

Hurricane Preparedness

2016

Prepared Especially for the Woodfield Property Association

Vero Beach Emergency Operations Center
4225 43rd Avenue, Vero Beach, FL 32967
772-567-2154

Indian River County Emergency Operations Center
Website: IRCES.com

National Hurricane Center
Website: NHC.NOAA.gov

HURRICANE TERMINOLOGY

TROPICAL DEPRESSION A storm's formative stage. Winds under 39 mph.

TROPICAL STORM Winds between 39 – 73 mph

TROPICAL STORM WATCH Tropical Storm with winds of 39 – 73 mph, could threaten within 36 hours.

TROPICAL STORM WARNING Tropical Storm conditions are expected in 24 hours or less.

HURRICANE WATCH A warning that hurricane conditions are a possibility and may threaten the area, 48 hrs.

HURRICANE WARNING means that winds at least 74 mph expected within 36 hours. There is a possibility of evacuation, where impacted by storm surge.

FIVE CATEGORIES OF HURRICANES

<u>CATEGORY</u>	<u>SUSTAINED WINDS (MPH)</u>	<u>DAMAGE</u>
1 Very dangerous winds will produce some damage	74 – 95 mph	Risk of being hit by flying debris
2 Extremely dangerous winds, will cause extensive damage	96 – 110 mph	Substantial risk of injury or death due to flying/falling debris
3 Devastating damage will occur	111 – 130 mph	High risk of injury or death due to flying/falling debris.
4 Catastrophic damage will occur	131 – 155 mph	Homes will experience extensive damage to roof coverings, windows and doors
5 Catastrophic damage will occur	Greater than 155 mph	A high percentage of frame homes will be destroyed, with total roof failure.

ELLIOTT MERRILL COMMUNITY MANAGEMENT STORM PROCEDURES FOR WOODFIELD STAFF TASKS TO COMPLETE

June 1st is the official beginning of hurricane Season which ends on November 30th.

Due to the short 'shelf life' of chlorine and other pool chemicals, Elliott Merrill will wait until a storm watch is issued to order extra chlorine for super chlorinating the swimming pool and spa.

The Elliott Merrill main office will be closely monitoring the tropical weather forecasts for the possibility of severe weather to our area. Listed below are the steps that staff will take if and when severe weather is expected to affect our area.

STORM IDENTIFIERS

Hurricane Watch:

An area is put under Hurricane Watch by the National Weather Service when hurricane conditions are possible in the specified area of the Watch, usually within 48 hours. During a Watch, there is no immediate danger; however, the majority of preparations will be started at this time to ensure ample time to secure the property.

Hurricane Warning:

An area is put under Hurricane Warning by the National Weather Service when a hurricane is EXPECTED to strike the area of Warning within 36 hours. Winds of 74 miles per hour or greater as well as possible storm surges are to be expected. Once a Hurricane Warning is issued for our area, the on-site staff will complete hurricane preparations and leave the property *to complete their own preparations*. **ELLIOTT MERRILL STAFF WILL NOT REMAIN ON SITE DURING A HURRICANE. Remember: Indian River County will close bridges at 39 mph sustained winds.**

When Hurricane Watch is Issued: (48 hours)

Preparations to include:

1. Property Manager should meet with the Board and appointed members of Hurricane Committee. This should include CERT representatives.
2. Contact American Environmental Restorations **(772) 638-0496**, (board approval is required) to install hurricane shutters on Clubhouse and Gate house.
3. Remove awning at pool equipment area.
4. Remove and store any trash, miscellaneous items (hoses, etc.) and recycling containers.
5. Owners should be reminded to review "Resident Hurricane Procedures" (EBLAST)

6. Remove flags
7. Store all pool/veranda furniture in Clubhouse.
8. Roll up and/or remove all tennis wind screens, nets and sunshade. Store in maintenance shed or clubhouse.
9. Water all tennis courts before storm to reduce the loss of materials due to winds.
10. Secure all loose items at pool filtration area (drape/cover with tarp).
11. Order or pick-up liquid chlorine to super chlorinate swimming pool and spa when Hurricane Warning is given by the National Weather Service.
12. Video or pictorial inventory of Clubhouse
13. Update list of contractors who might be needed before and after storm.

When Hurricane Warning is issued: (36 hours)

1. Super chlorinate swimming pool and spa
2. Fasten **POOL CLOSED** signs at each pool gate.
3. **Secure/LOCK** all swimming pool gates.
4. Secure all exterior electrical boxes.
5. Check pump stations; be sure they are secured/locked.
6. Turn off power to the lake fountains at the breakers
7. Irrigation Systems – Turn off all irrigation clocks.
8. Shut down pump stations
9. Drop pool/spa water levels 14 inches.
10. Shut off pool and spa pumps at the breakers. Turn heaters off.
11. Remove gate arms and tie down swing gates in open position.
12. Back up computers, cover and move off floor.
13. Insure association documents that may be boxed on floor are placed on tables.
14. Make an inspection of common areas for any loose items that can be safely removed and stored.
15. Secure Clubhouse and Gate house.

Elliott Merrill staff will complete the above items prior to leaving the property. Staff will not be expected to remain on site during hurricane.

