

Esperia Hurricane Preparation & Recovery Manual

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Esperia Hurricane Preparation and Recovery Plan Manual

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Esperia Hurricane Plan Introduction

April 2018

As a result of Hurricane Irma in September of 2018, the Esperia Board of Directors established a committee to revise our hurricane plan. The intent of this plan is to provide reference and guidance to Esperia residents and staff for future hurricanes. Policies and Hurricane Incident Command Structure described in this plan incorporate our past hurricane plan, community planning, legal review and past learnings. The Esperia Board of Directors and Management will periodically review and update this plan.

Esperia lies within a flood zone, a flood plain which has been identified by government agencies as the most susceptible to storm surge flooding. **The Esperia Board of Directors strongly recommends that all Esperia residents comply with mandatory Lee County evacuation orders. Our top priority is to prevent accidents, stress related issues and death to our residents and staff.**

Experience with past Florida hurricanes indicates that the partial or total loss of the following services may occur:

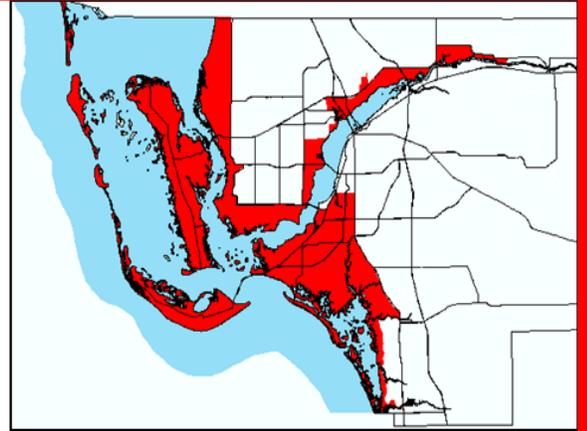
- Community electrical power
- Emergency generator power
- Water supply
- Sewer services
- Natural gas or propane
- Cell and hard line phone service
- Internet service
- Police, Fire and EMS response during and immediately after the storm
- Esperia staff and management may not be present during or immediately after the storm

Be safe and evacuate!

EVACUATION ZONE A

Overview

Zone A is our most vulnerable area and will be first to be impacted for a land-falling storm. Evacuation is often required for **any named storm** coming from the Gulf, and may also be necessary for exiting storms.



What Are the Most Dangerous Hazards?

Due to the low elevation and proximity to beaches and other tidal waters (rivers, creeks and canals), potentially fatal storm surge and large, crashing waves are the most extreme dangers. However, winds will also be highest in Zone A and pose additional dangers.

When Will I Be Ordered to Evacuate?

Zone A will be the first area ordered to evacuate. This will most likely come early in any storm event, when the skies are clear and the weather seems fine.

What Might Happen if I Ignore Evacuation Orders?

You are gambling your life, and the lives of those who stay with you, against very high odds. Also, it is highly unlikely that you can protect your property if you stay, so you will be risking your life for no return. Emergency services will be unavailable for the longest time in Zone A. When you get into trouble, you will have to wait not only for the storm to leave your area, but to move through the rest of the County as well before help can come.

What Are Some Other Safety Concerns?

The flood waters that came up quickly will recede very slowly. That water, and the ground, will be contaminated with chemicals and raw sewage. Electricity will be out for a long time and, even when restored, many houses will be unable to receive power due to damage sustained in the storm. Tap water, if available at all, will be unsafe for drinking, bathing or cooking.

Can't I Leave After the Storm Passes?

If you survive, leaving after the storm will be difficult and dangerous. Since Zone A receives the most devastating impacts, travel is even more difficult than in other areas. Most vehicles will not be operable. Streets, major roads and bridges will sustain heavy damage, or fail entirely, due to surge and waves. Roads that do survive will be covered in flood water, debris or both. These same problems will delay emergency responders as well, compounding your problems.

So, What Are My Safer Alternatives?

Your only safer plan is to evacuate when directed to do so. Make a plan and prepare a survival kit. Leave when asked, or sooner, if you can. Know where you will go, how you will get there and what you will carry. Finally, plan to return only when it is safe to do so.

Lee County Emergency Management

239-533-0622

www.LeeEOC.com

Esperia Hurricane Preparation and Recovery Plan Goals and Priorities

Goal: Develop a comprehensive operating plan to best protect our people and property in the event of a hurricane. Communicate plan to all owners and residents, maintain easy access to plan, and review and update the plan regularly in advance of hurricane season.

