

*Florencia*  
*at The Colony*  
**Condominium Association**

**DISASTER PLAN**

**July 1, 2008**

Florencia at The Colony  
**Disaster Plan**

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*Note: Distribution copies for residents do not include checklists VI through X.*

## Section 1

### A. Introduction:

- . The Florencia is vulnerable to the following potential hazards:
  - Coastal flooding. This building is located in a zone that is subject to salt water flooding in a tropical storm and in any category of hurricane.
  - Fire
  - Hurricanes
  - Power outage
  - Tornadoes
  - Water outage
  - Man made disaster
  - Terrorist attack
  - Distance to the nearest major highway (US 41) is 1 mile

### B. Purpose of the Plan:

- . This plan provides guidelines for preparing for natural disasters. Because of our location, the plan stresses hurricane preparedness, and what to do during and after a storm. However, our area is also subject to flood related to hurricanes, tornadoes and fire.
- . This plan will outline the resources the association has available and what preparations individual residents will need to do.
- . If you will be away during the hurricane season, you must leave your unit in a hurricane ready condition.
- . **It is recommended that each and every employee and owner become acquainted with this plan, as it will be through your knowledge and efforts that these procedures will work as planned.**
- . Any portion of this plan may be implemented upon instructions of the building manager, plan implementer, or the President of the Board of Directors at the time of a disaster or impending disaster.

### C. Direction and Control:

- . Management during emergency operations is the responsibility of the building manager. If the manager is not available, then he/she or the President of the Board shall designate a member of the Board of Directors to manage emergency operations. The manager is accountable to the President of the Association Board of Directors. The plan implementer will report to the manager. The command and control center will be the manager's office.

**D. Definitions:**

- **Hurricane Watch:** A hurricane could pose a threat to our area within 36 hours. Any precautions that will require more than 18-24 hours should be started when a Watch is issued.
- **Hurricane Warning:** An alert that a hurricane is expected to hit a specific area within 24 hours. All of your preparations should be completed by this time. If you are evacuating to a local shelter, this is the time to get your supplies into the car and leave for the shelter.
- **Hurricane Categories**

<u>Category</u>	<u>Wind</u>	<u>Possible Storm Surge</u>	<u>Effects</u>
1	74-95 mph	4-5 feet	
2	96-110 mph	6-8 feet	Some tree and landscape damage.
3	111-130 mph	9-12 feet	Same as 2 with more debris flying.
4	131-155 mph	13-18 feet	Sea water into garage and lobby, emergency generator inoperative, main electric panels flooded.
5	155+ mph	18+ feet	Possible structural damage to the building.

**E. Disclaimer:**

The purpose of this plan is to outline the precautions the Association and residents should take to prepare for and take in the event of a hurricane or other disaster. These steps are prudent and intended to minimize danger and damage. In implementing this plan, the Florencia Condominium Association assumes no responsibility for damages or injury occurring to residents' person or property. The Lee County Emergency Management Office may recommend evacuation for this area because of the elevation, proximity to the Gulf and their inability to respond to emergencies during the storm. The Association does not recommend riding out the storm in your unit. Any decision to remain is the resident's responsibility.

**F. Protection of the Association as an entity:**

The Association's Manager will maintain certain documents for the Association. Such materials will be copied and backed up on computer sources for storage off-site. Included in these documents are the following:

- A current copy of the Declaration, Articles, Bylaws, and rules and regulations.
- Financial statements, records of maintenance fees, tax filings, and budgets.
- The association's incorporation date, incorporation number, and federal ID number.
- Addresses and telephone numbers of attorney and accountant.
- A listing of bank accounts, certificates of deposit, and money market funds with identifying numbers.
- A database that contains information on members.
- Copies of meeting minutes.

- Contact information for Board members.
- A listing of contractors, service agencies, and supply companies with names of contact persons, telephone numbers and addresses.
- Copies of contracts with service vendors.
- Name, address, and telephone number of the Association's insurance agent and carriers with a listing of policies and information on the type and amount of coverage.

