

PROMENADE

A 150-unit Condominium on Longboat Key



Hurricane Disaster Plan

Amended September 2017

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The Promenade Hurricane Disaster Plan

Objective: The foremost role of the Association is the protection of our unit owners. Residents should enter every hurricane season with the following mindset: “It’s not **if** a storm will strike, it’s **when** it will strike!” The next priority is the protection of common property and management of condominium business affairs. The objective of this manual is to provide guidelines for the protection of our owners, their personal property and the common property of The Promenade Condominium. ******This plan is not all-inclusive, it is meant to serve as a basic guide for our Association and owners.******

Potential Hazards: The Promenade is located on a low-lying area on the Gulf of Mexico – one of the most hurricane prone areas in the country. The following are some of the factors that put us in a dangerous situation in the event of a hurricane:

- The shallow waters and shores of the Gulf of Mexico are subject to high wave action when offshore winds are strong
- Our elevation is below the level of expected tidal surges from a typical hurricane
- Evacuation routes will be extremely congested and may be impassable to automobiles in the event of high water

These factors make our condominium susceptible to extensive damage from wind and possible tidal surges and put owners, employees and property at risk.

Key Employee List

Name	Phone
Adolfo Gallon – General Manager	786-704-3955
Alan King – Maintenance Supervisor	941-993-8983

When a hurricane is reported to be 48 to 72 hours away and the projected path is the west coast of Florida, all employees will be expected to report to work to prepare the property for the storm and possible evacuation.

HURRICANE WATCH

48 Hours Prior to Possible Evacuation

When a hurricane is reported to be 48 to 72 hours away and headed in our direction, a Hurricane Watch will be issued by the National Weather Service. (There is a possibility of evacuation within 48 hours.) The objective of the Promenade personnel during this period is to inform all owners in residence of the pending threat to people and property and to secure any common area items that might cause property damage.

Maintenance/Housekeeping Personnel Duties:

- Move all pool furniture into bath house storage area
- Stack all beach furniture into garage and tie down.
- Secure all other pool tools and furniture that might blow down.

Front Desk Personnel Duties:

- Contact all owners in residence and advise them to remove all balcony furniture and be prepared for possible evacuation.
- Prepare a list of all owners called, and note who will be leaving their residence, and where they will be going.
- Monitor the weather radio or weather channel in office.

Maintenance Supervisor Duties:

- Make sure roof is free of loose debris.
- Shut off gas to pools if necessary, and lower water in pools.
- Secure all doors to stairwells and roof. Secure all common area doors.
- Remove or raise entry gates to property to prevent accidental lock-out during storm.
- Check back up generator for automatic operation, and check power to fire pump/storm water drainage pumps.

Manager and Front Desk Personnel Duties:

- Notify all out of town Board members of potential evacuation.
- Determine evacuation plans from all resident Board members
- Back up office computer to disks
- Put all Association records in boxes for removal in case of evacuation.

Manager Duties:

- Provide supervision of all tasks and provide assistance as needed.

HURRICANE WARNING

24 hours prior to possible evacuation

If the Town of Longboat Key issues a mandatory evacuation at this time, execute the following:

Manager and Front Desk Personnel:

- Contact all owners in residence and relay the following message:

“The Town of Longboat Key has ordered a mandatory evacuation; you should evacuate **NOW** and seek shelter inland. All elevators will be shut down within the next 4 hours and all employees of the Promenade will be leaving the building. Note that all police, fire and other emergency personnel will be unable to respond to emergencies in the event of a severe hurricane. Is there a phone number where you can be reached?”
- If an owner indicates they will not evacuate, relay the following message:

“How many people will be remaining at this unit? Understand that you will have no power in your unit. (The generator only runs emergency lighting and will be turned off so that fuel can be saved to operate it after the hurricane passes.) Additionally, elevators will not be operational, there will be no air conditioning, there will be no water pressure, there will be no refrigeration and there will be no staff present to assist you with anything. All exterior doors will be chained shut. I have noted that you were warned, refused to obey the evacuation order and are a potential casualty.”
- Give the manager a list with the names of all owners and maintain one list at the front desk.

MANDATORY EVACUATION ORDERED BY THE TOWN OF LONGBOAT KEY

IF THERE IS A MANDATORY EVACUATION, ALL EMPLOYEES WILL LEAVE THE BUILDING. PRIOR TO LEAVING, GIVE THE MANAGER A PHONE NUMBER WHERE YOU CAN BE REACHED. ALSO LEAVE A CELL PHONE NUMBER IF YOU HAVE ONE.

The Manager will carry his cell phone at all times. The cell phone number is 786-704-3955.

PRIOR TO EVACUATION

Front Desk Personnel

Call all owners who have not evacuated and advise them that all employees of the Promenade will be leaving the property and that there will be no one in the building to assist them with anything. Remind them also that Longboat Key Police and Fire Rescue personnel will have a difficult time responding to emergency calls. There will be no power in the building and the elevators will not be running, exterior doors will be chained and secured. Give them one more chance to evacuate the building.

Maintenance Supervisor and Manager

- Unplug all equipment in the Spas (Treadmills, Stair Steppers, TV's, Video Recorders, etc.)
- Unplug TV in Hunt Club
- Close all blinds in Health Clubs, Hunt Club and Tea Room
- Shut off gas heater to the pool and heat pump to the spa

Maintenance Supervisor

- Turn off domestic water pumps
- Turn off power to the pool equipment
- Move elevators to the 10th floor, pull the disconnect switches in the machine rooms and close and **lock** the doors to the elevator rooms
- Turn off the generator

Front Desk Personnel and Manager

- Unplug:
 - a. Computers
 - b. Copiers
 - c. Fax machine
- Manager take list of Association records
- Move all computers, etc, from floor to desk
- Manager take cameras for use when emergency is over
- Notify the Sarasota Police when employees are leaving and advise if there are still owners in residence

AFTER THE HURRICANE

The Town of Longboat Key will notify the manager when re-entry to the island has been authorized. After he and the maintenance supervisor inspect the property, key employees will be contacted by management and instructed when to return to the Promenade. They are expected to return to work when they are called. Owners are directed to call **(941) 376-7141**; a pre-recorded message will inform them when they will be allowed to return to the Promenade.

CLEAN UP

Nothing should be disturbed until after the insurance adjuster has seen the damage and/or pictures of the damage have been taken.

There are two exceptions:

1. Take any steps necessary to protect residents and employees
2. Take any steps necessary to prevent additional damage. For example, if a window blows out in a common area, it should be boarded up or covered with plastic to prevent further damage to the building

BEFORE MAKING ANY REPAIRS, PHOTOS SHOULD BE TAKEN and a written record must be kept as the property is inspected. The Manager and Maintenance Supervisor will complete the initial inspection and determine what needs to be done.

WHEN POWER HAS BEEN RESTORED

Manager and Maintenance Supervisor

- Turn on domestic water pumps
- Check elevator machine rooms, all electrical equipment, hoist ways and pits before starting the elevators
- If water has affected any of these areas, call **ThyssenKrupp** to inspect them before placing them back in service

- If there was significant flooding, have **Teco** check the gas heater and electric heat pump before turning them back on
- Clean up the pool deck and weather permitting, put out pool furniture

Front Desk Personnel and Manager

- If there was no flooding, connect all computers and security equipment and return them to service
- Connect the copiers and fax machine
- Return all Association records to the filing cabinet