Priorities:

- 1) Safety of all residents and employees on location during a hurricane.**
- 2) Protect the building and grounds to the best of our ability to minimize hurricane damage.**
- 3) Develop an efficient and effective communication plan to all owners and residents that includes pre, during, and post hurricane.**
- 4) Document process and procedures with a Hurricane Command System protocol for management and staff.**

Scope of Plan: Hurricane event

Esperia Hurricane Preparation and Recovery Plan

Responsibilities:

Board of Directors

- Ensure plan is legal
- Approve plan and review regularly for revisions and updates
- Develop remote emergency communication plan to communicate with building management and residents in event of a blackout
- In the event of a hurricane, board chair or designate communicate daily as needed with hurricane commander on location

Building Management

- Ensure entire team and new hires are educated and familiar with plan
- Assign leaders as necessary in the event of a pending hurricane
- Execute plan per command center and job action plan protocol
- Ensure all current and ongoing new residents receive a digital copy of the hurricane manual and that the manual is maintained on the Esperia resident's web site
- Distribute end of season checklist, including hurricane preparation items, to all residents in late March each year.

Residents

- Comply with rules and regulations in Hurricane Disaster Plan
- Follow resident hurricane end of season checklist recommendations.
- Assist manager as requested during a hurricane event

Esperia Hurricane Insurance and Reserves

- 1) Esperia reserves include amounts for items such as roof, painting, elevators, etc. Reserves cover major items that have a predictable life span. Unpredictable events such as hurricanes are not allowed to be included in reserves according to Florida law.
- 2) Esperia is insured for hurricane loss subject to a deductible, which is currently 3% of the value of the property. Other deductible options are being investigated and there may be a change in the future.
- 3) Condominium owners can be assessed for the amount of a hurricane loss not covered by Esperia's insurance.
- 4) Most Florida private residence condominium insurance policies provide \$2000 of coverage for a policyholder assessed by a condominium or community association for a hurricane loss. Some insurers allow a higher insurance limit to be purchased. Condominium owners should discuss this coverage with their insurance agent or your insurer to determine the amount of coverage included in your policy and, if you can purchase a higher limit for a possible future hurricane assessment.
- 5) Esperia owners should keep all correspondence received from Esperia or Bonita Bay Association related to a hurricane assessment and submit it to your insurance agent or insurer with your request for reimbursement.

Esperia Tower and Commons Hurricane Protection Overview

- **Esperia is structurally designed to meet 2005 hurricane building codes**, but there are vulnerabilities with potential flooding on the main floors and some water intrusion on all floors from primarily windows and doors.
- **Esperia is located in Hurricane Evacuation Zone A.** The elevation of the main floor tower is approximately 8 feet above sea level, the commons area is approximately 13 feet above sea level and G2, mail room, electrical/pump rooms in the main tower are approximately 18 feet above sea level. With a strong hurricane storm surge from the Gulf of Mexico, the main floor of both buildings could become flooded. We were very fortunate that there was minimal storm surge in our area from Hurricane Irma in 2017.
- Generator fuel capacity will be increased through external storage if possible. In the event of a power outage, the generator powers limited lighting and electrical outlets, and very limited elevator usage. **The purpose of the generator is life safety only.**
- **Esperia windows and doors are hurricane rated to withstand 140 mph wind speeds** and feature “small missile impact glass” which has been tested to withstand the impact of a small steel ball at 130 feet per second.
- Esperia windows and doors are not immune to some water intrusion around the perimeter of windows and doors. Normal excess water intrusion will exit window frames through weep holes, which are maintained open by building maintenance. Operational windows and doors are the responsibility of the unit owner and require periodic inspection and replacement of window gaskets. Approximately 20% of the units had some water intrusion that required mitigation from Hurricane Irma. **All windows and doors should be closed and locked prior to departure at the end of the season or during a hurricane.**
- **All objects should be removed from balconies that do not have hurricane shutters that are down.** Ceiling fans should be considered for removal, or the blades removed prior to the end of season or a pending hurricane. This will help to make sure that the ceiling fan does not become a projectile during a storm.
- **In the event of a severe hurricane, the strongest and safest place in the building are the stairwells, which are poured-in place reinforced concrete.**

