

**ELLIOTT MERRILL COMMUNITY MANAGEMENT**  
**STORM PROCEDURES FOR**  
**PEBBLE BEACH VILLAS STAFF**

**STORM PROCEDURES – TASKS TO COMPLETE**

June 1<sup>st</sup> is the official beginning of Hurricane Season. At this point, staff is to insure that communities with generators have tanks filled in preparation of power outages. Monitor the levels on a monthly basis to be sure that tank is always full during this season.

Due to the short “shelf life” of chlorine and other pool chemicals, we will wait until a storm watch is issued to order extra chlorine for super chlorinating pools.

Our main office will be closely monitoring the tropical weather forecasts for the possibility of severe weather to our area. Listed below are the steps that staff will take if and when severe weather is expected to effect our area.

**STORM IDENTIFIERS**

**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, the majority of preparations will be started at this time to ensure ample time to secure the property.

**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.

**When Hurricane Watch is Issued:**

1. Roof Area - Secure all equipment and clear off visible debris. Close and secure all roof doors and hatches.
2. Irrigation Systems - Turn off all irrigation clocks and timers.
3. Hoses - Remove and store any garden or car wash hoses.
4. Remove and store any trash and recycling containers.
5. Pool Area
  - a. Store pool furniture, umbrellas, flower pots and safety equipment in a pre-designated area. Do not put pool furniture in the pool.
  - b. Order extra chlorine to have on hand. **Do not super-chlorinate the pool at this time. That will be done when and if a Hurricane Warning is issued.**  
**Continue to run pool and spa motors.**
6. Remove flags and poles if possible.

### **When Hurricane Warning is Issued:**

1. Shut off pool and spa pumps at the breakers.
2. Turn off water to pool showers, auto fill devices and dune crossover showers.
3. Pool to be super chlorinated and **POOL CLOSED** notices to be posted.
4. Cut down and store all tennis wind screens, nets and awnings.
5. Remove and store large street and/or property signs if possible.
6. Make an inspection of common areas for any loose items that can be safely removed and stored.
7. Residents will be encouraged to leave the property at this time.
8. Manager to visit property to ensure all Elliott Merrill responsibilities are completed. If requested by the Board, Manager will remove the key box and will take responsibility for its safe keeping.

### **When Evacuation Order is Issued:**

Elliott Merrill staff will complete the following items prior to leaving the property. Staff (including access control personnel) will not be expected to remain on sight during the hurricane.

1. Generators, fire pumps and alarm systems will be left on in case of fires after the building is evacuated.

**AFTER THE STORM:** In the event of a severe storm, it is likely that phone service, including cell phones, will be limited, therefore, all staff is expected to report to the main office as soon as possible after the storm has passed and the Office of Emergency Management has given the go ahead for the public to be on the roads.

Staff will then be given instructions to report to their property and will aid managers in completing the following:

1. Take pictures of visible damage to the property.
2. Secure common areas where possible.
3. Meet with representatives of the Association's Hurricane Committee to discuss actions to be taken.
4. Elliott Merrill Community Management to report loss to Association's Insurance company.

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## **RESIDENT HURRICANE PROCEDURE**

This year's hurricane season is rapidly approaching us here at Pebble Beach Villas, so now is the time to STOP and organize your individual plans BEFORE A POTENTIAL DISASTER occurs. Elliott Merrill Community Management hopes the following information will get you started in your preparation.

The National Weather Service recommends the following preparations to be made before the beginning of Hurricane Season:

- ✓ Know the hurricane risks in your area, e.g. determine whether you live in a potential flood zone.
- ✓ Learn safe routes inland.
- ✓ Find out where official shelters are located.
- ✓ Develop a family hurricane action plan.
- ✓ Review working condition of emergency equipment, such as flashlights, and battery powered radios. Make sure you have a supply of fresh batteries on hand.
- ✓ Ensure you have enough non-perishable food and water supplies on hand.
- ✓ Trim trees and shrubbery (individual homeowners only).
- ✓ Check the condition of your hurricane shutters.
- ✓ Check policies to see if you have flood and wind insurance.
- ✓ Know your community safety plan.

