

# **THE HAMMOCKS CAPE HAZE**



## **Hurricane Preparedness** **Plan**

**&**

## **Emergency Procedures**

**2020**

## Introduction

Remember: C.A.L.M. for Emergency Situations

**Call:**911

**Alert:** Property management

**Listen:** for any announcements

**Move:** to safety as required

Remember: R.E.D. – This could save your life.

**React:** to any possible emergency situation. (Remember where there is smoke there is also fire.)

**Evaluate:** the situation and take control. **(Do Not Panic)**

**Decide:** if necessary, move to safety as required.

## Administration

### Purpose

This emergency plan is established as an integral part of THE HAMMOCKS CAPE HAZE building occupants' response to emergencies. The contents of this plan are designed as an operational guide for behavior, safety, protection of the residents and visitors to the property.

### Scope

As outlined on the following pages, this emergency plan establishes a sequential plan of response for initially recognizing, identifying, and reporting the existence of specific emergency situations threatening THE HAMMOCKS CAPE HAZE and/or its inhabitants. It then provides for the safety and protection of endangered residents and/or assets.

When implemented and supplemented with appropriate instructions from the management of the buildings, this plan becomes an operational tool for effective & responsive action when occupants of the buildings are forced to cope with various emergency situations.

## Detection

Smoke and heat detectors are located in various areas throughout the Preserve buildings. The smoke detectors inside the units and heat detectors in the common areas of the building are connected to the main fire alarm control panel for the entire building. The main fire alarm control panel is monitored 24 hours by an offsite monitoring company. If one of these detectors is activated the Englewood Fire Department will be notified and will respond immediately.

## Evacuation

Fire alarm horns, strobes are located all throughout the Preserve buildings.

In the event of a fire emergency, **the elevators are not to be used unless directed to by emergency personnel.** Elevators will be recalled to the top floor and deactivated by the maintenance staff. In the event that you are inside an elevator, exit at the next floor possible, and continue to evacuate via the exit stairwells.

The building fire protection system has a multi-zone fire monitor and notification panel. In addition to controlling the common area, unit fire alarms, smoke and heat detectors, etc., it will alert the property staff and management to any smoke alarm, heat detector or sprinkler discharge and indicate its location.

## Control

For the Preserve buildings, the entire building is covered by a fully automatic fire sprinkler protection system. The sprinklers are set off by the buildup of heat at the sprinkler location. All sprinklers are monitored to prevent tampering.

In the Preserve, the corridors are equipped with a fire extinguisher for each unit. In the Villas each unit is equipped with a fire extinguisher. These are type ABC fire extinguishers, and may be used on all classes of fire common to a mixed use environment. Please notify the Property Manager if a fire extinguisher has been used so we can make arrangements to have it refilled.

## Evacuation Procedures

When evacuation is necessary as a result of the sounding of THE HAMMOCKS CAPE HAZE fire system, and orders for building evacuation have been given by the Englewood Fire Department, the building management, or security, please take the following steps.

- Residents should immediately begin an orderly evacuation via available stairwells, remembering always to keep to the right side of the stairs in a single file line.
- Important-Identify and give priority to the movement or evacuation of nervous, emotional, ill, and/or disabled occupants. Be sure to give the location of anyone who cannot get down the stairs to the emergency personnel onsite so they can make arrangements to get everyone out of the building.
- Evacuate via the stairwell, suggest to persons wearing high-heeled shoes to remove them so they will have less difficulty walking down the stairs.
- Remind everyone to keep calm and quiet during the evacuation, so, they can hear and understand all emergency instructions. The instructions could change during the evacuation.
- Elevators will be used for evacuation only by orders from the fire Department or building management.

## Fire Procedure

The HAMMOCKS CAPE HAZE fire detection and suppression is among the most sophisticated of its kind. The building is fully protected by smoke, heat detectors and overhead sprinklers. Whenever a common area heat detector or unit smoke detector, or a flow meter in a sprinkler line is activated, the alarm is received at the Fire monitoring company.

