

JUPITER BAY CONDOMINIUM ASSOCIATION
HURRICANE PREPAREDNESS AND RECOVERY PLAN



Image: NASA

PREPARED BY DOUG STRONG
JUNE 2014

Jupiter Bay Condominium Association Hurricane Preparedness and Recovery Plan

Dear Jupiter Bay Condominium Residents,

Hurricane season is upon us. We want to inform you of Jupiter Bay's policy in the event of a hurricane. These policies and procedures combine the hurricane procedures recommended for each building of Jupiter Bay. The Board is committed to the safety and well-being of our owners, their property and our employees

Hurricane season begins June 1st and continues through the end of November. Each approaching storm challenges and tests our skills and emotions. We are pleased to provide you with the following protocol established to assist each of us in preparing for a hurricane. We want to explain the storm factors that could damage pump motors and electrical components in your building. The procedures are documented and communicated to our staff as a recommendation of what should be followed in each building as the most effective and conservative approach to protecting your building's systems under the effects of a storm. The protocol is general in its approach but offers the greatest chance of protecting the mechanical equipment in any building. The protocol for hurricane preparations and procedures to secure and safeguard your property is as follows:

- At the time of a Hurricane Watch - a hurricane may threaten the area within 48 hours, we begin securing the building.
- When a Hurricane Warning - hurricane force winds are expected to make landfall within 36 hours of a hurricane warning being issued. After all preparations have been completed, non-essential personnel, under the direction of the Property Manager, will leave the property. Because Jupiter Bay sits on an island and all exits include a draw bridge, a mandatory evacuation order may be issued by Palm Beach County.
- A Mandatory Evacuation Order creates a critical time frame in which the staff must execute the final mechanical protocols before the storm actually reaches our community.
- When sustained winds reach 45 miles per hour and the hurricane continues to be an imminent threat, the essential personnel, in agreement with the Board of Directors, will begin to shut down the property's main mechanical systems - elevators, water pumps and pool equipment. This helps to assure that the systems will not be damaged as a result of operating during the storm and will be operational after conditions return to normal and power has been restored. After the shutdown has been completed, our essential personnel will follow the mandatory evacuation order issued by the appropriate governmental agency and leave the property. Jupiter Bay Condominium Association will not require or encourage any employee to remain on the property in violation of an evacuation order. Essential employees will return to Jupiter Bay as soon as physically possible after sustained winds have dropped below 45 MPH and an all clear has been issued. All other employees are required to report back to the property at the beginning of their regular shift and when sustained winds have dropped below 35 MPH.

ELEVATORS

The elevators should be parked on the upper most floors of the building with the doors closed. The highest possible floor is recommended by the elevator companies. Pull disconnect switch in the machine room in the off position before power fails. Close up all vents and openings at the top of the hoist way to prevent water from getting into the elevator shaft and secure door to elevator room so that it does not fly open.

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

WHY: In the event of a coastal surge, flooding will damage the elevators and fill the pits. In addition to flooding, water damage caused by wind driven rain most likely will enter the shaft and ruin the electrical equipment on top of the cars. This kind of damage will render a building immobile for a long period of time while the elevator company repairs the equipment. If the elevators are running and the power is interrupted, residents may remain inside the cabs for long periods of time. Evidence has shown that many people suffer anxiety or heart attacks in these situations. Emergency crews may not be able to respond to 911 calls under hurricane conditions.

DOMESTIC WATER PUMPS

Staff will turn off power to the domestic water pumps. (Buildings that are equipped with staged water pumps may consider leaving one pump on manual override if the pressure is sufficient for the upper floors.)

WHY: Loss of electrical power will cause pumping stations to lose pressure. If not enough water reaches the pumps, they may burn out.

POOL EQUIPMENT

Staff will turn off power to the pool equipment and lower the water level in the pool and spa.

WHY: Loss of electrical power will cause pumps to lose pressure. If not enough water reaches the pumps, they may burn out. The chemical feeders will also shut down causing chemical imbalances in the pools. Debris will be driven in the pool, clogging filters.

NOTE: We do NOT ever shut off electricity to the buildings.

We kindly ask that all Residents make the necessary arrangements prior to leaving for the season or make prior arrangements with their caretakers for preparations during the hurricane season. Please place any balcony furniture and loose items inside your unit. Be sure your sliding glass doors and windows are locked. Turn the water off to your unit by the valve to the off position inside your water heater closet. If you should have any questions, please do not hesitate to call the Association Management Office.

