

TRADEWINDS OF VOLUSIA, INC.
HURRICANE PROCEDURES

Dear Tradewinds Residents:

Hurricane season runs from June 1st through November 30th. In this document, you will find an alphabetical outline of hurricane procedures and how they will affect you and your family here at Tradewinds. To avoid rushing to the stores, stock up on food items: water (1 gallon per day, per person, for at least 72 hours); flashlights; battery powered radio; first aid kits; and prescription medications.

Make plans now on where you plan to stay if a mandatory evacuation order is issued. Start your evacuation early. Listen to the authorities. Roadways can become blocked or closed due to downed trees, electrical wires, and debris. Remember hurricanes can also produce inland flooding, tornadoes, high winds, and storm surge.

TRADEWINDS CONDOMINIUM OWNER PREPARATION CHECKLIST

- Be sure the balconies if not fitted with hurricane shutters are completely cleared off well ahead of an evacuation order, or have a plan to clear the balconies in advance. If you cannot do it yourself, find someone who can do this for you in advance.
- Have your personal evacuation plan ready ahead of time. Know where you are going.
- Be familiar with evacuation routes, have your route picked out, and have a map with alternate routes should the need arise.
- Evacuate before staff leaves the building and notify the office by email or phone (386) 428-1283.
- If you decide to stay in the building (bad idea) the Association will require that you sign a hold harmless/waiver form. See page A-27.
- 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).
- 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. A suggested list is included in the **Evacuation Section**.

WHAT HAPPENS AS A STORM IS IDENTIFIED TO BE APPROACHING

- If a TROPICAL STORM/HURRICANE WATCH (see definitions) is issued, management will inform residents via postings in bulletin boards and elevators, by email, and by phone to begin prepare for a possible storm and to start to prepare to leave the building if an evacuation order is issued by authorities.
- 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 will commence shortly. Management will also include any information from authorities regarding evacuation orders, planned bridge closings, etc. Finally management will give a estimated time of final building shut down.

- A FINAL NOTICE OF THE BUILDING "LOCK DOWN" PROCEDURE WILL BE POSTED ON BULLETIN BOARDS AND IN ELEVATORS AND ALL RESIDENTS WILL BE NOTIFIED VIA EMAIL. IT IS ESTIMATED THAT THIS PROCESS WILL TAKE 2 TO 3 HOURS TO COMPLETE ONCE IT BEGINS. ONCE COMPLETED, THE STAFF WILL IMMEDIATELY LEAVE THE PROPERTY. 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.
- Residents who choose to stay in defiance of a mandatory evacuation order will be in a building with no elevator service, no air conditioning, no staff, and no water. It is likely that you could be without electric power for several days.
- The building's cooling tower will be shut down prior to the storm. If the system were allowed to continue operating during a storm, hurricane force winds could cause severe damage to the fan, motor and components. There is also the high probability of power surges and electrical "shorts" which could damage the cooling tower, as well as a variety of the complex electrical components. 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. The domestic water pumps and elevators are also subject to damage from power surges and electrical shorts. Elevators and domestic water pumps may be shut down. Especially if the forecast is for a large tide surge since elevators and domestic water pumps are below street level and subject to flooding.
- Each unit will be checked for occupancy. Anyone who intends on staying in their unit will be asked to sign a hold harmless form from the Association. It should also be noted that in the event of a major hurricane and after Mandatory Evacuation Orders (state of emergency) by Volusia County, the Board of Directors per Florida Statute 718.1265 can prohibit residents/owners from staying in the condominium and returning afterwards. After all north and south doors from the roof to the ground floor have been secured, the common area east and west doors will be locked and secured for the storm.

