Coakley Bay Association

Hurricane Procedures for Owners, Renters and Guests

In the event of a hurricane, natural disaster or other emergency, the following procedures will apply:

1. Pre-Hurricane

These are the applicable Rules and Regs regarding preparation:

HURRICANE SHUTTERS AND PREPARATIONS

On the approach of a hurricane, it is of the utmost importance that all precautions be initiated in a timely manner. Different situations will exist with respect to unit occupancy, and each must be addressed in its own time. As a hurricane approaches, it is a common tendency to wait until the last minute to begin "buttoning up". But with many owners off-island during hurricane season and many units unoccupied, it is essential that the process be started early. it necessary that all hurricane shutters he closed and locked, and mandatory that all furniture, plants and other objects not firmly secured be cleared from unprotected galleries. Winds of hurricane force have turned loose objects into dangerous or (even potentially lethal) flying missiles that have severely damaged other units. It is, therefore, the responsibility of each unit owner to take such precautions as may be necessary to minimize the potential for hurricane damage. Any Owners who are not present MUST submit a written arrangement with an agent, neighbor or other person who states that she/he/it will take the necessary precautions and be responsible for such precautions. The following procedures shall be observed during the period 1 June through 30 November:

A) **Occupied units**

On the approach of a hurricane, occupants are encouraged to "button up" as early as possible, and certainly no later than at such time as the winds have risen to 30 mph.

B) **Units unoccupied and unattended**

1) Each owner shall provide the Manager with the written form set forth above with the name and telephone number of the person caring for the unit.

2) All hurricane shutters shall be closed for the entire period.

3) All entryways, and all galleries not enclosed by hurricane shutters shall be cleared of all furniture, plants and other objects.

C) **Units unoccupied but under the continuous care of someone on island**

1) Each owner shall provide the Manager written form set forth above with the name and telephone number of the person continuously caring for the unit.

2) When winds of hurricane force are predicted within 48 hours:

a) All hurricane shutters shall be closed.

b) All entryways, and all galleries not enclosed by hurricane shutters shall be cleared of all furniture, plants and other objects.

D) **Unoccupied units with open hurricane shutters when winds of hurricane force are predicted within 36 hours:**

1) The Manager shall have the right but not the duty to take such steps as may be necessary to close the shutters and clear the entryways and galleries of any non-complying unit.

2) Should this action become necessary, the owner of each unit involved shall be charged a fee of $250.

In the event that the event is a hurricane, and you wish to shelter in place here at Coakley Bay, please contact the manager for the location of the designated shelter. You may use that shelter either before the event or if becomes necessary during the event.

2. Afterwards - On-Island Notices and Information

There will always be a Board member (based on a succession of Board members designated by the Board) as the Emergency Coordinator -- this person will be on-call as soon as an emergency has occurred. This person will have emergency authority for decision-making as provided beforehand by the Board.

The identity of the "on call" Board representative as well as any communications by the Board, General Manager or staff will be on the door to the Office -- next to the mailboxes, on the website and on the phone system. Any owners who are on-island are asked to check one of those places after 5 pm each day.

Should you need to leave a message for the manager or the Board and be otherwise unable to do so, please place it in an envelope on the door with "MANAGER" written in large, clear letters.

ALL on-island Owners and renters should, as soon as possible, and to the extent possible, try to call the emergency phone number, reach the emergency website page or leave a message on the office door -- to leave your contact cell, email or physical location information. You should also provide information on any damages or problems.

At the emergency number, there will be a live person or recording to provide updates and take your information. (See emergency phone and website information below.)

3. Afterwards - Off-Island Information, Updates and Contacts

If there is a severe disruption in communications for any reasons, as soon as humanly possible after any emergency, an emergency contact system will be activated. This will be based stateside if on-island communications are impaired.

To the extent possible, this will be staffed by a board member, or, if not, by a person designated by the Board. They will be in contact with the General Manager as soon and as constantly as possible -- by satellite telephone if possible. PLEASE USE THIS SYSTEM FOR CONTACTS AND UPDATES
-- the general manager and staff will be VERY busy. In addition, by going through this central point, all information can be coordinated. This way everyone will be able to ask questions, get information and make requests through a single source.

As discussed below under "Priorities" the general manager will designate staff to enter into individual units to determine whether any major systems have been damaged. This is at the discretion of the Manager and may include some or all of the Units. This does not relieve Owners of the responsibility to have their unit inspected by an agent or representative and may only be a cursory look that is done selectively -- it should not be relied upon as your Unit may not be one examined. For this reason, someone on-island should always be designated for this and have the necessary key(s).

Off-Island Owners should also make contact as soon as possible so that you can be put on emailing lists and receive updates.

4. Resources

A) A recorded message on a phone. The notice board on the door and the website (www.coakleybay.org) will list a phone number that will be staffed by a live person when possible, and when that person is unavailable, there will be an

update recording -- and the ability to leave a message that will be forwarded for you as soon as possible. We will also try to get back to you to confirm deliver or get you a response.

We understand that it is frustrating when you do not know whether your messages are getting heard--and when you cannot get information. Every effort will be made to confirm and respond to your contacts.

B) Email address. Both the website and the phone message will also provide an email address for use in the emergency.

C) Website. Please consult the main website page: www.coakleybay.org.

5. Priorities

A) As soon as possible after any event, the General Manager will first make a quick initial inventory of the main systems such as driveways, electrical, fresh water, gray water, pumping stations, processing plant, etc. To the extent possible, he will report the results of this to the central contact point set up by the board, to report the condition and ensure that emergency contact and communication through the central point is operational. Should both be unavailable, an operational manager will be designated.

B) Major access (drives) will be made sufficiently passable to allow emergency and repair vehicles.

C) To the extent possible, the primary fresh water and electrical systems will be made operational for at least one hour per building per day. The schedue for this will be posted on the Board on the Door, and if possible on the website and phone.

D) The general manager will then designate staff to enter into individual units to determine whether any major systems have been damaged -- such as roofs, doors, and windows. This is at the discretion of the Manager and may include some or all of the Units. This does not relieve Owner of the responsibility to have their unit inspected by an agent or representative, and may only be a cursory look that is done selectively -- it should not be relied upon as your Unit may not be one examined. For this reason, someone on-island should always be designated for this and have the necessary key(s).

E) The central contact point will update the website and phone messages --and send out emails to owners to the extent possible.

F) The office main door messages will begin posting.

G) Fresh water will then be reinstated throughout the day and early evening via battery backup and generators.

H) To the extent possible, the office or another location will be made available to allow communications and charging of cells, computers, etc.