

UPPER PONTALBA CONDOMINIUM ASSOCIATION

EVACUATION CHECKLIST

WHAT TO TAKE

- Prescription medications
- Glasses
- Devices and their chargers
- Important documents:
 - Drivers license, passport, social security card
 - Insurance policies
 - Important papers
 - Cash, credit cards, checkbook
 - Unpaid bills
 - Family photos and heirlooms
 - Jewelry

BEFORE YOU LEAVE

- Fill your car with gas
- Clear everything off of your balcony. If you have something too heavy to move, be sure it is tied securely with heavy cord.
- Empty your refrigerator and freezer. Plan to get this done while there is still a garbage pick day before you leave. Use heavy double plastic bags and secure them tightly.
- Empty any ice from the ice maker, and turn the ice maker off.
- Turn the refrigerator and freezer to the coldest setting.
- Turn the A/C off
- Place towels at the base of all windows and sliders.
- Make sure Tiffany has a current email address and cell number for you.
- Let your neighbors know where you will be.

AS YOU LEAVE:

- Sign out on the sheet located on the desk in the Rampart entrance.

WHILE YOU ARE GONE:

- You can contact Tiffany on the office cell phone **504-256-7016** or by e-mail at **condoupc@gmail.com**
 - Please remember that cell towers and other means of communication may be down,
 - The best means of communication will probably be e-mail.
- As soon as it is possible, Tiffany will send our informational e-mails.

PLEASE REMEMBER

- There will be a \$75.00 Hurricane Prep fee should any of our staff or Board have to help you secure your unit or clean out your refrigerator.
- Renters please be aware the Crosby will charge a prep fee. Check with them for their policy.
- There will be a post storm fee of \$175.00 for those who did not clean out their refrigerators.
- Our staff will more than likely have to enter your units to check for any damage.