

**WATERSIDE VILLAGE OF PALM BEACH
CONDOMINIUM ASSOCIATION, INC.**

**HURRICANE GENERAL INFORMATION
PREPAREDNESS & POST HURRICANE CHECKLISTS AND ACTION PLAN**

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1. PURPOSE.

The Board of Directors of Waterside Village recognizes its responsibility for the safety of individuals as well as the protection of Association property in the event of a major storm. This plan and its update is in place to provide direction for those involved in these efforts. This plan is not all-inclusive and is supplemented by a short list of protective measures before and after a hurricane.

A plan is a plan, but we should always take into consideration the actual situation, either the magnitude of the storm and the scope of the damages.

It is not the responsibility of the Board or staff to make sure that when an Order is issued by the Florida Governor's Office it is followed by the residents. Each resident needs to assume the risk of defying such an Order.

Residents (owners, guests and renters) need to assume their responsibility on all aspects, the obligation of the staff first goes to the protection of the common areas, then IF time allows a survey may be conducted on specific unit's situation and then communicate with either the caretaker or the owner.

2. POWERS OF THE BOARD AND POWERS OF THE BOARD DESIGNATED COORDINATOR TO ACT IN AN EMERGENCY.

Members of the Board (though less than a quorum) and/or a designated disaster coordinator, who act in good faith without pecuniary gain, shall be indemnified from actions by members of the Association and shall have emergency powers as stated in the Florida Statutes, including, but not limited to, the power to contract for: (1) emergency services; (2) security from vandalism; (3) removal of debris; and (4) engineering and other professional services to assist in disaster recovery.

3. HURRICANE FIRST RESPONDERS, PRIOR TO AND AFTER A STORM.

The President and the Property Manager, jointly or each one of them separately, will function as the on-site director/planner during the preparations before the approaching storm and coordinate emergency repairs and debris removal following the storm.

If these 2 persons have left the site due to the magnitude of the storm and the issuance of a mandatory evacuation by the Governor of the State of Florida, then the President may designate an owner as a temporary director to handle the various tasks.

The President and/or the Property Manager may ask one of the members of the Board Directors to serve as information liaison. That person's name will be part of the first email that will be issued.

4. ACCOUNTING FOR RESIDENTS.

The Association cannot assume responsibility for knowing the whereabouts of all residents. In a situation such as a hurricane, in which there is advance warning, the residents which elect to remain on site should let the office know and the office will issue the list of the residents that have elected to remain on site. It is up to those residents to establish a contact network between themselves. The Association will not assume any responsibility if the list is not complete nor will it assume responsibility to contact residents that decide to remain on site.

The Association cannot support residents who decide to stay on site following the State of Florida Governor's mandatory evacuation order.

5. OPERATIONS CENTER.

The Association office located at 132 Waterside Drive will serve as the primary emergency center. The Clubhouse is designated as the secondary operations center. In the event of structural damage to these buildings, the President will designate a unit to serve as the Operations center. The south portion of the current clubhouse is not built to sustain a hurricane or be used as a shelter.

6. HURRICANE PREPARATION TIME LINE SCHEDULE.

6.1 Pre-storm activities 96 hours:

- The President and/or the Property Manager will send emails and make other public news releases as necessary advising of a possible hurricane threat, and post the same on the website and on TV channel 70, if electrical power is available and on the various bulletin boards.
- All planned activities and meetings will be canceled.
- The President and/or the Property Manager will review the list of detailed actions required to be performed 4 days before the expected landfall of a storm and provide direction to staff and unit owners. For a long term rental unit, communication to the renter of the unit is the responsibility of the unit's owner.
- Part of the list of actions include going around buildings and checking on shutters. If not properly closed, the owners will be advised and either the owner or the caretaker will need to address the situation, the same for furniture, flower pots, decorations and BBQ's that are remaining outside.
- It also includes the storage of sufficient gasoline and propane for the large generator, these 2 items may have been done earlier depending on the level of the storm and preceding storm situations.