BALCONIES

Remove all furniture and all other items during hurricane "WATCH." If you are not going to be in residence, you need to make arrangements to get everything off your balcony, by someone other than a Tradewinds staff person before you leave. If the staff, as time allows, needs to remove anything from your balcony on company time because you failed to remove your items, there will be a charge billed to the owner as follows: 2 Bedroom - \$25.00, 3 Bedroom - \$50, Penthouse - \$75. Any damages caused by your flying personal property will result in YOU being held responsible for the cost to repair damages to property or personal injury of others. Tradewinds will not be held responsible.

CATERGORIES OF STORMS/HURRICANE DEFINITIONS

Category 1	74 - 95 MPH Minimal
Category 2	95 -110 MPH Moderate
Category 3	111-130 MPH Major
Category 4	131-155 MPH Extensive
Category 5	156+ MPH Catastrophic

TROPICAL DEPRESSION - Winds of less than 39 mph

TROPICAL STORM - Sustained winds of 39 to 73 mph

TROPICAL STORM WARNING - Expected within 24 hours

HURRICANE WATCH - A "Hurricane Watch" means that Hurricane conditions are possible within 36 hours and can affect more than 100 miles of coastline. Both building preparations by the staff and individual unit preparations by Unit Owners/Residents should be underway. Evacuation zones are identified by the likelihood of being flooded by rising water.

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. Complete all storm preparations and immediately follow local emergency management official's advice about evacuating dangerous or low-lying locations. When the building is in hurricane "WARNING," all staff persons will be allowed to go home. Key personnel will stay on a voluntary basis only.

COMMUNICATION

Pre-storm (see Telephone Numbers/Websites)

Post storm (see Recovery)

Communication to residents is vital to insure 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 Tradewinds Association before a tropical storm or hurricane event occurs to assure that if a major storm hits New Smyrna Beach, Florida, 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 cooling tower, domestic water supply, and pumps.
- 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 unsafe and dangerous practice for residents to stay in the building or to leave any of the building's vital systems operational during the extreme conditions of a hurricane.
- The Tradewinds 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 via email and office

telephone message when it is considered safe to return to the Tradewinds regardless of the lifting of evacuation orders, etc. Please do not just show up and expect to be accommodated.

DELIVERIES

If Tradewinds is under a hurricane "WATCH," you should re-schedule any deliveries. Once we are in hurricane "WARNING," all delivery trucks will be turned away.

DOORS & WINDOWS

LOCK your sliding glass doors and windows. The wind can "rock" your sliders open. Placing towels in the sliding door tracks and on the windowsills will only hold a limited amount of water and then you are left with heavy wet towels. There are products you can purchase that absorb ten times their weight in water called "water wicks" or "water socks." These will help with the wind driven rain situation.

ELECTRICITY/ELEVATORS

In the event power is lost, the common area hallway lights, stairwell lights, lobby lights, and elevators will remain in operation since there is an emergency generator, as long as fuel permits. Therefore, once there is no electric, we recommend that you **DO NOT USE THE ELEVATOR**. During the storm, the elevators will be locked off and unavailable for use. The elevator company has advised us that once the winds exceed 70 MPH the doors could get stuck due to the suction in the elevator shaft. Ensure you know the route to the nearest stairwell and use the stairs after that point. We suggest you stay in your unit until the winds go below 70 MPH (Tropical Storm Status) or use the stairs. It is advised to take caution when walking on tile as it could get slick from the humidity build up.

EMERGENCY GENERATOR

The generator has a large supply of fuel, but if we run out, a delivery might not be possible. Please make sure each person in your household has a flashlight available to them for use if all the services are out. **KEEP A FLASHLIGHT FOR EXITING DOWN HALLS AND STAIRS.**