**G. Links for current and event specific information:**

Florida County by County Emergency Management web sites

[www.floridadisaster.org/fl\\_county\\_em.asp](http://www.floridadisaster.org/fl_county_em.asp)

Charlotte County Office of Emergency Management

[www.charlottecountyfl.com/emergency/](http://www.charlottecountyfl.com/emergency/)

Collier County Emergency Management

[www.colliergov.net/emergency/](http://www.colliergov.net/emergency/)

Lee County Office Of Emergency Management

[www.lee-county.com/publicsafety.htm](http://www.lee-county.com/publicsafety.htm)

Storm Updates:

[www.noaa.com/](http://www.noaa.com/)

## Section 2

### A. **Protection of residents:**

- While our homes and other physical facilities represent an enormous emotional and financial investment, the most precious commodity and the only one irreplaceable is you yourself. Many people mistakenly believe they can somehow protect property by "riding the storm out" at home. When advised to evacuate, that is the only choice. Adequate preparations will ease this decision. Remember, coastal residents are particularly vulnerable to storm surge and flooding because of their proximity to the water. For example, in a Category 5 hurricane where winds exceed 155 miles per hour, the storm surge may rise to 25 feet and submerge the area as far as 20 miles.

### B. **Preparations before hurricane season (prior to June):**

- Personal property.
  1. Check your insurance policies each year, and review them with your insurance agent to make sure you have adequate coverage against wind, water, flood, fire, theft, etc.
  2. Catalogue and photograph your personal property, room by room, including jewelry and other valuable small items that would not show up in room by room photographs. Videos are also a good source of photographic evidence. Store these lists and photos in your bank safety deposit box or some other safe place. Do not keep them in your unit.
  3. Valuables such as deeds, stocks, bonds, insurance policies, jewelry and the like should also be stored in the safety deposit box, or other safe place.
- Provide the Florencia manager with the following information:
  1. Your residency status during hurricane season (June 1 - December 1).
  2. Your phone numbers and email address.
  3. Your plans for evacuation should it be necessary. Let friends and family know your plans as well.
  4. Emergency contact number of someone who knows your whereabouts.
  5. The name and address of your insurance agent and policy number.

### C. **Preparations during hurricane season (June – November)**

- **Unit preparations for those residents leaving** for any length of time, whether for pleasure or due to a storm:
  1. Remove everything from your balconies, including fans, unless you have storm shutters.
  2. Close and secure all storm shutters. Also try to visualize what objects would become dangerous if the shutters failed and take steps to minimize the risk.

3. Lock your sliders and windows, a strong wind may slide them open.
4. Close all draperies, shades and blinds.
5. Place towels or other cloth on window/door sills to soak up water that may blow in.
6. Store objects that may be blown around if a window should break in an inner closet. Items such as pictures, paintings, vases and art objects may be blown about.
7. Place Saran Wrap over the tops of the toilet bowls. This helps protect against water evaporation, mold forming in the bowls, etc.
8. Turn off all electric circuits that are not needed.
9. Turn off the main water valve in your utility closet.
10. If you are leaving a vehicle behind, leave a key for it in the office. The key tag should have your name, make and model of car, and parking space number. Keys will be kept in a locked cabinet.

▪ **Unit preparations for those in residence:**

1. Obtain a current copy of the "Hurricane Information" booklet from the Lee County Emergency Management Office (phone 239-477-3600), or from a local business (copies currently available in our mailroom also).
2. Make your evacuation plans. Select the evacuation route and possible alternatives. Practice them, time them, and mark them on your Bonita Springs map.
3. Make sure your car is in good condition and get in the habit of filling the gas tank whenever it gets to half empty.
4. Make sure you have on hand: a battery powered radio, flashlight, extra batteries for both, first aid kit, necessary medications, canned food, water, sleeping bag or air mattress, candles and matches, etc. (Note: when using candles take extra precautions to keep the candles away from draperies, tablecloths, etc. One method is to use wide candles and place them in glass jars. They won't tip over and the jar acts like a hurricane lamp.)
5. Plan ahead for care of any pets. Pets are permitted in one emergency shelter. See Exhibit V for a suggested pet plan.

