and how to apply for aid in the event your  home is unlivable after a storm.

▪ Volunteer to Aid the Association: Be willing to help in securing the property prior to a  storm.

**Association Routine Preparation**

▪ Tree Trimming: The BOD will make sure that our palms and other trees are properly  trimmed at least once per year in advance of hurricane season.

▪ Unit Access: Remind Unit Owners to ensure the BOD has the correct key/code to access  each unit.

▪ Resident Contact Information: Unit owners and residents make sure the BOD has your accurate phone number, address (both winter and summer for snowbirds) and email  address.

▪ Videotaping of Property: The BOD will take a video of the property to have record of what  it looked like prior to any damage.

**Once a Tropical Storm Warning or Hurricane Warning is Issued**

**Resident “To Do” List**

▪ Units with Wrap Around Shutters: Residents should close shutters

▪ Units with Roll-Down Shutters or that Do NOT have Shutters: Residents should clear their patios/balconies and bring any loose items on the balcony indoors. All Roll-Down shutters on windows should be closed.

▪ 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.

▪ 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 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.

▪ Garage Doors: Doors may need to be manually opened.

**Association “To Do” List**

▪ Pool Furniture: All pool furniture should be brought into the Rec Room.

▪ Recycling Bins: Recycling bins should be brought into 1st floor walkway.

▪ Garage Doors: Doors may need to be manually opened. All pool furniture should be brought into the Rec Room.

▪ Irrigation System: Turn off the association’s landscaping irrigation system.

▪ Hurricane Shutters: Board windows and/or lower hurricane shutters

**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 close 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**

▪ 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 Elevators: After all residents have evacuated, disable all elevators on the top floor  of the building.

▪ Deactivate Access Systems: Deactivate property access systems

**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**

▪ Survey & Photograph Property: Board members or mangers should return to the  property when possible to survey the damage and photograph the property for insurance  purposes.

▪ 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.

▪ File Insurance Claims: Associations should begin filing claims immediately, if necessary. Insurance  companies are often swamped with claims after a storm and the longer the association  waits to file a claim, the longer it will likely take for the claim to be processed and  payment to be received.

▪ Contact Appropriate Vendors: Associations should immediately contact their preferred  vendors to begin cleanup and obtain bids for repairs. Landscaping companies typically  offer a cleanup service to remove plant debris from the community. Further, the  association’s fire safety systems vendor should complete a full inspection of the  community’s system immediately to ensure it’s up and running.

▪ Repairs List: Boards or property managers, in coordination with hurricane disaster  specialists, restoration specialists or other vendors, should create a full list of necessary  repairs in order of priority. The cost of each item should be included.

▪ Power & Water: Reestablish power & water when feasible

▪ Access Systems: Reactivate property access systems

▪ Elevators: Reactive elevators

▪ Association Property: Return all association property to standard locations