



## **TROPICAL STORM, HURRICANE, & EMERGENCY PREPAREDNESS POLICY**

Appendix #2

Rules and Regulations

**THE LPCOA BOARD MAINTAINS IT'S RIGHTS AND RESPONSIBILITIES TO ENFORCE AND/OR CHANGE OR ALTER ANY OF THE FOLLOWING AS CONDITIONS OF ANY STORM DICTATES.**

Tropical storms and hurricanes are a fact of life for coastal residents. Prudent advance planning and preparedness is essential if you live on the Gulf Coast.

This document is designed to help Laguna Pointe owners and residents to prepare for both potential storm activity and the recovery from an event.

### **PART I General Information**

#### **Hurricane Information:**

Hurricane Season is June 1 – November 30. Hurricanes go through three stages.

1. The first stage is a tropical depression. The storm has started to organize and has wind speeds less than 39 mph (34 kn).
2. When the wind speeds increase to 39 (34 kn) up to 73 mph (63 kn) it becomes a tropical storm. At this point it gains a name.
3. If the winds increase further, it is a full-fledged hurricane. Hurricane categories are:
  - Category 1: 74 -95 mph (64 – 82 kn)
  - Category 2: 96 – 110 mph (83 – 95 kn)
  - Category 3: 111-129 mph (96 – 112 kn)
  - Category 4: 130 – 156 mph (113 – 135 kn)
  - Category 5: 157+ mph (136 kn)

Strong winds, heavy rains, thunder, lightning, flooding and possibly tornadoes characterize hurricanes.

Storm surge can be the most dangerous aspect of hurricanes. During a hurricane, ocean tides rise dramatically, creating large waves, which hit the shore with great force. These waves, due to their large size and strength carry inland much further than normal waves.

### **STORM PREPARATION RESPONSIBILITIES:**

Laguna Pointe is in a **MANDATORY EVACUATION ZONE**. The Escambia County Hurricane Emergency Task Force will determine if evacuation is necessary. If an evacuation order is issued we **MUST** evacuate and leave the area.

### **Helpful websites:**

- Escambia County Division of Emergency Management: <http://www.myescambia.com/beready>
- National Hurricane Center: <https://www.nhc.noaa.gov/>
- Hurricane Tracking sites: <https://spaghettimodels.com/>
- National Weather Service: <https://www.weather.gov/>

### **PART II STORM PREPAREDNESS COMMITTEE RESPONSIBILITIES:**

The Storm Preparedness Committee has a checklist of basic duties to secure common areas. These preparations will be started when a hurricane warning is posted by the National Weather Service and Escambia County, Florida.

Prior to a storm event a Storm Prep committee will be established.

Prior to a storm event the Storm Prep committee will establish a team to accomplish the following chores:

- **Identify the Association Member designated to spend Association funds in the event “emergency and stabilization” repairs are required.**

- **Identify the Association Member designated to contact the condo insurance company.**
- **Document property appearance. Designate someone to document damage with camera and/or video prior to storm's arrival and immediately after the storm ends and prior to any clean-up.**
- **Coordinate with the property management firm for communications and actions required.**
- **Identify who has the keys to all units and confirm where the keys will be held during and after the storm.**
- **Contact Power Company for their requirement in preparing for a hurricane.**
- **The owner of condo 301/302 coordinates with the gas company to shut down gas at main valve.**
- **If need be, address the removal of all Cars, Boats, Trailers, Kayaks, Bicycles etc. from the premises and in the unit parking areas. If items are not removed, they may be subject to being removed at owner's expense.**
- **Open the entrance gate and secure it in the open position no later than 24 hours prior to storm arrival.**
- **Contact the elevator maintenance company to get their recommendation for action regarding securing the mechanical equipment rooms. Secure the mechanical equipment room with silicone caulk for preventing water intrusion.**
- **Designate a team member to secure the elevators on the 3<sup>rd</sup> floor and lock in place. Elevators should be shut down 24 hours in advance of storm's arrival.**
- **Booster Pump to be defaulted at the time the elevators are locked down.**
- **Designate a person to have verbal contact with Hiller addressing prep for the Fire, Life, Safety rooms. Securing equipment room documents and records.**

