

SAFETY AND SECURITY MANUAL

Harbour Hill Apartment Condominiums
700 Beach Drive NE
St. Petersburg, Florida 33701

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SECTION 1: Building Access and Use of Keys

Types of Keys:

There are two types of keys that are required to access Harbour Hill and areas within Harbour Hill.

The first type of key is the Non-Duplicable building access key (hereafter referred to as the ND key). These are numbered keys and each unit owner has been issued two. Each key is identified by the ID marker on the key, for example, "HH000". The unit owner is charged with the responsibility of ensuring that these keys are not lost or misplaced. The ND keys are never to be provided to contractors or others needing access to the building. Owners who loose or otherwise misplace the ND keys may be responsible for the cost of re-keying the entire building.

A second single key is used to open a given unit as well as the unit's hall storage area and mailbox. This key is solely the responsibility of the unit owner and may be duplicated at the discretion of the unit owner.

In some instances where a new door has been installed on a unit, a second key may be required to open the unit mailbox. Owners may not change the lock on their unit door or storage area without the permission of the Building Committee. The Harbour Hill Apartment Condominium Association assumes no responsibility for monitoring the distribution of unit keys by the unit owners.

Where is the ND key required?

The ND key is required to access the following areas:

1. Front Door - Beach Dr. NE and 7th Ave.
2. 1st Floor Garage to Lobby
3. Rear 1st Floor Garage Gate Entrance - Oak St. (south)
4. South 1st Floor Garage into Rear Stairwell
5. North 1st Floor Garage into Rear Stairwell
6. Rear Alley Entrance at Unit 101
7. 1st Floor Garage into Alley Garden
8. 2nd Floor Garage into Front Elevator
9. South 2nd Floor Garage into Rear Stairwell
10. North 2nd Floor Garage into Rear Stairwell
11. Alley Gate Entrance into 2nd Floor Garage

Can I get additional ND Keys?

Additional ND keys may be obtained from the Building Committee chair or the Safety and Security chair. A non-refundable fee of \$25 per key will be required and the unit owner must identify the intended user of the ND key on the Request for Exterior Door Key form and must be approved by the Building Committee chair or Designee. This form is available from the Building

Committee chair, the Safety and Security chair, or on the website at <http://hhca.memberlodge.org>. The unit owner will assume the same responsibility as with the original ND keys if these additional keys are lost or misplaced.

What is the Procedure for Keys when the Unit is Transferred or Rented?

The numbered ND keys originally issued to the unit owner as well as the remote garage gate actuator (clicker) MUST be turned over to the new owners when a unit ownership is transferred. This can be accomplished either with a direct transfer or through a closing agent. Failure to do so may delay the transfer procedure and thereby the closing on the unit. The new owner will be required to sign a receipt provided by the Building Committee chair or the Safety and Security chair stating that the new owner is in possession of the ND keys assigned to the purchased unit. The keys for entrance to the unit, the unit storage, and mailbox will be transferred by the unit owner to the new owner in an agreed upon manner. No receipts are required by the association for unit keys.

In the case of a rental, the unit owner will determine the disposition of the ND and unit keys. Whatever arrangement is agreed upon, the unit owner will remain responsible for the ND keys.

Any additional ND keys that the unit owner may have acquired over the course of time must be returned to the association. These are the keys for which the owner paid a non-refundable fee of \$25 per key. The final Board approval for new ownership will be dependent upon these keys being returned to the association and the originally issued ND keys being available for transfer by the closing agent to the new owner at the closing.

How do Contractors get Access to Units?

There is a procedure for contractors to be able to access Harbour Hill. The contractor must sign the Contractor Policy document prior to commencing any work. This document is available on the Association website at <http://hhca.memberlodge.org>. The document identifies the times a contractor is allowed to work in the building among other things.

The contractor will need to contact the building Superintendent to obtain a card that can then be used to access the first floor rear elevator entrance. This card will be issued on a daily basis unless other arrangements are agreed upon by the Superintendent and the contractor. The card is used to keep a record of all times the contractor has entered the building. The Superintendent will inform the contractor where the card needs to be placed when he leaves for the day. This card becomes inactive daily after 6:00PM and once the contractor has left the building, he will not be able to re-enter after that time even if he still has possession of the card.

The owner who has contracted for services will have to make their own arrangements with the contractor for access to their individual unit.

NOTE: It is the unit owner's responsibility to inform the Building Committee of the extent of the work proposed via a construction/ alteration application form available on the association website at <http://hhca.memberlodge.org>. The Building Committee may assess compliance with the association's documents and with state and local statutes and will inform the unit owner of any special association building requirements generated by the proposed work

What about Access to the Building Using the Call Box?

