



PARKSHORE

PLAZA

PARKSHORE PLAZA DISASTER PROCEDURES MANUAL

Dear Parkshore Plaza Resident:

This manual has been prepared to help us weather a natural disaster with the minimum of disruption, personal discomfort, and loss. Most of this manual will refer to activities we, as an association of residents, will undertake in a disaster such as a hurricane. During an actual emergency, the Parkshore Plaza Disaster Preparedness Committee advises you which of the relevant sections to execute at the appropriate time. We strongly encourage you to:

- 1. Read this manual now to familiarize yourself with the building philosophy and plan for disaster encounter.**
- 2. Develop a family disaster plan.**
 - a. We strongly encourage you to evacuate immediately if evacuation is ordered for Zone D. Know where you would go.**
 - b. Know your responsibilities if you are in your home during a disaster.**
 - c. Prepare your unit and yourselves before there is a problem.**

Sincerely,

The Parkshore Plaza Board of Directors and
The Parkshore Plaza Disaster Preparedness Committee

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DISCLAIMER: Although the Association has attempted in good faith to provide residents with information to assist you in understanding some of the steps involved in planning for and reacting to an emergency situation, this Manual is not intended as advice as to what any individual should do in preparation for, or in response to, a major storm or other emergency. There is considerable

information available from other sources, and you need to consult your own financial, legal and other advisors to determine what actions you should take. The Association and its representatives disclaim any responsibility for the actions which you may take in reliance on the information provided in this Manual in connection with these important life-safety decisions.

1. The Parkshore Plaza Philosophy of Disaster Encounter

1. We all live in close contact with each other, and practical steps to minimize the damage we could exact on others are critically important steps to take. Anything left on a balcony could become a missile aimed at your neighbor's window.
2. We are responsible for our own outcomes. We should not expect others in the building to prepare for us. Assuming someone else will provide you with food and water that you failed to stockpile for yourself is wishful thinking and is unfair to others.
3. We have limited communal resources. Our first and foremost concern is for the residents of record. We all care for family, friends, and even those who might walk in our front door, but care for others will not take precedent over care for the residents.
4. We need to act in concert because we live in a single dwelling. That means that we'll endeavor to act as a community in the community's best interest. That can only work when we all follow the rules. We will not cater to special requests, exceptions to the rule, or preferential treatment.
5. This manual of procedures has been developed by you, your neighbors, and your friends. Keep it handy; when the time comes, if it comes, we need to work together. Many times throughout the manual we'll refer to volunteer committees. Be ready to volunteer. It is unfair to assume others will do the work for you. If you are elderly, immobile, or infirm, there will, nevertheless, be ways you can help, so please be prepared to pitch in. Together, we can surmount any peril.
6. If emergency officials project a strong surge that threatens Zone D, we will probably be ordered to evacuate. We strongly encourage you to do so immediately. Any delay could jeopardize your safety. While we would not counsel any resident to disobey official orders to evacuate, we are aware that--for various reasons--some residents will choose to remain in the building during the hurricane strike. The action plans detailed in this manual are directed to those

who opt to remain in the building in the face of evacuation orders.

2. Assumptions

1. At some point we will have a “disaster” of some scale strike the Parkshore Plaza. The most likely disaster will be a hurricane. Therefore, the focus of this manual is coping with a hurricane. Nevertheless, much of the planning herein will apply to other types of disaster, as well.

2. Our priority concern is first, to residents; second, to guests in the building during a storm; and third, to resident property.

3. Your one or two parking spaces belong to you. If a major storm surge is forecast, before the water rises all resident vehicles on the first floor may be moved to the aisleway on the second floor, at the direction of the Garage Committee, provided they leave a set of keys with the committee in the event they are blocking any other vehicles. Guest vehicles will not be moved to the second floor under any conditions. Non-resident cars parked illegally on the second floor will be towed. Residents will be supplied with signs to post in their car windows to indicate their vehicle ownership. In the event you are out of town or have extra parking spaces, we would urge you to contact us prior to landfall to give permission to use spaces if they are needed.

4. We may be without critical resources for hours, days, or even longer. The resources that may not be available to us include:

- a. Our professional staff
- b. Elevators
- c. Power
- d. Water
- e. Telephone
- f. Sewage system
- g. Trash collection

We need to be prepared to fend for ourselves in this eventuality.

5. If you are handicapped, infirmed or have special needs, please pre-register with the Building Manager’s office. This should preferable be done now, but certainly before a storm make landfall.

3. Personal Preparation

General preparation

Experts, and those in Florida are among the best, suggest the following:

1. Be prepared to bring all items on your balconies inside in the event of a storm. This means that if you are absent from the building for a period of time, you should bring these items in or have an arrangement made with someone to do it for you.
2. Lock all outside doors and windows. Close all inside doors
3. Unless you specifically authorize the Parkshore Plaza Owners Association to check on your unit, the PPOA will not enter your home unless there are emergency repairs needed (See Section 17.1.6 of the Condominium Declaration) Use the *Waiver to Enter* (Page 13.2) form for this purpose
4. It is recommended that you have food and water stockpiled sufficient for seven (7) days. Listed on the next page are the recommended supplies to prepare. Lay up these reserves in advance; when a storm approaches, store shelves will clear out quickly.
5. During the height of the hurricane season, never let the gas tank(s) in your car(s) get below half-full. A full tank may be a tremendous asset in the event power is lost for a protracted period of time. Carry an instant tire sealer.
6. Strongly consider having a temporary toilet available. Home Depot and Lowes have porta-potty type devices that are reasonably inexpensive. Even though you may be on the top floors of the Parkshore Plaza, don't assume the sanitary sewer system will work. **You may be able to flush your toilet with a bucket of water, but if power is out, and the city sanitary system lift pumps are not working, then your flush will, likely, end up as an overflow on a lower floor in the Parkshore Plaza.** If the lift stations are out and you do not have a portable toilet, you may be able to use a plastic bag inside your existing toilet. Keep a large enough supply on hand to double bag.