Esperia Top Priority Hurricane Policies and Procedures

- 1) Residents checklist – see attachment A (things to do before you leave)
- 2) Hurricane Garage Parking Policy – see attachment B
- 3) Use of the common area guest suites will be at the Manager/Incident Commander's discretion. No residents or guests will be allowed to stay overnight in any other common area space.
- 4) Residents and guests that stay in units after a mandatory hurricane evacuation is ordered for our location may be required to sign a hold harmless waiver.
- 5) Building exit during a hurricane warning may be limited to the emergency exits, which by law are always open from the inside. They are located at the bottom of each stairwell.
- 6) Guests during a hurricane warning are strongly discouraged.
- 7) Hurricane watch and warning evacuation notices – see attachments C and C1 (sample of posting notice for all entries in the event of a hurricane watch or warning)
- 8) Resident form to notify management and staff in the event that you plan to stay in building during official Lee County hurricane evacuation notice – see attachment D

Attachment A

THINGS TO DO BEFORE YOU LEAVE

1. Run water in all sinks, bathtubs and showers to fill traps. This will keep out gas.
2. Turn off water heater breaker and drain, if you desire. (If you drain heater, you must post a sign on the heater so stating).
3. Close all sink drains.
4. **HURRICANE PRECAUTION:** Move all lanai furniture not protected by hurricane shutters inside and lock doors. Consider having ceiling fan blades removed in unprotected lanai's.
5. Turn off any breakers you desire and mark with nail polish or stickers, so staff knows which breakers should remain off.
6. Close drapes.
7. Set thermostats to desired temperature (recommend 78 degrees) on Cool. A/C should remain on low enough to prevent mildew.
8. Open all doors, including closets, to allow air to circulate.
9. Set refrigerator to higher temperature. It is also a good idea to place water jugs inside as the refrigerator will run better if it is cooling something other than air.
10. Package any food left in your freezer that may thaw and leak during a prolonged power outage in water proof containers or sealed baggies. This should include frozen meat, fish, ice cream, etc.
11. Leave dishwasher door ajar by placing a towel or sponge in the door.
12. Notify Building Manager of your absence.
13. Stop newspaper and mail deliveries.
14. Leave keys for your car with Manager.
15. **HURRICANE PRECAUTION:** Be sure all hopper windows are secure - handles should be parallel to window sill. Check seal around windows to insure its integrity.
 - a. Test to confirm windows are secure
 - b. Any doors or windows that leak in heavy rains should be repaired before you leave.
16. **HURRICANE PRECAUTION:** Close and lock all sliding glass doors. Test to be sure.
17. **HURRICANE PROCAUTION:** Be aware that first floor storage units are flood pass-through areas. Elevate or remove important items that could be damaged by water.

Attachment B

Hurricane Garage Parking Policy

In the event of an imminent hurricane strike to the Bonita Springs area, the Hurricane Incident Commander will make a decision to move as many first-floor garage vehicles as possible to the second-floor garage. This applies to owners who have indicated a desire to move their vehicles to avoid potential flood damage.

- Seasonal residents who leave vehicles parked in the ground floor parking garage when not in residence, should leave a set of vehicles keys with the tower reception desk. The reception desk staff will place the keys in an individual envelope and mark the envelope with the owners' name, unit # and parking space number.
- Available second floor garage spaces will be given priority as follows:
 - Owners of the second-floor spaces.
 - Owners of first floor vehicles who have indicated a desire to be moved.
 - Vehicles of staff who are staying at Esperia during the storm.
 - Guests of owners staying during the storm.
 - There is no room for guests' cars of people who are not staying in Esperia.
 - Any vehicles remaining after the second-floor garage is full, will be parked in the first-floor garage.
- Any vehicles parked in a manner that blocks other vehicles or adequate entrance and exit pathways in the garages without management approval will be towed at the owner's expense.
- To enhance security, vehicle garage doors will remain operational as long as possible prior to the storm. During the storm, vehicle garage doors will be locked open until the storm passes and electrical power is restored to the building.
- As time allows after a hurricane, vehicles will be moved back to their prior locations.

ATTACHMENT C

TO: ALL RESIDENTS/OWNERS

FROM: BOARD OF DIRECTORS

SUBJECT: HURRICANE WATCH

A HURRICANE WATCH NOTICE HAS BEEN ISSUED FOR OUR AREA. IN ADDITION TO THE LIKELYHOOD OF WIND DAMAGE, **ESPERIA AT BONITA BAY IS IN EVACUATION ZONE A (HIGHEST RISK OF WIND AND FLOOD DAMAGE)**. ACCORDING TO LEE COUNTY EMERGENCY MANAGEMENT, **ZONE A** WILL BE THE FIRST AREA ORDERED TO EVACUATE. IF A HURRICANE EVACUATION ORDER IS ISSUED BY LEE COUNTY, YOU ARE OBLIGATED BY LAW TO LEAVE THE BUILDING. **THOSE WHO REMAIN, DO SO AT THEIR OWN RISK** AND SHOULD KNOW:

