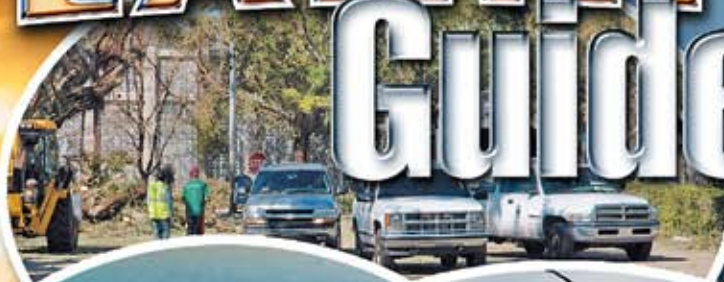


BOCA RATON

# Hurricane PLANNING Guide







# You are your own first line of defense

## Hurricane PLANNING Guide

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#### Pre-storm Information

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#### During The Storm

561-982-4900

www.myboca.us



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201 W. Palmetto Park Rd.

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As a coastal community in South Florida, the City of Boca Raton is vulnerable to the effects of tropical storms and hurricanes. The barrier island, as well as some inland areas, particularly those near canals, may be flooded, and the entire City can experience the high winds associated with these events. In addition, widespread power outages can be expected. Each and every household and business should develop a hurricane plan to meet their needs. The information presented in this booklet will help you to plan and to answer questions like: Should I evacuate? What kind of supplies do I need? How can I use a generator safely? Please read the following pages and make your plans now. Remember, you are your own first line of defense.



## Keeping Watch

## How the city is preparing

During the hurricane season, City personnel actively monitor weather reports. When there is a serious hurricane threat, the City Manager meets with key personnel and may activate the City's Emergency Operations Center, which serves as the nerve center for planning and decision-making. The City will also be performing necessary testing of equipment including generators & shutters. City staff members perform hurricane-related activities such as securing City property, assisting with evacuation, and responding to citizen inquiries. Following a hurricane, the City will work with many different agencies to address immediate needs and plan for long-term recovery. The City will be able to use its resources most effectively if everyone in the community prepares to the best of their ability.



# Table of Contents

• First Line of Defense • Keeping Watch .....	Page 1
• How To Use This Guide • Important Numbers .....	Page 2
• Emergency Communication .....	Page 3-4
• Developing a Plan - Supply Kit .....	Page 5-6
• Before the Storm .....	Page 7-8
• Safeguarding Your Home .....	Page 9-12
• Protecting Your Boat .....	Page 13-14
• Evacuation Zones Map, Kits & Inventory checklist .....	Page 15-17
• Pets & Special Needs .....	Page 18-19
• Understanding Insurance .....	Page 20
• Storm Categories .....	Page 21
• During a Hurricane .....	Page 22-23
• After a Hurricane .....	Page 24-26
• Debris Management .....	Page 27-28
• General Safety • Hurricane Tracking Chart .....	Page 29-30



## IMPORTANT TELEPHONE NUMBERS

Police/Fire-Rescue Emergencies .....	911	Animal Care & Control .....	561-233-1200
Fire-Rescue Non-Emergency .....	561-982-4000	Code Enforcement .....	561-393-7934
Police Non-Emergency .....	561-368-6201	Consumer Affairs .....	561-712-6600
<b>Boca Raton Citizen Information Center</b>		Consumer Assistance Hotline .....	800-227-8676
<b>(Only during an emergency) .....</b>	<b>561-982-4900</b>	Contractor Certification .....	561-233-5525
Palm Beach County		Florida Department of Insurance .....	800-342-2762
Division of Emergency Management .....	561-712-6400	FPL Power Outages .....	561-697-8000
C.E.R.T. Information .....	561-982-4000	Health Department .....	561-840-4500
Hurricane Information Line .....	561-393-7800	Palm Tran .....	561-841-4200
Evacuation Information (Select Option 3) .....	561-393-7800	Price Gouging Hotline .....	866-966-7226
American Red Cross .....	561-994-2060	Salvation Army .....	561-686-3530
FEMA .....	800-621-3362	United Way .....	561-375-6600

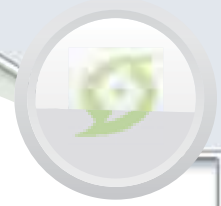
## About this guide

The Boca Raton Hurricane Planning Guide is prepared with the most current information available at the time of printing, and any of the information could change. For more information about hurricane preparedness, call the city of Boca Raton information line 561-393-7800. You may select topics for prerecorded information or daily **561-982-4000** to speak to City personnel.





# Emergency Communication



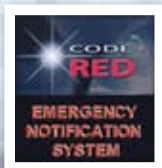
CODE RED | AM1650 | CHANNEL 20 | WWW.MYBOCA.US | CIC | INFO BOXES | HAM RADIOS

**Code Red** – Code Red is the City's emergency notification system. The Code Red System gives the city the ability to call a large number of citizens at one time leaving a recorded message. In an emergency situation the City Manager makes the decision to launch a mass call out, depending on the severity and breadth of the emergency. To register please go to the City of Boca Raton website ([www.myboca.us](http://www.myboca.us)) and click on the Code Red link.

**AM1650** - The City's radio station has the ability to broadcast emergency information before, during and after an emergency. The City has two antennas; the first antenna can withstand 110 mile an hour winds. The second antenna is a portable antenna which can be accessed remotely with a cellular phone and operates via solar power. The two antennas create redundancy in the broadcast system. In the event of an emergency, the Mayor or other City representative will begin periodic updates intended to equip citizens with necessary information.

**Channel 20** - Television Channel 20 is updated regularly with the most recent information. Channel 20 will be updated with all information related to City facilities, operations, and emergency information.

**[www.myboca.us](http://www.myboca.us)** - In the event of a storm the City's website will be kept up to date with current information.



**Citizen Information Center (CIC)** – The CIC is the City of Boca Raton's information hotline. In the event of an emergency the City has 8-10 people available to answer the phones. They are there to support the citizens in answering questions, addressing concerns, and to provide general information. **Call the CIC at 561-982-4900.**

**Information Boxes** - After the storm passes, the City will post information around the City. Information boxes with up to date information will be placed at every fire station, and other designated locations.

**Ham Radios** – During the emergency, the City has ham radio operators that reside in the City Emergency Operation Center. They monitor all pertinent storm information and are available to provide information after the storm.

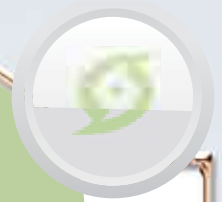


STAFF PHOTO

CITIZEN INFORMATION CENTER



# YOUR OFFICIAL INFORMATION SOURCES



Beginning June 1<sup>st</sup>, Palm Beach County will launch its Annual Hurricane Preparedness Web site. Click on the Hurricane Preparedness banner on the [pbcgov.com](http://pbcgov.com) home page. Information includes:

- ☐ "Are You Prepared?" (Video)
- ☐ Surge Area Mapping Systems (SAMS)
- ☐ Disabled Assistance Program
- ☐ Teaching your children about hurricane preparedness
- ☐ FEMA hurricane fact sheet
- ☐ Damage prevention checklist for homeowners
- ☐ Hurricane tracking chart

When a hurricane threatens our area, the Hurricane Preparedness banner on the [pbcgov.com](http://pbcgov.com) home page becomes a Hurricane Activation banner. Clicking the Hurricane Activation banner will lead you to the Hurricane Activation web site. Information you can get before a storm includes:

- ☐ Closings
- ☐ Evacuations
- ☐ News Briefings
- ☐ PBI Airport Information
- ☐ Shelters
- ☐ Situation Reports

Keep listening to NOAA Weather Radio or local radio or TV stations for instructions. Watch the City of Boca Raton's TV Channel 20 and listen to AM 1650 for local news briefings and information. Keep checking the City of Boca Raton web site for information at: [www.myboca.us](http://www.myboca.us) or call 561-982-4900.

