Hurricane Preparation

EXECUTIVE SUMMARY

The Board of Directors of the Perdido Sun Condominium Association recognizes its responsibility to all owners to ensure the condition and safety of the building, before and after a disaster. The Board of Directors further recognizes that management is there for assistance and to implement plans for the repair/restoration of the building in times of disaster.

The objective of this Disaster Plan is to establish procedures to minimize storm-related damage to the Perdido Sun and facilitate recovery and adequate documentation for insurance reimbursement in times of disaster. The plan gives primary consideration to those actions necessary to protect common area property, as well as identifying persons/positions responsible for fulfilling actions listed in the plan itself.

The Board of Directors recognizes the need to annually review and update its disaster plan with the manager, who serves as the Building Emergency Coordinator/Plan Coordinator. As the plan's coordinator, the manager shall ensure that all persons affected are briefed and assignments confirmed prior to a storm/disaster situation. Ability to perform required duties should be confirmed with essential staff. Duty rosters should be finalized to the extent possible and preparations for closure made, when necessary.

The Board of Directors also recognizes the need to begin recovery efforts after the storm has passed and travel on the public roadways is safe. This will include building and grounds damage assessments, clean-up and repair and where necessary, the activation of emergency procedures, if required. Since hurricanes, in particular, can threaten the safety and operation of administrative and support areas and therefore the overall functioning of the Perdido Sun, the disaster plan covers procedures/checklists to insure the protection of valuable equipment, records and data. The plan also covers in detail, major steps needed to implement the Disaster Plan and calls for annual review, including:

- Establishment of a Disaster Team
- Communication Process to keep owners informed
- Updated inventory of Association property
- Review of insurance policies
- Establishment of a recovery support system that identifies possible external resources that might be needed in an emergency
- Establishment of Emergency Response Procedures
- Procedures for protecting and accessing vital records
- Establishment of a secure location for support documents

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SECTION 1: ANNUAL PREPARATION

The key to success in any type of disaster or emergency is being prepared. The Perdido Sun Board of Directors each spring will ensure that the following procedures are reviewed, revised (if needed) and implemented before the designated start of hurricane season. Implementation will be the responsibility of management and the designated Disaster Team.

1. Establishment of a Disaster Team:

At a **board meeting prior to hurricane season annually**, the President of the Board of Directors will establish a Disaster Team. The Disaster Team will serve for a period of one year, or until a new team is appointed. The Disaster Team will be made up of a combination of board members, owners, and management people. The Disaster Team will consist of the following:

- The President of the Board of Directors.
- Up to two additional Board members in case emergency decisions need to be made.
- One or more owners who will hold advisory roles if a storm/disaster occurs.
- Management team members, as appointed by the Present of the Board of Directors.

The Disaster Team will be responsible for managing resources, disseminating information to the Board of Directors/owners, analyzing information and making decisions, if necessary in an emergency. *The Board of Directors, however, will retain its responsibility for the final approval of contractors and all expenditures.*

The Disaster Team will be chaired by the Board President or his/her designee.

2. Establishment of a Communication Process:

Communications are needed to report emergencies, to warn personnel and guests on-site of danger, and to keep owners informed of events at the facility when a storm/disaster occurs and to coordinate response actions. In a disaster, normal communications may not be possible. In order to communicate with employees and owners, Perdido Sun will have in a strategic location as well as off-site:

- An updated owner list that includes phone numbers and email addresses
- An updated employee list that includes home telephone numbers for those assigned to the Perdido Sun
- An updated list of emergency numbers that includes: phone service, electrical power, water, elevator company, and security company.
- Emergency telephone numbers posted by phones and in key storage areas.

Note: Forms are available in section 4.

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When an emergency occurs, a two-part Communication Plan will be utilized:

- Plan that outlines how management and Board Members will communicate prior to the disaster and after the disaster with each other.
- Plan that outlines how Board will communicate with all owners before/after the disaster.

