



**ISLANDIA II
CONDOMINIUM
ASSOCIATION, INC.**

**RESIDENT
EMERGENCY
INFORMATION PACKAGE
JULY 2011**

ISLANDIA II CONDOMINIUM ASSOC., INC.

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1-800-738-7904

**ISLANDIA PROPERTY EMERGENCY
HOTLINE**

islandiaiioffice@comcast.net e-mail

www.islandiai.com web address

EMERGENCY & IMPORTANT NUMBERS

ST. LUCIE COUNTY SHERIFF	772-462-3450
ST. LUCIE COUNTY EMERGENCY MGMT	772-461-5201
AMERICAN RED CROSS 2211 SOUTH 25TH STREET, FT. PIERCE	772-461-3950
FEIL (FLA. EMERGENCY INFO.LINE)	1-800-342-3557
FEMA	1-800-462-9029
NEW STATEWIDE SERVICE (LANE CLOSURES, ACCIDENTS, TRAFFIC, ETC.)	511

HURRICANE INFORMATION SOURCES

- www.nws.noaa.gov - NATIONAL WEATHER SERVICE
- www.myflorida.com - HURRICANE EMERGENCY INFO.
- www.floridadisaster.org - FLA. DIV. OF EMERG. MGMT.
(FEMA)

IMPORTANT COMPONENTS OF THE PLAN YOU NEED TO KNOW

- **COMMUNICATIONS HAS BEEN IDENTIFIED AS ONE OF THE KEY COMPONENTS OF THIS PLAN.**

The “plan” emphasizes communications to residents so there should be no last minute surprises. This includes, before, during and after a storm is first identified, develops into a tropical storm or hurricane, and passes the area.

With that in mind, the following highlights are intended to communicate the policies and procedures adopted by the Association **before the active part of the hurricane season** to assure that if a major storm hits our area, the efforts of Management will be organized, efficient, and effective.

- **In a Hurricane, all of the building’s vital systems will be shut down in order to protect them from damage.**
This shut-down includes elevators, air conditioning, domestic water supply, pumps, and the sanitary lift station.
- **Accommodations will not be made for Residents who choose to stay** in defiance of the mandatory evacuation order. After consulting with police and fire officials, it is the unanimous consensus that it is an unsafe and dangerous practice for owners to stay in the building or to leave any of the building’s vital systems operational during the extreme conditions of a hurricane.
- **The building will not be re-opened until a controlled assessment of the building’s condition and systems has been made**, and assuming everything is in order, the completion of a step-by-step process of starting up the building’s vital systems. Management will communicate to residents when it is considered safe to return to Islandia II, regardless of the lifting of evacuation orders, etc. Please do not just show up and expect to be accommodated.
- **The Staff will be trained on a regular basis** in order to insure they are prepared for their roles in emergency situations.

HURRICANE DEFINITIONS

TROPICAL DEPRESSION

Winds of less than 39 mph

TROPICAL STORM

Sustained winds of 39 to 73 mph

HURRICANE

Sustained winds of 74 mph or higher

TROPICAL STORM WARNING

Expected within 24 hours

HURRICANE WATCH

A “Hurricane Watch” means that Hurricane conditions are possible within 36 hours. Both building preparations by the staff and individual unit preparations by Unit Owners should be under way.

HURRICANE WARNING

A “Hurricane Warning” means that a tropical storm or Hurricane conditions are expected in a specified region within 24 hours. All preparations should be completed.

PERSONAL EVACUATION CHECKLIST

**Suggested things you may want to take with you when you leave Islandia II...
("REMEMBER" It's better to have it and not need it, than to need it and not have it.)**

- At least one gallon of bottled drinking water daily per person for **3-7** days.
- Non-perishable packaged or canned food which does not require cooking (Enough for 3-7 days.) Some suggested items include, but are not limited to:
 1. Food for infants or elderly or those with special diets.
 2. Non-perishable foods: canned or packaged foods not requiring cooking.
 3. Snack foods & drinks.
 4. Non-electric can/bottle opener.
 5. Sterno & appropriate cooking pot/utensils.
 6. Plastic utensils.
 7. Plastic bags and ties to secure garbage.
- Blankets/Pillows, etc.
- Take appropriate: seasonal/rain gear/sturdy shoes.
- Have a two-week supply of all medicines available, first aid, etc.
- Have a suitable amount of cash on hand. Electrical outages could render banks and ATM's inoperable.
- Keys: to your unit, cars, etc.
- Special needs items: for babies, elderly, those with medical conditions, etc.
- Toiletries/Hygiene items/toilet paper/baby wipes, etc.
- Flashlights/portable lanterns/portable fan/supply of batteries
- A battery operated radio or television
- Books, games, cards, etc.
- Important documents unless you have a safe and secure location within the unit.
- Small tool kit (just in case).
- Have your bag(s) packed and ready to go if evacuation orders are given. It is one less thing to worry about.
- Maintain a full tank of gas in your vehicle(s). Note: It is possible that flooding Could occur in the parking lot. You may wish to plan to move additional vehicles off premises if possible.
- Make prior arrangements for pets in case you need to go to a temporary shelter.
- Pet food.

