

750 Island Way Condominium Association Disaster Plan



750 Island Way Condominium Association

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I. Purpose

The purpose of this document is to identify the procedures in the event of fire, hurricane or other disaster. It outlines the precautions the association and residents should take to prepare for a hurricane or other disaster. The document also outlines specific actions for 750 Island Way Residents.

Disclaimer:

The actions and steps outlined herein are prudent and intended to minimize danger and damage. In implementing this plan, the 750 Island Way Association and Board of Directors assume no responsibility for damages or injury occurring to residents' person or property. The Pinellas County Emergency Management Office recommends evacuation for this area because of the elevation, proximity to the Gulf and their inability to respond to emergencies during major storms. The Association does not recommend riding out the storm in your unit. Any decision to remain is the residents' responsibility and the association has no responsibility to assist residents who do not follow recommended evacuation instructions.

II. General Information

A. Pinellas County Emergency Management Agency Contact Information

Phone: (727) 464-3800

Website: www.pinellascounty.org/emergency/recovery.htm

B. Additional Resources

National Hurricane Center: <https://www.nhc.noaa.gov>

III. Disaster Preparation Responsibilities

A. 750 Island Way Condominium Board

Preparation is key. The type and nature of disaster dictates the actions to be taken by Board and Maintenance personnel of 750 Island Way. General preparation by Board include:

- Secure and maintain appropriate casualty and flood insurance for the building.
- Maintain and clearly mark exits
- Maintain and have appropriate tests conducted on emergency equipment including backup generator, fire alarm system, fire extinguishers, etc.
- Develop Disaster Plan for the condominium.
- Communicate specific hurricane instructions to residents (see Appendix B).

B. Residents

Preparation is key. Depending on the type and nature of disaster, residents must be prepared to act and secure their own safety and that of others residing in their unit. Specifically, residents should:

- Monitor local news and remain informed. Residents are ultimately responsible for their own safety.
- Secure and maintain appropriate insurance for their condominium.
- Acquire and maintain a fire extinguisher and smoke detector within their unit.
- Locate and memorize the nearest emergency stairwell and fire extinguishers.

- Maintain up to date contact information with the Board.
- Register with Board of Directors if anyone residing in the unit requires special assistance evacuating in the event of fire.
- Prepare an emergency “Go Bag” in the event of evacuation (Appendix C).
- Obtain an Emergency Return Pass from Pinellas County (727-562-4141) or <http://www.clearwaterpolice.org/community/barrier-island-re-entry-pass>) that allows residents to return after a mandatory evacuation.
- Keep a copy of this guide in their unit and inform all guests of the 750 Island Way Disaster Plan.

C. Not in Residence Requirements

It is the **owner’s responsibility** to secure their unit when they will not be residence for more than three consecutive (3) days. The following are required and suggested actions:

REQUIRED

1. Remove everything from your balconies if you will be gone for 3 or more days. *(This is required. In the event of a weather emergency).*
2. Turn off the main water valve to the unit.
3. Put storm shutters down (as appropriate).
4. Lock your sliders and windows to prevent a strong wind sliding them open.

SUGGESTED (especially if away during hurricane season):

1. Place towels or other cloth on window and doorsills to soak up water that may blow in the event of a storm. If you can, pull your carpets and padding away from sliding glass doors and windows.
2. Secure objects that may be damaged should a door/window break. Items such as pictures, painting, vases and art objects should be stored in a inner closet.
3. Place Saran Wrap over the tops of the toilet bowls. This helps protect against water evaporations, mold forming in the bowls. Roach infestation, etc.
4. Turn off all electric circuits that are not needed *(note leave AC unit set at 80 degrees).*
5. Leave a key on your kitchen counter for any vehicle you will leave on property. The key tag should have your name, make and model of car, license plate number and parking space #.

IV. Fire

A. Standard Operating Procedures

1. Board of Directors

- a) Provide updated information on fire exit routes to all incoming residents (See Appendix D).