6.2 Pre-storm activities 72 hours:

- Depending on the situation more emails will be sent to owners and postings will be made on various bulletin boards, on our website and on channel 70, if electrical power is available.
- The President and/or the Property Manager will perform a review of the detailed action list of the previous day and make necessary adjustments and also review the planned action list for the current day and provide direction to staff and unit owners.
- If a caretaker of a unit has not shown up to secure a unit, the unit's owner will be advised. The office will then need confirmation by email that the unit has been secured. It is not the responsibility of the Association personnel to assume these tasks. If it is necessary to be done and IF the Association staff has the time to do it, it will be performed at the cost of \$50.00 to the owner.
- The gate contractor will be contacted in order to schedule a date for the preparation to safeguard and lock out the gate mechanism, the date that the gate should remain open should be as close as possible to the storm landing, taking in consideration the day of the week. On the agreed upon date, the main gates at the entrance and exit will be securely attached to prevent movement during the hurricane and the gate arms would be removed. The electronic control of the gate will be disabled.

6.3 Pre-storm activities 48 hours:

- The President and/or the property Manager will review the list of planned actions for the last 2 days and make necessary adjustments to the work schedule and review the actions required for that day. It is part of a detailed list but does include the closing of the pools, the lowering of the flags, testing of the various generators etc.
- More postings on the website, Channel 70 and on various bulletin boards about the evolution of the storm will be performed, if there is electricity.
- Staff schedule is established, taken in consideration the situation and the family obligation of each employee, if a mandatory evacuation is ordered. Staff will not be on site for a minimum of 2 days. It is up to the Property Manager to evaluate the situation of each employee, protection of their own family members and of their house as their first priority.

6.4 Pre-storm activities 24 hours:

- The President and/or the Property Manager will do a final review of all planned steps and issue a last notice.

6.5 Post-storm activities:

- Residents should be cautious about power lines on the south side of the property, behind the garbage area. Any downed lines or damaged poles

should be reported to FPL and the office. Remain away from downed power lines and do not touch anything in the general area.

Residents should stay off roads unless absolutely necessary as traffic lights may not be working and all drivers should obey safety mandates such as the 4-way stop.

Residents should not drink water from the tap unless officials have declared it safe to do so.

When exiting your unit be cautious of potential hazards. The condo will be subject to a roof inspection. If you have damages inside your unit, please notify your insurance company and the office.

When driving/walking around please watch when you go under trees as broken branches may come down.

7. HURRICANE GENERAL INFORMATION.

Emergency response and services from local first responders, police and ambulances will stop when sustained winds reach 50 mph and do not resume until the storm passes and sustained winds drop below 50 mph. Please govern yourself accordingly if your physical or health condition requires special needs.

Hurricane season begins June 1 and continues through November 30. Hurricanes are tropical cyclones in which winds reach a constant speed of at least 74 mph and may gust to 200 mph. Their heavy bands of spiral clouds may cover an area several hundred miles in diameter and generate torrential rains and tornadoes. The “eye” or middle of the hurricane is deceptively calm, almost free of clouds, with light winds and warm temperatures.

7.1 Saffir-Simpson hurricane intensity scale, damage on a scale of 1 to 5.

The Saffir-Simpson Hurricane intensity scale categorizes storms according to their barometric pressure, wind speed, storm surge and expected level of damage, as follows:

CATEGORY 1

Winds: 74-95 mph

Effects: No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery, trees and Florida room. Also, some coastal road flooding and minor pier damage.

CATEGORY 2

Winds: 96-110 mph

Effects: Some roofing material, door and window damage to buildings. Considerable damage to vegetation, mobile homes and piers. Coastal and low-lying escape routes flood two to four hours before arrival of center. Small crafts in unprotected anchorages break moorings. The State Governor may issue a mandatory evacuation.

