

# Spanish Wells Community Association, Inc.

## HURRICANE AND TORNADO WEATHER EMERGENCY PLAN

Updated: June 2021



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## **PURPOSE OF THE PLAN**

Hurricanes and other significant weather events are a common occurrence in Southwest Florida. The hurricane season is defined as running from May 15 through November 30. Most severe storms hit during the peak season between August and October. And while tornados can occur at any time during the year, they are most likely to occur during the hurricane season. The results of a hurricane or tornado can be catastrophic. There is often loss of power, significant flooding and massive damage to trees and vegetation.

The occurrence of any one of these elements can have a major negative impact on our community. While the community cannot avoid these negative consequences, a proper plan and organized response can certainly mitigate the extent of the disruptions.

Disaster planning is used to develop a plan to prepare and recover from emergencies. This planning will help serve as a means to reduce employee and resident injuries, protect property, as well notify residents of preparations being made and actions they should take to safeguard their persons and their property. In addition, disaster planning will provide for a quick recovery so that operations can be resumed.

The Spanish Wells Community Association (SWCA) board of directors and its community management team at Spanish Wells Community Association, Inc. understands the need for disaster planning, and is committed to making preparations for the response to and recovery from disasters.

## **COMMAND STRUCTURE**

The SWCA board of directors had formed an Emergency Incident Command Structure (EICS) which will be put in place immediately at the onset of any potential disaster or major hurricane or tornado event and it will take charge of ensuring the actions set forth in this plan are implemented. The members of this Emergency Incident Command Structure (EICS) are as follows:

- The President of SWCA
- The Vice President of SWCA
- The Chairperson of the Public Safety Liaison Committee
- The Chairperson of the Community Information Committee
- The Chairperson of the Lakes, Ponds and Drainage Committee
- The General Manager of the Spanish Wells Golf and Country Club
- The Golf Course Superintendant of the Spanish Wells Golf and Country Club
- The Site Supervisor of Security/Community Privacy Control
- The SWCA Community Association Manager (CAM)

The Chairperson of the Public Safety Liaison Committee is designated the “on site” Emergency Incident Commander (EIC). He/she will assume total control of implementing the details of this Hurricane or Tornado Emergency Plan immediately upon declaration of a hurricane or tornado emergency. The Community Association Manager will, under the direction the Emergency Incident Commander, and in cooperation with the other members of the Emergency Incident Command Structure hurricane or tornado/emergency

coordinate preparedness activities within Spanish Wells. The plan will be updated regularly, to accurately reflect personnel involved and specific actions each person/department will take.

This Management Plan for Hurricane or Tornado Emergency is provided to all designated Emergency Management Team Area Managers and appropriate staff. Should any questions arise, please seek clarification immediately. **DO NOT WAIT** until a Tropical Hurricane or tornado Watch or Hurricane Watch is issued to ask questions or seek solutions. The success of this Management Plan, and subsequently, the prevention of personal and property damage, depends upon the complete cooperation of every staff member. Each designated Emergency Management Team Area Manager is expected to review their area of responsibility, select and notify the number of individuals required to implement the Management Plan for Hurricane or tornado Emergency, and be ready to execute it in a timely manner.

***Upon the issuance of a Hurricane Warning for the Southwest Florida area by the National Weather Service, the SWCA Emergency Incident Command Structure (EICS) will be activated and this Hurricane Emergency Action Program will be implemented.***

### **HAZZARD/THREAT ANALYSIS**

The Spanish Wells community is vulnerable to acts of nature, such as hurricanes and tornadoes. A Spanish Wells community area location map and street map are included in the plan's attachments. The Spanish Wells community build out is projected at 1361 residential units. The estimated year-round population is 680\_ residents. The maximum Spanish Wells community population is estimated at\_2722 residents.

A significant portion of the community is at sea level or below, and within 3 statute miles of tidal bays (Little Hickory Bay) and the Gulf of Mexico. The community is highly vulnerable to both the general flooding produced by the torrential rains accompanying a tropical hurricane or tornado/hurricane event as well as the hurricane surge which usually accompanies a full blown hurricane. Notwithstanding the wind damage that will be sustained by community vertical structures in a major hurricane or tornado/hurricane event, the significant danger to both resident lives and property posed by flooding and hurricane surge cannot be over-stated.