7. Be prepared to have limited or no elevator service for hours, days, or longer.
8. Stay alert to storm advisories. To the extent possible we will utilize Parkshore Plaza's Channel 98 for informational purposes.
9. Purchase a NOAA Weather Radio and batteries (7 sets) with warning alarm "SAME" (Specific Area Message Encoding) set to receive for this area.
10. Protect important documents: insurance, medical, bank accounts, Social Security, driver's license, telephone numbers.
11. Inventory and video record personal property and have receipts for high value items.
12. Get cash—small bills are more flexible. Following a disaster, banks and ATMs may be temporarily closed.
13. Register for the Pinellas County Special Needs/Evacuation Assistance Program if applicable.
14. Have a pet plan. Contact your veterinarian for information.
15. Remove screens from your porches.

If You Will Be Away 1-6 Weeks...

1. Bring everything from your balcony inside, or make arrangements to have it brought inside. Airborne objects are extremely dangerous and can cause severe damage to neighboring units – particularly those located below your unit.
2. Remove all items in the vicinity of your parking areas in the garage. If you have a bicycle in the garage that is not locked to a bike rack or storage fence, move it to a safe location.
3. Lock all exterior sliding glass doors (This is very important because those doors are particularly vulnerable to being blown off of their tracks during a severe wind. Locking is the only remedy to prevent that from occurring.)
4. Close all interior doors in your unit.
5. Shut off main water valve (by water heater) and the circulating pump, if you have circulating hot water.
6. Turn off water heater breaker.

7. Unplug water conditioner.
8. Unplug all computers and unessential electrical appliances.
9. Shut off icemaker.
10. Hold mail at the Post Office if absent more than two weeks.
11. Execute a written *Waiver to Enter* (Page 13.2) authorizing a designated Association representative to inspect your balcony areas, to confirm all exterior sliding glass doors are locked, interior doors are closed, and to check status of all electrical appliances.

If You Will Be Away for Longer than 6 Weeks - *All of the above plus...*

Consider turning off and emptying the refrigerator and freezer, and leaving the doors propped open.

4. Recommended Supplies

Below are items suggested for stockpiling for each individual in the unit. Supplies for at least seven (7) days, are recommended.

Potable water: at least 1 gallon/day/person

Food; two-weeks supply of non-perishables

1. Canned/boxed juices, shelf-stable milk
2. Canned food—fruit, meat, fish, peanut butter
3. Snack foods—dried fruit, bread, crackers
4. Non-electric can opener
5. Paper plates/plastic utensils
6. 2 coolers—food storage and ice transport

Water purification kit

Disposal (trash chutes will be locked if pick-up is suspended):

Heavy-duty garbage bags

Waterproof tarps/heavy plastic to protect floor under bags

Clothing: rain gear/sturdy shoes

Blankets/pillows

First Aid and medications—2-week supply

1. First aid book, bandages, antiseptic, tape, compresses, pain reliever, anti-diarrheal
2. Mosquito repellent
3. Whistle, distress flag

Hygiene items:

1. Water—line tub with plastic sheeting—3 gallons/day/person
2. Emergency toilet* or 5-gallon garbage can with tight-fitting lid for sewage (if city

sanitary system isn't working, any use of toilets will cause overflow and health hazards on lower floors.)

3. Moisture wipes, toilet paper, paper towels
4. Anti-bacterial
5. Toothpaste, brush, deodorant

Flashlight/batteries: 7 sets

Landline phone that doesn't require electricity

Keys: home and car

Tools, rope, duct tape

Cleaning supplies: mop, buckets, towels, disinfectant, bleach

Camera and film (if used)

Emergency toilets (\$16.95), emergency response kits (\$19.95) and NOAA radios (\$49.95) can be found at <http://www.lifefecure.com> . Inexpensive emergency toilets are also available at Home Depot and Lowes.

5. The Parkshore Plaza Plan

The Disaster Preparedness Committee has reviewed plans and suggestions from a wide variety of sources. This manual is the result of many hours of reading, resourcing, and committee work. We would particularly like to thank the Florencia, who graciously provided us with their disaster manual, from which we heavily borrowed.

We have developed a seven-stage work plan for disaster preparation. These seven stages are as follows:

1. Stage 1 – Hurricane watch
2. Stage 2 – Hurricane warning
3. Stage 3 – Hurricane with little surge
4. Stage 4 – Hurricane with heavy surge
5. Stage 5 – Hurricane passage, no power, and no law-and-order
6. Stage 6 – Hurricane passage, power restored, but no law-and-order
7. Stage 7 – Reconstruction

Each of these stages, at least the first four, represents an escalation of emergency. If a storm worsens, we will ramp-up our response as needed. If the storm passes without a direct hit, then we will have done only that which is required, and nothing more. If conditions continue to worsen, then we'll be ready by taking the prudent steps in time. In the pages that follow, each of these seven stages is dealt with, one-by-one.

We will build our storm management process around three groups of volunteer residents:

1. A *Disaster Preparedness Committee*. At this time the Disaster Preparedness Committee is the Parkshore Plaza Owners Association – Security and Safety Committee. They have the responsibility to escalate the stage of preparation/response, to make decisions about exceptions, and to make sure other volunteer committees are

staffed and functioning. They form the communication hub in the event of a fullblown disaster, and will be found at Central Command during a disaster. All the following committees will report to the Disaster Preparedness Committee.

2. *A Disaster Security Committee.* The Disaster Security Committee will be tasked with staffing the front desk and patrolling the second and third floors, in shifts, throughout the critical phases of a disaster. They serve as the defense in the event law and order is lost.

3. *Floor Captains.* Floor captains will be a resident on each group of four floors. They will have the responsibility to pass information up and down the building when telephone service is lost. In addition, they will have the keys to the trash chutes, keep Central Command advised of resident needs, post elevator signs, trash chute signs, distribute vehicle signs, etc.

4. *Utility and Mechanical Committee.* They will be responsible for emergency operation of natural gas, electric, water, sewer and garbage. In addition they will be responsible for the operation of the main generator and the portable generator. They also will keep Channel 98 up and running as long as possible.

5. *Garage Committee.* They will be responsible for keeping order in the parking garages and directing Residents moving their own cars up as to where vehicles can be parked.

6. *Lobby Clearing Committee.* If the first floor appears to be threatened with flooding, this Committee will move furniture, computers and equipment on the Relocation list to the second and third floor common areas.