2. Residents:

- a) Call 911. Do not assume that anyone else has already called 911 or the fire department.
- b) Review and memorize nearest emergency exits (see Appendix D).
- c) Determine if you can safely exit your unit.
 - i) Place your hand on the door. If the door feels warm to the touch within five seconds, do not attempt to open it.
 - ii) If the door is not warm to the touch, carefully open it a small amount to check for the presence of smoke in the hallway.

- iii) Exit the unit if you feel the hallway can be safely accessed.
- iv) Alert other occupants on your floor by pulling the nearest red fire alarm box.
- v) **Do not attempt to use any elevator.** Immediately proceed to the closest exit stairway. Be sure to close the door to your unit and/or stairwell behind you. Proceed to the lobby.
- vi) Move quickly away from the building. Stay clear of emergency vehicles.
- d) If you cannot safely exit your unit.
 - i) Stay calm.
 - ii) Seal cracks around the door and other places where smoke appears to be entering with wet towels, blankets, or similar materials.
 - iii) Turn off central air conditioning units; they obtain fresh air from the hallways or other space outside your unit and can feed the fire.
 - iv) Do not lock the door. Rescue personnel will conduct a search to make sure everyone is safely out of the building.
 - v) Hang a sheet over the balcony rail to indicate an occupied unit. If smoke enters your unit, and your windows can be opened, open one just slightly as close to the ceiling as possible and remain close to the floor and use the cooler, fresher air available at that level. Remain close to the floor and use the cooler, fresher air available at that level.
- e) **Do not re-enter the building** until permitted to do so by the fire department.

Fire Escape Plan

Since no two fires are alike, plan carefully and learn the layout of your building so you can change your exit plan as conditions warrant. You need to be familiar with the locations of all exit stairways on the floor. Have an escape plan. You and your family should discuss in advance what you would do if the closest exit cannot be used.

It is possible that the exit signs and hallway lighting may go out of service. It's a good idea to count the number of steps it takes for you to get to each stairwell from your unit and the number of stairs from your floor to the lobby and/or basement.

Pre-determine a location outside the building for members of your family to meet after leaving the building. This is important in the event you become separated while leaving the building.

V. Hurricane- Overview

A. General Information

Hurricanes pose a double threat—wind and water! While most people think the primary danger with a hurricane is related to high wind and the associated damage, it is water that is often the major threat to life. Rising water is a strong likelihood for 750 Island Way residents considering our proximity to the Gulf of Mexico. Storm surges can reach levels greater than 20 feet making evacuation impossible.

B. Definitions

1. **Hurricane WATCH** means that a hurricane could pose a threat to our area within 36 hours. Any precautions that will require more than 18-24 hours should be started when a watch is issued.
2. **Hurricane WARNING** means that a storm is expected within 24 hours. All of your preparations should be completed at this time. If you are evacuating to a local shelter this is the time to get your supplies into the car and leave for the shelter.
3. **STORM SURGE** is an abnormal rise of water generated by a storm, over and above the predicted astronomical tides. This rise in water level can cause extreme flooding in coastal areas particularly when storm surge coincides with normal high tide, resulting in storm tides reaching up to 20 feet or more in some cases. Key points about storm surge:
 - Nine out of ten hurricane-related deaths are attributable to the effects of storm surge.
 - A surge event can last many hours and the results may mean days before emergency responders can reach you.
 - A foot of water will float many vehicles; two feet of moving water can carry away most vehicles.
 - Storm surge can undermine building foundations and cause complete collapse.
 - Storm tide = storm surge plus the regular tide and generally lasts through an entire tidal period

C. Hurricane Categories

Category	Wind	Potential Storm Surge	Effects
1	74-95	4-5 Feet	Minimal: Damage to building structures possible, primarily to unanchored older model mobile homes. Damage to poorly constructed signs, shrubbery, and trees. Loose outdoor items become projectiles. Numerous power outages.
2	96-110	6-8 Feet	Widespread from very strong winds: Some roofing material, door, and window damage to buildings. Considerable damage to trees, vegetation, mobile homes, and piers. A number of high rise building glass windows dislodged to become projectiles. Widespread power outages up to several days.
3	110-130	9-12	Extensive from dangerous winds: Some structural damage to small residences and utility buildings with minor amount of wall failures. Mobile homes destroyed. Many trees uprooted or snapped. Power outages lasting several days or weeks.
4	130-156	13-18	Devastating from extremely dangerous winds: Some wall failures with complete house roof structure failures. Extensive damage to doors, windows, and trees. Electricity unavailable for weeks.
5	> 156	19+	Catastrophic: Complete roof failure on many residences and industrial buildings. Some complete building failures with small buildings blown over or away. Power outages for weeks or months.