1. ALL POWER IN THE BUILDING MAY BE SHUT DOWN
2. LOCAL EMERGENCY SERVICES DO NOT HAVE TO RESPOND TO CALLS
3. THERE MAY BE NO AIR CONDITIONING IN THE BUILDING
4. THERE MAY BE LIMITED OR NO ELEVATOR SERVICE
5. THERE MAY BE NO LIGHTS IN THE BUILDING
6. THERE MAY BE NO RUNNING WATER
7. THERE MAY BE NO STAFF OR MANAGEMENT PRESENT
8. STORM DAMAGE AND LIMITED ACCESS COULD MAKE IT DANGEROUS AND DIFFICULT TO LEAVE THE BUILDING FOR SEVERAL DAYS AFTER THE STORM HAS PASSED

THE ESPERIA BOARD OF DIRECTORS STRONGLY RECOMMENDS ALL RESIDENTS COMPLY WITH A LEE COUNTY HURRICANE EVACUATION ORDER.

THANK YOU FOR YOUR COOPERATION AND UNDERSTANDING.

ATTACHMENT C-1

TO: ALL RESIDENTS/OWNERS

FROM: BOARD OF DIRECTORS

**SUBJECT: HURRICANE WARNING AND POTENTIAL HURRICANE
EVACUATION NOTICE**

A HURRICANE WARNING NOTICE HAS BEEN ISSUED FOR OUR AREA. IN ADDITION TO THE LIKELYHOOD OF WIND DAMAGE, **ESPERIA AT BONITA BAY IS IN EVACUATION ZONE A (HIGHEST RISK OF WIND AND FLOOD DAMAGE)**. ACCORDING TO LEE COUNTY EMERGENCY MANAGEMENT, **ZONE A WILL BE THE FIRST AREA ORDERED TO EVACUATE. IF A HURRICANE EVACUATION ORDER IS ISSUED BY LEE COUNTY, YOU ARE OBLIGATED BY LAW TO LEAVE THE BUILDING. THOSE WHO REMAIN, DO SO AT THEIR OWN RISK AND SHOULD KNOW:**

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THANK YOU FOR YOUR COOPERATION AND UNDERSTANDING.

Attachment D

Resident’s Notice to Esperia Management of Intent to Occupy Esperia Residence During a Hurricane Watch

Return this form to the front desk if you will remain in building during a hurricane. **Do not respond via email.**

Unit # _____

Names of occupants during hurricane including guests:

Provide model and license plate number of cars parked in the garage including cars belonging to any guests. **For all guest’s vehicles include a sign in the windshield identifying car owner, cell phone, and unit staying in Esperia.** Please be aware that cars in the garage may not be available for easy garage exit.

Model _____ License plate number _____
Model _____ License plate number _____
Model _____ License plate number _____

If you have medical expertise could building management contact, you for emergency assistance if outside help is unable to access the building?

If this applies:

Name: _____ Expertise: _____

Cell #: _____

Do you have a technical/mechanical expertise that building management might find useful in an emergency on a volunteer basis?

If this applies:

Name: _____ Expertise: _____

Cell #: _____

During a hurricane, the elevators will be shut down. After the hurricane, and if the emergency generator is operational, elevators will operate on a limited basis until power is restored. **If you are unable to use stairs to access your unit, you should evacuate to a shelter outside of Esperia.**

In the event of a black out, the mailroom bulletin board will be used for notices, bulletins, and written communications. All such communications must be coordinated and approved by Incident Command.