CATEGORY 3

Winds: 111-130 mph

Effects: Some structural damage to small residences and utility buildings. Mobile homes are destroyed. Flooding near the coast destroys smaller structures, and larger structures damaged by floating debris. Terrain continuously lower than five feet above sea level may be flooded inland eight miles or more, this is not the situation for Waterside being quite higher than five feet.

CATEGORY 4

Winds: 131-155 mph

Effects: Some complete roof structure failure on small residences. Major erosion on beach. Major damage to lower floors of structures near the shore. Terrain continuously lower than 10 feet above sea level may be flooded, requiring massive evacuation of residential areas inland as far as six miles. Still not a situation for Waterside, at that point owners will have to put their insurance on notice for their portion and the same for the Association insurer.

CATEGORY 5

Winds: Greater than 155 mph

Effects: Complete roof failure on many residences and industrial buildings. Some complete building failures, with small utility buildings blown over and away. Major damage to lower floors structures less than 15 feet above sea level and within 500 yards of the shoreline. Massive long-term evacuation of residential areas on low grounds within 5-10 miles of the shoreline may be required. The surrounding area of Waterside may be severely impacted as it is lower than Waterside, so even if Waterside remains in an acceptable condition, it may not be accessible.

If damages are over 75% of the property than insurance may elect to simply pay the policy value and not to rebuild. The Board will have a difficult decision to make, and will distribute the proceeds of the insurance evenly amongst the 411 units, then distribute a portion of the reserve and finally sell the land and make a final even distribution of all proceeds.

7.2 Weather glossary definition.

Advisory- Advisory messages are issued by the National Hurricane Center, concerning all tropical depressions, tropical storms and hurricanes, at midnight, 6 am, 12 noon, and 6 pm. These advisories are supplemented at 3-hours intervals when landfall is likely within

24 hours. An advisory gives details as to where the storm is located, its intensity, direction and speed of movement.

Eye Wall- This is the area around the hurricane's eye where the strongest winds are.

Evacuation Orders- This signals that a storm threatens your immediate area. Local and State governments take this action to allow residents as much time as possible to get of danger. Evacuation orders are designed to clear residents from dangerous areas by the time tropical storm force winds arrive, not by the arrival of the eye of the storm.

Hurricane- This intense tropical weather system has sustained wind speeds of 74 mph or higher.

Hurricane Warning- Indicates that hurricane conditions are expected in a specified area within 24 hours and your preparations should be completed. If you are evacuating, you should be on the way to your evacuation site.

Hurricane Watch- Indicates that hurricane conditions are possible in a specified area within 36 hours.

Local State of Emergency- This is when the county begins mobilizing to protect lives and property. It is also the time to start your own Hurricane Plan in action.

Storm Surge- This large wall of water builds up as a hurricane moves over the ocean and can produce flooding up to 20 feet deep in places and affect more than 100 miles of coastline. Evacuation zones are identified by their likelihood of being flooded by the rising water.

Tropical Storm Warning- Tropical Storm conditions are expected in a specified area within 24 hours.

Tropical Storm Watch- Tropical Storm conditions are possible in a specified area within 36 hours.

Tropical Depression- A complete low-pressure circulation with winds up to 38 miles.

Tropical Disturbance- An area of thunderstorms in the tropics that keeps its identity for 24 hours or more.

Tropical Storms- These organized systems of strong thunderstorms have sustained winds from 30 to 73 mph. Tropical Storms are dangerous and can quickly develop into hurricanes.

8. PHONE NUMBERS

State of Florida

Florida Department of Insurance (800) 342-2762
State of Florida’s Emergency Operation (800) 342-3557
Florida Attorney General Price Gouging (800) 329-6969

Federal

Federal Emergency Management Agency (FEMA) (800) 462-9029

Palm Beach County

Emergency Management (561) 712-6400
Red Cross (561) 833-7711
Sheriff (561) 688-3000
Animal Control (561) 233-1200
Victim Services (561) 355-2418

Please note that the County may issue a special phone number.

