



**MATANZAS SHORES OWNERS' ASSOCIATION, INC.**  
**Hurricane Preparedness Plan**  
**2 0 2 3**

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## Hurricane Preparations Event Monitoring and Preparation

### Summary:

In the event of an approaching hurricane, monitor weather reports and warnings broadcast by Flagler County (<https://www.flaglercounty.gov/departments/emergency-services/emergency-management>) and the National Weather Service (<https://www.nhc.noaa.gov/>) Preparation activities need to begin as soon as there is a possibility of a hurricane, and plan execution should start when a hurricane state of emergency is declared for Flagler County.

### Plan Coordinator:

The MSOA Board President will assign the hurricane event coordinator. The coordinator is responsible for aligning resources, monitoring progress, communication to the parcels and executing the hurricane and recovery plans.

#### Alternate Plan Coordinator:

The MSOA Board President will assign an alternate Plan Coordinator in the event of incapacitation.

#### Plan Coordinators:

MSOA Board President or their designee(s)

Alternate Coordinator: Donna McKenney

## Planning and Early Pre-Storm Preparation Items:

### *Review and Plan Activities Timing*

- Schedule meeting with staff and coordinators to review plans and set timeline for activities.
- Send letters to Jonathan Lord, FPEM and ID cards provided to MSOA & WWTP emergency personnel at the start of hurricane season (June 1).

### *Common Areas/Lakes Advance Tasks*

- Email kayak owners to secure their watercraft or plan with someone local to secure it for them
- As soon as there is potential of a storm, or at the start of the hurricane season, prepare to reserve a minimum 6-inch pump and fuel to pump down the lake system if needed. We have an account with Xylem and contact person for the pump to be delivered. We have an account with fuel company to deliver fuel tank and fuel. Contact numbers are on worksheet.
- Monitor lake level gages to ensure that all readings show approximately the same water levels, ensuring no clogs in the system. (**Check all 5 ponds**).
- The need for a pump down of the lake is largely dependent on the expected rainfall and current lake level. A 6-inch pump takes 3-4 days (depending on river tides) to pump the lake down 1 foot.
- Water from the lake will drain to the intercoastal at 3.5, unless there is a high tide that covers the drainage pipe at the river. If the lake is at a level *higher than 2.5 before the storm*, and we anticipate more than 6 inches of rain, make the arrangements to start the pump allowing 2.5 days to get it down to 2. When the river is at a high tide, the water may not flow (account for that in minimum time to start pumping- if King Tide, start earlier). The Backflow Preventer will prevent it. Check the river tidal conditions at: <https://www.tide-forecast.com/locations/Bings-Landing-Matanzas-River-Florida/tides/latest>.
- Check the Backflow Preventer at the pipe outflow to the river to make sure it is working properly.
- Check all street drains in Las Casitas and Los Lagos for blockage.
- Check the Lake Outflow system to make sure it is clear of any debris that would stop water flow.

- Check all drainage pipes into the lakes for obstructions (***check Las Casitas and Los Lagos properties as well***).
- As soon as sandbag distribution is set up, get 10-20 sandbags
- Make sure we have adequate supply of ties, bungy cords, tape, and glue (caulking material).

## Communication:

### Internal Communications

- Email all Parcel Presidents requesting emergency coordinator information for their parcels (cell and email) and provide MSOA emergency coordinator contact information and plans to protect the MSOA common property. Confirm how parcels will make the information available to their owners via their own emergency communication system.
- Information included in emails to Parcel Presidents will identify radio stations, web sites etc. that will help them and all residents to obtain up to date information on an oncoming storm, evacuation procedures, road closures and shelter information.
- The 2021 Flagler County Hurricane Guide will be available on the MSOA website.
- Send EMAIL to kayak owners to have them secure kayaks.
- Send EMAIL asking for volunteers before and after the event
- Emergency Information:
  1. Flagler Emergency Services: <https://www.flaglercounty.gov/departments/emergency-services/emergency-management>
  2. Flagler Sheriff: <http://www.flaglersheriff.com/>
  3. City of Palm Coast: <https://www.palmcoastgov.com/emergency>
  4. Florida Power and Light: (800) 4-Outage
  5. National Weather Service: [www.weather.gov](http://www.weather.gov)
  6. Radio: WNZF 1550 AM/106.3 FM
  7. Television: WESH News, Flagler County TV
  8. Internet: [www.Flaglerlive.com](http://www.Flaglerlive.com)
  9. Leland Emergency Number 904.247.2175

