

STONEWOOD TOWERS PROCEDURE NO. 30
HURRICANE EVACUATION

1. This procedure is to be implemented whenever a legal evacuation order has been received for this area. Local authorities will establish the evacuation deadline which is usually 24 hours before the hurricane's arrival. All provisions of this procedure will be completed and all employees will be released before the evacuation deadline. The elevators will be inactivated 15 minutes before the deadline.
2. The purpose of the procedure is to provide maximum assurance to those who follow the evacuation order that the foremost priority is being taken to protect their lives and property.
3. The Manager will notify all units that this evacuation plan will be implemented by placing notices on the bulletin board and in all elevators. In addition, this notice should:
 - a. remind them to clear all furniture from the balconies if they have no shutters
 - b. remind them to turn off water in their units
 - c. Urge all to leave and caution them if they stay, they will be without elevators and possibly without water and electricity, and they will assume all associated liability and risks if safety precludes first responders from responding to emergency calls for help.

The Manager will also provide these instructions over the B-Building intercom

PROCEDURE:

1. Water: Booster pumps will remain on.
2. Elevators: 15 minutes prior to the evacuation deadline, the A, B, and CDBuilding elevators will be parked on the top floors to reduce the chance of elevator damage if the bottom floors become flooded and water pours down the elevators shafts.
3. Gas: Shut gas supply OFF to the pool and spa.
4. Electric:
 - Shut power OFF to pool and spa pumps.
 - Shut power OFF to sprinkler pumps and CLOSE valve to well system.
 - Place entrance gate arms in the UP position and shut all power OFF.
 - Check "H" Garage sump pumps.
5. Emergency Generator: Check fuel level and do a 15 minute run-up check.
6. Secure Grounds:
 - Remove flag from flag pole.
 - Remove all loose articles from property mirrors, recycle containers, benches, etc.
 - Store pool furniture and lock the pool gate.
 - Remove tennis court wind screen.
 - Tie dumpster doors shut.
 - Any loose articles may be stored in the pump room.

7. Office: Place at a remote location all documents necessary to operate the condo office (personnel, financial, insurance, computer records, etc.)

8. When Brevard County Emergency Management Office authorizes reoccupation of the Barrier Islands, Condominium employees shall immediately return to the property and reverse action taken prior to evacuation. When utilities are available and elevators operational, the Manager shall place a message on the Condominium Office phone stating "The property is ready for occupancy."

Brevard County Emergency Management

www.cityofcocoabeach.com/348/emergencymanagement

<https://www.cityofcocoabeach.com/260/Emergency-Preparedness>

Special needs Registry 321.637.6670