

Tristan Towers Condominiums Hurricane Preparation Plan 2017

Hurricane preparations will begin when a hurricane is projected to enter the Gulf of Mexico.

Section 1 covers actions to be taken prior to Hurricane Season.

Section 2 covers actions to be taken when a hurricane is first projected to enter the Gulf of Mexico (not when the hurricane actually enters the Gulf).

Section 3 covers actions to be taken as soon as Pensacola is projected within a hurricane's cone for potential landfall.

Section 4 & 5 cover actions to be taken once a Hurricane Watch and Hurricane Warning have been issued for Pensacola Beach.

Section 6 covers actions to be taken after the storm has passed.

In addition, community emergency notification programs are available for free through SRIA's e-Alert and Escambia County's Alert Escambia programs. You may visit the following websites for respective details or to enroll in each program:

- SRIA: <http://sria-fla.com/>
- Escambia County: <http://myescambia.com/beready>

For purposes of this plan, our General Contractor = Phoenix Coatings and our Building Engineer = Cornerstone Engineering.

Section 1 – Pre-Hurricane Season Preparations

Board of Directors:

- Annually, update notification regarding the General Contractor and Building Engineering companies of record to SRIA and Escambia County.
- Annually, provide SRIA with authorization for re-entry decals for any staff living off the beach. This authorization must be typed on Tristan letterhead. Employee may take letter to SRIA for decal.
- In March or April, complete inspection all unit windows and sliding glass doors. This annual inspection should include the testing of all unit windows and sliding glass doors to ensure function, an inventory of any required repairs or maintenance needed, and the itemization of any parts required for those repairs or maintenance. Each owner will be responsible for the cost of any required repairs to ensure all unit windows and sliding glass doors can be secured as designed.
- Around May, provide Homeowner Storm Preparation List and Preparation checklist to Homeowners and rental agents (attached).
- Let homeowners know Pig Socks may be helpful and can be purchased locally, or ordered on-line. Note: Pig socks are absorbent tubes (3" by 48") that absorb up to 1½ gallons of water (single use only). They may be purchased on-line or locally at Pensacola Hardware, Ace Hardware, and other retailers.

- Update, if necessary, generic forms attached:
 - Hurricane Possibility Posting
 - Hurricane Warning Posting
 - Next of Kin Notification Form (for any unit occupants remaining in the building during a storm)
 - Homeowner Storm Preparation Instructions
 - Homeowner's Unit Preparation Checklist
- Designate someone out of the storm's path to be the Communications Facilitator (Karen Young. Karen@KellerRei.com 770-845-6732 cell). This person should have the following information:
 - List of homeowners with addresses and telephone numbers.
 - Emergency Contact information for Contractors, Engineers, Management Company, Board of Directors, Staff, etc.
 - Instructions to update web site
 - Steps required to establish network-based voice mail on 850-916-1952 (721 is the security code on the account.) (ATT 866-620-6000)

Maintenance Coordinator:

- Acquire supplies needed for hurricane preparation.
 - Heavy duty trash bags (for use in emptying fridges).
- Acquire supplies needed for clean up after the storm. Store In 6th floor storage room in the tower.
 - Power extension cords
 - Dust masks
 - Latex gloves
 - Caution tape
 - Flat pry bar
 - Flat bladed shovel
 - 24" push broom
 - Straw sweep broom
 - Fix-a-flat
 - Duct tape
 - Digital camera with lots of battery capability.
 - Bottled Water for drinking and non-perishable food.
 - Sun screen and bug spray.
 - Names, Addresses and Telephone numbers for unit owners. Note: get this from Communications Facilitator.
 - First Aid Kit.
 - Flashlights and batteries.
 - Hand Sanitizer
- Keep inventory of all "personal" property for insurance purposes, along with purchase prices (e.g., lobby and clubhouse furniture, tools and lawn care equipment). Provide this list to Board of Directors.
- Review and provide necessary keys to General Contractor. This includes the ground floor entrances, stairwells, generator room, pump room, roof, all electrical

closets in tower, and keys to all individual units on the 14th and 15th floors. Phoenix will keep the keys secured in their office.

- Provide General Contractor with map of exterior sprinkler heads and well heads.
- Make sure fuel tanks are full. During hurricane season, top off tanks each month.

Section 2 – Hurricane has been projected to enter Gulf of Mexico (not when the hurricane actually enters the Gulf). This is usually 5-7 days before potential landfall.