- ☐ Boil Water Notices
- ☐ Closings/Openings
- ☐ Curfews
- ☐ FPL info- power restoration
- ☐ Garbage Pickup
- ☐ Public Transportation
- ☐ Shelters
- ☐ Wastewater/Sewer Systems

## LOCAL NEWS COVERAGE

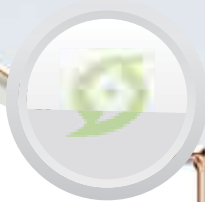
Local television stations have established agreements for re-broadcasting their telecasts with area radio stations. These stations will carry EOC briefings live as well as their own news coverage. Listed below are the stations and their radio partners.

**WPBF Channel 25:** 97.9 FM WRMF, 850 AM WFTL  
**WPEC Channel 12:** 98.7 FM WKGR  
**WPTV Channel 5:** 104.3 FM WEAT, 107.9 FM WIRK, 103.1 FM WBZT, 106.3 FM, 102.3 FM WMBX, 90.7 FM WXEL, 88.9 FM WQCS, 88.1 FM WWAY, 760 AM





# Before the Storm Develop A Hurricane Plan



- STEP 1 Hold a family meeting**  
Discuss the hazards of hurricanes. Encourage children to talk about their fears and explain some of the things you'll be doing to keep everyone safe. Start a written list of things you'll need to take care of before hurricane season and encourage everyone in the family to contribute their ideas.
- STEP 2 Discuss whether you'll need to evacuate**  
Determine whether you live in an evacuation zone and, if so, where you will go if an evacuation order is given. Going to a family or friend's house or hotel outside the evacuation area is your best choice. If you choose to go out of town, do so well in advance of the storm. Since shelters provide for only basic needs, this should be your choice of last resort.
- STEP 3 Ensure your assets are protected**  
Inventory your home possessions and video-tape, record or photograph items of value. Review your insurance policies before hurricane season starts to ensure you have adequate coverage. Once a hurricane watch has been issued, insurers will not issue new or additional coverage.
- STEP 4 Assess your home for vulnerable areas**  
Do a walk-through of your home and property to evaluate your roof, windows, garage door, landscaping, etc. and determine what actions you will take. Seek professional expertise and assistance as necessary.
- STEP 5 Make a plan to protect your vehicles**  
Decide where you will store or park your vehicle, boat, or RV. Check your vehicle insurance policy and keep it in the same safe place as your homeowner's policy.
- STEP 6 Secure your home**  
Decide what actions you will need to take to protect your home and your property (shutters, generator, tree-trimming), and to keep as comfortable as possible during recovery.
- STEP 7 Determine whether anyone in your home has special needs**  
Discuss whether anyone in your home has special medical needs and, if so, make arrangements in advance to accommodate those needs.
- STEP 8 Make a plan for your pets**  
Determine how you will address your pet's needs and make a plan in case you have to evacuate.
- STEP 9 Gather your supplies**  
Determine your family's food, water and medical needs and assemble your disaster supply kit according to those needs (see checklist on page 6 for essential items to include).
- STEP 10 Notify others of your plan**  
Let family or friends know what your hurricane plan is so they can check on you in the aftermath of the storm. Establish an out-of-town contact.





# Tear Out SUPPLY PAGE

## FAMILY DISASTER SUPPLY KIT

Perishable items should be changed or replaced every six months.

### Essentials:

- ☐ Battery-operated radio
- ☐ Flashlight/battery-operated lanterns
- ☐ Extra batteries
- ☐ Hard line telephone (not cordless)

### Water:

- ☐ 1 gallon per person per day, minimum 7 day supply, in a food grade plastic container
- ☐ Additional water for sanitation, pets

### Food: 7-14 day supply of non-perishable food that requires no preparation, such as:

- ☐ Dry cereal
- ☐ Peanut butter
- ☐ Canned or dried fruits
- ☐ Canned vegetables
- ☐ Canned juices
- ☐ Ready-to-eat canned meats
- ☐ Ready-to-eat soups
- ☐ Quick energy snacks

### First Aid Kit:

- ☐ Scissors
- ☐ Thermometer
- ☐ Tweezers
- ☐ Needle
- ☐ Cleansing agent/soap
- ☐ Latex gloves (2 pairs)
- ☐ Moistened towelettes
- ☐ Assorted sizes of safety pins
- ☐ Two-inch sterile gauze pads (4-6)
- ☐ Two-inch sterile roller bandages (3 rolls)
- ☐ Triangular bandages
- ☐ Tube of petroleum jelly
- ☐ Sterile adhesive bandages
- ☐ Laxative
- ☐ Anti-diarrhea medication
- ☐ Aspirin or non-aspirin pain reliever
- ☐ Antacid
- ☐ Antibiotic ointment

### For baby:

- ☐ Formula
- ☐ Diapers
- ☐ Baby wipes
- ☐ Bottles
- ☐ Medication
- ☐ Powdered milk

### For Pets:

- ☐ Food, non-tippable food and water bowls
- ☐ Record of vaccination
- ☐ Leash, harness and carrier
- ☐ Extra litter

### Sanitation:

- ☐ Hand Sanitizer
- ☐ Disinfectant
- ☐ Household chlorine bleach
- ☐ Soap, liquid detergent
- ☐ Personal hygiene items
- ☐ Feminine supplies
- ☐ Plastic bucket with tight lid
- ☐ Toilet Paper, towelettes
- ☐ Plastic garbage bags, ties
- ☐ Clear Iodine (For water purification)

### Tools & Supplies:

- ☐ Sun Screen
- ☐ Sunglasses
- ☐ Mosquito repellant with DEET
- ☐ Fire extinguisher
- ☐ Whistle
- ☐ Aluminum Foil
- ☐ Crowbar
- ☐ Paper, pencil
- ☐ Plastic sheeting
- ☐ Medicine dropper
- ☐ Needle threader
- ☐ 2 tarps
- ☐ Matches in waterproof bag
- ☐ Rope
- ☐ Cash or traveler's checks
- ☐ Non electric can opener
- ☐ Duct tape

### Clothing and Bedding:

- ☐ Rain gear
- ☐ Long sleeve shirts and pants
- ☐ Hat and work gloves
- ☐ Sturdy shoes
- ☐ Blankets and sleeping bags

### Family Medical Needs:

- ☐ Insulin, testing kits
- ☐ Prescription drugs
- ☐ Non-prescription drugs
- ☐ Extra eye glasses, contact lenses
- ☐ Extra oxygen which can be used without electricity

### Important Family Documents:

- ☐ Telephone numbers
- ☐ Record of bank accounts
- ☐ Family records, inventory of valuable goods
- ☐ Copy of will, insurance policies, deeds and other important records
- ☐ Passports and ID's





# Before the Storm

## Should I stay or should I go...?



If you are in an evacuation zone (see evacuation map on page 15), a mobile home, or an area that is easily flooded, you must evacuate. If you are elderly, in poor health, or have special needs, it is recommended that you evacuate. If you live on an upper floor of a building and are dependent upon an elevator, you should plan to evacuate since power outages can affect your building's elevator system. Many elevators do not have generator power, and those that do have generator power may not have sufficient fuel for a prolonged outage.