Plan for all possible contingencies from a temporary or short-term disruption to a total communications failure.

- Consider the everyday functions and the communications, both voice and data, used to support them.
- Prioritize all facility communications. Determine which should be restored first in an emergency.
- Establish procedures for restoring communications systems.

3. Update of Vital Records:

Have an updated inventory of Association property, including dated pictures or video for insurance purposes. Ensure that it is stored in a secure environment. Inventory should include:

- Description of each item (include model and serial numbers)
- When purchased
- Cost
- Includes items such as: Computers, Furniture, Pool Furniture and Appliances. Also keep an updated inventory of any other Association property.

In addition to the review and updating of inventories, Perdido Sun Board of Directors and the manager will annually review the recovery support system that is to be put in place. This recovery support system will include the identification of possible external resources that might be needed in an emergency including contact names and phone numbers. The list will include possible General Contractor(s), Recovery Contractor(s) elevator companies, glass companies, and roofing companies. Also included in the support system would be the names of structural engineers and architects.

4. Review of Insurance Policies:

Most condominiums discover that they are not properly insured only after they have suffered a loss. Lack of appropriate insurance can be financially devastating. Each year the Disaster Team will include in its insurance review the following questions:

- What is the total value of the property?
- Does the policy cover the cost of required upgrades to code?
- What perils or causes of loss does the policy cover?
- What are the deductibles?
- What does the policy require the Board to do in the event of a loss?
- What types of records and documentation will the insurance company want to see?
- Are records in a safe place where they can be obtained after an emergency?

- To what extent is the Association covered for loss due to interruption of power? Is coverage provided for both on- and off-premises power interruption?

5. Information Dissimilation to Employees:

Whenever a hurricane threatens our area, the President or his designee will conduct a meeting to familiarize all staff with the information necessary to implement this Disaster Plan and assign all tasks identified in the plan to staff members as appropriate. Training will include, but not be limited to the following topics:

- Information about threats, hazards and protective actions with focus on tropical storms and hurricanes.
- How to prepare and respond to a disaster, including individual roles and responsibilities.
- Notification, warning and communications procedures
- Procedures to follow if advised to evacuate.
- Emergency shutdown procedures

For key personnel, additional training will include:

- Information on how and when to shut off water, gas and electricity at main switches.
- How to secure building when evacuation is necessary.

Training may also include practice simulations to determine whether emergency response procedures and evacuation procedures are workable.

Note: Section 2 of this plan includes specific procedures to be followed at the Perdido Sun.

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SECTION 2: DISASTER PREPARATIONS

Someone must be in charge in an emergency. The system for managing resources, analyzing information and making decisions in an emergency is called command and control.

Basic security measures will include:

- **Establishing a clear chain of command**. Identify personnel with the authority to order an evacuation or invoke emergency procedures. Designate key personnel to assist others in an evacuation and to account for remaining personnel.
- Closing doors and windows.
- Establishing temporary barriers (if needed) after people have safely evacuated.
- Establish specific evacuation procedures.
- Designate personnel to continue or shut down critical operations while an evacuation is underway.
- Post the emergency procedures.

Emergency Response Procedures:
These procedures include a series of checklists that can be quickly accessed by the Disaster Team, response personnel and employees. *The Checklists are included in Section 4.*

In general, when preparing for a potential disaster/storm:

- Warn employees, owners and guests in the building via telephones or emergency speakers located throughout the building and in the individual units.
- Hold emergency meeting with employees on the premises, giving them specific directions/responsibilities to complete.
- If necessary, conducting an evacuation and accounting for all persons in the building.
- Take steps to protect vital records, equipment.
- Take steps to shut down operations.
- Make sure that all support documents are available and easily accessible.