In 2010, Escambia County adjusted the hurricane evacuation zones based upon the 2010 Florida Statewide Regional Evacuation Study Program and has identified five (5) hurricane evacuation zones along the coastal and significant riverine areas of the county. The five zones are represented by letters A, B, C, D, & E. All of Pensacola Beach is located within Zone A and is traditionally one of the first communities to evacuate. You may visit the following website for additional details on hurricane evacuation: <http://www.myescambia.com/beready/hurricane-evacuation>

It is important for Owners to understand, Escambia County's message to the public continues to be that people should "run from the water and hide from the wind," in our case, run from storm surge. While preparations may start early and in advance of any hurricane, the building shut down and any evacuation will follow the orders as issued by Escambia County's Division of Emergency Management.

Maintenance Coordinator:

- Remove front drive-in gate electronics and store them in an electrical room in the tower.
- Remove drive-in front gates, lay flat on bank between tennis courts and pool; secure them to ground with rebar "staples"
- Ensure emergency generators are in working order and fuel tanks are full.
- Make back-ups of all computer files. Back-ups go to 4th floor electrical room in the tower.
- Call General Contractor for the following actions (NOTE: The General Contractor will call Board President or Linda Watson for pre-approval when a cost is anticipated.)
 - Reserve generators – Document any cost to bring in and set up
 - Reserve Port-o-lets – No cost
 - Stockpile fuel for generators
 - Reserve dehumidifiers – Document any cost to reserve

Homeowners (if applicable):

- Remove all kayaks, boats, or other watercraft from any common area.
- Remove all bicycles from the bike room, bike rack, or other common area.
- Remove all personal items from your storage cage on the ground floor.

Communications Facilitator:

- Distribute mass email to owners informing them that a hurricane has entered the Gulf and to begin preparations. (See Homeowner Hurricane Preparation letter within.)

Maintenance Committee (led by Chairman):

- Inventory which units are occupied. (Worksheet attached)
- Tape copy of notice, homeowner instructions and homeowner checklist on each unit door. Leave trash bags at door to use to empty fridge. Homeowners will leave checklist on door when they leave. Units known to be unoccupied can be secured at this time.

Section 3 - Pensacola Beach is projected within a hurricane's cone for potential landfall. This will typically be 1-2 days prior to a Hurricane Watch.

While preparations may start early and in advance of any hurricane, the building shut down and any evacuation will follow the orders as issued by Escambia County's Division of Emergency Management.

Dave Wooden 850-572-2233

- Notify Rental Agents to begin securing their units:
 - Gulf Blue Vacation Rentals (Susan Kennedy) 850-932-0775
 - Pensacola Beach Properties (Traci Land) 850-934-0099
 - RMI (Yoko Jimison) 850-932-5376
 - Paradise Beach Homes 850-916-0777 Aft hours 850-777-7118
 - Our Gulf Coast Realty(Seneca Pavlick) 850-934-0049
 - Wyndham Vacation Rentals (Maria Baker) 850-934-0061/850-736-6363 cell
 - Villages Home & Land (Theresa) 850-291-8937
 - Surfside Properties (Steve Picker) 573-353-3777

Maintenance Coordinator:

- Call Labor Finders (Office) 850-455-0077 or Lisa (c) 850-255-0519 for manpower to assist in preparations as needed/hire temp labor.
- Announce on intercom and post notice (First Alert) in the lobby that Tristan Towers is in hurricane preparation mode (notice is attached).
- Put all pool furniture, trashcans and pool equipment (nets, hook) in the clubhouse.
- Put tie-down straps on pool vac.
- Remove tennis court nets and store in clubhouse.
- Bring in all waste cans.
- Move Lobby furniture to the Clubhouse.
- Remove canvas umbrella cover (cut ties) and move to clubhouse.

- Remove every other board on the dock to prevent the pressure from damaging the dock.
- Put pig socks by doors and windows; lock Clubhouse doors.
- Remove gas from riding lawnmower and move to lobby (will store in tower when building evacuated).
- Move the power tools to 6th floor storage room in the tower.
- Prepare fitness center by placing pig socks by windows. Lock door and place pig socks, sand bags or equivalent outside door.
- Move sensitive papers and computer equipment from Maintenance Room to 12th floor electrical room in the tower.
- Cover Trash Chute cover on roof.
- Move Treadmill, Elliptical, and Recumbent Bike from Exercise Room to upper floor storage closets.

