# HURRICANE PREPARATION

## Dear Resident:

Hurricane season is upon us! We are providing this guide to you and your families to prepare for any potential storm hitting our area which may require evacuation and how you can plan ahead of time to ensure you are properly prepared.

**If an evacuation order is issued**

We will close the office and begin our evacuation process when the Governor of the State issues a mandatory evacuation for our area. We will return as soon as government officials allow us back to the community.

All gas, water, electricity, etc. will be disconnected and the building will be locked up. This means there will be no water, lights, elevators, etc. All apartments will be checked to ensure all residents and pets have left the building. It is important that you clearly understand what management plans to do. Please help us by remembering to turn off your air conditioner, stove and lights.

When making your evacuation plans, remember that you might not be able to get back into the building for several days or even weeks, and you need to plan accordingly. Bring necessity items to include prescriptions, identification, emergency contacts, cell phone charger, back-up power supplies, toiletries, cash, clothing for # to # days. Make plans for where you will have to go if evacuation is required, whether a local shelter or to friends or family.

***Insert State Evacuation Statue (Example below)***

***Under (Add State) Statutes, if an evacuation order is mandatory, refusal to evacuate in a mandatory evacuation zone is a second-degree misdemeanor, which is punishable by a fine of up to $###.###.*** Once an area has been evacuated, only the EPG or the County Director of Emergency Management has the authority to allow evacuees to re-enter. If significant damage has occurred, residents will be denied access to the evacuated area until it is deemed safe from hazards that could cause injury or death (i.e. downed electrical wires, threat of gas explosion, building failure, etc.).

# Pets

## Residents are responsible for their pets. Pets are not permitted to remain in the building during evacuation.

**Preparing for the Storm**

* Listen to the advice of local officials and be prepared to evacuate. Local officials may ask you to leave id they believe your community is at risk from the storm.
* Monitor local TV, radio and NOAA weather for warnings. Make sure you have plenty of batteries for your radio
* Remove furniture, planters, and other objects that can blow around from your balcony/breezeway
* Have cash on hand for post-storm needs, such as paying for food or emergency supplies.
* Fill your car up with a full tank of gasoline
* Make provisions for your pets.
* Have an emergency preparedness kit which will include
	+ Water for seven days (a minimum of 1 gallon per person/ per day).
	+ Nonperishable foods for seven days in your home; food for 3 days to take with you if evacuated
	+ Ready to eat foods such as canned soups, fruits, vegetables, meats (make sure to have a manual can opener) and other high-energy foods such as peanut butter, crackers, and granola bars
	+ Fresh blankets, sheets, pillows
	+ Multiple flashlights/battery operated lanterns and enough batteries for 7 days.
	+ Battery operated radio/ weather radio
	+ All prescription medication as well as non-prescription such as aspirin/antacids/etc.
	+ Extra paper towels and Toilet paper
	+ Disposable plates/ cups/ utensils
	+ Storage bags/trash bags.
	+ Hand sanitizer and disinfectant spray/wipes, wet wipes
	+ All important paperwork/documents such as health insurance cards, identification, emergency contacts, bank documents, birth certificate, passport etc. all sealed in waterproof bag/fireproof lockbox

# During the Storm

* Stay indoors during the storm and away from windows and glass doors as well as exterior walls as much as possible.
* Close all interior doors lock and secure all exterior doors and windows. Place towels along the bottom of all sliding and exterior doors as a backup to prevent water from entering.
* Keep curtains and blinds closed **do not put tape on glass windows and doors as this can be a safety hazard.**
* Follow all emergency personnel instructions. Stay updated on conditions via radio.
* If power is lost do not use any flammable objects such as candles, sterno, charcoal, propane camping stoves or any open flames indoors. **Never run a portable generator indoors.**
* In case of emergency always dial 911.

**Immediately after the storm**

* Use extreme caution when going outside. Beware of downed powerlines and debris.
* Always use a flashlight never use candles or any open flames.
* Remember that tap water may be under local restrictions for use please see if there is a boil alert on tap water.
* Stay out of any damaged structures as they may not be safe due to the storm.
* If you have been evacuated do not attempt to re-enter your home until the all clear has been given by local officials. Please be aware of possible electrical and plumbing issues.

Being prepared and understanding what proper procedure can make all the difference. Your safety is very important to us, and it is vital that everybody is prepared for any weather emergency.

Thank you for your cooperation and attention to this matter.

Sincerely,

YOUR TEAM