VI. Hurricane Preparations

A. Hurricane Season

Hurricane season is considered June 1st to November 1st. While residents should be prepared throughout the season, it is important to note that a majority of hurricanes in the Gulf of Mexico form and make landfall in the latter part of the season (August – November).

B. Prepare In Advance

1. During hurricane season it is good practice to maintain a full tank of gas in your automobile.
2. To reenter Clearwater Beach after a severe storm you will need to show proof of residency- so have photo ID.
3. Secure a Pinellas County Emergency Permit, which allows residents to return after an evacuation. Permits are available from Pinellas County Emergency Management (<http://www.pinellascounty.org/emergency>).
4. Check your insurance policies, and review them with your insurance agent, to make sure you have adequate coverage.
5. Catalog and photograph your personal property, room by room, including jewelry and other valuable small items that would not show up in room-by-room photographs. Videos are also a good source of photographic evidence. Store these lists and photos in your bank, safety deposit box, or some other safe place. Do not keep them in your unit.
6. Valuables such as deeds, stocks, bonds, insurance policies, jewelry and the like should also be stored in the safety deposit box, or other safe place, and ready to move if an evacuation occurs.
7. Complete Annual Hurricane Readiness review.

C. Not in Residence Requirements

It is the **owner's responsibility** to secure their unit when they are not in residence for more than three (3) days. The following are required and suggested actions:

REQUIRED

1. Remove everything from your balconies if you will be gone for 3 or more days.
2. Turn off the main water valve to the unit.
3. Put storm shutters down (as appropriate).
4. Lock your sliders and windows; a strong wind may slide them open.

SUGGESTED (*especially if away during hurricane season*):

1. Consider preparing refrigerator/freezer for power outage; Dispose of items that may spoil with loss of power. You may also consider filling additional containers with water, freeze and leave in freezer. A full freezer stays colder longer than an empty one in the event of power outage.
2. Fill containers/bathtub with fresh water to use for flushing toilet, etc.
3. Place towels or other cloth on window and doorsills to soak up water that may blow in. If you can, pull your carpets and padding away from sliding glass doors and windows.
4. Secure objects that may be damaged should a door/window break. Items such as pictures, painting, vases and art objects should be stored in a inner closet.
5. Place Saran Wrap over the tops of the toilet bowls. This helps protect against water evaporations, mold forming in the bowls. Roach infestation, etc.
6. Turn off all electric circuits that are not needed (*note leave AC unit breakers on, and set at 80 degrees*).

7. Leave a key for any vehicle you will leave on property. While staff is **NOT** responsible to move your vehicle, having the key will help in the event vehicles must be moved for emergency recovery. The key tag should have your name, make and model of car, license plate number and parking space #.

VII. Hurricane Warning Procedures

A. 750 Island Way Board and Maintenance Personnel

1. Remove and store all association patio furniture (including dock) in the gazebo and remove flag.
2. Inspect the roof for any loose item and make sure elevator and roof door are secure.
3. Make a visual inspection from outside the building to make sure all balconies are cleared off.

B. Resident Responsibilities

1. Remove all items from the balcony. *(Same precautions used when leaving your unit for a period of >3 days)*
2. Lower hurricane shutters if installed.
3. Place towels or other cloth on window and doorsills to soak up water that may blow in. If you can, pull your carpets and padding away from sliding glass doors and windows.
4. Secure objects that may be damaged should a door/window break. Items such as pictures, painting, vases and art objects should be stored in a inner closet.
5. Place Saran Wrap over the tops of the toilet bowls. This helps protect against water evaporations, mold forming in the bowls. Roach infestation, etc.
6. Turn off all electric circuits that are not needed *(note leave AC unit set at 80 degrees)*.
7. Leave a key on your kitchen counter for any vehicle you will leave on property. The key tag should have your name, make and model of car, license plate number and parking space #.

