

# Springwood Villas II, Inc.

## Approved Hurricane Preparedness Guide:

Official Hurricane Season: June 1st through November 30th

### Evacuation Zones: **C AND D**

Springwood II has 2 evacuations zones:

**Units in Zone C:** All units on east side of Larchmont Place. 10214 and 10242 Larchmont Place. 5400 Orange Blossom Road, 5401 and 5411 Lemon Tree Lane. 5410, 5411, 5420, 5421, and 5430 Palm Crest Court.

East side of Ferndale Place, 10601, 10621, and 10651. Units on south side of Springwood Blvd. from entrance to Larchmont Place. 5377 Springwood Blvd., and 5366 Magnolia Trail.

**Units in Zone D:** Anyone not listed above.

### Flood Zone X

4 units are in Flood Zone AE;

5400 Orange Blossom Road, 5400 & 5401 Lemon Tree Lane, and 10601 Ferndale Place.

### HURRICANE COMMITTEE MEMBERS:

Jennifer Hanks, Kevin O'Brien, Doreen Chapman, Art D'Elia, Mary Young, and Peggy Evans.

### **Call Committee Dispatchers if need assistance:**

Mary Young at 727-214-8690 or Peggy Evans at 209-331-9245

### Approved Window and Door Protection Coverings:

Aluminum Panels  
Polycarbonate Panels  
Hybrid Hurricane Fabric  
Bahama Shutters

Hurricane Resistant Windows and Doors

Roll Up Shutters  
Polycarbonate Multi-Wall Panels  
Accordion Shutters  
Plywood 5/8" Thickness or Greater

### SEASONAL RESIDENTS:

#### Before leaving:

- Move all lawn furniture and objects that could become airborne inside your unit.
- Window and door protection coverings should be put up and secured.
- Shut off water going into your unit.
- For insurance purposes, have a friend or neighbor check your unit at least once every two weeks.
- Ensure your emergency contact information is up to date. Forms are available at the clubhouse office.

## **YEAR-ROUND RESIDENTS:**

**Springwood Villas II** is in **Evacuation Zones C and D**. This means that you should leave when your Zone is issued an evacuation order. Should you decide not to evacuate, just know that emergency services may not be available until after the storm passes.

Residents with medical issues are strongly advised to have an evacuation plan in place. Registration forms are available online for local shelters that can accommodate your medical needs, at the public library or at City Hall.

Once hurricane season is upon us, keep your car always close to full, and your prescriptions current. Have at least a 5-day supply of water, canned food and supplies per person to get you through the storm. It would be advantageous to have a power bank to keep your cell phone charged.

## **In the Event of a . . .**

**Hurricane Watch:** The storm may impact your area. Expect high winds and power outages, and possible street flooding. You may want to consider moving your outdoor lawn furniture and ornaments inside. Start making plans and prepare for the potential storm.

**Hurricane Warning:** The approaching storm is imminent and will impact your area with extreme winds, power outages and possible flooding.

Move all lawn furniture, lawn ornaments, and objects that could become airborne inside your unit. Help a neighbor if you are physically able to.

If you need assistance contact a member of the Hurricane Preparedness Committee as soon as possible (Mary Young or Peggy Evans). They will provide help on a first come, first serve basis. Put up window and door protection. Sandbags with sheet plastic behind them is the best way to help keep rising water from coming into your unit.

### **Power Outage:**

Call the Duke Energy power outage line (800-228-8485) to report the outage.

Duke will send you updates to your cell phone on the progress and estimated time power will be restored. Check with a Hurricane Preparedness committee member or a board director to see how widespread the outage is in your community. During hurricane Irma the clubhouse and some residents had power the following day.

## **AFTER THE STORM:**

Check for roof leaks and assess the area around the outside of your unit. Immediately report storm related damage to the Management company or a board director.

After the storm passes and there are no other storms approaching our area, plywood hurricane protection must be removed within 14 days.

Sandbags should be moved to a dry area to prevent the bag from deteriorating. The best place to store sandbags is in your garage or in an outside area that isn't affected by the elements.

If you want, sandbags can remain in place until November 30th, the official end of the hurricane season.

Please contact the Hurricane Committee Dispatchers If you need assistance moving your outside lawn furniture and ornaments back.