Sincerely,

Board of Directors
Jupiter Bay Condominium Association

Our area has not experienced hurricane conditions since hurricane Wilma which was part of the record breaking 2005 hurricane season. This means that because of the increase in population in our area since 2005, statistically, 8 out of 10 of the current residents have not experienced hurricane conditions in our area.

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

**HURRICANE PLAN
BEFORE and AFTER THE STORM
JUNE 1, 2014**

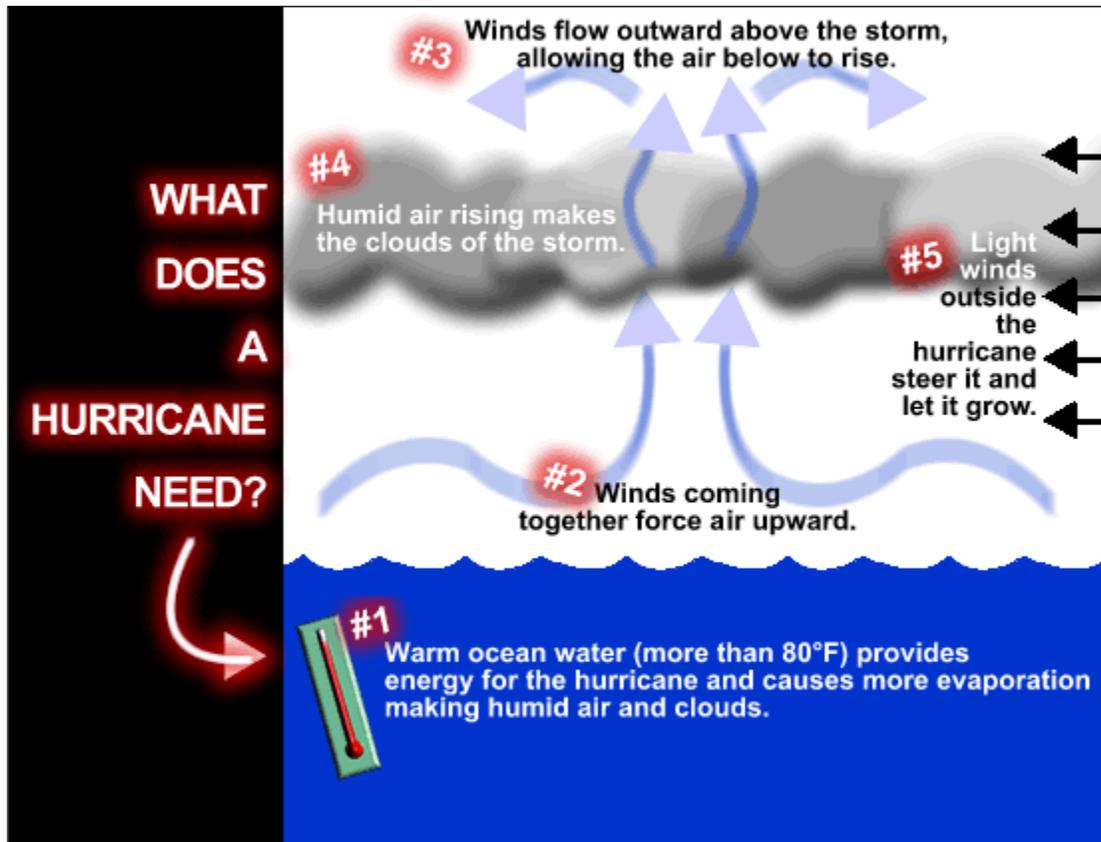
Following is a synopsis of the timeline actions that should occur in the event that a **Hurricane Watch** is issued (36 hrs. prior to onset). It is important to understand that our staff will be released at a point when they will have enough time to secure their own homes and complete their preparations. Some of the preparations may be completed sooner in order to facilitate an orderly completion of all items.

It is important to understand the terminology involved with tropical storms. Below is a recap of terminology used by weather forecasters.

