



## Hurricane Preparedness Plan

**2011**

### **Board Members**

President – Betsy Bulleit  
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# **Admiralty Point Condominium Association**

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## **Hurricane Preparedness Plan**

**May 15, 2011**

**To: Board of Directors, All Owners**

**Re: Hurricane Preparedness Plan**

### ***Introduction***

The 2011 hurricane season begins June 1 and runs through November 30. The Director of the National Hurricane Center in Miami, and one of the world's leading experts on the dangerous storms, has advised that residents of Southwest Florida face a greater threat from storms than most areas along the Gulf of Mexico coast because of the annual infusion of new residents, most of whom know nothing of a hurricane's potential and because of the shallow topography of the Gulf floor.

Now is the time to give considerable attention as to what our duties are in preparation for a storm. Supervisory personnel should give the possible problems considerable thought, bring their work assignments to the attention of their personnel, and be prepared to act quickly to prepare Admiralty Point to be as safe as possible.

Due to the tremendous increase in values for Admiralty Point over the years, our task in preparing to protect the community from an oncoming hurricane has greatly increased. We must place ourselves in a position to completely secure the complex at the earliest time possible in order to allow the employees time to take care of their homes and families. By monitoring television and radio broadcasts, we should certainly obtain a warning well in advance of the approaching storm in order to secure Admiralty Point as safely as possible.

Through use of this type of detailed plan with clear and defined assignments for each staff member, we should be able to execute a carefully thought out course of action with a minimum of stress once we are "in the cone uncertainty". This plan is designed to be proactive rather than reactive by nature.

## *Some background on storms*

The hurricanes which strike the eastern United States are born in the tropical and subtropical North Atlantic Ocean, the Caribbean Sea, and the Gulf of Mexico. Most occur in August, September and October, but the entire six month period from June to November is considered the hurricane season. Most early season storms are spawned in the Gulf of Mexico and the Caribbean and if we should experience one in this area during that time frame, it would most likely approach from the southwest. In July and August, the areas of origin shift eastward. After mid-September, the origin tends to shift back to the western Caribbean and the Gulf of Mexico.

Hurricanes that form in the Atlantic or Caribbean and move from the southeast into the Gulf of Mexico, tend to bypass this area and go northward hitting the Florida Panhandle or states westward. These storms tend to be more intense. In the latter part of the hurricane season, storms that tend to form in the Gulf have been of lesser intensity (usually Category 1 or 2). Of course Hurricane Wilma was an exception as it formed so late in the season and became a major hurricane.

Unfortunately, there is an offset or two with the generally weaker storms late in the season: there is a shorter warning time and a clear historical record of storms going northward crossing Florida traveling from west to east. This crossing could occur anywhere in the Florida peninsula and happen very quickly. Because of this, we have to be ready to implement any and all hurricane preparations within a 24 hour notice and still have time to evacuate the area if needed.

A Hurricane Watch means that hurricane conditions are a real possibility and may threaten the area in 24 to 36 hours. A Hurricane Warning indicates that the storm is expected to strike within 24 hours.

The most dangerous part of a hurricane can be the storm surge following the landfall of the eye of the storm, and it is responsible for the majority of hurricane deaths. The second most dangerous part of the hurricane is the spawning of tornadoes. Do not be lulled into complacency during a lessening of the winds.

## *Pre-storm preparation*

**1. Residents should be encouraged to leave and leave early.** Evacuation of residents does get one major problem out of the way of employees and their need to secure the community. After the storm, the reduced number of people in residence allows a more efficient cleanup and a faster return to normal. At the same time, we need to emphasize to residents that they should have emergency supplies whether they stay or go for use in their own home or some habitation inland. Please see below an attached Hurricane Checklist form for suggested supplies. Please review this carefully to plan for your needs following a storm as supplies can be very short and often times power outages make life challenging for several days.

Please understand, even in a mild Category 1 storm (75 to 94 mile per hour winds) with an oncoming 4 to 6 foot storm surge on top of high tide it is estimated that Gulf Shore Blvd. and all means of evacuation could be under several feet of water. Most deaths in storms come after the storm passes for a variety of reasons.

Management should offer to assist getting families to relocate higher in the buildings or out of Admiralty Point altogether while emphasizing the advantages of leaving the area. The buildings

have a multitude of glass windows which would be subject to flying debris. Should a flying object break a window, the hurricane winds could take out interior stud walls and cause chaos.

If there are any residents on-site, they will be asked to seek shelter in floors well off the first floor or in their own units if appropriate. Again, all owners are strongly encouraged to evacuate as the living conditions are difficult in the aftermath of the storm.

**2. Management must be sure that pre-storm assignments will be carried out as planned.**

The detailed assignments below are meant as a means to track steps needed to best prepare Admiralty Point before the storm and to get life back to normal as soon as possible afterward.