## Helpful Resources

### Federal Agencies

FEMA – [www.FEMA.gov](http://www.FEMA.gov) 1-800-621-FEMA (3362)

US Army Corps of Engineers – [www.usace.army.mil](http://www.usace.army.mil) 1-202-761-0567

U.S. Department of Health & Human Services – [www.phe.gov](http://www.phe.gov)

Center for Disease Control and Prevention (CDC) – [www.cdc.gov](http://www.cdc.gov) 1-800-CDC-INFO (1-800-232-4636)

Disaster Assistance Improvement Program – [www.disasterassistance.gov](http://www.disasterassistance.gov)  
To find the Disaster Recovery Center nearest to your location, text DRC and a ZIP Code to 4FEMA (43362)

NOAA/National Weather Service — [www.nhc.noaa.gov](http://www.nhc.noaa.gov) 1-305-229-4470  
In case of an emergency, call 311 (Dade) and 211 (Broward)

Centers for Medicare & Medical Services (CMS) – [www.cms.gov](http://www.cms.gov) 1-800-MEDICARE (633-4227)

### State Agencies:

Florida Division of Emergency Management – [www.floridadisaster.org](http://www.floridadisaster.org) 850-413-3369

Florida Department of Elder Affairs – <http://elderaffairs.state.fl.us> 800-96 ELDER (35337)

### Pinellas County:

Pinellas County Emergency Management – 727-464-3800  
[http://www.pinellascounty.org/emergency/evac\\_faq.htm](http://www.pinellascounty.org/emergency/evac_faq.htm)

## Important Local Contact Information

### **Hospitals:**

- HCA Florida Northside Hospital
  - P: 727-521-4411
  - 6000 49<sup>th</sup> St N, St. Petersburg, FL 33709
- Bayfront Medical Center
  - P: 727-823-1234
  - 701 6<sup>th</sup> Street South, St. Petersburg, FL 33701
- St. Petersburg General
  - P: 727-384-1414
  - 6500 38<sup>th</sup> Ave N, St. Petersburg, FL 33710

### **Sheriff:**

- P:727-582-6200
- 10750 Ulmerton Rd, Largo, FL 33778

### **St. Pete Police**

- P:727-893-7780
- 1300 1<sup>st</sup> Ave N, St. Petersburg, 33705

### **Fire Safety**

- St. Petersburg Fire Station 8
  - P: 727-893-7694
  - 4701 9<sup>th</sup> St S, St. Petersburg, FL 33705
- St. Pete Beach Fire Station 11
  - P:727-363-9209
  - 5100 31<sup>st</sup> St S, St. Petersburg, FL 33712
- St. Petersburg Fire Rescue 3
  - P:727-893-7694
  - 3101 5<sup>th</sup> Ave S, St. Petersburg, FL 33712

### **Utilities**

- St. Petersburg Utilities
  - P:727-893-7341
  - 325 Central Ave, St. Petersburg, FL 33701
- Pinellas County Water/Sewer
  - P:727-464-7500
  - 14 South Fort Harrison Ave, Clearwater, FL 33756
- Duke Energy
  - P: 800-777-9898
  - 13<sup>th</sup> Ave S, St. Petersburg, FL 33701

## Implementing the Disaster Plan:

To implement the proper disaster plan, the Association must understand the potential consequences of the disaster.

- Evacuation – Springwood Villas II is in evacuation zone D, the emergency evacuation routes as well as special rules regarding the use of elevators and stairwells should be clearly posted. If possible, rehearse evacuation procedures.
  - Evacuation Zone D indicates anticipated storm surge up to 28'.
- Destruction of Real Property – Damage to the actual association property, know and understand the impact of the damage as it relates to the Association's insurance policies and their deductibles.
- Destruction of Personal Property- These are the most vulnerable items during a storm. Make sure the Association has taken proper steps to account for the important Association documents including...
  - Indoor and Outdoor Furniture
  - Association Governing Documents
  - Unit Owner/Renter Roster List, Including contact information
  - Accounting Records
  - Insurance Policies
- Personal Injury/Loss of Life – An Association (within reason) must encourage their members to evacuate, however in some cases these warning fall on deaf ears.
  - The Top 3 Causes of Death during a storm:
    - Carbon Monoxide Poisoning
    - Heart attach
    - Drowning
- Relocation – An association must be prepared in the event the property is no longer accessible or inhabitable.
  - The Association should communicate the need for members to plan for a long- term absence from the property. If family members or friends are not available for unit owners to stay with, red cross shelters, hotels, schools and churches are available options.
  - [http://www.pinellascounty.org/emergency/quide/6-7-Evacuation-Zone-Map\\_Shelter-List.pdf](http://www.pinellascounty.org/emergency/quide/6-7-Evacuation-Zone-Map_Shelter-List.pdf)

## Key Employees

A list of key employees should be developed, including their name, address, phone numbers and salaries.

- Ameri-Tech Community Management
  - Phone: (727)726-8000
- Property Manager:
  - Jenny Kidd
  - jkidd@ameritechmail.com

## Pre-Storm Preparation:

- Tree Trimming & Landscaping: Make sure all trees and hedges are trimmed properly prior to storm season. Dead limbs become flying missiles in a storm.
- Vendor List: Have an updated vendor list with important contact information.
- Resident List: Maintain updated roster list with contact information
- Unit Access: Have a plan to access units of owners who are not in town during the summer months. Unit access is critical after a storm.
- Photograph & Video the property: This is important to show the insurance carriers the pre-loss condition of the property.
- Important Records: Have a plan to put all association documents in a safe location prior to a storm.
- Communicate Evacuation: E-mail, post notices informing the membership of the evacuation requirement
- Disabled Residents: Assist in providing residents who cannot evacuate on their own with evacuation
- Disable Elevators & Other Access Systems

## Setting Up a Line of Credit:

Prior to a storm, an Association should make arrangements with its bank to establish a line of credit. The line of credit can be a vital source of funds to pay salaries, pay hurricane deductibles, and to pay cost associated with immediate mitigation efforts to prevent further damage from occurring.

