



## **Hurricane Plan**

### **1. INTRODUCTION**

The intent of the RTCA Hurricane Plan is to provide for the safety of residents, to minimize damage to the physical assets of the Association, and to rapidly implement any required repairs to the physical plant as a result of a hurricane or major storm.

The Board of Directors, pursuant to paragraph 4 of the Association By-Laws, has all the powers and duties of the Association existing under the Florida Condominium Act, Declaration of Condominiums, Articles of Incorporation, and Association By-Laws. These powers and duties shall be exercised exclusively by the Board of Directors or through the Board's agents, contractors, or employees, subject only to the approval by owners when such approval is specifically required. Generally, the Board acts for and on behalf of the Association in the conduct of all day-to-day business activity to perpetuate the Association and its assets. To facilitate the practical management of condominiums, the Florida Condominium Statutes, 718.111 Section (5) states:

“RIGHT OF ACCESS TO UNITS. The association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the Association pursuant to the declaration or as necessary to prevent damage to the common elements or to a unit or units.”

It is important to recognize the long-standing rule under Section IV and V of the Rules and Regulations, dated April 4, 1998, which requires that all owners designate a local agent to represent the owner's interest. The Owner is obligated to provide the Resident Manager with the current name, address, and telephone number of the agent and maintain a current owner address, email address, and telephone number with the Resident Manager.

It is the responsibility of the owners, guests, and rental or owner agents to take the necessary actions required for protection of individual units and property. Owners should include a written understanding with their Agents as to the actions required.

The RTCA plan is outlined by section depending upon the status of the official weather notifications. In general, the Plan is time critical and triggered by official notifications of weather situations, but the time element is at the discretion of the state or local

authorities. If possible, the Plan should be exercised once a year at the discretion of the Board.

## 2. HURRICANE PREPAREDNESS

Hurricane preparedness begins with the General Preparation items listed below:

- Secure a local Architect who will be available to work for and with the Resident Manager and the RTCA throughout the post-hurricane process until full restoration is completed.
- Secure a Structural Engineer who will be available to provide an immediate assessment of structural integrity of Regency Towers' buildings, and work with the General Contractor to repair any structural problems identified. This individual may be included in the services provided by the General Contractor.
- Secure a General Contractor who will be able to rapidly mobilize and begin providing mitigation, demolition, and restoration services as identified by the RTCA architect (Providing sufficient temporary power capability for water removal and to maintain climate control in the units is an example of the immediate response capacity required for selecting the General Contractor.).
- To facilitate maintaining and emergency removal of important documentation, a complete review of all RTCA files should be conducted each April and all unnecessary duplicative papers, and those over seven years old removed.
- Secure a short-term standby loan agreement with RTCA's local bank.
- Each year, prior to each hurricane season, RTCA will obtain an independent appraisal of the value of Regency Towers, and adjust insurance coverage accordingly.
- Maintain a small supply of materials that can be used to make rapid and temporary repairs to any breach of the roof, doors, or windows. These may include plywood, heavy gauge plastic, pig socks, etc.
- Run emergency generators for an extended period of time to assure functionality. This may be in addition to regularly scheduled tests.
- Owners must make a complete photographic record of the interior of their unit. This should include floor coverings, window treatments, cabinetry, countertops, and furniture.

## 3. HURRICANE WATCH

Implementation of the RTCA Hurricane Plan actions will be triggered by the issuance of a Hurricane Watch. The RTCA staff will be fully occupied in preparing for the

approaching hurricane, therefore, the main source of information for owners and others will be the Regency Towers website. An interactive Bulletin Board will be available to facilitate information exchange if possible. The RTCA Board may designate other points of contact for communications, and if so, this information will be posted on the Regency Towers website. Because RTCA staff has additional responsibilities for the safety of themselves, their family and their personal property, the following actions should be completed as rapidly as possible. Once completed, the staff should be dismissed with the exception of the Resident Manager. Only those absolutely necessary for completing the actions pursuant to section 4 below should be subsequently recalled.

### 3.1. OWNERS AND GUESTS:

The primary responsibility for securing owners' personal property rests with each owner. RTCA personnel are only available as an emergency back-up system on a time-available basis. Therefore, owners, their rental agents, or others so designated by owners must ensure that all preparations are completed pursuant to a hurricane or tropical storm event. This is critical due to the great distances from Regency Towers where many owners reside, and the importance of avoiding travel by owners who live in safe areas going to areas that will be affected by the hurricane. Responsibilities include, but are not limited to:

- Begin implementing personal evacuation plans.
- Review evacuation routes.
- If planning to evacuate to a shelter, contact the Red Cross for information as to the necessary items to bring to the shelter.
- Have a full tank of gas.
- Have one gallon of drinking water per person in vehicle.
- Remove all items from balcony and entrance doormat.
- Assemble important documents and other valuables to be removed when evacuating. Document contents by taking pictures of all rooms.
- Advise the RTCA Management Office of current phone numbers and email addresses for emergency communications.

### 3.2. ASSOCIATION MANAGER:

- Will be the overall coordinator for all preparedness and aftermath actions. The RTCA Board may designate an alternate if the Association Manager cannot fulfill this responsibility for any reason.

- Convene a meeting of all Regency Towers staff to ensure that all staff is aware of their responsibilities and the preparedness and evacuation is conducted in a coordinated and effective manner.
- Provide information to all owners and renters on preparedness and evacuation requirements.
- Contact real estate agents to remove patio furniture from all rental unit balconies.
- Photographs may be taken of contents if time permits, although this is an owner responsibility.