What happens when an alarm sounds?

- Building management investigates the alarm
- The Englewood Fire Department is notified by the monitoring Company. Owners should follow these procedures in the event of a fire.

## Owners should follow these procedures in the event of a fire

If you discover a fire or suspect a fire, call 911 and Property Management (941-698-2989).

If the fire is small enough to be controlled through the use of a fire extinguisher, use a hand held fire extinguisher located in the Preserve buildings corridors or Villas units. To operate the fire extinguisher, remove it from the cabinet on the wall and pull out the locking pin. Aim the fire extinguisher at the base of the fire and squeeze the handle, extinguish the fire in a sweeping motion.

**DO NOT ATTEMPT TO CONTROL THE FIRE IF IT POSES A THREAT TO YOUR PERSONAL SAFETY. DO NOT ATTEMPT TO CONTROL THE FIRE UNTIL AFTER THE FIRE DEPARTMENT AND MANAGEMENT HAVE BEEN NOTIFIED. ALWAYS BE SURE YOU ARE ABLE TO EXIT IF NEEDED.**

### Note

Unless specifically instructed otherwise, always advise everyone to relocate down by the way of the stairwells, and never attempt to use the elevator.

Do not allow anyone to return to his or her floor until so advised by the fire department or building management.

Upon discovery or notification of a fire, first call 911 and then MANAGEMENT (941-698-2989) to relay the following information.

- The exact location of the fire
- What is burning? wiring, liquids, paper, wood, etc.
- The severity of the fire
- Your name
- Your telephone number
- Your location

Before opening any door to any corridor, check the door and door knob for heat. If it is hot do not open it. Find another exit. If trapped, attempt to call 911 or the Property Manager with your location. Stuff clothing or other material around ventilation ducts and cracks in the door to prevent smoke from penetrating the area. Hang a cloth or another signal in the window to attract the attention of the fireman. Do not attempt to break the glass. Under certain conditions, an open window may draw smoke into the area uncontrollably.

## Fire Prevention Tips

Smoking is not permitted in the common areas of THE HAMMOCKS BUILDINGS.

Turn off all coffee pots, toaster ovens, hot curling irons, similar appliances when not in use.

Be sure the proper fire extinguishers are placed near fire risk areas such as the kitchen.

If you smell smoke at any time, even if it is not seen, report it immediately.

## Medical Emergencies

Upon receiving notification of a medical emergency, first call 911, and then call MANAGEMENT at 941-698-2989 giving the following information:

- Nature of the medical emergency.
- Exact location (address, floor, unit number, or location)
- Whether an ambulance or doctor has been notified.

The Emergency Number is 911

## Elevator Procedure

Please advise your visitors and guests to follow these procedures if an elevator stops, temporarily entrapping the passengers.

- Remain calm; there is no reason to panic.
- All of the elevators in THE HAMMOCKS are equipped with Two-way communication. In the event of an elevator malfunction, press the call button and wait for assistance. **If entrapped ask to have the Englewood Florida Fire Department notified.**
- Should an elevator malfunction press the alarm button. An alarm will sound within the elevator cab, signaling a problem to anyone in the vicinity of the elevator.
- Do not attempt to force open the doors or climb out of an elevator as the elevator could start to move causing severe injury.
- Trained elevator technicians or the Englewood Fire Department will respond promptly if anyone does become entrapped in an elevator.

## Power Outage

In the event of a power outage, remain calm. Usually, a power interruption lasts only for a few seconds, causing equipment to reset.

- Contact MANAGEMENT 941-698-2989
- Contact FPL 800-468-8243
- If you are instructed to evacuate, lock your door.
- If you are trapped in an elevator during a power failure, wait for assistance. Your elevator may cease in operation, but it will not fall. Do not force open the doors. If more than a couple of minutes go by and the elevator has not resumed operation, press the call button and wait for assistance.
- Turn off the lights and other electrical equipment in your unit to facilitate the return of power.
- Building management will attempt to advise you regarding the length and cause of the power failure as soon as possible.

