



**HARWOOD “B” CONDOMINIUM ASSOCIATION, INC.
HURRICANE SAFETY & PREVENTION CHECKLIST**

Hurricane Season: June 1 Through November 30

This checklist is intended to help Harwood “B” owners, occupants, and tenants prepare for hurricanes, tropical storms, flooding, extended power outages, and related emergencies.

Always follow evacuation orders and safety instructions issued by government and emergency-management authorities. This checklist supplements—but does not replace—official emergency instructions.

1. PREPARE BEFORE HURRICANE SEASON

- ☐ Review your personal hurricane and evacuation plan.
- ☐ Determine whether your unit is located within an evacuation zone by reviewing the [Broward County Evacuation Information and Map](#).
- ☐ Register for free emergency notifications through [AlertDFB](#). You may also text **AlertDFB** to **888777**.
- ☐ Monitor the [Broward County Official Hurricane Site](#), the [City of Deerfield Beach Emergency Management](#), and the [National Hurricane Center](#).
- ☐ Keep your telephone number, email address, mailing address, and emergency-contact information current with Harwood “B.”
- ☐ Identify a trusted local emergency contact or condo watcher who can access and inspect your unit if you are away.
- ☐ If you will be away for one (1) week or longer, advise the Building Captain before leaving or complete the online notification form available on the Association’s website.
- ☐ Review your condominium insurance policy, including coverage for personal property, interior improvements, water damage, windstorm, flood, additional living expenses, and loss assessments.
- ☐ Photograph or record the interior of your unit and personal property. Store copies of photographs, insurance policies, identification, medical information, and important documents electronically or in a waterproof container.
- ☐ Inspect approved hurricane shutters or other permitted storm-protection systems before hurricane season.
- ☐ Confirm who will install, close, remove, or reopen your hurricane shutters if you are away.
- ☐ Do not drill into, attach anything to, or modify any Common Element without the Association’s prior written approval.

2. PREPARE AN EMERGENCY SUPPLY KIT

Florida emergency-management officials recommend maintaining sufficient supplies for at least **seven (7) days**.

- ☐ Drinking water.
- ☐ Nonperishable food and a manual can opener.
- ☐ Necessary prescription medications and a written medication list.
- ☐ First-aid supplies.
- ☐ Flashlights and extra batteries.
- ☐ Battery-powered or hand-crank radio.
- ☐ Fully charged cellular telephone and portable power banks.
- ☐ Personal hygiene and sanitation supplies.
- ☐ Face masks, disposable gloves, disinfectant, and cleaning supplies.
- ☐ Cash in small denominations.
- ☐ Copies of identification, insurance policies, medical information, emergency contacts, and important documents.
- ☐ Extra eyeglasses, hearing-aid batteries, mobility aids, and medical supplies.
- ☐ Clothing, sturdy closed-toe shoes, rain protection, blankets, and bedding.
- ☐ Food, water, medication, carriers, identification, vaccination records, and other supplies for pets or service animals.

For a complete supply list, consult the [Florida Disaster Supply Kit Checklist](#).

3. WHEN A HURRICANE OR TROPICAL STORM THREATENS

Protect the Exterior

- ☐ Remove or securely store all loose objects from balconies, walkways, entrances, and other exterior areas.
- ☐ For ground-floor units, remove all furniture, plants, grills, decorations, tools, bicycles, and loose objects from the backyard patio and surrounding exterior areas.
- ☐ Do not place shutters, panels, ladders, furniture, boxes, or other items in walkways, stairways, landings, or Common Elements.
- ☐ Properly close or install approved hurricane shutters or permitted storm protection.
- ☐ If you are away, make sure your authorized local contact has sufficient time and access to secure your unit.
- ☐ Do not tape windows. Tape does not prevent glass from breaking and is not an acceptable substitute for approved storm protection.
- ☐ Do not wait until dangerous winds begin before attempting to install shutters or move exterior items.

Protect the Interior

- ☐ Close and lock all windows, exterior doors, and sliding-glass doors.
- ☐ Move valuable items, electronics, documents, and furniture away from windows and exterior doors.
- ☐ Close blinds and curtains, but do not rely on them for storm protection.
- ☐ Charge cellular telephones, power banks, flashlights, and medical equipment.
- ☐ Set the refrigerator and freezer to their coldest safe settings and avoid opening them unnecessarily if power is lost.
- ☐ Fill clean containers with drinking water.
- ☐ Unplug unnecessary electronics and small appliances to protect them from power surges.
- ☐ Do not disconnect essential medical equipment unless directed by its manufacturer or your healthcare provider.
- ☐ Keep the air-conditioning system operating while power is available.

Water and Plumbing

- ☐ Check faucets, toilets, pipes, water heaters, washing-machine hoses, and appliance connections for leaks.
- ☐ If you evacuate or leave the unit unattended, shut off the unit's main domestic water-supply valve, if accessible and safe to do so.
- ☐ Do not shut off, alter, or interfere with fire-sprinkler lines, common plumbing lines, or Association-controlled equipment.
- ☐ If turning off the water heater, follow the manufacturer's instructions. Never restore electrical power to a water heater until its tank is completely filled.