There are approximately 17 shelters throughout Palm Beach County, and they are managed and maintained by the American Red Cross. Consider staying with friends or relatives outside the area. Shelters are often crowded and uncomfortable by their very nature, but should be used if you have no other option. If you go to a shelter, be prepared for an extended stay. Do not proceed to a shelter until the media has announced that it is officially open.

**Local area shelters are the Boca Raton Community High School and West Boca Raton Community High School. See page 15.**

### If you must evacuate...

- Have a good meal before you get on the road or go to a Red Cross shelter.
- Evacuate as soon as possible, preferably during daylight. Roads and bridges frequently become crowded and traffic moves slowly. Be sure to take a map if you are going to an unfamiliar area.
- Unplug appliances and turn off electricity and the main water valve. This will reduce potential damage to your appliances and the risk of fire from power surges. If you have natural gas, check with your natural gas supplier for information.
- Tell someone outside of the storm area where you are going.
- If time permits, and you live in an identified surge zone or area prone to flooding, raise furniture, photographs and other irreplaceable items to a higher place.
- Bring pre-assembled emergency supplies (Evacuation Kit on page 8.)
- Remember – firearms, explosive devices, intoxicating beverages, and illegal drugs are not allowed in shelters.
- Only service animals such as guide dogs for the visually impaired, not pets, are allowed in shelters. If you bring a service animal be sure to bring food, water, bowls and any other necessities they require.
- Important documents such as birth or marriage certificates, social security cards, passports, immunization records, checkbook and bank account files, wills, vehicles titles, insurance policies, stocks, bonds deeds, computer backup disks, etc. should be copied and secured. Take a complete set with you when you evacuate.





# SUGGESTED ITEMS For Evacuation Kit . . .

- ☐ Personal hygiene items
- ☐ Important documents
- ☐ Pillow, blanket
- ☐ Books, games
- ☐ Depending on where you are going, you may need beverage and food which does not require cooking
- ☐ Maps
- ☐ Extra set of clothing
- ☐ Needed medications
- ☐ Driver's license, other identification
- ☐ Cash, traveler's checks
- ☐ Personal items such as extra eyeglasses, hearing aid, etc.
- ☐ First Aid Kit
- ☐ Battery-operated radio
- ☐ Flashlight and extra batteries
- ☐ Infant food and supplies, as applicable



## INVENTORY OF IMPORTANT PAPERS

- ☐ Insurance policies, inventories
- ☐ Bank and savings accounts
- ☐ Mortgages, ownership papers
- ☐ List of phone numbers of family, friends, physician, pharmacy, caregiver, etc.
- ☐ Medical information, copy of prescriptions, health insurance, Medicare cards
- ☐ Store all important documents in a water resistant storage system



# Safeguarding your Home:



## ❖ Generator Tips

- ☐ If you are looking to buy a generator, be sure to buy a generator that is rated for the amount of power that you will need. Otherwise you risk blowing a fuse or damaging your connected equipment or causing a fire.
- ☐ If you are installing a permanent generator, be sure to obtain the appropriate permits and have a licensed electrician install it.
- ☐ If you already have a generator, inspect and test your generator to ensure it is in good working order.
- ☐ Check your manual for proper installation, maintenance, fueling and safety procedures.
- ☐ Never try to power the house wiring by plugging the generator into a wall outlet. This is a practice known as "backfeeding," that can cause serious injury and can prove fatal for the utility workers and neighbors served by the same transformer. Additionally, backfeeding will bypass some of the built-in circuit protection devices in the home.
- ☐ Be sure to have the appropriate cords and connectors.
- ☐ Make sure you have an appropriate supply of fuel that is stored safely outside. Be sure to store the fuel in a properly labeled container designed to store gasoline; do not store gasoline in any other container. Place the gasoline away from any fuel burning appliances, running on natural gas.
- ☐ Never use a generator indoors-this includes in homes, garages, basements, crawl spaces and other enclosed or partially enclosed spaces as it can cause build-up of carbon monoxide. Carbon monoxide is a colorless, odorless gas that is difficult to detect. Opening windows and doors will not prevent carbon monoxide build-up.
- ☐ Be sure to purchase and install a CO (carbon monoxide) detector inside your home to warn your family if deadly fumes from the generator get inside your home.
- ☐ For further information regarding generator safety go to [www.redcross.org](http://www.redcross.org), select Disaster Services, then select "After the storm" you will see "generators" among the list of topics you can click on for further information.

BEFORE YOU FUEL, TURN OFF THE GENERATOR AND LET IT COOL TO PREVENT FIRE OR EXPLOSION.





# Safeguarding your Home:



## ❖ Swimming Pool Preparation

- ☐ Keep water in your pool. This will protect the pool's finish from sand and flying debris. You may want to lower the level of the water in the pool, but no more than one to two feet. If you lower your water level any lower, hydrostatic pressure could cause the pool to pop out of the ground.
- ☐ Add extra chlorine to the water to prevent contamination.
- ☐ Turn off the power to the pool equipment.
- ☐ If feasible, when the pump motor is cool, remove the pool pump motor and store it indoors in a dry place. If not, protect the motor, by wrapping in plastic material such as a garment bag and secure it tightly with tape or rope. (Do not do this until the motor is completely cool.)
- ☐ Remove all loose items from the pool area (furniture, pool cleaning equipment, etc.)
- ☐ After the storm reinstall the pool pump motor, or remove the wrapping and check for flood damage; return the water level to normal for proper skimming action; clean the pool thoroughly to prevent the debris from staining the finish; then balance the pH of the water, super chlorinate, and run the filter until the water is clean.