Incident Command System History and Process

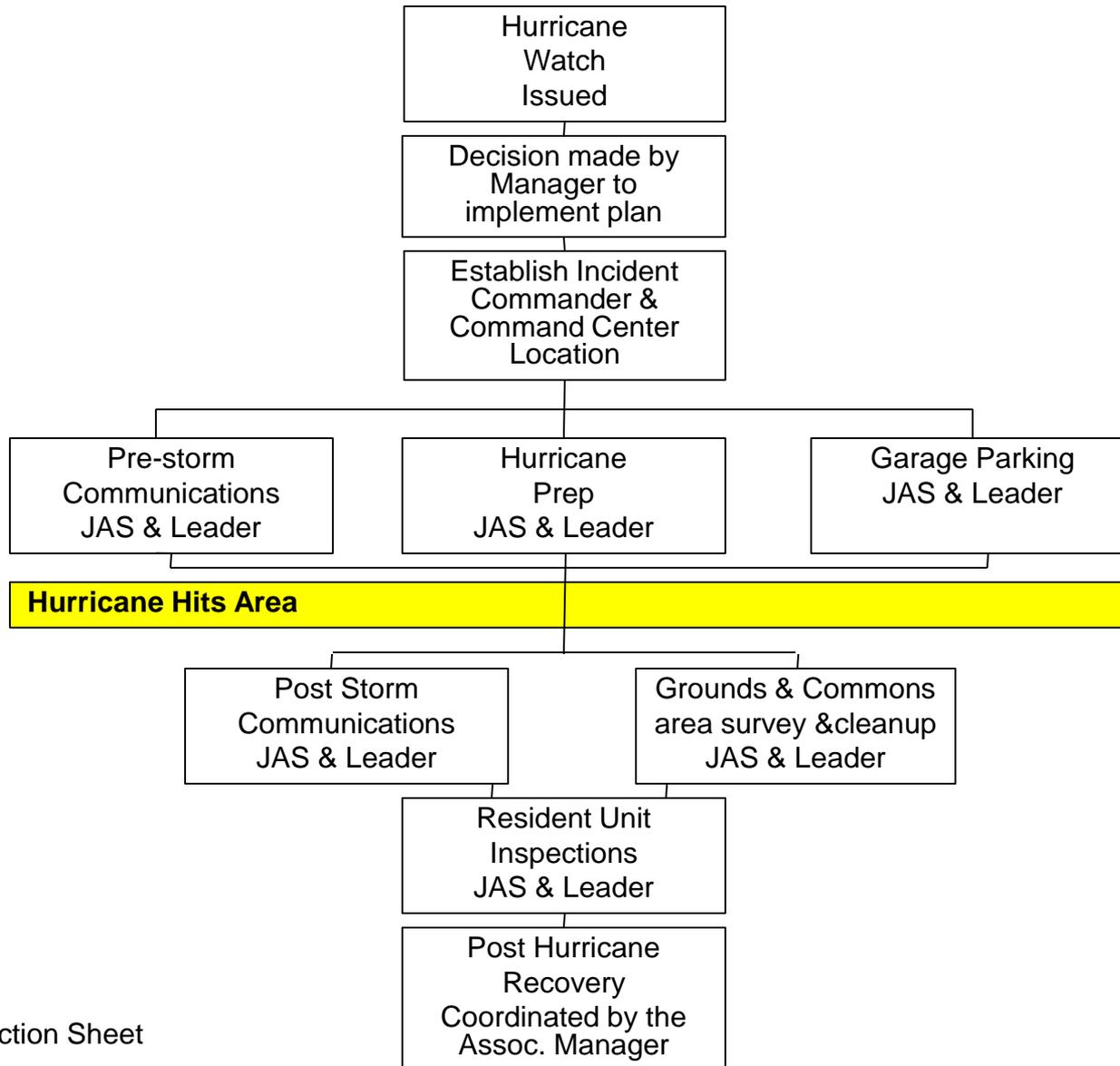
Incident Command Systems were originally modeled after a similar system utilized by the US Navy. They are now utilized by the Department of Homeland Security and forms of which are widely utilized by many organizations including law enforcement, fire services, EMS, government agencies, hospitals and other applications where a need was identified.

The Incident Command System (ICS) is a standardized approach to the command, control and coordination of emergency response. ICS consists of a standard management hierarchy and procedures for managing temporary incidents of any size. ICS procedures should be pre-established and sanctioned by the governing authority and personnel should be well trained prior to an incident.

ICS includes procedures to select and form temporary management hierarchy to control personnel, facilities, equipment and communications. Personnel are assigned according to established procedures. ICS is a system designed to be used or applied from the time an incident occurs until management feels the ICS is no longer needed.

Esperia's Hurricane Incident Command System attempts to follow the above structure.

Hurricane Plan Flow Chart



JOB ACTION SHEET INCIDENT COMMANDER

Mission: Organize and direct the Incident Command Center. Give overall strategic direction and support activities, including emergency response and recovery. Authorize total facility evacuation if warranted.