Emergency Municipality Numbers

Boynton Beach (561) 742-6325
Hypoluxo (561) 582-0155
Lantana (561) 540-1700

Please note that each Municipality may issue a special phone number.

9. SPECIAL NEED RESIDENT

9.1 Special Care Unit (SCU) Shelter

Palm Beach County operates a Special Needs Program to provide refuge for citizens with medical conditions who require continuous power supply for survival. The shelter is located at the South Florida Fair and Exposition Center. The SCU has physicians and nurses on staff, a generator, is wind resistant, and is not located in a high-risk area. All clients must be pre-registered and meet the following criteria:

- Oxygen dependent residents requiring electricity;
- Insulin-dependent diabetics requiring insulin refrigeration and supervisory medical care; and
- Patients who are too immobile for a regular shelter, and or have chronic stable illness but are unsuitable for a regular shelter.

The application is approved by the Health Department and transportation assistance may be provided. SCU occupants will not be released until the area from which they came from has been determined safe for their return. SCU occupants

whose homes and/or condos have been destroyed or rendered unsafe for occupancy will be cared for by the American Red Cross, the Palm Beach County Division of Human Services, and the Florida Department of Family and Children Services. Activation of the SCU is authorized by Executive Policy Group and implemented by the Palm Beach County Emergency Operations Center through ESF 8. Emergency Management maintains a registry of all clients assigned to the unit in electronic format.

9.2 Registration Process For Special Needs Residents

The resident or a family member must call the Palm Beach County Emergency Management office at 561-712-6400. The person requesting special needs assistance will be sent an application. This process must be done well in advance of hurricane season to insure placement in the special needs shelter.

9.3 Disabled Transportation Assistance Program

Palm Beach County has established a Disabled Transportation Assistance Program to provide transportation to Red Cross Hurricane Shelters for disabled persons who live in an evacuation zone or mobile home. In order to be eligible for the Disabled Transportation Assistance Program, citizens must pre-register and meet the following criteria: live in an evacuation zone or mobile home; be physically handicapped; or have no other means of transportation. The transportation services will be assigned based on the information on the application form.

10. SHELTER LOCATIONS.

Please visit the following websites for specific area location:

www.discover.pbcgov/publicsafety

The best site to find various shelter locations remain on the Palm Beach County website, Cities and Towns refer back to that site. Most of the shelters are in a school.

Palm Beach County currently operates hurricane evacuation shelters across the County. All hurricane evacuation shelters meet current ARC 4496 design standards to withstand hurricane force winds, including window strength and protection, wind and debris exposure, and storm surge inundation.

A hurricane evacuation shelter is a refuge of last resort; a place to go if you can't stay at home or with relative, friend or co-worker or nearby hotel. While shelters are set up in schools, the timing of their opening and locations can change due to the circumstances of the storm. Not all shelters are opened for every storm. Monitor local media for current shelter openings and locations.

Palm Beach County and Palm Beach County Schools manage public shelters. Shelters provide simple meals and beverages; if you have special dietary needs or want

snacks, you must bring your own. Shelters provide basic first aid only; cots and medical care are not provided.

Palm Beach County official site: [discover.pbcgov.org/public safety](http://discover.pbcgov.org/public%20safety).

Town of Hypoluxo: www.hypoluxo.org. The Town has no hurricane info, they refer to the Palm Beach County website.

Town of Lantana: www.lantana.org. The Town has no hurricane shelter, but does provide information on their website, which is very similar to the content of this memo.

Boynton Beach: www.boyntonbeach.com. The City has no hurricane information and does not list any shelters.

From the Palm Beach County website the closest location for Waterside Village is number 10 on the map, it is Boynton Beach High School at 4975 Park Ridge Blvd., Boynton Beach, FL 33426. It can be reached by using Gateway Blvd., go west, go over I95 and it will be on your left past the Publix.