*Note: If you lose your fence or screen enclosure as a result of a storm, secure your pool. To temporarily secure your pool area, you can use orange plastic construction fencing supported by stakes or steel rods driven into the ground. Rope or plastic tape is not sufficient.*



# Safeguarding your Home:



## ❖ Shuttering your Home

- ❑ If you intend to install shutters, make sure to plan ahead. Shutters are custom – made and many contractors estimate at least six months for installation.
  - **Types of shutters**
  - Storm Panel Shutters - aluminum shutters attach to the walls around windows and doors on bolts or tracks. Storm panels are corrugated, and each piece overlaps the next for maximum strength.
  - Accordion Shutters – These one or two-piece hurricane shutters are housed beside the windows or doors when not in use. They unfold accordion-style to cover and protect during a storm.
  - Colonial Shutters – These are two-piece louvered shutters that attach to the wall beside each window. They fold together to protect the window and can easily be made storm ready by one person.
  - Bahama Shutters- These are one – piece louvered shutters that attach directly above the window and prop open to provide shade for the window. Bahama shutters are storm ready when lowered and secured to the wall.
  - Roll-Down Shutters- these shutters attach above the window. They roll up and store in an enclosed box when not in use. They are lowered either manually by a hand crank or automatically by a push button, and lock in place for storm protection.
- ❑ If you have shutters, they should be tested to make sure they're in good working condition.
  - Accordion Shutters – Test to see if they open and close easily; clear the tracks of debris and other obstructions; lubricate tracks.
  - Panel Shutters – Check all bolts for rust or damage, inspecting the shutter connectors for obvious excessive wear or missing connectors.
  - Roll Down Shutters – Test to see if they roll down and up easily.
  - Plywood Shutters - Have these temporary shutters stored and ready to use because building supply stores generally sell out of materials quickly when a hurricane threatens. A minimum thickness of 5/8 of an inch is recommended. If your home is made of concrete blocks, be sure you have installed anchoring devices well in advance.
  - Plywood shutters do not meet most building codes, yet homeowners who lack more permanent storm shutter systems should cover their homes with them.
  - Ensure a safe exit route in the event of fire during or after the storm.
- ❑ Installation and removal information is on page 12 of this guide.

BE SURE TO REMOVE YOUR SHUTTERS IMMEDIATELY AFTER THE STORM PASSES  
TO ENSURE EMERGENCY ACCESS.







# Hurricane Shutters or Panels: Safety Tips

## INSTALLATION

1. Develop a "buddy" system with a neighbor, relative, or friend.
2. Always wear protective work gloves when you store, install or remove shutters,
3. Make sure any battery-operated tools have enough charged batteries.
4. Be aware of basic, back injury prevention techniques.
  - a. When working with another person, lift, walk, and lower the load together. Let one person call the shots and direct the lift. (Also, the person on the ground can hand tools to the one on the ladder.)
  - b. With high loads, get as close to the load as you can, slide the load toward you, and let your arms and legs, not your back, do the work.
  - c. Get a firm footing, bend your knees, and tighten your stomach muscles.
  - d. Keep your back upright whether lifting or putting down the load. Avoid twisting.
5. If you are using a ladder during the installation of shutters or panels, the following safety measures will help prevent injury:
  - a. Make sure your ladder is safe, in good condition, clean, and is structurally sound.
  - b. Use the right size ladder for the job. Never climb higher than the second step below the top of a stepladder, and do not use the top three rings of a straight ladder.
  - c. Never use a metal ladder near power lines. Do not use power tools while on a metal ladder; however, battery-operated tools are OK.
  - d. Make sure the ladder is secure on the ground. The bottom of a straight ladder should be as far from the wall as  $\frac{1}{4}$  of the vertical height it rests on. Where, for example, it rests at the 12-foot point, the bottom of the ladder should be 3 feet away from the wall. Never have more than one person on a ladder at the same time.

## REMOVAL

1. Remove shutters immediately after authorities issue an "all clear" in order to assure emergency access and exit.
2. Reverse the installation process, making sure that removable shutters are correctly labeled and stored in the correct order.
3. Make sure your shutters and associated hardware are cleaned, lubricated and ready for the next storm.



# Protecting Your Boat



## Protecting Your Boat

**Take action early- don't wait until a hurricane warning is declared. The storm's fringe activity will make preparations difficult. If your boat will remain in berth, before hurricane season check the strength of primary cleats, winches, and chocks. They should have substantial back plates and adequate stainless steel bolts. Double all lines, with the rig crossing spring lines fore and aft. Attach line high on pilings to allow for tidal fall and rise or surge.**

- Charge batteries for automatic bilge pumps.
- For a boat stored on a trailer, lash the boat and trailer down in a protected area. Let the air out of tires before securing the trailer down. Place blocks between the frame members and the axle inside each wheel. Secure with heavy lines (chains or heavy ropes) to fixed objects from four directions, if possible. If you prefer, remove the boat from the trailer and lash down each separately. Remove outboard motors as applicable, and letting some air out of the tires, place blocks beneath the wheels to prevent the trailer from rolling.
- Hurricane moorings should be located in advance. Permission should be obtained from appropriate people.
- A practice run should be made of these moorings to check accessibility, depth of water, bridges, and locating aids and/or obstructions to navigation and objects to secure lines to or drop anchors. (Drawbridges will not open for boats when an evacuation has been ordered)
- Check your lease or ownership contract with your marina. Know your responsibilities.
- Being out of town during hurricane season will require making plans with someone knowledgeable of the procedures to care for your boat.
- Record and keep with you the vessel registration number, description and where it is secured. Inform the local marine patroller Police officials of your secured vessels.

## Securing Vessels

- Seal all openings with duct tape to make the boat as watertight as possible.
- Remove loose gear from the deck. Store it securely inside or at home.
- Reduce dock or piling damage by securing old tires along the sides of the boat.
- Tides can reach heights of 10-20 feet above normal, particularly when water backs up into waterways. When securing lines, remember that a boat could be pulled under or be damaged as the tide rises.
- Wind direction reverses itself in a hurricane. Secure the boat from all directions.
- If the boat is left on a davit, open the boat drains before securing.
- Be sure not to block the passage of other boats which have moorings farther inshore. Cooperate with other skippers in securing their boats, and assist them as long as it is safe and prudent to do so. Remember, there may not be room for your boat at the last minute.
- When you are securing your boat, include unstopping the mast in sailboats and removing boat documents, radios, and other valuables from the vessel prior to the storm, since you never know how long it will take for you to get back to your boat once the storm passes.





# Protecting Your Boat



## ❖ Finding Safe Harbor

Bridges will be closed to boat traffic approximately 3 ½ hours after an evacuation order is issued, or when the winds reach 40 miles per hour, whichever comes first. This “lock down” may occur a day or more prior to the hurricane’s landfall.

If you keep your boat on a trailer, water can collect inside the hull. Let some air out of the trailer tires so water will drain out the back of the boat, and block the wheels to prevent rolling.









# Ways to find out if you are in an **Evacuation Zone:**

The City of Boca Raton has aligned with Palm Beach County's new evacuations maps; in certain areas, specifically the Barrier Island, the City of Boca Raton will strongly be urging residents to evacuate during hurricanes and strong storms because there is a high probability that many buildings will lose power during a hurricane, resulting in the loss of elevators, lighting, air conditioning, and water.

The City of Boca Raton strongly encourages all residents and businesses to make and follow a Hurricane Plan. The City urges all residents to prepare at the beginning of hurricane season by having appropriate supplies ready, and if living in a potential evacuation zone, to making arrangements for a safe and secure location that is outside the evacuation zone to stay during the storm event..

