



# Hurricane Action Plan Guidance

**This template provides for recommended actions to be considered/incorporated into a project's site-specific plan. Additional details and protective actions may need to be addressed based on the development's location and vulnerabilities.**

## ***Phase 1: Advance Preparation***

1. A Hurricane Action Coordinator (HAC) shall be designated by the Property Owner's Association (POA). This person is responsible for monitoring the hurricane's path and coordinating activities of the residents of \_\_\_\_\_ hereinafter referred to as Development when a hurricane is threatening.
2. When a hurricane threat is determined to be real and when the probability of a hurricane strike exceeds 15%, or about 60 hours before estimated time of arrival (ETA) of the hurricane, the HAC will assume responsibility for placing the hurricane action plan into effect for Development.
3. Once a hurricane threat exceeds 20%, or about 48 hours before ETA, the tie down and removal of anything that cannot be secured and the board-up of all buildings shall begin for both private and common facilities.
4. When a hurricane threat exceeds 50%, or about 12 hours before ETA, tie downs shall be complete; utilities checked and secured, and insurance, permits, financial records, deeds, etc., should be prepared for evacuation safekeeping. The HAC or his/her designee shall be responsible for ensuring the records of the POA are prepared for safekeeping.
5. The residents of Development shall not accept any boats for storage. Now is the time to save lives, minimize damage, and plan for recovery.
6. The final decision to evacuate or stay must be made. Within 4 to 6 hours, the winds will start to increase and it will be too late to evacuate. A "Safe Place" should be designated for those who stay. All shall adhere to mandatory evacuation orders of local, state, or federal emergency management personnel.
7. If the decision at 24 hours preparatory level is to evacuate, the Hurricane Action Plan enters Phase 2.

## ***Phase 2: 24-Hour Preparatory Level Evacuation***

1. If the storm is very intense, the decision to evacuate should be made as soon as possible. Personal evacuation must occur no later than 12 hours before the storm's ETA. Vehicles should be fueled and important papers, computer records, etc., should be placed in evacuation vehicles. The decision to evacuate can be revised if the storm changes direction or loses intensity; however, the decision to prepare to evacuate cannot be delayed. When the evacuation order is given, you must leave whether you are ready or not.

2. Since damages will probably occur, have a list of reliable contractors and suppliers. Future planning starts to consider the needs of recovery. Generators, flashlights, cash, radios, tools, film, lumber, rolls of plastic, nails, tape, first aid kits, potable water, nonperishable food, etc., will be needed. Residents of Development will be given a letter of identification so that they can return without delay by police or military.
3. Communication links should be established outside the potential hurricane impact area. This will allow residents of Development to check in and get instructions on recovery and possible assistance for other residents of Development.
4. A last minute record should be made of the common facilities (videos and photos) by the HAC or his/her designee and of all private facilities by individual homeowners that will be helpful when making insurance claims or defending future legal claims. Continue taking pictures during the recovery stages for records.

### ***Phase 3: Return and Recovery***

1. Government officials will give the "All Clear" over the radio and television. Try to return with as many supplies from outside the hurricane impact area as possible. Food, ice, fuel, film, tools, and cash will be needed. Every attempt should be made to establish a watch at Development as soon as possible before potential looters return. The HAC will be in charge of coordinating the return and recovery.
2. Upon return, the first order of business is to assess storm damage. Continue taking pictures of the private and common facilities. While phone lines are down, an emergency number will be used to give information on the state of Development facilities.
3. Access to Development for the first 36 hours will be restricted to residents of Development, designated suppliers, contractors, and emergency management personnel only. Security and management will be at the entrance checking.
4. The vicinity may be under martial law and difficult for access. Residents of Development or their representatives may be needed around the clock to protect property. Newspaper and media reporters should not be allowed into damaged facilities.
5. All salvage operations of the common and commercial facilities will be coordinated through the HAC. Salvage operations of private facilities are the responsibility of the homeowners; however, all homeowners are asked to coordinate with the HAC for reporting to the emergency management personnel.
6. Residents of Development or their representatives should escort and remain with insurance adjusters. An assessment of the damage should already be in hand, as some of the disaster adjusters will know little about the facility. Be cautious about quick settlements as initial damage assessments are often not accurate.
7. Residents of Development or their representatives should comply with and accompany all government and/or environmental agency personnel on their evaluation. Remember that their reports may be helpful, but they are accessible to the public. Ask for a copy of all their reports, records, and pictures.