The Spanish Wells property contains no critical emergency or health maintenance facilities (nursing homes, fire stations, etc.). The nearest major medical facility is NCH Hospital in Naples. All Spanish Wells utilities are public. All Spanish Wells homeowners & condominium associations are private. ***Spanish Wells has no designated resident/employee shelter.***

It is to be expected that during and for some considerable time after a major hurricane or tornado event, community utility services, i.e. electric, water, sewage treatment will be lost or operating at only minimum levels. Likewise, transportation networks and roads may be either impassable or

destroyed so that regular supplies of motor fuel or food will be negatively impacted. During a major hurricane or tornado event and for some time thereafter, emergency medical and law enforcement services will not be available.

## **CONSIDERATIONS**

***Hurricane Watch*** indicates that a hurricane is near enough that everybody in the area covered by the “WATCH” should listen for subsequent advisories and be ready to take precautionary measures. Watches are usually issued 24-36 hours in advance of a hurricane landfall. Hurricane Watch conditions mean a violent hurricane or tornado has originated over tropical water with sustained (constant) winds over 74 miles per hour.

A ***Hurricane Warning*** issued by the National Hurricane Center means that sustained winds of 74 miles per hour or higher associated with a hurricane are expected in a specific coastal area in 24 hours or less. All precautions should be taken immediately.

A ***Tornado Watch*** means that conditions are favorable for tornado development.

A ***Tornado Warning*** is issued when a tornado is actually spotted on the ground OR the doppler radar picks up a rotation in winds within a storm cell. A warning is issued in that case to give people time to take cover in the event a tornado does reach the ground. It's better to issue and not have one touchdown instead of waiting for one to actually touchdown before issuing.

In the event of a ***Hurricane or Tornado Watch***, the EIC will contact the CAM to review a checklist of all required list of materials needed to execute the plan if conditions move to a Warning status. The EIC will also determine staff available from Security, Property Management and Golf and Country Club. This staffing level will be the initial basis for plan execution if a Warning is received.

Immediately upon receiving notification of a ***Hurricane or Tornado Watch*** for the area, the Emergency Management Team Coordinator will contact and notify each member of the designated Emergency Management Team to assemble for a final review and direction to execute the Management Plan for Hurricane or Tornado Emergency. Each management team member may have already notified their staff to make preliminary preparations to implement the Management Plan for hurricane or tornado Emergency.

The EIC will go over any changes or questions that the management team might have. After this briefing all management team members will execute their Emergency Check List and be prepared to leave the community after completion.

Immediately upon receiving notification of a ***Hurricane or Tornado Warning***, the Emergency Incident Commander (EIC) in coordination with the Community Association Manager (CAM) will contact and notify each member of the Emergency Incident Command Structure to assemble at Emergency Incident Command Post. This will initially be located in Spanish Wells G & CC clubhouse or some other location on site possessing robust telecommunication and internet

connectivity. Those EICS personnel not on site will be instructed to join via telcom and internet.

ECIS members will have previously developed and made specific emergency check lists applicable to their own areas and are incorporated in this plan. Members of the ECIS who are key vendors to SWCA, i.e. Club Management, Security and Property Management will have also generated specific emergency check lists relative to employee release, property/inventory protections etc. which are appendices to this plan.

EIC will go over any changes or questions that the EICS members might have. After this briefing all will execute their Emergency Check Lists, as required. The EICS members shall submit their Supplemental Procedures, if any, tailored to specific circumstances, to the EIC for incorporation into this plan. The EICS will collect, secure, and maintain the necessary emergency supplies and equipment on-site.

### **COMMUNICATION DURING A HURRICANE OR TORNADO EVENT**

Communication within the Spanish Wells Emergency Management Team will be maintained through the use of:

- Cellular phones
- Team's radio system.

Communications with the Lee County Emergency Operations Center will be maintained through the use of cellular phones and amateur radio RACES (Radio Amateur Civil Emergency System) frequencies.