For more information regarding evacuations, please visit Palm Beach County's website at  
[http://www.pbcgov.com/newsroom/0412/04-17-12\\_evacuation.htm](http://www.pbcgov.com/newsroom/0412/04-17-12_evacuation.htm)

In the event of a hurricane, residents are encouraged to stay tuned to the local media for information regarding evacuations, shelters, and storm information. During an emergency, residents can obtain further information by listening to the City of Boca Raton's radio station, AM 1650, or by watching the City's TV channel, Ch 20. The City's Citizen Information Center (CIC) is activated during storm events and can be contacted at 561-982-4900 for storm related information.

*When a hurricane warning is in  
effect for the City of Boca Raton,  
call **561-982-4900**  
for immediate information.  
See Evacuation Map on Page 15*



# Advice for Older Adults



- ❑ Notify your health agency where you will be during a hurricane and when care can be re-established.
- ❑ If you are home-bound and under the care of a physician, but not a home health agency, contact your physician.
- ❑ If you require oxygen, check your supplier about their emergency plans.
- ❑ If you evacuate, remember to take medications and prescription numbers, written instructions regarding your care, name and numbers of physicians and pharmacies, insurance and Medicare cards, your bedding and your walker, wheelchair, canes or any special equipment. Label all of your special equipment with your name and contact information.
- ❑ If you require hospitalization, you must make prior arrangements through your physician, including securing any documentation that the hospital may require prior to admitting you at the time of the storm.

**Note:** A caregiver should never drop an elderly and/or frail person at a medical facility without assuring that they will be admitted, which may require written documentation and prior arrangement with a physician and the hospital.





# Special Needs Residents



Palm Beach County has established a Special Needs Program to provide for citizens with certain medical problems during a major hurricane. The Special Care Units (also known as SCU's) are facilities that have auxiliary power and are not located in an area that has a high risk of flooding during a hurricane. Physicians and nurses are assigned to the Special Care Units by the Palm Beach County Health Department.

Space is limited at the Special Care Units and is based on need and established criteria.

- Registration must be done in advance, before a storm threatens. Call the Palm Beach County Emergency Operations Center at **561-712-6400**. You will need a physician authorization.
- Your eligibility will be determined by the Health Department

## You may be eligible if:

- You are dependent upon electricity for oxygen
- You have minor health/medical conditions that require professional assistance
- You are dependent on medication
- You are immobile and/or have a chronic but stable illness

If you are accepted, you will be phoned and provided transportation to the shelters if you need it.

**What to bring:** When you register for a Special Care Unit, ask the Special Needs Coordinator what you should bring specific to your situation. You will also need to bring the following:

- Full and up-to-date prescription medications
- Medical Supplies and equipment, including nebulizer, oxygen, syringes, etc.
- Any special food items
- Books, cards or board games to occupy yourself
- If you bring a care-giver, he/she has to bring a chair, something to sleep on, pillow, and personal items.
- Carry your medical insurance, Medicare cards and a list of doctor and pharmacy names and numbers with you.
- Bring supplies for several days, including batteries for hearing aids and/or wheelchairs.
- Label all personal belongings, including walkers or canes.

## Notes:

- No pets are allowed in the Special Care Units. Make pet shelter arrangements in advance.
- If you are unable to return home, assistance will be provided for you.
- Food is provided. Bring your own dietary food.
- Notify friends and family if you intend to evacuate to a special needs shelter.

For further information about the Special Needs Program, call 561-712-6400 and ask to speak to the Special Needs Coordinator.





# Pet Safety



- ❑ Don't leave pets at home by themselves during a storm, especially if you live in an evacuation area. If they survive the storm, they may flee and be lost.
- ❑ Make sure vaccinations are up-to-date. Up-to-date vaccinations are required to shelter a pet with a veterinarian, a boarding facility or kennel.
- ❑ If you change your address, make sure your updated address and phone numbers are on file with Animal Care & Control.
- ❑ Pets are not allowed at Red Cross shelters. Make sure you have a family plan that includes evacuation procedures with your pet.

To keep your pet safe in the event of a hurricane, your choices are to keep the pet with you at home, take it with you if you evacuate, leave it with a friend or board it at a kennel.

Don't plan on taking your pet to a public shelter. Because of safety and public health concerns, almost no public shelters allow pets, except assistance dogs.

## At Home

Be sure the pet has proper identification. Tags increase the chance of an owner-pet reunion after a storm.

Arrange to make the pet as comfortable as possible; give it a familiar place to stay and leave a familiar towel.

Have on hand a two-week supply of food, water and any medications.

## Boarding

If you are going to board your pet, now is the time to call your veterinary clinic or the Humane Society for kennel locations.

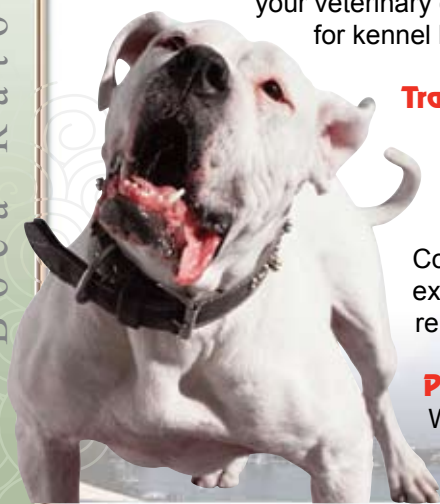
## Traveling

Consider buying a portable carrier or cage.

Consider leaving exotic pets, such as parrots, reptiles or ferrets with friends or relatives.

## Pet Friendly Shelter

West Boynton Recreation Center, Pre-registration a must. **561-233-1266**





# Understand Your Insurance Coverage



Having adequate insurance coverage for your home and its contents is extremely important. Insurance companies in Florida must now include a simple checklist on the front of all homeowner's policies making it easier for you to discuss your coverage with your insurance agent, and determine whether you have enough coverage to rebuild after a catastrophe. Be sure to consult with your insurance agent for the latest information on hurricane coverage in your area.

Here are some additional things to consider:

- If you live in a condominium or multi-family dwelling, check to see what coverage you have through your association and know the coverage for which you are separately responsible. Check the deductible amounts.
- If you rent, ensure that your belongings are adequately insured.
- Standard homeowners' policies west of I-95 usually cover windstorm damage caused by wind or hail. If you live in an area east of I-95, you are in a designated windstorm area and may need to acquire windstorm insurance. Check with your agent to ensure your policy does not include a windstorm exclusion.
- A special hurricane deductible applies to policies. Choose a deductible plan that makes sense for you.
- Standard homeowners' insurance does not cover flood damage. The National Flood Insurance Program (NFIP) offers reasonably priced flood insurance in communities that comply with minimum standards for flood plain management. Contact your local insurance agent to find out more or call **800-638-6620**.
- Check into coverage for additional living expenses. Most policies will pay for some expenses if your home is so damaged that you cannot live there while repairs are being made.
- Know whether your insurance policy is for *actual cash value*, which pays the cost to replace your belongings minus depreciation, or *replacement cost*, which reimburses you for the actual cost to replace items, whether they are new or you have had them for 10 years.
- If you have questions about your insurance policy, contact your insurance agent or the Florida Department of Financial Services, Division of Consumer Services HelpLine at **800-342-2762** or [www.fldfs.com](http://www.fldfs.com).