6. Stage 1 – Hurricane Watch

Assumptions

In Stage 1, we assume that the NOAA weather service has indicated that the Tampa Bay area is under a hurricane watch. This means that hurricane force winds are predicted within 24 to 48 hours. A hurricane watch signals that the hurricane is close enough that everyone in the area covered by the “watch” should listen for subsequent advisories and be ready to take precautionary action in case the ‘watch’ becomes a ‘warning.’

We assume that we will have the use of our building staff during the watch stage, and that much of the basic preparations for any storm will be carried out by our staff on our behalf during this time. Particularly, as soon as is practical, there shall be a pre-storm meeting of the Disaster Preparedness Committee and all available staff. Prior to leaving the property, staff shall assist with the following:

- a. Building Level 3 outside furniture will be brought into the building and the grounds are to be secured to the degree possible. Retail furniture will be brought in by Retail Tenants. Any keys to areas (trash chutes, elevators, as well as electrical, maintenance and mechanical rooms, etc.) that may need to be accessed in staff’s absence will be turned over to the Disaster Preparedness Committee before Staff leaves. Procedures for turning off the building gas, water and electricity shall be reviewed. Procedures for turning on, using and maintaining generators shall be reviewed. Procedures for locking down garage doors and fire stair doors shall be reviewed. Procedures for utilizing security cameras and intercom will be reviewed.
- b. Backup copies of data and databases will be made by the Building Manager. The Building Manager will also turn over lists of assigned parking spaces to the Disaster Preparedness Committee. Fobs will be appropriately programmed for each Floor Captain and for the Disaster Preparedness Committee for use during the emergency.
- c. Reasonable efforts to safeguard association records, including bank records, insurance policies, owner rosters, and post-event contact information will be made. These records should be kept off-site with the association manager.

d. Local law enforcement agencies shall have received notification permitting maintenance staff access to the property after the emergency. Staff to be provided with a picture ID (marked “emergency critical”) with Parkshore Plaza name, address, and Association signature.

e. Any unnecessary items such as sprinkler systems, fountains, pool pumps and heaters will be turned off at the circuit breaker. All common area gas devices shall be turned off. Generator fuel tanks are to be topped off. Any movable trash container wheels are to be set in “locked” position.

f. Move essential 1st floor furniture, computers, and equipment upstairs in the event a command post is reasonably anticipated as determined by the Disaster Preparedness Committee.

g. Maintenance staff shall inform the Manager when they are leaving the property and be made aware that they are responsible to return to the property as soon as possible after the emergency to assess damage and to begin clean-up.

h. The Board of Directors, the Disaster Preparedness Committee, Building Manager, and Maintenance staff shall have cell phone numbers for each other. Every effort should be made to keep the phones charged and available for use until the emergency is passed and normal contact can be re-established.

Personal preparation of units should be completed by each unit owner. Parkshore staff likely will not be available for these purposes, as they will be busy before the emergency, and trying to get home to their families.

What to Expect

During this period the media will be focused on possible outcomes, landfalls, etc. Evacuation orders will be given as weather experts attempt to define where the storm will pass. At this time evacuation routes will start to become busy thoroughfares. Groceries and home improvement centers will be busy, and spot shortages and outages should be expected. This is a time to prepare; the sooner the better. Winds won’t build until almost at the end of the watch period. But bands of weather with potentially heavy rain and gusty winds can be expected.

The Plan

We will assume that a storm is potentially headed our way, and that we should be making plans to deal with whatever comes along. Residents who intend to evacuate should do so early during the watch. We intend to use the buildings intercom system and Channel 98 as long as possible, and will attempt to keep Residents informed throughout and disaster that occurs.

The first step will be for staff to secure our outside patio furniture on the 3rd floor by moving it inside the building. Retailers will need to bring their furniture inside. The designated committees will be formed up and volunteers will be assigned to committees. Building data, software, backups, blueprints, and other critical components of our building infrastructure are backed-up and secure and can be easily moved if necessary. Units will be surveyed to ascertain resident plans in the event a direct hit is eminent. This survey will document the number of residents and guests expected in the unit during the storm, any pets in the unit, and the number of resident cars (with tag numbers) in the garage.

Step-by-Step Action Plan

1. The Disaster Preparedness Committee convenes to review procedures and confirm next steps. A pre-storm Meeting is held with Staff. An announcement of Stage 1 is made and Volunteer Committee Chiefs are convened.
2. *Floor Captains* are alerted. If any floor captains are away from the building, alternates will be appointed.
3. A survey of unit owners will be conducted by Floor Captains.
 - A. Unit owners will be alerted that we are at Stage 1 preparations and that they should execute Stage 1 instructions in the manual.
 - B. Unit owners will be asked if they anticipate having guests during the storm and to identify all persons who will be in their unit during the storm.
 - C. Unit owners will be asked if they have pets in their unit during the storm.
 - D. Unit owners will be asked to identify any vehicles and tag numbers intended to be parked on-site.
4. Unit owners will be advised to remove all objects from the balconies immediately. The *Disaster Preparedness Committee* will view balconies from the street and note where reminders are needed. Appropriate Floor Captains will be notified of which balconies are out of compliance.
5. Unit owners will be advised to remove all items (except cars) from the garage. This includes shopping carts, golf clubs, etc. If your bicycle is not locked to the bike rack or fence, move it to a secure location.
6. Unit owner information will be accumulated at the concierge desk, which will become Central Command. A master list of Residents, guests, pets and vehicles in the building will be prepared and posted.

7. The retail owners will be contacted to alert them to Stage 1 preparations.
8. All guests will be given a set of rules and asked to register by name at the front desk.
9. Absent Residents who want the PPOA to monitor their units must have provided the concierge desk with a signed copy of the *Waiver to Enter* form (Page 13.2). This form will be available at the concierge desk. If the unit has a security system, instructions to disarm the system should be sealed in an envelope that is attached to the “Waiver to Enter” form. It will be opened only if entry is deemed essential during the event.
10. Residents should position their car ownership identification signs (which will be furnished) in their car windows.

Note: because space on Level 2 and Level 3 will be severely limited, guest cars from Level 1 will not be moved to Levels 2 or 3. We strongly urge guests to park their cars on above-grade floors in the Midcore Garage (immediately to the south of Baywalk) or the Southcore garage (immediately west of Bayfront Towers) during the storm. No cars from the Level 1 retail parking garage will be moved to any of the residential garages.