The Emergency Management Team will communicate to residents through:

- Constant Contact
- Public Service channels 102 and 103

The Chairman of the Community Information Committee is responsible for notifying residents regarding:

- Hurricane Watch
- Hurricane Warning
- Tornado Watch
- Tornado Warning

1. Send blast email to all residents when NOAA has issued a **hurricane or tornado watch**. Include any details available. Advise to have preparations in place for hurricane shutters, sheltering in place, or evacuation. Request anyone needing assistance to contact their HOA designated representative.
  - a. Update as needed.
2. Assure same information posted on Constant Contact is posted on both community channels.
3. Send blast email to all residents when NOAA has issued a **hurricane or tornado warning**.

- a. Resend resident portion of plan to all.
4. Send follow up blast emails as the storm approaches to include shelter information, gate/guard status, club status, evacuation status & routes, command structure, gas availability, etc.
    - a. Post any pertinent information on both community channels.

### **SUB HOA RESPONSIBILITIES**

1. Each sub HOA is responsible for pre-storm preparations for their community. It is strongly recommended that each sub HOA establish procedures and share those with their residents. Some of the procedures to be considered include:
  2. Create a list of all persons residing in the community during hurricane season. The list should include names, addresses, cell phone numbers and email addresses. This should be updated annually.
  3. Create a list of residents who might need extra assistance before or after a storm event. This would include infirm individuals, elderly persons and those with medical conditions. Forward a copy of this list to the EIC.
  4. Develop a check list to secure any loose items owned by the community, including pool furniture, decorative items etc.
  5. Furnish to all residents information on hurricane preparedness. Attachment \_\_ lists several sources of information.
  6. Advise residents that they should call 911 in the event of an emergency. The EICS has no ability to assist sub HOA residents or provide for their care.

### **SPANISH WELLS PROPERTY MANAGEMENT**

1. Establish and maintain communication with the EICS, per the plan.
2. Check emergency generators to assure they are operational. This should be done at the beginning of hurricane season, and before a hurricane or tornado watch.
3. Install Lockboxes and supply keys for all guard houses
4. Verify all materials and supplies for emergency kit per attachment \_\_\_\_
5. Schedule maintenance and fill fuel tank on backup pump station at the beginning of hurricane season
6. Top off propane gas at main guard house on Bonita Beach Road
7. Photograph all community assets on an annual basis at the beginning of each hurricane season



8. Perform nightly backup of computer files
9. Create duplication of computer files on server and laptop (s)
10. Check all storm drains for debris at the beginning of hurricane season and again at the onset of a hurricane warning.
11. Shut down main fountain electric and water
12. Shut down water supply to irrigation system
13. Trim trees of overhanging branches at the beginning of hurricane season and immediately following the issuance of a hurricane warning.
14. Update phone list of key contacts and vendors. Place one copy in each guard house.
15. Create an updated site plan of the community on an annual basis no later than the start of hurricane season.
16. Secure copies of the SWCA insurance policy and agent information in each guard house. Community Manager should keep a copy of the policy and agent information in their possession.
17. Secure all windscreens on SWCA property and tennis courts.

### **GUARDHOUSE AND SECURITY PERSONNEL**

The security personnel will be under the direction of the EIC and will follow communication protocols, established by this plan. They will act according to the severity of the threat.

#### **Hurricane Watch:**

1. Security Supervisor(s) joins hurricane preparedness team to assess next steps for possible hurricane warning.

#### **Hurricane Warning:**

1. Security Supervisor(s) joins hurricane preparedness team for activity direction.
2. All gate arms removed and placed in secure location next to respective gates.
3. Swing gates will be locked in open position and secured to stakes.
4. All gate electronics will be unplugged and placed on counter within the gate house.
5. Security vehicle will be filled with gas and parked at the Cordova gate parking spot. Car keys placed in Cordova key box.
6. Main breakers will be turned off at the Marbella gate. (Spanish Wells main gate and Cordova gate powered by generators, so no further action is required)



7. Place hurricane shutters on guard house windows, where required
8. Incident commander will dismiss guard staff as appropriate as storm approaches and wind increases.

### **STAFF RELEASE CRITERIA**

With Lee County Emergency Management notification that a Hurricane is predicted to strike the Southwest Florida coastal area within 48 hours and this strike area encompasses the property, all non-essential staff will be released from all job assignments and duties. All staff will be directed to seek safe shelter. Evacuation decisions are made by the local government based on the size, intensity, speed, and direction of a hurricane or tornado. A community's evacuation recommendation/order will depend on the characteristics of a hurricane or tornado.