### 3.3. ADMINISTRATIVE SUPERVISOR AND STAFF:

- Prepare and move all important records and materials to a secure area designated by the Association Manager.
- Back up all data on RTCA computers (2 copies).
- Contact all owners who fail to provide current phone numbers and email addresses for emergency communications.
- Move office equipment, e.g., computer, printer, copier, phones, shredder, etc., to a secure area designated by the Association Manager.
- All checks and cash on hand shall be deposited in the RTCA's operational bank account.
- Update RTCA website as important information for owners becomes available. Continue this throughout pre and post-hurricane event.

### 3.4. MAINTENANCE SUPERVISOR AND STAFF:

- Secure loose RTCA property to inside the buildings, e.g., all outdoor furniture, waste containers, hoses, equipment, etc., that could be damaged or become flying projectiles.
- Move all valuable RTCA non-expendable property possible, e.g., power tools, lawn and garden tools, vacuum cleaners, etc., to a secure area designated by the Association Manager.
- Begin securing all empty units by locking all exterior doors and windows. Turn off all electrical panel breakers and main water inlet valve. Close interior doors. Although this is primarily an owner responsibility, there may be instances where the RTCA staff will need to undertake this action as a last resort in the interest of minimizing the risk to other units and RTCA property.

- Move unit key box to a safe and secure area. All keys not stored will be turned over to the Association Manager before staff leaves the property.
- Propane gas supply line will be turned off.
- The pool equipment will be turned off.

#### 4. HURRICANE WARNING

With the issuance of a Hurricane Warning or an evacuation order by the governor or local civil authorities, the following steps will be taken:

- The Association Manager will verbally advise all occupants and post an evacuation notice in each lobby. Occupants will also be advised when the elevator and life safety system will be powered down. **IT IS A VIOLATION OF FLORIDA STATE LAW FOR ANYONE TO REMAIN IN REGENCY TOWERS WITHOUT THE LIFE SAFETY SYSTEM BEING FULLY FUNCTIONAL.**
- Prior to departing, all residents, guests, or owners' agents must:
  - Remove all items from patio and entrance doormat.
  - Completely empty refrigerators and block doors open.
  - Remove all other perishable commodities from units.
  - Turn off all circuit breakers and main water valve.
  - Close and lock all windows and exterior doors.
  - Close all interior doors.
  - Advise Resident Manager of departure.
- The RTCA staff should ensure that each unit is vacant and secure by conducting a final walk-through of each building. All rooms must be checked for any owners or guests still on the property. Once a unit is confirmed vacant, a ribbon will be attached to the entrance door that indicates vacancy.
- At this time, all doors leading out of the building will be secured with the exception of the front lobby door that will be used for the final exit.
- All elevators will be taken to the third or fourth floor and locked down.
- Power will be shut down to each building, and the main water supply will be turned off.
- Garbage dumpsters will be removed from each tower if time permits.
- With the assurance that each building is vacant, all staff will exit the building and the final door secured.

- Prior to leaving Pensacola Beach, the Resident Manager will advise the Sheriff's office that Regency Towers is vacant and secure.

## 5. DAMAGE ASSESSMENT & RECOVERY

After the hurricane has passed, immediate access to Pensacola Beach will be limited to emergency personnel only. The first action will be a thorough examination of the Bob Sikes Bridge to establish its structural integrity and condition to safely permit vehicular traffic. Downed power lines and debris everywhere will constitute a dangerous environment. Once the situation has stabilized and the local authorities have given the authorization for the return to Pensacola Beach, the Resident Manager, accompanied by the RTCA's Architect and the Structural Engineer will go to Regency Towers to give a preliminary assessment of the damage sustained. Owners should refrain from immediately returning to Regency Towers as sand may make streets impassable to all but emergency and military four-wheel drive vehicles. Expect ruined tires from debris, and no facilities for repair on the island. Expect high temperatures and humidity, flies everywhere, and unsanitary conditions. Plan accordingly, e.g., hats, bottled water, bug spray, sturdy shoes or boots, etc.

Based upon the initial assessment, the Regency Towers team will decide on the immediate course of action to be followed.

- **Structural Damage:** The most severe situation would be that Regency Towers has suffered structural damage to the extent that it is unsafe for anyone to enter the building. The resolution of this condition would be partial or full demolition of the affected Regency Towers building or buildings.
- **Loss of Waterproof Integrity (1<sup>st</sup> Floor):**
  - This may be relatively minor due to a limited number of broken windows or doors. In this case, temporary repairs of the affected areas should be done immediately, and the excess water and water-soaked materials removed immediately. Humidity removal equipment should be operating as soon as possible.
  - This may involve major damage, such as that caused by a storm surge. In this case, we would anticipate that the entire ground floor units have suffered significant damage, and will require demolition and rebuilding. In this situation, the immediate action should be to prevent further damage to Regency. This will require disconnecting the electrical, water, sewer, and communications systems to the upper floors from the first floor. Temporary connections for water and sewer will be required to make the upper floor systems operational.
- **Loss of Waterproof Integrity (Floors 2-8):** This situation would be due to the loss of the roof material or broken windows or doors. Resolving this will require temporary repairs to the affected areas, and immediate removal of standing water from within

the units involved. It may also require removal of the water-soaked carpet, pad, and furniture, as needed. Use of dehumidifiers should begin as soon as practicable. This may require a temporary power supply (generators), with the capacity to run the HVAC units in the units.

- The RTCA Architect and the Resident Manager will base recommended actions beyond the immediate damage mitigation upon a further in-depth assessment of each unit.
- Make conference call with the Board and Association Manager to discuss status and immediate needs and follow-up actions.