

LAKERIDGE FALLS COMMUNITY ASSOCIATION INC

hurricane preparedness manual

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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 or other designated person according to storm criteria that have 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 tropical storms and hurricanes. This plan sets forth information to assist homeowners and residents with their protection of personal and real 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 homeowners/residents, committees, and management 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.

Section I

Warnings & Advisories – Source the National Hurricane Center

The following warnings and advisories may be issued as defined by the National Hurricane Center:

Tropical Depression: A tropical cyclone in which the maximum sustained surface wind speed 38 mph or less.

Tropical Storm:

Tropical Storm: A tropical cyclone in which the maximum sustained surface wind speed ranges from 39 mph to 73 mph.

Tropical Storm Watch: An announcement that sustained winds of 39 to 73 mph are possible within the specified area within 48 hours.

Tropical Storm Warning: An announcement that sustained winds of 39 to 73 mph are expected somewhere within the specified area within 36 hours.

Hurricane: A tropical cyclone in which the maximum sustained surface wind is 74 mph or more.

Hurricane Watch: An announcement that sustained winds of 74 mph or higher are possible within a specified area within 48 hours. You should check your disaster supply kit and activate your family disaster plan.

Hurricane Warning: An announcement that sustained winds of 74 mph or higher are expected somewhere within a specified within 36 hours. All precautions should be completed immediately

Evacuation Order: The most important order received. Once issued, evacuation is mandatory – Applicable in flood zones only.

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) 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 the 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 higher, 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 the 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.

Hurricane Categories – Source: The National Hurricane Center

Category	Sustained Winds	Damage
1	74-95 mph	Very dangerous winds will produce some damage: Well-constructed frame homes could have damage to roof, shingles, vinyl siding and gutters. Large branches of trees will snap and shallowly rooted trees may be toppled. Extensive damage to power lines and poles likely will result in power outages that could last a few to several days.
2	96-110 mph	Extremely dangerous winds will cause extensive damage: Well-constructed frame homes could sustain major roof and siding damage. Many shallowly rooted trees will be snapped or uprooted and block numerous roads. Near-total power loss is expected with outages that could last from several days to weeks.
3 (major)	111-129 mph	Devastating damage will occur: Well-built framed homes may incur major damage or removal of roof decking and gable ends. Many trees will be snapped or uprooted, blocking numerous roads. Electricity and water will be unavailable for several days to weeks after the storm passes.
4 (major)	130-156 mph	Catastrophic damage will occur: Well-built framed homes can sustain severe damage with loss of most of the roof structure and/or some exterior walls. Most trees will be snapped or uprooted and power poles downed. Fallen trees and power poles will isolate residential areas. Power outages will last weeks to possibly months. Most of the area will be uninhabitable for weeks or months.
5 (major)	157 mph or higher	Catastrophic damage will occur: A high percentage of framed homes will be destroyed, with total roof failure and wall collapse. Fallen trees and power poles will isolate residential areas. Power outages will last for weeks to possibly months. Most of the area will be uninhabitable for weeks or months.

Section III

Hurricane Preparedness - Composition

In preparing for a tropical storm or hurricane, the Hurricane Preparedness plan will consist of the following individual and groups:

- The President and the Board of Directors;
- Members of the Hurricane Preparedness Group;
- Various Committees;
- Community Management Staff;
- Grounds Keeping Vendors;
- Homeowners and residents.

President: As the chairperson of the Board of Directors, this individual or his/her designee, will activate the plan.

Board Members: Assist in the executing of the plan where needed.

Hurricane Preparedness Group: The Hurricane Preparedness Group has the ultimate responsibility to assist the President and Board of Directors in and executing and overseeing the preparedness plan.

Committees: The following committees will ensure its area of responsibility is prepared for the upcoming storm: Buildings, Community Relations (CRC), Landscape, Pool, Roads & Grounds, and Security.

Community Management Staff: The community manager and other management staff will assist with the duties of the President, Board of Directors, Hurricane Preparedness Group, and Committees.

Grounds Keeping Vendors: These persons or companies will implement actions defined herein to prepare and secure the property of the Association and respond on an as-needed basis after the storm.

Homeowners and Residents – Homeowners and residents of the community are responsible for the securing of personal and real property. Homeowners and residents who plan to be away for a few days or longer during Hurricane Season, which is from June 1st until November 30th, should always prepare their property to safeguard in case of any storm. Homeowners and residents who plan to be away for any period of time should have an appointed individual or company ready and committed to having 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.

Please Note:

- **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 plan to go to the nearest special-needs shelter to protect your health. The Association and public authorities are not responsible for aiding before, during, and after a storm.**
- **The Hurricane Preparedness Group encourage all homeowners and residents to obtain a copy of Manatee County's Disaster Planning Guide which hard copies are available at the Association's clubhouse.**

Section IV

Action Plan - Preparations

The activation of the plan will be given by the President or her/his designated person once a Tropical Storm Watch is issued by the authorities. The plan can be activated or be altered depending on the situation.

48 Hours

President: Will activate the Hurricane Preparedness Plan. The President or her/his designated person will oversee the execution of the plan by the members of the Hurricane Preparedness Group, of the various committees, and/or of the management company. At any time in the sequence of implementing the plan, the President may accelerate or abort the operations as weather conditions dictate.

Board Members: Assist in executing the plan where needed by taking an active role.