10.1 What to bring to the shelter

- Three-day supply of water per person (i.e. 3 gallons per person)
- Prescription medicines and emergency medications; you must be able to take all medications by yourself
- Special-diet foods (e.g. snacks and juices for those with dietary restrictions or allergies)
- Basic snacks
- Bedding materials (e.g. pillows, blankets, sleeping bags, cots, air mattresses, etc.) – cots will not be provided
- Comfortable clothing (at least 2 changes)
- Collapsible/folding chair or camp chair
- Baby food, formula, bottles, diapers, blankets and clothes
- Flashlight, extra batteries
- Cellphone, with a battery-operated charger
- Radio with extra batteries and headphones
- Important documents (e.g. identification, medical records, insurance information, deeds or leases, birth certificates and utility bills showing your home address). These documents are not required but will be helpful after an emergency
- Photocopies of valuable documents
- Eyeglasses, hearing aids, dentures
- Toiletries and personal hygiene items (e.g. washcloth and/or towelettes, small towel, soap, toothbrush, toothpaste, sanitary napkins, tampons, paper towels, toilet paper, etc.)
- Quiet games, books, playing cards, favorite toys, or other items for entertainment
- Special items for family members who are elderly or disabled

- Chargers/cables for any electronic devices you bring with you, functional electric outlets are limited in shelters

11. RESIDENT PREPARATION SHORT LIST

- Stay alert to radio and television to receive updates on any tropical systems.
- Check your emergency supplies, do not wait until the last minute to replenish.
- Contact family members to coordinate storm preparations and notify them if you plan to evacuate.
- Place important documents and photos in waterproof plastic bags.
- Turn refrigerator and freezer to a very cold setting, and open only when necessary after the power has gone out.
- Freeze plastic jugs of water, they can be moved from the freezer to the refrigerator section when electricity is not available and also can serve as drinking water.
- Scrub bathtub and fill with water, keep bucket handy for toilet flushing.
- Fuel up vehicles and propane container.
- Make sure your shutters are properly closed, inclusive of the sidelight window panel next to the front door.
- Do your laundry.
- Make sure you have flashlights and proper batteries; a battery-operated radio is also a safety measure. Charge your cell phone.
- Make sure you have protected your insurance papers and contact number of your agent.
- When there is no risk of rain open windows, for air circulation to mitigate possibility of mold, close them when not at home.

12. LIST OF PROTECTIVE MEASURE

12.1 96 hours before expected hurricane landfall

- Do first posting on Waterside Village's website and post at the entrance on both the resident and visitor gate entries.
- Make sure we have the list of caretakers, inclusive of all unit numbers, call unit owners where there is no caretaker listed or if it is an absentee owner for a period of time.
- Email first update to all owners.

- Start daily back up of computer files.
- Make sure Property Manager and President have the contact information with one office employee, a list of owners, phone numbers of Board members, phone numbers of main suppliers and also of the insurance agent.
- Make copy of all bank accounts, CD deposit account and insurance policy on USB.
- Make sure that a computer copy of buildings plans are available from a computer file, if the photo album of the site is completed make sure that a computer copy is available.
- Make sure that all gasoline containers are kept full, during the hurricane season this should be done on a weekly basis
- Verify the propane level and order if necessary, this is the feed for the main generator.
- Test main generator, make sure oil level is proper.
- Test the 2 smaller generators, check oil and gasoline level.
- Go around all buildings to inspect shutters and look for furniture, BBQ's and decorative items that may still be outside the unit, call appropriate caretaker (if there is one, if not, call the owner) to make sure they correct the situation.
- Make sure all battery operated equipment is fully charged.
- Make sure we have spare batteries for all of our flashlights.
- Test chainsaws functionality and check oil level.
- Some owners may decide to have a strap over their Florida room.
- Call SAMCO to set up a date for the gates to be locked open and properly secured. When the date is confirmed, remove the entrance and exit arms.
- Tie down/secure recycling bins.
- Check propane tank area and make sure they are all secured.
- Purchase at least 10 cases of bottled water.
- Verify inventory of blue roof tarps, in case of need and replenish stock if low.
- Residents should verify on various Palm Beach County websites specific items that they should do in preparation for a hurricane.

