Coakley Bay Association

Disaster Preparedness Questionnaire
2026 Hurricane Season

Please help our Coakley Bay staff as we prepare for a disaster, such as a hurricane, by providing information to be used only in such an emergency. Providing this information is voluntary and will be used to help the General Manager and Board during and after an emergency. Please complete this form and return it as soon as possible to the office. Send the completed form to: officemanager@coakleybay.org.

For owners who plan to be off island between June 1st and November 30th we highly recommend closing your shutters prior to your departure as a precautionary measure.

Owner name(s): _____

Owner unit number: _____

Owner cell phone number(s): _____

Owner landline number: _____

Owner email addresses: _____

Owner on site vehicle(s) make: _____

Vehicle year and model: _____

Vehicle color: _____

Last known location: _____

License/tag number: _____

Does the office have a key? ☐ YES ☐ NO
(If we do not have a key and your vehicle must be moved; we will use a tow company which service will be billed to the vehicle's owner.)

Please provide your residency plan for this hurricane season (June 1 through November 30th): _____

Name and contact information of person(s) who always know(s) your whereabouts:
_____

Name and phone number of person locally who is authorized to check your unit:
_____

Name, address and phone number of your condo insurance carrier: _____
_____
_____

Please list any medical information you may want the office to be aware of regarding you or your family (note: this is confidential information that may include special needs, medication storage/refrigeration, etc.): _____
_____
_____

Please provide the name and phone number(s) of anyone you have asked and authorized to close your shutters when the Board places the Disaster Plan into action (this information will be used to verify that your shutters are closed; if shutters are NOT closed, the Coakley staff will close the shutters and the owner will be charged a fee as stated in our by-laws): _____
_____

Please provide any additional information you want your HOA Board and management staff to know that will assist them in helping you: _____
_____
_____
_____
_____

Questions? E-mail: **officemanager@coakleybay.org** Call: **(340) 773-9600**