Individuals may gain access to Harbour Hill without use of the ND keys by using the resident call box located at the main entrance at the corner of Beach Dr. NE and 7th Ave. N. The call box has a directory of residents that can be scanned by using the # key. For each resident, there is a three digit code next to their name. An individual may contact a resident by dialing the appropriate three digit code. The code will connect the resident's phone to the call box and the resident can then communicate with the individual at the front entrance using their phone. To allow the individual access to Harbour Hill, the resident needs to press the "9" digit twice on their phone. This will cause the entrance door to buzz for a total of 10 seconds during which time the door may be opened without a key. It is important that each resident know the individual that they are allowing to have access to the building. For those individuals who subscribe to the Bright House cable system, they may view the front entrance 24/7 on either channel 96 or 732.

In order to be able to use the call box system, the resident must have a phone with an area code of 727 or 813. The system does work with either a landline or mobile telephone.

Can my Real Estate Agent have Access to the Building in my Absence?

Harbour Hill has a unique system for Real Estate Agents showing a property for sale or rent at Harbour Hill. The Permission to Access form gives the Real Estate Agent, with the unit owner's permission, access to the building even without an ND key and without the owner being present. The form allows an agent to use only the call box and their own cell phone to gain access to the main entrance. It also allows the Real Estate Agent to give access to other Agents to show the property even if the listing Agent is not present. For more details on the Real Estate access system, go to the Association website (<http://hhca.memberlodge.org/>) and click on Documents and Forms/Permission to Access form.

SECTION 2: Elevator Protocol

What happens if I get stuck in the elevator?

DO NOT PANIC! Below the floor number buttons on the left side of the elevator, you will see a “HELP” button. When you press this button, a red light next to the button will blink and you will hear a pulsing noise. In a matter of seconds, someone identifying themselves as “ThyssenKrupp”, will respond. This monitoring service is SoundNet and is part of the ThyssenKrupp Company, the company that manufactured and installed our elevators. Let them know the emergency. They have access to technicians that can respond to the emergency and, in addition, to an Authorized Caller List that identifies key people in the building, like the Superintendent, who could respond immediately to the situation. If it is a medical emergency, SoundNet can access 911 for you.

Are the elevators usable during a fire or other disaster?

Simple answer, NO. The stairways are to be used for exiting during fire or other disasters.

Why do we have to use the DH button when we want to hold the elevator open?

The elevators are computer controlled. If the elevator is held open by hand for a period of time instead of using the DH button, the computer will assume there is a blockage. The system will go into Safety Lockout and the elevator system will cease to operate. Correcting this situation will require a service call by the elevator company. The given elevator will be unavailable until the situation is remedied.

Are contractors allowed to use the front elevator when they are working in the building?

Normally, contractors are required to use the rear elevator when working in the building for both material and personnel. There is one exception to that rule and that involves work performed on the 9th floor. The rear elevator only goes to the 8th floor. When a contractor needs to bring in equipment or material that would not be suitable to carry from the 8th to the 9th floor after exiting the rear elevator, a contractor may use the front elevator in a limited capacity and only with the consent of the Superintendent. The front elevator used in this fashion will require the wall padding just as is required in the rear elevator. All contractor personnel including those working on the 9th floor, are still expected to use the rear elevator for normal transit.

How do I arrange for use of the rear elevator during a move in or move out?

First, arrange for the move in or move out at a time when the Superintendent will be available. That is from 9:00AM until 4:00PM from Monday through Friday. Then contact the Superintendent and get approval of the time for the move. Post a notice on the bulletin board in the mail room in the front lobby stating the date and time of the move. This will alert residents to the unavailability of the rear elevator at that time. You will need to have an individual available throughout the move to monitor the garage gate that will remain opened during the move to ensure

that no foot traffic uses the open gate to breach the security of the building. The superintendent will install protective pads and program the elevator to remain on the current floor with an open door and not to move until a new floor number has been depressed from inside the elevator. Once the elevator is full and ready to be moved, the individual operating the elevator must depress the button for the desired floor and **KEEP THE BUTTON DEPRESSED** until the elevator door has completely closed. Failure to do so will result in the elevator opening every time the button is released unless the door has completely closed. Once at the floor of interest, the elevator will open and remain opened until the floor button is again depressed from within the elevator. This enables the possessions to be removed or loaded without concern for the elevator door closing during the process. Once the move has been completed, the Superintendent will reprogram the elevator to return to normal operations.

