



# Hurricane Preparedness Playbook



# A Practical Guide for Community Associations, Boards, and Residents

Hurricanes and tropical storms are a reality for many coastal communities. Preparation is the most effective way to protect residents, reduce property damage, and ensure a faster recovery after a storm.

Community associations play a critical role in storm readiness. Boards, managers, vendors, and residents must work together to plan, communicate clearly, and act quickly when severe weather approaches.

This guide provides practical steps your community can take before, during, and after a hurricane to strengthen preparedness and minimize disruption.

Prepared with insights from experienced community service providers, including Condominium Associates, Precedent Hospitality and Property Management, Moore Property Management Services, Ally Property Management, and Palm Insurance Management.

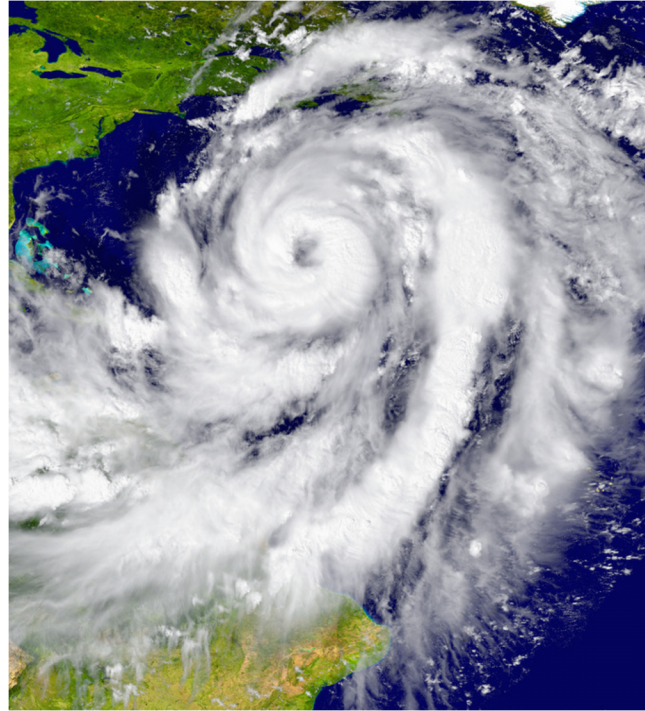


# Understanding Hurricanes

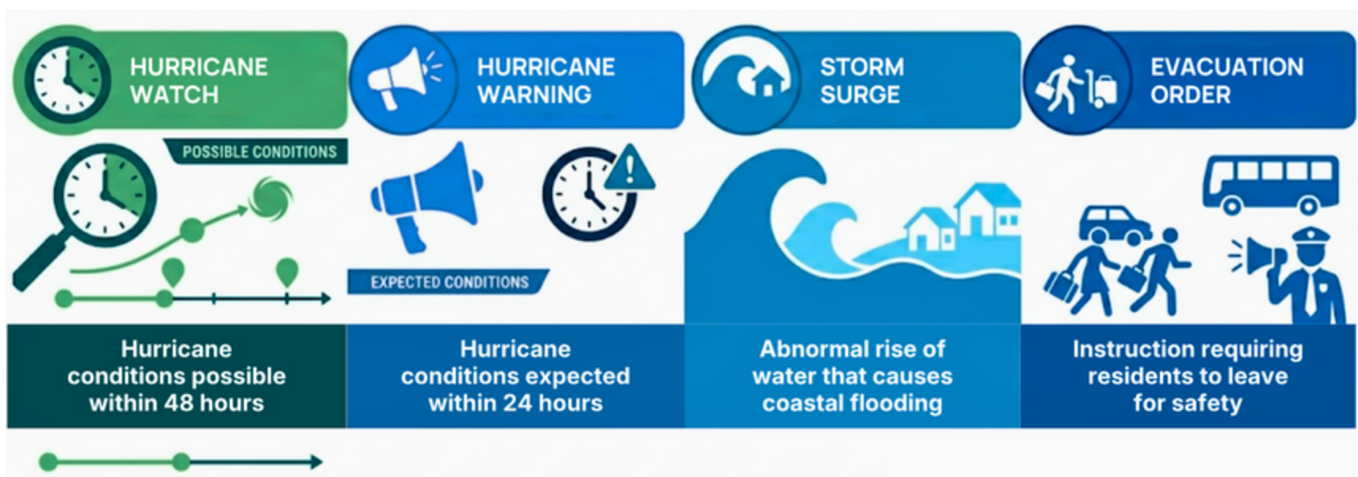
A hurricane is a tropical cyclone with sustained winds of **74 mph or higher**. Tropical storms begin with sustained winds of **39 mph or greater**.