Hurricane Categories

Number	Wind Speed (mph)	Storm Surge (ft.)	Damage
1	74-95	4-5	Minimal
2	96-110	6-8	Moderate
3	111-130	9-12	Extensive
4	131-155	13-18	Extreme
5	greater than 155	over 18	Catastrophic

Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan



Storm Surge - Rapidly rising tide as a storm makes landfall. Salt water flooding cripples communications, overwhelms storm sewers, and contaminates drinking water supplies. In a category four or five hurricane, most of Southwest Florida's populated areas could be inundated. Check the County Emergency Management Web Site to find the surge area for your home.

Hurricane Watch - Is an announcement that a hurricane poses a threat to a specific area, generally within 36 hours.

Hurricane Warning - An alert that a hurricane is expected to hit a specific area within 24 hours. In instances where the course of a hurricane is erratic, this alert may be issued only a few hours before hurricane conditions begin.

Tornado - The most violent of atmospheric phenomena, winds may whirl at up to 300 miles per hour. A spinning tornado may sound like the roaring of an airplane or a locomotive. Tornadoes move at an average speed of 30 miles per hour and may be very erratic in their course. Tornadoes are usually short-lived and may be extraordinarily destructive over a small area.

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

Waterspout - Is a tornado over water.

Tornado Watch - An announcement by the National Weather Service that a severe weather condition exists that may spawn a tornado.

Tornado Warning - Means a tornado was sighted. The announcement generally gives anticipated course.

PROTECTION OF RESIDENTS

While our homes and other physical facilities represent an enormous emotional and financial investment, the most precious commodity and the only one irreplaceable is you yourself. Do not think you can somehow protect property if you "ride it out" at home so you can combat nature's fury. It cannot be done. When advised to evacuate it is the only choice. Adequate preparations will ease this decision if the time should come.

1. Provide your Community Association Manager the following information:

- * Your residency status during hurricane season (June 1 – November 30)
- * Your phone numbers and email address
- * Your plans for evacuation should it be necessary
- * The name of someone who always knows your whereabouts
- * The name of someone locally that checks your home
- * The name and address of your insurance agent
- * The name of your insurance company and policy number
- * Key to the unit

2. Before the Storm:

- * Stay tuned to radio, TV and Internet for weather updates and evacuation mandates
- * Check your "survival kits"
- * Charge cell phone and extra batteries
- * Charge camera and extra batteries
- * Charge laptop and extra batteries
- * Charge portable TV and radio and extra batteries
- * Have an "old" phone that does not need electricity
- * Refill prescriptions to have a four-week supply on hand
- * Fill up the gas tank in your car, check oil and tires
- * Have cash on hand

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

- * Protect important papers and have duplicates available in another location:
 - Driver's license
 - Medical information
 - Proof of ownership of your home
 - Insurance policies
 - Pictorial and listed inventory of your property
 - Listing of important contracts
- * Let management, friends, and family know if you plan to stay or evacuate.

3. Personal Preparedness:

Not every potential disaster situation requires evacuation. Whether you have to evacuate or not, it is prudent to prepare for personal needs with a properly stocked "survival kit".

- * Cash, credit cards
- * Four weeks supply of medications
- * Special nonperishable dietary foods if needed
- * Bottled water (1 gallon per person per day)
- * Pillows, blankets, sleeping bag, or air mattress
- * Flashlight and batteries
- * Candles and matches
- * Portable TV, radio and batteries
- * Cell phone
- * Camera
- * Laptop computer
- * Extra clothing and shoes
- * Eyeglasses
- * Lightweight cot
- * Insect repellent
- * First aid kit (containing at least Benadryl spray or cream, Lomotil, Maalox, Pepto-Bismol, Aspirin, Antiseptic, Band Aids and Gauze)
- * Water purification tablets
- * Books, quiet games, cards
- * Toys for children if appropriate
- * Groceries, (for at least 3 days) such as:
 - Bread, crackers
 - Peanut butter, jelly
 - Cookies, snacks
 - Canned fruit

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

- Canned meat and fish
 - Dried fruit
 - Canned beverages
 - Fruit drinks
 - Plastic ware
 - Paper plates and cups
 - Paper towels and napkins
 - Plastic trash bags
 - Can opener (manual)
- * Small tool box including hammer, pliers, screw drives, adjustable wrench, nails, screws, electrical tape, duct tape

4. Staying in Your Home:

If an evacuation is ordered, the earlier you do so, the better. However, if circumstances are such that remaining in your home appears safe, make note of the following:

