



# Hurricane Preparedness Guide

## Are you ready?

As hurricane season has arrived, we would like to remind all the unit owners and residents that in the event of a hurricane, all furniture, plants, and other items that are on your balconies must be picked up and placed inside your units. The high winds of hurricanes have been known to damage sliding glass doors and/or windows. Objects left on the balconies can become dangerous projectiles. Ensure that all items from your balconies are removed in preparation of a storm for your own safety as well as that of your neighbors.

The onsite staff will be concentrating on securing all of the common areas including all building equipment. If you plan on being absent during hurricane season, we ask that you please designate a responsible firm or individual to care for your unit should it require preparation. If you are traveling, ensure that you leave all windows and hurricane shutters closed and secured.

**Hurricane season begins June 1<sup>st</sup> through November 30<sup>th</sup>.** Grove Isle Condominium is located in a VE Flood Zone. In the event of a hurricane warning, the County will issue an immediate evacuation order. All unit owners and residents will be required to evacuate the island. The following is an informative chart we have prepared for your review and quick reference:

**Hurricane Watch** – This is posted when there is a threat of a hurricane striking the area within a 48 hour period.

**Hurricane Warning** – This is posted when a hurricane is expected to strike within a 36 hour period.

Category	Wind Speed	Effects
One	74-95 MPH Winds	Very dangerous winds will produce some damage.
Two	96-110 MPH Winds	Extremely dangerous winds will cause extensive damage.

<b>Three</b>	<b>111-130 MPH Winds</b>	<b>Devastating damages will occur.</b>
<b>Four</b>	<b>131-155 MPH Winds</b>	<b>Catastrophic damage will occur.</b>
<b>Five</b>	<b>155 MPH Winds and Above</b>	<b>Catastrophic damage will occur.</b>

# Preparation for a Hurricane

## **Hurricane Supply List**

Each household or facility should have at least a 72 hour supply of the following items in the event of a Hurricane:

- Bottled Water (1 Gallon Per Day Per Person)
- Ice
- Non Perishable Foods
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First Aid Kit
- Manual can openers
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Local Maps
- Prescription Drugs (2-weeks supply)
- Eyeglasses, contact lenses and supplies (if appropriate)
- Pet supplies (72 hour supply of Food, Water and other pet care items)

## **Evacuation Centers**

Evacuating locally to the home of a friend or family member outside of the evacuation area is highly recommended. Hurricane Evacuation Centers should be utilized when that alternative does not exist. Please monitor the local radio, television, or dial 3-1-1 (TDD (305) 468-5402) to find out which centers are open when an evacuation order is announced. Below is a list of some of the centers:

Robert Morgan Senior	18180 SW 122nd Avenue	Miami	33177
Terra Environmental Senior	11005 SW 84th Street	Miami	33173
Jorge Mas Canosa Middle	15735 SW 144th Street	Miami	33196
South Miami Senior	6856 SW 53rd Street	South Miami	33155
Felix Varela Senior	15255 SW 96th Street	West Kendall	33196

## **Pets**

Pets are not allowed in all evacuation centers. Only special service animals such as guide dogs for the blind are permitted. There are hotels and shelters that will accept pets to stay during a hurricane. Ensure a month's supply of food and water is kept for your pet. Below is a list of (PHEC) Pet Friendly Hurricane Evacuation Center shelters:

- E. Darwin Fuchs Pavilion  
10901 SW 24th St. Miami, FL 33165
  
- Dr. Michael M Krop Senior High  
1410 County Line Road Miami, FL 33179

## **Important Contact Numbers:**

Emergency Evacuation Assistance: (305) 513-7700  
FPL: (866) 263-9185  
AT&T: (800) 288-2020  
Comcast: (800) 934-6489  
Miami Dade OEM: (305) 468-5400  
Federal Emergency Management Agency: 1(800) 621-3362  
American Red Cross: (305) 644-1200  
Florida Office of Insurance Regulation: 1-850-413-3140  
Miami Dade Animal Care: (305) 884-1101  
Humane Society: (305) 696-0800  
Miami Dade County Police Non-Emergencies (305) 476-5423  
Miami Dade Answer Center: 3-1-1 or (305) 468-5900  
South Florida Weather Forecast Office: (305) 229-4522  
Elder Helpline/Alliance for Aging: (305)670-4357