The Emergency Management Team and essential emergency staff will continue to operate, as required, until one of the following criteria are met:

The hurricane or tornado WATCH condition is upgraded to a hurricane or tornado WARNING condition. At this point all staff will be released from job assignments until further notice.

When sustained hurricane or tornado winds reach 40-45 miles per hour the Lee County Emergency Governmental Agencies, by procedure, will not respond to an emergency call because of personal and equipment safety reasons. Bridges in Lee County will close in 40 mile per hour winds by procedure. Driving a vehicle becomes unsafe with sustained winds of 40 miles per hour. Sustained winds are defined by official announcements from the National Weather Service or Lee County Emergency Management.

### **SECURING SPANISH WELLS GOLF AND COUNTRY CLUB (SWGCC)**

Upon notification that the weather service has issued a hurricane warning for this area, there are a variety of procedures for each area to follow to secure and evacuate the buildings of SWGCC. Not less than 24 hours' notice after a hurricane warning has been issued, the Club's General Manager will, in conjunction with the EIC issue the order to secure the buildings and grounds.

The Administration office will make plastic laminated signs reading "Facility Closed" to be posted prominently on all customer access doors on all club properties. The individual areas will be secured as follows:

#### **Dining Room and Terrace**

1. Remove all dishes, etc., from tables and store in kitchen.
2. Move all plants and planters to the cart barn.
3. Move sliding wall into stored position.

4. Put all window blinds in the down position and secure sash cords.
5. Move all bar stock to storage room and secure.
6. Shut down all Point of Sales (POS) equipment. The POS is automatically backed up on the cloud.
7. All furniture on the golf terrace will be moved into the dining room by the golf staff.
8. Planters will be moved to the cart barn or the Cabana bathrooms, depending on available space
9. Lock all doors.

### **Kitchen**

1. Move all refrigerated foods to walk in cooler.
2. Move all foods that can be frozen to the freezer.
3. Fill large plastic containers with water and place in freezer, to be used as ice for the walk-in cooler.
4. Lock all coolers and freezers and place keys in the Key Box in the Administration Office.
5. Store all dishware and cooking utensils.
6. Shut off all gas appliances and disconnect all electrical units.
7. Laptop computers should be taken by the manager to whom the laptop was assigned. Shut down computer after backing up files to disks (give to Accounting staff member), disconnect computer and Point of Sales and store in servers' stations.

### **Cart Barn**

1. All loose items are to be stored in the Dirt Room, i.e., tees, pencils, etc.
2. Golf bags are to be stored on the top shelf.
3. Radios and charges will be relocated in the Golf Shop.
4. All items in the cabinets are to be stored on the top shelf.
5. Ball washer and air compressor need to be unplugged.
6. All range supplies are to be stored in the Dirt Room.
7. All breakers are to be turned to off position in the electrical box.

### **Golf Shop**

1. Place all merchandise on the top shelves.
2. Blinds are to be put in the down position.
3. Phones are to be unplugged and stored on the highest cabinet shelf.
4. All doors that have locks are to be locked.

### **Accounting Department**

The Accounting Department will, upon the direction of the General Manager monitor hurricane or tornedo status to keep staff updated on conditions and possible closing, and will advise the EIC if staff is released.

1. Have all departments forward any invoices to Accounts Payable.

2. Have all departments close all Point of Sale shifts and forward work to Accounts Receivable.
3. If possible, enter all invoices into Accounts Payable system.
4. Store any unrecorded and all unpaid invoices in a waterproof storage box.
5. Count all cash on hand. If needed, add to petty cash to take care of startup needs after the hurricane or tornado has passed. Deposit all other cash and checks in the bank.
6. Clear all desks and floors of paper, reports, and any other loose objects.
7. Lock all desks and storage cabinets and place keys in the Administration Office Key Box.
8. Distribute current employee phone list to department heads.
9. Unplug copiers and fax machines from electrical outlets, as well as phone and data lines.
10. Move all electronics to desk tops, after first unplugging.
11. Log out and shut down all workstations. Secure by unplugging from electrical outlets as well as phone and data lines.
12. Remove all credit card terminals and secure in a locked cabinet in the Office Manager's office.
13. Shut down all file servers and all other electronic equipment contained in the Communications Room
14. The Club's main telephone voice mail message will be changed to indicate that the Club will be closed until there is no further threat from the hurricane or tornado.