- * Clean containers (no juice or milk) and bathtubs to store water. Figure about one gallon per day per person. Save large plastic bottles in advance for this purpose.
- * If you have a chest freezer put several plastic jugs of water in it to freeze.
- * If flooding is anticipated, turn off electricity at the main breaker. Know where this is in your home. It may be outside next to the electric meter.
- * If electric power is lost, turn off the main circuit breaker and individual breakers as well. To prevent a power surge that may damage appliances and equipment first turn on the main breaker and then the individual breakers.
- * Prepare food a few days in advance that does not require refrigeration in case of power loss.
- * Have materials on hand to soak up water that may penetrate window and door frames. High winds will drive water in and around window frames and doors. Be prepared to deal with it.
- * During the storm, stay inside and away from windows. Interior rooms are the safest. Venturing outside to test the wind is foolhardy. Not only can you not withstand hurricane force winds, but also a roof tile or coconut airborne at more than 100 miles per hour is a lethal missile. Stay inside!
- * Make sure storm shutters are in place and braced with storm bars where appropriate. Brace garage doors and entry doors.
- * Keep tuned to weather advisories on your battery powered radio or TV. Do not venture out until an all clear is given. Remember, if the eye of a hurricane passes directly overhead, the wind may cease and the sun may shine briefly before the hurricane resumes with enormous and renewed intensity.
- * Help each other as the good neighbors that we are.

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

5. Evacuation:

Mandatory Evacuation means just that. If you don't leave no one is going to risk their lives to come to rescue you.

When the National Weather Service announces you are in the predicted path of a hurricane Category 3, 4 or 5 consider evacuation mandatory, preferably at least 48 hours before the storm's arrival. Think out well in advance where you would go in case of evacuation. Issues to be considered in making this decision include the following:

- * Check evacuation routes on the County Emergency Management Web Site.
- * The earlier one evacuates the better. The roads will become jammed and the bridges leaving Jupiter Island will be locked in the open position when the winds reach 45 MPH, with traffic at a total halt the crush is greatest as the storm arrives.
- * Safe and close to home, inland from the water, are the best locations. Seek out friends or family in such locations to help in the selection of a suitable site. Do not go farther than necessary but get away from the water. Efforts to flee north may be impossible with main highways turning into parking lots with jammed traffic.
- * Travel should be in the daylight and well in advance to beat the crush. Consider air travel away from the Florida area.
- * When evacuating:
 - Take "survival kit" items such as those listed earlier.
 - Empty the refrigerator and freezer
 - Take important documents
 - Driver's license
 - Insurance policies
 - Property inventory
 - Proof of property ownership
 - Passport
 - Lock up tight before departing
 - ***Be sure to take your front door key***
- ** **Note that particular areas will be restricted to prevent injury and looting. Reentry will only be allowed if the individual can show proof of ownership, so such documentation is important.**

6. Pet Survival:

Before the season begins

- * Prepare a pet disaster kit.
- * Have a resource that lists motels/hotels that allow pets. Books are available through AAA or local bookstores and <http://www.floridapets.net/>.

Jupiter Bay Condominium Association Hurricane Preparedness and Recovery Plan

- * Make sure all your pets have current vaccinations. Keep their immunization records, medical and special needs lists and current pictures (with you in the pictures) on hand. Store the information in water-resistant containers. Make two sets of the information, one to accompany you and one to fasten to their carriers.
- * Make sure that each pet has an appropriately sized carrier. The carrier should be big enough for your pet to stand up and turn around in. Airline-approved carriers tend to work best, as they are more impact-resistant than crates.
- * Each pet and each carrier should have proper identification. For your pets, microchips, license tags, and separate IDs on the collar should be used. Barrel IDs are appropriate IDs. A last minute, but very effective, form of ID is to write all pertinent information on a strip of paper, seal the paper strip between two pieces of clear tape, and make a loop of the ID so the collar can slip through it.
- * The barrel ID or emergency ID should contain the pet owner's name, address, and phone number, an out-of-state contact, a list of medications, and list of special needs.

7. A Few Words About Tornadoes:

Hurricanes are the focus of this Disaster Preparedness Plan since they generally affect the widest areas and the most people. Further, there is generally enough advance warning to do something to protect person and property. However, a few words about tornadoes are in order, although these are more local phenomena than hurricanes. A tornado is the most violent of nature's storms and may produce winds up to 300 miles per hour.