**All the above emergency information will be on the MSOA website.**

### Contractor Communication-Contact Association contractors specifically but not exclusively:

- Landscape vendor to ensure availability as soon after the storm as possible to begin removing any landscape debris that may impair ingress and egress to the various properties.
- Guard contractor plan to ensure that guards will be back on shift as soon as possible after the storm.
- Biometrics to ensure readiness to support using the remote generator to pump out lift stations if needed.

### Law Enforcement and Fire Department

- Contact the Sheriff's Department to inform them that the property's gates will be open prior to, during the storm and until electricity is restored after the storm and that if possible that they have a patrol car drive through the property to help prevent any criminal activity.
- Contact the Fire Department to inform them that property gates will be open prior to, during the storm, and after the storm until electricity is restored.

## Execute Preparation Activities

- Refer to the spreadsheet in Exhibit A as a checklist for all activities
- Meet with Volunteers to assign activities

### Common Areas/Gates:

- Open all access gates and secure to posts to prevent wind damage. (Note: Include Las Casitas Gates – make sure there are posts to tie them open).
- Take chains down from Santa Rosa and Las Brisas Way intersection.
- Turn power off to all gates
- Secure access gate control boxes
- Remove guardhouse barrier arms
- Lock guard houses if guards are instructed to leave
- Turn power main breakers off for guard house

### Beach Club:

#### Balcony/Library

- Move furniture to make room for gazebo furniture
- Move furniture from upstairs gazebo to inside library
- Check windows – raise shades
- Unplug anything electrical

#### Beach Walkovers

- Turn off water at Beach Club Walkover
- Turn off water at Surf Club III Walkover
- Tie Mobi Mats to Surf Club III Walkover
- Take trash bins inside
- Take hoses inside

#### Beach Clubhouse and Pool

- Close Beach Club
- Bring Lemon Tree in
- Stack pool furniture and place out of harm's way inside clubhouse.
- Check all window latches
- Glue or secure tops of lanterns along parking lot and walkway
- Remove clock
- Place trashcans inside maintenance closet
- Turn off electric service to AC units to prevent power surge damage
- Lower water level in pool 1.5 feet to accommodate excessive rain
- Turn power off to pool pumps to prevent surge damage
- Raise chlorine level to add extra sanitation to pool water
- Turn power off to underwater pool lights



- Remove any large signs that are removeable
- Secure all safety devices, rings, hooks, skimmers, etc.
- Check containment tank and valve for both acid and chlorine containment
- Last person to leave Beach Club puts locks and chains on doors and gates
- Secure the large trash bins by the kitchen door
- Put sand tubes in front of kitchen door and Beach Club doors that face the ocean

### **Rec Center:**

- Secure all furniture and place inside Rec Center meeting room
- Move Ping Pong Table into the meeting room
- Secure all trash cans
- Check all window latches
- Remove any large signs attached to tennis court fencing to prevent wind damage
- Cut the zip ties on top of the tennis court windscreens, roll down and secure (Dave/Donna ½ day)
- Turn power off to AC unit
- Lower water level in pool to accommodate extra water levels
- Turn power off to all pool pumps
- Raise chlorine level
- Turn power off to underwater pool lights
- Check chemical containment tank and valve
- Put sand tube in front of electrical room
- Place sand tubes in front of Rec Center meeting room
- Flip over the tennis court benches
- Secure all sports equipment in the shed and lock it
- Throw tarp over shed and tie it down

