

## **"Property Name" Homeowners' & Building Storm Preparation Plan**

### **Insurance:**

- Review your HO-6 policy for storm related coverage and make changes as needed. Most insurance policies cannot be altered just prior to a storm.
- Make sure that you have your policy with you if you evacuate.
- Take pictures or video of all items in your unit and keep in a safe location. This can be used for documentation of any damages/losses. This should be done on at least an annual basis and updated after any major upgrades.

### **Unit preparation:**

- Deck (porch) furniture and all moveable items must be brought inside any time high winds are predicted.
- Owners to remove all kayaks and paddle boards.
- At Phase 3 warning, all renters are to evacuate "Property Name" property.
- If a resident chooses to evacuate prior to a storm,
  - It is suggested that refrigerators be cleared of any items that may spoil. Leave the refrigerator doors slightly open to prevent mildew/mold.
  - Turn off main water cutoff
  - Turn off power to water heater, ac/heat pump and disconnect appliances that may be damaged by power surges.
  - Place towels under doors and window sills to help block any water intrusion.
  - Close and secure all doors and windows and Hurricane-rated shutters.
  - Ensure that Extreme Weather Response Team has updated contact information.

### **Building Preparation:**

- All pool furniture will be moved to interior spaces.
- All kayaks and paddle boards removed.
- Indoor Pool doors will be secured.
- Pool, Exercise Room and Party Room will be closed.
- All exterior doors will be secured. This may include locking the main entrance doors to keep them from blowing open during a storm. If you leave the building, relock the door when you leave (the common area key locks the doors)
- Exposed exterior doors will be sandbagged to prevent water intrusion.
- East Stairwell Door (going into the Lobby) will be sandbagged on the stairwell side of the door. The door can still be used for emergency exit.
- Roof Access Hatches secured.
- The elevator will be moved to the 6<sup>th</sup> floor and shutdown to prevent water damage.
- Dumpster and Recycle Bin lids strapped down to prevent content from blowing out.
- Assess all air conditioning units that are exposed either on roof or outside the building and ensure they are secured with tie-downs.
- Assess all vent hoods, etc on roof to ensure they are securely fastened and will not blow off.
- Remove all gardening equipment, water hoses, etc... and secure them in an enclosed area.
- Secure or remove all exterior awnings and window treatment that is not Hurricane wind-rated.

**If you stay during a major storm, provide contact information for your next of kin to "Property Mgmt Name". Once the storm is in progress, emergency services will not be provided by city/county agencies.**