Communications Facilitator:

- Continue to email owners informing them of any hurricane preparation updates after a hurricane has entered the Gulf.

Management Company:

- Call all cellular companies to secure their equipment and notify of building preparations for possible shut down.

Section 4 – Hurricane Watch posted (36 hours before landfall)

While preparations may start early and in advance of any hurricane, the building shut down and any evacuation will follow the orders as issued by Escambia County's Division of Emergency Management.

Maintenance Committee:

- Inventory Units in building to determine units are empty.
 - Knock on every door that does not have a completed checklist. If someone plans to stay, have him or her fill out form for next of kin notice (attached).
 - If checklist not completed, enter unit and take required actions. Send list of units to the property management company for billing.

Communications Facilitator:

- Continue to email owners informing them of any hurricane preparation updates after a hurricane has entered the Gulf.
- Establish network based voice mail service on Karen's cell 770-845-6732. Record greeting message.

Maintenance Coordinator:

- Call Labor Finders for manpower to assist in preparations
- Announce on intercom and post notice (Final Alert) in lobby and elevators when Hurricane Watch is issued for Pensacola Beach. Notify unit owners that building will be in shut down mode and that dryers should not be used.
- Maintenance will mount cover over Lobby Fire Panel (stored in 6th floor storage room in the tower).
- All Master Keys are assigned to Maintenance Coordinator. All other keys are moved to 12th floor storage room in the tower.
- Put on Dryer Vent covers (stored in 6th floor storage room in the tower).
- Notify the Escambia County Emergency Management Center (471-6600) if anyone (or no one) plans to stay in the building.
- Post information for Search and Rescue if anyone (or no one) stayed in the building. Post inside (high up) the front fixed door and sliding door. Also post on the stairwell side of BOTH stairwell doors to the 1st floor.
- Leave rear lobby door and stairwell doors unlocked.
- Turn off individual breaker to all units. Breakers are on floors 2, 5, 8,11,14
- Raise Elevators to 4th floor and turn off.
- Lock automatic front doors.
- Unlock front door (side entrance).
- Disconnect elevators from the emergency power.
- Mount cover over Trash Chute Opening, top and bottom (stored in Trash Chute Room). Put sign on trash chutes.
- Turn off generators.
- Turn off power to the tower, clubhouse and front building.
- Turn off domestic water to the tower, clubhouse and front building.
- Turn off sprinkler system water to the tower.
- Turn off water in pump room.
- Lock Clubhouse bathrooms.

Section 5 – Hurricane Warning Posted (24 hours before landfall)

Section 6 - Post Storm Action

While everyone will be anxious to return home after any hurricane evacuation, the restoration of services and any return of beach residents will follow the orders as issued by Escambia County.

- **Please check your emails and the Owner website (<http://tristanowners.com>) before calling the Communications Facilitator, as both will be updated as notifications are received.**
- All communications from individuals staying in the storm area should be to the Communications Facilitator. Remember, it will be much easier for folks to call out of the area than for others to call into the damaged area.

- Karen Young cell -770-845-6732
- Email karen@kellerrei.com
- Karen will be in Atlanta with her sister during any hurricane. Send any info to Karen for her to post.
- The Property Manager, Maintenance Coordinator and General Contractor should make contact to meet at property for damage assessment.
- Photos must be taken before any clean up or repair work may begin.
- Take cover off Trash Chute Opening.
- Give damage report and send photos (if possible) to Communications Facilitator to post on web site (www.tristanowners.com).
- The General Contractor will inventory all units in the building to ensure circuit breakers and water are off. A completed checklist should be on each door.
- The General Contractor will make sure main water main is turned off to the Tower. This may be in addition to ECUA turning off water to the property.
- The General Contractor will determine if generators can be used temporarily for stairwell lighting and elevators.
- The General Contractor will provide emergency generators, as necessary.
- The Maintenance Coordinator will check all Building Systems prior to returning to service, leveraging these third-parties as needed:
 - Fire Alarm and Monitoring System – Geis Systems Office: 850-484-0921
Pat Geis cell Cell: 850-232-2026.
 - Water Pumps – M&W Electric Motor (850-433-0400) Tom Nichols (850-232-6193) Bill Searcy (850-232-6591)
 - Fire Pumps – Hiller (850-438-4078)
 - Plumbing: Spivey (850-458-5155) Nick 380-5065/Tommy 380-5060
 - Electrical Panels – McCombs Electric (850-994-5467)
 - Elevators – Otis (800-233-6847, Bill DeWitt Cell: 850-232-2144)
Tim Pyle Branch Mngr 850-525-3433
 - Generator – Taylor Power Systems (251-443-8402)
 - Fuel Tank – McPherson Oil (1-888-802-7500)
- The General Contractor will remove sand from Tristan Property and place it on the right of way outside the gate. It can be staged inside in the southeast corner of the parking lot and moved to the right of way as it becomes available.
- The General Contractor will remove storm debris using dumpsters.
- Fire Sprinkler System – ensure no visible damage before testing.
- Before water can be turned back on to the tower, the Plumbing Company will flush lines of sand.
- At the appropriate time, call Atlantic Fence (850-432-1717 or 698-6169) to reinstall front drive in gate electronics.

