



**Property Manager or building owner should develop a windstorm response plan and share with fellow personal so that appropriate actions may be taken rapidly in order to preserve life and property in the event of an emergency. The plan should be inclusive, but not limited to:**

- Identify all critical areas of the building and make sure appropriate personnel know proper shut down procedures of gas and water systems and can implement them.
- Determine which company records are vital and make plans to protect/relocate them. We recommend keeping a systems backup on a USB thumb drive.
- Maintain ongoing agreements with contractors for repairs that may be needed after a severe windstorm on a priority basis if possible. If your primary contractor is backlogged after a storm, have a backup contractor further from your area as local contractors may be strained.
- Inspect and repair roof coverings and edges a few months before hurricane season.
- Prepare for windstorm-related flooding with sandbags, ample supply of brooms, and absorbents.
- Identify key building equipment that must be protected with tarpaulins or waterproof covers.

### **PRE-HURRICANE SEASON:**

- Inspect and make repairs to roof drains, gutters, and flashing.
- Maintain all necessary backup equipment such as generators and portable communication devices.
- Clean out roof and terrace drains and catch basins.

### **DURING IMPENDING STORM:**

- Inspect fire protection equipment, such as sprinkler control valves and fire pumps.
- Canvas the building continuously and watch for roof leaks, pipe breaks, or structural damage.
- Monitor any boilers that must remain online.
- Ensure staff remain in a place that has been identified as safe from wind and flood.

### **AFTER THE STORM:**

- Clean roof drains and remove debris to prevent any further drainage problems.
- If there is property damage notify Clermont and contractors to begin emergency repairs only. If emergency repairs are necessary save all damaged parts as well as take photographs of the damages for the insurance adjuster.