If the rear elevator is inoperable at the time of a move in or move out, the front elevator may, under certain circumstances, be used for that purpose but **WILL NOT** be locked out for use by other residents as would be the case for the rear elevator.

SECTION 3: Parking Issues and Procedures

General Comments

There is one covered parking space for each unit in the building. The space may be located on the ground floor or the second floor garage area. The numbered parking space is transferred by deed when the unit is purchased. In the case where two units have been combined into one, the owner of the combined units will retain a parking space for each of the units that were combined.

There are two “floater” spaces that belong to the association but are not assigned to a specific unit. These spaces can be assigned at the discretion of the association. Currently an open drawing is held each February for any unit owner that desires an additional parking space in the covered garage area. The winners of the open drawing currently pay the association \$50/month for use of one of these spaces.

Each owner has received a remote garage gate actuator, commonly called the “clicker”, to access the garage area, either on the first floor off Oak Street or on the second floor off the alleyway between Oak St. and Beach Dr. Each actuator is programmed to allow an owner to access their own parking space. This means that if you have a space in the second floor garage, your actuator will NOT allow you access to the first floor garage and vice versa.

The actuator is required for a vehicle to either enter or exit one of the garage areas. When the actuator is pressed, the garage gate will open for a total of 16 seconds. This is ample time for a vehicle to either enter or exit the garage area. Once the vehicle has entered or exited the garage and is sufficient distance from the gate, the vehicle is requested to stop and wait until the garage gate is completely closed before proceeding. In the event that more than one vehicle is entering or exiting the garage, the last vehicle will have this responsibility. This request is to ensure that only authorized vehicles will be accessing the garage areas. NOTE! There is a safety system in the flooring at each garage gate that is triggered when a vehicle is stopped just inside the gate. It will delay, if necessary, the gate closing beyond the 16 seconds until the vehicle has moved past the trigger point into or out of the garage area.

Can I use a parking spot that has remained empty for some time?

The simple answer to that question is “no” with a few simple caveats. If you have contacted the owner of the parking space and they have agreed to allow you to use their space in their absence, you may do so but you will need to contact the Superintendent to make him aware of the arrangement.

Sometimes individuals have contacted the Superintendent or Building Committee chair and stated that in their absence, their parking space may be used by other residents. If you have a short term need, check with the Superintendent or Building Committee chair about such availability.

What can I store in the garage area besides my vehicle?

A bicycle rack belonging to the association is located in the south western corner of the second floor garage area. Individuals may rent one space on the rack from the association for \$2/month.

On both garage levels, there is additional storage space behind the assigned parking spaces adjacent to the exterior wall. Items left in these open storage areas should be secured either to the concrete bumper or secure by some other means. These items must be moved when high winds are forecast and during the annual garage cleaning.

The security of these items is the sole responsibility of their owners. The association is not responsible for items lost or stolen in these open storage areas.

What about exterior parking?

There is no parking in the alleyway between Oak and Beach Dr. where the dumpsters are located. Vehicles parked in that area may be towed at the owner's expense. There are exceptions to that rule for the short term.

If a 1st floor resident wishes to unload items from their vehicle and it's easier to stop near the dumpsters and use the rear alley entrance at Unit #101, they may do so. This must be done as expeditiously as possible and the vehicle moved as soon as possible. Another exception can involve contractors working on the building or units within the building. They may receive permission to use the dumpster space on a temporary basis. This has to be coordinated with the Superintendent who, in turn, will notify those individuals who have the authority to have vehicles impounded, that the contractor has received permission to park in the area.

The main purpose for posting parking rules on the exterior of the building is to discourage non-residents from using our property as their personal parking space. It is not to harass our residents.

The driveway at the main entrance at Beach Dr. and 7th Ave. is another non-parking area. This area is mainly used for passenger pick-up and drop-off, package deliveries, and emergency vehicle access and as a pedestrian entrance. Here again, the rule is not absolute. If you need to pick up your mail or retrieve an item you forgot in your unit, for example, you may certainly leave your vehicle in the front driveway and retrieve those items. The request is that you keep that time to a minimum. If you feel that someone may be abusing the front driveway parking situation, there are friendly reminders in the mail room that you can place on the car's windshield reminding them of the no parking rule.

SECTION 4: Fire Alarm Systems

Why are there two alarm systems in each unit?