During Hurricane Season, which officially starts on June 1<sup>st</sup> and ends November 30<sup>th</sup> each year, it is important that you pay attention to Tropical Weather Forecasts given either by your local Office of Emergency Management or other local TV and/or radio stations. Tropical Storms and Hurricanes are tracked by the National Weather Service as they form and it is imperative that you be aware of the potential for severe weather during this season.

## **HURRICANE WATCH**

A Hurricane Watch is issued by the National Weather Service for a coastal area when hurricane conditions are possible in the specified area of the WATCH, usually within 48 hours. A hurricane watch is just what it says, a time for you to watch the approaching storm and for you and your hurricane committee at your property to organize, as land fall could affect your area. Tune in to and continue to monitor your Office of Emergency Management Broadcast for local updates for your area. Links and phone numbers for these offices are available on our website at [www.elliottmerrill.com](http://www.elliottmerrill.com).

The National Weather Service recommends the following when a watch has been issued for your area. ....

- ✓ Frequently listen to radio, TV or NOAA Weather Radio for official progress.
- ✓ Fuel and service family vehicles.
- ✓ Have extra cash on hand.
- ✓ Prepare to close or install your hurricane shutters.
- ✓ Check batteries and stock up on canned foods, first-aid supplies, drinking water and medications.
- ✓ Bring in all patio furniture on your balcony and any other light weight items from your yards.\*
- ✓ Put together all important paperwork that you will need to take with you in the event of evacuation, e.g. check book, insurance policies Put valuables in your safe deposit box.

**\*REMEMBER, THIS IS THE RESPONSIBILITY OF THE UNIT OWNER; THE ON SITE STAFF WILL BE EXTREMELY BUSY PREPARING THE COMMON AREAS AND CAN NOT BE EXPECTED TO CLEAR BALCONIES OR PATIOS.**

## **HURRICANE WARNING**

A HURRICANE WARNING is issued by the National Weather Service when a hurricane is EXPECTED to strike the area of the WARNING within 36 hours. Winds of 74 miles per hour or greater possible storm surges of 7-9 feet of water can be expected. When a WARNING is issued it is imperative that you tune into the local broadcast of the OFFICE OF EMERGENCY MANAGEMENT for evacuation orders. Shelter openings will be announced at this time.

Items recommended by the National Weather Service when a Warning is issued for your area:

- ✓ Listen closely to radio, TV or NOAA Weather radio for official bulletins.
- ✓ Complete preparation activities 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 handy man service.
- ✓ Move valuable furniture and objects away from windows and doors.
- ✓ Remove all perishable items from refrigerators and freezers. **ELLIOTT MERRILL MAINTENANCE AND STAFF WILL NOT CLEAN OUT REFRIGERATORS.**
- ✓ Follow instructions issued by local officials. LEAVE IMMEDIATELY IF TOLD TO DO SO.
- ✓ If evacuating, leave early, if possible during the daylight hours.
- ✓ When you leave, be sure to turn off all main water valves to your home/unit.

## **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 or in a high rise building. Hurricane winds are stronger at higher elevations.**

We plan to run the elevators to the top floor and turn off the power to the elevators. Take in mind that certain counties have in the past turned off the water to the barrier island during a hurricane, so if you chose to stay you may be with out power and water during and after the storm for some time.

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

## **RE-ENTRY**

Upon cancellation of the hurricane evacuation order and all threat of the storm has passed, your local Office of Emergency Management will authorize return, possibly on a limited basis, depending upon 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. Depending on the severity of the storm, communications with Elliott Merrill Community Management may be limited. Our Elliott Merrill web site 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 web site is [www.elliottmerrill.com](http://www.elliottmerrill.com).

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