

Florida Hurricane Preparedness



Hurricane Knowledge

First, know your hurricane facts and understand common terms used during hurricane forecasts. Storm conditions can vary on the intensity, size and even the angle which the tropical cyclone approaches your area, so it is vital you understand what the forecasters and news reporters are telling you.

Tropical Depressions are cyclones with winds of 38 mph. Tropical Storms vary in wind speeds from 39-73 mph while Hurricanes have winds 74 mph and greater. Typically the upper right quadrant of the storm (the center wrapping around the eye) is the most intense portion of the storm. The greatest threats are damaging winds, storm surge and flooding. This is in part why Hurricane Katrina was so catastrophic when bringing up to 28 foot storm surges onto the Louisiana and Mississippi coastlines.

Here are some important terms you may hear:

- **Tropical Storm Watch:** Tropical storm conditions are possible in the area.
- **Hurricane Watch:** Hurricane conditions are possible in the area. Watches are issued 48 hours in advance of the anticipated onset of tropical storm force winds.
- **Tropical Storm Warning:** Tropical storm conditions are expected in the area.
- **Hurricane Warning:** Hurricane conditions are expected in the area. Warnings are issued 36 hours in advance of tropical storm force winds.
- **Eye:** Clear, sometimes well-defined center of the storm with calmer conditions.
- **Eye Wall:** Surrounding the eye, contains some of the most severe weather of the storm with the highest wind speed and largest precipitation.
- **Rain Bands:** Bands coming off the cyclone that produce severe weather conditions such as heavy rain, wind and tornadoes.
- **Storm Surge:** An often underestimated and deadly result of ocean water swelling as a result of a landfalling storm, and quickly flooding coastal and sometimes areas further inland.

ACTIONS TO TAKE DURING SEVERE WEATHER

- ✓ *Keep personnel and equipment away from windows and exterior glass areas.*
- ✓ *Direct personnel and relocate equipment to protected corridors or the interior of your office.*
- ✓ *Move important documents to cabinets or other protected areas.*
- ✓ *The decision to release or retain employees depends on organizational policy, severity and nature of weather and other present conditions.*
- ✓ *Holladay Properties in conjunction with Hospital Administration and Engineering will issue a notice, if necessary, when the building will be secured and all personnel should be out of the building.*
- ✓ *After severe weather, report damages directly to Holladay Properties. DO NOT REPORT DAMAGES DIRECTLY TO HOSPITAL ENGINEERING. Holladay Properties will contact various service providers to assist in emergency repairs.*
- ✓ *The designated office representative should instruct personnel to avoid fallen wires, electrical cords, water leaks and broken glass if flooding has occurred in your offices.*

TAKING MINIMUM PRECAUTIONS

- ✓ *Check all doors, windows, vents, and other openings, to secure against wind and water. Taping windows is not recommended. While it may reduce flying glass, it will not prevent the window from breaking and may provide a false sense of security. Remember it is each office's responsibility to secure their space.*
- ✓ *When possible, move furniture, equipment, plants, papers, etc. away from windows that are not shuttered or prone to leakage or breakage during heavy winds or rains*
- ✓ *Records, valuables, furniture, etc. should be removed or raised off the floor on first floor locations where windblown water and rain can penetrate around or under doors, windows and other openings.*
- ✓ *Protective plastic covering should be provided to cover desks, equipment, files, etc. in case of roof damage or broken windows; movement of furniture and equipment from vulnerable locations is preferred*
- ✓ *Electrical equipment (copiers, faxes, data processing equipment, computers, TVs, radios, medical equipment, etc.) should be disconnected to avoid power surges and subsequent damage.*
- ✓ *Keep tuned to local broadcast stations. They have excellent advice and direct access to the most accurate and up to date information.*
- ✓ Put together a simple [Disaster Supply Kit | Florida Disaster](#)

Taking Minimum Precautions



Even if all these precautions are taken, there is no guarantee your office will avoid damage. Any damage to furniture, equipment, business records, etc. should be covered by your insurance. It would be prudent to review your policies now to insure proper coverage.

Some Items To Verify Are:

- Does your policy provide replacement value coverage on all property including contents?
- Do you have a current inventory?
- What is your deductible?
- Are there any exclusions?
- Does your policy cover flooding, wind and/or storm damage?

FLOODING



Flooding generally occurs during heavy wind driven rainstorms or hurricane type weather and usually occurs in lower level floors of the building. Accumulation of excess water in lower levels of the building can cause damage to utilities, equipment, furniture and other unprotected materials. Wind driven rain can also cause windows to leak that are otherwise okay during normal rainstorms.

Consider removing important materials and documents that may be near windows. Remember, even if you are on an upper floor, flooding on a lower floor could impact your office if utilities, elevators, etc. are affected.

Important Telephone Numbers & Internet Sites

Emergency	911	
First Call for Help	211	
FEMA Hotline	1-800-342-3557	
National Hurricane Center	www.nch.noaa.gov	
Hurricane Hotline	311	
Tampa Electric	813-223-0800	
Director	Randy Ziegler	813-538-5432
Chief Engineer	Antonio Betancurt	305-801-8831
Maintenance	Pedro Loriga	813-352-5082

Tenant Information and Emergency Contact

Tenant: _____
Suite: _____
Address: _____
Phone: _____
Fax: _____

Office Manager/Authorized Representative: _____

Emergency Contacts/Wardens:

Name: _____ Title: _____
Home Phone: _____ Cell: _____
Office: _____

Name: _____ Title: _____
Home Phone: _____ Cell: _____
Office: _____

Name: _____ Title: _____
Home Phone: _____ Cell: _____
Office: _____

Submitted By: _____
Signature: _____ Date: _____

Please return immediately to the Property Management Office

Or send via email to rziegler@holladayprop.com