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UNIT EVACUATION CHECKLIST:

- BALCONIES:** Remove all objects...including plants and furniture...from the balconies. Close storm shutters and secure fastening screw.
- WINDOWS AND DOORS:** Tightly close and lock all glass doors and Windows. Lay towels, newspaper, or your hippo sox (if you have purchased some) at balcony doors and on windowsills. Remove window screens from West (A1A) side of unit.
- ELECTRICAL APPLIANCES:** Unplug all appliances, light fixtures, from your electrical outlets- especially televisions, computers, fans, washers/dryers, etc.
- BREAKER PANEL:** Shut off the circuit breakers in the electrical panel.
- AIR CONDITIONING:** Turn you're A/C units to the off position in order to prevent potential damage from power shorts and/or surges.
- WATER SUPPLY:** Shut off main water supply valve to prevent flooding Due to pipe failure.
- HOT WATER HEATER:** Turn water and electrical breakers off.
- FURNISHINGS AND VALUABLES:** Move valuable furnishings to Closets or away from windows.
- REFRIGERATOR/FREEZER:** Remove ice from the ice tray in the Freezer and shut off the icemaker. To the extent possible, throw as much of your perishable foods in your refrigerator out before you leave.
- UNIT SECURITY:** Before you leave, make sure all windows, glass sliders and front doors are securely closed.

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OWNER PREPERATION CHECKLIST

A Unit Owner or occupant who plans to be absent during the hurricane season must prepare his Unit prior to his departure by designating a responsible firm or individual to care for his Unit should a hurricane threaten the Unit or should the Unit suffer hurricane damage, and furnishing the Association with the name(s) of such firm or individual.

- Be sure the balcony is completely cleared off well ahead of an evacuation order, or have a plan to clear the balcony in advance. If you can't do it yourself, find someone who can do it for you in advance.**
- Have you personal evacuation plan ready ahead of time. Know where you are going.**
- Be familiar with the evacuation routes, have your route picked out, and have a map with some alternate routes should the need arise.**
- If you do decide to evacuate before the staff leaves the building, Notify the Office so it is on record.**
- If you decide to stay in the building (bad idea) the Association will Require that you sign a hold harmless/waiver form.**
- Take videos, photos, etc. of your unit, furnishings, valuables, etc. for insurance purposes. Keep them in a safe place along with your insurance policies (if possible, off premises). If not possible, keep them off the ground, in a waterproof plastic bag.**
- Keep an out of state phone number for your insurance carrier. It may be difficult to file a claim locally due to calling volume.**
- Prepare a personal evacuation package**

ISLANDIA II CONDOMINIUM ASSOC., INC.

WHAT HAPPENS AS A STORM IS IDENTIFIED TO BE APPROACHING

- If a **TROPICAL STORM/HURRICANE “WATCH”** (see definitions) is issued, Management will inform residents of the developments, providing the latest storm information available and instructing everyone, regardless of where they are, to begin to prepare for a possible storm and to start to prepare to leave the building if an evacuation order is issued by authorities. We will also include any relevant information regarding access to and from the island prior to the storm.
- If a **TROPICAL STORM/HURRICANE “WARNING”** (see definitions) is issued, Management will inform residents that a storm is expected to hit the area within 24 hours and that the building **shut down procedures (see below for details) will commence shortly**. We will also include any information from authorities regarding evacuation orders by the authorities, planned bridge closings, etc. Finally, we will give an **estimated** time of final building shut down.
- As mentioned, once a Hurricane Warning is issued by Officials, (A mandatory evacuation order is given to all residents of the “barrier islands”. Hutchinson Island is a Barrier Island. Officials require everyone living east of the intra-coastal waterway to leave the island.) You will be notified through the Management of any mandatory evacuation order by authorities, and the impending shut down of the building. This shutdown will include the following steps.
- **WHEN THE FINAL CALL IS MADE ON THE PUBLIC ADDRESS SYSTEM, THE BUILDING “LOCK DOWN” PROCEDURE WILL COMMENCE. IT IS ESTIMATED THAT THIS PROCESS WILL TAKE ABOUT 2 TO 3 HOURS TO COMPLETE ONCE IT BEGINS. ONCE COMPLETED, THE STAFF WILL IMMEDIATELY LEAVE THE PREMISES. NO ONE FROM MANAGEMENT WILL BE LEFT TO ASSIST ANY RESIDENTS STILL IN THE BUILDING UNTIL AFTER THE STORM HAS PASSED AND THE STAFF HAS RETURNED.**
- While Officials cannot force you to leave and you won’t be arrested, among other things you will likely be in a building with no elevator service, no air conditioning, no personnel, and no water, all before the storm even arrives. Once the storm does arrive, it is likely that power be out for a prolonged period. It is possible and indeed likely that you could be without any emergency fire protection or the protection of police, fire and rescue personnel during the height of the storm. Simply put, it is a bad idea to ignore the evacuation order and stay on the island.