Guest cars that are in appropriate parking spaces on Levels 2 or 3 can remain. But, any guest car parked inappropriately (e.g. in the aisles) on Levels 2 or 3 will be towed. No exceptions.

All Residents and Guests will cooperate with the Garage Committee, which will be responsible for and have authority over the garages during any disaster.

11. Unit owners should affix occupant identification to the outside of unit doors for use by emergency personnel if required. These will be distributed by Floor Captains.

Resources Required

1. *Waiver to Enter*
2. *Permission to Enter*
3. *House Rules* for guests

7. Stage 2 – Hurricane Warning Assumptions

If a hurricane watch is elevated to a hurricane warning, it means that hurricane winds of 75 mph(64 knots) or greater, or a combination of dangerously high water and very rough seas, are expected. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately or at least within the next 12 – 24 hours.

We can expect our professional staff to focus on their homes and personal preparation during a warning. Therefore, control of the Parkshore Plaza will shift to the volunteer committees.

What to Expect

We will have less than 24 hours before storm conditions are present. Winds and rain bands will become more frequent, and a general threatening environment should be expected. Late in the warning period we should expect the passage of the storm. Residents who plan to evacuate should have done so before the warning stage. Expect exit roads to be clogged, service stations to be out of fuel, food stores and home improvement stores to have spot shortages and long lines. At the Parkshore Plaza the Security and Safety Committee, now acting as the *Disaster Preparedness Committee*, will inform all unit owners over the intercom that Stage 2 conditions prevail. Winds will begin to increase, tree limbs and debris will be blowing up and down the streets. Some flooding may occur due to the heavy rain bands.

The Plan

At this stage, the Parkshore Plaza begins planning for the worst. We will lock all trash chutes so that an overflow situation does not occur in the trash room. Residents should bag trash and store it for the duration. Double bagging of odoriferous items is recommended.

Volunteer committees will be operational and a new survey of units, completed. A list of all residents and guests in the building will be posted in the mail lobby. Last minute photos are taken of all common spaces; copies are stored on building hard disks.

Step-by-Step Action Plan

1. The *Disaster Preparedness Committee* will designate a *Disaster Chief* and meet with all Floor Captains. The Disaster Chief will report to the Disaster Preparedness Committee.
 - a. *Floor Captains* lock all trash chutes
 - b. Take a new survey of units to determine who is in the building
 - c. Post the list
2. Announcement over the intercom that we are at Stage 2, and that Residents should execute Stage 2 instructions in Section 7.
3. Central Command remains at the concierge desk
4. Portable radios are tested and issued to the *Disaster Preparedness Committee*. Residents who intend to monitor with their own hand-held radios will be told via intercom which channel Parkshore intends to use.
5. The *Disaster Preparedness Committee* will convene all volunteer Committees, which will be assembled, shift assignments made, and duties reviewed.
6. A list of residents (including guests) in the building during the storm will be posted in all mail lobbies.
7. All arriving guests must register at the front desk with photo identification. Residents will be notified of their guests' arrival and will be asked to authorize entrance into the building. Copies will be made of photo identification of all guests.
8. As winds rise, all building doors will be locked with deadbolts. The *Security Committee* will patrol floors 1, 2 and 3 with handheld radios to make sure last minute arriving residents are let in, and that any damage is quickly reported.
9. Residents should lock glass sliders and windows and close all interior doors.
10. All screens at the sliding doors must be removed and secured inside.
11. The swimming pool will be lowered by 12" in preparation for hard rain.

12. The retail owners will be contacted to alert them to Stage 2 preparations. It is assumed that no retailer would stay on-site for a hurricane, and that they would complete preparations and leave prior to the storm reaching the area. Retailers are asked to notify the Disaster Preparedness Committee when they are leaving their locations prior to the storm.

Resources Required

1. UHF radios
2. Digital camera or digital video recorder with adequate capacity
3. Flashlights plus replacement batteries

8. Stage 3 – Hurricane with little surge

Assumptions

No general evacuation has been ordered since there is but a small storm surge. The Parkshore Plaza's professional staff are unavailable. Some property damage can be expected from high winds and flying debris. Power loss, telephone service interruption, cable TV service interruption, and water pressure loss can all be expected. Because the power will likely be out, elevator service will be intermittent, at best.

What to Expect

Winds and rain will rise to their maximum force as the leading edge of the storm passes. If the storm is a direct hit, there may be a period of very calm weather as the eye of the storm passes overhead. However, that will soon be replaced by a second and equally violent stage as the backside of the storm crosses the area. All standard services may be interrupted, and possibly will not return for hours, days or longer. The Parkshore Plaza has a generator to run emergency lighting, some water pumps, and some (one elevator in each tower elevator bank) elevators. If necessary, we plan to limit use of the generator to 15 minutes per hour, beginning on the hour and running until 15 minutes past the hour, each hour, until power is returned or we run out of fuel for the generator. Residents should limit use of the elevators during the available times to emergencies.

Communication with the outside as well as communications within the building will become difficult, and *Floor Captains* will shepherd information up and down the stairwells and to and from the Cityhomes and townhouses, as needed. Handheld radios will be used.

Since power is required to run water pumps, residents should plan to rely on bottled water or other water (such as water stored in tub bladders) for consumption. Further, since city power is required to run the lift pumps for sewage, beginning with any power outage, *toilets in units should not be flushed since sewage may simply backup on floors in the*

lower levels of the building. Porta-potties should be used unless advised otherwise by *Floor Captains*.

The Plan

Floor Captains will become the backbone of communication within the Parkshore Plaza. The building will be shut down insofar as possible during the storm.

Step-by-Step Action Plan

1. As winds reach 75 miles per hour, a message will be sent up to all unit owners via the intercom (if available) or the *Floor Captains* (if power is interrupted) that we're now at Stage 3, and residents should execute stage 3 instructions, starting on page 8.1 in the manual.

Note, residents remain at their own risk. Probable dangers include health issues, accidents, cuts from flying glass, etc.

2. Ingress to the building and egress from the building will be stopped during the storm. Emergencies are the exception. Note that emergency vehicles probably will not be available to the evacuation zone during the storm.

3. Battery operated walkie-talkies and radios may be the only form of communication within the building and there may be no communication with the outside.