## **Hospitals:**

Mercy Hospital 3663 S. Miami Avenue (305) 854-4400  
Coral Gables Hospital 3100 Douglas Road (305) 445-8461  
University of Miami Hospital 1400 NW 12<sup>th</sup> Ave (305) 689-5511  
Nicklaus Children's Hospital 3100 SW 62<sup>nd</sup> Avenue (305) 666-6511

## **National Hurricane Center Website:**

<https://www.national-hurricane-center.org/hurricane-awareness>

# Hurricane Procedures

We want to inform you of Grove Isle's policies in the event of a hurricane. These policies and procedures combine the hurricane procedures recommended for Grove Isle Condominium by First Service Residential with your Board's decisions.

FirstService Residential ("FSR") has a responsibility and a protocol to safeguard the residents, the employees and the mechanical equipment during a storm based on our knowledge and experience.

We want to explain the storm factors that could damage pump motors and many different electrical components in your building. The procedures are documented and communicated to our managers as recommendations for what should be followed in each building as the most effective and conservative approach to protecting your building's systems while under the effects of a storm. The protocol is general in its approach but offers the greatest chance of protecting the mechanical equipment in any building. Your protocol has been specifically tailored to your building in cooperation with your Board; in as far as each building is to some degree different from others in terms of mechanical design and component variations, these variations are building specific and cannot be generalized to all properties.

The protocol for safe-guarding the mechanical equipment is set into motion at the time when a **HURRICANE WARNING** is issued to your geographical area and starts with the least necessary equipment leaving the most indispensable equipment for last.

Just before or at the time of a **Hurricane Watch** - *a hurricane may threaten the area within 48 hours* -we begin securing the building. The specific details for Grove Isle Condominium can be found in the "On Site Hurricane Preparation Manual" which is site specific to your building and which has been approved by the Board of Directors.

When a **Hurricane Warning** - *hurricane force winds are expected to make landfall within 36 hours* - has been issued and after all preparations have been completed, non-essential personnel, under the direction of the manager, will leave at the end of their shifts. Typically, a mandatory evacuation order is also announced at this time in all coastal areas. This mandatory evacuation creates a critical time frame in which the staff must execute the final mechanical protocols before the storm actually reaches your building.

The essential personnel - Manager, Engineer, Security and Front Desk Staff - will remain at Grove Isle Condominium maintaining building services as they follow the mandatory evacuation order. When sustained winds reach 45 mph and the hurricane continues to be an imminent threat, the essential personnel, in agreement with the Board of directors, will begin to shut down the property's four main mechanical systems- **elevators, HVAC equipment, domestic water pumps and pool equipment.** This helps to assure that your systems will not be damaged as a result of operating during the storm and will be operational after conditions return to normal and power has been restored. After the shutdown has been completed, **our essential personnel will follow the mandatory evacuation order issued by the appropriate governmental agency and leave the property.**

**FSR will not require or encourage any employee to remain on the property in violation of an evacuation order.**

Any employee remaining at the property at the request of the Board after equipment shut down is required to accept the terms of and sign a waiver form provided by FSR. Board signature is also required on the waiver.

Essential employees will return to Grove Isle Condominium as soon as physically possible *after sustained winds have dropped below 45 mph and an all clear has been issued.*

All other employees are required to report back to Grove Isle Condominium at daybreak the following day and when sustained winds have dropped below 35 mph.

Employees will have the option of using any available sick time to be compensated for any time missed due to a mandatory evacuation.