### **Pool**

1. Store pool are furniture in pool bathrooms. If insufficient space, store additionally in the unfinished storage areas in the clubhouse.
2. Move miscellaneous loose items to the cabana.

### **Cabana**

1. Unplug Point of Sale equipment.
2. Move all perishable items to the walk-in cooler at the club house.
3. Close and lock the Cabana windows. Lock the Cabana building, and place keys in the Administration Office Key Box.

### **Tennis and Bocce Courts**

1. Roll up windscreens. Secure to fencing with tie straps.
2. Court furniture to be stored in tennis pro shop.
3. Miscellaneous court equipment (foot washers, cup holders, trash cans, score keepers, etc.) to be stored in Activity Center.
4. Nets to be rolled up and tied to net posts.

### **Activity Center Building**

1. Computers to be unplugged and stored on counters.

2. Unplug all electrical appliances and place as high off the floor as possible.
3. Unplug all electrical workout equipment, TVs and other electrical appliances.
4. Close and lock all interior doors, including closets doors. Place keys in the Administration Office Key Box.
5. Upon exiting, post signs "Facility Closed"
6. Disable keypad.

### **Grounds Maintenance**

Upon notification, the Superintendent and Assistant Superintendents will meet at the shop. Additional volunteers may be needed to help with hurricane preparation. The General Manager will allocate personnel, as needed. The areas requiring preparation are:

- Golf Course and Common Grounds
- Irrigation and Pump Station Systems
- Chemical Building Storage
- Fueling Station
- Maintenance Compound
- Maintenance Building

### **Golf Course and Common Grounds**

1. Remove all tee markers, ropes, signs, trashcans, stakes, flags, water coolers, planter boxes, and hanging baskets from golf course and restrooms. Store in maintenance building.
2. Inspect and lock all irrigation satellites, both on golf course and common ground irrigation. Place keys in the Maintenance Building Key Box.

### **Irrigation Pump Station and Systems**

1. Discharge all pressure in irrigation and hydraulic supply lines.
2. Disconnect all power at V.F.D. (Variable Frequency Drive) control panel, i.e., pump switches and service disconnect.
3. Disconnect all breaker switches powering system from breaker boxes outside of building. Lock and secure boxes. Place keys in the Maintenance Building Key Box.
4. Move all repair parts to highest possible positions.
5. Do not leave any loose materials outside of building.
6. Secure and lock building. Place keys in the Administration Office Key Box.

### **Chemical Building Storage**

1. Raise all products to highest level possible.
2. Inventory all products. The inventory list is to be given to Golf Course Superintendent. All physical inventory is to be kept in a secure, dry area.
3. Close and lock building using both dead bolt and doorknob lock. Place keys in the Maintenance Building Key Box.

### **Fueling Station**

1. Fill each piece of equipment completely with appropriate fuel.
2. Fill all chain saws with fuel. Make sure there are extra chains for the saws.
3. Take inventory of diesel and gasoline fuels and top off each tank.
4. Disconnect electricity to pumps at breaker box located on pump station building.
5. Lock and secure pumps at pump nozzles and pump drains. Place keys in the Maintenance Building Key Box.

### **Maintenance Compound**

1. Move and secure all loose and non-stationary items to interior of maintenance building, i.e., ropes, pipes, drain grates, pots, plants, wood, hoses, etc.
2. Upon leaving facility close and lock all gates to compound. Place keys in the Administration Office Key Box.

### **Maintenance Building**

*After all items from Golf Course, Common Grounds, and Maintenance Compound are secured, secure the Maintenance Building.*

1. Raise all parts, small tools, and hand-operated machinery in the parts rooms to highest level possible.
2. Cap oil waste tank.
3. Disconnect all cords from electrical outlets.
4. Move irrigation computer and printer to the highest point possible.
5. Move all cleaning chemicals and toiletries to highest point possible.
6. Turn off all lights.
7. Disconnect all breaker switches to the building.
8. Close and lock all doors and windows. Place keys in the Cordova guardhouse lock box.

