



# **HURRICANE PREPAREDNESS MANUAL**

**LAKERIDGE FALLS COMMUNITY  
ASSOCIATION, INC.**

**4200 Lakeridge Falls Blvd.  
Sarasota, Florida 34243**

**APPROVED BY THE BOARD OF DIRECTORS  
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LAKERIDGE FALLS COMMUNITY ASSOCIATION, INC.  
**HURRICANE PREPAREDNESS PLAN**

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## INTRODUCTION AND SUMMARY OF PLAN

The Lakeridge Falls Hurricane Preparedness Manual is a comprehensive plan to be initiated by the President of the Association, Management or other designated person according to storm criteria that has been established by the National Weather Service and other governmental agencies. The plan is designed to prepare the facilities and grounds of the Association for pending hurricanes. This plan sets forth information to assist owners and tenants with their protection of personal property as well as to assist the Board of Directors, Committees and Management in the protection of Common Property.

The plan is premised on the full cooperation of Committees, the owners, their tenants and Management staff in as much as they may be available in the securing of the facilities and grounds. This document attempts to provide the methodology, organizations and procedures to facilitate the action plan.

In no way will the Association be responsible for securing the personal and real property of any individual owner or tenant. Persons who plan to be away for a few days or longer should always prepare their property to safeguard that property in case of any storm. Persons that plan to be away for any period of time should have an appointed individual or company ready and committed to have storm shutters in place three days prior to the predicted arrival of any tropical storm or hurricane. Storm shutters may not be left in place for extended periods of time under the Governing Documents.

## SECTION I

### WARNINGS & ADVISORIES

*The following warnings and advisories may be issued:*

**Tropical Depressions:** A disturbance with a clearly defined low pressure area: highest wind speed is 38 mph.

**Tropical Storm:** A distinct low-pressure area defined by a counter-clockwise rotating circulation with winds of 38-73 mph.

**Tropical Watch:** An alert for a specific area that a tropical storm may pose a threat within 36 hours.

**Tropical Storm Warning:** An alert that tropical storm conditions including sustained winds of 39-73 mph expected in specific areas within 24 hours.

**Hurricane:** Once a tropical storm's sustained wind speed reaches 74 mph or greater, it is classified as a hurricane.

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**Hurricane Watch:** An alert for specific areas that hurricane conditions pose a threat to the area within 36 hours. You should check your disaster supply kit and activate our family disaster plan.

**Hurricane Warning:** An alert that hurricane conditions are expected in a specific coastal area within 24 hours. All precautions should be completed immediately.

**Evacuation Order:** The most important order received. Once issued, evacuation is mandatory.

**Reminder:** Lakeridge Falls is not in an evacuation zone. However, the Community can still sustain damage and power outages. If you have special medical needs that may affect your ability to ride out the storm, you should make arrangements to go to the nearest special needs shelter to protect your health. When an Evacuation Order is given, any person who elects to stay - does so at their own risk. The Association and public authorities are not responsible for this individual and will not provide assistance after the order, during the storm and possibly will not be available for several days after the storm has passed.

## **SECTION II**

### **HURRICANE ALERTS & UNDERSTANDING THE STORM**

Accurate weather forecasting is a prerequisite to the effectiveness of the hurricane preparedness. Two independent sources of forecast data should be available to all residents and the Board of Directors during the hurricane season, June through November. The two sources recommended are the National Weather Service (NOAA Radio at 106.400 Venice or 106.550 in Ruskin or online at [www.weather.gov](http://www.weather.gov)) and local TV and Radio Stations.

**Hurricane Hazards:** The hurricane can combine storm surge, powerful winds, tornadoes and torrential rains into devastating combinations.

**Storm Surge:** Storm surge is an abnormal rise in sea level that sweeps across the coast when the hurricane makes landfall. The closer to the 'EYE' of the storm, the greater potential for this surge. The surge of high water, topped by waves is devastating. Storm surge along the immediate coast is the greatest threat to life and property.

**Winds:** Hurricane force winds, 74 mph or greater, can destroy building and property. Debris and unsecured property can become flying missiles in the hurricane. Winds often stay above hurricane strength well inland.

**Heavy Rains / Floods:** Widespread torrential rains, often in excess of 10 inches, can produce floods. This is a major threat to beach and low lying areas as well as covering roadways making driving extremely hazardous.

**Tornadoes:** Hurricanes also produce tornadoes, which add to the hurricane's destructive power.

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### HURRICANE CATEGORIES

<u>Category</u>	<u>Sustained Winds</u>	<u>Water Surge</u>	<u>Damage</u>
1	74 - 95 mph	4 - 5 Ft.	Minor
2	96 - 110 mph	6 - 8 Ft.	Moderate
3	111 - 130 mph	9 - 12 Ft.	Major
4	131 - 155 mph	13 - 18 Ft.	Severe
5	156 + mph	19 + Ft.	Catastrophic

### SECTION III

#### HURRICANE OPERATIONS GROUP

*The Hurricane Operations Group consists of the following personnel:*

President of the Association  
All other Board Members  
Committees and their appointed Chairpersons  
Property Management Staff  
Area Coordinators

The President, Management, or other designated person, will activate the Operations Group once an alert is called. The members of the group will initiate action to activate the plan and prepare for the storm.