## Section 3      Hurricanes

### A.      During a hurricane watch

- Stay tuned to radio, TV and Internet for weather updates and evacuation mandates.
- Make sure your "survival kit" is fully stocked. (See Exhibit I for list.)
- Charge cell phone and extra batteries.
- Charge camera and extra batteries.
- Charge laptop and extra batteries.
- Charge portable TV and radio and extra batteries.
- Refill prescriptions to have a four-week supply on hand.
- Fill up the gas tank in your car, check oil and tires; have fix-a-flat on hand.
- Have cash on hand.
- Protect important papers and have duplicates available in another location:
  1. Driver license
  2. Medical information
  3. Proof of ownership of your home
  4. Insurance policies
  5. Pictorial and listed inventory of your property
  6. Listing of important contracts

### B.      Evacuation plans:

- Each resident is responsible for preparing an evacuation plan. Your plan should allow for contingencies such as the time available to get out, the direction the storm is likely to take, health considerations, items to bring, and the size and strength of the storm.
- The earlier one evacuates the better. The best time to leave is when a Hurricane Watch is issued. Keep in mind that roads will become jammed, and airports will be open for a time, but much busier.
- Check evacuation routes on the County Emergency Management web site.
- The primary evacuation route is: Exit The Colony onto U.S. 41, turn left (north) and travel to either Corkscrew Road or Alico Road and turn right (east) to I-75. From there, either go north to the Southwest Florida International Airport, or continue north on I-75 to either State Route 82 (to Immokalee), or to State Route 80 (to LaBelle). County Road 31 North can also be used to reach central Florida if I-75 is too congested. From the center of the state, depending of the direction of the storm, either continue east to Palm Beach or Fort Lauderdale, or go north to Orlando, Ocala, Gainesville, Lake City, or southern Georgia.
- A storm may strike with very little warning and there may not be time to evacuate, or shelters may not have had enough warning to be ready to receive evacuees. Therefore, you may have to remain in your unit through the storm. Prudent planners will prepare for that contingency.

- A mandatory evacuation means just that. Emergency and rescue crews will not be able to access the area and will not assist those who stay after the mandatory evacuation.

- ***Before evacuating***

1. Be sure to complete the preparations for your unit. (Section C.)
2. Notify the manager's office of your departure and destination.
3. Remove all perishable food from the refrigerator and freezer.
4. Take your "survival kit". (Exhibit I).
5. Take important documents: driver's license, insurance policies, property inventory, proof of property ownership, passport.
6. Those residents planning to evacuate to motels in safer parts of the state should make reservations during the Hurricane Watch.

- ***Evacuating to a shelter***

1. Local public shelters are listed in the telephone book each year. The higher the category of storm, the fewer shelters will be available. Therefore, for a category 4 or 5 storm, the best alternative is to get as far away from this area as possible at the earliest feasible time.
2. Bring your "survival kit" supplies.
3. People with physical handicaps and those that need special care should contact Lee County Emergency Management (239-477-3600) for information and to register to receive special assistance.
4. If you need to **evacuate to a shelter with medical assistance facilities**, be prepared to move as soon as the Hurricane Warning is issued. Make arrangements for transportation. Bring medications, special diet foods and medical supplies. Contact Lee County Emergency Management (239-477-3600) to locate the nearest public shelter equipped to handle special needs. Special care centers are opened on an as needed basis.

- ***Staying in your home***

1. If an evacuation is ordered, the earlier you do so, the better. However, if circumstances are such that remaining in your home appears safe, make note of the following:
  - Clean containers and bathtubs to store water. Figure about three gallons per day per person. Save large plastic bottles in advance for this purpose.
  - If you have a chest freezer put several plastic jugs of water in it to freeze.
  - If flooding is anticipated, turn off electricity at the main breaker.
  - If electric power is lost, turn off the main circuit breaker and individual breakers as well. To prevent a power surge that may damage appliances and equipment, when power is restored, first turn on the main breaker and then the individual breakers.