AFTER THE STORM

In the event of severe storm, it is likely that phone service, including cell phones will be limited, therefore, all staff is expected to report to the ***Elliott Merrill main office*** as soon as possible after the storm has passed and the Office of Emergency Management has given the go ahead for the public to be on the roads.

Elliott Merrill Staff will then be given instructions to report to their property and will work with the property manager in completing the following:

1. Have hurricane shutters removed from the Clubhouse and Gate house.
2. Meet with representatives of the Association's Hurricane Committee and Board Members to discuss actions to be taken.
3. Take pictures of visible damage to the property.
4. Secure common areas where possible.
5. Reset all timers, lights and sprinklers, if possible.
6. Put pool back into operating condition and clean debris from pool.
7. Install gate arms and remove tie downs from swing gates.
8. Review and revise/update storm plans, if necessary.

RESIDENT HURRICANE PROCEDURE

June 1st is the official beginning of Hurricane Season which ends on November 30th. Please take the time to STOP and organize your individual plans BEFORE A POTENTIAL DISASTER occurs. Elliott Merrill Community Management and the Woodfield Security/Safety Committee hopes the following information will get you started in your preparation.

The National Weather Service recommends the following preparations to be made before the beginning of Hurricane Season.

1. Know the hurricane risks in your area.
2. Find out where official shelters are located as well as evacuation routes. (IRCES.com)
3. Develop a family hurricane action plan.
4. Review working condition of emergency equipment, such as flashlights and battery powered radios. Consider purchasing a NOAA radio. Make sure you have a supply of fresh batteries on hand.
5. Ensure you have enough non-perishable food and water supplies on hand.
6. Check the condition of your hurricane shutters, if you have them.
7. Have a plan for installation of hurricane shutters. Remember, it is the homeowners responsibility
8. Check insurance policies to see if you have flood and wind insurance.
9. Know your community safety plan.
10. Take a video or pictorial inventory of your home.

During Hurricane Season it is important that you pay attention to Tropical Weather Forecasts given either by your local Office of Emergency Management or other local TV and/or radio stations. Tropical Storms and Hurricanes are tracked by the National Weather Service as they form and it is imperative that you be aware of the potential for severe weather during this season. Storm alerts can be set at Indian River County Emergency Operations Center website. - IRCES.com. National Hurricane Center website – NHC.NOAA.gov.

HURRICANE WATCH

A Hurricane Watch is issued by the National Weather Service for a coastal area when hurricane conditions are possible in the specified area of the WATCH, usually within 48 hours. A hurricane watch is just what it says, a time for you to watch the approaching storm and for you and your hurricane committee at your property to organize, as land fall could affect your area. Tune into and continue to monitor your Office of Emergency Management Broadcast/website for your local updates for your area.

The National Weather Service recommends the following when a hurricane watch has been issued for your area.

1. Frequently listen to radio, TV or NOAA Weather Radio for official progress.
2. Fuel and service family vehicles.
3. Have extra cash on hand.
4. Prepare to close or install your hurricane shutters.
5. Check batteries and stock up on canned foods, first-aid supplies, drinking water and medications.
6. Bring in all patio furniture and any other light weight items from your yard.
7. Put together all important paperwork that you will need to take with you in the event of evacuation, e.g. check book, insurance policies. Put valuables in your safe deposit box.

REMEMBER, THIS IS THE RESPONSIBILITY OF THE HOME OWNER; THE ON-SITE STAFF WILL BE EXTREMELY BUSY PREPARING THE COMMON AREAS AND CAN NOT BE EXPECTED TO CLEAR PATIOS.

HURRICANE WARNING

A HURRICANE WARNING is issued by the National Weather Service when a hurricane is EXPECTED to strike the area of the WARNING within 36 hours. Winds of 74 miles per hour or greater possible storm surges of 7 – 9 feet of water can be expected. When a WARNING is issued it is imperative that you tune into the local broadcast of the OFFICE OF EMERGENCY MANAGEMENT for evacuation orders. Shelter openings will be announced at this time.

Items recommended by the National Weather Service when a Warning is issued for your area:

1. Listen closely to radio, TV or NOAA Weather radio for official bulletins.
2. Complete preparation activities such as putting up storm shutters per Association guidelines, storing loose debris, ready items to take with you.
3. Move valuable furniture and objects away from windows and doors.
4. Follow instructions issued by local officials.
5. If you choose to evacuate, leave early, if possible during the daylight hours.
6. When you leave, be sure to turn off main water valves to your home/unit. If staying, fill bathtub for use cleaning and flushing toilets.
7. All **special needs residents** should be sure to register with a Special Needs Shelter and consider relocation to same when opened, prior to the storm.

AFTER THE STORM

After storm has passed, Woodfield CERT (Community Emergency Response Teams) will be activated to provide community assistance as much as possible. Depending on the severity of the storm, communications with Elliott Merrill Community Management may be limited. The Elliott Merrill web site will be hosted by a server out of the area. Elliott Merrill will attempt to update the server with information as soon as they received it.

AFTER HURRICANE - SAFETY PRECAUTIONS

1. **DO NOT** drink tap water until you are told by officials that it is safe.
2. Guard against spoiled food. Food left in a freezer will keep if the freezer is NOT opened, for up to 2 – 3 days. If partially thawed, DO NOT refreeze.
3. DO NOT walk through or handle debris unless you are wearing sturdy shoes and proper gloves.