If the National Weather Service issues a tornado watch, it means conditions are right for a tornado. Keep tuned to local radio or television for further bulletins. Move and secure loose objects outdoors. Plan what to do if there is a tornado warning:

- * A poor place to be in a tornado is in a motor vehicle. Stop your vehicle and seek shelter elsewhere. Do not try to outrun the tornado in your car. A ditch or ground depression may provide some protection if a better shelter is not immediately available.
- * Inside your home, go to the innermost hallway on the ground floor or into an interior bathroom where the plumbing will help to hold the structure together.
- * Avoid windows.
- * Do not open windows in an attempt to "equalize pressure" if a tornado is approaching. If a tornado gets close enough for a pressure drop to occur, the damage has already been done. It is possible opening windows can increase damage in a tornado.
- * Note – Tornadoes are also associated with hurricanes and are usually located in the right front quadrant of these storms.

On the brighter side, here in South Florida, tornadoes are generally of less intensity than you would experience in the Midwest. Usually F-0 or F-1 (on the Fujita scale) tornadoes can happen in this area.

Jupiter Bay Condominium Association Hurricane Preparedness and Recovery Plan

We all hope South Florida will be spared this season, as we were in 2013, but it is everybody's responsibility to be prepared in case a storm hits. Government alone cannot begin to handle all of the adverse impacts. It is up to each and every resident to have evacuation plans in place and make sure our homes are as secure as possible.

Please use the **Palm Beach County Hurricane Survival Guide** in preparing for the 2014 hurricane season:

http://www.pbcgov.com/dem/hurricane/pdf/hurricane_guide.pdf

There are valuable phone numbers, lists and tips to keep your family safe in the event of another storm.

Don't wait until a hurricane is bearing down to make these important decisions. Do it now to ensure your family's safety. Together we can make it a safer and less worrisome hurricane season for everyone. If you have questions, please contact Palm Beach County Emergency Management at 561-712-6400.

Also, you can reference the **National Hurricane Center Preparedness Guide**:

<http://www.nws.noaa.gov/os/hurricane/resources/TropicalCyclones11.pdf>

Weather Links:

- National Oceanic and Atmospheric Agency (NOAA):
<http://www.noaa.gov/>
- National Weather Service:
<http://www.weather.gov/>
- National Hurricane Center:
<http://www.nhc.noaa.gov/>
- The Weather Channel:
<http://www.weather.com/>
- Live Radar courtesy of the National Weather Service:
<http://radar.weather.gov/radar.php?rid=amx>
- Florida Weather Site:
<http://www.flweather.com/>

The Disaster Recovery Yellow Pages:

<http://www.disasterplan.com/yellowpages/>

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

Tasks and Assigned Responsibility (Closing Down the Property)

Responsibility	Time Needed	Days Ahead	Task
Maint.	2 hrs	1-2	Move all pool furniture from both pools to A East storage area.
Maint.	2 hrs	2	Remove wind screen netting from tennis fence and store in garage.
Maint.	4 hr	2	Remove canvas roofs from East and West Pool areas.
Maint.	4 hrs	1-2	Install hurricane shutters on Association office.
Maint.	15 min	1	Remove tennis nets, store in A East storage area.
Maint.	2 hrs	1	Collect all outside trash, turn picnic tables upside down or store in garage if they will fit
Maint.	See above item	1	Move pool trash containers to inside of bathrooms
Pool Vendor		As advised	Drain down swimming pool, spa. (at least a foot)Turn off all pool pumps and heaters. Secure any items in pool equipment area relating to pool.
Pool Vendor		As advised	Add shock (super chlorinate) to all pools, spas and fountains
Maint.	15 min	1	Close off pool area, post signs that pool is closed
Maint.	10 min	Day before	Turn power off to tennis lights (timers)
Maint.	1 hr	1-2	Remove all signs at pool (6)
Maint.	15 min	Day before	Shut down & turn off power to all equipment in maintenance area.
Maint.	15 min	Day before	Turn off power and secure all walk through gates and post signs
Admin.	1 hr	shutdown	Secure all computer equipment, fax, etc. with plastic bags. Unplug all equipments (including refrigerator and microwave) from electrical outlets
Admin.	1 hr	shutdown	Power down all office equipment and secure all COA office equipment with plastic (computers, monitors, video equipment, refrigerator, microwave)