4. *Floor Captains* will send written notes down from the top every four hours (at 4, 8 and 12 AM and PM) indicating status quo or, immediately, if not status quo. Alternatively, handheld radio communication may be used.

5. *Disaster Security Committee* will patrol Levels 1, 2 and 3 with radios

6. If power is lost, unit owners should disconnect all major appliances (use the circuit breaker box if the wire cannot be removed from the wall.) When power is restored, appliances should not be restarted until a general OK is issued in the building. There is a danger of ruining an appliance if voltage surges or sags during start-up and the appliance is plugged in.

7. *Floor Captains* will tape notes to each elevator indicating operating cycles (*Elevator Schedule*)

8. Unit owners with any type of emergency should pass message to the *Floor Captain* who will initiate a downward movement of the emergency to the *Disaster Preparedness Committee* on duty for response and action. Handheld radio communication may be used.

Resources Required

Elevator Schedule Notes for each elevator

9. Stage 4 – Hurricane with heavy surge

Assumptions

If emergency officials project a strong surge that threatens Zone D, you will probably be ordered to evacuate. **We strongly encourage you to do so immediately.** Any delay could jeopardize your safety. While we would not counsel any resident to disobey official orders to evacuate, we are aware that--for various reasons--some residents will choose to remain in the building during the hurricane strike.

If a heavy storm surge is anticipated, the infrastructure in Tampa Bay will be extensively shut down. Progress Energy will turn off electrical power early so that damage to the power stations can be minimized.

Since the floor of the Parkshore Plaza lobby is only 15.34 feet above sea level, we can anticipate salt water flooding into the first level of the Parkshore Plaza. If the storm surge is more than about 27 feet (a possibility), we can expect flooding onto the second level of the Parkshore Plaza and possible damage from debris in water such as boats, trees, etc.

In the event of a major surge, we should expect all normal civil services to be interrupted for hours, and, perhaps, more than a few days.

What to Expect

As the fury of the storm builds, it will begin to push water into Tampa Bay. Depending upon the strength of the storm, and the status of the tides, the Parkshore Plaza will be concerned with any surge predicted to be greater than 12 feet. As soon as a surge of greater than 12 feet is predicted, the Parkshore Plaza will organize a *Lobby Clearing Committee* of volunteers to begin moving all furniture and equipment from the lobby and first floor to areas on the 2nd and 3rd floor common areas.

Hours before the storm surge begins to rise, Progress Energy may shut off all power to

users so that the generating stations can be prepared for the surge. In the Parkshore Plaza this will mean not only an end to air conditioning and lighting, but loss of water pressure, and, potentially, a loss of sewer service. Electricity, gas, and/or water may be turned off by pre-trained Volunteers at the building level if the situation demands.

The Plan

The Parkshore Plaza will take specific actions to protect common property as well as individual property from the rising water. All moveable furniture, equipment, and supplies will be moved to above the first floor. Once the furniture is moved, elevators will be moved to the fifteenth floor and locked off so that they aren't damaged by the surge of salt water. If possible, elevator service will be limited to emergency usage only and will run only fifteen minutes out of each hour, and then not below the third floor. The stairwells on the first and second floors will be prepared so that they can be manually secured. Resident cars may be moved from the first level to the aisleway on the second or third level before water rises, at the direction of the Garage Committee.

Volunteers will be needed to staff all critical committees for overall coordination (*Storm Coordination Committee*), public space monitoring (*Disaster Security Committee*), furniture moving (*Lobby Clearing Committee*), *Floor Captains*, *Utility and Mechanical Committee*, *Garage Committee*, etc. Everyone will be needed, since some of these groups must be staffed around the clock during the storm.

We'll disable the generator so that we run it only when we know it isn't under water. If water rises above the base of the generator (more than 42" in the lobby), then we will not have elevator service at all at that point.

Step-by-Step Action Plan

1. The *Lobby Clearing Team* will move all ground-level furniture and equipment to the 2nd and 3rd level common areas, as required and as listed below.
 - a. Walking access from each unit on each floor to all elevators and all stairwells must remain open and clear for safety reasons.
 - b. Central Command will move to the 3rd level Business Center for the use of the *Disaster Preparedness Committee*.
 - c. The balance of the furniture and all equipment will be moved to the 2nd and 3rd floor common areas.
 - d. Keys from the keybox will be transferred to the third floor Central Command.
 - e. Use the *Relocation Checklist* to make certain all items are moved.
2. Lock off the elevators once the furniture moving is done. Elevators are to be left

in a locked condition on the fifteenth floor.

3. Have *Floor Captains* change the elevator door signs to *Elevators Available on Emergency Request Only*
4. Intentionally deleted.
5. Anticipate power outage sooner rather than later.
6. Shut-off generator auto-start feature. Use *Generator Operating Instructions*.
 - a. Appoint a trained member of the *Disaster Preparedness Committee* or the *Utility and Mechanical Committee* as *Generator Operator*. A joint decision to turn on the generator should be made by at least two Disaster Security Committee members.
 - i. Only after checking to determine the surge level is less than 42” deep on the ground floor level.
 - ii. If the surge level is greater than 42” deep, the generator is probably under water and damaged. Under these conditions, do not turn it on.
 - iii. If conditions are met (surge level less than 42” deep on the ground floor level), generator schedule is from on-the-hour to fifteen minutes after the hour, each hour from 7am to 10pm, and otherwise by emergency need.
7. Residents, with direction from the Garage Committee, may move resident vehicles to the aisle way on Level 2 or Level 3.
8. Control elevator keys at the Central Command. Elevators should only be operated by trained *Disaster Preparedness Committee* staff and via fire key. Elevators must never be allowed to go below the 15th floor once water begins to rise.
 - a. If power is out, the generator must be started to operate the elevators. A joint decision with firsthand knowledge of the level of the surge is required before the generator is started.
9. Locate and stockpile the flashlights on 3rd Floor.
10. Locate and move the portable generator to 3rd Floor.

Resources Required

As noted before, we will need volunteers to staff shifts on the various committees.

Residents need to volunteer for things that they can reasonably do—stronger and younger men to move furniture, folks with good organizational skills for those areas, people to guard stairwells and oversee vehicles, elevator operators, etc.

