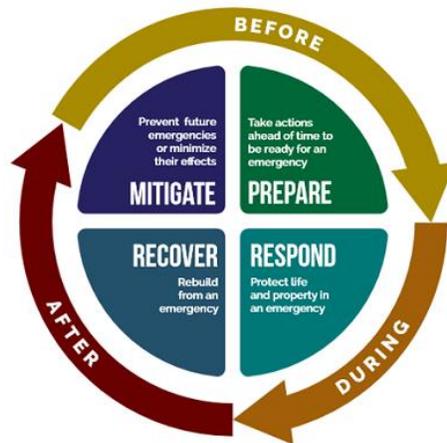


Naples Land Yacht Harbor Storm Emergency Plan

April 2, 2020



In Southwest Florida from June 1st through November 30th we are at risk of being impacted by a hurricane. Hurricanes are categorized by sustained winds of 74 mph to 157+ mph. These winds cause a lot of damage. Besides the wind, we may be subjected to storm surge which is an abnormal rise of water generated by the storm that moves ashore prior to and during a hurricane making landfall. Water levels (depth of water above ground level) could range from 2 ft. to 30 ft. Many of our coastal roads used as evacuation routes could be underwater well in advance of the storm, restricting your use of them. If you do not evacuate when ordered you will be without fire rescue, law enforcement or emergency medical support until the waters subside.

As a hurricane or tropical storm moves closer to Southwest Florida, our local Emergency Management Agency in Collier County will be activated. Emergency Management personnel will remain in frequent contact with the National Hurricane Center and the local National Weather Service office to closely monitor the development and progress of the hurricane or tropical storm. Our local Emergency Management Agency will utilize the area media outlets to provide frequent updates on the storm, recommend emergency protective actions and issue evacuation orders.

The first 72 hours after a hurricane, NLYH has to be self-supporting on emergency preparedness in Collier County. That being said, we at NLYH need to prepare for such an event before, during and after a storm emergency. This storm emergency plan will help in guiding us as we prepare, respond, recover and mitigate in putting our community back in operation in an organized and safe way.

Prepare: Take Actions Ahead of Time to Be Ready For a Storm Emergency & Minimize Their Effects

1. NLYH created an **Organization Assignment (see figure 1)** for Planning, Communication, Logistics, Operations and Finance including a designee. Every year, this organization assignments should be determined using our Board of Directors and member residents that are here all year. Using seasonal member residents and/or Directors who are not here all year could create an issue getting those from other parts of the country due to flight cancellations, roads closed off, gas stations closed, hotels and restaurants not available to be on-site when needed.