Your unit smoke detection system is a series of two or more hard wired circular smoke detectors with battery backup and is intended to detect smoke and heat within a given unit. These detectors are in each bedroom and another one is in the hallway for each unit. The placement of these detectors is in accordance with local fire codes and may not be altered. The detectors are calibrated at a given frequency so that if smoke is detected by one, all three will sound an alarm.

Even though the smoke detection system is hard wired with battery backup, there is a sensor in each of the detectors that can sense low battery power. Several short blasts from the detector followed by silence will indicate a low battery power condition. The St Petersburg Fire Marshal recommends replacing the 9 volt batteries in your smoke detectors once a year.

The second system is connected to the building fire alarm system. In the bedrooms of each unit, an oblong Fire Link box called an annunciator is attached to an electrical outlet and screwed to the wall to discourage moving the box. The control panel for this system is found in the main lobby near the front elevator. There are sensors in each of the common areas of Harbour Hill. When smoke or heat is detected in a common area by any of these sensors, an alarm is sounded through the annunciators in each unit alerting residents that there is a problem in the building and to take appropriate action.

What is the impact of home repair projects on the functioning of the detectors and annunciators in each unit?

If a home repair project is going to create a lot of dust, it will negatively impact the operations of the smoke detectors. Dust buildup within a smoke detector can mimic smoke and thereby cause the detectors to sound an alarm. It is imperative to cover the smoke detectors during the project with some sort of dust cover. Dust covers for detectors can be purchased at a local hardware store. It is not recommended that the smoke detectors be removed during the renovations. Check with the Superintendent about the availability of dust covers for loan from the Association.

Unlike the smoke detectors that have battery backup, the annunciators are dependent upon a constant electrical supply to operate. If the electrical supply is going to be shut off during a home project, the annunciators will need to be unscrewed from the wall and relocated to an area with a constant electrical supply. There are electrical outlets in each hallway that may be used to temporarily relocate the annunciators with the permission of the Superintendent. The annunciators must be returned to their former locations at the end of the home project.

How is a smoke detector silenced once the alarm has sounded?

For the smoke detectors to be silenced once the alarm has sounded, you must first find and correct the reason for the alarm to have sounded. In other words, all the smoke, heat, or other particulate matter that caused the alarms to go off, must be cleared of your unit. Once that has been accomplished, simply push the "Test/Silence" button on the face of ONE of the detectors. This will transmit a frequency to the other detectors in your unit and all will be silenced. If that

does not work, as a last resort, all of the detectors can be removed from their power source and their battery compartments opened. This will also stop the alarm.

What happens when I remove my annunciator from its power supply?

When an annunciator is removed from its power supply, you will have TWO minutes to find another active power outlet. After two minutes, if the annunciator is not powered up, an alarm will sound in the control panel in the front lobby indicating there is a problem with the system and a signal is sent to the central monitoring site. This monitoring site will notify the association of an issue.

How can I make sure my annunciator has a constant power supply?

There is at least one breaker on your circuit breaker board that must never be turned off, even if you are a snowbird. It is the circuit breaker that controls the outlet for your annunciator. The annunciator in a bedroom is connected to an ordinary two plug outlet. If you do not know the breaker that controls that outlet, here is a simple way of determining it.

Plug a small lamp into the other receptor in the outlet that has the annunciator and turn the lamp on. Now go to your circuit breaker panel in the kitchen area and open the panel door. Begin by tripping one breaker. Immediately go back into the bedroom to see if the lamp has been turned off. If not, go back to the breaker board and reset the breaker. This procedure must take under two minutes each time it is attempted. Then try another breaker and see if the lamp has been turned off. If not, go back to the breaker panel and reset that breaker. Continue doing this until you find the breaker that controls the outlet that connects the annunciator to its power supply. You will now know which breaker must never be tripped. It may be helpful to cover that breaker with electrical tape as a friendly reminder. This procedure may be followed for each of the annunciators in a given unit.

SECTION 5: In Case of Fire

General Information

The probability of a major fire emergency occurring at Harbour Hill is very remote. The building has been constructed mostly of reinforced concrete with metal studding throughout. That said, however, the construction does not completely immunize the building from a fire emergency from other causes such as kitchen accidents or careless cigarette smoking. This requires preparedness on the part of the residents.

As was described in the previous Section on Fire Alarm Systems, each unit as well as the common areas at Harbour Hill has been equipped with smoke detectors. In addition, there are red fire “pull down boxes” on each floor at the front elevator and at both stairwells. Fire extinguishers are on all floors in the hallway outside the 02 units and additionally on the 3rd through 9th floors in the hallway outside the 05, 06, and 08 units, and in the garage areas.

