
EMERGENCY PREPAREDNESS PLAN - 2024

- **Hurricane Warning** - hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified coastal area within 36 hours
- **Hurricane Landfall** - The point and time during which the eye of the hurricane passes over the shoreline. After passage of the calm eye, hurricane winds begin again with the same intensity as before but from the opposite direction.
- **Mandatory Evacuation** - as ordered by Palm Beach County and or Highland beach Police for Category 2+ Hurricanes. Residents must leave the property to find a Red Cross Evacuation Shelter or a location away from the hurricane's path.
- **Safe Return** - as ordered by Palm Beach County and or Highland Beach Police. It is safe to return to the property.

Owner & Resident Responsibilities

All residents are encouraged to monitor local broadcasts and follow instructions for evacuation to ensure their personal safety. Minimal to no services will be available in the building during an evacuation. Additionally, no public emergency services will be available once the evacuation order is given. **Prepare and stay safe - for additional information Palm Beach County HURRICANE HOTLINE 561-822-2222**

Unit Owner Hurricane Preparation

Pre-Storm To Do List

- Have your Unit and Personal Items insured at least 30 days before a named storm.
- Register online for the Town of Highland Beach **CodeRed** Notification System.
 - <http://highlandbeach.us/code-red/>
- Reserve overnight accommodations away for storm in the case of an evacuation
- Stock up on food
 - Fill drug prescriptions
 - Fill cars with gas
- Charge cell phones, tablets, and laptops
- Back up computers and electronic data
- Charge cordless tools
- Take photos of property and belongings and Insurance papers
 - Secure your Unit - Lock doors, windows, store personal items, i.e. bicycles, etc...
 - Gather important papers
 - Find evacuation routes and notify the Office, Family and Friends of your Plans
 - Monitor the storm's progress and update your emergency contacts of your plans

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Prepare Your Condominium Unit & Vehicle

Make sure you can weather the storm.

- Bring in all furniture, decorations and other loose objects such as tables, plants and decorations. They can become dangerous projectiles during high winds.
- Comfort your Emotional Support Animals during a storm. They are sensitive to sounds, scents and changes in barometric pressure. They can become agitated and confused. Certain shelters and hotels may take ESA animals.
- Keep an ample supply of rolled plastic to cover broken windows and duct tape.
- Keep some bubble-wrap handy in case you decide to pack fragile mementos.
- If you have to leave your unit, know which major appliances to unplug, to protect them from power surges. i.e. TV's, computers, etc. Know how to turn off electrical circuit breaker.
- Lock all doors and windows and take small valuables with you.
- Have extra towels for your sliding doors or windows.
- Notify your alarm company of your plans
- Remove your car and bicycle covers, as they will likely be torn away.
- Road Trip - Fill the cooler in your car to the top with ice, the day before a storm is expected to hit and place frozen bottled water inside.
- Gas up your vehicles, check fluid levels and check your tire pressure as the barometric pressures will be fluctuating.
- Keep a GPS Map, roadmap, fire extinguisher, jumper cables and toiletries in your vehicle.
- Expect heavy traffic in stores, banks and on the major highways and local roads.
- Avoid congestion and confusion by planning ahead and being prepared.

Hurricane Supplies

- Water (at least one gallon per person per day)
- Food
 - Non-perishable packaged or canned food, juices.
 - Snack foods
 - Non-electric can opener
 - Cooking tools for building outdoor grills
 - Paper plates / plastic utensils
- Blankets / Pillows
- Clothing
 - Rain gear
 - Sturdy shoes
- First Aid Kit/ Medicines / Prescription Drugs
- Special Items
 - For babies or elderly
- Toiletries / Hygiene items / Moisture wipes
- Flashlight
- Batteries
- Radio (battery operated)

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- Telephones
 - Fully charged cell phone
 - AC & DC Phone Chargers
- Cash, Credit Cards, and Travelers Checks
 - Banks and ATM's may not be open
- Keys
- Important Documents (in a waterproof container)
 - Insurance
 - Medical records
 - Bank account numbers
 - Identification
- Pet Care Items

Evacuation

Before Leaving Your Unit

- Let the Office know when you leave the property -email – officepenthouse@comcast.net
- Leave your travel or flight plan with a family member or friend
- Fill your bathtub with water so that you have water available for flushing toilets.
- Shut your water off in the closet
- Turn off the electricity at the circuit breaker box to prevent a fire.
- Take photos of your property to facilitate damage assessment and expedite damage claims

Supplies to Have Handy

- First Aid Kit
- 2-week supply of medication
- Bug Spray & Sun Screen
- 1 Gallon of Water Per Person Day
- High Energy Food-Nuts, Protein Bars
- 2-week supply of special foods
- Ready to eat canned foods
- Manual Can opener
- Small Tool Kit
- Flashlights & Candles
- Portable Radio
- Extra batteries & Lighter
- Cash or Travelers checks
- Insurance Papers
- Personal Hygiene items
- Toilet Paper & Moist Toilets
- Plastic bags & Paper Towels
- Paper or plastic plates & flat ware
- Soap and Detergent
- Rain Gear
- 1 Week Change of Clothes
- Sturdy Shoes & Water Shoes
- Mobile Phones & AC/DC Chargers
- Personal Emergency Contact List

Upon Returning to Your Home

- Inspect your apartment for damage as well as adjacent common areas (elevator lobby, windows, and doors).
- Advise Office of any local common area damage found.

Communication

Once a tropical storm / hurricane is identified, the Property Manager will communicate with the residents by **emailing owners and posting notices on lobby doors**.

Staff

The Staff will prepare the property as defined in the plan during each phase of the Hurricane notice. They will ready the property and sensitive equipment prior to their departure. When an **Evacuation** is ordered, the staff will evacuate the property, allowing them sufficient time to arrive home safely. The staff will NOT return to the property until Palm Beach County and the Town of Highland Beach have re-opened the barrier island for safe return for residents.

Electricity

The emergency generators for the buildings operate automatically when power is lost. The generator provides sufficient power for one elevator in each stack, emergency lights, domestic water pumps, fire pump, the digital access pads at each door and in "B" Building the office telephone system.

When power is restored from FP&L, the generator will automatically switch over restoring full service to the buildings.

Water – In case we lose power to Generator

In the event of a **Mandatory Evacuation**, fill your available bathtubs or containers with water so you have water available for flushing toilets or boiling water for any potential needs. The domestic water pump is on the emergency power generator, which should work unless gas is cut to the island by Florida Public Utilities.