

Silverlakes Emergency Plan

General Information

Purpose The purpose of this document is to provide guidelines and appropriate procedures to be followed in order to protect Silverlakes assets and information prior to, and during, a hurricane, and/or catastrophic event, as well as, to assure timely and safe operation resumption in the aftermath.

Scope This procedure applies to the Silverlakes operations prior to, during, and immediately after a catastrophic event. This procedure assumes that the community is left basically intact and operable.

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Definitions

Definitions



1. **Hurricane Season:** Seasonal period defined by June 1 through November 30.
 2. **Hurricane Watch:** Hurricane conditions exist and pose a potential threat to coastal and inland communities.
 3. **Hurricane Warning:** A hurricane is expected to strike the area within 24 hours.
 4. **Hurricane Storm Categories.**
 - a. **Category 1:** Windspeeds at 74-95 mph, 5 ft tidal surge. No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery and trees. Also, some coastal road flooding and minor pier damage
 - b. **Category 2:** Windspeeds at 96-110 mph, 5 ft tidal surge. Some roofing material, door and window damage to buildings. Considerable damage to vegetation, mobile homes and piers. Coastal and low lying escape routes flood 2 - 4 hours before arrival of center. Small craft in unprotected anchorages break moorings.
 - c. **Category 3:** Windspeeds at 111-130 mph, 10 ft tidal surge. Some structural damage to small residences and utility buildings with a minor amount of curtainwall failures. Mobile homes are destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain continuously lower than 5 feet ASL may flood inland 8 miles or more.
 - d. **Category 4:** Windspeeds at 131-155 mph, 15 ft tidal surge. More extensive curtainwall failures with some complete roof structure failure on small residences. Major erosion of beach areas. Major damage to lower floors of structures near the shore. Terrain continuously lower than 10 feet ASL may be flooded requiring massive evacuation of residential areas inland as far as 6 miles.
 - e. **Category 5:** Windspeeds are greater than 155 mph, 15 ft or higher tidal surge. Complete roof failures on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Major damage to lower floors of all structures located less than 15 feet ASL and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within 5 to 10 miles of the shoreline may be required.
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General Provisions

General Provisions

1. A hurricane presents a serious threat to the Silverlakes community. Every precaution shall be taken in the earliest stages of a hurricane threat in order to minimize damage to property, safeguard lives and to assure a safe and rapid return to normal business operations.
2. A Hurricane Coordinator and a back-up shall be appointed by the Silverlakes Board of Directors (SL BoD).
3. The Hurricane Coordinator shall have complete responsibility and authority to execute this plan.
4. The Hurricane Coordinator, or designee, shall monitor the progress of storms that present a threat to the Silverlakes community and provide appropriate updates to key personnel.
5. The Hurricane Task Team, including back-ups, shall be established and led by the Hurricane Coordinator. This Task Team shall be made up of appropriate resources from the community. The following functional areas shall be represented:
Facilities/Maintenance/Landscaping, Administration (SL BoD & property management company), Safety/Security (private & public), and Information Management. Additional members maybe called in as appropriate.
6. The Hurricane Coordinator and Task Team may assign additional coordinators and charter required Preparation Teams and Aftermath Teams, if appropriate.
7. A Hurricane Manual shall be established, maintained and controlled by the Hurricane Coordinator. The Hurricane Manual shall include (but not limited to) the following:
 - a. Listing of current Task Team members
 - b. Key personnel contact numbers (phone, email, etc.); including each city's Emergency Operations Coordinator.
 - c. Hurricane preparation and aftermath procedures
 - d. Resident communication procedures
 - e. Hurricane supply requirements; generator requirements if necessary
 - f. Key contractor and utility contacts and numbers
 - g. Computer system preparation and recovery plan

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General Provisions, Continued

**General
Provisions
(continued)**

8. The Hurricane Plan and the Hurricane Manual shall be reviewed and updated by the Hurricane Task Team prior to each hurricane season.
9. A hurricane pamphlet with pertinent information will be created and updated prior to the season for distribution to all residents.
10. The Hurricane Plan, Plan members and appropriate procedures shall be reviewed with management and personnel prior to each hurricane season. Where appropriate the plan shall be revised. The Hurricane coordinator shall assure that this yearly review and revision process takes place and that the Silverlakes Team is informed no later than May 30.
11. An inventory of hurricane supplies shall be taken, checked against requirements and any missing supplies obtained. During hurricane season, a monthly hurricane supply inventory shall be performed to assure that required emergency supplies are on-hand.
12. Each functional area will create a contingency plan to ensure that the best actions are to be taken for the community in its entirety. This plan will include the back up of any computer information stored within individual computers; it is suggested that all resident information be backed-up on external hard drives at least once a month and these hard drives be secured during an event.
13. In the hurricane's aftermath, the Hurricane Coordinator shall have the authority to issue hurricane-related, emergency purchase orders appropriate to the situation, after review by a member of the SL BoD.
14. Property management company will forward all SL BoD members' contact information and each community's contact information to each city's respective City Clerk's office, as required by Miramar and Pembroke Pines city ordinances.