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WHAT HAPPENS AS A STORM IS IDENTIFIED TO BE APPROACHING (CONTINUED)

- The building's cooling towers will be shut down. The A/C systems are shut down because the main components of the system, the "cooling tower" is located on the roof of the Islandia II building. If the system were allowed to be operated during a storm, hurricane force winds could actually reverse the spin of the large fans and cause severe damage to the motors and components. There is also a high probability of power surges and electrical "shorts" which could damage the cooling towers, as well as a variety of the complex electrical components that cool the common areas of the building. Also to consider is the likely delay in repairs after a hurricane, thus exposing the building to an environment conducive to the creation of mold.
- Each apartment will be checked for occupancy. Anyone who intends on staying in their apartment will be asked to sign hold harmless forms from the Association.
- After all doors from the roof all the way down to the lobby have been secured, the front doors will be locked and secured.

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WHAT HAPPENS ONCE THE STORM HAS PASSED....

- **Do not rush back to the building!!!** The staff needs adequate time to travel to the building, gain entrance on to the island, open the building, and assess damage (if any)
- Once it is deemed safe to attempt to restart the systems, the staff will undertake specific, ordered procedures to re-start building's systems. Step-by-Step start up procedure is important to minimize unintentional damage to the building's vital systems. Once the systems are operational, and there is sufficient staff to resume operations, all residents will be notified.

RE-OPENING THE BUILDING AFTER THE STORM...

- As mentioned, Residents **will not** be allowed into the building until:
- The Management Team arrives, inspects and assesses the building and its systems.
- A controlled start-up procedure is implemented, all of the systems are operating properly, and the building is safe for occupancy.
- Once the above steps have been completed, the building will re-open and it will be safe for residents to return to Islandia II.

IMPORTANT POINTS TO REMEMBER.....

- If problems are discovered after the storm that precludes the building from being opened in a timely fashion, we will keep you informed as to the progress of the work being done and when it its likely to be completed.
- Therefore, just because Hutchinson Island allows residents back onto the island, do not assume the building is open.

CONCLUSION

All of the procedures and policies described in this section are intended to protect the lives and safety of Islandia II Residents and to protect the building's vital systems.

ISLANDIA II CONDOMINIUM ASSOC., INC.

SHELTERS

MARTIN COUNTY

Jensen Beach/Stuart

Felilx A. Williams 401 NW Baker Road, Stuart (Holds 850 People)

Jensen Beach High School 2875 NW Goldenrod Road, Jensen Beach (Holds 1,000)

Palm City Area

Hidden Oaks Middle School 2801 SW Martin Hwy, Palm City (Holds 550)

Bessey Creek Elementary 2201 SW Matheson Avenue, Palm City (Holds 850)

Hobe Sound/Stuart

Sea Wind Elementary 3700 SE Seabranh Blvd., Hobe Sound (Holds 1,300)

Indiantown

Warfield Elementary School 15261 SW 150th Street

Indiantown Middle 16303 SW Farms Road

MARTIN COUNTY SPECIAL NEEDS SHELTER

Challenger School 5150 SE Willoughby Blvd. Stuart (Holds 400)

ST. LUCIE COUNTY

Port St Lucie

Floresta Elementary School 1501 SE Floresta Drive, Port St. Lucie (Holds 411)

Windmill Elementary 700 Darwin Blvd., Port St. Lucie (Holds 220)

Morningside Elementary 2300 SE Gowin Drive, Port St. Lucie (Holds 215)

Parkway Elementary 7000 NW Selvitz Road, Port St Lucie

West Gate K-8 School, 1050 NW Cashmere Blvd, Port St Lucie

Oak Hammock Elementary, 12514 SW California Blvd, Port St Lucie

Ft Pierce

Ft Pierce Central High, 4101 25th Street, Ft Pierce

Samuel Gaines Elementary, 2250 S. Jenkins Road, Ft Pierce

ST. LUCIE COUNTY SPECIAL NEEDS SHELTER

St. Lucie County Civic Center 25th ST. & Va. Ave., Ft. Pierce (Holds 500)

St. Lucie County Comm. Center 2195 SE Airoso Blvd., PSL (Holds 200)

PREPERATION FOR SHELTERS

SHELTERS SHOULD BE REFUGES OF LAST RESORT

- **Do not report to a shelter until it is officially open. The media will announce shelter openings.**
- **Choose 2 or 3 shelters closest to you. Shelter openings depend upon storm Direction, intensity and other factors. Some shelters fill up quicker than others.**
- **Tell a friend or relative where you are going.**
- **Consider volunteering at the shelter.**