Date: _____ Start: _____ Position Assigned to: _____
Esperia Command Center (ECC) Location: _____

Immediate	
1. Assume role of Incident Commander and activate the Incident Command System.	
2. Notify Esperia Board Chair or Designee and establish communication links and frequency.	
3. Meet with the Staff and include the following information: <ul style="list-style-type: none"> • Nature of the problem (incident type, etc.) • Safety of staff, residents and visitors • Risks to personnel and need for protective equipment • Risks to the facility • Estimated duration of incident • Need to open the Command Center • Overall community preparations underway • Determine staff availability for pre & post storm emergency hours 	
4. Determine need for and appropriately appoint Job Action Sheet Leaders as needed; distribute corresponding Job Action Sheets and position identification.	
5. Brief all staff of the nature of the problem, immediate critical issues and initial plan of action. <ul style="list-style-type: none"> • Designate time for next briefing. 	
6. Assign one or more clerical personnel from current staffing or make a request for Resident Volunteers to assist Pre-storm Communications Leader.	
7. Ensure that appropriate contact with outside agencies/vendors have been established and facility status and resource information provided.	
8. Document all key activities, actions, and decisions in an Operational Log on a continued basis.	
9. Document all communications (internal and external) on an Operational Log Form.	
10. When a hurricane warning is received, email residents in the building. – Form B	
11. Pre-order replacement fuel for emergency generator.	
12. Assess need to hire additional pre & post storm staff from temp agency.	

13. Assess preliminary plan to move command center to second floor.	
14. Offer and assign use of guest suites to staff if available and appropriate.	
15. Determine post storm meeting location for staff and location and estimated post storm time for meeting with any residents who have remained at Esperia.	

Intermediate	
1. Review in place vendor list for possible post storm repair/remediation.	
2. Ensure remediation company documents, both damage and remediation, on an individual unit basis.	

Extended	
1. Manage short and long-term repairs.	

JOB ACTION SHEET

PRE-STORM COMMUNICATIONS

Mission: Implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Staging of this job action sheet.

Date: _____ Start: _____ Position Assigned to: _____
Position Reports to: Incident Commander Incident Command Center (ICC) Location: _____

Immediate	
1. Serve as center point for communications for the duration of the Incident Command hurricane activation. Keep all owners informed via email of status of potential hurricane and site preparations including the movement of vehicles to the 2nd floor garage.	
2. Ensure pre-printed hurricane watch/warning notices are posted at main doors, in elevators, mailroom and garage lobby entrances on both floors. Also email this notice to all residents.	
3. Ensure computer can operate in a power AND generator failure. Have emails and phone #'s of all owners available on a fully charged laptop with battery back-up.	
4. Ensure off site list of contact information for residents is available, up to date and operational.	
5. Ensure email for residents to read upon issuance of a hurricane warning is on computer, up to date and ready to go.	
6. Email Attachment D to residents seeking census information and useful warnings.	
7. Be prepared to issue emergency information to in unit residents via PA system. Test system to alert residents to its possible use for communications.	
8. Communicate availability of guest suites as appropriate.	
9. Assist Incident Commander with miscellaneous incoming and outgoing communications and record them on Operational Log as appropriate.	
10. Coordinate communications with garage space owners and Garage Parking JAS Leader to help facilitate vehicle relocations.	
11. Check with lower floor owners to seek volunteers to allow use of their units.	

JOB ACTION SHEET

HURRICANE PREPARATION

Mission: Implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Staging of this job action sheet **as needed for hurricane watches and/or warnings.**

Date: _____ Start: _____ Position Assigned to: _____ Position Reports to: Incident Commander Command Center (ECC) Location: _____
--

Immediate	Before Storm Prep (Initial/Date)	After Storm (Initial/Date)
1. Check fuel level for emergency generator and fire pump.		
2. Place Barriers at all exterior doors for Commons and Tower.		
3. Raise items off floor at managers, Assistant's office, Shop as necessary.		
4. Determine actions needed to help protect computers, paperwork, furniture, appliances, etc. in all first-floor rooms in Commons building and Esperia Tower.		
5. Cover all electronic equipment with plastic if Cat 2 or higher.		
6. Secure all patio furniture in a garage.		
7. Turn pool, spa & fountain off.		
8. Turn off pool Cabana Water.		
9. Place Wet/Dry Vacs at 2 nd Floor North & South Tower Mech. Rooms.		
10. Bag & store ice from commons area machines in freezer in kitchen or coolers.		
11. Turn off water & power to pool cabana & catering kitchen ice machines.		
12. Remove electronics and fire extinguishers from pool cabana.		
13. Check all exterior drains.		
14. Fill gas cans for blower, vacuum and power washer.		
15. Zip tie cabinet doors at grills.		
16. Put all exterior garbage cans inside. Qty 3		
17. Take Zamboni and billygoat to 2 nd floor garage.		
18. Move any remaining lanai furniture inside of condo units and do final check of windows as needed. Record unit #s needing attention on Operational Log.		