VIII. Mandatory Evacuation

A. Limits of 750 Island Way Board Responsibility and Liability

Residents are responsible to monitor local news reports on the status and location of the hurricane and assume responsibility for their own safety. When a mandatory evacuation is declared 750 Island Way, the Board will be finalizing preparations for the pending storm and are **NOT** responsible for individuals or individual units. Once a WARNING and subsequent mandatory evacuation is declared, owners are responsible to secure their units, inform their guests of procedures, and then use common sense to leave and seek safe shelter!

B. 750 Island Way Board Required Actions

1. Emergency generator will operate uninterrupted. However, elevators will be taken out of service and parked on the second floor to avoid flooding.
2. Return to Property: On receipt of the "all clear" from authorities, the Board members will make every effort to return as soon as possible to assess damages and coordinate with the President of the Board of Directors on subsequent actions. Employees and contractors will be called in as needed and if available

C. Residents

1. If a mandatory evacuation is declared- **LEAVE!** Do NOT expect first responders or 750 Island Way Board to assist you.
2. All preparations included in Hurricane Warning should have already occurred (see Section VII).
3. Immediately evacuate according to the declared mandatory evacuation.
4. Water pumps will be taken out of service just prior mandatory evacuation.
5. **ALERT:** Expect power interruption throughout the property as severe weather occurs. Emergency generator will operate, but will only support limited common-area services.
6. **RETURN TO PROPERTY:** Do not try to return to the complex until you have been notified that bridges to Clearwater Beach have been reopened. There will be roadblock checkpoints manned by the police. No one will be permitted to re-enter the area until it is deemed safe to do so. Only those persons with proof of residence or employment will be allowed re-entry.

IX. Evacuation Information

A. 750 Island Way Classification- Zone A

750 Island Way is in Evacuation Zone Level A. Since 750 Island Way is located on a barrier island it is ALWAYS the first to evacuate. Up to date information is always available through Pinellas County EMA. Pinellas County EMA Contact Information is:

Phone: (727) 464-3800

Website: www.pinellascounty.org/emergency/recovery.htm

Visit link

<http://www.pinellascounty.org/emergency/shelters.htm#shelterlist>

for the most recent shelters opened or closed

Appendix B: Hurricane Communication Procedures

May 15th (Annually) via Email

Dear Residents:

Hurricane Season begins June 1st and continues until November 1st. 750 Island Way Board reminds you to take steps NOW to prepare in advance of any storm. We are attaching a “quick reference” of preparation activities to consider. Please take time to review the detailed steps to take in the event a tropical storm or hurricane threatens Clearwater Beach. You may also pick up a copy of the Disaster Plan in the office.

Remember, it is policy that if you will not be in residence for more than **3 days** you must secure your unit as follows:

- ☐ Pick up balcony furniture
- ☐ Turn off water to the unit
- ☐ Turn off unnecessary electrical breakers (leave AC set to 80).

Hurricane Watch via Email

Dear Residents:

A Hurricane Watch has been issued for Clearwater and 750 Island Way. A Hurricane **WATCH** means that a hurricane poses a threat to our area within 36 hours. You should prepare for potential evacuation. Keep your car fully fueled, have a “go bag” ready and review you evacuation plans with guests.

Please take time to review the detailed steps to take in the event a tropical storm or hurricane threatens Clearwater Beach.

Remember, you MUST secure your unit as follows:

- ☐ Pick up balcony furniture
- ☐ Turn off water to the unit
- ☐ Turn off unnecessary electrical breakers (leave AC set to 80).