The management office will be the center of operations until such time that it is deemed necessary to move either to an upper level of a building or off-site. The management office will continually track the progress of the storm and keep all coordinators informed. The management office will also remain in contact with the City of Naples Emergency Services, the Collier County Emergency Management Office (774-8000) and continue to listen to Radio WNOG - 1270 AM.

In order to best prepare for the recovery efforts following the storm, these steps should be taken by the following departments prior to the storm:

**Administration** Management should have a list of the objects they must move to safety. The records, software, discs, etc. must be taken to a utility closet on the 3<sup>rd</sup> floor of the east building. In a true emergency, hardware is much easier to replace than software and records.

**Maintenance** The staff should define a safe location for all chainsaws, equipment and any tools needed for the prompt recovery from the storm. All heavy equipment or carts needed in the cleanup should be removed from the property on the trailer to prevent damage from wind or flooding.

A walk through by each department could make obvious some actions omitted and further improve this emergency plan. Although specific assignments have been designated in this memo, it is expected that all employees show their camaraderie and pitch in to assist wherever needed to complete the job.

## **Areas of Responsibility**

Jim O'Donnell	General Coordinator
Bob Regan	Coordinator for Gatehouse and for overall security during emergency
Marcia Kwaczek	Coordinator for securing all pertinent accounting files, management files, computers, printers, software, etc.
Kevin Wearmouth/ Norm Mahanke	Coordinators for all Admiralty Point buildings

TBD	Coordinator for housekeeping supplies, related equipment and all common entries and clubhouses
Chico Corona	Coordinator Grounds Equipment

## *Specific Duties*

### **GENERAL COORDINATION – Jim O’Donnell**

Supervision of Coordinators	Oversee implementation of each Coordinator’s duties.
Documentation of Plan	Verify each task is completed by each coordinator with photos and video footage of preparations as they take place.
Insurance Communications	Protect all insurance documentation in preparation for insurance claim following storm. Keep insurance contacts in hand for notification after storm. Document all damage after storm with photos and video footage.
Safety inspection	Inspect property thoroughly to determine extent of damages for safety concerns and develop scope of work for contractors needed.
Cleanup coordination	Arrange in advance of storm contracts with companies to assist us in debris removal, securing damaged roofs, windows, doors, screen railings, walls, etc. that might compromise the property to weather conditions. Work in reverse order of the list to restore services starting with the elevators if electrical service is intact. Report any electrical, phone, cable TV outages to the companies.
Unit owner notices	Post notices in the building entry areas notifying owners 12 hours in advance of the schedule for shutting down the elevators. Call any owners in residence that may have special needs to make sure they are informed.
Board communications	Contact Board President with update as to conditions and the plan for clean up efforts. If possible, email Board of Directors.

### **GATE HOUSE – Bob Regan**

Flag	Remove the flag and store in the gatehouse.
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Gate arms	Remove and store in maintenance building near the east building
Radios	Ensure that portable radios not in use are collected along with chargers and kept at Gate House for emergency use.
Keys	If it becomes necessary to secure Gate House and move offsite, remove and store all unit keys, master keys and radios in the third floor utility closet in the east building.
Unit preparation	Check to insure that all shutters are down and closed on each unit where installed. All outdoor furniture on balconies or terraces without hurricane protection should be stored inside the unit.
Unit owners	Determine which owners are planning on staying in the buildings and how we can contact them. Get any cell phone or alternate phone numbers where they might evacuate to. Encourage all to evacuate. After storm, visit owners who stayed on premises during the storm and check for any medical needs.
East building entry doors	After the elevators have been shut down, secure both automatic entry doors from the inside and then exit the building through one of the garage hallways.

### **ADMINISTRATION/ACCOUNTING – Marcia Kwaczek**

Electronic files, general files, contracts, etc	Remove to 3 <sup>rd</sup> floor utility closet in east building and seal in waterproof bags.
Clubhouse Building	Lock and secure

#### ***Instructions for moving computers if it becomes necessary:***

1. Back up all data to portable “flash” drives located in the office. These drives should be removed from the property with the staff once the storm is eminent.

2. All computers to be moved need to be shut down properly in order to best protect the hard drives for moving. In the interest of time and space, only remove the CPU units. Leave the keyboards, mouse, monitors, printers, cables, etc. Make sure nothing of value is left resting on the floor in case of rising water. Place all items up on the desk before covering each desk and remaining computer components (fax, copier, printers, keyboards, etc.) with large open trash bags to protect from roof leaks. If time and space permit, store additional computer items with the CPU’s in the utility closet on the 3<sup>rd</sup> floor of the east building.

3. Remove and store all software in storage boxes along with software manuals related to program disks. Place boxes in 3<sup>rd</sup> floor of the east building.