## Pre-negotiate Contracts:

It can save an Association thousands of dollars to pre-negotiate contracts with vendors prior to a storm rather than attempting to secure contractors after the storm when price gauging is rampant and there is a general lack of skilled labor.

- Disaster Remediation Contractors (I.E. Balfor, Servpro, Guardian)
- Landscaping Contractors (To remove debris after the storm)
- General Contractors
- Roofing Contractors

## Communication During a Disaster Event:

Crisis communication is critical to the overall success of any Association disaster plan. While many communities rely on their property managers to relay information to the membership, during a time of crisis managers will be dealing with multiple associations as well as tending to their own personal & family concerns. A designated crisis communicator should be assigned. If there is an association member who is out of the state during the summer, they would be a good candidate to lead communications as they are not directly affected.

- Maintain Up to Date Roster List w/contact information
- Effective Methods of Communication:
  - An Association website
  - A Facebook Page for the Association
  - A Twitter Page for the Association
  - An E-mail list
  - Text Messaging Services

## Recommended Insurance Coverage for Unit Owner Insurance:

- Loss Assessment Coverage: Provides coverage against special assessments that are levied by an Association board to cover losses from a covered peril.
- Water Seepage Coverage: This endorsement covers for water damage as a result of wind driven rain or water entering a unit from a source other than an opening. (I.E. around window frames)
- Additions, Alterations, Improvements: This endorsement covers upgrades added by the unit owner. (I.E. wood flooring)

## After the Storm:

1. Take photos of the damage before repairs are made to show the extent of the damage.
2. File the insurance claim as soon as possible
3. The Association should begin to implement mitigation efforts to prevent further damage from occurring (I.E. boarding up windows)
  - a. Keep receipts and expense reports so the insurance company will have the documentation available to reimburse the Association.
4. After a claim is filed with the insurance company the company will assign an adjuster to the property. That adjuster will contact the individual whose number is listed on the claims report, make sure that individual is available and has access to the number listed at all times.
5. Hold an emergency board meeting to discuss the next steps.
6. Create a repair list in order of importance, contact the appropriate vendors to begin repairs.
7. Attempt to reestablish power and water

## Post Storm Mitigation:

- Most insurance contracts will require that the association take reasonable steps to begin repairs on the buildings in efforts to mitigate further losses from occurring.
- Have a plan in place prior to a storm that will account for the 5 phases of reconstruction.
  1. Project Planning/Scheduling
  2. Construction Bidding
  3. Contract negotiations
  4. Construction/rehabilitation
  5. Project close out



## Hurricane Kit:

- Non-perishable food (enough to last at least 3 days)
- Water (enough to last at least 3 days)
- First-aid kit (include any prescription medication you may need)
- Personal hygiene items and sanitation items
- Flashlights (have extra batteries on hand)
- Battery operated radio (again, have extra batteries)
- Waterproof container with cash and important documents
- Manual can opener
- Lighter or matches
- Books, magazines, games for recreation
- Special needs items: pet supplies and baby supplies if applicable
- Cooler and ice packs
- A plan for evacuation and for if family members are separated

## Power Outages:

In the event a storm should leave you without power, there are a few things to consider and help you be ready and stay safe outside of your normal hurricane preparedness.

- **Gas:** Make sure your tank is full far in advance of an approaching storm. Most people wait until the last minute, rush to get extra gas for cars and generators, and subsequently gas stations can run out early.
- **ATMS:** Have extra cash on hand in the event no ATMS in your area are accessible or working.
- **Cell Phones:** Charge your cell phone and limit use after power is out.
- **A/C:** This can be the most uncomfortable side effect of losing power during a storm. Try to prevent as much light from entering and warming the house by covering up your windows on the inside. If you have back-up or battery operated fans, don't run them unless you are in the room. Fans create a difference in perceived temperature but do not cool the room; instead they create a cooling effect by dispersing the heat off your skin. It is said they can actually add heat to a room just by running.
- **Water:** Fill bathtub and large containers with water for washing and flushing only.
- **Food:** Turn your fridge temperature down and/or freeze any food or drinking water that can be frozen if you expect a power outage. Have a cooler with ice packs prepared to cool your drinks and snacks after power has been out for more than 4 hours. And importantly, check out this food safety guide for when to discard your perishable food.