

Banana Bay Hurricane Plan 2021 version 4-27-21 (1)

	Days Before Forecasted Storm					
5 Days	4 Days		3 Days	2 Days	Evacuation: 1 Day	
Banana Bay	Banana Bay	Residents	Banana Bay	Banana Bay	Banana Bay	Residents
Events at Clubhouse Canceled. It may be used for storage	Remove potted plants from common areas. (clubhouse, mid-rise and townhome courtyards).	Remove all personal items from balcony, courtyard, and common areas. (potted plants, grills furniture)	Maintenance remove Kayaks and store in Clubhouse if owners cannot secure. (may incur labor cost)	Notify Residents and Owners by email and post signs on elevators of Evacuation and time Elevator will be shutdown	Using Elevator keys, Park on 4th Floor	Shut off water to unit.
Notify Owners and Residents of Hurricane Plan Implementation		Kayaks removed from Kayak stands and stored.	Remove loose items from balconies, and all courtyards.	Remove and store hoses at Mid-rise Buildings	Turn off Power to elevator	Place note on car dash-board with name or unit number; for security, not both. Confirm Association has your contact phone number.
Board / Volunteers / Staff Meet to Coordinate Hurricane Plan		Townhome sheds: Secure door and brace for high winds.	Remove potted plants from townhome and mid-rise courtyards, and any other common area. (may incur labor cost)	Hurricane Team meets to finalize plans and insure pre hurricane plan is complete.	Place water barriers in front of elevator doors	Place water barriers in front of elevator doors
Building Remove Flag. Board / Volunteers / Staff Makes sure photographs of Mid-rise Roofs are complete. Photos of all compressors		Mid Rise Residents: Personal potted plants, hanging plants removed from courtyard	Townhome sheds: Secure doors.	Remove Flag	Ensure doors to Mid-rise Electrical and elevator rooms are locked.	
Verify Mid-rise roofs are free of debris			Secure pool areas and place pool furniture in clubhouse			

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Verify all compressors are tied down properly			Secure recycling bins in Sections 1-4			
Determine which Board / Volunteers / Staff verify who will be available after storm. Exchange/confirm cell phone numbers.			Remove swing from kayak area			
Send email requesting residents inform Board of who will potentially not be evacuating.			Ensure that filled propane tanks are available at clubhouse			