

All Emergency Operations Plan Le Parc Condominium

4951 Gulf Shore Blvd N.
Naples, FL 34103

Revised
June 2014

All Emergency Operations Plan for Le Parc Condominium
4951 Gulf Shore Blvd N., Naples, FL 34103

Purpose of Plan: To help ensure safety of owners, guests and employees during severe weather conditions, such as hurricanes and tornadoes, and to make the building more secure. To protect operating data and to return to normal operations as soon as possible after the event.

Educate: The **Collier County Emergency Management All Hazards Guide** is distributed to all owners annually. Important information regarding hurricanes and other disasters are found in this publication. This, as well as the Owners Handbook, is part of this **ALL Emergency Operations Plan**.

Reference TV Channel 195 storm program that is launched whenever there are severe storms in the area.

There is a possibility of not having FPL power or emergency power from the generator after a hurricane. The electricity could be off for weeks. Without any electricity, there would be no air conditioning, no elevators, and no water. It is also possible that the street could be impassible making emergency vehicles not being able to get through. If you choose to stay after a mandatory evacuation order, you will be on your own. No one will be able to help you.

Storm Possibility: **OWNERS**
Hurricane Warning

- Notify family / friends of your plans.
- Have a transportation plan.
- Monitor storm track and make preparations to evacuate. being hit by the edge of a storm. (*In 2004, Hurricane Charley (a Category IV Storm) hit Punta Gorda producing Category I winds in Naples. IN 2005, Hurricane Wilma hit Naples producing Category III winds*). Read the **All Hazards Guide** for evacuation routes, location of shelters plus other information.
- Fill vehicle with gas.
- Have a minimum of two weeks supply of medications.
- Have cash, since ATM machines / banks will not be available.
- Be sure Front Desk has a key to all vehicles to be left in the garage.
- Remove perishable foods from refrigerator.
- Lower all shutters, close and lock all glass sliding doors.
- Latch operable hopper windows, close curtains and blinds.
- Unplug hot water tank and turn water off.
- Penthouse units must remove all items from open lanais.
- Consider boarding pets (not allowed in shelters).

Owners with physical/medical conditions should contact Collier County Emergency Management, **774-8444**, www.collierem.org The County will have the appropriate paperwork for you to fill out – for convenience, fax forms to our office at: **263-3112**.

EMPLOYEES

- A determination will be made when staff will be expected to be present and when they must safely leave. Staff must vacate in plenty of time to reach their destinations. Employees must return to work when local authorities deem it safe.
- Store pool furniture, trashcans, hoses and anything loose that can become projectiles.
- Have generator and fire pump fuel tanks filled to capacity.
- Secure roof and tennis court.
- Have ample supply of batteries, sand bags, plywood, flashlights, medical kits, etc.
- Charge golf cart & all Motorola radios.
- Attend to all other items that need addressed.

Owners should be aware:

In the event that residents ignore a mandatory evacuation order from a governmental authority, they do so at their own risk. The Association's efforts will be directed towards securing the building for an impending storm. Association personnel are not public safety officers and have no authority to force residents to leave their units, nor are they obligated or equipped to rescue residents. If the generator and associated emergency systems function properly, one elevator and the corridor lights could be operational for up to 7 days after loss of electricity. The Association cannot guarantee your safety and you should make your hurricane plans accordingly. Mandatory evacuation means no police, ambulance, medical or fire protection services will be available or be provided.

Imminent Storm: By this time, owners should have evacuated and the following taking place by staff:

- Store rest of pool furniture & place sandbags.
- Move cars from G-1 to L-1.
- Turn off all owner & common area HVAC units.
- Check owner shutters – close & lock owner glass sliders and hopper windows.
- Turn off cooling towers.
- Turn off emergency generator during hurricane.
- Turn off pool and spa pumps.
- **Owners = please refrain from calling because it impedes our efforts to prepare for the storm. Check your email for updates.**
- Just before the storm hits, lock open all gates.
- As storm hits, lock elevators near top floors and turn off.

The generator will power one elevator. During a hurricane, however, they will be shut down for safety reasons. We don't want anyone to become trapped in an elevator during a storm. As soon as a storm passes, an elevator will be turned back on. If FPL power is restored, all elevators will run unless there is water damage preventing them from functioning. Do not anticipate that we will have generator power available to operate any elevator.

Protecting Operation Data: Condominium Documents, insurance policies, all contact information and computer files (that are periodically backed up on CD's) etc. will be premises stored in a safe place.

During Storm: If any volunteer stays with the building, “safety first” must be considered at all times. Keep away from windows or low-lying areas. Exit main lobby level to higher levels if storm is intense & dangerous. Volunteers cannot hold the Association accountable for any problem.

- Manager will call Rainbow International Disaster Services during storm to expedite response after the storm.

Owners, please refrain from calling. This drastically interferes with operations. We will call or email you after the storm with an assessment as soon as we are able. Please be patient, as this could take a couple of days.

Normal Operations: Storm damage assessment and determination of a schedule of priorities will start immediately after a storm passes.

- Manager will assess interior and exterior damage and notify employees when they can return.
- An owner unit inspection committee will immediately be set up and all units will be inspected. All owners will be contacted by a designated person as soon as the inspection is completed. You must give us time. Disaster cleanup personnel will be called to address your unit if necessary. Fast action is paramount to protect the building and your unit.

Owners, please refrain from calling. We will contact you either by phone or email.

- Obstacles impeding safe passage will safely be removed, if possible.
- All contractors with whom we’ve developed a relationship with and who have State licenses & Certificate of Insurance will help with disaster cleanup, barring any emergency situation to the contrary.
- Photograph and film all damage for insurance purposes.

Emergency Contact Numbers:

911	All emergencies
774-8444	Emergency Management
596-6868	American Red Cross
597-4880	Domestic Animal Service

www.collierem.org Collier County Emergency Management web site.

www.swfla.com Fort Myers Airport web page

TV Weather Channel = Comcast channel #47

Channel 195 = In-house TV for general information – please monitor TV or radio stations for updated current information.

Radio: WAVV – FM = 101.1
 WSLG – FM

WINK/WNOG – AM = 1240 / 1270
WVOI – AM 1480
WCNZ – AM 1660

Emergency Information

FIRE: Please reference the *Le Parc Owners Handbook* for policy and procedures, Fire Emergency, pages 29–30. You may also reference Hurricane Procedures, pages 30–32.

A Collier County *All Hazards Guide* will be delivered to all in-house owners when this year's guide becomes available. Please reference this manual for the following:

Thunderstorms and Lightning
Coping with Emotions
Hazardous Materials
Medical Pandemics
Heat Emergencies
Acts of Terrorism
Hurricanes
Wild Fires
Insurance
Tornados
Shelters
Floods