**TO REPEAT; the four main mechanical building components that affect the entire building and should be protected are: the ELEVATORS, HVAC EQUIPMENT, DOMESTIC WATER PUMPS AND THE POOL EQUIPMENT.**

#### **ELEVATORS:**

The elevators MUST be parked on the lobby level floors with the doors closed.

Pull disconnect switch in the machine room in the off position before power fails.

Close up all vents and openings at the top of the hoist way to prevent water from getting into the elevator shaft and secure door to elevator room so that it does not fly open.

#### **WHY:**

- In the event of a coastal surge, flooding will damage the elevators and fill the pits located at the bottom level. For this reason, the elevators should NEVER be operational during a hurricane where they could encounter such flooding and flooded elevator pits. Such an event could irreparably damage the elevators and take them out of service easily for weeks until such time as they could be restored or replaced. In addition to flooding, water damage caused by wind-driven-rain can likely enter the shaft and ruin the electrical equipment on top of the cars and inside the elevator room. This kind of damage will render a building immobile for a long period of time while the elevator company repairs the equipment.
- EXTREMELY IMPORTANT; if the elevators are running and the power is interrupted, **residents may EASILY be stuck inside the cabs for long periods of time.** Evidence has shown that many people suffer anxiety or heart attacks in these situations. Emergency crews are likely not able to respond to 911 calls or elevator entrapment under hurricane conditions.

#### **HVAC EQUIPMENT:**

Turn off power to the cooling towers and pump motors by turning off all breakers on panel to the circulating pumps.

#### **WHY:**

- The cooling towers pump motors may burn up due to lack of water circulation. Water circulation stops due to low water pressure from the city, which occurs frequently during hurricanes when the city shuts its own domestic water pumping stations off, thus cutting off water pressure and supply to the building's HVAC cooling towers as well as drinking and domestic water.
- Again, loss of electrical power will cause local city pumping stations to loose pressure. Electrical surges during the storm may also damage the city pumps, as well as the building pumping systems.

- Wind pressure blows water out of the cooling tower faster than it can be replaced.
- Most HVAC systems in recently built buildings use PVC pipes, as Grove Isle does. These pipes are located on the roof and can break in the event a wind driven object hits or falls on the pipes. Once the pipes break and water is lost out of the system, the motors can burn out.
- Condenser water pump motors are expensive and must be ordered by the HVAC contractor once they fail. Depending on availability one to several weeks of down time can be expected for repairs.

### **DOMESTIC WATER PUMPS**

Staff will turn off power to the domestic water pumps.

#### **WHY:**

- Loss of electrical power through various areas of the city will cause city pumping stations to loose pressure. If not enough water reaches the pumps, they may burn out.
- **IMPORTANT: Do NOT turn faucets in your unit to an "ON" position if no water pressure exists. Pressure could come back on suddenly and an unattended faucet could cause a flood in your unit. Toilets should be shut off - no water should be left in any type of "Running" position in your unit.**

### **POOL EQUIPMENT**

Staff will turn off power to the pool equipment and lower the water level in the pools and Jacuzzis.

#### **WHY:**

- Surges in electrical power will cause pumps to trip and loose pressure. If not enough water reaches the pumps, they may burn out. The chemical feeders will also shut down, causing chemical imbalances in the pools. Debris will be driven in the pool, clogging drains and filters. Pools should not be used until all residents have been notified it is safe to do so.

There are other sections of the building that must be secured but do not create as much dispute as the A/C, water, and the elevators, such as garage doors which should be left in locked open position and other items in a check list that is available to all managers to follow as a guideline so that all aspects of the building are inspected prior to the impact of the hurricane.

NOTE: We do NOT ever shut off electricity to the building. Grove Isle Condominium does have an emergency diesel powered generator that will run some common area lighting, emergency lighting and other critical emergency systems of the building. This generator does **NOT** supply power to interior of apartment units; it only powers general common areas and minimal emergency common systems of the building.

Please feel free to contact the Management Office with any other specific or general questions you may have.

Thank You,

Your Management Team