Support documents that would be needed include:

- **Emergency call lists** — lists (wallet size if possible) of all persons on- and off-site who would be involved in responding to an emergency, their responsibilities and their 24-hour telephone numbers.
- **Building and site maps** that indicate:
    - Utility shutoffs/ Electrical cutoffs
    - Water hydrants, Water main valves and Water lines
    - Gas main valves, Gas Lines
    - Storm drains and Sewer lines
    - Floor plans

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- Alarms and enunciators
- Fire extinguishers and Fire suppression systems
- Location of Hazardous materials (including cleaning supplies and chemicals)

- **Vital records** including:
  - Financial and insurance information
  - Engineering plans and drawings
  - Product lists and specifications

To ensure protection of vital records, management will take steps to ensure that the following is completed on a regular basis:

- Labeling vital records and when necessary, storing them in upper areas of the building and/or off site.
- Backing up computer systems and making hard copies of records that may be needed immediately.
- Storing tapes and disks in insulated containers and storing either on or off-site where they would not likely be damaged in the event of a major disaster.

Protection of property and equipment: Hurricane Situation

Area Surrounding Building: A general survey should be conducted around the building and rooftop where accessible following announcement of a hurricane watch. Furniture and loose items should be brought inside or secured to prevent loss or damage by wind. *See Checklist in Section 4.*

Computer and Data Systems: A full backup of the computer system should be conducted in the event a Hurricane Watch is issued. Backed up information should be stored in two separate locations. The manager, his/her assistant and the bookkeeper have the primary responsibility for coordinating computer related defensive actions deemed appropriate.

To protect equipment:

- Back up computer hard drives and software, shut down computers and protect peripherals.
- Store software and data disks in a dry place.
- Unplug electrical equipment such as computers, printers, clocks, radios, etc...
- Valuable items in offices should be moved and secured or covered with plastic.
- Lock windows and close blinds.

SECTION 3: RECOVERY AND RESTORATION

Post Hurricane

As soon as it is safe to do so, the manager and Disaster Team should return to the building and assess damage, using the damage survey forms in Section 4 to document the damage. *It is important to document damage and include photographs to ensure ability to recover insurance and/or FEMA reimbursement.* A notation of the location (such as a hand-written sign on a pad of paper) should be included in the photo to document location (floor, unit number, etc.).

In order to resume operations, the following steps will be taken:

- Establish a recovery team, if necessary. Establish priorities for resuming operations.
- Identify, if necessary, an appropriate physical location for key personnel to work. This could include work from home, if required.
- Continue to ensure the safety of personnel on the property. Assess remaining hazards. Maintain security at the scene.
- Conduct an employee briefing.
- Keep detailed records. Consider audio recording all decisions. Photograph or videotape the damage.
- Account for all damage-related costs. Establish special job order numbers and charge codes for purchases and repair work.
- Implement notification procedures. Notify owners about the status of personnel and property damage. Notify insurance carriers and appropriate government agencies.
- Protect undamaged property. Close building openings. Remove smoke, water and debris. Protect equipment against moisture. Restore sprinkler systems. Physically secure the property. Restore power.
- Conduct salvage operations. Segregate damaged from undamaged property. Keep damaged goods on hand until an insurance adjuster has visited the premises, moving material outside only if it's seriously in the way and if exposure to the elements won't make matters worse.
- Inventory damaged goods — usually with an adjuster, if there is any appreciable amount of goods or value. If you release goods to anyone, obtain a signed inventory stating quantity and type of goods being removed.
- Restore equipment and property. For major repair work, review restoration plans with the insurance adjuster and appropriate government agencies.
- Assess the value of damaged property. Assess the impact of business interruption.
- Maintain open communications with Board of Directors. Designated Board member needs to have regular communications with all owners.

In case of a major disaster or storm, the Disaster Team is to determine critical operations and make plans for bringing those systems back on-line. The process may entail: repairing or replacing equipment; relocating operations to an alternate location; contracting operations on a temporary basis; photograph or videotape the building and grounds to document Association

assets. The Disaster Team must ensure continuity of management, assuring the chain of command and maintaining lines of succession for key personnel. Of utmost importance is the maintenance of complete and accurate records to ensure an efficient emergency response and recovery and to have documentation for insurance and potential legal actions.

