

HERITAGE COVE COMMUNITY

HURRICANE PREPAREDNESS PLAN

This plan is divided into four sections based on proximity of a tropical storm/hurricane. Within those sections are subsections detailing specific actions by the Heritage Cove Community Association (hereafter referred to as Master Board), neighborhood associations, and residents.

Overall Plan Assumptions:

1. Tropical Isles Management Services will not be available once closing the office due to the impending tropical storm/hurricane. They will assist the associations with coordinating vendors for securing loose items, clean up and repairs.
2. Tropical Isles Management Services, the Master Board, neighborhood association board members and the hurricane street contacts are not responsible for the welfare and well-being of Heritage Cove residents who elect to remain in their homes, villas or condominium units after evacuation orders are issued by the State, County or local law enforcement agencies.
3. The Heritage Cove Master Board members and the neighborhood association board members may not be on site from the time of the hurricane warning through the immediate aftermath of the hurricane.
4. Some residents will not evacuate but remain on Heritage Cove property.
5. During and after the storm power will be out for up to 10 days, the sewage lift station will cease to work causing sewage backup, and there will be no emergency services until the storm passes and it is deemed safe to move about.
6. Not all residents have cell phones. Some residents do not have email. However, all residents have access to cable and internet.
7. Hurricane street contacts will assist in communicating with residents until it is no longer safe to do so. Street contacts are not responsible for the welfare and well being of residents in their neighborhoods.

THE HURRICANE PREPAREDNESS PLAN

1. Annually Prior To June 1

a. Heritage Cove Master Board

- (1) Thoroughly review the community's property insurance policies (hazards, flood, hurricane) to include coverage, deductibles, exclusions, and proof of loss requirements.
- (2) Ensure palms and other trees are properly trimmed.

- (3) Review and update, if necessary, the Heritage Cove Hurricane Preparedness Plan and post it on the Heritage Cove website.
- (4) Update the hurricane display board and position it in the club house by 1 June.
- (5) Schedule and conduct an annual hurricane preparedness briefing during May/June.
- (6) Maintain updated photographs of all property for insurance_purposes.
- (7) Ensure hard copy records are adequately protected and electronic records are stored in a web-based system or on an external hard drive.
- (8) Create a site plan that depicts locations of circuit breakers, water shut off valves, pool pumps, lift stations, HVAC, etc.
- (9) Ensure all board members receive instructions and/or training on how to operate security, fire safety, irrigation, pool, and other systems on community property.
- (10) Assist the property manager in obtaining updated primary and alternate emergency contact information (telephone, cell phone, and email addresses) from all residents.
- (11) Pre-coordinate potential cleanup efforts with community preferred vendors.

b. Heritage Cove Neighborhood Associations

- (1) Thoroughly review the neighborhood association property insurance policies (hazards, flood, hurricane) to include coverage, deductibles, exclusions, and proof of loss requirements.
- (2) Ensure palms and other trees are properly trimmed.
- (3) Confirm access to keys to all residences (Terraces).
- (4) Maintain updated photographs of all property for insurance_purposes.
- (5) Ensure all board members receive instruction and/or training on how to operate fire safety, irrigation, elevator shut off, and other systems on neighborhood association property.
- (6) Assist hurricane street contacts with updating resident contact information.
- (7) Ensure association records are stored in a fire and water safe environment.

c. Residents

- (1) Attend the annual Heritage Cove Community hurricane preparedness briefing and/or obtain a copy of Lee County Emergency Management All Hazards Guide.
- (2) Use attached Pre-Hurricane Checklists to prepare for hurricane season.
- (3) Update primary and alternate contact information with Heritage Cove property manager and hurricane street contacts.

(4) Ensure palms and other trees are properly trimmed (single family homes).

2. 72 Hours Before the Storm or When Hurricane Watch Is Issued

a. Heritage Cove Community Master Board

(1) Inspect all property and identify those items that need to be secured.

(2) Alert residents of impending storm via news blast and Channel 195.

(3) Convene, if necessary, an all resident meeting to include representatives from all neighborhood associations and Master Board committees to review the hurricane plan and discuss responsibilities.

(4) Secure all outside property (i.e. pool furniture, recycling bins, tennis, bocce, and shuffleboard furniture).

b. Heritage Cove Neighborhood Associations

(1) Secure all outside property.

(2) Assist hurricane street contacts in determining which residents plan on sheltering in place.

c. Residents

(1) Use attached Pre-Hurricane Checklists to prepare for storm.