### **Lakes and Lake Pumps**

Current water levels are set by the chairman and his committee based normal rainfall amounts and are subject to change during dry seasonal periods and wet seasonal periods. This is done to assist with irrigation of the golf course. Water levels are set by adjusting weirs on lakes #16 and lake #12, as well as the two pumps on Alhambra. The recent program to connect the lakes in Spanish Wells, and the new pump system and weirs have greatly improved the community's ability to reduce lake levels quickly.

1. In the event of a hurricane warning the chairman of lakes and pumps will join the other members of the hurricane preparedness team to assess next steps regarding lake levels and pump activation.

2. The chairman of lakes and pumps and his committee will work with the golf course General Manager and Course Superintendent to determine pre event pump down of lake levels to accommodate pending rainfall amounts. The amount of water to be release will be determined by monitoring weather forecasts prior to the hurricane event.
3. Lake level adjustments can be made by changing weir levels on Lakes 12 and 16. The chairman of lakes and pumps or its designees will direct adjustments to additional weirs as needed. Pumping flow amounts will also be determined and adjusted according by the lakes and pump committee working with the golf course management team.
4. During a hurricane event, the pumps will be activated at predesignated set points to maintain water flow into Lake 50 ultimately draining into the South Florida Water Management Canal located on the south end of the Spanish Wells property. This will be done to reduce flooding in the community caused by rainfall.
5. Test electric pumps on generator to ensure operation prior to a weather event.

### **AFTER A HURRICANE OR TORNADO EVENT**

On notification from Lee County Emergency Management or through the media that the immediate hurricane or tornedo threat has passed, the Emergency Management Team Coordinator will convene a meeting of the Emergency Management Team. The Emergency Management Team will determine if it is safe to return to the property and initiate the post hurricane or tornedo recovery phase.

The effects of a tornado or hurricane are unpredictable, at best. There is often significant wind damage, disruptions in utilities and high standing water. The plan document can only address standard procedures necessary to bring the community back to a functional level. There is a standard hierarchy of activities the EICS will follow in any post- storm situation:

1. Ensure Maintenance Building is accessible so equipment can be used to assist clearing streets.
2. Clear all streets leading into and out of Spanish Wells to allow emergency vehicles to enter.
3. Return Guard houses to active status to allow entry into the facility per the plan.
4. Endeavor to assist residents who require special assistance due to infirmity, age or health condition. This activity will be driven by the pre-storm list of such residents, as provided by individual HOA sub-associations. Resident assistance by the community is no substitute for professional emergency help; reached by dialing 911.
5. Endeavor to assist remaining residents, on a case by case basis.
6. Return the Clubhouse and grounds to operational status.

7. Return all other vertical structures to operational status.

The Emergency Management Team will assess each area of the property and determine when it is feasible for residents and other non-essential staff to return to the property. The areas of the property found to be accessible for residents and staff will be posted at all gatehouses. The Emergency Management Team will return to their areas of responsibility and will assist returning residents with information and other assistance as needed. The Emergency Management Team and staff will work with the Lee County Emergency Management Office, the Red Cross, and other public safety personnel to assist with any clean-up activities that may be necessary.

The Emergency Management Team will coordinate and prioritize clean-up and repairs with the area managers and staff. The Emergency Management Team should photograph all damage for insurance purposes. The team will break down responsibilities for damage assessment as follows:

- SWCA common areas and perimeter fencing – Community Manager
- Golf course- Golf Course Superintendent
- Clubhouse and vertical structures – General Manager
- Residential structures – Sub HOA committees, as formed.
- Lake and pond levels – Chairman, Lakes and Ponds

**AUTHORIZED PERSONNEL**

Prior to notification from Lee County Emergency Management that it is safe to return to the property, only Authorized Personnel will be allowed to enter the property. Authorized Personnel include all members of the Emergency Management Team. Emergency Management Team members and designated staff are authorized personnel with unrestricted access to the property. Governmental Agencies authorized to enter the property with unrestricted access are:

- Lee County Sheriff Department
- Bonita Springs Fire Department
- TECO Gas Co.
- Lee County Emergency Medical Services (EMS)
- Bonita Springs Utilities
- Florida Power and Light
- Lee County Emergency Management



- Florida Division of Emergency Management and Federal Emergency Management Agency
- Professional care givers or nursing care.