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

Responsibility	Time Needed	Days Ahead	Task
Admin.	1 hr	shutdown	Remove accessories, vases, table top decorations, hanging pictures, remove loose articles
Admin.	30 min	shutdown	Cover all TVs with plastic and secure. Unplug TVs from wall outlets.
Maint.	45 min	shutdown	Lock all gates at pools and tennis courts
Maint.	1 hr	2-3	Move association sign to inside storage area
Maint.	30 min	1-2	Shut off power to fountains (drinking incl.)
Maint.	30 min	1-2	Remove any potted plants
Maint.	1 hr	1-2	Remove or tie down any bicycles
Maint.	2 hrs	1	Secure all recycle bin lids with rope
Admin.	1 hr	2-3	Secure all essential documents (Board minutes, insurance records, resident & owner file, etc.) by storing in safe room or on higher floor level (if available).

Association Emergency Phone Numbers:

Staff Name:	Phone:	Cell Phone:
Doug Strong - Property Mngr.	561-222-5497	772-342-0024
Margaret Dunstan - Receptionist.		561-252-7879
Sheila Butler - Office Admin.		561-262-2043
John Fernandez - Maint. Lead		954-678-8285
Jupiter Bay Security Officer		561-222-5755

Jupiter Bay Board of Directors:

Name:	Cell Phone:
Tom Doyle	603-770-1776
Ron Ferullo	781-281-4298
Spencer Bickel	561-744-2959
Bob Jacobs	978-828-5483
Paul St.Clair	561-575-9424

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

Other Emergency Numbers:

Name:	Phone:
American Red Cross	561-833-7711
Animal Care & Control	561-233-1200
Jupiter Fire Dept.	561-732-8116
Jupiter Hurricane Emerg. Info.	561-743-7013
R V Johnson Insurance	561-745-8894, fax 561-745-8871
FEMA	800-621-3362
FPL	800-226-3545 or 561-697-8000
Health Department	561-840-4500
Jupiter City Hall	561-746-5134
Jupiter Police (non-emergency)	561-746-6201
PBC Emergency Management	561-712-6400
PBSO (non-emergency)	561-688-3000
Roads, Drainage & Bridges	561-684-4018
School Board	561-357-7500

Vendor Numbers:

Vendor:	Phone:	Business:
Beeline	(561) 832-3092	Generator Fuel
Generator People	(561) 833-7591	Generator Maintenance and Repair
AT&T	0	Office phone lines...ask for business repair
PBG Inspection Services	561-222-1800	Roofs, construction...Buck Evans
Walsh Roofing	(772) 781-0900	Roofing (Jim Morse)
R&L Fabrication	(561) 241-4750	Gate Repair and Welding
Palm Coast Aluminum	(561) 743-8145	Screen Patios & Porches
FPL	561-697-8000	Power outages
Minuteman Electric	(561) 625-1776	Electrician/Repairs
H2O Emergency Restoration	561-792-8212 561-951-4874	Water extraction and mold remediation
Kauff's Towing	561-844-5283	Towing service

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

Vendor:	Phone:	Business:
Greg Lieberman Plumbing	561-744-2393	Plumbing Repair
Crystal Blue Pools	561-309-2464	Pool repair and cleaning...Jim
Sea Tow	561-844-8056	Boat tow/recovery
ServPro	561-881-8784	Water extraction and mold remediation
Site Lighting	561-315-9114	Light replacement and repairs...Randy
ThyssenKrupp	561-791-4311	Elevator Repair
Universal Protection Services	(954) 739-8488	Security Guards
Country Trees	(561) 747-7010	Tree trimming and Removal
S&S Landscaping	(561) 758-9646	Landscaping/Debris Removal
Bimini Bay Restaurant	(914) 316-4087	Lorraine deRaddo
Jupiter BayTennis Club	(561) 596-0313	Tennis Club
Sixberry	(561) 746-6404	Locksmith
Teco Gas	(877) 832-6747	Natural Gas
Ward Roofing	(561) 741-8919	Roof Repair

JUNE 1ST OF EACH YEAR

TASKS TO BE COMPLETED AT THE BEGINNING OF HURRICANE SEASON

1. Review this plan in its entirety to insure it is updated with regard to tasks, phone numbers, staff members, etc.
2. Maintain power tool batteries to a fully charged status.
3. Obtain from AC, electrical and plumbing contractors any special instructions they may have in the event of a storm.
4. Review Association insurance files, contracts and other important data. Make sure they are scanned and a backup copy is placed in a safe location. Have insurance policy numbers on hand.
5. Review schedule of tasks with onsite staff. Determine if additional staff will be needed for shutdown/re-open.
6. Review fixed assets database to ensure that all assets are recorded.