**MAINTENANCE – Kevin Wearmouth and Norm Mahanke**

Tools, equipment, carts	Remove all tools and equipment of value from west building garage to areas in the east maintenance area or to the east building. If a major hurricane is predicted, carts should be removed from property on the trailer in order to be available for use in the immediate aftermath of the storm. Otherwise, carts should be stored in a garage in the east building.
Maintenance areas	Make sure no electrical wires are down low and in a vulnerable position. Turn off the breaker switches to those areas once the storm is eminent.
Pool areas	<p>Store all pool furniture. The west pool furniture should be stored in nearby utility closets and the east pool furniture in the east clubhouse. Any clocks, trash cans, or any other loose items should be stored away in the same fashion.</p> <p>Store all pool maintenance equipment in nearby utility closets. Shut down the heaters when the storm is eminent. The decks should be completely cleared of any and all articles of any kind.</p>
Boat docks	<p>Make sure boats are secured and protected by checking the hatches. Make sure all dock boxes are closed, locked and secured to the blocks. Anything of great value should be stored in the east building utility closets. Make contact with boat maintenance contractors to insure they are aware of the situation with the boats in our marina.</p> <p>Tightly secure all kayaks to the racks using high strength rope through the mounted eye loops. Remove the kayak launch and secure to the kayak rack area using high strength rope through the mounted eye loops.</p>
Generators	Make sure the generators operate properly and contain sufficient fuel to operate as long as possible without power. Top off in-ground tanks. Store extra fuel for additional running time if possible.
Car wash	Shut down breaker to car wash and secure any loose items that could be blown loose or damaged by flying debris.
Grills	Remove any loose items such as hand flames or cooking utensils and store in the east maintenance area. Make sure

propane tanks are full so the grills can be used for cooking after the storm if needed.

Elevators Working with management, inform people of schedule to shutdown elevators before storm is to make landfall. All elevators are to be located on the fourth floor and deactivated. Breakers to each elevator need to be shut down and secured in off position with locking device.

Tennis courts Roll up and secure all wind screens to the fence. Store all tools related to the care of the courts in the east maintenance area.

### **CLUBHOUSES** – Kevin, Norm & Cleaning Staff

Patio Areas Remove all outdoor furniture and plants and bring into clubhouse.

Doors & Windows Make sure all doors and windows on each landing in both buildings are locked and secured with the existing hardware.

Entry waiting areas Check each area for loose items outside that need to be stored. Make sure all entry doors lock properly. Place furniture on foam pads to lift off of carpet in the event of water intrusion.

Housekeeping supplies Remove all needed supplies, carts and tools from the west garage storage areas to the east maintenance area or to a utility closet in the east building.

### **GROUNDS** – Chico Corona

Irrigation Turn off all power to irrigation system.

Equipment Coordinate storing all grounds equipment from west maintenance area in the east maintenance area. Fuel all grounds equipment for use after storm. Store extra fuel and check all lids for tightness.

Plant material Secure any loose plants on the property by storing in maintenance areas.

Misc. Equipment Obtain additional water bottles and store in Clubhouse. Have chain saws and any other items that could be utilized in adverse conditions in good running condition. Ensure that 42 gallon heavy duty plastic bags are on hand for clean up efforts.

Car ports

Inspect all carport areas to determine if any items need to be secured or stored away.

## ***Post Storm Issues***

The General Manager will stay on-site throughout the storm and coordinate all clean up and communication efforts.

**Radio Communications** - Following the storm or any power outage, communications will be by battery powered two-way radios. These radios will be stored at the gatehouse and fully charged before the storm. Those staff members who are assigned radios for everyday use on site will take the radios home with them once the storm is imminent. Once the staff leaves the site and until they return after the storm, channel two on the radios is to be used as the signal is through a repeater located elsewhere here in Naples. The staff is to keep in communication using channel (2) two to coordinate return to the site. Recharging of the batteries will take place by generators as needed. Cell phones have been found to be very unreliable as a form for communication due to damage to the towers and local interference by the buildings.

**Email Communications** – The management staff will email all owners on the email list with updates and post notices on website.

**Posted updates** - The bulletin boards will be updated every few days with status reports of the cleanup efforts.

## ***Conclusion***

The decision to prepare Admiralty Point for a storm will be made by the President of the Association. The General Manager will then implement and oversee this plan seeing that each task is carried out by the appropriate personnel listed.

This memo certainly does not encompass all the necessary work to make Admiralty Point secure. It is anticipated the staff will utilize their imagination and experience either to add or to delete tasks concerning their respective areas. When specific assignments are completed, it is expected that the personnel would then assist others to complete the work necessary for protection. There will be some personnel who will be anxious to go to their homes to assist their families and protect their property, and they certainly will be given permission to depart.

All staff is expected to report back to Admiralty Point at the time it is safe to do so and when they have secured their personal residences.