# Storm Categories



*Saffir-Simpson Hurricane Scale (The Saffir-Simpson Scale is based on sustained winds. Sustained wind is a 1-minute wind average measured at about 33 feet above the ground).*

## Category One Hurricane: Winds 74-95 mph

**1** Storm surge is generally 4-5 feet above normal. Building damage primarily as a result of fallen trees and other debris. Expect damage to unanchored mobile homes, shrubbery, and trees as well as poorly constructed signs. Expect coastal road flooding and pier damage.

## Category Two Hurricane: Winds 96-110 mph

**2** Storm surge is generally 6-8 feet above normal. Building damage sustained as a result of debris as well as considerable damage to roofing materials, doors and windows to buildings. Considerable damage to mobile homes, poorly constructed signs, and piers. Considerable damage to shrubbery and trees with some trees blown down. Coastal and low-lying escape routes flood 2-4 hours before arrival of the hurricane center.

## Category Three Hurricane: Winds 111-129 mph

**3** Storm surge is generally 9-12 feet above normal. Some structural damage as well as damage sustained. Expect considerable damage to roofing materials, doors and windows to buildings. Damage to shrubbery and trees with foliage blown off trees and large trees blown down. Mobile homes and poorly constructed signs destroyed. Coastal and low-lying escape routes flood 3-5 hours before arrival of the hurricane center. Flooding near the coast destroys smaller structures and larger structures damaged by battering from floating debris. Terrain continuously lower than 5 feet above mean sea level may be flooded. Evacuation in low-lying areas likely.

## Category Four Hurricane: Winds 130-156 mph

**4** Storm surge is generally 13-18 feet above normal. More extensive structural damage, with some complete roof structure failures. Shrubs, trees, and all signs are blown down. Complete destruction of mobile homes. Extensive damage to doors and windows. Low-lying escape routes may be cut by rising water 3-5 hours before arrival of the center of the hurricane. Major damage to lower floors of structures near the shore. Terrain lower than 10 feet above sea level may be flooded requiring massive evacuation of residential areas.

## Category Five Hurricane: Winds greater than 157 mph

**5** Storm surge generally greater than 18 feet above normal. Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. All shrubs, trees, and signs blown down. Complete destruction of mobile homes. Severe and extensive window and door damage. Low-lying escape routes are cut by rising water 3-5 hours before arrival of the center of the hurricane. Major damage to lower floors of all structures located less than 15 feet above sea level and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within miles of the shoreline may be required.

**Source:** National Hurricane Center ([nhc.noaa.gov](http://nhc.noaa.gov))

**Note:** Even a low category storm, depending on a number of factors, can cause considerable damage to your home and property. **Always be prepared for a higher category storm than is predicted** as the intensity of a hurricane can change up or down within hours, and winds may be significantly higher at the upper levels of multi-storied buildings. Storm surge varies by intensity of storm, as well as by tide and coastline factors. In general, it can range from 4-5 feet to over 18 feet and is an extremely dangerous aspect of the storm.

**Note:** Emergency vehicles will be taken off the road when the maximum sustained winds exceed 39 mph. They will not resume services until the wind fall below 39 mph.





## When A Hurricane WATCH Is Issued . . .



- Review personal/family plan with family, friends or “buddy.”
- If you are in an evacuation zone, collect documents and evacuation supplies, plan to leave as early as possible after orders are issued.
- If you do not drive and plan to leave, confirm transportation arrangements.
- Stay tuned to local radio and television stations for weather information and guidance (see page 4).
- Get cash, store valuables.
- Install shutters, panels, other protection devices (see page 12).
- Bring outdoor patio furniture indoors or secure properly.
- Fuel automobiles.
- Secure watercraft.
- Secure any loose outdoor items.

## When A Hurricane WARNING Is Issued . . .

- Continue to monitor local media reports.
- Fill tub, containers with water.
- If you are in an evacuation zone and are to evacuate:
  - Shut off appliances & air conditioners except for refrigerator and freezer • Expect extreme delays on evacuation routes • Leave promptly (car should be packed early.)
- Turn off the toggle switch on any automatic lawn sprinkler system.
- Monitor the City’s radio station, 1650 AM, for information specific to Boca Raton.



STAFF PHOTO

AFTER THE STORM

### Know the lingo:

**Hurricane Watch:** Hurricane conditions are possible within 48 hours. Your hurricane preparations should be underway.

**Hurricane Warning:** Hurricane conditions are expected within 36 hours. Your hurricane preparations should be rushed to completion.

### Know the hazards:

#### Storm Surge:

Storm surge is the most dangerous element of a hurricane. This is a dome of ocean water that can be

20 feet high at its peak and 50 to 100 miles wide. A large number of hurricane fatalities are attributed to storm surge.

#### Wind:

A Hurricane is a tropical storm with constant winds greater than 74 mph. These winds can extend inland for hundreds of miles. Hurricanes can also spawn tornadoes.

#### Rain:

Because of the tropical nature of hurricanes, they contain rain, which can, at times, be torrential and cause floods and flash floods.



# Riding Out the Storm



- ❑ Do not go outside as the calm of the eye of the hurricane passes over, unless repairs are absolutely essential. The storm is not over. The worst can happen once the eye passes over and the winds blow from the opposite direction.
- ❑ Be aware that tornadoes can appear anytime during a hurricane. Monitor your local station and if a tornado warning is issued, take cover in an interior hallway or on the lower level if in a tall building. Stay away from glass doors and windows. You can also take cover under heavy furniture in the center of a house.
- ❑ Leave the main breaker on unless the electricity goes off. If the electricity goes off, turn off air conditioners, refrigerators, freezers, televisions sets, and computers to avoid possibility of damage due to power surges or fires caused, for example, by stoves being left on. If the power returns and is steady, these may be turned back on.
- ❑ Use flashlights or battery-operated lighting when the power goes on. Do not use candles or any other type of open flame. The fire department may be unable to respond during a hurricane.
- ❑ Use the telephone for emergencies only. Jammed phone lines may obstruct emergency calls for police, fire rescue, emergency medical and Red Cross disaster units.
- ❑ Open refrigerator and freezer doors as little as possible.
- ❑ Stay away from the fuse box, main breaker, and electrical outlets in the event of flooding. Normally, the electrical current will fail with flooding.

## Retreat to your safe room

Having a designated “safe room” in your home can help you protect yourself and your family from the dangerous forces of extreme winds. Keep these things in mind when choosing your “safe room”.

- ❑ A good “safe room” location is an interior room on the first floor of the house.
- ❑ Closets, bathrooms, and small storage rooms with only one door and no windows are well suited for use as a “safe room”. Interior bathrooms have the added advantage of having water supply and a toilet.
- ❑ Keep in mind that a space selected as your “safe room” should be free of clutter for quick and easy entry, and so occupants will not be injured by falling objects. A bathroom is often a better choice than closet or storage space.
- ❑ If you have the option, your “safe room” should not be in an area that can be flooded.
- ❑ Your “safe room” should be readily accessible from all parts of your house.
- ❑ Your “safe room” must be adequately anchored to the house foundation to resist overturning and uplift.