## Hurricane Preparedness

Hurricane season begins on June 1<sup>st</sup> and runs through November 30<sup>th</sup>

- If you are not going to be in residence during the season please remove all items from lanais and balconies before your departure.
- Make sure you notify a home watch service or a reliable person that has access to your unit in your absence to check for damage in the event there is a strong storm.

If you are going to be in residence during the hurricane season these are a few tips that will help in the event of a hurricane.

- Windows within the buildings are tempered glass but not hurricane and impact resistant. The lanai and balcony doors are hurricane and impact resistant, so there is no need for shutters or tape on the doors.
- The staff of THE HAMMOCKS will take all necessary precautions to protect the common areas of the buildings, but it is the responsibility of each resident to prepare themselves for the hurricane season, or make prior arrangements to help you prepare.
- Move all items from lanais and balconies to the interior of your unit until the threat has passed.
- Make sure that you have your own disaster plan and be ready to initiate it.

### Hurricane Watch & Warning

- **Hurricane Watch:** Indicates the possibility that you could experience hurricane conditions within 36 hours. This watch should trigger your disaster plan, and protective measures should be initiated.
- **Hurricane Warning:** Indicates that sustained winds of at least 74 miles per hour are expected within 24 hours. Once this warning has been issued, you should be in the process of completing protective actions and deciding the safest location to be during the storm.



## Saffir-Simpson Hurricane Scale

- **Tropical Depression:** 0-38mph winds with little to no storm surge.
- **Tropical Storm:** 39-73mph winds with up to 3 feet of storm surge.
- **Category 1 Hurricane:** 74-95mph winds with up to 5 feet of possible storm surge. Damage primarily to unanchored mobile homes, shrubbery, and trees. Some coastal flooding and minor pier damage.
- **Category 2 Hurricane:** 96-110mph winds with 6-8feet of possible storm surge. Some roofing, door & window damage. Considerable damage to mobile homes, vegetation, etc.
- **Category 3 Hurricane:** 111-130mph winds with up to 12feet of possible storm surge. Some structural damage, with a minor amount of curtain wall failures. Mobile homes may be destroyed. Flooding near the coast, destroys smaller structures with larger structures damaged by floating debris. Terrain may be flooded well inland.
- **Category 4 Hurricane:** 131-155mph winds with possible storm surge up to 18 feet. More extensive curtain wall failures with some complete roof structure failure. Major erosion of beach areas, terrain may be flooded well in land.
- **Category 5 Hurricane:** 156mph winds and higher with possible storm surge in excess of 18 feet. Complete roof failure. Some complete building failures. Flooding could cause major damage to lower floors of all structures near the shoreline. Massive evacuation of residential areas may be required.

The Florida Division of Emergency Management recommends that anyone located within a "hurricane zone" prepare and have handy a disaster kit containing at least the following items:

- Water: at least 1 gallon daily per person for 3 days
- Food: at least enough for 3 days
  1. Non-perishable canned food or juices.
  2. Snack foods.
  3. Non-electric can opener.
  4. Cooking tools/fuel.
  5. Paper plates/plastic utensils.
- Blankets/pillow, etc.
- First aid kit & medicines
  1. Prescription and non-prescription medications
  2. Glasses, dentures, hearing aids, etc.
- Special Items: for babies or elderly
- Toiletries: hygiene items
- Moisture Wipes
- Flashlight! Batteries
- Radio: battery operated and or a NOAA weather radio

- Cash
- Keys: extra set of home and car keys
- Important documents in a water proof container
  1. Insurance, medical records, bank account numbers
  2. Social security card
  3. Documentation of all valuables
- Toys/books/entertainment
- Tools: keep a set with you during the storm
- Vehicle fuel tanks filled
- Pet care items
  1. Proper identification! immunization records
  2. Ample supply of food and water
  3. A carrier or cage
  4. Medications
  5. Muzzle and leash

If there is a voluntary evacuation issued, you must use your best judgment on whether to stay or go. If you have special needs, medical issues, pets, etc. you may want to go ahead and evacuate, rather than wait until the last possible moment.

