

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 & employees during severe weather such as hurricanes and tornadoes, make the building more secure, protecting operating data and return to normal operations as soon as possible

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

Reference TV Channel 96 storm program that is launched whenever there are serious storms in the area.

**Strongly consider the possibility of no City power nor generator after a hurricane. Power could be off for weeks with no air conditioning, snakes, insects, mold, inoperable elevators, no water and emergency vehicles not being able to get through. If you choose to stay, you will be on your own. Staff will not be able to help you.**

**Storm Possibility: OWNERS**

- Notify family / friends of your plans.
- Have a transportation plan.
- Monitor storm track & make preparations to evacuate, even if it looks like 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. And 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.
- Move extra car to empty L-1 space – ask Front Desk Attendant.

**(Absent residents must leave car key with Lori at the Front Desk)**

- Remove perishable foods from refrigerator.
- Lower all shutters, close & lock all glass sliding doors.
- Latch operable hopper windows & close curtains & blinds.
- Unplug hot water heater & turn water off.
- Penthouse units must remove all items from open lanai's.
- Consider boarding pets (not allowed in shelters).

Owners with physical/medical conditions should contact Collier County Emergency Management, **774-8444**, [www.collierem.org](http://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.
- Start to store pool furniture, trash cans, hoses and anything loose that can become projectiles.
- Have generator & fire pump fuel tanks filled to capacity.
- Secure roof & tennis court.
- Have ample supply of batteries, sand bags, plywood, flash-lights, 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 our generator functions properly, we estimate that an elevator will be operational for 7 days after loss of electricity. If our generator fails, they will not work. The Association is not in a position to 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 **IF** storm surge possible.

Have plywood applied to external doors if necessary.

Elevate treadmills, unplug & tie cord to hand rails.

Check owner shutters – close & lock owner glass sliders.

Turn off propane tanks.

Turn off pool & spa pumps.

**Owners = please refrain from calling. It impedes our efforts to prepare.**

Just before the storm hits, lock open all gates.

As storm hits, lock elevators on PH5 floor and turn off (see below).

Turn off all owner & common area HVAC units **IF** lose power. .

Turn off cooling towers & circulating pumps **IF** lose power.

Turn off emergency generator during hurricane (so salt water won't enter windings).

All phone systems may fail during & after a storm. Use Base Station Enclave with two-way radios.

Note: Domestic Water System runs off of the generator.

**One elevator will run 24/7 off generator power. However, during a hurricane, they will be shut down & not available for safety reasons. We don't want anyone to become trapped in an elevator during a storm. As soon as a storm passes, an elevators will be turned back on. If City 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 protected by storing 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 Fireservice Disaster Cleanup during storm to expedite response after the storm.

**Owners = please refrain from calling. This drastically interferes with operations. We will call you after the storm with an assessment as soon as we are able. This could take a couple of days.**

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

- Manager will assess interior & exterior damage and contact employees when they can return.
- An owner unit inspection committee will immediately be set up & all units inspected. All owners will be contacted by a designated person as soon as we inspect. 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 help greatly & refrain from calling. We will call you.**

- 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 & film for insurance purposes.

**Emergency Contact Numbers:**

<b>911</b>	All emergencies
<b>252-8000</b>	Emergency Management
<b>596-6868</b>	American Red Cross
<b>597-4880</b>	Domestic Animal Service

[www.collierem.org](http://www.collierem.org) Collier County Emergency Management web site.

[www.swfla.com](http://www.swfla.com) Fort Myers Airport web page

TV Weather Channel = Comcast channel #47

Channel 96 = 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* has been delivered to all owner units. This is done annually with a yearly update publication. 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**

# All Emergency Operations Plan Le Parc Condominium

4951 Gulf Shore Blvd. N.  
Naples, FL 34103

Revised  
June 2, 2010