EVACUATION

The local authorities, if necessary, will mandate a mandatory evacuation. Complete all storm preparations and immediately follow local emergency management official's advice about evacuating dangerous or low lying areas. Remember, the storm surge could not only mean a rise of tidal waters, in addition, fallen trees and sand could make the roadways impassable. **IF YOU PLAN ON STAYING AGAINST THE AUTHORITIES ORDER TO EVACUATE, YOU MUST COMPLETE A "Release and Hold Harmless" form. One must be posted on your refrigerator and a copy must be left at the Association's office. AS YOU LEAVE THE BUILDING, PLEASE TELL A STAFF MEMBER IN THE GARAGE TO CHECK YOUR NAME OFF THE LIST. IF YOU ARE PLANNING ON A LAST MINUTE DEPARTURE, YOU MUST FIND A STAFF MEMBER IN THE GARAGE TO CHECK YOUR NAME OFF THE LIST/ROSTER OF THOSE STAYING.**

PERSONAL EVACUATION CHECKLIST

Suggested things you may want to take with you when you leave the Tradewinds.

- 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.
 - Food for infants or elderly or those with special diets.
 - Snack foods & drinks.
 - Non-electric can opener.
 - Sterno and appropriate cooking pot/utensils.
 - Plastic utensils.
 - Plastic bags and ties to secure garbage.
- Blankets/Pillows, etc.
- Take appropriate rain gear/shoes.
- Have a 2 week supply of all medicines and a First Aid kit.
- Have a suitable amount of cash on hand.
- Keys: To your unit/car/etc.
- Cell phone.
- Special needs items: for babies, elderly, those with medical conditions.
- Toiletries/Hygiene items
- Flashlights/portable lanterns/portable fan/supply of batteries.
- Battery operated radio or television.
- Books, games, cards, etc.
- Important documents unless you have a safe and secure location.
- Small tool kit.
- Have your bags packed and ready to go if evacuation orders are given.
- Maintain a full tank of gas in your vehicle (s). Note: It is possible that flooding could occur in the lower parking garage. You may wish to move your vehicle off premises or to one of the other parking areas.
- Make prior arrangement for Emotional Support Pets in case you need to go to a temporary shelter.

TRADEWINDS CONDOMINIUM UNIT EVACUATION CHECK LIST

- **BALCONIES:** Remove all objects including plants and furniture from the balconies. Close storm shutters and secure fasteners. There is a charge if staff has to remove balcony objects or close shutters.
- **ELECTRICAL APPLIANCES:** Unplug all major appliances such as televisions and computers.
- **BREAKER PANEL:** Shut off all circuit breakers in the electrical panel to prevent potential damage from shorts or electrical surges.
- **AIR CONDITIONING:** Turn your A/C unit to the off position in order to prevent potential damage from power shorts or electrical surges.
- **WATER SUPPLY:** Shut-off main water supply valve to prevent flooding due to pipe failure.
- **FURNISHINGS AND VALUABLES:** Move valuable furnishings away from windows.
- **REFRIGERATOR/FREEZER:** Remove ice from the ice tray in the freezer and throw out your perishable foods from refrigerator before leaving. Turn off ice maker.
- **UNIT SECURITY:** Before you leave make sure all windows and doors are securely closed and locked.
- **HURRICANE SHUTTERS:** Close and latch all hurricane shutters before you leave. There is a charge if Tradewinds staff has to do this for you. Note: Open/close and lubricate hurricane shutters periodically to maintain serviceability of hurricane shutters.

GARAGE/PARKING

Once we go into hurricane "WATCH," if you are leaving your car here, we recommend that you do not leave your vehicle in the garage. Do NOT park in another unit's space or your vehicle will be towed. STAFF WILL NOT MOVE YOUR VEHICLE.

INSURANCE

Pictures and videos of the contents of your unit are crucial if you need to put in a claim to your insurance company. Also, copies of warranty booklets with model and serial numbers of your personal property should be kept with the pictures. If you are leaving your unit, it is advisable to take copies of your pictures and policies with you. In the event your local agent is not available, make sure you have a corporate headquarters office telephone number to call.

LEAVING YOUR UNIT

We advise you to call family members and let them know where you are going before you leave because telephone service might be out due to high winds by the time you get to your destination. Plan to have an out-of-state contact person whom you will call and they can call others with your status. Don't forget your cell phone and keys!