- Prepare food a few days in advance that does not require refrigeration in case of power loss.
- Have materials on hand to soak up water that may penetrate window and door frames. High winds will drive water in and around window frames and doors. Be prepared to deal with it.
- During the storm, stay inside and away from windows. Interior rooms are the safest. Venturing outside to test the wind is foolhardy. Not only can you not withstand hurricane force winds, but also a roof tile or coconut airborne at more than 100 miles per hour is a lethal missile. Stay inside!
- Make sure storm shutters are in place and secured.
- Keep tuned to weather advisories on your battery powered radio or TV. Do not venture out until an all clear is given. Remember, if the eye of a hurricane passes directly overhead, the wind may cease and the sun may shine briefly before the hurricane resumes with enormous and renewed intensity.
- Help each other as the good neighbors that we are.

### **C. Tornadoes:**

While hurricanes are the focus of this section of the Disaster Plan, tornadoes can also evolve in this region. A tornado is the most violent of nature's storms and may produce winds up to 300 miles per hour. If the National Weather Service issues a tornado watch, it means conditions are right for a tornado. Keep tuned to local radio or television for further bulletins. Move and secure loose objects outdoors.

Plan what to do if there is a tornado warning:

- A poor place to be in a tornado is in a motor vehicle. Stop your vehicle and seek shelter elsewhere. Do not try to outrun the tornado in your car. A ditch or ground depression may provide some protection if a better shelter is not immediately available.
- Inside your home, go to the innermost hallway on the ground floor or into an interior bathroom where the plumbing will help to hold the structure together.
- Avoid windows.
- Do not open windows in an attempt to "equalize pressure" if a tornado is approaching. If a tornado gets close enough for a pressure drop to occur, the damage has already been done. It is possible opening windows can increase damage.

## Section 4

### A. Responsibilities of management, staff, board of directors, residents

#### *Pre hurricane season:*

- Review building insurance for adequacy by the Board of Directors.
- Common elements areas and furnishings should be photographed or video taped by the plan implementer; photographic records should be stored with the insurance policy.
- Emergency supplies for the building (refer to Check List III) should be inventoried and replaced as necessary by the plan implementer.
- The manager shall prepare a list of residents and those with special needs that will be remaining in residence during the hurricane season.
- Plan implementer reviews and modifies disaster plan as needed.
- Residents who leave must complete unit preparations outlined in Section 2.
- The manager will maintain a list of all summer residents who may need assistance during an emergency.
- The list should include the resident's preference for evacuation and a contact person to call for assistance.

#### *Hurricane Watch period:*

- The manager shall direct the staff in completing the tasks outlined on Check List III and IV.
- Any injuries will have to be tended to by persons remaining in the building (Association staff is NOT responsible for medical needs).
- Do not attempt to repair any damaged units during the storm.
- In the event of a power outage, the emergency generator (if it is not flooded) will operate the elevators and emergency lighting.
- Post signs to have resident's double bag trash and secure it tightly to confine odors and keep out bugs.

#### *Post Storm:*

- Residents who stayed during the storm should report in to the manager.
- The manager should determine if any residents are in need of assistance.
- The manager and staff, or volunteers, when possible, should conduct a unit by unit survey to determine the extent of any damage and take steps to minimize further damage if possible. Notify absentee unit owners of any damage.

- If power has been lost for 48+ hours, all perishable items should be removed from all refrigerators and freezers and disposed of.
- If there is flooding in the garage, elevators will be parked and locked. Residents must use stairs.
- If telephone service is unreliable, one of the absentee directors will act as an off-site coordinator to notify insurers and assist in any other way needed.
- Do not leave the building to sightsee. Roads will be littered with trees, debris, live power lines and nails.
- Building Manager and staff will begin to stabilize building, contact vendors and survey the entire building for damage.