**President:** As the Chairperson of the Board of Directors, this individual or his/her designee, will activate the plan. This person will supervise and direct the securing of the facilities and grounds belonging to the Association, either through Management or the various Committee Chairpersons. At any time in the sequence of implementing the plan, they may accelerate or abort the operations as weather conditions dictate.

**Board Members:** Assist in the plan where needed.

**Property Management:** The Property Manager and their staff may provide assistance with communication while the facilities are being secured.

**Grounds Keeping Personnel:** These persons will implement many actions defined herein to prepare and secure the property of the Association and respond on an as needed basis after the storm.

**Security Committee and Community Relations:** As the success of storm preparation and recovery depends on a concentrated effort of contractors and neighbors helping to coordinate

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preparedness and recover, teams comprised of full time residents should be developed prior to the storm season. Team Leaders will in turn recruit other owners in residence to establish their teams. Should a team member plan on being out of residence for a period of time, that person should recruit and advise the Team Leader of that temporary replacement. Lists of names and phone numbers of the teams should be provided to the Management Office who will distribute those lists to Board Members and Committee Chairs.

The establishment of the "Teams" is a fluid concept that depends on the number of persons who are in residence.

Each Team will make a roster of those in residence in their neighborhood and note their intentions as to evacuating or remaining in their homes. This will be of benefit after the storm in assisting residents if needed.

Each Team will make itself available to the President, their designee, property management of maintenance personnel to assist in securing their buildings.

Only if a mandatory evacuation is not directed, the teams will periodically conduct inspections of their building for exterior damage, water intrusion, etc. and without risk of harm to themselves, and will attempt to minimize same.

## **SECTION IV**

### **COMMUNICATIONS**

**Alert:** Upon the president or their designee, initiating the hurricane alert, the Hurricane Operations Group will immediately execute the plan and notify all pertinent personnel and staff.

The Board of Directors will set up a communication network with the Group to initiate the preparedness plan and notify staff and residents of the hurricane alert and serve as a message center until such time as the alert is canceled or evacuation is ordered.

The Property Management Staff will assist with communication and their office or an elected alternative site will become the communication center during and after the storm.

**Notice:** The Board will determine where, when and how the Board members will meet after the storm. This may be coordinated through Property Management.

**Meeting Place:** The Board will determine where, when and how the Board members will meet after the storm. This may be coordinated through Property Management.

**Emergency Telephone Numbers:** Board Members will provide each other and Property Management with a phone number at which they can be reached. Management will provide the Board with an emergency number.

## **SECTION V**

### **ACTION PLAN - VIDEO RECORD**

The Hurricane Action is a step-by-step sequence of activities to prepare the facilities, grounds and furnishings for hurricane and to notify residents of the alert and for future planning by the Association to limit future damages.

**Video or Photographic Record:** Prior to the commencement of the hurricane season it is highly recommended that the Lakeridge Falls Common Element buildings and grounds be video recorded or photographed for insurance purposes and two copies of the record be made. The Board should consider storage of pertinent association records at a safe location that may not be effected by the storm.

#### **Exterior & Grounds Facilities to be video recorded or photographed:**

- Front, Rear and Sides of all Buildings
- Exterior dumpster enclosures
- All Storage Areas
- Fencing/Irrigation Pumps
- Landscape throughout property
- Roof Areas of Buildings where possible
- All Community Signs and Bulletin Boards

**HOMEOWNERS ARE ADVISED TO EITHER VIDEO TAPE OR HAVE A PHOTOGRAPHIC INVENTORY OF PERSONAL BELONGINGS INSIDE THE HOME AS WELL A PHOTOGRAPHIC OR VIDEO RECORD OF THE APPEAANCE AND CONDITION OF THE OUTSIDE OF THEIR RESIDENCE AND GROUNDS FOR INSURANCE PURPOSES.**

## **SECTION VI**

### **ACTION PLAN - PREPARATIONS**

**The alarm** must be given in sufficient time for the Board, Management and Committees to complete all tasks and provide them sufficient time to secure their own residence and evacuate if necessary. The task time frame begins 48 hours prior to mandatory evacuation; however, this can be altered depending on the situation.

## **48 HOURS**

### **TASKS:**

- **President or designee:** Contact Team Leaders for all Areas. When necessary designate a Team Leader for a specified area.
- **Team Leaders:** Recruit other owners to establish teams and make the team available to assist in securing the area. Take roster of owners, tenants & guests in residence and their intentions to evacuate or remain.