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SECTION 4: DISASTER CHECKLISTS & FORMS

Emergency Information Posting

2019 Natural Disaster Information

In case of an emergency/disaster, the building Emergency Coordinator for the Perdido Sun Condominium Associations is:

PERDIDO SUN CONDO ASSOCIATION

Phone: (850) 492-2390

Email: frontdesk@perdidosunassociation.com

Emergency Coordinator:

Lisa Neal, Property Manager
Phone: (202) 603-3376
Email: propertymanager.perdidosun@gmail.com

Alternate Emergency Coordinator:

Eddie Zarahn, Board President
Phone: (850) 450-9169
Email: eddie@eddiezarahnagency.com

To be posted on front door and other common areas.

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Preparation Assignments for Common Areas: Maintenance

Area, Equipment, Task	Location(s)	STAFF RESPONSIBLE		Special Concerns Completed
		Primary	Alternate	
ACTION:				
Remove equipment, chemicals, and supplies from the floor in areas that may flood.	Upper storage areas	Bob McGilvray	Bill Tappan	
Unplug electrical equipment		Bob McGilvray	Bill Tappan	
Cover and secure or seal vulnerable equipment with plastic.		All Staff		
Bring in ALL outdoor pool furniture and trash cans around building.	Put in underground or indoor pool area	All Staff		
Pool Areas: Turn water off to outside water sources. Lower water levels to both pools and spa. Turn gas off at heaters and at tank. Turn all pumps off to both pools and spa.	-By Outdoor pool equipment -Drain water -In courtyard on southside -In underground	Bob McGilvray	Bill Tappan	
Turn power off to sprinkler pump.	In underground area	Bob McGilvray	Bill Tappan	
Turn power and water off for each floor	Underground /maintenance area	Bob McGilvray	Bill Tappan	
Take all elevators to the top floor and turn off.		Bob McGilvray	Bill Tappan	
Turn off water to the building at street, also to the Fire Pump.	In parking lot	Bob McGilvray	Bill Tappan	
Turn off all power in the Mechanical Room, including Generators.	Electrical room located in tunnel	Bob McGilvray	Bill Tappan	
Turn off each electrical box, and then turn off main power supply to the building.	Breakers for individual units located on each floor -Main power in electrical room	Bob McGilvray	Bill Tappan	

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Assignments for Common Areas: Housekeeping				
Area, Equipment, Task	**Location(s)**	**STAFF RESPONSIBLE**		**Special Concerns Completed**
		Primary	**Alternate**	
ACTION:				
Remove equipment, chemicals, and supplies from the floor in areas that may flood.	1st floor storage area	Susan Farase	Julieta Capistrano	
Unplug electrical equipment (except freezers and refrigerators).		Susan Farase	Julieta Capistrano	
Turn down refrigerators and freezers to the lowest practical settings. where available. Remove all food.		Susan Farase	Julieta Capistrano	
Cover and secure or seal vulnerable equipment with plastic.		All Staff		Only things covered will be things that cannot be moved
Secure vacuum cleaners and housekeeping supplies in safe location	1st floor storage area	Susan Farase	Julieta Capistrano	
Close and latch (or secure with tape) cabinets and cupboards.		Susan Farase	Julieta Capistrano	
Move linens to upper floor storage closets per in-house plan	11th floor storage	Susan Farase	Julieta Capistrano	