Hurricane Warning via Email

Dear Residents:

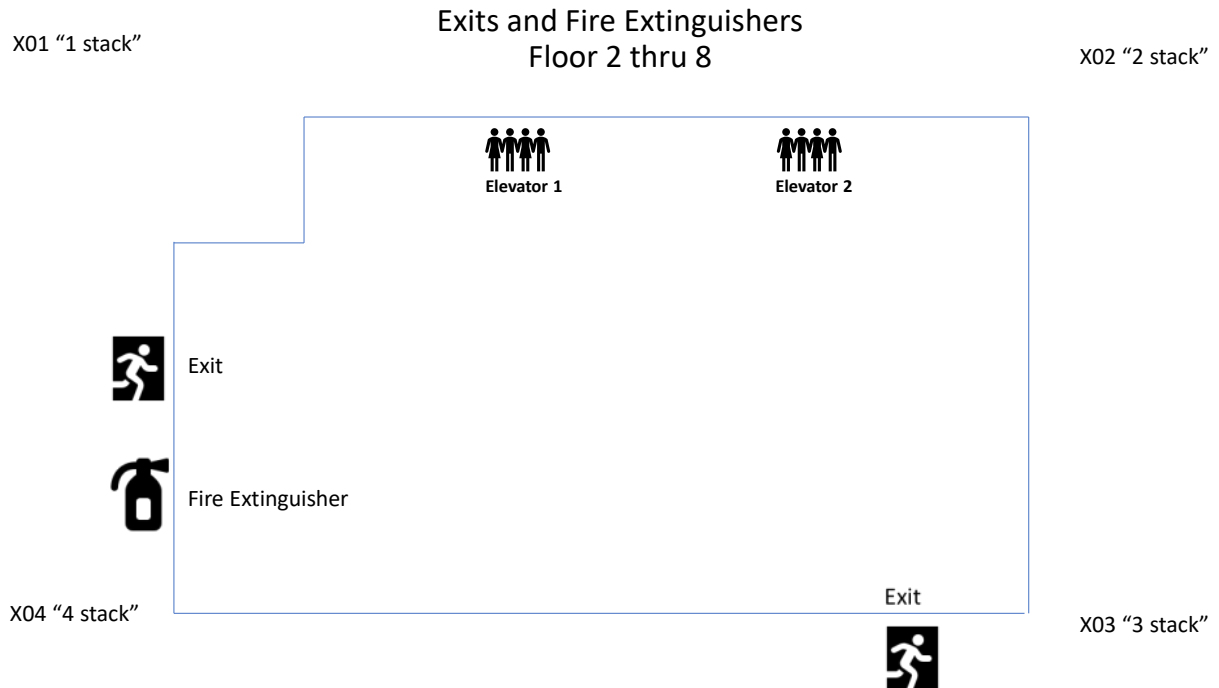
ALERT: Please tune to local weather reports for up-to-date notices. A Hurricane **WARNING** has been issued for Clearwater and 750 Island Way. A storm is expected within 24 hours. All of your preparations should be completed at this time. If you are evacuating to a local shelter, this is the time to get your supplies into the car and leave for the shelter. Please be aware that if a Mandatory Evacuation is issued for Clearwater Beach, 750 Island Way will initiate Mandatory Evacuation procedures as outlined in the 750 Island Way Disaster Plan.

Please note that if an evacuation is ordered, water, elevator and electrical service may be disrupted.

Appendix C: Suggested Emergency “Go Bag”

- Valid ID/Passport
- Pinellas County issued Emergency Access Permit – pass allowing re-entry after a mandatory evacuation
- Medications and copies of prescriptions
- Nonperishable food
- Special dietary food that is non perishable
- Several gallons of drinking water to keep in your vehicle. A minimum of one gallon per person
- Bedding for a small space
- Personal hygiene items
- Facial masks (during pandemic period)
- Change of clothes
- Eyeglasses
- Quiet games, toys or reading materials
- Important papers (i.e. - Homeowners Insurance, etc...)
- Cash (note ATMS may not be working)
- Phone list
- Flashlight and extra batteries
- Cell Phone & charger

Appendix D: Emergency Exits and Fire Extinguishers



Appendix E: Hurricane Checklist

Hurricane Warning - Board of Directors and Maintenance Personnel Action Checklist

- ☐ Board announces Hurricane “WARNING” declaration via email notification. (See Appendix B).
- ☐ Board or Maintenance personnel will ready & test emergency generator and systems
- ☐ Board and Maintenance personnel:
 - ☐ Remove and store all association patio furniture (including dock) in the gazebo and remove flag.
 - ☐ Secure automatic door entry system (based on wind speed expected). Residents will use the North door if this is done.
 - ☐ Inspect roof for any loose items and verify elevator door and roof door are secured and locked
 - ☐ Visually inspect balconies from outside grounds to make sure no items are left out.
 - ☐ Turn off pool heat pump and close gas valve to the pool heater and grills.
 - ☐ Disconnect electrical power to pool and call the City of Clearwater (562-4600) for disconnection of gas line.