## **B. Florencia Facilities:**

- The emergency generator and fuel supply should provide enough power for seven days to run all elevators and common area lighting.
- Backup communications with designated board member(s) up North if power and communication failures after the storm.
- Any notices will be posted at front lobby desk for those in residence.
- The social hall and kitchen may be used after the storm to prepare and serve meals. The outdoor grills will have enough fuel for several days.
- In the event of a prolonged water supply interruption, water for washing and flushing can be taken from the pool.
- Tap water stored in tubs and pails can be purified for drinking by dropping four drops of pure liquid chlorine (unscented 5.25% hypochlorine), or iodine, into each quart of water. After adding the bleach, shake or stir the water and let it stand 30 minutes before drinking. Use 16 drops per gallon or one teaspoon per 5 gallons.

## **C. DEALING WITH THE AFTERMATH**

- Initiate emergency mitigation if there is access. The association manager will coordinate mitigation based on triage assignment of available resources and coordinate it with on site board members or designated residents.
- Assess damage to common elements and structures:
  1. With assistance of available professionals, complete an assessment of post disaster damage to structures and common elements. Professionals should examine all properties since residents and board members are not qualified nor should they be burdened with the responsibility to determine if there is damage that may not be apparent to the untrained observer. They may request help from available members of the Board but the responsibility will remain with the professionals.
  2. Immediate measures to be implemented include:

- a. A survey of association property
  - b. A triage categorization of damages into those that need immediate attention and those that can await definitive repair. (These decisions may not agree with an individual unit owner's assessment of critical damage needing attention).
  - c. Mitigation to prevent additional damage.
  - d. Making of a pictorial record of damages, with photographs or videotape.
  - e. Communication with the Association's insurance agent.
- Communication with members of the Association:  
Everyone must realize communication will be restricted. Management and those addressing the situation will not have time to respond to phone calls from each member. Email has proven to be invaluable. It provides communication with hundreds of owners immediately with timely information. Written reports, requests and information can be provided by mail but is dated even before it is received. It is understood owners will be concerned about their property but the focus of management must be, and will be concentrated on the larger overall welfare of the association.

If someone is still on-site, arrange for a central notice location. Put a sign at the entrance to the building indicating where messages can be left and read. This could be a bulletin board in a protected location. Residents can leave messages for those that may be looking for them and vice-versa.

- Residents post-disaster activities and precautions:
  - Stay inside until official notice the storm has passed.
  - Remember the "eye" of a hurricane if it passes directly overhead can create a temporary calm before the storm resumes its fury.
  - Avoid disaster areas.
  - If evacuated during the storm, exercise extreme caution when returning to your home. Look carefully for structural damage, broken glass, disrupted electrical appliances, etc.
  - Do not turn on lights or appliances if there is water standing in your home.
  - If you must drive, be cautious of debris in the road, fallen power lines and bridges that may be weakened by washouts.
  - Be extremely cautious about fires. Low water pressure and roads blocked to firefighters' access might make fire fighting extremely difficult.
  - If the water supply is disrupted, remember a toilet can be flushed by pouring a bucket of water into the bowl (not the tank). Since the emergency water supply you preserved in bathtubs and other containers is essential for other uses, flush sparingly and infrequently.
  - Dry and air out homes using fans and air conditioning as soon as possible after the storm passes to prevent irreparable damage from mildew. Keep a few gallons of bleach on hand for preventive and removal purposes.