Hurricane Preparedness Group: The Hurricane Preparedness Group has the ultimate responsibility to assist the President and Board of Directors in and executing and overseeing the preparedness plan.

Various Committees: Each committee will ensure its area of responsibility is prepared for the upcoming storm and for the following clean-up.

- **Buildings** – Ensure the clubhouse and annex buildings are secured. Secure the dumpster enclosure and tie-down dumpster lid with a rope. Secure all outdoor signs and lighting. Remove the USA flag. Install signs that indicate the amenities buildings are closed. Unplugged all major appliances, fitness center equipment, and televisions.
- **CRC** - Attempt to assist as possible and within reason homeowners and residents with special needs in securing personal and real property. **However, it is the ultimate responsibility of the homeowners and/or residents for securing personal and real property.** Assist with communication, as conditions allow, before, during, and after the storm.
- **Landscape** – Ensure all landscape debris around the property that could cause damage is removed. Advise and encourage homeowners and residents to remove any unsecured items such as decorative statues, planting pots, water hoses, etc.
- **Pool** – Make sure pool maintenance company turn off all power to the pool equipment and waterfall. Secure all pool furniture and trash receptacles. Remove all non-secured items in the pool equipment area. Tie-down equipment enclosures with ropes. Install signs that indicate that the pool is closed.
- **Roads & Grounds** – Ensure irrigation station is turned off and the gates are tied down with locks or ropes. Inspect the community storm drain system and ensure it is cleared of object that may clog it. Remove and secure all furniture and/or debris from common property that could cause damage.
- **Security** – Confirm all gates are in the open position. If time allows it, see that the gate maintenance company remove and store arm gates in a secured place.

Community Management Staff: Provide assistance with the in completing the assigned tasks of the President, Board of Directors, Hurricane Preparedness Group, and Committees. Assist with securing LakeRidge Falls files that are on site as determined by the Board of Directors. Secure LakeRidge Falls files held at the management offices. Secure and have available LakeRidge Falls Insurance Policies

Grounds Keeping Vendors: These persons or companies 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.

36 Hours

Homeowners and Residents Responsibilities:

All homeowners and residents are responsible for securing their real property. Unless exceptional circumstances are involved, hurricane protections may be installed or operated up to three (3) days prior to the announced arrival of the hurricane or tropical storm.

All homeowners and residents are responsible for removing and securing all personal property such as outdoor furniture, decorative, planning pots, etc.

Homeowners are advised to either videotape or have a photographic inventory of personal belongings inside the home as well a photographic or video record of the appearance and condition of the outside of their residence and grounds for insurance purposes.

Homeowners or residents planning to travel or be away during hurricane season, which is between June 1st and November 30th, must assign a person or a company to complete these tasks at their absent.

The Hurricane Preparedness Group encourage all homeowners and residents to obtain a copy of [Manatee County's Disaster Planning Guide](#), which are available at the Association's clubhouse.

Section V

Communication

Alert: Upon the President or his or her designee initiating the hurricane alert, the Hurricane Operations Group will immediately execute the plan and notify all pertinent committees and management staff.

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

The community 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 Management or the CRC will post all notices of time and events for the benefits of the homeowners and residents as to the closing of various facilities.

Meeting Place: The Board of Directors will determine where, when and how the Board members will meet after the storm. This may be coordinated through the management staff.

Emergency Telephone Numbers: Members of the Board of Directors will provide each other and the community management with a phone number at which they can be reached. Management will provide the Board of Directors with an emergency number as well.

Section VI

Gatehouse and Gates

While LakeRidge Falls is a gated community, there are Emergency Management restrictions that must be followed during a storm. At the point winds reach a SUSTAINED level of 35 mph (or grounded prediction indicates they will reach that level by x time), Allied Universal Security Services will order its gate staff to turn off the computers, open and leave all gates in the open position, and lock the gatehouse. Gates in the open position will allow unrestricted access to emergency vehicles as needed. Gatehouse staff will return to work once Allied Universal Security Services determines it is safe for its employee to return.

Section VII

During the Storm

All tasks should have been completed.

Section VIII

After the Storm

After the storm passage and an announcement were made by the proper authority, the Board of Directors and/or the Hurricane Preparedness Group will inspect the community for damages in order to determine the next proper course of action to be taken.

Section IX

Caution Items

All individual assessing the damages following a storm must:

- Stay out of heavily damaged or flooded areas;
- Stay away from downed power lines;
- Stay clear of utility repair crews working in the neighborhood;
- Avoid cleaning or performing repairs without authorization.

Suggested Hurricane Preparedness Supply List

- Bottled Water
- Canned Juices
- Powdered Milk
- Canned Meat
- Canned Baked Beans
- Canned Fruit
- Canned Vegetables
- Tuna
- Peanut Butter
- Nuts
- Crackers
- Cereal
- Processed Cheeses in Glassed Containers
- Prescriptions Filled
- Antibiotic Ointments
- Burn Ointment or Bandages
- Pet food and supplies
- Aspirin or Non-Aspirin Pain Relievers
- Garbage Bags
- Paper Cups, Plates, and Plastic Utensils
- Non-Electrical Can Opener
- Paper Towels
- Disinfectants
- Plastic Buckets
- Bleach
- Flashlights
- Batteries
- Tool Kit
- Duct Tape
- Utility Knives
- Plastic Sheeting
- Whistle
- Toilet Paper
- Tarp