Mandatory Evacuation – Board of Directors and Maintenance Personnel Action Checklist

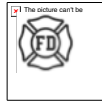
- ☐ Shutoff water booster pumps in building.
- ☐ Secure automatic door entry system. Residents will use the North door.
- ☐ Park elevators on the 2nd floor and lock them, in case of flooding.
- ☐ Emergency generator will operate common area lights only.
- ☐ Return to Property: On receipt of the “all clear” from authorities, the Condo board will make every effort to return as soon as possible to assess damages and coordinate with the President of the Board of Directors on subsequent actions. Maintenance personnel and contractors will be called in as needed and if available.

Appendix F: Disaster Plan Quick Reference

750 Island Way



FIRE



BEFORE AN EMERGENCY:

- Memorize the location of nearest Exit stairwell
(See reverse for general diagram of exits)
- Locate the nearest Fire Extinguisher on your floor.
- Develop and practice a fire plan

IF YOU DETECT A FIRE:

**** CALL 911 ****

DO NOT assume that anyone else has already called 911.

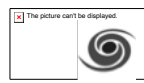
Determine if you can safely exit your unit

- Place your hand on the door
- If the door is not warm to the touch, carefully open it a small amount to check for the presence of smoke in the hallway.
- Exit the unit if it can be safely accessed.
- **PULL** the nearest red fire alarm box.
- Do not use any elevator
- Immediately proceed to the closest exit stairway.
- Proceed to the lobby.
- Move quickly away from the building. Stay clear of emergency vehicles.

If you cannot safely exit your unit

- Stay calm.
- Seal cracks around the door with wet towels, blankets, or similar materials.
- Turn off central air conditioning unit.
- DO NOT lock the door. Rescue personnel will conduct a search to make sure everyone is safely out of the building.
- Hang a sheet over the balcony rail to indicate an occupied unit.

DO NOT re-enter the building until permitted to do so by the fire department.



HURRICANE



BEFORE A STORM:

- Obtain ID and your Pinellas County Emergency Permit to return after an evacuation.
- Check your insurance policies
- Catalog and photograph personal property
- Organize important papers for quick evacuation
- Create a "Go Bag" for quick evacuation
(See Reverse for list of items to have in a "Go Bag")

KNOW THE ZONE:

750 Island Way is an **Evacuation Zone A---** ALWAYS the first zone evacuated.

KNOW YOUR OPTIONS:

Pinellas County EMA provides up-to-date information on hurricane related evacuation and evacuation shelters.

Pinellas EMA Phone: (727) 464-3800

Website: www.pinellascounty.org/emergency/recovery.htm

HEED ALERTS:

- Hurricane WATCH means that a hurricane could pose a threat to our area within 36 hours.
- Hurricane WARNING means that a storm is expected within 24 hours. All of your preparations should be completed at this time.
- **MANDATORY EVACUATION.** All residents must evacuate.

REQUIRED ACTIONS (ALL YEAR):

- Remove everything from your balconies if you will be gone for 3 or more days
- Turn off the main water valve to the unit.
- Put storm shutters down (as appropriate).
- Lock your sliders and windows

- Valid ID
 - Pinellas County issued Emergency Access Permit
 - Medications and copies of prescriptions
 - Nonperishable food
 - Special dietary food that is nonperishable
 - Phone list
- **Suggested “GO BAG” Items:**
 - Several gallons of drinking water to keep in your vehicle.
 - Bedding for a small space
 - Facial Masks
 - Personal hygiene items
 - Change of clothes
 - Eyeglasses
- Quiet games, toys or reading materials
 - Important papers
 - Phone Charger
 - Flashlight/Batteries
 - Cash