# Suggested Hurricane Preparation Plan For Unit Owners

## I. PREPARATION CHECKLIST:

- \_\_\_ Freeze water ahead & put in plastic bags to put in coolers and refrigerator
- \_\_\_ Assemble in waterproof bags: Insurance documents and possible interior replacement documents, birth certificates, passports, bills,
- \_\_\_ Take digital photos of all interior spaces.
- \_\_\_ Locate and secure interior video tape
- \_\_\_ Evacuate early
- \_\_\_ Have at least \$1,000 cash on hand
- \_\_\_ Fill, and keep filled, car gas tank
- \_\_\_ Purchase needed items on remainder of plan
- \_\_\_ Start piling needed supplies for evacuation in one place
- \_\_\_ Move lanai stuff inside, furniture into living room and bedroom
- \_\_\_ Close all interior doors
- \_\_\_ Turn off electricity and water
- \_\_\_ determine evacuation route
- \_\_\_ cover furniture with plastic tarps
- \_\_\_ Lock sliding glass doors on lanai and into living room. Place towels on floor at base of outer sliders
- \_\_\_ Lock stationary front door at top and bottom
- \_\_\_ Call out of town relatives to let them know our cell phone # and where we are going
- \_\_\_ put everything on tables, counters, standing into cabinets and closets
- \_\_\_ back up important computer files onto discs or cds. Put into baggie to take

## II. CHECKLIST OF EVACUATION ITEMS:

- |                                     |   |
|-------------------------------------|---|
| ___ 2 Flashlights                   | ___ Changes of clothing w/extra socks   |
| ___ plastic ponchos or rain coats   | ___ knives                              |
| ___ Portable radio/tv               | ___ digital camera w/all memory cards   |
| ___ AA recharge batteries w/charger | ___ lots of batteries to fit everything |

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|---|---|
| ___ cell phone  | ___ Phone charger                             |
| ___ all checkbooks & current bills  | ___ bottled distilled water                   |
| ___ extension cords   | ___ towels and wash clothes - towels for pets |
| ___ water frozen in baggies to put in coolers   | ___ passports                                 |
| ___ bottled water to drink  | ___ Jug tap water to wash with- gallons       |
| ___ irreplaceable valuables - jewelry, family photos, car insurance and home owners insurance and travel insurance policies, health insurance PPO book, computer disks, interior photos |   |
| ___ food for 7 days in individual servings and plastic eating equipment: canned meat, canned fruit, boxed snacks, canned sodas, canned juices, canned vegetables, nuts, chips, cookies  |   |
| ___ paper products - toilet paper, paper towels, trash bags, paper plates, cat dishes, Kleenex, plastic cups, paper napkins, straws   |   |
| ___ first aid kit   | ___ 2 bed pillows, 2 blankets & 2 sheets      |
| ___ bucket  | ___ pen, paper, envelopes, stamps             |
| ___ personal phone directory  | ___ rolling pin for protection                |
| ___ all medicines (more than 1 week)  | ___ containers to hold above                  |
| ___ jumper cables & siphon hose & flares  | ___ current bills                             |
| ___ candles   | ___ plastic tarp                              |
| ___ toiletries  | ___ can opener                                |
| ___ disinfectant wipes  | ___ work gloves                               |
| ___ coolers   | ___ rope/heavy cord                           |
| ___ baggies   | ___ body safe                                 |
| ___ benedryl cream and spray  | ___ insect spray                              |
| ___ sunscreen lotion  | ___ this hurricane plan                       |
| ___ umbrellas   | ___ foam rubber for sleeping on               |
| ___ 2 lounge chairs   | ___ matches in plastic bag                    |
| ___ duct tape   | ___ dish soap                                 |
| ___ computer installation & backup disks  | ___ latex gloves                              |
| ___ CPU and printer if space permits  | ___ scissors and tweezers                     |
| ___ moistened towelettes  | ___ hydrogen peroxide                         |
| ___ thermometer   | ___ burn ointment                             |
| ___ safety pins   | ___ <b>3-6 cans of Fix-a-Flat</b>             |

**III. CHECKLIST OF WHAT TO HAVE AT HOME AFTER RETURN**

- \_\_\_ clean up equipment - large broom, trash bags, shovel, tools
- \_\_\_ drinking water w/jugs
- \_\_\_ insect spray
- \_\_\_ paper products
- \_\_\_ sunscreen lotion

**IV. WHAT TO DO AFTER RETURNING FROM EVACUATION**

- \_\_\_ determine if we can stay there or have to go somewhere else
  - \_\_\_ if we cannot stay at home, make arrangements to stay in hotel well outside affected area
  - \_\_\_ photograph everything
  - \_\_\_ note all damages
  - \_\_\_ contact the insurance people at \_\_\_\_\_
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**V. SHOPPING LIST**