

# PEBBLE BEACH VILLAS

## PROCEDURE #14

### HURRICANE EMERGENCY PROCEDURES

**Purpose:** The Hurricane Procedures provide guidance for PBV Owners and Staff to prepare and respond to projected/actual hurricane.

**Storm Tasks to Complete:** June 1<sup>st</sup> is the official beginning of Hurricane Season. Elliott Merrill will be closely monitoring the tropical weather forecast for the possibility of severe weather to our area. Listed below are the steps staff will take if and when severe weather is expected to affect our area.

#### 1. Storm Identifiers:

- a. Hurricane Watch: An area is put under Hurricane Watch by the National Weather Service when hurricane conditions are possible in the specified area of the Watch, usually within 48 hours. During a watch there is no immediate danger; however, most preparations will commence at once to ensure ample time to secure the PBV property.
- b. Hurricane Warning: An area is put under Hurricane Warning by the National Weather Service when a hurricane is expected to strike the area of warning within 36 hours. Winds of 74 miles per hour or greater as well as possible storm surges are to be expected. Once a Hurricane Warning is issued for our area, the on-site staff will complete hurricane preparations and leave the property to complete their own preparations. ELLIOTT MERRILL STAFF WILL NOT REMAIN ON SITE DURING A HURRICANE.

#### 2. Hurricane Watch: When a Hurricane Watch is issued, staff and volunteers must

- a. Secure all equipment and clear off visible debris.
- b. Irrigation Systems. Turn off all irrigation clocks and timers.
- c. Hoses. Remove and store any garden or car wash hoses.
- d. Garbage Bins. Do not remove containers from containment area.
- e. Pool Area. (1).Take down or Store pool furniture, umbrellas and safety equipment as determined appropriate. (2). Order extra chlorine to have on hand. Do not super-chlorinate the pool at this time. Continue to run pool and spa motors.
- f. Take down the flag.

- g. Because of the short life of chlorine and other pool chemicals, we will wait until a storm watch is issued to order extra chlorine for super chlorinating pools.
- h. Awning Removal. The awning may or may not be removed if a hurricane is imminent. Removal shall be done only at the direction of the Board President in consultation with board members.

**3. Owner Tasks:** Follow recommended actions of the National Weather Service when a Warning is issued for your area and listen closely to radio, TV or NOAA Weather radio for official bulletins.

- a. Complete preparation activities defined for Hurricane Watch such as putting up storm shutters per Association guidelines, storing loose debris, ready items to take with you. Elliott Merrill staff does not do this. You will need to contact a handyman service.
- b. Move valuable furniture and objects away from windows and doors.
- c. Remove all perishable items from refrigerators and freezer, as appropriate.
- d. Items on patios and floor mats should be stored.
- e. Follow instructions issued by local officials. LEAVE IMMEDIATELY IF TOLD TO DO SO. Leave early, if possible, during daylight hours.
- f. WHEN YOU LEAVE, BE SURE TO TURN OFF ALL MAIN WATER VALVES TO YOUR UNIT.

**4. Evacuation:** The National Weather Center strongly recommends if an evacuation order is given for your area that you heed the order and evacuate. This is extremely important if you live on the coastline, an offshore island or near a river or a flood plain.

Keep in mind that certain counties have in the past turned off the water to the barrier island during a hurricane, so if you choose to stay you may be without power and water during and after the storm for some time.

All special needs residents should be sure to register with Special Needs Shelter before the evacuation order is given so accommodations will be available for your needs.

**5. Remaining at PBV:** Owners are allowed to remain in their units despite an evacuation order; however, there may be great risks in ignoring evacuation orders, including the unavailability of emergency services until after the storm

Take special precautions, as necessary, including ample supplies of water, batteries, non-perishables, medications, and insurance policies, etc.

- 6. Re-entry:** Upon cancellation of the hurricane evacuation and all threat of the storm has passed, your local Office of Emergency Management will authorize return, possibly on a limited basis, depending on damage assessment. This information will be broadcast on your local radio and, if possible, television stations. We ask that you do not call our office for information on your individual condominium or to ask if it is safe to return home. Owners should use the PBV Directory and the PBV Website, if available, to communicate.

Depending on the severity of the storm, communications with Elliott Merrill Community Management may be limited. Our Elliott Merrill Website will be hosted by a server out of the area, and we will attempt to update the server with information as we receive it. Our EM Website is [www.elliottmerrill.com](http://www.elliottmerrill.com)