Once telephone and power go off, we'll rely on portable walkie-talkies, and the *Floor Captains* to pass information up and down the building, as well as to and from the Cityhomes and Townhomes. The *Disaster Security Committee* will also need walkie-talkies. We'll keep rechargeable walkie-talkies and rechargeable flashlights charged with a small generator set up someplace safe and accessible. Battery-operated flashlights will be available for use by volunteer staff, as well as a reserve of replacement batteries.

Furniture dollies will be required to expedite the moving of furniture to high ground.

10. Stage 5 – Hurricane passage, no power, and no law-and-order

Assumptions

We need to assume that if a major storm strikes, and there is extensive damage in the area, we'll experience a degree of lawlessness just as occurred in New Orleans. The likely difference is that the surge water will drain away quickly. Further, Florida has an excellent record of using National Guard troops to restore order. However, particularly during the surge conditions and immediately afterwards--plus during darkness--we can expect some lawlessness and looting to occur.

What to Expect

The Parkshore Plaza is vulnerable to looting since it is nearly impossible to deny access to floors 1, 2 and 3. Level 4 may also prove to be problematic. If lawlessness prevails, we will do what is prudent to keep trouble out of the Parkshore Plaza, but that may mean "giving up" the first three floors, and possibly the 4th floor, during that period of time.

The Plan

The Parkshore Plaza's plan in this scenario is to attempt to keep intruders out of the building through the use of menacing signs on the front windows, and volunteer patrols from the *Disaster Security Committee* equipped with pepper spray. But, if faced with poor odds or strong determination on the part of looters, we will withdraw the *Disaster Security Committee* to the fourth, or if required, the 5th floor, and defend the stairwells.

Volunteers from the *Disaster Security Committee* (in groups of a minimum of two) will patrol the first three floors with pepper spray and attempt to discourage any entry into the Parkshore Plaza.

Step-by-Step Action Plan

1. If there are residents on the second and third floor Cityhomes and Townhouses who have not evacuated, we will encourage them to relocate above the third floor. These people will need to be assimilated into other residences above the third floor.
2. The fire stair doors on the first three floors will be manually defended. The 4th floor fire stair doors will be prepared to be defended if needed. The stairwells at these levels will be available only briefly to allow people movement up or down. *If one of these stairwells is breached, we will be unable to deny access to any of the rest of the Parkshore Plaza.*
3. The *Disaster Security Committee* will place large menacing signs on the front windows of the Parkshore Plaza indicating that anyone attempting to enter the Parkshore Plaza will be met with force.
4. The *Disaster Security Committee* will patrol the locked down floors with flashlights, walkie-talkies, and pepper spray. Patrols will be in groups of two at a minimum.
5. The Parkshore Plaza is not encouraging the use of anything stronger than pepper spray by the *Disaster Security Committee*, but some residents may choose to take advantage of other assets they have in their units.
6. For ease of identification the *Disaster Security Committee* staff will wear yellow and black T-shirts that say “Security” boldly on the front and back. These will be available at Central Command.
7. Other residents will be strongly discouraged from wandering around on locked down floors during this period. Be aware that pepper spray will be distributed to the *Disaster Security Committee* for defensive use and to discourage looters.
8. If conditions become bad, the *Disaster Security Committee* will retreat to a 5th level Central Command, rather than risk injury or worse.
9. Walkie-talkies and rechargeable flashlights will be recharged via the small generator which will be setup on the balcony of one unit on the fourth, or if necessary fifth, floor.
10. Elevator service, emergency lights and water pumps will be run on 15 minute schedules from the top of the hour until quarter after the hour, if the generator is not damaged. If the generator is damaged from the surge, these services will not be available until the generator is restored.

Resources Required

1. Security T-shirts
2. Menacing sign copy
3. Pepper spray

11. Stage 6 – Hurricane passage, power restored

Assumptions

Even after power is restored, there is no guarantee that we can use elevators, water pumps, and other infrastructure in the building. Further, if law-and-order is not restored, lock-down conditions will prevail.

What to Expect

We will likely not have elevator service, water pressure, or possibly electrical service in the Parkshore Plaza until systems are checked out and approved for use by local officials. If conditions permit, we may have sewage service restored, and if that is the condition, *Floor Captains* will notify each unit that toilets can once again be used. However, it is likely that saved water would be used for flushing, since we may not have lift pumps operating in the building. Once garbage pickup service resumes, trash chutes will be unlocked.

The Plan

We will plan to survey the building completely and document any damage with written descriptions and digital pictures. If lock-down conditions prevail, survey of locked down floors may have to wait. The Central Command will remain on the lowest non-locked down floor until the locked down levels are once again under our control.

Step-by-Step Action Plan

1. Inventory each floor and each unit for damage.
2. Document all damage in writing and with digital pictures.
3. Maintain lock-down conditions until the building can be normally secured.

4. Expedite a review of the electrical situation in the building to determine if elevators and lift pumps can be restored to normal working order.

5. When building can be normally secured:

a. Residents move aisleway vehicles back to the first floor

b. Disinfect anything touched by flood waters

c. Move furniture and equipment back to the first floor

6. When PPOA receives OK from the city, notify unit owners that toilets can again be flushed.

7. When notified by the city that garbage pickup services will resume, work with Floor Captains to begin the process of sending garbage down the trash chutes.

a. Floors will be drawn at random from a hat, and chutes unlocked in that order. Only enough chutes will be unlocked to make sure the dumpsters can handle the load.

8. Throw a party!

Resources Required

1. Hat with floor numbers for drawing of order to use trash chutes

12. Stage 7 – Reconstruction

Assumptions

There will be damage to the Parkshore Plaza to be repaired both in some units and in some common area. The repairs will be disruptive. Repairs may be required on some important components of the infrastructure such as lift pumps, elevators, garage doors, etc.

What to Expect

Interruptions to life-as-usual at the Parkshore Plaza may be experienced for a fairly long time, since there will be huge demands on services such as elevator repair, pump repair, etc. It is reasonable to expect some of these repairs to take weeks or longer.

The Plan

We will staff the concierge desk with volunteers until our professional staff can return. Disaster recovery efforts will switch from the *Disaster Preparedness Committee* to the *PPOA Board of Directors*.

The *Board of Directors* will begin immediate action with our insurance providers to get estimates for repair of damage and to get repairs started. The bulletin board in the mail lobby will be used for notices of repairs that are under way.

