



## Condo Association Hurricane Preparedness Checklist

**Hurricane Watch:** Issued for coastal area when there is a threat of hurricane conditions within a 24 to 36 hour period. At this time you should:

1. Alert all residents by posting notices in the elevators and mailroom.
2. Install hurricane shutters on the recreation room windows.
3. Clear roof of all loose materials.
4. Remove all patio furniture, trashcans, and loose items from the pool deck, store in the garage.
5. Do a backup disk for the computer and move any files to the second floor storage room.
6. Check diesel fluid levels, fill if needed.
7. Bring in all recycling bins.
8. Turn off the lawn sprinkler system.

**Hurricane Warning:** issued 24 hours before landfall. Conditions include winds over 74 mph (64 knots) and dangerous high tides and waves. At this time you should:

1. Alert all residents by posting notices in the elevators and lobby.
2. Drop pool water level about one foot and add at least 4 gallons of chlorine. Turn off pool heaters and pumps.
3. Turn off Jacuzzi pump and heater.
4. Lock terrace restroom doors and all gates.
5. Verify gas valves at tanks are both off.
6. Check on status of shutters on vacant units, close if needed.
7. Cover all computer equipment, fax machine, and copier with large garbage bags.

**Evacuation Order is Received:** Issued by the local authorities.

1. Notify residents by posting notices in elevators and lobbies. See exhibit "A" for the message to be posted.



2. Change the message on the phone to the following: The Ocean Trail office is closed due to a hurricane evacuation order. We are unable to respond to your call but please leave a message and we will respond as soon as we are able.
3. Once all the residents have evacuated send the elevators up and lock them off.
4. Close all garage doors.
5. Secure any remaining exterior doors.
6. Turn off cooling tower fan and circulating pump.
7. Manager will secure the computer, petty cash, and the back up disk.

**After the Storm:** All clear to be issued by the local authorities.

1. As long as there is no danger restore the building to normal operation.
2. Take photographs of any damage.
3. Inspect elevator wells for any water.
4. Test elevators to ensure proper working order.
5. Test pool water quality before opening.
6. Test and check all building systems for proper working conditions.