### **Boat Club:**

- Secure and stack all patio furniture inside meeting room
- Secure trashcans
- Check window latches
- Turn power off to AC unit
- Check kayak area for any loose objects
- Turn water supply line off to fish cleaning tables on dock
- Secure fire extinguisher and hose box
- Turn power off to pole lighting to prevent power surge damage
- Secure or glue loose lantern tops
- Remove and store dock and kayak hoses in the meeting room
- Close bathroom doors
- Put sand tubes in front of electrical and meeting room door
- Last minute, rope off dock to access

## Wells and Lake Irrigation Pumps:

- Turn power off to prevent surge damage
  - North main branch
  - South main branch
  - Beach Club pump
  - East side branch (in median on A1A)
  - Steve will check timers after the storm

## Wastewater Treatment Plant (Chief Engineer Carlos Tola):

### Emergency Generator – Prepare the generator for travel to the lift stations

1. Perform thorough check of the Emergency Generator
2. Run the Emergency Generator for five minutes
3. Top off the Diesel for the Emergency Generator if required

### Portable Generator

1. Perform through check of the Portable Generator
2. Run the Portable Generator for five minutes
3. After cooling top of the Portable Generator with gasoline
4. Check gasoline cans for gasoline

### Secure all loose objects in the WWTP area

1. Trash cans
2. Tools
3. Contact Contractors to secure their equipment before the storm
4. Have all contact numbers available

Biometrics (operator)	Carlos Tola	386.804.8124
	Carlos Tola Jr.	386.804.8124
Environmental Controls d/b/a Flagler Septic Services, Inc	Aaron <a href="mailto:office@flaglerseptic.com">office@flaglerseptic.com</a>	386.586-5646
JL Power (Generator)	Joseph Langone	904.282.8909
	<a href="mailto:Jlpowersystems@hotmail.com">Jlpowersystems@hotmail.com</a>	904.412.4579 cell
PBM (contractor)	Ben Moore	904.237.3562
	<a href="mailto:bmoore@pbmconstructors.com">bmoore@pbmconstructors.com</a>	904.237.6253
Florida DEP	Ed Jamro	904.256.1700
	<a href="mailto:Edward.jamro@dep.state.fl.us">Edward.jamro@dep.state.fl.us</a>	
DeFords Fuel & Oil	Herndon Sims	904.256.1700
	<a href="mailto:Herndon.sims@floridadep.gov">Herndon.sims@floridadep.gov</a>	904.256.1612
	Vera	904.829.2251

### **BIOMETRICS (Coordinate with Biometrics)**

1. Determine if we need a Sludge Haul before the storm.
2. Get the level down in a Surge Tank and or Clarifier prior to storm
3. Check all lift stations:
  - Main Lift Station
  - Tennis court location
  - Sea Colony guardhouse
  - Sea Colony clubhouse area
  - Beach Haven

### **AFTER STORM**

1. Monitor Plant operation by checking flow and Lift Stations
2. Check for power at all Lift Stations
3. Move Portable Generator to Lift Stations as required:
  - Tennis Courts
  - Sea Colony Guardhouse
  - Sea Colony Clubhouse

### **Building Sites:**

- Confirm with builders their materials and equipment has been secured including open dampers
- Secure all cameras

### **Post Hurricane Procedures:**

- Visit the property as soon after the storm as possible
- Check roadways for ingress and egress
- Take pictures of damage
- If necessary, contact landscape contractor to begin clearing off roadways.
- Contact guard contractor to resume security
- Check with treatment plant operator on status of plant and begin any possible repairs or procedures to ensure the plant is running
- Attempt to get gates and cameras working
- Check all amenities for damage and begin recording damaged areas including dune walkovers, boat club and dock, beach club and rec center
- File insurance claims as soon as damage has been identified and recorded
- Follow the Start Up Plan



## CHECKLISTS

Print Storm Shut Down List (mirrors tasks about in checklist form)  
Print Storm (After Storm) Start Up List

Tennis Wind Shield Layout