

339 Ocean Boulevard Condominium
Homeowners' Association

Emergency Plan

Purpose:

The purpose of this plan is to provide action guidance to owners, residents, renters, guests, and any other persons or entities with an interest at the condominium located at 339 Ocean Blvd, Hampton, NH, in response to emergency situations.

Scope:

This plan focuses on the results of possible emergencies, not the emergencies per se. It provides guidance to assist in dealing with potential adverse effects on the 339 Ocean Blvd condominium caused by emergency situations; potential actions to mitigate complications caused by these situations, where appropriate; and follow up actions recommended to evaluate and take corrective actions, where appropriate.

This plan indicates the emergency action responsibilities of the 339 Board in conjunction with the True North Property Management Co, as well as those of individual unit owners in accomplishing emergency management. Further, the plan provides guidance as to actions to take to adverse events affecting the condominium, and describes specific processes that may be used to administratively deal with problems associated with emergency situations.

Discussion:

An emergency situation is any condition, natural, man-made, or some combination of both, that may place occupants of the building, individual residential and commercial units within the building, or the building itself in some sort of jeopardy. Natural conditions typically include adverse weather (e.g., storms, below freezing or extreme high temperatures, hurricanes and/or high winds, earthquakes, and any other similar situations). Man-made conditions could include things such as scheduled power/water outages, or accidents. Situations that could fall into either category are things such as immediate personnel health or security emergencies, fires, smoke, flooding, unscheduled power/water outages, etc.

Emergency Action Responsibilities:

339 Ocean Blvd Condo Board/True North Property Management Co:

- Develop an emergency plan.
- Maintain association contact list of all owners. Update information as changes occur. Provide list to all members annually, electronically and in hard copy.
- Maintain keys, door access codes, and security alarm access codes for all building units. Maintain owner unit access permission authorization forms for entry into individual units.
- Notify owners/residents via email, to the extent practical, in advance of an expected natural or man-made emergency situation that has potential to create problems in the 339 Ocean Blvd

condominium. Natural situations will typically include severe storms, extreme freezing temperatures, and similar conditions that greatly exceed normal expected weather. Man-made situations may include things such as an extended planned power outage. Update information as appropriate.

- Notify owners/residents, via email, when an emergency situation has occurred at the 339 Ocean Blvd condominium that may adversely affect them. For example, a long-term power outage, a fire, damage to the building and/or common areas, known or expected damage to individual units caused by the emergency situation, or any other condition where owners should check their units, and take appropriate action.
- Take actions to mitigate potential consequences of emergency situations, as appropriate. Examples of possible mitigation might include obtaining a generator during an extended period of power outage, or obtaining auxiliary heat devices for stairwells during periods of extremely low temperatures.
- Determine whether or not to file insurance claims against the association master insurance policy for damage caused by emergency situations. Provide guidance to individual unit owners in regards to personal unit insurance, on a case-by-case basis.
- Take appropriate actions in response to emergency situations (see Appendix A).
- Coordinate with Hampton/Rockingham County officials responsible for disaster/emergency planning, as appropriate.

Owners/Residents

- Familiarize yourselves with this plan.
- Provide 339 Board/True North with any contact list changes in email addresses, postal mailing addresses, and/or telephone numbers as soon as possible after change.
- Provide 339 Board/True North with unit door keys, door access codes, and security alarm access codes as soon as possible after any changes. Additionally update unit access permission forms when changes occur.
- Take appropriate actions in response to emergency situations (see Appendix A).
- Report any damage or unusual conditions in your unit, your limited common areas (balcony and parking areas), and common areas caused by an emergency situation, to 339 Board/True North. In general, correction of damage within units is the responsibility of unit owners; however, there may be exceptions.
- Report any damage or unusual conditions in your unit that may affect other adjacent units, to the owners of those units.

- Be informed about disasters in advance – review FEMA and New Hampshire disaster planning documentation. (www.ready.gov) Recommend that you consider the following preparation actions for your family:
 1. Create a family Emergency Plan
 2. Build a Ready Kit of Supplies

Actions to be Taken to Adverse Events Caused by Emergency Situations

Appendix A to this plan provides guidance to all 339 Ocean Blvd Condominium Association members in dealing with potential adverse events caused by emergency situations.

Emergency Related Processes

Notifications: Email will be the primary notification means. When appropriate, telephone (including text messages) may be used to notify individual unit owners.

- In advance of an emergency: When possible, 339 Board/True North may send an email notification to all unit owners/residents (using contact list email addresses), in advance of an expected natural or man-made emergency situation that has potential to create problems in the 339 Ocean Blvd condominium. This may include, significant heavy snowfall, unusual storms with high winds, extreme below-freezing temperatures, scheduled power outages, etc. Notifications will normally not be made for general weather conditions, only extremes. Additional updated notifications may be sent as appropriate.
- Following an emergency when advance notification is given: If no damage occurs, follow-up notifications will usually not be made. If damage to the building or individual units is noted, owners will be notified, separately or collectively depending upon the situation, describing what occurred. These notifications may include recommendations for all owners to check their units, if appropriate. It is the goal of the 339 Board/True North to keep all owners advised of the results of emergency situations.
- Following an emergency when no advance notification is given: If damage to the building or individual units is noted, owners will be notified, separately or collectively depending upon the situation, describing what occurred. These notifications may include recommendations for all owners to check their units, if appropriate. It is the goal of the 339 Board/True North to keep all owners advised of the results of emergency situations.

Building Checks after Emergency Situations:

- 339 Board/True North will inspect the building for damage or unusual conditions after an emergency situation. Inspection will normally include the building roof. Any damage will be documented as indicated below. Unit owners who may be affected by any damage will be notified.

- Unit owners who are present at the 339 Ocean Blvd site after an emergency situation should report any damage or unusual conditions noted on the building to 339 Board/True North. Unit owners are not required to inspect the roof.

Unit checks after emergency situations resulting in adverse events within condominium:

- By owners who are present. Unit owners should inspect their units as soon as possible after an emergency situation where suspected damage may have occurred within the condominium. Any damage or unusual conditions noted should be documented (see below), and reported to 339 Board/True North.
- By owner request – when owners are not physically present. Unit owners should contact someone they trust who lives nearby and is available to check their unit as soon as possible after an emergency situation where suspected damage may have occurred within the condominium. This could be family members, friends, neighbors, 339 Board Members, or True North representatives. A current unit access permission form must be on file for any person requesting keys maintained by the 339 Board to any unit. Any damage or unusual conditions noted should be documented (see below), and reported to 339 Board/True North.
- By 339 Board/True North request. This would occur when it could reasonably be expected that there was damage or an unusual condition in a unit caused by an emergency situation that could seriously impact other units within the building. Normally, unit owners would be requested to perform required checks; however in cases when time is of the essence (e.g., a fire, low temperature alarm, observed running water), the 339 Board/True North may enter an individual unit using the keys provided by unit owners.

Documentation of Damages:

Any damage noted as a result of an emergency situation should be documented. It is recommended that both photographs and written descriptions be incorporated, to the extent possible. 339 Board/True North will document all building/common area-related issues. Individual unit owners should document any damage or unusual conditions noted in their units in a similar fashion. If requested, unit owners should provide documentation to 339 Board/True North as well.

Filing insurance claims for damages caused by emergency events:

The 339 Board/True North will determine if and when claims for damages incurred in the building and/or individual units during emergency situations will be filed against the 339 Ocean Blvd Condominium Association master policy. Guidance from the 339 Board to unit owners, concerning claims against individual unit insurance policies will be provided, when appropriate.