NOTES

- The Building Engineer must be present when the Flood Insurance Adjuster and the Windstorm Insurance Adjuster come to Tristan Towers for their claim review.
- The following will be required before the county will issue a certificate of occupancy: working emergency generators, fire alarm system, sprinkler system, stand pipes and fire pump.
- In the event that the roof is compromised or lost, the association may coordinate the replacement of non-repairable air conditioner condensers. The electrical contractor performs a visual inspection as the units are removed from the roof. Those marked "N/G" or "No Good" are not repairable and owners will be notified. The status of all others will be determined when electricity is available and they are put under load. The association will work with the electrical contractor for a bulk order of replacement units. Owners must let TTHOA know of their decision to replace their air conditioner condenser and must send payment before the unit can be ordered. All condensers will be located on the ground level for owners to personally inspect their units. All condensers, those new ones ordered and the ones not replaced, will be reinstalled on the roof after the new roof has been installed.
- The perimeter parking lot lighting belongs to Gulf Power and will be their responsibility for repairs.

Useful Web Sites and Telephone Numbers

Escambia County, Division of Emergency Management Information Line: http://myescambia.com/beready	850-471-6600
Santa Rosa Island Authority www.sria-fla.com	850-932-2257 or 850-932-2259
Escambia Sheriff's Office Pensacola Beach Sheriff's Station (not always manned) www.escambiaso.com	850-436-9630 850-932-9211
Pensacola Beach Fire Department	850-932-3131
City of Gulf Breeze Police www.cityofgulfbreeze.com/police	850-934-5121
Emerald Coast Utilities Authority (ECUA) www.ecua.org	850-476-0480
Gulf Power (outages and service interruptions) www.gulfpower.com	800-487-6937
ATT (Telephone) www.att.com	888-757-6500
Pensacola News Journal www.pnj.com	850-435-8542
Happy Bear	850-432-4297
Rental Agents	
Gulf Blue (Susan Kennedy) http://www.jmevacations.com/ skennedy@gulfbluevacations.com	850-932-0775
Pensacola Beach Properties (Traci Land) http://pensacolabeachproperty.com/ info@pensacolabeachproperty.com	850-934-0099
RMI (Yoko Jimison) (Joanne Faddis) http://www.realtymarts.com/ vacation@realtymarts.com	850-932-5376
Our Gulf Coast Realty (Seneca Pavlick) reservations@ourgulfcoast.com	850-934-0049

Wyndham Vacation Rentals maria.baker@wynvr.com	850-934-0061
Paradise Beach House (Joe Billingsly) info@paradisebeachhouse.com	850-916-0777
Village Homes and Land Theresa@villagehomesandland.com	850-291-8937
Surfside Properties (Steve Picker) steve.picker@surfsideproperties.com	573-353-3777

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Tristan Towers

Homeowner Hurricane Preparations Must be completed by _____

The following lists action Homeowners should take to prevent and minimize damage to the individual units at Tristan as well as the building itself. Please post the attached checklist to your front door as you are leaving.

