

LANDMARK CONDOMINIUMS OWNERS ASSOCIATION, INC.

2100 WEST BEACH DRIVE PANAMA CITY, FL 32401

2018 HURRICANE PREPAREDNESS PLAN

CODE YELLOW: A tropical storm or hurricane has entered or developed in the Gulf of Mexico.

*Management to notify the Membership via email and/or door-to-door, as necessary, of the impending situation.

CODE ORANGE: A tropical storm or hurricane is forecast to make landfall within 48 hours and is forecast to directly impact our area.

*Checklist below is completed. If mandatory evacuations are issued by local officials, Management will notify the Membership of same via email and/or door-to-door as necessary. Owners/tenants that refuse to evacuate will be required to sign the Refusal to Evacuate form to be kept on file in the Association Office. Any units in which the owners or tenants refuse to leave will have an orange sticker placed above their deadbolt on the exterior of the entry door. The orange sticker will be for reference in the event of a catastrophic landfall, and the inspections/recovery process that would follow.

CODE RED: A tropical storm or hurricane is forecast to make landfall within 24 hours and is forecast to directly impact our area.

*Checklist below is finalized. All other preparations should be completed by this time so staff can prepare for their own evacuations.

POST-STORM: Colen and Kenny will return to the property as soon as local officials permit re-entry. Units with an orange sticker on their door will be contacted to confirm the well-being of the occupant(s). Colen will take photographs of all damage to common areas and contact the property insurance carrier. Colen and Kenny will inspect each unit for damages and document same. Colen will notify the Board via email/phone calls/in-person of the most updated status as information becomes available.

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CHECKLIST

CODE YELLOW

- GAS CANS FILLED ? _____
- ROPE/CORDS/TIEDOWNS READY ? _____
- TARPS READY ? _____
- SCREWS & NAILS READY ? _____
- CAUTION TAPE READY ? _____
- FLASHLIGHTS/BATTERIES READY ? _____
- BOTTLED WATER AVAILABLE ? _____
- SANDBAGS FILLED & READY ? _____
- CHAINSAW READY ? _____

CODE ORANGE

- NORTH POOL FURNITURE STACKED & SECURED TO FENCE ? _____
- SOUTH POOL FURNITURE STACKED IN CLUBHOUSE ? _____
- POOLS CLOSED/WATER LEVEL DROPPED ? _____
- POOL PUMPS TURNED OFF AT BREAKERS ? _____
- POOL WATER LINES TURNED OFF ? _____
- WINDOWS TO CLUBHOUSE BOARDED UP ? _____
- CLUBHOUSE ENTRY POINTS SAND-BAGGED ? _____
- BEACH EQUIPMENT REMOVED & SECURED ? _____

CODE RED

- GAS TO LAUNDRY FACILITY TURNED OFF ? _____
- ELECTRICITY TURNED OFF TO MAINTENANCE SHOP,
LAUNDRY, CLUBHOUSE & OFFICES ? _____
- COMPUTERS BACKED-UP AND MOVED TO
A SAFE LOCATION ? _____