Vehicles

- ☐ Keep your vehicle fueled or sufficiently charged.
- ☐ Park only in an authorized parking space.
- ☐ Do not park in fire lanes, on landscaping, or where the vehicle could block emergency or maintenance access.
- ☐ Remove valuables and important documents from the vehicle.
- ☐ Close all windows and securely lock the vehicle.

4. HURRICANE SHUTTERS AND STORM PROTECTION

- ☐ Use only hurricane shutters or storm-protection systems approved by the Association and permitted by applicable requirements.
- ☐ Follow all Association procedures regarding the installation, closing, reopening, and storage of hurricane shutters.
- ☐ Owners are responsible for arranging the protection of their own windows, doors, and unit interiors.
- ☐ The Association, Board, Building Captain, and other residents should not be expected to install, remove, or maintain an owner's shutters.
- ☐ Owners who are away during hurricane season should designate a reliable local person or qualified contractor to secure the unit when necessary.
- ☐ Do not perform shutter installation when winds, rain, lightning, or other conditions make the work unsafe.
- ☐ Do not leave shutter panels, hardware, tools, or ladders in any Common Element.
- ☐ After the danger has passed, reopen or remove shutters as required by the Governing Documents and applicable safety requirements.

5. EVACUATION AND SHELTERS

If government authorities issue an evacuation order for your area, **leave promptly and follow the designated instructions.**

- ☐ Decide in advance where you will go and how you will get there.
- ☐ Your first option should generally be a safe location with family or friends, or a hotel located outside the evacuation area.
- ☐ Do not assume that a particular shelter will open. Broward County activates shelters according to the circumstances of each emergency.
- ☐ Check current shelter openings on the [Broward County Official Hurricane Site](#) or call **311** or **954-831-4000**.
- ☐ Review [What to Bring to a Hurricane Shelter](#).
- ☐ Leave early if you require additional time, mobility assistance, medical equipment, or transportation.
- ☐ Do not depend on elevators remaining operational. Elevators may be shut down before, during, or after a storm.
- ☐ Bring identification, medication, medical information, water, food, personal supplies, bedding, chargers, and emergency-contact information.
- ☐ Secure and lock your unit before leaving.
- ☐ Notify your emergency contact or condo watcher of your evacuation destination.
- ☐ Notify the Building Captain that your unit has been evacuated when reasonably possible.

Important Shelter Information

Public shelters provide basic emergency protection and may not provide the comfort, privacy, food, bedding, medication, or medical care available at home.

Shelter locations and availability may change. Only travel to a shelter confirmed as **open** by Broward County.

6. SPECIAL NEEDS AND TRANSPORTATION ASSISTANCE

Residents who require electricity-dependent medical equipment, nursing assistance, mobility assistance, special transportation, or a higher level of care than a general-population shelter provides should make arrangements well before a storm threatens.

- ☐ Review the [Broward County Special Needs Shelter Program](#).
- ☐ Register in advance for a Special Needs Shelter or evacuation transportation.
- ☐ Call Broward County Emergency Management at **954-831-3902** or TTY **954-831-3940** for information and registration assistance.
- ☐ Residents who are vulnerable because of age, disability, frailty, or a health condition should also review the [Broward County Vulnerable Population Registry](#).

Registration does not replace a personal emergency plan and does not guarantee immediate assistance. Do not wait until a storm is approaching to register.

7. PETS AND SERVICE ANIMALS

- ☐ Include every pet or service animal in your evacuation plan.
- ☐ Prepare food, water, medication, identification, vaccination records, leashes, carriers, sanitation supplies, and a current photograph.
- ☐ Never leave an animal unattended in an evacuated unit.
- ☐ Confirm whether your selected shelter or hotel accepts animals.
- ☐ Some Broward County general-population shelters are designated as pet friendly, but availability may be limited.
- ☐ Service animals meeting applicable requirements are permitted at general-population shelters.

Review the current [Broward County Hurricane Pet Guide and Pet-Friendly Shelter Information](#).

8. IF YOU REMAIN IN YOUR UNIT

Remain in your unit only when no evacuation order applies and you can safely care for yourself throughout the emergency.

- ☐ Stay indoors and away from windows, sliding doors, and exterior walls.
- ☐ Use a small interior room, hallway, or other protected location if conditions become dangerous.
- ☐ Keep flashlights, closed-toe shoes, identification, medication, water, and a charged telephone nearby.
- ☐ Do not use candles or open flames.
- ☐ Do not use elevators during the storm or during a power interruption.
- ☐ Do not remain in stairways, walkways, laundry rooms, or other Common Elements.
- ☐ Do not open windows or doors to inspect storm conditions.
- ☐ Do not go outside during the eye of a hurricane. Dangerous winds can return suddenly from the opposite direction.
- ☐ Call **911** only for a life-threatening emergency, fire, or crime in progress.