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Preparation Assignments for Securing Administrative and Office Areas				
Area, Equipment	**Location(s)**	**STAFF RESPONSIBLE**		**Special Concerns Completed**
		Primary	**Alternate**	
ACTION:				
Back-up computer files, make more than one copy and store in locations approved by the Board		Connie Settle	Shannon Leonard	
Cover and secure vulnerable equipment with plastic.		Connie Settle Lisa Neal	Shannon Leonard	
Remove valuable files and papers to a location approved by the Board		Connie Settle Lisa Neal	Shannon Leonard	
Unplug computers, printers and other electrical equipment Remove to a location approved by the Board	Upper storage areas	Connie Settle Lisa Neal	Shannon Leonard	
Move equipment and other valuables away from windows, off the floor, or to upper storage closets. *(Tag moved equipment for easy identification and retrieval).*	Upper storage areas	Connie Settle Lisa Neal	Shannon Leonard	
Clear desktops, tables and exposed horizontal surfaces of materials subject to damage.	Upper storage areas	Connie Settle Lisa Neal	Shannon Leonard	
Close and latch office door when complete.		Lisa Neal		
Take personal possessions home.		All Staff		

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Preparation Assignments for Condo Units

FOR EACH UNIT:

Action	Location	Person Responsible	Completed
Bring patio furniture indoors	In living room area	Maintenance/All Staff	
Close all doors			
Close all blinds			
Lock and secure sliding patio doors			
Turn off all breakers	Breaker box		
Turn off water	Near appliances		
Main front unit door: close tight and lock			

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Contact Information for Critical/Essential Operations

Resource Group	Contact Name	Phone Number(s) during event	Required Activity
Gulf Power		800-487-6937 850-969-3111 800-225-5797	Report Outage Main Line
Cox Cable	Jimmy Tuck 850-857-4554 Brett 850-857-4508 (Line B)	850-478-1269 850-478-0200	
Insurance Carrier	Premium Assignment Eddie Zarahn Agency	850-438-9169	
Otis Elevator	Greg Andrews 850-393-0693	800-228-7544 850-434-7709	
General Contractor C-Sharpe	Russell Buster Jon Lundy	251-974-5050 251-747-5338	
Contractor DKI (Property Restoration)	Therese Van Gogh	850-490-2346 850-324-1330	
Structural Engineer Cornerstone Engineering Inc.	Dan Smith	850-438-3449	
Architect	Bullock-Tice	850-434-5444	
Roofing Company Construction Specialty Associates, Inc. (CSA)	Chris	256-796-7023	
Glass Company Alabama Glass	Mark	251-974-5778	
Perdido Heating & Air	Chris or Trish	850-492-1971	
Maxwell Plumbing	Greg	850-492-0230	
Electrician LiveWire	Scott	850-736-6080	
ECUA (Water)		850-476-0480	

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Damage Assessment Forms

BUILDING EXTERIOR INITIAL DAMAGE ASSESSMENT

Perdido Sun Condominium; 13753 Perdido Key Drive, Pensacola, Florida

STORM /EVENT_____**ASSESSEMENT DATE**: _____
ASSESSMENT BY: _____

BUILDING AREA	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
Roof				
Soffits				
Gutters				
Entry				
Stairs				
Landscaping				
Walls				
Fences				
Gates				
Power				

Action Required/Comments:

***Cause Code**
I = Impact **F** = Flood **W** = Wind **L**= Lightning **DR**= Wind Driven Rain/Leaks **WD** = Water through Storm Related Bldg Damage/Failure

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BUILDING INTERIOR INITIAL DAMAGE ASSESSMENT

BLDG. NAME **Perdido Sun Condominium; 13753 Perdido Key Drive, Pensacola, Florida**

STORM /EVENT_____ASSESSEMENT DATE: _____
ASSESSMENT BY: _____

FRONT DESK AREA	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
CARPET				
FLOOR				
WALLS				
CEILING TILE				
WINDOWS				
LIGHT FIXTURES				
BUILT "INs"				
FURNISHINGS				

FRONT DESK OFFICE AREAS	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
CARPET				
WALLS				
CEILING TILE				
WINDOWS				
LIGHT FIXTURES				
FURNISHINGS				
FILING CABINETS				