- Turn on air conditioning as soon as possible and set thermostat as cool as you can stand it to remove moisture from the home.
- Listen to local news broadcasts to determine the necessity for boiling water.
- Notify relatives of your whereabouts but limit use of telephones to essential communications.
- If there has been a power loss, avoid opening freezer doors.
- Direct all inquires, suggestions as to priorities, and reports of damage to the Manager or designated on-site supervisor. Unauthorized charges may not be reimbursed by insurance and the person directing the work will be responsible for the charges. Do not be a sidewalk superintendent.
- A few comments about dealing with your insurance company:
  - As soon as possible, register your property with the insurance carrier as being subject to a claim even if the damage is not known. There should be an 800 number on the policy.
  - Obtain from your insurance agent a definitive procedure for filing claims.
  - Know what forms, documents, or information is needed to support a claim.
  - Be prepared to supply the agent with a copy of legal papers concerning the loss.
  - Know what the policy covers.
  - Know what the deductibles are.
  - Keep copies of all paperwork.
  - Keep a written record of expenses related to the loss, including receipts for materials used in temporary repairs.
  - Do not have damaged material or furniture hauled away until it has been accounted for by an adjuster.
  - Most policies cover additional living expenses as well as damages. Such policies will usually advance money for temporary shelter, food, and clothing if the home cannot be occupied.
  - Pictorial history of conditions existing in and outside the home before the disaster is invaluable in securing an adequate insurance adjustment. Post disaster pictorial documentation may also prove to be of major help in realizing a proper settlement.
- Dealing with the aftermath as neighbors:
  - Obviously, personal safety is paramount. Those with medical and nursing backgrounds may be particularly valuable in providing first aid where necessary and in providing health care advice under emergency circumstances when access is restricted.
  - While this plan does not contain a specific call up roster for one owner to contact another, we anticipate our spirit will prevail following a major storm and one neighbor will look after another and offer as much assistance as possible.

## Section 5 EXHIBITS

### A. Exhibits

- I. Survival Kit – Suggested hurricane supplies for residents
- II. Unit preparation
- III. Staff responsibilities under hurricane conditions
- IV. Pet plan
- V. Important Phone Numbers

### B. Other

- VI. List of residents, including special needs people
- VII. Restart of main electric panel after outage
- VIII. Auxiliary power locations
- IX. Contact list
- X. Hurricane Supplies for the Building Common Areas

*Note: Distribution copies for residents do not include check lists VI through X.*

## EXHIBIT I

### Survival Kit

#### Suggested Hurricane Supplies for Residents

(10 day supply of each item is the recommended amount)

- \_\_\_ 1) Bottled water, 10 gallons per person.
- \_\_\_ 2) Non-perishable food. Suggestions:
  - Ready-to-eat canned meats and fish
  - Canned ready-to-eat soups (not condensed)
  - Canned or dried fruits, vegetables
  - Canned or bottled juices
  - Non-perishable milk (if powdered, store extra water)
  - Bread
  - Cookies
  - Snacks
  - Crackers
  - Candy
  - Sweetened cereals
  - Instant coffee, tea
  - Peanut butter
  - Jelly
  - Granola bars
  - Trail mix snacks
  - Canned beverages
  - Vitamins, food for infants or special diets.
- \_\_\_ 3) Plastic ware, paper plates and cups, paper towels and napkins, plastic trash bags
- \_\_\_ 4) Manual can opener
- \_\_\_ 5) Flashlights, battery operated radio and extra batteries
- \_\_\_ 6) First aid kit
- \_\_\_ 7) Prescription medications to last at least 4 weeks
- \_\_\_ 8) Cash to last 10 days
- \_\_\_ 9) Fill automobile gas tank
- \_\_\_ 10) Blanket, pillow and air mattress; lightweight cot
- \_\_\_ 11) Clothing and underwear; eyeglasses
- \_\_\_ 12) Toiletries: toothbrush, toothpaste, deodorant, soap, towels, toilet paper, etc
- \_\_\_ 13) Small cooler with gel packs
- \_\_\_ 14) Camping stove and fuel (for outdoor use only)

## Survival Kit – cont.

- \_\_\_ 15) Portable TV, radio and batteries
- \_\_\_ 16) Cell phone, camera, laptop computer
- \_\_\_ 17) Insect repellent
- \_\_\_ 18) Water purification tablets
- \_\_\_ 19) Books, quiet games, cards
- \_\_\_ 20) Toys for children if appropriate

### **Precautions:**

A full freezer will stay cold longer in the event of a power outage. You can put bottles of water in the freezer to fill it. Open the freezer door only when necessary.