Because storms can shift direction or intensity quickly, communities should monitor official forecasts and begin preparations early.

Insurance professionals such as **Palm Insurance Management** often recommend that communities review their storm coverage before hurricane season begins.








## Key Hurricane Terms




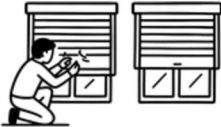
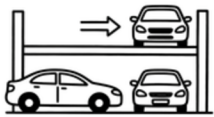

# Hurricane Timeline

Preparing early allows communities to respond calmly and efficiently when a storm approaches.


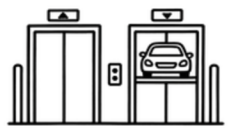
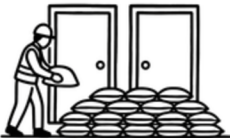

**5-7 DAYS BEFORE**

|                                                                                                               |                                                                                                                    |                                                                                                                     |                                                                                                               |                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>MONITOR FORECASTS</b><br> | <b>REVIEW EMERGENCY PLANS</b><br> | <b>CONFIRM VENDOR CONTACTS</b><br> | <b>INSPECT DRAINAGE</b><br> | <b>TEST GENERATORS</b><br> |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

**72 HOURS BEFORE**

|                                                                                                                      |                                                                                                              |                                                                                                            |                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>SECURE OUTDOOR FURNITURE</b><br> | <b>INSTALL SHUTTERS</b><br> | <b>MOVE VEHICLES</b><br> | <b>SEND RESIDENT UPDATES</b><br> |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|

**24-48 HOURS BEFORE**

|                                                                                                                           |                                                                                                                  |                                                                                                               |                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>LOCK GATES OPEN IF REQUIRED</b><br> | <b>POSITION ELEVATORS</b><br> | <b>PLACE SANDBAGS</b><br> | <b>SEND FINAL ALERTS</b><br> |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

**DURING STORM**

|                                                                                                              |                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>REMAIN INDOORS</b><br> | <b>MONITOR EMERGENCY ALERTS</b><br> |
|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|

**AFTER STORM**

|                                                                                                                |                                                                                                               |                                                                                                               |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>INSPECT PROPERTY</b><br> | <b>DOCUMENT DAMAGE</b><br> | <b>BEGIN CLEANUP</b><br> |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|

# Roles and Responsibilities

## Board of Directors



- Approve emergency plans
- Authorize emergency decisions
- Communicate policies

## Association Manager



- Coordinate storm preparation
- Communicate resident updates
- Manage vendor response

## Vendors



- Provide preparation support
- Assist with emergency repairs
- Coordinate debris removal

## Residents



- Secure personal property
- Prepare emergency supplies
- Follow evacuation instructions

Prepared communities rely on coordination between board members, property managers, vendors, and residents.

Experienced association managers, including teams at **Condominium Associates** and **Ally Property Management**, emphasize the importance of clearly defined roles during emergency planning.

# A Practical Action Plan for Community Associations

Preparation before a storm arrives can significantly reduce property damage, safety risks, and recovery time. Community associations should review their preparedness plan each year and confirm responsibilities with board members, property managers, and vendors.

Experienced management teams such as Condominium Associates, Precedent Hospitality and Property Management, and Moore Property Management Services often recommend reviewing this checklist at the beginning of hurricane season and again when a storm is forecasted.

