

GULF FRONT LAGOON AND TARPON CLUB

HURRICANE PREPAREDNESS PLAN FOR THE BOARD OF DIRECTORS 2025

Alerts:

- Sign up at pinellas.gov/AlertPinellas to receive free emergency notifications via text.
- Sign up at “Ready Pinellas mobile app” as soon as a hurricane threat is announced to affect Florida.
- Sign up at disaster.Pinellas.gov to receive up-to-the-minute updates.

Phone Numbers:

- Pinellas County Information Line: (727) 464-4333
- City of Tarpon Springs Emergency Center Line: (727) 938-3737

Breakers:

How to Shut Off Power from the Breakers:

- There are two (2) breaker boxes on the outside of the south side of the Clubhouse; which are labeled accordingly, and shutdown the:
 - Clubhouse
 - Gates
 - Pool
- The “Marina and Island Lighting” Breaker Box is located in Building 502 in the Electrical Utility Closet on the second floor, and is labeled as such.

Clubhouse:

Shut Off Power and/or Breakers:

When to Shut Off Power:

- Shut power off if flooding inside the Clubhouse is imminent.

How to Shut Off Breakers:

- There are two (2) breaker boxes on the outside of the south side of the Clubhouse. There is a main breaker in each box; which are labeled accordingly to shutdown the clubhouse, the gates, and the pool.

Elevators:

Maintenance Prior to Hurricane:

- **Have TK Elevator check the back-up batteries**

If someone gets stuck in the elevator:

- Occupants can call a Board Member on their cell phone, from the list posted in the elevator, which is usually the quickest solution in a non-emergency.
- Push the “Bell” button to alert neighbors to have the elevator reset.
- Push the yellow “Help” button on the elevator panel or call 911 on your cell phone, which alerts the Fire Department and an Ambulance to come to occupants’ assistance. *(There will only be a charge to the occupants who step into the ambulance for transport.)*

If occupants get stuck in the elevator — and “Power Is OUT”

*The doors can be manually opened; however, we only have **one** cylindrical tool, which is stored in the 504 Electrical Room above the door frame.*

- As you stand in front of the elevator door, look up to the top right side, about six inches down from the top of the door, and locate the small hole.
- Insert the cylindrical tool straight into the hole, and then turn to the left.
- Doors do not automatically open; so you will then, by hand, use a prying motion to open the doors. *(This is the tool and method used by Fire Dept.)*
- **Important:** Return the tool to the 504 Electrical Room above the door.

If occupants get stuck in the elevator and Power is On, Reset Elevator:

How to “Reset Elevator When Power is ON:”

- Go to the Elevator Room on the 1st floor by the elevator;
- As you enter the elevator room doorway, locate the elevator equipment box to your left;
- Step to the “extreme left” side of the box and locate the lever;
(Never stand directly in front of the box for possible electric arcing, which will cause injury)
- Pull the lever “down;” and
- Wait about 30 seconds for electronics to reset;
- Return the lever to its original “up” position;
- Go to the 1st floor elevator and press the up or down button;
- You should hear the elevator car moving towards the 1st floor; and
- When elevator doors open, check on occupants in the elevator.

Elevator Lock Down:

When to Lock Down the Elevators to the 4th Floor:

- **The Sooner the Better** when possibility of power failure could occur!
- **Put up the NOTICE** on the elevator door reminding residents to get errands done prior to power outage and/or Elevator Lock Down.
- *A locked down” on the 4th floor is necessary to protect the electronics, which are on the exposed top of the elevator cab, from getting wet and shorting out; we are not covered for this expensive repair.*
- *If the power goes out before elevators are locked down, the elevator will automatically go to the ground floor and the doors will open to let occupants out.*
- *The elevator doors can also be manually opened with a cylindrical-shaped tool; which is kept in the 504 Electrical Room, above the door frame, which is placed into the little hole at the top right side of the elevator doors. (See above When Power Is Out!)*

How to Lock Down Elevators:

There are two ways to lock down the elevators

- from the elevator equipment control room box; and
- from inside the elevator car control panel

How to Lock Down the Elevators to the 4th Floor From the Elevator Car Control Panel: — (the preferred way)

