

PRE-SEASON HURRICANE PLANNING

Saffir-Simpson Hurricane Scale:	
Tropical Storm	winds 39-73 mph
Category 1 Hurricane	winds 74-95 mph
Category 2 Hurricane	winds 96-110 mph
Category 3 Hurricane	winds 111-130 mph
Category 4 Hurricane	winds 131-155 mph
Category 5 Hurricane	winds 156 mph and up

It is imperative that every association member prepare a hurricane plan for their entire household - an outline that specifies what every member of the household will do before, during, and after a hurricane. General guidelines for preparing your hurricane plan are as follows:

- Gather a two-week supply of all items listed in the Hurricane Supply Checklist (Appendix A).
- Arrange in advance for where your household will stay during a hurricane - at home, a friend's home, a shelter or a hotel. Arrange for a back-up location as well. Make sure everyone knows the location, address and phone number.
- Ask an out-of-town relative or friend to be your emergency contact, and make sure everyone knows that person's phone number. Tell your contact person where you will be during the hurricane.
- Arrange for those with special needs.
- Practice and review your plan.
- Determine in advance where you will store your car.

Each unit owner or lessee who plans to be away for seven days or more between June 1 and November 30 of each year must prepare the unit for a possible hurricane prior to departure:

- Remove ALL ITEMS from the balcony.
- Secure and lock the sliding glass doors and all windows.
- Close the main water valve and unplug or turn off the hot water tank breaker.
- Designate a responsible agent to care for the unit during the period of absence in the event a hurricane warning is issued.
- Provide the Management Office with the name, address and contact number of the responsible agent.
- Arrange with the responsible agent to take any action described in paragraphs a-d above. The Bordeaux Club Board of Directors, Manager or Staff will not contact the responsible agent. This agent must notify the Management Office when they arrive and what actions they intend to take to secure the unit.
- Owners who do not remove items from the balconies or arrange for a responsible agent to do so will be fined. The Bordeaux Club staff are not responsible for removing the items, and only will if time permits.

- h. If there is insufficient time for staff to remove items that residents have not, the Unit Owners will be fully responsible for any damage to their property, The Bordeaux Club property or neighboring properties caused by items blowing off the balconies.
- i. E-mail announcements will be used to provide specific instructions as the storm approaches, but all such announcements will be discontinued once all personnel evacuate the building.

Appendix A

Basic Disaster Supplies Kit

- Water – one gallon of water per person per day for at least three days, for drinking and sanitation
- Food – at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- First aid kit
- Extra Batteries
- Whistle to signal for help
- Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener for food
- Local maps
- Cell phone with chargers and a backup battery

Appendix B

Additional Emergency Supplies

- Prescription medications
- Non-prescription medications such as pain relievers, anti-diarrhea medication, antacids or laxatives
- Glasses and contact lense solution
- Infant formula, bottles, diapers, wipes, diaper rash cream
- Cash or traveler's checks
- Important family documents such as copies of insurance policies, identification and bank account records saved electronically or in a waterproof, portable container
- Sleeping bag or warm blanket for each person
- Complete change of clothing appropriate for your climate and sturdy shoes
- Household chlorine bleach and medicine dropper to disinfect water
- Fire extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil
- Books, games, puzzles or other activities for children

Appendices from FEMA.gov Release Number NR-026

<https://www.fema.gov/news-release/2018/08/16/proper-emergency-kit-essential-hurricane-preparedness>