## Community Hurricane Preparation Checklist

### Property & Grounds

- ✓ Trim trees near buildings
- ✓ Secure outdoor furniture and décor
- ✓ Clear storm drains and grates
- ✓ Remove debris from walkways
- ✓ Inspect fences and perimeter walls
- ✓ Clear drainage areas and ponds

### Buildings & Structures

- ✓ Inspect roofs for loose materials
- ✓ Clean gutters and downspouts
- ✓ Check window and door seals
- ✓ Install or stage hurricane shutters
- ✓ Secure exterior signs and fixtures
- ✓ Clear balconies and patio items

### Mechanical & Building Systems

- ✓ Test emergency generators under load
- ✓ Verify generator fuel supply levels
- ✓ Inspect electrical panels and equipment
- ✓ Confirm elevator storm safety procedures
- ✓ Lower the pool water slightly
- ✓ Lock open gates or barriers

### Safety & Communication

- ✓ Review the hurricane preparedness plan
- ✓ Update emergency contact information
- ✓ Confirm vendor contact lists
- ✓ Verify emergency supply inventory
- ✓ Send storm preparation reminders
- ✓ Share evacuation routes and shelters

# Protecting Critical Building Systems

Certain building systems require special preparation to prevent damage during severe weather. Property management teams working alongside insurance professionals such as Palm Insurance Management often prioritize protecting mechanical systems before a storm.



## Generators

- Test load capacity
- Verify fuel supply
- Confirm transfer switch

## Elevators

- Park elevators safely
- Shut off power if recommended

## Pools

- Lower water level
- Shut off electrical systems

## Gates

- Lock gates open
- Remove barrier arms

# Storm Communication Plan

Clear communication helps prevent confusion and ensures residents receive accurate updates. Many professional management teams, including Precedent Hospitality and Property Management, recommend establishing multiple communication channels so residents stay informed even if one system fails.

## Communication Channels



EMAIL  
ALERTS



TEXT  
NOTIFICATIONS



COMMUNITY  
WEBSITE



ON-SITE  
NOTICE BOARD

## Resident Quick Guide

Prepared residents help communities respond more effectively during severe weather. Management organizations like Ally Property Management often encourage residents to review hurricane readiness steps at the beginning of each season.

### Before

- Secure outdoor items
- Prepare emergency kit
- Charge devices
- Store documents safely

### During

- Stay indoors
- Monitor alerts
- Follow evacuation orders

### After

- Avoid hazards
- Report damage
- Follow debris rules

# Post-Storm Recovery Process

Recovery begins once conditions are safe and property inspections can take place. Property managers often coordinate recovery with vendors, contractors, and insurance providers such as Palm Insurance Management to begin restoration as quickly as possible.



## Community Recovery Workflow

- Step 1** ..... Safety inspection
- Step 2** ..... Emergency stabilization
- Step 3** ..... Debris removal
- Step 4** ..... Insurance documentation
- Step 5** ..... Property restoration

# Emergency Resources

Residents and associations should rely on trusted organizations for storm updates and emergency guidance. Associations working with experienced management providers such as Condominium Associates and Moore Property Management Services often maintain resource lists to help residents access support quickly.

## Important Hurricane Resources

### National Hurricane Center

Forecasts, storm tracking, and hurricane advisories

☎ **305-229-4470**

### Federal Emergency Management Agency (FEMA)

Disaster assistance, recovery support, and emergency resources

☎ **1-800-621-3362**

### American Red Cross

Shelter locations, disaster relief, and emergency assistance

☎ **1-800-733-2767 (1-800-RED-CROSS)**

### Florida Division of Emergency Management

State emergency updates, disaster assistance, and preparedness resources

☎ **1-800-342-3557 (Florida State Assistance Information Line)**

### Local Emergency Management Office

County emergency alerts, evacuation routes, and shelter information

Common local resources include:

☎ **311 (many counties for non-emergency services)**

☎ **211 (community assistance and disaster services)**

# Your Community Support Network

Strong hurricane preparedness starts with planning, but it succeeds through the support of experienced professionals. Community associations often rely on trusted partners to help manage operations, protect assets, and respond quickly when severe weather occurs. From property management to insurance coordination and operational planning, having the right team in place helps communities stay resilient before, during, and after a storm.

The organizations below work alongside community associations to support preparation, communication, and recovery efforts throughout hurricane season.

## Trusted Community Partners



### Condominium Associates

Professional community association management and emergency preparedness support.



### Precedent Hospitality & Property Mgmt

Property and hospitality management focused on preparedness and operations.



### Moore Property Management Services

Community management supporting operations, maintenance, and storm preparation.



### Ally Property Services

Professional community association management and emergency preparedness support.



### Palm Insurance Management

Professional community association management and emergency preparedness support.