

Hurricane Planning and Recovery

Fred Gray, Facilitator
Gray Systems, Inc





Management

□ P

□ O

□ D

□ C/L



Management

- Planning
- Organizing
- Directing
- Controlling/Leading



Community Association Function - Maintain and Protect the Common Property

- The Board
- Management
- The Members/Owners



Management and Planning

- Property Location
- Laws and Ordinances
- Organizing a Team
- The Physical Property
- Records
- Emergency Equipment



Gathering Information

- Resident Census
- Resident Profile
- Log
- Children
- Older Persons
- Disabilities



The Property

□ The Construction

□ Emergencies

Physical Aspects of the Property

- Age
- Construction Materials
- Fire Hazards
- Fire Protection Equipment
- Emergency Equipment
- Emergency Information
- Shelter
- Shutoffs
- Evacuation
- Elevators



The Staff and the Emergency Response Team

- Members
- Organizational Chart
- Contact Information
- The Plan
- The Team



Training the Team

- Entrances and Exits
- Stairwells and Fire Exits
- Elevators
- Telephone Equipment
- Emergency and Life Safety Equipment
- Mechanical Equipment
- Shutoffs
- Fire Extinguishers
- Fire Alarms



Drills and Evaluation

- Communications
- Accessibility
- Supplies
- Equipment



Emergency Response

- Activate the Team
- Communicate
- Respond



Hurricanes

- Secure
- Inspect
- Clean
- Remove
- Cover Openings

Emergency Procedures Manual

- (1) How to prepare for an emergency.
- (2) How to react during an emergency.
- (3) How to restore the property after an emergency.
- (4) How to save lives.
- (5) How to make the property more secure and prevent emergencies altogether or, at least, minimize their impact.

Sections

- Reference information.
- Directions for the management staff and specifically the emergency management team to follow for each possible emergency.
- Directions for building residents. (A separate manual should be developed for the residents.)

Management Information

- General description of the building
- List of the building's safety features, including their location and how to operate them.
- Building systems information; i.e., mechanical equipment where water shut-off valves are, etc.
- Floor plans and blueprints, including “as built” drawings showing all equipment and systems to which access may be needed during an emergency.

Management Information (Cont.)

- Up-to-date list and locations of all residents and their special needs, etc.
- Insurance information (agent's name and home and work telephone numbers, types of insurance, name of carrier, policy number).
- A list of any hazardous materials on the property.
- An extensive list of telephone numbers.



Phone Numbers

- Police department
- Fire department
- Paramedics
- Every member of the emergency team (in priority order)
- Weather information
- Residents
- Insurance agent

Phone Numbers (Cont.)

- Hospital
- Managers of nearby buildings
- Local real estate agents
- Utility companies
- Electricians



Phone Numbers (Cont.)

- Plumbers
- Elevator contractors
- Security services
- Glass company
- Disaster restoration firms
- Equipment rental company



Phone Numbers (Cont.)

- Nearby hotels and motels
- Media
- Nearby buildings with vacant space
- Community services
- Churches
- Anyone who could provide special assistance during or after emergency



Emergency Manual

- ❑ Detailed description of the emergency management team's duties during the emergency.
- ❑ Flow chart of the chain of command during the emergency.
- ❑ Party responsible for handling the media.
- ❑ Copy of the emergency public address announcement that should be read to residents in the event of an emergency.
- ❑ Procedures to account for all employees and residents.



Emergency Manual (Cont.)

- Procedure for evacuating disabled/elderly residents.
- Procedures for allowing residents to re-enter the building.
- Reporting and documentation procedures.
- Steps for restoring the property after the emergency.



Emergency Manual (Cont.)

- ❑ Lists and drawings showing all building entrances and exits.
- ❑ Explanations of evacuation and safety procedures.
- ❑ Tips for prevention of theft and assault.
- ❑ 24-hour phone numbers of management staff.

Emergency Manual (Cont.)

- List of the building's safety features.
- Telephone numbers of police and fire departments, and government, social, and charitable agencies.
- List of safety precautions or actions to be taken during specific emergencies, including storms, earthquakes, fires and bomb threats.

Resources

- Florida Division of Emergency Services

<https://www.floridadisaster.org/>

- Federal Emergency Management Agency

<https://www.fema.gov/emergency-managers/risk-management/hurricanes>



Planning for a Hurricane Protects the Property and the Residents

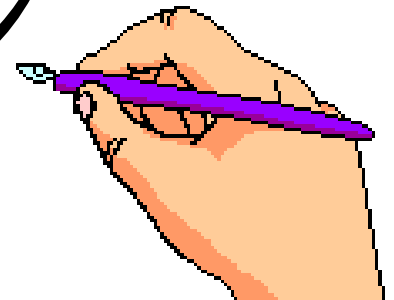
Hope for the Best.
Plan for the Worst!!

Contacting GSI

- Please e-mail questions to Website
gsi@graysystems.com
- Or
- the old way –
800-223-5457

Hurricane Planning and Recovery

The End



Thank you!

Fred Gray, Facilitator
Gray Systems, Inc.