# After the Storm...



## What to do next

- ❑ Check with local CIC, AM 1650 or law enforcement for re-entry and possible curfew.
- ❑ Remain where you are until the official "All Clear" notification is given by local emergency management officials.
- ❑ Continue to monitor conditions and receive the latest instructions via local radio, TV and 1650 AM.
- ❑ If you are returning home following the hurricane, be aware that travel times will be long and roadways may be hazardous.
- ❑ Assess immediate family needs.
- ❑ Assess immediate hazards and conditions in your area.
- ❑ Assess damage to house and property, recording and photographing as possible.
- ❑ Observe directives regarding disposal of garbage and storm debris.
- ❑ Make immediate repairs which are feasible.
  - Coordinate with insurance agents, city officials for permanent repairs.
  - Assist others, when and where possible.
- ❑ For specific concerns, call the Citizen Information Center at 561-982-4900.

## Protect yourself

- ❑ Observe safety measures such as the following:
- ❑ Use gas and charcoal grills outdoors only, as they can cause fires and produce deadly carbon monoxide gas.
- ❑ After power is restored, leave the main circuit breaker off until water has receded. Do not turn on appliances which are damp or wet. Leave air conditioner off until power has stabilized.
- ❑ Use extreme care with chain saws and generators. Be aware of carbon monoxide that may come from your own or a neighbor's generator, especially with nearby open windows.
- ❑ Avoid downed wires and debris which can cause injury.
- ❑ Follow boil water directives, purify as necessary, and use only uncontaminated water for drinking, brushing teeth, and cleaning contact lenses.
- ❑ Check food for spoilage.







# Protecting Yourself in the Storm's Aftermath

- Treat all downed power lines as if they were live. If you see a power line that is sparking or arcing, call 911.
- Walk cautiously and avoid standing water which may hide downed power lines or hazardous objects. Don't venture out in the dark because you might not see a power line that could still be energized.
- Debris-filled streets are dangerous. Snakes and poisonous insects may be a hazard.
- Guard against spoiled food. When in doubt, throw it out.
- Do not drive unless it is an emergency. If the power is out, the lights will not be working, stop signs and street signs may have blown away. Streets will be littered with debris. Washouts may have weakened road and bridge structures.
- Follow boil water directives and purify as necessary.
- Be sure to drink plenty of water, use sun screen, and use insect repellent.
- Take precautions to prevent fires. Never use candles or kerosene lanterns for lighting. Lowered water pressure in the City mains and the interruption of other services will make fire fighting difficult after a hurricane.
- Remove shutters promptly for emergency access.
- When traffic signals are not working, intersections should be treated as four-way stops. To prevent chaos, please wait your turn. Be prepared to yield to others in order to avoid accidents.

## Debris Management



**CROWN  
CLEANING**



**CROWN  
RAISING**



**CROWN  
THINNING**



**CROWN  
REDUCTION**



**SAMPLE  
TREE**

NOTE: These trees are purposely shown without leaves to accentuate the branch structure and the proper pruning cuts. Do not remove the leaves.

## PROPER PRUNING TECHNIQUES





# Debris Management



- ❑ Pre – Hurricane Preparation:
    - Trim your trees early. All major cutting of vegetation should be completed long before June 1. All major trimming should be done between December and April.
    - If you are inexperienced in the use of a chain saw, seek professional assistance. If you are properly trained, be sure to wear appropriate personal protective equipment.
    - Cut back all trees and weak branches that could contact the building.
    - Place tree trimmings at the curb on your regular scheduled collection.
    - Containerize small pieces of vegetation such as pine needles, leaves, twigs etc., in bags or cans that weigh less than 50 lbs when full, and place them on your curb on your regularly scheduled day.
    - Clean your yard of any items that could become missiles in a storm, such as old lumber, broken lawn furniture, etc. and place curbside on your bulk pick up day.
  - ❑ Once a storm has been named
    - Do not do any trimming or major yard work.
    - Do not begin any construction projects.
    - Collection will continue until the winds reach 40 miles per hour.
  - ❑ After the storm has passed
    - Please be patient
    - Do not touch any trees if there are any downed powerlines in the debris.
    - Trash and debris may not be picked up immediately due to the sheer volume.
    - The City will be out clearing the roads for emergency access first.
    - As a resident you can speed up this process by properly separating your debris and placing the separated debris in piles on the swale away from power lines, mailboxes, trees, fire hydrants, valves, water meters, gas lines, and storm drains:
      - Yard debris, cut and stacked (including limbs, branches and other vegetative materials).
      - Collect small and loose materials in bags and place on swale.
      - Building debris and building contents ( fence material, roof tiles, screens, windows, carpets, broken framework, torn porch / pool screening )
      - Regular garbage and trash.
    - Please stay tuned to AM1650, Channel 20 or contact the Citizen Information Center (561-982-4900) for updates on trash and recycling collection.
- THERE IS NO REIMBURSEMENT PROVIDED TO ANY INDIVIDUAL RESIDENT OR HOMEOWNER ASSOCIATION WHO HIRES A PRIVATE CONTRACTOR TO REMOVE AND DISPOSE OF STORM – RELATED DEBRIS.
- ❑ Your fallen trees:
    - If you have a downed tree in your yard and it is not blocking a roadway, it is your responsibility.
    - Downed trees on private property are the responsibility of the homeowner.
    - Consult a certified arborist to access the ability to save an uprooted tree.





## Other Important After Storm Items

### ❖ Structural Assessment

#### ▪ **Pre-hurricane preparation**

- Assessing or fixing your roof yourself is not only dangerous, it can cause damage. Hire a licensed professional.
- Have a professional inspect your doors, including your garage door for strength during a storm.

#### ▪ **Post- hurricane Assessment**

- Make sure your contractor is licensed.
- To check on the status of your contractor, or to file a complaint, contact the building dept. **561-393-7949**.
- Ask for references and follow up.
- Get any proposal, contract or agreement in writing and read the fine print.
- Obtain a copy of the contractor's insurances including worker's compensation and property damage and liability.
- Avoid any contractor who requires a large advance.
- Avoid paying cash, and make all payments by check to the contractor doing the work. Do not write a check to cash, or to an individual's name.
- **Mold** - If you sustain water damage, have an appropriate contractor inspect for mold.

### ❖ Water Conservation

- In the aftermath of a storm it is imperative to conserve water.
- During an extended power outage, the water treatment facility is operating on generated power.
- Conserving the use of water, will lessen the strain on the treatment facility, and increase the ability to have continued services.
- Additionally, conserving water, will lessen the strain on the lift station, which pumps the wastewater back to the wastewater treatment facility.
- Please be conscious to conserve water usage.

### ❖ Traffic

- Please stay off the roads for the first 36-48 hours – City staff is working to clear the roads, keep lift stations in operation, and assessing damage. The less traffic on the road the sooner this can be done.
- When traffic signals are not working, every intersection should be treated as a four - way stop. Please wait your turn.