Generator and Carbon-Monoxide Safety

- ☐ Never operate a generator, grill, camp stove, or other fuel-burning device inside a unit, enclosed patio, hallway, stairway, laundry room, or near a door, window, vent, or air-conditioning opening.
- ☐ Do not store gasoline, propane, or other combustible fuel inside a unit or Common Element.
- ☐ Comply with all Association restrictions concerning generators, fuel, grills, batteries, and electrical connections.
- ☐ Never connect a portable generator directly to the building or unit's electrical system.

9. DURING A POWER OUTAGE

- ☐ Report or monitor outages using the [FPL Power Tracker](#) or call **1-800-468-8243**.
- ☐ Treat every downed wire as energized and dangerous.
- ☐ Stay away from standing water, trees, fences, vehicles, or objects that may be touching electrical wires.
- ☐ Disconnect sensitive electronics to protect them from power surges.
- ☐ Leave one lamp switched on so you know when power is restored.
- ☐ Keep refrigerator and freezer doors closed as much as possible.
- ☐ Use battery-powered lighting instead of candles.
- ☐ Conserve cellular telephone power and use text messages when appropriate.

10. AFTER THE STORM

- ☐ Wait for official notice that conditions are safe before going outside or returning to the property.
- ☐ Do not enter a building or unit that appears structurally unsafe.
- ☐ Avoid floodwater, standing water, debris, damaged trees, and downed power lines.
- ☐ Do not use elevators until they have been returned to service.
- ☐ Follow any boil-water notice or other public-health advisory.
- ☐ Inspect your unit carefully for broken windows, water intrusion, leaks, mold, electrical damage, and other hazards.
- ☐ If you smell gas, see sparks, observe exposed wiring, or suspect an electrical fire, leave the area and call **911**.
- ☐ Photograph damage before moving or disposing of property, unless immediate action is necessary for safety.
- ☐ Take reasonable steps to prevent additional damage without placing yourself at risk.
- ☐ Report building or Common Element damage to the Association as soon as reasonably possible.
- ☐ Report damage within your unit to your insurance carrier promptly.
- ☐ Keep receipts, photographs, reports, correspondence, and records of temporary repairs.
- ☐ Use properly licensed and insured contractors when required.
- ☐ Obtain Association approval before performing work affecting Common Elements, building systems, exterior components, windows, doors, plumbing, or electrical systems.
- ☐ Be cautious of fraud, unlicensed contractors, unsolicited repairs, payment demands, and disaster-related scams.

11. IMPORTANT CONTACTS AND OFFICIAL LINKS

[CVE Master Management](#)

Telephone: **954-421-5566**

[CVE Security](#)

24-Hour Emergency/Gate House: **954-421-3552**

Automated Visitor Line: **833-773-0808**

[CENCLUB Recreation/Clubhouse](#)

Telephone: **954-428-6892**

[Condominium Owners Organization of Century Village East—COOCVE](#)

Telephone: **954-596-0775**

Local Emergency Resources

Life-Threatening Emergency, Fire, or Crime in Progress: 911

[City of Deerfield Beach Emergency Management](#)

City Main Telephone: **954-480-4200**

[AlertDFB Emergency Notifications](#)

Text **AlertDFB** to **888777**

[Broward Sheriff's Office—Deerfield Beach](#)

Non-Emergency: **954-764-HELP (4357)**

Deerfield Beach District: **954-480-4300**

[Broward County Official Hurricane Site](#)

Hurricane Hotline: **311** or **954-831-4000**

TTY: **954-831-3940**

Toll-Free: **833-311-BRWD (2793)**

[211 Broward](#)

Dial **211** for 24-hour crisis, health, human services, food, housing, and community-resource assistance.

Weather and State Resources

[National Hurricane Center](#)

[Florida Division of Emergency Management](#)

[Florida Hurricane Preparation Guide](#)

[Florida State Assistance Information Line](#)

Emergency Activation Hotline: **1-800-342-3557**

[Ready.gov Hurricane Preparedness](#)

Shelters and Evacuation

[Broward County Evacuation Information](#)

[Broward County Shelter Information and Current Status](#)

[Broward County Shelter Alternatives](#)

[American Red Cross Open Shelter Locator](#)

Telephone: **1-800-RED-CROSS (1-800-733-2767)**

Power and Utilities

[FPL Storm Center](#)

[FPL Power Tracker](#)

Outages and Dangerous Electrical Conditions: **1-800-468-8243**

Insurance and Disaster Assistance

[Florida Department of Financial Services—Hurricane Resources](#)

Insurance Consumer Helpline: **1-877-693-5236**

Out-of-State Callers: **850-413-3089**

[FEMA Disaster Assistance](#)

FEMA Helpline: **1-800-621-3362**

IMPORTANT ASSOCIATION NOTICE

Harwood “B” Condominium Association, its directors, officers, Building Captain, representatives, employees, and contractors cannot guarantee electrical service, elevator service, water service, emergency assistance, hurricane-shutter installation, transportation, shelter availability, or access to individual units during or after an emergency.

Each owner, occupant, and tenant remains responsible for personal safety, evacuation planning, medications, emergency supplies, insurance, hurricane protection, care of the unit, and compliance with official evacuation orders and the Association’s Governing Documents.

Prepare early. Do not wait until a hurricane warning is issued.