- Go to the Elevator Control Room and Open the Key Lock Box (*Building 502 Code is 502 and Building 504 Code is 504*);
- Find the ring labeled “elevator box” with two small gold keys:
- *Key L203 unlocks the panel door inside the elevator;*
- *Key L205 is the Stop Run Key, which stops the elevator on the floor you’re on;*
- Take the elevator to the 4th floor;
- Locate and open the Control Panel Box under the floor buttons;
- Insert the L203 key and open the panel box;
- Place the L205 key in the “stop run” slot and leave it in place;
- Take the stairs to the garage and place sandbags against the elevator doors to protect the elevator shaft, should any water enter the garage.

How to Lock Down Elevators from Equipment Room: — (not preferred)

- This may take two people and their cell phones for communication.
- Take the elevator to 4th floor and allow the doors to open and close;
- Take the stairs down to the 1st floor to the elevator control room;
- Locate elevator equipment box to your left as you enter the room;
- Be sure the elevator cab is still on the 4th floor;
- Open panel box and pull the lever down and keep it in the down position until hurricane passes; and
- When hurricane has passed, replace the lever to the up position.

Emergency Weather Platforms:**Stay Informed by Monitoring News Sources:**

Spectrum Channel 9 T.V.
WUSF 89.7 FM (Public Radio)
WMNF 88.5 FM (Community Radio)
WFLA 970 AM (News Radio)
disaster.pinellas.gov (on-line info)

Evacuation:**When an Evacuation Order is issued:**

- Complete final preparations to evacuate or to shelter in place;
- Have your Hurricane Helpers' Text Contact List up to date and stored in your cell phone as a Group Text;
- Listen to local broadcasting for when evacuation shelters will be open; and
- Listen for which evacuation shelters will be available.
- The longer you wait to evacuate, the fewer options you will have.

If necessary:

- Call a quick community meeting with present and former board members who are still on the property; unless prior assignments are in place;
- Assign captains for key tasks;
- Keep a running list of occupants in both buildings;
- Check in on elderly and ill neighbors;
- Note which owners having generators;
- Is anyone on medical equipment who needs electricity;
- Does anyone want to go to a shelter, but is unable; and
- Do any owners who are away need to be notified of power outage.

Gates:

Maintenance Prior to Hurricane:

- **Have Florida Parking, 727-423-6410, Check the Gate Batteries and Oil**
(If needed, we can buy batteries. The 90-weight oil is kept in the pump house room, and comes in gallons.)

When to Lock the Gates Open:

- The sooner the better!
- When we loose power, both front gates automatically open and stay open; however, if they don't for some reason, *like bad batteries*, they can be manually opened by removing the equipment box cover and turning the "large wheel" located next to the control board, to the right.
- Never lift up the gate pole arms by hand; that can damage the motor gears.

How to Lock the Gates Open by Hand:

Directions are for both gates, which operate the same way.

- Remove large white equipment box cover at the end of the gate arm pole;
- Locate the Control Board and look at the top middle of the board;
- Locate the tiny black switch labeled, "**Manual 02 Button**;"
- Flip "down" the tiny black switch, and the arm pole will go up;
- Replace the large white box cover, which protects the electronics; and
- After the storm, flip up the tiny black switch to let down the arm pole.

Generator Safety:

- Keep in a well-ventilated location;
- Place generator so that fumes are facing away from the building;
- Fuel must be stored away from the buildings and be properly labeled
- Never refuel a generator that is hot; and
- Place a thick wooden board under the generator to protect the walkway surface from gasoline leakage.

Lagoons and Marina Preparations:

- Disconnect electric, water, and other dock connections, if any;
- Advise owners to secure their dock storage boxes;
- Advise kayak owners to remove their kayak(s) from the rack and place them in the garage at the head of their own parking space;
- Shut off breaker is located in 502 Electrical Room on 2nd floor;
- Locate the breaker box and the label for, "Island Lighting."

Neighbors' Wellness Check:

- Check in on your neighbors who are elderly or ill;
- Do they have any food and/or medical needs;
- Do they need power for medical equipment;
- Ask if they will be going to; or want to go to a shelter; and
- Ask if they have a cell phone or landline phone.