Step-by-Step Action Plan

To be determined as needed.

Resources Required

To be determined as needed.

13. Appendix

PPOA Waiver to Enter Premises

Emergency Contact List

Volunteer Committees

PARKSHORE PLAZA OWNERS ASSOCIATION (PPOA)

Waiver to Enter Premises

I _____ authorize and indemnify representatives of (1) PPOA or the (2) Parkshore Plaza’s professional staff, or (3) representatives of Rampart Properties, to enter my unit _____ for the purpose of preparing for or assessing the results of a storm-related event. The purpose for entering may include any of the following:

- 1. Removal of items from balconies
- 2. Determination that doors and windows are locked
- 3. Assessment of status of appliances after power outage
- 4. Determination of storm damage
- 5. Temporary stop-gap response to damage
- 6. Other storm related issues

Print Unit Owner’s Name _____

Signature of Unit Owner _____

Unit Number _____

Date _____

**Volunteer Committees:
Disaster Preparedness Committee**

Once a Hurricane Watch has been issued for our area, the Security and Safety Committee, acting as the Disaster Preparedness Committee, will act to escalate the stage of preparation/response, make decisions about exceptions, make sure volunteer staffs are staffed and functioning. They form the communication hub in the event of a full-blown disaster. The Disaster Preparedness Committee itself will need additional volunteers to help staff Command Central, organize lists and coordinate activities.

The Volunteer Committees reporting to the Disaster Preparedness Committee are:

Floor Captains
Disaster Security Committee
Utility and Mechanical Committee
Garage Committee
Lobby Clearing Committee

Each of these Committees will have a Chief, who is appointed by the Disaster Preparedness Committee. Each Chief shall coordinate with the Disaster Preparedness Committee before and during any disaster, and may recruit additional residents for their Committee on an as-needed basis. The Disaster Preparedness Committee will call a meeting of Volunteer Committee Chiefs once a Watch has been issued.

In Stage 1, the Disaster Preparedness Committee will hold a Pre Storm Meeting with Staff to insure:

- Outside furniture is brought into the building
- Staff turns over keys to Electrical, mechanical and maintenance rooms, all elevators and trash chutes before leaving premises.

- Staff reviews procedures for turning off building gas, water and electric with Utility and Mechanical Committee present.
- Staff reviews procedures for turning off and re-starting generator with Utility and Mechanical Committee present.
- Staff reviews procedures for operating security cameras and locking down garage doors and fire stair doors with Disaster Security Committee present.
- Staff reviews procedures for operating intercom system and elevator operation with Disaster Preparedness Committee.
- The Building Manager makes back-up copies of data and databases to remove off-site
- The Building Manger makes reasonable efforts to safeguard Association records for removal off-site.
- Staff has “emergency critical” photo IDs signed by Association representative so that they can return as soon as possible after the disaster.
- Unnecessary electrical items are turned off by Staff at the circuit breaker.
- Common area gas devices turned off by Staff
- Generator fuel tanks (both main and portable) are topped off by Staff.
- Trash Containers are moved inside and wheels locked by Staff
- Essential furniture, computers and equipment is moved to third floor by Staff, if flooding is expected by the Disaster Preparedness Committee.
- That “Waiver to Enter” forms are collected from the Building Manager.
- The Building Manager provides a list of all assigned residential parking spaces.
- That any list of residents who are permitting use of unused parking spaces during the emergency is collected from the Building Manager.
- The Building Manager turns over the Relocation Checklist, specifying furniture, computers and equipment to be moved in the event flooding is expected on the 1st floor.
- Before leaving premises, Staff lowers pool level by 12”.

In Stage 1, a general announcement will be given over the intercom that we are in Stage 1. Volunteer Committees will be called to the third floor Social Room for further assignment. At that meeting, fobs for their floors of assignment, Survey sheets, vehicle identification sheets, occupant identification signs, elevator signs, trash chute signs and trash chute keys will be handed out to each Floor Captain, and a time will be designated to have the surveys returned to Central Command. If any Floor Captain is away from the building, an alternate is appointed by the Disaster Preparedness Committee. Flashlights, T-Shirts, pepper spray and any available handheld radios will be handed out to the Disaster Security Committee after testing. Current cell phone and home phone numbers of all Volunteer Committee Members are to be collected and put into a list form for the Disaster Preparedness Committee to distribute.

In Stage 1, the Disaster Preparedness Committee will view balconies from the street to determine where reminder notices are needed. The appropriate Floor Captains will be notified.

There will be an announcement over the intercom that the building is at Stage 2 and also announce what channel will be used for handheld radios.

In Stage 2, the Disaster Preparedness Committee will receive the revised building survey from the Floor Captains with any additions or changes, and post the revised census in the mail lobby.

The Disaster Preparedness Committee will take last minute photos of the lobby and the common areas.

In Stage 3, and each stage thereafter, an announcement of stage level change will be made over the intercom, provided it is still operable.

In Stage 4, once water threatens the first floor, the Disaster Preparedness Committee will also be responsible for locking the tower elevators on the 15th floor after furniture, computers and equipment have been moved from the 1st floor. The east and west elevators (not tower elevators) will be locked on the 3rd floor. Keys to the elevators are to be kept at Central Command.

It will also coordinate with the Utility and Mechanical Committee to insure that utilities needed to be shut down because of rising water are shut down.

In Stage 5, the Disaster Preparedness Committee will coordinate closely with the Disaster Security Committee to insure the latter is adequately staffed and to insure that all potential points of unauthorized entry are protected. It will communicate with Floor Captains so that Residents are informed of the current status.

In the event that Residents from lower floors need to be assimilated into the tower, the Disaster Preparedness Committee will assist in that process, including attempting to provide safe access from their units to the tower and finding a place for them to remain for the rest of the event.

In Stage 6, The Disaster Preparedness Committee will confer with each of the other Committees to wind down Disaster operations.