NON-RESIDENT OWNERS

If you are not in residence, you need to note the following:

1. The staff will NOT have time to take your furniture off your balcony.
2. The staff will NOT have time to check your unit. Please make a plan for a relative, friend, or neighbor to check your unit before and after the storm.
3. Make sure your main water valve is closed and unplug all your electronics and small appliances.
4. Make sure the sliding doors are securely LOCKED.

RECOVERY AFTER THE STORM

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 to the island, open the building, and assess damage (if any).
- Once the Tradewinds is deemed safe to attempt to restart the systems, the staff will undertake specific, ordered procedures to re-start the 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 all residents will be notified via email if available.
- If problems are discovered after the storm that precludes the building from being opened in a timely fashion, management will keep you informed as to the progress of the work being done and when it is likely to be completed.

After the storm, roadways may be impassable making it impossible to return to the building. The landscaping crew, once they are able to return to work, will make a diligent effort to clear fallen trees. Electricity and water may not be available. **STOCK UP ON ONE GALLON OF WATER PER PERSON, PER DAY, FOR AT LEAST A WEEK. FILL YOUR TUB (seal the drain with silver duct tape) TO USE TO FLUSH YOUR TOILETS.** You should have water and non-perishable food on hand to carry you through until services are restored, as well as paper plates, plastic utensils, and trash bags.

SHELTER FOR EVACUATION

Check the newspaper or the media for the closest shelter to Tradewinds Condominium. Call before you go. Some shelters may not be open. The public shelters are far from comfortable. **You should bring a bedroll, pillow, food for at least three meals, flashlights, toilet paper, personal hygiene products and water for each person in your family.**

A list of shelters can be found on the Volusia County Disaster Guide Website listed below.

TELEPHONE NUMBERS/WEBSITES

State of Florida Emergency Hotline – (800) 342-3557

Volusia County Hurricane Shelter – (386) 736-5980

Emergency Management Office – (386) 254-1500

American Red Cross – (386) 226-1400

Utilities Commission - (386) 427-1366 (electric) (386) 427-1368 (water)

FEMA 1-800-462-9029

Florida Statewide Services 511 (Lane Closures, Accidents, Traffic, etc.)

Volusia County Disaster Preparedness Guide – <http://volusia.org/storm/map.htm> National

Weather Service - www.nws.noaa.gov

Hurricane Emergency Info - www.myflorida.com

Florida Division of Emergency Management (FEMA) - www.floridadisaster.org

TELEPHONES

A telephone that plugs directly into the wall jack will work without electricity as long as phone service is available.

WATER

Depending upon the strength of the storm, the Utilities Commission MAY turn off the water supply to our buildings. This is done as a precaution to prevent extra flooding if the main water line is broken. Be advised that if the water is turned off, we will not have running water.

We hope that this information has been helpful and will assist you during storm preparations.

**TRADEWINDS ASSOCIATION
EMERGENCY CONTACT INFORMATION FORM**

Dear Residents,

The safety of the residents here at the Tradewinds 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, next of kin, 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 notify the office of any change(s). It is your responsibility to update this information.

Also please notify the office 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 Tradewinds Office as soon as possible. You can also fax this to the office at 386-428-0877 or email to tradewindscondo@cfl.rr.com

Name _____ Unit # _____

Unit owner alternate phone number _____

Emergency contact name _____

Emergency contact number _____

Alt number _____

Any other information the Tradewinds office needs to know about:

TRADEWINDS OF VOLUSIA, 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 Tradewinds Condominium located at 5265 S Atlantic Avenue, New Smyrna Beach, FL, 32169 at this time hereby releases and holds harmless Tradewinds of Volusia, Inc, Condominium Association, 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 to, which he/she may cause, to the common elements of or units in the condominium.

PRINTED NAME _____ Unit # _____

NAME, ADDRESS, & PHONE NUMBER OF NEXT OF KIN:

SIGNATURE _____

WITNESS _____ DATE _____