12.2 72 Hours before expected hurricane landfall

- Prepare and send second email to owners, post on website, Channel 70 and bulletin boards if necessary depending on content at the entrance panels.
- Close club house shutters and install shutters over the mural.
- Remove flags at the entrance.
- Drop awning at the guard house.
- Secure open end of shop.
- Turn off sprinkler system.

- Confirm guard work schedule.
- Confirm board members availability during storm.
- Confirm staff availability prior, during and after storm.
- Bring in trash cans by the postal kiosk.
- Have the longer portion of all bike racks down in a grass area near their location.
- Remove rakes from petanque.
- Bring in chairs from tennis court.
- May consider removing awning over the petanque, shuffle board, and swings, depending on expected storm intensity.
- Advise owners of the Building 46 about their own awning over the parking area and confirm their decision either to have it removed or leave it on.
- Ask residents to park their cars away from trees, and if they leave the site to make sure that they leave a set of car keys at the office.

12.3 48 hours before expected hurricane landfall

- Close shutters at the office.
- Prepare to send third report to owners and post on website, and bulletin boards. If at all possible update info on channel 70.
- Cover file cabinets.
- Put all pool furniture in club house, chairs, tables and umbrellas.
- Mako Pools will super chlorinate pools/spa in preparation for extra amounts of water. Pre-clean filters to prepare for extra debris. Circulation pumps will be left running until power goes out.
- Remove pool safety equipment and install locks on gates to close pool.
- Reinspection of the site in order to make sure all shutters are closed, inclusive of side entrance doors panel. If there is an issue owners will be contacted via email.

12.4 24 hours before expected hurricane landfall

- Prepare one more communication release to owners, post to website and bulletin boards and channel 70 if possible.
- Move any equipment in the office off of the floor inclusive of computers, battery packs and AT&T materials.
- Wrap computers.
- Disable and lock open all gates and disconnect. (If not already done.)
- If on week end or at night have guard close shutters on guard house.

- Let the President know on how to reach staff during and after the storm.
- Any information available for residents that decide to remain on site should be sent to the President, he can be point of contact during storm.
- Make sure that one small generator is in the shop, the other one at the club house.
- Prepare to set up internet service by the shop, inclusive of table and chairs.
- Conduct one final inspection of the site.
- Close doors between offices in the office.
- Before closing down the office disconnect all electrical apparatus.
- Advise remaining resident to fill bath tub with water, in case there is no water service, in order to flush toilets, pool toilets can use pool water.

13. POST STORM MITIGATION

- Manager will contact President and all staff members, if phone service is available, after storm is over to verify everyone's safety and availability to return to work.
- Prepare report to send to owners and for posting on bulletin boards, and website and channel 70, if there is electricity.
- Call FPL if any street lights or wires are down or damaged.
- Prepare a working/action plan depending on damage level.
- Check for water and sewage damage.
- Start one generator by the shop to it can be used for internet service and charging of cell phone, if electric power is not available in any portion of the property.
- Check roofs to see if there is any apparent damage, if yes try to have protection installed over the damaged areas.
- Call caretakers and obtain confirmation that there is no issue inside the units that they service, keep records of the one that have replied. Call unit owner if no confirmation of visit was performed.
- If there is tree damage, source a company to handle the cleanup and removal process.
- Call the Town of Hypoluxo and see if they will take care of debris collection and disposal.
- Take photos of everything that was damaged.
- Call the insurance agent to give him an update as to the extent of damage.
- Respond to work orders received from residents after determining priority level of request.
- Open windows in the office and at the club house so there is some air circulation during the day, to mitigate the possibility of mold.

- Take all necessary steps to mitigate and expedite repairs and restoration of the site following the hurricane.
- As soon as electricity is restored, call Mako pools to start pool restoration

Update from a 2007/2008 version, on May 4, 2018