- Remove pool pump and store in Building #1 elevator.
- Shut down sprinkler system and turn off water at main location.
- Contact the garbage company and have the dumpster emptied by extra visit, if possible.
- Lock down dumpster to bollards.
- Remove Kayak racks from the parking area and store outside the property, properly securing to prevent them from floating free.
- Remove ramp to beach and secure in a safe location.
- Remove ice machine and store in upper 3<sup>rd</sup> floor level, east end of Building #1.
- Coordinate for removal of all COA patio furniture from the pool area and deck area. Store chairs/loungers in an upper-level unit. Plants to be relocated to secure area depending on strength of storm. Furniture on elevator deck of Building #2 (4060) to be secured.
- Secure all outside hoses in pool room or storage locker.
- Pest Boxes should be collected and stored in the pool room.
- Coordinate concerns for use of a travel trailer, emergency generators, and a stabilization team to guard the site and provide initial stabilization.

**PART III OWNER/OCCUPANT'S RESPONSIBILITIES:**

**THE ASSOCIATION IS NOT STAFFED TO PERFORM PREPAREDNESS FUNCTIONS IN INDIVIDUAL UNITS OR THEIR ASSIGNED LIMITED COMMON AREAS, EVEN ON A "BEST EFFORT BASIS".**

**IT IS THE OWNERS' RESPONSIBILITY TO PREPARE AND SECURE THEIR INDIVIDUAL UNITS.**

If you, the property owner, are not on site when a storm emergency is declared, it is imperative that either you prepare your condo ahead of time or you make arrangements with someone locally who can take the necessary steps to secure your unit and belongings.

It is very important that every Laguna Pointe occupant is prepared in advance for potential tropical storms. If you wait until after a storm warning is announced, you could find yourself competing with hundreds of people for limited stocks of supplies and equipment. Don't wait until it is too late, get prepared.

- Visit the websites noted at the top of this notice and "Google" others in advance; review the links and information carefully. Print or copy any checklists and information that address your individual planning needs. Do it now and remember to consider after-storm needs as well as pre-evacuation planning.

Keep in mind that post-storm resources will be severely limited and taxed by the number of people needing them. Stock up ahead of time in order to have the resources you need later on!

If you have guests or tenants in your unit, make sure you or your property manager has given them appropriate telephone numbers for emergency contacts should the need arise.

- Record and maintain a file of "Before" photos showing all views of your unit and property to have available for documentation if damage occurs.
- Prior to a storm event the Storm Prep Committee will designate a command center and a point of contact to the Association Board and Membership for coordinating all storm related activities.
- Maintain and review a contact list of important names and phone numbers that might be needed during a storm event. (See Addendum 1 below) Ensure family and friends have your contact information in case of an emergency.
- Prior to a storm event the Storm Prep Committee will send an e-mail message, to all homeowners with the e-mail address on file, covering at least the following basic information:
  - **Command Center information.**
  - **Notices will be placed on the website, <https://www.lagunapointe.org/>**

- **Reminder: Remove all personal items from the balcony and entrance ways. This includes tables, chairs, rugs, door mats, decorative statement pieces, plants, planters...etc. EVERYTHING OUTSIDE MUST GO IN YOUR UNIT. If you know that you will be away from your unit for any length of time and would be unable to return in time between Jun 1 to Nov 1, prepare as if there will be a storm.**
- **Reminder: Upon notification from the LPCOA Board, everyone is required to remove all Cars, Boats, Trailers, Carts, Kayaks, Bicycles, etc. from the premises and in the unit parking areas. If vehicles are not removed, they may be subject to being removed at owner's expense.**
- **Remember: YOU are responsible for all items left behind.**
- **Provide the Condo Association with a contact list of important names and numbers to be used during an emergency.**
- **Power could be cut off for at least 7 to 10 days so remove all perishable items.**
- **Reminder: Put water socks in the sliding doorways to absorb any incoming water.**
- **Reminder: Shelter or remove your pet. DO NOT leave them in your unit when you leave.**
- **Reminder: Remove all important items from the storage shed. Storage units are breakaway units, and you could have damage or lose all contents completely in a storm.**

### **STORM NOTICES:**

The national weather service issues two types of storm notices:

- ❖ A Storm/Hurricane Watch - means a tropical storm/hurricane may threaten coastal areas and that hurricane conditions are a real possibility. It does not mean a storm is imminent; however, you should have already started preparatory actions.

- ❖ A Hurricane Warning - is issued when a hurricane is expected to strike within 24 hours.