Floor Captains

There will be at least 18 Floor Captains, as a minimum of two will be assigned to each group so that they can work in shifts. Floor captains will be assigned for the following floors:

East Townhomes and Cityhomes
West Cityhomes
Floors 4-7
Floors 8-11

Floors 12-15
Floors 16-19
Floors 20-23
Floors 24-27
Floors 28-30

Floor Captains are alerted in Stage 1 over the intercom to report to Central Command. If any Floor Captain is away from the building, an alternate is appointed by the Disaster Preparedness Committee. Floor Captains distribute and re-collect building surveys for their floors of responsibility and deliver them to Central Command by a time designated time. They will also be responsible for distribution of occupant identification signs and vehicle signs for residents to place on their vehicle's dashboard until the emergency is over.

In Stage 1, Floor Captains will be notified by the Disaster Preparedness Committee of which units need to be notified regarding moving furniture from balconies.

Also in Stage 1, Floor Captains will make sure occupant identification signs are affixed to the front door of each unit within their floor responsibility.

In Stage 2, the Floor Captains will lock the trash chutes. They will also revise the building survey and deliver it to the Disaster Preparedness Committee at Central Command.

Once in Stage 3, if no other communication is available, Floor Captains will transmit status using handheld radios, or if necessary, by hand passed notes at 4AM, 8AM, Noon, 4PM, 8PM and Midnight, beginning from the top of the tower and ending with the east Townhomes.

At any time, any unit owner with an emergency shall notify their Floor Captain, who will transmit that information to the Disaster Preparedness Committee.

In Stage 3, Floor Captains will tape elevator schedule to each elevator.

In Stage 4, or at anytime the intercom is not operable, Floor Captains will notify residents within their floor responsibility of any changes in Stage level.

In Stage 5, Floor Captains will communicate with the Disaster Preparedness Committee to keep Residents informed. In the event additional security volunteers are needed, the Disaster Preparedness Committee will communicate with the Floor Captains, who will recruit from its Residents.

In Stage 6, once garbage service is restored, Floor Captains will coordinate with the Disaster Preparedness Committee as to the timing of opening trash chutes and use of water and sewer systems.

Disaster Security Committee

This Committee will be a group of 10 to 15 people and will work in shifts during a disaster.

The Disaster Security Committee will be responsible for staffing the front desk and the second and third floors, in shifts, throughout the critical phases of a disaster. They will work closely with the Disaster Preparedness Committee at Central Command. They will wear "Security" T-Shirts.

In Stage 2, all arriving guests will be registered by the Disaster Security Committee at the front desk. They will also make photocopies of guest's photo identification.

When winds begin to rise, all exterior doors will be locked, and the Disaster Security Committee will begin to patrol the 1st, 2nd, and 3rd floors with handheld radios in groups of a minimum of two. Any deviation from the status quo will be reported to the Disaster Preparedness Committee. These patrols will continue until discontinued by the Disaster Preparedness Committee.

In Stage 3, ingress and egress into and out of the building will be stopped, except in emergencies. Any ingress and egress to or from the building will be communicated to the Disaster Preparedness Committee so that the building census can be updated.

In Stage 4, the Disaster Security Committee will continue patrols. Other Residents are strongly urged not to be on these floors. Any rising water will be noted and communicated to the Disaster Preparedness Committee.

In Stage 5, the Disaster Security Committee will post menacing signs, and will carry pepper spray to discourage unauthorized entry into the building. Any variation from status quo will be communicated to Central Command.

In Stage 5, the Disaster Security Committee will defend the fire stair doors and identify and defend any other potential points of unauthorized entry. If additional support is needed by the Disaster Security Committee, the Disaster Preparedness Committee will initiate recruitment through the Floor Captains.

The Disaster Security Committee will attempt to assist any Residents of the Townhomes or Cityhomes in re-locating to the Tower if the 3rd floor is given up as indefensible.

Utility and Mechanical Committee

This Committee will be a group of 6 to 10 people who are pre-trained by building Engineering Staff on the critical utility and mechanical functions for the building. This training will occur as soon as is practical.

In Stage 1, the Utility and Mechanical Committee will be present for the Pre-storm meeting with the Disaster Preparedness Committee and Staff in which it will review procedures for turning off building gas, water and electric and review procedures for turning off and re-starting generator.

In Stage 1, a designated member or members of the Utility and Mechanical Committee will update Channel 98 with a notification of Stage 1. Additional Stage announcements and other communication will be added as the disaster develops, and will continue to be added until it is unable to transmit or the disaster winds down.

In Stage 2, the Utility and Mechanical Committee will fuel, place, and test the portable generator on the third floor deck.

In Stage 4, after coordination with the Disaster Preparedness Committee at Central Command, the Utility and Mechanical Committee may turn off all or selected utilities and/or generators as the situation demands.

In Stage 6, the Utility and Mechanical Committee will turn selected utilities and/or generators back on once the disaster has stabilized and safety of that action has been determined.

Garage Committee

This Committee will be a group of 4 to 5 people who will move be responsible for keeping aiseways in the garages clear.

At its initial meeting when Stage 1 is declared, they will receive a copy of all residential assigned parking spaces from the Building Manager.

In Stage 2, if heavy surge is expected to threaten the garage, the Garage Committee will staff the garages to insure that vehicles do not park where they should not. Residents are urged to comply with requests of the Garage Committee, which will have the authority to demand compliance if a Resident or Guest is uncooperative.

The Garage Committee will be responsible for directing Residents who want to move their own vehicles from the 1st floor west garage to the 2nd and 3rd floor to locations where they can park. Any vehicles that are blocking other vehicles must leave keys with the Garage Committee.

Any vehicle not displaying an Owner's sign will be checked against the Master Survey and a vehicle identification will be put under the windshield wiper (or otherwise attached) if found on Master Survey, and towed if unidentified. The vehicle identification will include the unit number the vehicle is identified with.

At Stage 6, after any threat of flooding to the west garage has subsided, the Garage Committee will remain available to return keys to any Residents who left keys with the committee.

Lobby Clearing Committee

This Committee will be a group of as many healthy people as possible who will move furniture, computers and equipment to the 2nd and 3rd floor common areas if flooding of the 1st floor appears eminent.

If a storm surge of greater than 12 feet is predicted within 24 hours, the Lobby Clearing Committee will be notified, and the specified (on Relocation Checklist) furniture, computers and equipment not previously moved by Staff will be moved to the 2nd and 3rd floor common areas. Once complete, it will notify the Disaster Preparedness Committee at Central Command that the 1st Floor is clear so it knows when the elevators can be locked.