(2) Notify street contact of sheltering plans.

3. Hurricane Warning Issued or Evacuation Order Given

a. Heritage Cove Master Board

(1) Turn off the irrigation system.

(2) Secure club house doors and windows.

(3) Issue news blasts as necessary.

(4) Conduct final community property inspection to ensure all loose items are securely stored.

(5) Communicate the evacuation order. Send news blast, and post notices on bulletin boards, outdoor group mailboxes, and on the inside of clubhouse doors.

(6) Record a daily update message on the Heritage Cove office telephone.

b. Heritage Cove Neighborhood Associations

(1) In coordination with hurricane street contacts, reconfirm who is sheltering in place.

(2) Disable the elevators (Terraces only).

c. Residents

- (1) Use attached Pre-Hurricane Checklists to prepare for storm.
- (2) Notify hurricane street contact to reconfirm sheltering plans.

4. After the Storm

a. Heritage Cove Master Board

- (1) Communicate with residents with whatever means available and determine status of all those who sheltered in place.
- (2) Issue an “all clear to return” when appropriate.
- (3) Inspect and photograph all property.
- (4) Determine needed repairs.
- (5) Convene, if necessary, an all resident meeting to include representatives from all neighborhood associations and Master Board committees to discuss the status and restoration of Heritage Cove.

b. Heritage Cove Neighborhood Associations

- (1) Confirm status of all residents who sheltered in place.
- (2) Survey and photograph all association property.
- (3) Determine needed repairs.
- (4) Once power is restored reactivate the elevators (Terraces only).

c. Residents

- (1) Notify hurricane street contact of status.
- (2) Do not return to property until “all clear” is given by Lee County Emergency Management or Heritage Cove Master Board.
- (3) Use caution when returning to property.
- (4) Begin cleanup of property.



HURRICANE EMERGENCY SUPPLY KIT (Suggested Items)

DOCUMENTS

- Important telephone numbers
- Record of bank account numbers
- Family records (copies of birth, marriage, military discharge)
- Record of credit card account numbers and companies
- Inventory of household to include valuables
- Copy of will, insurance policies, deeds, stocks and bonds
- Copy of passports, social security cards, immunization records, pertinent medical records

GROCERIES

- WATER** (1 gallon per person per day)
Maintain a 3-7 day supply
- Bread, crackers
- Canned fruits, juice, ready to eat soups, meats, vegetables
- Dry cereal
- Instant coffee and tea
- Peanut butter
- Quick energy snacks

SANITATION

- Disinfectant
- Toilet paper, towelettes, paper towels
- Soap and liquid detergent
- Personal hygiene items
- Plastic gloves
- Household chlorine bleach
- Large bucket or trash can with lid for storing water to flush toilets

TOOLS

- Hand tools: knife, ax, pliers, screwdrivers, wrench, hammer and nails
- Tree saw for cutting fallen limbs
- Leather or heavy duty work gloves

PETS - See Pet List

MEDICAL

- First aid kits
- Hearing aids and batteries
- Contact lenses, eye glasses and supplies
- Denture needs
- Dust mask
- Aspirin or non-aspirin supply
- Insect repellent
- Itch-relief cream
- Prescription drugs to include insulin (minimum two week supply)

SUPPLIES

- Flashlight and lanterns
- Battery operated radio or TV. Or cell phone apps
- Plastic trash bags, plastic wrap, zip lock bags
- Duct tape
- Extra batteries and extra bulbs
- Manual can opener and utility knife
- Extension cords (heavy duty and three pronged)
- Thermos, coolers, ice
- Paper cups, plates, utensils
- Mops, buckets, cleaning supplies
- Old towels for cleanup
- Sleeping bags, pillows, blankets

MISCELLANEOUS

- Plastic sheeting and tarps for roofs
- Grill, propane tank or charcoal, matches, lighter, lighter fluid
- Fire extinguisher
- Generator and gas cans
- Sewing kit, safety pins, scissors
- Whistle
- Camp stove, propane or sterno
- Books, games, puzzles



PRE-HURRICANE CHECKLIST

JUNE 1 or BEFORE

- Review or develop your hurricane plan. Know your evacuation options.
- Review and refresh the contents of your emergency supply kit. Assemble a kit if you haven't already done so.
- Review and update insurance coverage.
- Review and update contents of your home. Take videos or pictures. Store lists and video on flash drive.
- Trim trees. Clear debris out of gutters. Inspect roof. Run electric shutters.
- Keep prescriptions full and up to date. Pharmacies will refill up to 90 days.
- Get a car charger or solar charger for your cell phone.
- Post emergency numbers by each phone and in your emergency supply kit.
- Keep your vehicles fueled.
- Secure a waterproof container for important documents.