The National Hurricane Center (<https://www.nhc.noaa.gov/>) is a great source of warning, tracking, and other information on tropical storms.

The Escambia County Emergency Management Agency is responsible for determining when an evacuation order is issued. Laguna Pointe is in a Category I Mandatory evacuation zone.

### **PRIOR TO EVACUATING MAKE THESE FINAL PREPARATIONS:**

- **Hurricane screens/shutters should be put in place no earlier than 5 days prior to an anticipated storm.**
- **Remove and store ALL patio furniture, plants, mats, and other objects from your patio and from the front door area.**
- **Do not leave Pets behind in your unit.**
- **Close and lock patio doors and all windows.**
- **Close drapes, curtains, and lower blinds to keep out flying objects.**
- **Wedge slider doors to help keep strong winds from lifting them off their tracks, and place towels or other absorbent material at doors to absorb water that might blow under.**
- **Ensure anything you cannot afford to lose is removed from your ground floor storage room.**
- **Turn off water and pull circuit breakers for hot water heater, air conditioning unit, heater, oven/cooktop, and any other sensitive electronic equipment.**
- **MANDATORY: When notified by the LPCOA Board, move cars, trailers, motorcycles, bicycles, carts, kayaks, boats or any other vehicles from underneath the buildings, so that a storm surge will not batter them against the building pilings. DO NOT leave anything in the parking area beneath the buildings.**

- **ABSOLUTELY DO NOT TIE OR FASTEN ANYTHING TO THE BUILDING SUPPORT PILLARS. Anything fastened to the building is subject to be cut loose and disposed of.**
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- **Your Board members cannot be responsible for making any of these preparations for you. If you are not on site or in the vicinity it is your responsibility to make arrangements with neighbors or an outside company.**
- **The Association may levy fines against a unit owner who fails to comply with this POLICY as permitted in the Rules and Regulations, #31.**

Storm preparation and evacuation planning should consider that, depending on the storm severity, public utilities in the area may be purposely shut down in order to minimize potential damage. The Storm Prep Committee team will secure the elevators and complete other checklist items prior to storm arrival. Do not assume the elevators will operate until the last moment. Every effort will be made to notify units prior to shut down.

#### **RE-ENTRY POLICY:**

Many owners will want to inspect their condominiums immediately after a storm to check for any damage. The time frame for being able to return to Laguna Pointe will vary from storm to storm, depending on the extent of damage to specific areas.

After a hurricane, access to the Gulf Beach Highway area will be controlled by the Escambia County Sheriff's Department. All streets/roads must be cleared of as much debris as possible or deemed to be safe for vehicular traffic in damaged areas.

In the event of a catastrophic storm with major damage, local officials may restrict access to only residents and property owners. Unlike Perdido Key and Pensacola Beach, our area **does not** issue decals to identify residents and owners. So, make sure you have a driver's license, utility bill, or something with your name and the Laguna Pointe address for that eventuality.

#### **Generators**

Owners and renters may operate generators to supply emergency power for their basic electrical needs by following the requirements below:



- Generators must be placed in front of the building at the front portion of the garage overhang. No generators shall be operated on any balcony/walkway/stairwell or at the rear of any building.
- Operating hours for the generators are from 7 AM to 10 PM daily and must be terminated once commercial power or any power source to the entire building is provided to the buildings.
- Use of gasoline containers must be 10 ft away from any building and not in or under the parking garage. Gasoline containers shall be stored in garbage bin area behind the garbage dumpster. All gasoline storage containers must be clearly marked with owner's name and unit number.
- All extension cords must be secured to ensure safety and eliminate any trip hazard.

Failure to follow the above requirements will result in appropriate actions from the LPCOA Board, to include fines as per Rules and Regulations #31.

If you return immediately after the hurricane danger is over, you should expect that utilities, such as electricity, water, sewer, phones, internet, and TV cable might not be fully operational. The length of time before they are all restored will depend on the extent of damage to the area. Our living units may not be habitable until the basic utilities are restored.

Snakes, animals, and insects instinctively travel to higher ground to escape floodwater. Expect them and be prepared to protect yourself.

Hurricane screens/shutters should be removed within 1 week of being able to access your condo unit Any deviation of this requirement must be approved by LPCOA Board.

It is imperative that we as a community come together in preparation for a major named storm. Helping each other before and after a major storm will ensure we keep our community in the best condition possible.

LPCOA Board.