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General Provisions, Continued

Hurricane Preparation and Aftermath Procedures and Responsibilities

Responsibilities

1	The following hurricane preparation and aftermath procedures assume a worst case storm scenario. Depending on the category of the actual storm, some of the procedures may not be applicable. The Hurricane Task Team shall assess the storm at each condition and take the appropriate action. As a result, the planned action may change as the category of the impending storm changes. Hurricane-related decisions and information will come only from the Hurricane Coordinator and/or designee.
2	Resident responsibilities will include the following: <ol style="list-style-type: none"><li data-bbox="597 884 1377 989">1. Ensure that adequate supplies have been requested to protect assets (jewelry, documents, etc.) within the home prior to the Hurricane Season<li data-bbox="597 989 1377 1062">2. Assure that all measures of protection have been taken to protect personal assets prior to an event<li data-bbox="597 1062 1377 1136">3. Prepare their individual plans prior to each season; communicate the plans to their families<li data-bbox="597 1136 1377 1209">4. Prepare and secure emergency supplies (food, water, first aid, cash, gas, batteries, etc.) for their respective homes<li data-bbox="597 1209 1377 1314">5. In the aftermath, follow instructions provided by the local authorities. If questions arise, contact the Hurricane Coordinator, or designee, for instructions.<li data-bbox="597 1314 1377 1352">6. Assure trash and recycle bins are secured inside garages.

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Hurricane Preparation and Aftermath Procedures and Responsibilities, Continued

Responsibilities (continued) Actions Based on Storm Status

3	<p>Condition 5: Minus 48 Hours (Upon issuance of a Hurricane Watch)</p> <ol style="list-style-type: none"> 1. All key management personnel of the Hurricane Plan shall be notified and put on call. 2. The Hurricane Task Team will meet and discuss plan activation. 3. All Hurricane plan members should make personal preparations 4. Resident information communication shall be prepared, and communicated by the management company. 5. Management company to initiate the computer backup preparation plan.
4	<p>Condition 4: Minus 36 Hours (Hurricane Watch Continues)</p> <ol style="list-style-type: none"> 1. The Hurricane Coordinator shall make a recommendation to the SL BoD and other key operating management personnel as to when to cease operations and dismiss personnel. A date and time shall be agreed upon and communicated. 2. Management company will develop a written statement for Security to provide to residents and service providers. Statement will be updated as appropriate.

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Hurricane Preparation and Aftermath Procedures and Responsibilities, Continued

Responsibilities (continued)

5	<p>Condition 3: Minus 24 Hours (Upon issuance of Hurricane Warning)</p> <ol style="list-style-type: none"> 1. All members of the Hurricane Task Team shall report to the Hurricane Coordinator. The appropriate facility preparation teams shall initiate major facility equipment preparation (i.e.; offices, community pools, Boaters' Parks, etc.) 2. The appropriate preparation teams shall begin the process of securing facilities. This includes, but is not limited to, window protection and the clean up and preparation of the buildings' roofs and grounds. <ol style="list-style-type: none"> a. Community Pool: All pool furniture/umbrellas to be removed and placed in storage; if winds are anticipated to be > 75 mph, remove shade cover. b. Community Park/Boaters Park: If winds are anticipated to be > 75 mph, remove shade covers. 3. All operations shall be discontinued and all personnel that are not members of the Hurricane Task Team are dismissed. 4. Management company to inform appropriate companies/services/etc. that the Silverlakes activities have ceased.
6	<p>Condition 2: Minus 12 Hours (Upon issuance of Hurricane Warning). All facility preparation shall be complete. Facility inspections will occur.</p>
7	<p>Condition 1: Minus 8 Hours (Hurricane Warning Continues)</p> <ol style="list-style-type: none"> 1. Any common community facilities (like pool areas, boaters park etc) shall be closed and buildings are completely secured. 2. All personnel, with the exception of designated Security personnel, shall be dismissed. 3. Any community with gates/arms, shall leave gates in an open position or arms locked up. Or as instructed by the Coordinator.
8	<p>During a hurricane, security personnel shall remain in protected areas, within the SL area, throughout the hurricane.</p>

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Hurricane Preparation and Aftermath Procedures and Responsibilities, Continued

Responsibilities (continued)

9	<p>Hurricane Aftermath - "All Clear" Signal Given</p> <ol style="list-style-type: none">1. As soon as it is safe and the local authorities permit, the Hurricane Coordinator and the Task Team members shall review and assess the damage.2. A command post shall be established, where the situation can be reviewed and overall activities coordinated.3. At this time, all members of the Hurricane Task Team shall make every effort to report and initiate aftermath recovery efforts. Those unable to report shall make every effort to make contact with the Hurricane Coordinator or Security.4. Upon completion of damage assessment, the various task teams shall initiate recovery and operation resumption efforts. <p>The following is a general priority listing for operation resumption:</p> <ol style="list-style-type: none">a. Telephone and communication systemsc. Computer systemsd. Required cleanup support (tree/brush removal, etc.)e. Facility support operationsf. Remaining support areas5. Resident communications (i.e. voice mail messages, written statements, etc.) providing appropriate hurricane information, shall be prepared and issued.6. Management company shall secure and store emergency cash supply for hurricane emergency expenditures.7. Hurricane Coordinator shall provide the SL BoD and key personnel with timely situation appraisals and business resumption progress updates.
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Hurricane Preparation and Aftermath Procedures and Responsibilities, Continued

Responsibilities (continued)

10	<p>Facility Evaluation</p> <ol style="list-style-type: none">1. Team members shall evaluate facilities for exposure to the external environments (i.e. roof leaks, wall damage, damage to air handling systems). After the facilities have been secured, evaluate equipment for damage and disposal as appropriate. Photos of gates, pool areas, and entrances of each community should be taken.2. All gated communities should have their gates locked open or removed.3. Landscaping committee will evaluate landscaping damages with approved suppliers for assessment (what to save, remove). Final list will be reviewed/approved by BoD prior to work being performed.4. When appropriate, street/stop signs will be straightened, and school signs reported to Broward County School Board.5. Before facilities can become operational after a total shutdown, the following steps should be taken to prepare:<ol style="list-style-type: none">a. Water fountains should be thoroughly disinfected.b. Any equipment that has become contaminated because of lack of environmental control should be cleaned and disinfected (pools, etc.).
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