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

7. Digitally record exterior of all structures for insurance purposes.
8. Prepare backups of all Association data and store media in a safe location.
9. Copies of important phone numbers are made and placed strategically throughout.
10. Listing for Palm Beach County Shelters should be reviewed and copies on hand to give out to residents in case they are hit.
11. Have Board sign off on services to be provided for Insurance Adjuster, Restoration Company and any necessary support services for after the storm.

AFTER THE STORM

DOCUMENT EVERYTHING!

- Document all damage by taking digital photos and providing a written narration of damage incurred. If water damage is present, secure services of restoration company (this should have been done prior to storm) to have extraction performed. Do not turn any electrical or AC on until water has been removed and systems verified.
- Notify insurance agent that file needs to be open and advise that information will be forthcoming. Ask for adjuster to be dispatched.
- Notify Public Adjuster.
- Notify restoration company.
- Notify all vendors and apprise of any damage.

DOCUMENT EVERYTHING!

Do not power up Association Office until electrical systems have been verified to be operational. This may entail having an inspection by an electrical contractor.

1. Turn on lights first.
2. Power on AC units one at a time. Verify correct operation
3. Test TVs by powering on.
4. Verify that there is no damage to pool heater. Coordinate this with Crystal Blue Pool in order to establish that all flows are operational.

Perform all tasks listed on the Closing Down the Facility list in reverse, that is, return to original state (furniture outside, reinstall tennis nets, place trash cans out, etc.).

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan
CONDOMINIUM UNIT DAMAGE SURVEY**

UNIT OWNER NAME _____

UNIT NUMBER _____

TELEPHONE (DAY) _____

TELEPHONE (NIGHT) _____

BUILDING EXTERIOR

ROOF DAMAGE **YES/NO**

LEAKING (WHERE) _____

ROOF MATERIAL MISSING _____

OTHER _____

WINDOW DAMAGE **YES/NO** **ALREADY REPAIRED** **YES/NO**

BROKEN PANES OF GLASS (HOW MANY) _____

LOCATION(S) _____

WINDOW FRAME DAMAGE _____

LOCATION(S) _____

SLIDING GLASS DOOR DAMAGE **YES/NO** **ALREADY REPAIRED** **YES/NO**

BROKEN GLASS _____ **DAMAGED FRAMES/TRACKS** **YES/NO**

BALCONY DAMAGE (DESCRIBE) _____

FENCE/WALL DAMAGE (DESCRIBE) _____

BUILDING SIGNAGE (DESCRIBE) _____

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

BUILDING INTERIOR

DRYWALL DAMAGE YES/NO

DESCRIBE _____

PHOTOGRAPHS TAKEN YES/NO

OTHER DAMAGE (DESCRIBE FULLY)

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

DAMAGE ASSESSMENT QUESTIONS (PLEASE INCLUDE QUANTITIES)

How long did it take you and your staffs to arrive back to the property after the storm?

If there was damage to any of the association's equipment (A/C, generator, elevator, motors and pumps etc.), what was damaged that is in need of repair and/or replacement?

Are there areas of the community that need to be re-painted and what areas are they?

What areas and how much (%) of the community will need landscaping and/or irrigation work as a result the storm?

If there was damage to light poles, fencing, benches/furniture, netting/screens, storage cabinets, canopies and/or doors, what sustained damage and the quantity (i.e. 27 street lights) that was damaged?

Was there any roof damage and if so, how many and/or how much of the roof was damaged?

How many roofs were temporarily repaired (tarps, shrink wrapped etc.)?

Was there a need for water extraction after the storm, where and how much area was effected?

Do you have possible mold and/or mildew as a result of moisture and what areas were affected?

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

Were there any walls blown out, where and number of units affected?

