

Hurricane Readiness plan WSIII

Hurricane season is officially June 1 - November 30

Responsibility KEY	Board of Directors	BOD
	Property Manager	PM
	Waterside Maintenance	W3M
	Facilities Committee	FC
	Condo Owner	OWN

When	Item #	Description	Responsible	
Prior to Hurricane season (end of May)	1	Send out the Hurricane readiness plan to all residents as a reminder	BOD	
	2	All residents are advised to not keep perishables such as (frozen meat / fish, ice-cream etc.) in their refrigerator/ freezer if they leave for the summer / Hurricane season	Residents	
	3	All residents with 1st floor large lanai's are required to remove all furniture from their uncovered Lanai area if they leave during summer / hurricane season.	Residents	
	4	All residents without shutters are required to remove furniture from their lanais when they leave during summer / hurricane season. All residents must unplug and remove electrical items on lanai's when they leave during Summer / hurricane season.	Residents	
	5	All residents are required to check to insure that their windows are fully latched and sliding doors are closed fully and locked if they leave for any extended time during hurricane season	Residents	
	6	Hurricane panel bolts should be trial fitted into all anchors on the doors for WS3		W3M
		Hurricane anchors should be lubricated with some type of anti Seize such as Never Seez as the bolts are test fitted		W3M
		Return bolts to identified storage area		W3M
	7	Perform a trial run of generator where it actually switches the power to the building		W3M & FC
		No one should be allowed to use the elevator during this test		W3M & FC
		Flip breaker off for the emergency panel, generator should start, transfer switch should activate and power up emergency panel		W3M & FC
Turn breaker on to the emergency panel, ASC transfer switch should switch back, generator will continue to run until it is cooled down		W3M & FC		
8	Check diesel tank level for generator and fire pump	W3M & FC		
9	Set up a contract with a company to provide Hurricane recovery service "just in case"	PM		
10	Lubricate all first floor exterior locks	W3M		
11	Roof inspection		FC & W3M	
	Perform an inspection of the roof for any materials that are laying on the roof		FC & W3M	
	Check all HVAC racks to insure that all AC units are appropriately fastened to the racks		FC & W3M	
	Check all roof drains to insure none have debris plugging them		FC & W3M	

Hurricane has formed and is projected to make landfall in Fort Myers surrounding area with storm surge OR we are projected to be in any part of the projected cone	48 hours prior	1	Perform roof inspection	W3M
			Look for loose items	W3M
			Check roof door to insure closed and locked, place pigs in front of door	W3M
		2	Call for garbage pick-up	W3PM
		3	Begin resident tracking	BOD
			List of current residents in building Residents now must sign out if they leave for the storm	BOD
	4	Check to be done in every unit windows and doors to insure they are locked	FC /W3M	
	5	Place elevator pads in Elevators (keeps them safe)	FC	
	6	Move carts up to 1st floor fitness room	FC	
	24 hours prior to landfall	1	All outside furniture should be removed from Social room deck and put in the Social room	FC /W3M
			Check first floor uncovered lanai areas to insure there is no furniture in the area.	FC /W3M
		3	install hurricane panels on front glass doors	Contract / W3M
		4	install pigs	FC
			social room sliding door	FC
			Social room windows	FC
			Fitness room door	FC
			Fitness room windows	FC
5	Guest suites windows	FC		
5	Move lobby furniture and rugs up to 1st floor	Contract / W3M		
6	Board to set up who will be onsite to coordinate any after hurricane issues	BOD		
7	Board to set up daily call in to check status of Hurricane and plan	BOD		
less than 12 hours prior to landfall	1	Run elevators up to the 5th floor and turn off	PM / FC	
	2	If no residents will remain - - turn off booster pumps & shut off main domestic water valve	W3M	

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If the hurricane does hit and causes damage	No Electric, but no flood damage	1	Empty refrigerators if electric will be off for an extended time	OWN
		2	Need to go through EVERY unit to check AC status once power returns (make chart)	W3M/FC
	No domestic water for the beach - means there is extensive damage	1	turn off water to the building	W3M/FC
		2	Insure booster pumps are off	W3M/FC
		3	turn off water to all units	W3M/FC

After Hurricane if high level of storm surge caused flooding	Electrical	1	If area was flooded up and over meters and transformers - you will need to work with FPL to get reenergized - addresses for meters are on yellow tab	Qualified individual W3M/PM/FC and / or contracted tradesman
		2	Follow Electrical restart plan (orange tab)... Must be qualified electrically to do this	
	Water	1	Check function of lift station... if it is inoperable, you are limited to the amount of time you can have water on as it will overflow lift station	
		2	Follow Water restart plan (blue tab)	