Following notification from Lee County Emergency Management to the Emergency Management Team Coordinator that it is safe to return to the property all remaining individuals will be allowed unrestricted entry. per access control operating procedures. News media will NOT be allowed access to the property without prior authorization by the Emergency Management Team.

### **GUARDHOUSES AND SECURITY**

1. Check all surrounding areas of the gates for safe entry into the buildings
2. Check gate houses for damages and photograph any issues that may have occurred.
3. Power up electronics in the gate houses
4. Remove stakes securing swing gates
5. Replace gate arms (Leave in open position until commercial power returns if needed)
6. Security Supervisor(s) begins call back of staff to man gates
7. Roving patrols begin ASAP
8. Monitoring of lake levels and reporting to Lake and Pump committee

### **CLUBHOUSE AND VERTICAL STRUCTURES**

1. General Manager will notify the Board of damages and reopening plan.
2. When determined that the Club's electrical system is operational, begin to bring computer network online. Begin with the file servers, and then back office, Golf and Food and Beverage Points of Sale, and then any others.
3. Begin to call back staff as needed.
4. Deposit excess petty cash in the bank if not needed.
5. Send roster of authorized employees to security.
6. The Office Manager will keep staff updated on status and when they will need to return to work.

### **LAKES AND PONDS**

1. After storm monitoring will include regulating pump flow amounts and weir adjustments where required. The committee for lakes and pumps or its designees will be responsible for adjustments as needed to control any flooding that might occur.
2. Activities related to pre & post storm adjustments will be reported to the Incident Commander.
3. Current Lake and Pumps committee members consists of;
  - Hank Nyenhuis, Chairman

- David Tranquilla
4. The Golf course Superintendent will be shown proper adjustment of weirs to assist in pre and post storm activities.

**Appendix 1 -Emergency Management Team staff, phone contact numbers, and areas of primary responsibility**

<b>POSITION</b>	<b>STAFF MEMBER</b>	<b>PHONE NUMBER</b>	<b>RESPONSIBILITY</b>
<u>Golf Club GM</u>	<u>Bill Shiles</u>	<u>321-332-4314</u>	<u>Club</u>
<u>Golf Course Sup.</u>	<u>Rich Osgood</u>	<u>239-287-0942</u>	<u>Golf Course</u>
<u>SWCA President</u>	<u>Walter Hines</u>	<u>908-930-0023</u>	<u>SWCA</u>
<u>Communications</u>	<u>Linda Spatz</u>	<u>239-450-8293</u>	<u>Communications</u>
<u>Head Golf Pro</u>	<u>Brad Davis</u>	<u>239-992-9623</u>	<u>Golf Shop/Cart Barn/Range</u>
<u>Assoc. Property Mgr.</u>	<u>John Zizzo</u>	<u>(239) 307-5241</u>	<u>Community Property.</u>
<u>Onsite EIC</u>	<u>Scott Lay</u>	<u>(314) 856-5858</u>	<u>Community Property</u>
<u>Lakes &amp; Pumps</u>	<u>Hank Nyenhuis</u>	<u>219-741-3627</u>	<u>Pumps and Lakes</u>
<u>Security</u>	<u>Dave Tranquilla</u> <u>Main Gate</u>	<u>305-812-6350</u> <u>239-992-1031</u>	<u>Security</u>

## Appendix 2 – Radio Frequencies

AM FREQUENCY	RADIO STATION	FM FREQUENCY	RADIO STATION
770	WWCN	162.475	NOAA Weather Radio
1240	WINK		
1270	WNOG	88.7	WAYJ
1350	WCRM	89.5	WSRX
1410	WMYR	90.1	WSFP
1440	WWCL	90.9	WSOR
		92.1	WGCQ
Television Stations	Network	93.5	WPRW
		94.5	WARO
WBBH	NBC	95.3	WOLZ
WSWF	WB	96.1	WRXK
WZVN	ABC	96.9	WINK
WFTX	FOX	98.5	WDDR
WINK	CBS	98.9	WGUF
WEVU	IND	100.1	WFSN
WGCU	PBS	101.1	WAVV
		101.9	WWGR
		103.1	WSGL
		103.9	WXKB
		105.5	WQNU
		106.3	WJST
		107.1	WCKT

