



# Hurricane Action Plan Guidance

**This template provides for recommended actions to be considered/incorporated into a project's site-specific plan. Additional details and protective actions may need to be addressed based on the development's location and vulnerabilities.**

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## ***Phase 1: Advance Preparation***

1. A Hurricane Action Coordinator (HAC) shall be designated by the \_\_\_\_\_ hereinafter referred to as Development. This person is responsible for monitoring the hurricane's path and coordinating activities of the staff and patrons at Development or their representatives when a hurricane is threatening.
2. When a hurricane threat is determined to be real and when the probability of a hurricane strike exceeds 15%, or about 60 hours before estimated time of arrival (ETA) of the hurricane, the HAC will assume responsibility for placing the hurricane action plan into effect for Development. During this time, the staff at Development should begin to take care of their personal family preparations and/or evacuation. In many cases, staff of Development may have to prepare for a hurricane at home as well as their place of business. Advanced preparation at home ensures adequate time to prepare for one's business needs as well.
3. Once a hurricane threat exceeds 20%, or about 48 hours before ETA, the tie down and removal of anything that cannot be secured and the board-up of all buildings shall begin for all facilities. All boats to be sailed or hauled away from the hurricane's path must commence.
4. When a hurricane threat exceeds 50%, or about 12 hours before ETA, all boat activity shall cease; tie downs shall be complete; utilities checked and secured, and insurance, permits, financial records, deeds, etc., should be prepared for evacuation safekeeping. The HAC or designee shall be responsible for ensuring the records of the Development are prepared for safekeeping.
5. The staff of Development shall not accept any boats for storage. No boats shall be allowed to sail from Development and no one is allowed to stay on a boat anchored at Development. Now is the time to save lives, minimize damage, and plan for recovery.
6. The final decision to evacuate or stay must be made. Within 4 to 6 hours, the winds may start to increase and it will be too late to evacuate. Periodic checks of the boats should be made. A "Safe Place" should be designated for those who stay. No staff or patron will be allowed to stay at Development during a category 4 or 5 hurricane. To stay within structures at Development during a hurricane of a category 3 or below, the structure must be constructed to County code and at an elevation above the category 3 surge level. All staff members shall adhere to mandatory evacuation orders of local, state, or federal emergency management personnel.
7. If the decision at 24 hours preparatory level is to evacuate the staff of Development, the Hurricane Action Plan enters Phase 2.

## ***Phase 2: 24-Hour Preparatory Level Evacuation***

1. If the storm is very intense, the decision to evacuate should be made as soon as possible. Personal evacuation must occur no later than 12 hours before the storm's ETA. Vehicles should be fueled and important papers, computer records, etc., should be placed in evacuation vehicles. The decision to evacuate can be revised if the storm changes direction or loses intensity; however, the decision to prepare to evacuate cannot be delayed. When the evacuation order is given, you must leave whether you are ready or not.
2. Since damages will probably occur, have a list of reliable contractors and suppliers. Future planning starts to consider the needs of recovery. Generators, flashlights, cash, radios, tools, film, lumber, rolls of plastic, nails, tape, first aid kits, potable water, nonperishable food, etc., will be needed. Staff members of Development will be given a letter of identification so that they can return without delay by police or military.
3. Communication links should be established outside the potential hurricane impact area. This will allow staff of Development to check in and get instructions on recovery and possible assistance.
4. A last minute record should be made of the common facilities (videos and photos) by the HAC or his/her designee and of all facilities that will be helpful when making insurance claims or defending future legal claims. Continue taking pictures during the recovery stages for records.

## ***Phase 3: Return and Recovery***

1. Government officials will determine when staff members may return to the Development. Try to return with as many supplies from outside the hurricane impact area as possible. Food, ice, fuel, film, tools, and cash will be needed. Every attempt should be made to establish a watch at Development as soon as possible before potential looters return. The HAC will be in charge of coordinating the return and recovery.
2. Upon return, the first order of business is to assess storm damage. Continue taking pictures of the private and common facilities including any boats and dock. While phone lines are down, an emergency number will be used to give information on the state of Development facilities.
3. Access to Development for the first 36 hours will be restricted to staff members of Development, designated suppliers, contractors, and public safety personnel only. Security and management will be at the entrance checking.
4. The vicinity may be under martial law and difficult for access. Staff members of Development or their representatives may be needed around the clock to protect property. Newspaper and media reporters should not be allowed into damaged facilities or boats without an escort.
5. All salvage operations of the facilities will be coordinated through the HAC. Salvage operations are the responsibility of the Development; however, all staff members are asked to coordinate with the HAC for reporting to the emergency management personnel.

6. Staff members of Development or their representatives should escort and remain with insurance adjusters. An assessment of the damage should already be in hand, as some of the disaster adjusters will know little about the facility and possibly boats. Be cautious about quick settlements as initial damage assessments are often not accurate.
7. Staff members of Development or their representatives should comply with and accompany all government and/or environmental agency personnel on their evaluation of the docking area. Remember that their reports may be helpful, but they are accessible to the public. Ask for a copy of all their reports, records, and pictures.