If there was glass broken, how many windows, sliding glass doors and/or fixed glass were damaged?

How long did it take to board up and secure the property?

If there were glass door or window frame damage, what was damaged and how many were damaged?

Was there any structural damage in addition to roof damage and if so, where and how much of the structure was damaged?

How many trees were affected by the storm and what amount of landscape debris had to be removed?

How much fuel was consumed while the power was out?

How long was the power out in the community?

If you were to estimate it at this time, what is the cost of hurricane to the association?

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

Manager's Duties Prior to Hurricane Season:

Completed:

- Update unit owner and resident emergency contact information (email and telephone)
- Request that unit owners purchase liability insurance and windstorm insurance for unit contents.
- On (date) _____ (company) _____ will conduct a full load test of the generator.
- Contact _____ to install and remove flood barriers.
- Pre-negotiate contracts or get confirmations in writing with the vendors needed after a hurricane has passed:
 - Drying out: _____
 - Fuel delivery for generator: _____
 - Shoring up and securing premises: _____
 - Clean-up and debris removal: _____
 - Glass companies: _____
- Take photos of inside and outside of building, all common areas and major equipment, furniture, fixtures, art work, computers, if not on file already. Upload photos to computer and make back-up copy to store off-site.
- You must scan on discs the following documents:
 - Insurance policies
 - Inventories
 - Contracts
 - As-built plans
- You should have on discs the following documents:
 - Minutes of Board meetings
 - Accounting records
 - Bank accounts
 - Records of units and unit owners
 - Vendor lists
- Prepare photo-ID badges for all employees, identifying them as emergency personnel.
- Purchase and refill hurricane supplies for staff and residents (water, flash lights, batteries, rain gear, radio etc.)

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

- Hold a full staff meeting and review hurricane procedures with staff and define each staff member's responsibilities during the preparation process (in accordance with "Common Area Preparation").
- Secure a line of credit with: _____ in the amount of your windstorm deductible \$ _____ for possible cash needs due to hurricane damage.
- Provide for additional \$ _____ petty cash to be on hand.
- Back up all computer files and store back-ups a) at offsite secure location and b) with other essential documents.
- Determine emergency perimeter doors for access during and after hurricane.
- Assure that at least one analog telephone line is available in the office or at the front desk.

Manager's Duties Prior to and During Hurricane Watch:

Completed:

- Contact all staff and have them report to the building.
- Post advisories for residents: the hurricane path, estimated time of landfall and mandatory evacuation information.
- Request that residents remove all balcony furniture within 24 hours.
- Post sign-up sheet for residents who require assistance in preparing their unit on a first-come, first-serve basis.
- Assign hall wardens and inform all residents of the hall warden responsible for their unit.
- Secure all essential documents (board minutes, insurance records, etc.) by bringing the boxes into the conference table.
- Conduct safety checks and assure that all necessary procedures have been completed.
- Supervise and support all staff members during preparation prior to storm.
- Monitor TV and radio broadcasts.
- Maintain active communication with residents and staff.
- Oversee the successful execution of the preparedness procedures.
- After all common area preparations have been completed, the staff may, on a first-come, first-serve basis, assist residents with the removal of items from their balconies.

**Jupiter Bay Condominium Association
Hurricane Preparedness and Recovery Plan**

Manager's Duties After a Hurricane has Passed:

Completed:

- Contact all staff and have them report to the property manager.
- Survey the property and assess damage. Take photos and prepare first assessment report.
- Secure property from vandalism and looting.
- Remove storm debris to prevent accidents.
- Secure building structure to mitigate further damage.
- Carry out immediate emergency/temporary repairs (after taking photos)
- Check all units for water damage and remove all wet carpet and drywall to avoid possible mold contamination.
- Do NOT sign any agreements, releases, contracts or other documents submitted by contractors or insurance company without reviewing them with legal counsel!
- Designate an information facilitator to post advisories for residents by email and telephone, following up with letters, updating on damages to their units and common areas.
- Suspend or cancel ongoing contracts such as lawn and pool maintenance if allowed in contracts.
- Review governing documents, particularly anything related to “repair after casualty” provisions in the insurance section to establish process for reconstruction. (Beware of “50% uninhabitable” possible termination provision!)
- Prepare insurance and liability claims. (MUST be submitted within 60 days)