### **Clubhouse, Pool, Patios and Entryways:**

- Move plants, flags and small objects to inside the Recreational facility and the individual homes. (Removal of potential flying debris such as pots, yard decorations, etc., are the responsibility of the individual owners of the home.)
- Move all exterior furniture inside the Recreational Facility or home.

### **Property Management:**

- Assist with securing Lakeridge Falls files that are on site as determined by the Board prior to the hurricane season.
- Secure Lakeridge Falls files held at the management offices.
- Secure and have available Lakeridge Falls Insurance Policies
- Set a plan to notify personnel on when and how they will be notified that they should report back to work.
- Assist the Board of Directors and Committees where possible in completing their assigned tasks.

## **36 HOURS**

### **Resident's Responsibilities**

#### **Tasks:**

- Remove all furniture and other items, i.e. grills, etc., from patios for those without storm shutters to enclose those items.
- Interior: Execute personal hurricane plan.
- Evacuation Order: If you are going to evacuate, shut off water and electrical circuit breaker to hot water tank.

**NOTE:** Owners going north for the summer should complete these tasks prior to departing.



## **SECTION VII**

### **GUARD HOUSE & GATES**

While Lakeridge Falls is a gated Community, there are Emergency Management restrictions that must be followed during a storm.

When wind speeds reach 35 mph the guards at the gate will be ordered to close down the computers that operate the gates leaving them in an open position. This is to allow unrestricted access of Emergency Vehicles as needed.

When the weather situation is declared safe enough for vehicles to return to the roads, Guards will return and power up the gates.

## **SECTION VIII**

### **DURING THE STORM**

All tasks should have been completed and the Board of Directors, Committee Members Volunteers and residents evacuated if directed to do so.

Please remember that a Storm of this magnitude is a serious situation and use of alcoholic beverages could restrict your ability to react appropriately in an emergency situation.

## **SECTION IX**

### **AFTER THE STORM**

After the storm passage and authorization has been given by the proper authority to return, Property Management will communicate and be available to Board Members and Committees to return to the property for the purpose of inspecting the damage. Depending upon the state of communications and road access, a Board Member may find it necessary to contact management to initiate the calls.

After authorization has been given to return, a damage assessment will be conducted by the Board and Management and Team Members to determine the next proper course of action to be taken.

Homeowners must have on file with the Association the name and phone number of two individuals that will know where they are should a damage report be required to be forwarded to the homeowner so that they can take steps to secure their property and protect it from further damage.

The inspection personnel are to be divided into inspection teams for each area of the property. Initial inspections should be concentrated on trees blocking roadways, on the building roofs and unoccupied homes. Each team should take pictures of the damage for insurance purposes.

## **SECTION X**

### **CAUTION ITEMS**

Teams should be aware of the following:

- Stay out of heavily damaged or flooded areas.
- Watch for and avoid downed power lines, broken glass, standing water and snakes.
- Stay clear of utility repair crews working in the neighborhood.
- Do not drink tap water until notified by public authorities that it is safe.

### **Reports**

Each team is to provide the Property Manager or designated lead person with a written report of damage indicating those areas the need immediate attention.

## SECTION XI

### SUGGESTED HURRICANE PREPAREDNESS LIST

- |  |  |
|--|--|
| <p>___ BOTTLED WATER</p> <p>___ CANNED JUICES</p> <p>___ POWDERED MILK</p> <p>___ CANNED MEATS</p> <p>___ CANNED BAKED BEANS</p> <p>___ CANNED FRUITS</p> <p>___ CANNED VEGETABLES</p> <p>___ TUNA</p> <p>___ PEANUT BUTTER</p> <p>___ NUTS</p> <p>___ CRACKERS</p> <p>___ CEREAL</p> <p>___ PROCESSED CHEESES IN<br/>GLASS CONTAINERS</p> <p>___ PRESCRIPTIONS FILLED</p> <p>___ ANTIBIOTIC OINTMENTS</p> <p>___ BURN OINTMENT OR BANDAGES</p> <p>___ ASPIRIN OR NON-ASPIRIN PAIN<br/>RELIEVERS</p> <p>___ GARBAGE BAGS</p> <p>___ PAPER CUPS, PLATES AND PLAS-<br/>TIC UTENSILS</p> <p>___ NON-ELECTRIC CAN OPENER</p> <p>___ PAPER TOWELS</p> | <p>___ DESINFECTANTS</p> <p>___ PLASTIC BUCKETS</p> <p>___ BLEACH</p> <p>___ FLASHLIGHTS</p> <p>___ BATTERIES</p> <p>___ TOOL KIT</p> <p>___ DUCT TAPE</p> <p>___ UTILITY KNIFE</p> <p>___ PLASTIC SHEETING</p> <p>___ WHISTLE</p> <p>___ TOILET PAPER</p> |
|--|--|

**REMEMBER TO BRING  
IN ALL LOOSE ITEMS  
THAT MAY BECOME A  
MISSILE DURING HIGH  
WINDS!**