What Do I Do If the Annunciators Sound an Alarm?

The annunciators will indicate a problem in the common areas. If the annunciators sound an alarm in your unit, close all windows and the slider and leave immediately. Smoke rather than fire is the bigger concern in a fire emergency. The hallway will most likely be passable because of the open grid to the outside. Do not lock your door when you leave. You should head for the stairwell and exit using the stairs. Those in units 08, 07, 06, and 05 use the stairwell next to the rear elevator. Those in units 01, 02, 03, and 04 use the stairwell opposite the 02 unit. **DO NOT ATTEMPT TO USE EITHER ELEVATOR.** After exiting the building, cross Beach Dr. and assemble in front of the 1st Presbyterian Church. This will allow a head count to be taken. The St Petersburg Fire Marshal has stated that, by code, annunciators are programmed to only sound an alarm on the floor where the disturbance occurs and one floor below and two floors above. Therefore, **IF THE ANNUNCIATOR DOES NOT SOUND AN ALARM IN YOUR UNIT**, the Fire Marshal recommends you stay in your unit until the emergency has passed and the all clear is given. The Fire Department does not want to or need to deal with an evacuation of the entire building if it is deemed unnecessary.

What if I am Unable to Walk down the Stairwell?

The stairwells at Harbour Hill have a two hour safety rating meaning that it would take at least two hours for any fire to breach the stairwell. The Fire Department estimates a response time for any fire emergency at Harbour Hill at seven minutes or less. If it is known that some individuals cannot navigate the stairwells, the St. Pete Fire & Rescue team will evacuate, if necessary, anyone who is in the stairwell long before there is any real emergency with a fire breach into the stairwell. If the fire is easily contained by the Fire Department, no evacuations may be necessary. However, since the Fire and Rescue team can only handle so many evacuees, it is still vital that all capable individuals exit the building on their own via the stairwell as soon as possible after hearing a fire alarm on their floor.

What Happens if I am Unable to Leave my Unit during a Fire?

If for any reason, you are unable to exit your unit and navigate to the stairwells, the Fire Department requests that you leave your front door unlocked and that you hang a brightly colored cloth or towel from your balcony so that it is clearly visible from ground level. This will allow the Fire and Rescue team to know that there is an individual in that particular unit that will need help in evacuating.

What if the Fire & Rescue Team doesn't Response Quickly?

The St. Pete Fire Department is a very well trained and professional organization. If the fire emergency is in a small confined area, the Fire Department may deem it unnecessary to evacuate individuals from units or stairwells above or below the fire. The fire may also be contained in a very brief time frame. If the Fire and Rescue team does not respond to your particular situation and you have concerns, DO NOT WORRY. If you are in any danger, the team will take immediate action.

What do I do if the Smoke Detectors Within my Unit Sound an Alarm?

You will need to determine if the emergency is being caused by either smoke or heat. Remember, alarms can also be triggered by construction dust particles in the air. If the emergency is real, CALL 911 IMMEDIATELY to inform them that you have a fire emergency. They will contact the Fire Department. Leave your unit door unlocked and exit your unit immediately. Activate one of the red pull down fire alarms located at the stairwells or the front elevator. This will sound the building fire alarm so the building can be safely evacuated. Head for the stairwell and exit the building immediately.

Note: If the fire is within an oven or in a pot on the stovetop in the kitchen, immediately close the oven door or cover the pot. This will cut off the supply of oxygen to the fire and may extinguish the fire. If there is either smoke or fire damage in your unit, even if it did not require the Fire Department to respond, it is against the law not to eventually inform the Fire Department of the situation. This is especially important if you intend to apply for relief from your insurance company. They will need verification from the Fire Department that indeed there was fire damage in your unit.

How do I Know if The Alarms are Just Being Tested?

Any fire drills and alarm check out procedures will be advertised well ahead of time with notices on the bulletin board in the mail room, in your individual mail boxes, in the elevator postings, and in the newsletter if possible. Testing of the alarms will occur between 8:00AM and 5:00PM. If an alarm is sounded between 5:00PM and 6:00AM (when most condo fires occur) and none of these alerts have been posted, IT'S REAL.

SECTION 6: Hurricane Preparedness

General Information

The residents of Harbour Hill should take all reasonable measures to protect their lives and property in the event of a hurricane or similar natural disaster. The Board of Directors recommends the following plan of preparedness and loss prevention:

1. General

The President and his/her designates, together with the Safety and Security chair and the Superintendent, will be responsible for carrying out this plan to the extent it is feasible to do so, and subject to the availability of unit owners help, and for last minute decisions in an emergency situation.

