



## Standard Operating Procedures Manual

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#### **Communications:**

1. This SOP will be "posted" either electronically or by written notice at the beginning of each hurricane season as well as a notice on the BC website.
2. Emergency "Designee" will act as Point of Contact (POC) and be responsible for posting notices. Email and office phone number of Designee will be available for Members.
3. Upon activation of "Tropical Storm Watch," by Miami Dade County Emergency Operations Center, a preparedness notice will be posted.
4. Any Village, County or State notices for evacuation of the Island will be underscored and posted.
5. Cautionary notices related to building closing will be posted 48 hours before landfall.
6. Before, during and after the storm event, Designee will communicate as best as possible, the conditions of the property.
7. Following the event, Designee will report shortcomings and lessons learned along with any suggestions, with Board participation if possible, as to better deal with a future event.
8. Current contact information is: [manager@kbbeachclub.com](mailto:manager@kbbeachclub.com) and 305-361-2813. Voice mail will remain electronic. Messages can be recorded and retrieved. Manager's Cell phone number will be provided to board members.

#### **Exterior:**

1. At 72 hours prior to a possible landfall within the NHC track forecast cone:
  - a. Swings will be wrapped and tied to top support.
  - b. Tall hedges, 8' or more, will be trimmed if possible.
  - c. Members with SUP's or Kayaks stored at the BC will be notified that removal of their property is imminent.
2. At 48 hours prior to a possible landfall under a NHC issued Hurricane Watch:
  - a. Notice regarding "Club Closed" will be posted indicating the Club and parking lot will be closed 24 hours prior to landfall.
  - b. All hurricane shutters will be deployed.
  - c. Planters and any movable plant around the exterior will be moved indoors.
  - d. Remove the canopy in the outdoor eating area and store in the recreation room.
  - e. Empty all trash cans and move to the recreation room.



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- f. BC personnel will be instructed to move all chairs, chaise lounges and umbrellas to the storage and recreation rooms. Any other item, which is a possible projectile, will either be thrown away or moved into the recreation room or restrooms until threat has passed.
- g. Plug clubhouse drains on East wall
- h. Lock bathrooms
- i. Take down flag
- j. Take down the volleyball net
- k. Members with SUP's or Kayaks stored at the BC will be notified that removal of their property is now required.

3. At 24 hours - NHC issued Hurricane Warning: A final walk-through should be completed by BC Manager and/or Designee (If Manager is not the Designee) to inspect for any loose items and any other issues needing to be addressed prior to landfall.

#### Interior:

1. At 48 hours before landfall under a NHC issued Hurricane Watch:
  - a. Gas supply to the snack bar will be shut off.
  - b. All electric power cords and power strips will be unplugged and CPU's, monitors or any other electronic equipment will be placed at the highest point of the office.
  - c. Any critical/historic information in boxes and files will also be placed on top of tables or higher points in the office or recreation room.
  - d. Any items in the recreation room, which could be damaged by flood waters and to the extent that can be, will be placed on tops of tables.
2. At 24 hours before landfall or when sustained winds reach 35 MPH, whichever comes first:
  - a. Main BC breaker will be set to "Power Off."
  - b. Both doors to the office will be sealed with Protecto Wrap\* from the outside.

*\*Note: Protecto Wrap is an adhesive tape developed to prevent water from entering buildings.*

#### Members:

1. May communicate with the building "Designee" or the Manager as to the condition of the building to the extent it is possible to do so. Members can look to the website for any updates able to be placed there.

#### POST Hurricane:

1. After flood threat has passed, Designee will unseal the office.
2. Designee will access interior and exterior spaces and make an attempt to communicate by posting a status report to members on the BC website.
3. General cleanup will commence as soon as practical.