Other Action Required/Comments:

_____

*Cause Code

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BUILDING INTERIOR INITIAL DAMAGE ASSESSMENT

BLDG. NAME **Perdido Sun Condominium; 13753 Perdido Key Drive, Pensacola, Florida**

STORM /EVENT_____ASSESSEMENT DATE: _____

ASSESSMENT BY: _____

MANAGER'S OFFICE AREA	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
CARPET				
FLOOR				
WALLS				
CEILING TILE				
HVAC				
WINDOWS				
LIGHT FIXTURES				
FURNISHINGS				

Other Action Required/Comments:

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BUILDING INTERIOR INITIAL DAMAGE ASSESSMENT

BLDG. NAME **Perdido Sun Condominium; 13753 Perdido Key Drive, Pensacola, Florida**

STORM /EVENT_____ASSESSEMENT DATE: _____

ASSESSMENT BY: _____

COMMONS AREA LOBBY	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
FLOORING				
WALLS				
CEILING TILE				
WINDOWS				
FURNISHINGS				
LIGHT FIXTURES				
ACCESSORIES				

Other Action Required/Comments:

_____

SOCIAL ROOM AREA	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
CARPET				
FLOORING				
WALLS				
CEILING TILE				
LIGHT FIXTURES				
WINDOWS				
FURNISHINGS				
KITCHEN APPLIANCES				
COUNTER TOPS				

Other Action Required/Comments:

_____

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BUILDING INTERIOR INITIAL DAMAGE ASSESSMENT

BLDG. NAME **Perdido Sun Condominium; 13753 Perdido Key Drive, Pensacola, Florida**

STORM /EVENT_____ASSESSEMENT DATE: _____

ASSESSMENT BY:_____

FITNESS CENTER	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
FLOORING				
WALLS				
CEILING TILE				
EQUIPMENT				

Other Action Required/Comments:

_____

COMMONS RESTROOM AREAS	CAUSE*	DAMAGE COMMENTS	PHOTO	IMMEDIATE ACTION
FLOORING				
WALLS				
CEILING TILE				

Other Action Required/Comments:

_____

***Cause Code**

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SUMMONING MEDICAL ASSISTANCE

Call **911.**

- Identify yourself and the Perdido Sun Location: **13753 PERDIDO KEY DRIVE**
- Explain what you know of the situation
- Follow instructions.

Assign someone to ensure emergency assistance have immediate access to entrance and, if necessary, elevators.

When appropriate to do so, notify the manager of the emergency and provide all details of the situation.

Notify the Association President of the emergency.

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SUMMONING FIRE/POLICE

In case of fire activate the fire alarm.

Call **911.**

- Identify yourself and the Perdido Sun Location: **13753 PERDIDO KEY DRIVE**
- Explain what you know of the situation
- Follow instructions.

Assign someone to ensure emergency assistance have immediate access to entrance and, if necessary, elevators.

When appropriate to do so, notify the manager of the emergency and provide all details of the situation.

Notify the Association President of the emergency.

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BOMB THREATS

If a suspicious object or package is found, call **911** immediately.

If an evacuation is necessary, follow the emergency evacuation instructions

If a staff member receives a call reporting a bomb threat, he or she should remain calm and WRITE DOWN the answers to the following questions:

- When will the bomb explode?
- Where is the bomb?
- When was it planted?
- What does the bomb look like?
- What type of bomb is it?

The staff member receiving the threat should carefully WRITE DOWN the following information:

- The exact words of the caller.
- The explicit motive for the threat.
- The quality of the caller's voice: does the caller sound young or old, male or female? Does the caller have an accent? Does the caller sound nervous, determined, etc?

While on the phone, the staff member should signal a nearby employee to call 911 at once.

When appropriate to do so, call the manager to report the emergency.

When appropriate, the manager will notify the Association President with details of situation.

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