Fresh milk, custards, creamed food and cheeses will spoil rapidly without refrigeration.

Don't prepare a batch of hard boiled eggs and plan to store them at room temperature. They won't keep.

**EXHIBIT II**

**Unit Preparation Steps  
When a Hurricane Warning is Issued**

- \_\_\_ 1) Bring balcony furnishings inside; and remove lanai ceiling fan.
- \_\_\_ 2) Close and secure storm shutters.
- \_\_\_ 3) Lock your windows and sliding doors.
- \_\_\_ 4) Move your emergency supplies into your master bedroom or a large closet. Also put a comfortable chair and sleeping bag or mattress there.
- \_\_\_ 5) Make plans with your neighbors to check with each other
- \_\_\_ 6) Get laundry done in case there are several days without power after the storm
- \_\_\_ 7) When the storm starts, fill your bathtub and deep sink with water. This will be used for washing and flushing if the county water supply is interrupted.

**Staff Responsibilities**  
**When a Hurricane Watch is issued**

\_\_\_ 1) Check the fuel tank for the emergency generator and have it topped off if necessary. Have extra gas cans on hand for equipment, blowers etc.

\_\_\_ 2) **Common Elements:**

The association should identify a member to oversee securing of the common elements as noted below. The volunteer will recruit other members or owners in case of a tropical storm warning or hurricane warning. Coordinate the following precautionary measures with the Manager:

- Pool facility
  - Keep pool filled with water
  - Turn off gas supply to heater and barbecues
  - Place pool furniture in a safe area
  - Turn off electrical circuits
- Water systems
  - Turn off power to pumps
  - Turn off power to irrigation systems
- Landscaping
  - - Remove loose landscaping materials
  - Clear storm gutters, clear all drains of obstructions
- Put trash containers in enclosed areas
- Be sure the default stop for elevators is the top floor not the lobby
- Check Cooling Towers
- Owners vehicles will be moved from garage to upper outside parking deck if a severe storm surge is anticipated and only if time permits.

The Manager will, when possible, coordinate inspection of the association and initiate protective and corrective action. The Manager will communicate with members of the Board, government officials, consultants, contractors and insurance adjusters as soon as practicable. The Community Association Manager will strive to facilitate communication with the members.

## EXHIBIT IV

### Pet Plan

Before a storm emergency, **advance planning for pets is essential**. It could save your pet's life and make your life easier during a storm emergency. Escaped or injured animals increase the risk to and work load of rescue and relief crews.

The best recommended plan is to take your pet with you when you evacuate. Please remember, public shelters **do not** allow pets due to public health and safety concerns. One shelter does accept pets at this time, Lee County Civic Center. All facilities in a disaster area may be subject to some degree of damage or flooding. If you plan to board your pet, consider the fact that it will be difficult to provide a healthy environment without electricity, running water, limited personnel and supplies. If you do not evacuate, have a place in your home secured for your pet.

- Have proper ID on your pets at all times. (License, rabies, identification tags, microchips, ID tattoos)
- Acquire an impact-resistant pet carrier (portable kennel) or crate for each pet. Your pet should be able to stand up and turn around inside the portable kennel. These carriers are available at local department stores and most pet supply shops.
- Take time to train your pet to the portable kennel. Be understanding and patient.
- Keep your pet's vaccinations up-to-date and have certificates of proof. Rabies, license and ID tags should be attached to a properly fitted collar.
- Attach reflective tape to collars to help warn drivers during periods of reduced night time visibility.
- When off your property, plan to keep your pets in a carrier or on a leash at all times. Carriers/portable kennels will be required for all pets on the premises of any emergency pet shelters, if they allow pets. If you evacuate, take your pet(s) with you! It is not recommended that you leave your pet(s) at home, it could be days to weeks before you are allowed to return to check out your home. Under no circumstances should pets be left on a screened porch during a hurricane.
- Check out your options should it ever become necessary to leave home due to storm emergency. For public health and safety reasons, emergency public shelters cannot allow pets. If you plan to use an emergency public shelter you should make other arrangements for your pet's protection, such as:  
**First choice:** Ask dependable friends or relative, who live away from the coast or river areas if you and your pet(s) could stay with them during a storm emergency.