A photo record of all association real property and furnishings including the electrical room and elevator power systems has been created and is stored with the association permanent records. The title of the record is Harbour Hill Common Elements Gallery 2013.

A list of current owners, alternate addresses and contact information as well as a list of assigned and rented garage parking spaces is kept in the Library. In case of emergency or evacuation, the President, Superintendent or Safety and Security chair should take this information with them in order to have the ability to communicate with owners.

Unit owners leaving the city and leaving car(s) in the garage for an extended time should leave keys to those vehicles with the Superintendent or with a resident in attendance. Alternately, information about where to locate the keys within the owner's unit may be left with the Superintendent.

2. Readiness - When we are Under Official Hurricane Watch

The Superintendent will check, add to, or replace emergency supplies recommended by the Safety and Security chair and/or designated by local authorities for use in Common Area spaces.

Individual unit owners should assume responsibility for their own supplies of batteries, water, flashlights, etc.

Harbour Hill Board Members, any storm team assistants, and the Superintendent will have many duties to prepare the property for a storm, and will most likely be unable to assist with personal care situations. Those individuals who require special care should prepare for an emergency situation well ahead of time of actual need.

Each year prior to the start of the hurricane season, Pinellas County publishes the Official Hurricane Guide for Pinellas County called *Surviving the Storm*. A copy of the latest addition is

available to review in the library. In the guide, is useful information about preparing for a hurricane including checklists, evacuation zones (we're in Zone E, the last to be evacuated) and telephone numbers that are important to have in an emergency. Some of the important numbers to remember are Bright House television channel 622, the number for hurricane programming and emergency operations center update; the citizens information center (CIC) for information before, during and after the storm, (727) 464-4333; and the number to sign up on your cell phone to receive the community notification system's emergency text messages, (888) 689-8905.

Owners should be aware that building power might have to be disconnected in the event of rising water. Hall emergency lighting has a limited operating life.

If owners have individual small shopping carts, bicycles, or any stored items in the garage, they need to either secure them so that wind does not blow them around or store them in their car or storage closets.

3. Property Protection - Under an Official Hurricane Warning

The vital records of the association, as designated by the President, will be moved and stored in the association storage closet on the 4th floor.

The Grounds Committee chair will prepare and give to the Safety and Security chair a plan for the Alley Garden, Atrium, Sundeck, and Harbour Room balcony for implementation by members of the volunteer storm team.

The Superintendent and the Safety and Security chair will decide if any precautions need to be taken in the Harbour Room, Lobby and/or library.

4. Garage

Under the supervision of the Superintendent and as space is available, owner's cars from the first floor garage may be moved to the second floor.

Cars belonging to guests and relatives of owners who are "riding out" the hurricane at Harbour Hill may be parked on the first floor if space is available, under the supervision of the Superintendent. Owner/resident needs will take precedence over visitors or guests.

Everyone should be aware that garage doors will no longer operate automatically in the event of power failure or disconnection. Doors may, if necessary, be left in the open position.

To the extent feasible, and subject to the availability of storm team volunteers, the Superintendent and assistants may place sand bags against the doors of the electric/pump room in an attempt to keep out rising/blowing water.

Main power switches will not be disconnected unless flooding appears imminent. However, power may be lost due to Duke Power failure or to flooding failure of the Harbour Hill switch panels. *The electric/pump room must be avoided in the event of flooding.*

5. Evacuation

When leaving, residents may want to turn off water and power to their water heater but they should NOT turn off all power as the unit smoke detectors and fire annunciators require power. Identify these circuit breakers in your panel by using the method outlined in the Fire Alarm Systems section of this manual. Make sure those breakers are left on.

6. Disaster

Emergency procedures may require that the elevators be parked on the 5th floor with electric power disconnected.

Residents should be aware that, in the event of rising water, Harbour Hill electric power will likely be disconnected.

Residents should avoid risk of electric shock that might accompany walking in water on the first floor or in the first floor garage.

Loss of electric power may cause loss of regular and emergency water supply to the building.

7. Recovery

After county officials have issued an all clear, the Superintendent and Building Committee chair will conduct an assessment of the building to determine whether it is safe for residents to return to their homes. After a major disaster, professional engineers, government officials or other experts will be consulted as necessary.

After the assessment, the President will make the final decision as to whether and when to allow residents in the building.

Residents should contact the President to determine when to return home.