19. Verify all exterior doors are secure.		
20. Turn off water to grounds sprinkler/irrigation system.		
21. Send elevators to top-level and turn off. Advise owners.		
22. For security purposes, keep vehicle garage doors operational as long as reasonable prior to storm impact.		
Inventory Hurricane Kit		
1. Rubber Boots		
2. Rain Gear		
3. Tarps		
4. Ropes		
5. Eye Protection		
6. Batteries		
7. Flashlights		
8. Extension Cords		
9. Tools		
10. Wet/Dry Vacs		
11. Barriers		
12. Plastic		
13. Gloves		
14. Signage; Mandatory Evac Notice, etc.		

Reminders:
1. Communicate regularly with the Incident Commander.
2. Designate time(s) for briefings and updates with the Incident Commander.
3. Track equipment used during the response.

Extended	
1. Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.	
2. Observe all staff and volunteers for signs of stress and inappropriate behavior. Provide for staff rest periods and relief.	

JOB ACTION SHEET GARAGE PARKING

Mission: Implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Staging of this job action sheet.

Date: _____ Start: _____ Position Assigned to: _____

Position Reports to: Incident Commander

Command Center (ECC) Location: _____

Immediate	
1. Document key activities, actions, and decisions as needed on the Operational Log.	
2. Identify staff who will assist with this Job Action Sheet and orient them to the items below.	
3. Determine # of parking spaces available in second floor garage including private garage spaces.	
4. If owner approves, reposition second floor vehicles that occupy two parking spaces to allow additional parking.	
5. Place cones in spaces in front of pedestrian garage doors designed for pedestrian entrance and exit.	
6. Review list of owners who park in the first-floor garage and have indicated they would like to have their vehicle(s) moved to the second-floor garage if space is available. Pick up individual envelopes of keys for first floor garage vehicles from Tower reception Desk and begin moving vehicles as time allows.	
7. Mark parking space location of vehicles moved on the key envelope.	
8. Review list of residents who have indicated that they will not be evacuating. As needed, vehicles may be parked parallel to private garage doors if owners of these spaces are not staying in residence.	
9. When all available space described above is occupied, no more parking will be allowed, and violators may be towed at the owner's expense.	
10. If possible, keep garage doors closed until just prior to the arrival of the storm to minimize violation of the plan above. Garage doors should then be locked open until after the storm and electricity is restored to the building.	

Intermediate	
1. After the hurricane and as time and priorities allow, vehicles will be moved back to prior locations.	

Extended	
1. Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.	
2. Observe all staff and volunteers for signs of stress and inappropriate behavior. Provide for staff rest periods and relief.	

JOB ACTION SHEET

POST STORM COMMUNICATIONS

Mission: Implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Staging of this job action sheet.

Date: _____ Start: _____ Position Assigned to: _____
Position Reports to: Incident Commander Incident Command Center (ICC) Location: _____

Immediate	
1. Send immediate (preliminary) after hurricane report to all owners (board approval required). Assume this is a simple message to the effect that we are still here and more info will be provided soon.	
2. Send frequent progress reports via email to all owners and residents concerning building damage, repairs, and special circumstances. This report does not involve information on individual units. Inform all owners when they can expect a more detailed damage report.	
3. Inform residents of any out of ordinary trash disposal procedures, water restrictions, sewage issues, ongoing repairs, etc. Communicate elevator operation schedule if on emergency power.	
4. Communicate via email with owners after a preliminary damage report based on management survey. This report does indicate possible or probable damage to individual units.	
5. Explain what steps will be taken to repair damage and indicate financial responsibility.	
6. Include standard information as to what damage is covered by HOA and what remains as individual responsibility.	
7. Send detailed damage update to owners with damaged units as information becomes available.	
8. Assist Incident Commander with miscellaneous incoming and outgoing communications and record them on Operational Log as appropriate.	

JOB ACTION SHEET

Post Hurricane Grounds Survey & Clean Up

Mission: Implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Staging of this job action sheet.