# How You Can Help

Before a storm threatens, learn how to cope during a disaster and help your community in times of emergency by joining the City's Community Emergency Response Team (CERT). During 8 weeks, 1 evening each week, you will be provided training to enable you to prepare and recover from disasters and to assist your community in a safe manner. **Call 561-367-6764 to get additional CERT information or to enroll.**

If you can assist after the storm, here are some agencies that may need your help:

## WITH ANIMALS

Palm Beach County Animal Care and Control  
7100 Belvedere Road  
West Palm Beach, FL 33411  
**561-233-1200**

## BY DONATING ITEMS

(Be sure to call first to find out what is needed)  
The Salvation Army  
2100 Palm Beach Lakes Boulevard  
West Palm Beach, FL 33409  
**561-686-3530**

## TO PROVIDE EMOTIONAL SUPPORT

United Way of Palm Beach County  
2600 Quantum Boulevard  
Boynton Beach, FL 33426-8627  
**561-375-6600**

## TO WORK AT A SHELTER

Mass care shelters are opened and operated by the American Red Cross  
To Volunteer  
American Red Cross trained disaster volunteers report to:  
American Red Cross  
825 Fern Street  
West Palm Beach, FL 33401  
**561-833-7711 or (EOC) 561-712-6400**

United Way of Palm Beach County volunteers report to  
United Way of Palm Beach County  
2600 Quantum Boulevard  
Boynton Beach, FL 32426-8627  
**561-375-6600 or (EOC) 561-712-6400**

**FINANCIAL ASSISTANCE:** Disaster services stretch the limited resources of organizations. If you want to directly support disaster response and relief organizations, contact the United Way or American Red Cross at the numbers above, or refer to local media for information on where to direct contributions.

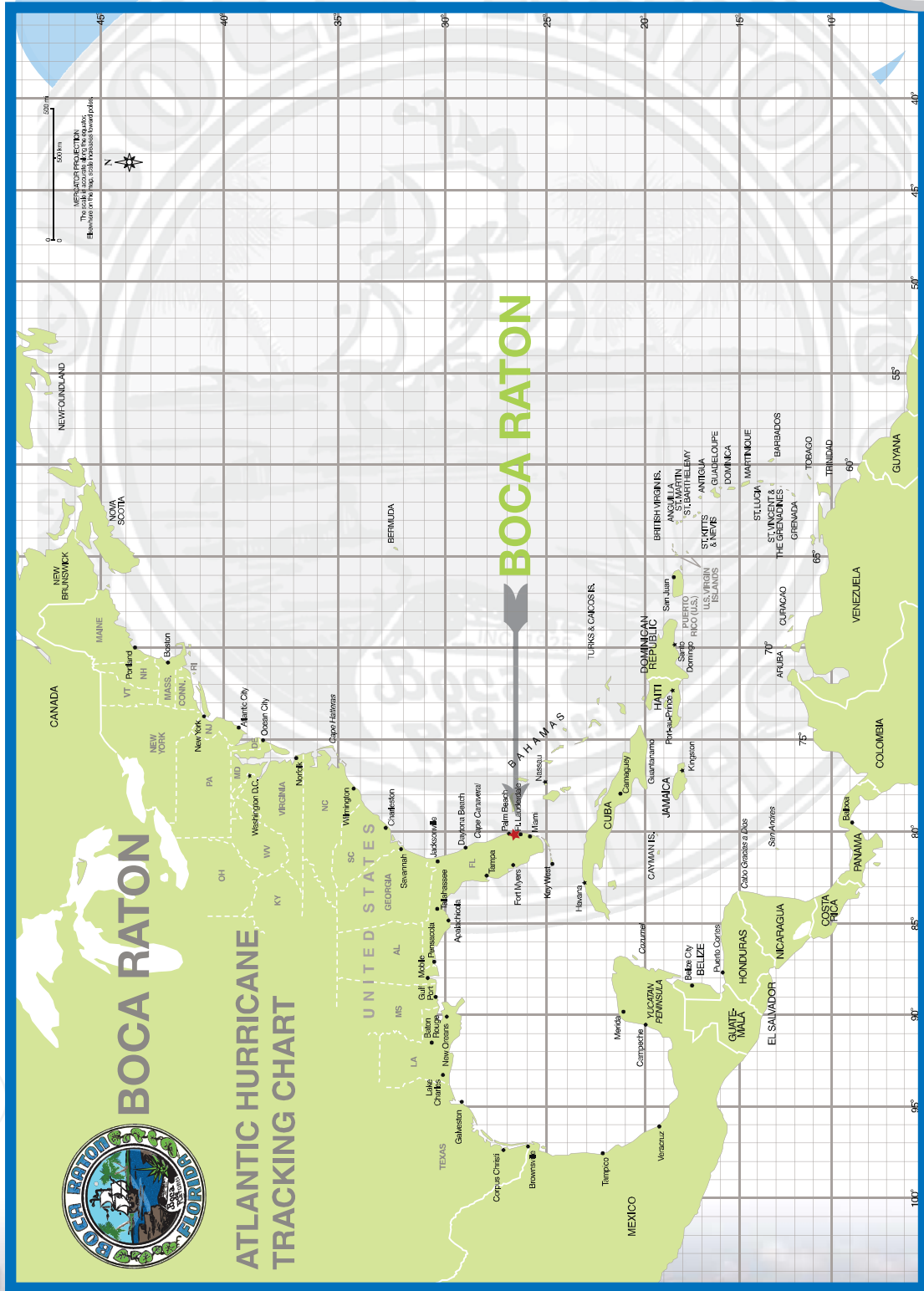




# HURRICANE TRACKING MAP

• Boca Raton • Hurricane Planning Guide •

**STORM NAME:**



**NOTES:**





# FAQ



## Frequently Asked Questions

### 1. Are there sufficient shelters for people if we're threatened by a Category 4 or 5 storm?

Yes. Studies have shown that less than 10 percent of the people in evacuation zones go to local shelters. In Palm Beach County, there is shelter space for at least 60,000 people who live in the evacuation zone. If people do not live in the evacuation zones or mobile homes or substandard housing, they do not need to go to the shelters and should make plans to either leave the county or stay home or with friends. Shelters have a limited capacity and will be available on a first-come, first-served basis.

### 2. Will the roads be jammed with traffic?

Many people will leave the South Florida region if threatened by a Category 4 or 5 storm. The state has a plan to "reverse-flow" the turnpike at the direction of the governor. Included in that document is a plan to assure adequate fuel supplies and tow trucks to move vehicles. However, if people do not leave early enough, traffic tie-ups are likely. For people stranded on roads when hurricane force winds are likely, there are plans to open "refuges of last resort." Those refuges are not "certified shelters" but are buildings near roadway exits that can be used to get people out of the wind. Such buildings as malls, retail stores, office complexes and governmental buildings may be used as these temporary refuges.

### 3. I have a "special need" and live outside of the evacuation zone. How do I get help?

Persons with "special needs" (i.e. oxygen dependent, Alzheimer's or dementia, non-ambulatory, etc.) should register with Palm Beach County's Division of Emergency Management (561-712-6400). Palm Beach County has two shelters for persons with special needs. Which shelter you go to is dependent upon your need. If you do not drive or have no means of transportation, you will be provided transportation to the appropriate shelter. These shelters are staffed with physicians, nurses, and paramedics. However, you must pre-register.





# CITY OF BOCA RATON | HURRICANE PLANNING GUIDE

**CITY OF BOCA RATON**  
201 W. PALMETTO ROAD  
BOCA RATON FL 33432

PRESORT STD.  
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