If there is a mandatory evacuation issued, you will be asked to leave the building as soon as possible. The staff will be performing all last-minute precautionary measures and locking down the building. Once the staff leaves there will be no one allowed to re-enter the building until the evacuation orders have been lifted and it is safe to do so.

As part of the lockdown procedures the elevators will be locked out on the upper floor to prevent any type of flood damage. Please keep this in mind when making your evacuation plans.

Please remember the staff will be very busy securing the buildings, especially in the event of a mandatory evacuation, so it will be up to each resident to keep themselves informed on weather and evacuation reports.

The staff will do a final walk through of the building to make sure that all residents in the building are aware of the mandatory evacuation before departing the building. If you choose not to evacuate please keep in mind that there could be very extreme winds, no electricity, no water, no plumbing, & possibly no emergency responders until the threat has passed.

As soon as the threat has passed and evacuation orders have been lifted, and it is safe to do so, the staff will return to the building to reopen it and begin to assess for damages.

Please contact MANAGEMENT (941-698-2989) before returning to THE HAMMOCKS to be assured that the building is safe to return to and has been reopened.

## Important Phone Numbers

211-Operators can answer questions on a wide variety of subjects from advice on hurricane preparations, to shelter information. (This number works for Sarasota, Manatee, & Charlotte Counties)

Charlotte County Emergency Operation Center: 941-833-4000

Florida Emergency Public Info:1-800-342-3557

FPL: 1-800-468-8243

Charlotte County Red Cross Englewood: 941-473-9891

FEMA: 1-800-621-FEMA (3362)

Special Needs Registration: 941-861-5000

State Volunteer & Donations Hotline: 1-800-FL-HELP

Price Gouging and Contractor Fraud Hotline: 866-9-NO-SCAM



# *Hurricane Preparedness Procedure For Elevators For Property Management & Maintenance Staff*

## General Items to Check at the Beginning of Hurricane Season

Damage to elevator and escalator equipment from wind, water, power fluctuations and certain other weather related incidents are not covered by our maintenance contract with you. With this in mind, we have outlined several practical preventative measures that may help avoid damage to your elevator system.

Inspect your elevator machine room ventilation, windows and doors for their fitness and ability to prevent water leakage from wind driven rain during a large storm.

This applies to elevator hoist way ventilation as well. Install metal splash guards or hoods over all open ventilation in walls to reduce the possibility of water reaching electrical panels, and install weather-stripping around all elevator machine room doors.

## When A Hurricane Warning Has Been Issued

1. Run elevators to a weather protected landing close to the center of the building to guard against floodwater damage to the elevator car and counterweights. If all elevator entrances above the ground floor are exposed to the weather, position the elevator at the top landing.
2. Secure elevators at the floor using the stop switch or key switch in the elevator car. Ensure that all machine room doors/windows/louvered vents are closed.
3. Disconnect the electrical power by switching off each elevator's main line disconnect, located in the elevator machine room, to guard against elevator use during a hurricane. Lock off elevator main line disconnects, if possible. If you are not comfortable performing this task, or feel you may not be able to perform it safely, please call us.
4. THE ELEVATOR SHOULD NOT BE OPERATED DURING A HURRICANE, EVEN IF YOUR BUILDING HAS AN EMERGENCY GENERATOR.

## After the Storm Has Passed And the City Has Lifted Any Applicable Restrictions

Inspect your elevator machine room for water on the floor or control panels, or in the pits, **BEFORE** starting an elevator. If there is any sign of water in these areas, call KONE'S National Customer Care Center at 877-276-8691.

Do not start the elevator if there is any doubt in your mind about its ability to operate properly. If you are not comfortable performing any of these steps, or feel that you may not be able to perform them safely – call us. If you are unsure, err on the side of caution, and call us.

**Although these steps will not guarantee that there will be no wind, water or electrical damage to your elevator equipment, they are reasonable steps that can be taken to lessen the chance of significant storm damage.**