- Stockpile items needed for cleanup after storm (towels, mops, Damp Rid, trash bags, carpet cutters, work gloves).
- Video or photograph contents of your unit.
- Once a Hurricane Warning is issued, do not use the dryer. Covers will be placed over the vents on the roof to prevent water intrusion.
- Remove perishables and frozen food from fridge. Empty and turn off icemaker. Turn power off and open door. You may want place a cotton ball soaked in vanilla in the fridge. ***If perishables and frozen items are not removed, the maintenance department will be forced to remove, and those owners will be charged \$100.
- Remove all items from balconies.
- Remove all kayaks, boats, or other watercraft from any common area.
- Remove all bicycles from the bike room, bike rack, or other common area.
- Remove all personal items from your storage cage on the ground level.
- Turn off all power.
- Turn off water to unit (lever over water heater).
- Close Dryer Door to prevent negative pressure.
- Lock all windows.
- Lock and seal sliding glass doors ensuring all locks are securely latched. You may use duct tape around all openings of the movable part to keep water out. Seal it well. The tape residue is easily removed with WD-40.
- Do not secure the deadbolt lock on your unit front door.
- Insurance Adjusters for individual unit owners may request information on Tristan Towers Insurance. Beach Condo Management keeps this information. The Insurance Adjuster should ask for the two-page Insurance Declarations for both Tristan Towers Windstorm and Flood policies. Some adjusters just ask for "Declarations" without specifying insurance rather than our Condo Docs. Beach Condo Management can be reached at 850-393-6754 (telephone) or watsonlgp@aol.com.

Tristan Towers will be totally dark. All power and water will be turned off to the building prior to the storm.

TRISTAN TOWERS

UNIT OWNERS HURRICANE PREPARATION CHECKLIST

MUST BE COMPLETED BY _____

Checked By _____ Date/Time _____

HOMEOWNER INSTRUCTIONS:

Please complete this form and tape it to your front door as you are leaving. This will help the staff prepare the building for shut down.

- _____ All furniture and loose items removed from balcony.
- _____ Sliding doors secured and locked.
- _____ Windows secured and locked.
- _____ Dryer door closed.
- _____ Icemaker empty and turned off
- _____ Perishables and frozen food removed from fridge.
- _____ All circuit breakers turned off.
- _____ Water to unit turned off (lever over water heater).
- _____ Unit is empty – all occupants have evacuated.
- _____ Deadbolt is NOT locked.
- _____ Boats, Kayaks and Bikes are removed.

FIRST ALERT

Hurricane Possibility for Pensacola Beach

A hurricane forecast has Pensacola Beach as a possible target by _____.

At this time, the Tristan Towers property is on a Hurricane Alert Status. The staff will be working to secure the property in the event of a hurricane in our vicinity. The following actions will be taken:

- All pool furniture, trashcans and pool equipment will be removed
- Tennis court nets will be removed
- The clubhouse bathrooms will be locked

Homeowners and guests are urged to take the following precautions:

- Remove all items from balconies
- Stockpile items needed for cleanup after a storm (e.g., towels, mops, Damp Rid, trash bags, carpet cutters, work gloves)

Thank you for your patience and consideration in our work efforts.

Tristan Towers Board of Directors

FINAL ALERT

Hurricane Watch Issued for Pensacola Beach

A Hurricane Watch has been issued for Pensacola Beach. The property will be completely shut down and everyone should be gone by _____. No exceptions.

At this time, the Tristan Towers property is on a Hurricane Shut Down Status. The staff will be working to secure and evacuate the property. The following actions will be taken:

- Covers will be put on roof dryer vents
- Each unit will be checked to ensure building is vacant, balconies are vacant and all sliding doors are locked.
- The Trash Chute Damper door will be closed
- Elevators will be disconnected
- Entrance doors will be locked
- Power to the property will be turned off
- Water to the property will be turned off

Homeowners and guests must take the following actions:

- Do NOT use your dryer. The roof vent has been plugged.
- Close dryer door to prevent negative pressure
- Remove perishables and frozen food from fridge
- Empty and turn off icemaker
- Lock all sliding doors and windows
- Turn off all power except air conditioner and fridge
- Turn off water to the unit.
- Do not secure the deadbolt lock.

Tristan Towers
1200 Fort Pickens Road
Pensacola Beach FL 32561

Next of Kin Notification

Unit Number _____

Home Telephone Number _____

Cellular Phone Number _____

Individuals Staying in Unit

Name _____
Person to Notify _____
Address _____
Telephone Number _____
Relationship _____

Name _____
Person to Notify _____
Address _____
Telephone Number _____
Relationship _____

Name _____
Person to Notify _____
Address _____
Telephone Number _____
Relationship _____

Name _____
Person to Notify _____
Address _____
Telephone Number _____
Relationship _____

ATTENTION: SEARCH AND RESCUE

**This building has been evacuated.
There is no one in any unit. Please do
not break down any doors.**

Signed_____

Date_____ **Time**_____

Tristan Towers Worksheet - Inventory of Units

A

B

C

D

E

F

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15