

HURRICANE PREPARATION PLAN FOR RESIDENTS & COMMERCIAL

When a hurricane is forecasted to hit our area, these plans outline your actions starting 5 days before the storm's arrival

Day 5	
1	FOR RESIDENTS: In the residential lobby, fill in your name on the " staying -or- leaving " form with contact information.
2	Read Rich Goldman's E-Blast for valuable information on "what, when, who" protocol.
3	At any time, the power could go out, and the elevators will not work - get familiar with using your stairwell key. Keep it on your key ring next to your FOB. Go try your key(s) NOW.
4	Completely clear off your balcony, terrace and your front door area of any articles. If you need assistance moving items, call Sean (941)373-5611.
Day 4	
1	Balcony inspections - The "action team" will visit EVERY unit, occupied or not, to ensure that all balconies, terraces and walkways are free of any articles. Expect a visit.
Day 3	
1	The storm shutters and sand bags will be installed on the exercise room doors. The room will be inaccessible.
2	If you are going to access your storage locker, do it now. There will be sandbags in front of that door tomorrow.
3	Expect to see our extra trash receptacles in the bottom of the stairwells and trash rooms.
Day 2 24-36 hours before full impact	
1	The pool/pool area will be closed and off limits. The gates will be secured. Don't use the elevator to get to the pool deck - there will be sandbags in front of the outside pool level elevator door.
2	Sandbags will be placed in front of other pre-determined doors. i.e. 2nd floor storage room.
3	None of the residential doors will be sandbagged. Exceptions to be considered.
4	None of the stairwell doors will be sandbagged.
5	The shopping carts will be stored in the LOCKED LOBBY tomorrow. Today is your last day to use them until the storm passes.
6	Last day to park automobiles/vehicles in external parking lot.
Day 1 1 - 24 hours - worst case scenario actions	
1	As storm nears, both garage gates will be lowered and powered down. They can be manually opened and closed with pull chains from the inside.
2	Both ELEVATORS will be raised to the top floor and DEACTIVATED. USE STAIRWELLS AND CARRY YOUR KEY!
3	Both lobby doors will be LOCKED.
4	In a worst case scenario, the entire building's electricity will be turned off. TBD by Action Team.

HURRICANE PREPARATION PLAN FOR ACTION TEAM

When a hurricane is forecasted to hit our area, these plans outline our actions starting 5 days before the storm's arrival

Day 5

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| 1 | Store patio deck tables and umbrellas inside the 2nd floor storage room. |
| 2 | Store the chairs and recliners in exercise room. |
| 3 | Move potted plants on the pool deck into the patio rest rooms. |
| 4 | Tony- post a check list in the lobby of those who will stay or leave the building. |
| 5 | Rich - E-Blast : everyone must carry stairwell key at all times, emphasizing to re-lock each door to ensure safety from intruders. Elevators and garage gates will be disabled the day before landfall. Remove front door items and everything on patios (NOW). Patio inspections will be done on day 4. If you need assistance moving patio items, call Sean 941-373-5611. |

Day 4

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| 1 | Balcony inspections - all items must be cleared off the balconies. |
| 2 | Roof inspection -stow and secure any loose objects. |

Day 3

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| 1 | Decision day for installation of storm shutters on exercise room doors, and all ground level commercial doors. |
| 2 | Move the trash receptacles from the corral, and the three landscape containers, into the areas under the stairwells and into trash rooms on walkways, if extra space is needed. |

Day 2 36 hours

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| 1 | Lower the water in the pool. Pump needs to be running to do this. |
| 2 | Unplug the pool heater from battery backup, then unplug battery backup from receptacle. Then, turn off pool equipment breakers in pool equipment room. |
| 3 | Move pool rescue pole and buoy into pool equipment room. |
| 4 | REVIEW WORST CASE :Turn off main gas shut off to building at the meter on 12th St. |
| 5 | Secure the pool area gates (3) with Carabineers (found on a hook in pool equipment room) so no one can enter the pool deck. |
| 6 | Sandbag the door to the pool deck elevator. |
| 7 | Sandbag the 2nd floor storage room door. |

Day 1 1 - 24 hours

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| 1 | Store shopping carts in lobby. |
| 2 | Move elevators to 6th floor and deactivate (Sean & Tony). |
| 3 | Sandbag south elevator doors: ground and 6th floor and outside FACP door by south elevator. |
| 4 | LOCK both lobby doors. |
| 5 | Power down the garage gates in closed position at 6th hour. |
| 6 | Power down entire building TBD. Sandbag the garage FACP door. |

Mandatory evacuation notices from Sarasota County may alter the Day 2 plans to include Day 1 tasks.