Date: _____ Start: _____ Position Assigned to: _____
Position Reports to: Incident Commander Incident Command Center (ICC) Location: _____

Immediate	
1. Receive appointment and briefing from the Incident Commander.	
2. Read this entire Job Action Sheet.	
3. Participate in Incident Action Plan preparation, briefings, and meetings as needed; assist in identifying strategies; determine tactics, work assignments, and resource requirements.	
4. Document key activities, actions, and decisions as needed on the Operational Log.	
5. Once storm has passed and safety is not an issue , remove door barriers and insure doors are not blocked so that EMS and residents can enter and exit building as well as move between buildings.	
6. Survey grounds and commons area pool, and all roof tops.	
7. Identify safety issues needing immediate action such as electrical hazards posed by damaged lights and exposed wiring. *Record on operational log	
8. Identify vehicle entrance/exit issues.	
9. Report above findings to Incident Command.	
10. Assemble needed/available resources to assist with actions needed. *Vendors, staff volunteers	
11. Stress safety first with all who will assist. *Provide gloves, etc., as available and needed	
12. Block off any unsafe areas: *i.e.: structural damage which could fall to the ground under awnings or loose roof tiles.	
13. Communicate “all clear” when safety hazards have been addressed.	
14. Communicate “main doors are now open” as appropriate.	
15. Clear vehicle entrance/exit route giving priority to emergency vehicle access.	
16. Clear outside hardscape and sewer drains obstructed by debris.	
17. Identify short term and long-term debris pile locations.	
18. Clear grounds of debris, as possible, moving it to designated debris sites.	

Intermediate	
1. Communicate regularly with the Incident Commander.	
2. Designate time(s) for briefings and updates with the Incident Commander.	
3. Track equipment used during the response.	

Extended	
1. Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.	
2. Observe all staff and volunteers for signs of stress and inappropriate behavior. Provide for staff rest periods and relief.	

JOB ACTION SHEET

COMMON AREA & RESIDENT UNIT INSPECTIONS

Mission: Implement strategy and tactics to carry out the objectives established by the Incident Commander. Organize, assign, and supervise Staging of this job action sheet.

Date: _____ Start: _____ Position Assigned to: _____
Position Reports to: Incident Commander Incident Command Center (ICC) Location: _____

Immediate	
1. Document key activities, actions, and decisions as needed on the Hurricane Damage Report and/or Operational Log.	
2. Brief staff who will assist with damage survey of condo units and common areas.	
3. Prior to survey, review with staff the condo unit and shared common area locations that are most likely to have water intrusion occur.	
4. Review operation of infrared cameras to be used during survey.	
5. Begin survey and use pre-prepared sheets of unit numbers to record issues found in units and common area. Reference floor plans will include location of exterior wall vents.	
6. If any evidence of moisture is found, record and move on to the next unit, knowing that the restoration vendor will be notified and will do an extensive survey of that unit/area.	
7. As information is relayed to Incident Command, a master document will record damage found, and units cleared.	
8. Repeat above survey and process as appropriate.	
9. Incident Commander will provide updates to the Board on survey results.	
10. Communication Leader will notify residents of survey results.	

Intermediate	
1. Communicate regularly with the Incident Commander.	
2. Designate time(s) for briefings and updates with the Incident Commander.	
3. Track equipment used during the response.	

Extended	
1. Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.	
2. Observe all staff and volunteers for signs of stress and inappropriate behavior. Provide for staff rest periods and relief.	

**Esperia at Bonita Bay
Hurricane Damage Report
Date Here**

Unit	Moist	Screens	Railing
301			
302			
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1005			

Unit	Moist	Screens	Railing
1101			
1102			
1103			
1104			
1105			
1201			
1202			
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1401			
1402			
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Unit	Moist	Screens	Railing
2001			
2002			
2003			
2004			
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2101			
2102			
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2105			
2201			
2202			
2203			
2204			
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PH202			
PH203			
PH301			
PH302			
PH303			

Appendix (hyperlink to resources)

- 1) General Information – National Hurricane Center: www.nhc.noaa.gov
- 2) Glossary of terms: www.nhc.noaa.gov/aboutgloss.shtml
- 3) Important Phone Numbers & Websites:
www.winknews.com/2017/09/16/recovery-resources-list-of-important-phone-numbers-websites/
- 4) General information & Emergency Shelter Information:
www.winknews.com/hurricane-guide/
- 5) Lee County Emergency Management Information: www.LeeEOC.com
- 6) FCC/FEMA Communication during Emergency:
<https://transition.fcc.gov/cgb/consumerfacts/emergency-communications-tips.pdf>

Note: If a link above doesn't work, please copy and paste the URL into your browser.