## **Pet Plan – cont.**

**Second choice:** The AAA Auto Club publishes a Pet Book. It lists hotels/motels for the Southeastern states which permit pets, any restrictions and deposits required. Check for restrictions on pet size or number allowed. Check this website for local hotels/motels.

**Last resort:** Survey boarding kennels and veterinary hospitals to determine their specific locations. Ask who will stay with the pet in the event of a storm emergency and what they will do if evacuation of the facility is necessary.

### **WHEN A STORM THREATENS**

- Have sufficient food, water and supplies in water resistant, non-breakable storage containers.
- Have ample quantities pet(s) medications, plenty of kitty litter, newspapers, plastic bags, cleaners, and disinfectants to properly handle pet wastes.
- Birds must eat and drink daily to survive. Fruit can be used as a source of water when traveling or in an emergency.
- Store at least a minimum three-day supply of water for each of your pets.
- If your pet is on a special diet, consider having a two-week supply on hand.
- Never leave a cat with a dog, even if they are normally friendly.
- Confine small pets (birds, hamsters, etc.) away from cats and dogs. Keep difficult or dangerous animals in special crates or cages.

### **If you plan to leave the area and take your pet with you, consider the following:**

- Non-spill water and food bowls
- Newspapers, paper towels, cleaning agents and plastic bags
- Pet restraints: collar, halter, leash, lead, cage, portable kennel and plastic bags for fish motion sickness pills
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### **AFTER THE STORM**

- Be careful in allowing your pet (s) outdoors after the storm has passed. Familiar scents and landmarks may be altered. Your pet may become confused and lost. Snakes and downed power lines are two of the dangers your pet may encounter.
- All animals should be protected from injury from debris after the storm. Appropriate restraint measures should be used.
- To locate Animal Care and Disaster Relief Centers, look/listen for public service announcements.

**IMPORTANT PHONE NUMBERS**

Storm Information Hotline (SIHL)	477-1900
Lee County Emergency Operations Center	477-3600 / 477-3600
American Red Cross-Lee County Chapter	278-3401 / 278-3401
The Salvation Army-Fort Myers	278-1551 / 278-1551
Lee County Health Department	332-9501 / 332-9501
Lee County Animal Services	432-2083 432-2090
National Weather Service-Fort Myers	332-4030 332-4030
Lee County Emergency Medical Service	335-1600 / 911 / 337-2000
Lee County Sheriff's Office	477-1200 or 911
Florida Highway Patrol	332-7100 or 911
Florida Marine Patrol	332-6966 or 911
U.S. Coast Guard-Fort Myers	463-5754 or 911
Fire Department - Bonita Springs	992-3320 or 911
Fire Department - Estero	947-3473 or 911
Bonita Springs Utilities	992-0711 / 992-0711
Florida Power & Light Company	694-0183 / 694-0183
Sprint/United Telephone System	335-3111 / 611

## Hospitals

Lehigh Regional Medical Center 1500 Lee Boulevard Lehigh Acres	369-2101 / 369-3800
Gulf Coast Hospital 13681 Doctor's Way Fort Myers, FL	768-5000 / 768-8611
Health Park Medical Center 9981 Health Park Circle Fort Myers, FL	433-7799 / 432-3334
Lee Memorial Hospital 2776 Cleveland Avenue Fort Myers, FL	332-1111 / 334-5334
Columbia Regional Medical 2727 Winkler Avenue Fort Myers, FL	939-1147 / 939-8611