### Appendix 3 – Important Phone Numbers

Bonita Springs Fire Department	(239)-949-6211
American Red Cross:	(239) 278-3401 (866) 438-4636
Blood Center	(239) 936-8727
Cape Coral Emergency Operations Center:	(239) 573-3022 or (239) 573-3000 for emergency
Florida Highway Patrol (Lee County):	(239) 278-7100
Gulf Coast Hospital:	(239) 768-5000 or (239) 768-8611 for emergency
Health Park Medical Center:	(239) 433-7799 or (239) 432-3334 for emergency
Hope Hospice:	(239) 482-4673/1-800-835-1673
Lee County Animal Services	(239) 432-2083
FP&L Electric	(239)-262-1322
Bonita Community Health Center 3501 Health Center Blvd.:	(239)-949-1050
Lee County Emergency Management	(239) 477-3600 (477-3636 fax)
Lee County Emergency Medical Service Emergency:	911
Lee County Emergency Medical Service Non-Emergency:	(239) 344-5400
Bonita Springs Water Sewer	(239) 992-0711
Lee County Humane Society:	(239) 332-0364
Lee Memorial Hospital:	(239) 332-1111 or (239) 334-5334 for emergency
NCH (North Collier Hospital) 11190 Health Park Blvd., Naples:	(239) 436.5000
Missing Persons	(866) 438-4630 (must be missing 72 hours)
Salvation Army - Fort Myers:	(239) 278-1551
Sheriff's Office:	(239) 477-1000 911 - Emergency
Southwest Florida Regional Medical Center:	(239) 939-1147 or (239) 939-8611 for emergency
Storm Information Hot Line:	(239) 477-1900 (only when activated)
U.S. Coast Guard, Fort Myers Beach:	(239) 463-5754
Elder Affairs	(800) 963-5337
FEMA:	(800) 621-FEMA (3362)
National Flood Insurance Program:	(800) 427-2354
State Hurricane Hot Line:	(800) 342-3557
State Volunteer and Donations Hotline	(800) 354-3571
National Weather Service:	(813) 645-2323 (Tampa Bay Weather)

**Appendix 4 -Community Map**

**Appendix 5- Hurricane or Emergency Action Log**

DATE	TIME	ACTION or REMARKS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



## **Appendix 6 - Other Resources**

The Lee County Emergency Management Office current publication, All Hazards Guide, can be viewed at <https://www.leegov.com/publicsafety/emergencymanagement>

Collier County Emergency Management: <http://www.colliergov.net/emergency/>

Lee County Office Of Emergency Management: <http://www.leeec.com>

Storm Updates: <http://www.noaa.com/>

The Weather Channel: <http://www.weather.com/>

Pet Information (hotels): <http://www.floridapets.net/>.

**Storm Information App to Download: Leeprepares**

## Appendix 7 – Proactive Actions for Residents

1. Stay tuned to a local radio or television station or listen to NOAA Weather Radio at 162.475 MHz or 162.55 MHz. (See appendix 2 of area radio stations)
2. Secure any loose objects outdoors, or move them inside to avoid hurricane or tornado damage. Tie down what cannot be moved inside.
3. Close and cover all windows with shutters, hurricane or tornado panels, plywood or other materials.
4. Maintain an awareness to take necessary precautions for possible flooding.
5. Ensure personal supply of medication, pills, and prescriptions.
6. Check battery operated radio and flashlight.
7. Maintain an awareness to take necessary precautions for possible flooding.
8. Prepare an emergency water supply.
9. Put important papers and valuables in waterproof containers. Store them in a high place or be prepared to take them with you.
10. Plan ahead for the safety of the family pet. Not all public hurricane emergency shelters will accept pets. Gather the pet's proper identification, proof of current vaccinations, and a carrying case.
11. Plan an evacuation route out of the property and coastal area or select a designated public hurricane emergency shelter.
12. Resident's with special needs, e.g., a wheel chair requirement, need to be selective of a public hurricane emergency shelter. You can sign up for a special needs shelter ahead of time. Log into <http://www.LeeEOC.com>. This must be done in advance.
13. Download the app LeePrepares which is available for both iPhones and Android. It will provide you with real time information on shelters, evacuation routes, traffic, etc.
14. If you are evacuating, call 511 for current road conditions, directions, & real time traffic information.