Pool:**Maintenance Before Hurricane:**

- **Have pool service super-chlorinate the pool prior to hurricane, and**
- **Have pool service empty pool a few inches prior to hurricane.**

- Take all pool items, umbrellas, chairs, etc, to the clubhouse sunroom; and
- Shut down the pool from the clubhouse breaker box.

How to Shut Down the Pool:

- Shut down the pool from the outside clubhouse electrical boxes.
There are two (2) breaker boxes on the outside of the south side of the Clubhouse. There is a main breaker in each box to shutdown the pool, clubhouse, and gates; which are labeled accordingly.

Power Loss:

- Notify Duke Energy as soon as an outage occurs: (800) 700-8744 or go on line: <https://www.duke-energy.com> — Outages
- Those evacuating might want to put towels around the bottom of their refrigerators in case of ice melting onto the floor.

Roadways and Walkways:

- Keep roadways and walkways free from obstructions; and
- After hurricane, clear roadways and walkways to allow for safe conditions and normal functioning of the property as soon as possible.

Stairways and Doorways:**Maintenance Prior to Hurricane Season:**

- **Test emergency lights and exit light fixtures**
- **Monitor and replace bulbs as needed**
- **Survey building doors to make sure all are securely shut tight;**
- **Remove any items on the floor that may cause obstructions;**
- **It is a fire violation to store items blocking stairs and stairwells.**

Sandbags:

- Listen to local broadcasts for locations of sandbagging distribution areas;
- Block water that might reach the clubhouse by sandbagging the outside game room door and the lower-level front door; and
- Sandbag elevator doors in both garages.

Storm Drains:**Maintenance Prior to Hurricane:**

- Remove debris from gutters and storm drains prior to hurricane;
- If there is a “sewer outage,” advise owners not to flush as a sewer backup may occur.

Trash Dumpsters:

- Remove dumpsters from open outside pick-up area:
Pinellas County Waste Management Services (WM) (727) 464-8700;
Contact WM to see if an extra pick-up is possible before or after the storm. (Extra Pick-ups are only “free for hurricanes,” not storms.)

Property Grounds:

- Remove all loose planters and other items that may become projectiles or cause irrefutable damage; and
- Scan balconies for objects that may become projectiles; advise owners.

Water Shut Off:

When there is a threat a hurricane is coming straight at us, the City of Tarpon Springs will automatically shut off the water; thus no drinking or flushing. So, prior to a shut off, advise owners to:

- Fill empty bottles for drinking water;
- Fill empty containers/buckets to fill water for washing and cleaning; and
- Collect water in the bath tub for flushing toilets.

BE SMART — BE SAFE — BE PREPARED

Your Gulf Front Lagoon Board of Directors

Compiled by: *Carla Maciag, Board Secretary, June 2025*

CELL PHONE CONTACT LIST

HURRICANE HELPERS AND INFORMATION CONTACTS

June 2025

Current Board Members:

Luby Sidoff, President	#125	727-463-5060
Mike Mahoney, Vice President	#131	860-614-7144
Doug MacEachen, Treasurer	#133	727-935-5192
Carla Maciag, Secretary	#144	727-804-2338
Stephanie Stiles, Director	#132	810-845-0041

Information Contacts:

Tom Annas	#223	727-301-0512 (or Landline: 727-942-9573)
Mark Degan	#114	727-239-6358
Marie Degan	#114	727-935-4564
Lucy Kolovos	#234	727-457-2955
John Maciag	#144	727-804-2330
Kevin Walker	#244	727-460-5164

Magda Hatka, 727-726-8000 — Ameri-Tech Property Management
Rita, Assistant, 727-723-1101 Ext. 402

MAINTENANCE
VENDORS TO CONTACT
PRIOR TO HURRICANE

Elevators:

TK Elevator	813-287-1744
Check the back-up batteries	Option 1

Gates:

Florida Parking, Bob or Frank	727-423-6410
- Test the four (4) Gate Batteries, and	
- Check the 90 weight Oil for both gates	

Pool:

Bayside Pool, Frank	727-408-5242
- Super-chlorinate the pool, and	
- Empty pool water a few inches.	