72 HOURS BEFORE STORM

- Monitor local TV or radio and listen for evacuation orders.
- Check food and other supplies. If you have not done so, purchase water (1 gallon per person per day).
- Withdraw cash from bank.
- Pay bills that are due soon.
- If you plan to go to a hotel, make reservations.
- Fill your car's fuel tank, check tire pressure and fluid levels.
- Gather valuables to take with you or put them in a safe place.
- Start freezing water in containers or zip lock bags.
- If evacuating, pack car.
- Continue to monitor storm and consider evacuation now.

48 HOURS BEFORE STORM (Hurricane Watch Issued)

- Turn your refrigerator and freezer to the coldest setting.
- Pack clothes to include sturdy shoes and rain gear.
- Move lanai and pool furniture and other loose items indoors.
- Monitor TV and radio for updated weather information.
- Install removable hurricane shutters.

36 - 24 HOURS BEFORE STORM (Hurricane Warning Issued)

- If sheltering in place, put supplies in your safe room.
- Fill bath tub with water (for sanitary use, not drinking).
- Super chlorinate your swimming pool. Do not drain it.
- Empty refrigerator and freezer of all food that will spoil with no electricity.
- If evacuating, turn off water, unplug appliances.
- Close hurricane shutters.
- If evacuating and you've not already done so, notify family, neighbors or neighborhood association board where you are going and any contact information.
- Unlock a window or release garage door so you can reenter house/villa when power is out.
- If you have not evacuated, do so now.

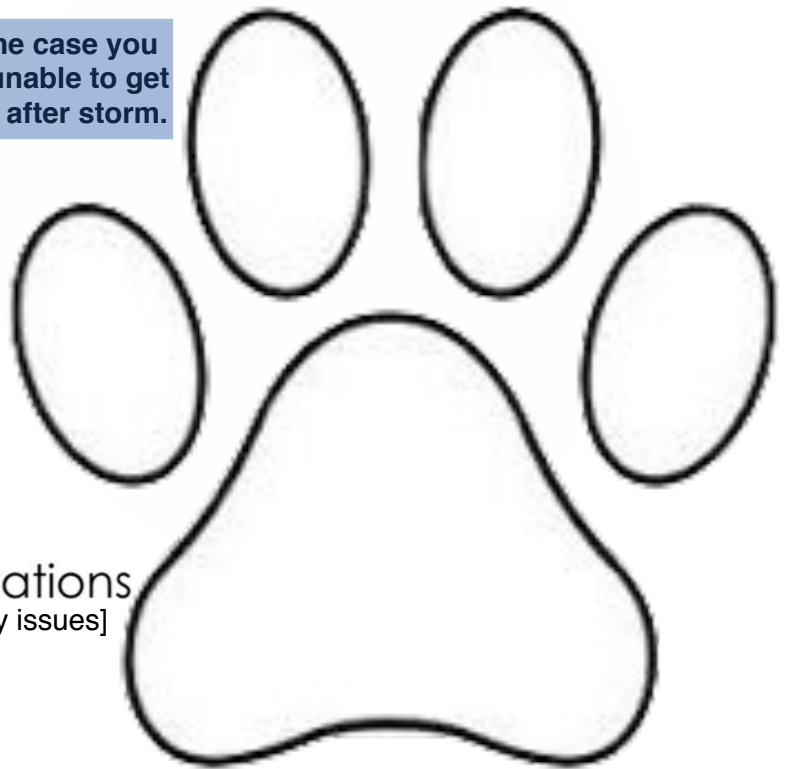
PET EMERGENCY KIT CHECKLIST

Stock up on items your pet may need during a disaster. Below are some items to help you get started.

- Pet first aid kit
- Food
- Water
- Bowls
- Extra collar
- Extra leash
- Medical records
- Two-week supply of medications
[Include any meds used for your pets anxiety issues]
- Crate or sturdy carrier
- Blanket
- Recent photos of your pets (in case you are separated and need to make "Lost" posters)
- Toys and bones
- Disposable litter trays and/or pee pee pads
- Litter or paper toweling
- Disposable bags for clean-up

***2 weeks supply**

***In the case you are unable to get food after storm.**



Personal reminders...