SUGGESTED ITEMS TO BRING

- **Bedding**
- **Beach or lounge chair**
- **Medications & Medical alert tags**
- **Clothing and personal care items**
- **Flashlight/batteries**
- **First Aid kit**
- **Snacks/Drinks**

Martin County Gas Stations with Generators

**BJ's Wholesale Club, 4150 NW Federal Highway, Jensen Beach
Mobil Hutchinson Island, 650 NE Ocean Blvd
Discount Zone 2, 6400 S. Kanner Highway**

ISLANDIA II CONDOMINIUM ASSOC., INC.

2011 EMERGENCY CONTACT INFORMATION FORM

Dear Residents,

The safety of the tenants here at Islandia II is one of our top priorities. For that reason, in emergency situations, we are asking that all of your emergency contact numbers be up to date and given to the office. Examples: home, personal cell, spouse cell, work, spouse work, etc. The emergency numbers will be called in the event of an actual emergency.

IN ORDER TO ALLOW THE BEST POSSIBLE OPPORTUNITY TO ESTABLISH A LINE OF COMMUNICATION BEFORE, DURING AND AFTER AN EMERGENCY, PLEASE BE SURE TO NOTIFY THE OFFICE, OF ANY CHANGE(S) IN A TIMELY FASHION, IT IS YOUR RESPONSIBILITY TO UPDATE THIS INFORMATION.

ALSO, PLEASE LET THE OFFICE KNOW WHEN YOU PLAN TO BE “OUT OF TOWN” FOR ANY EXTENDED PERIODS OF TIME, INCLUDING OVERNIGHT. IT IS IN YOUR BEST INTEREST TO DO SO.

Please return this completed form to the Islandia II Office as soon as possible. You can also fax this to us @ 772-229-2803.

Name _____ Unit # _____

Unit Owner Alt Phone Number: _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Alt Number _____

Any other information we need to know about:

**ISLANDIA II CONDOMINIUM ASSOC., INC.
PLEASE READ CAREFULLY BEFORE SIGNING**

RELEASE AND HOLD HARMLESS FORM

The undersigned having been informed that it will be dangerous to property and person, and possibly life threatening to remain in the Islandia II building at this time, hereby releases and holds harmless Islandia II Condominium Association, Inc., its Directors, officers, employees and agents from any and all liability and damages, including but not limited to, death or injury resulting or arising from my refusal to evacuate the building when directed to do so by any government authority. Additionally, the undersigned acknowledges his/her legal obligation to evacuate the building when directed to do so by such government authority.

The undersigned further understands and acknowledges that following a mandatory evacuation order the Association may choose to discontinue essential services including electricity, water, and the running of the emergency generator.

The undersigned also acknowledges that as is normally the case, during the existence of any evacuation order, the undersigned shall be liable and responsible for any damage, which he/she may cause, to the common elements of or units in the condominium either by use of those common elements or any other unit or units.

PRINTED NAME _____

UNIT # _____

NAME, ADDRESS & PHONE NUMBER OF NEXT OF KIN:

SIGNATURE

WITNESS

DATE

HURRICANE PREPERATIONS FOR EVACUATION

The following preparations are necessary to prepare for arrival of the storm.

HURRICANE WATCH (48 to 72 hours prior to storm arrival)

1. Make sure that you familiarize yourself with this information.
2. Check the list of evacuation shelters that will be posted in the lobby. Decide which one you will go to and how you are going to get there.
3. Make a list of things you will need to bring with you. Begin to assemble the items.
4. Notify the office if your will require assistance due to medical or physical problems.
5. Please remember to take all medications with you.

HURRICANE WARNING (24 HOURS PRIOR TO STORM ARRIVAL)

1. Close storm shutters and secure fastening screws.
2. Put all Patio Furniture, plants, etc into unit.
3. Remove window screen from West (A1A) side of unit.
4. Move all valuable in interior closets or bathrooms.
5. Move furniture that is inside your unit away from Balcony windows and doors
6. Put all clothing, medications etc.. into your vehicle as soon as possible.
7. Put Damp Rid in closets to prevent mold on fabrics.
8. If you have a pet make sure there is a shelter available.

NOTE: ONE ELEVATOR WILL BE LOCKED OFF FOR STAFF USE ONLY DURING THIS PERIOD!

When leaving your unit for final evacuation:

- A. Turn off all breakers in the unit breaker panel.
- B. Shut off main water valve.
- C. Make sure all doors and windows are closed and locked.
- D. Lock both locks on your front door.
- E. **MAKE SURE TO CHECK OUT AT THE OFFICE BEOFRE YOU LEAVE.**