Emergency Preparedness Organization Structure

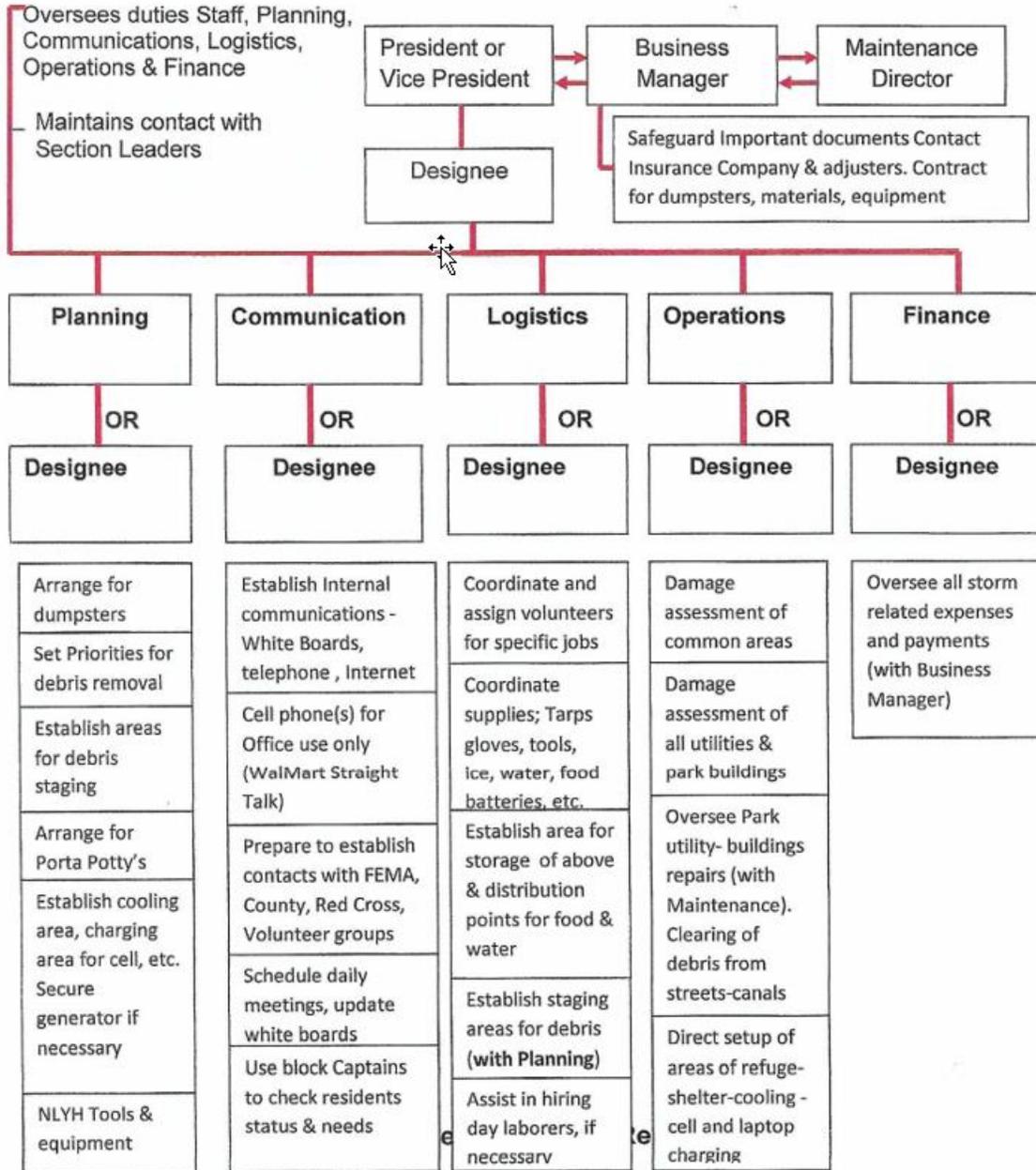


Figure 1

2. Monitor Storm Emergency & Communicate Information to our members on the **NLYH website** as our Corporate official communication location (**see figure 2**). Use it for all **storm emergency updates and important information** for our members to receive. No other sites should be used for communications except for an emergency notification program via cell phone Text Messaging and/or email that was developed for NLYH (TextMagic). The Administrator & Association President are designated to be able to send out emergency texts messages if such an emergency arises. All NLYH members/residents can sign-up by going to our login in Residents Only Website to add your Name and Cell Phone number. Use this

link;

https://nlyh.org/nlyhresidents/textmagic/?utm_source=mailpoet&utm_medium=email&utm_campaign=nlyh-emergency-text-alerts_110 to subscribe and follow the instructions. Subscribe by sending me your full name and cell phone number (Dale Felty). If you sign up make sure you add 239-324-9672 to your phones contact list so you know the text is coming from NLYH.



NLYH Text Alerts

Sign up to receive emergency text messages sent directly to your cell phone.

Your First and Last Name

Your mobile phone

Subscribe

You can later unsubscribe simply by texting STOP to 239-324-9672.

Highlights:

- Requires Resident to sign up for messaging
- Local Number for sending text (239-324-9672)
- Sending messages controlled from computer or smart phone

3.

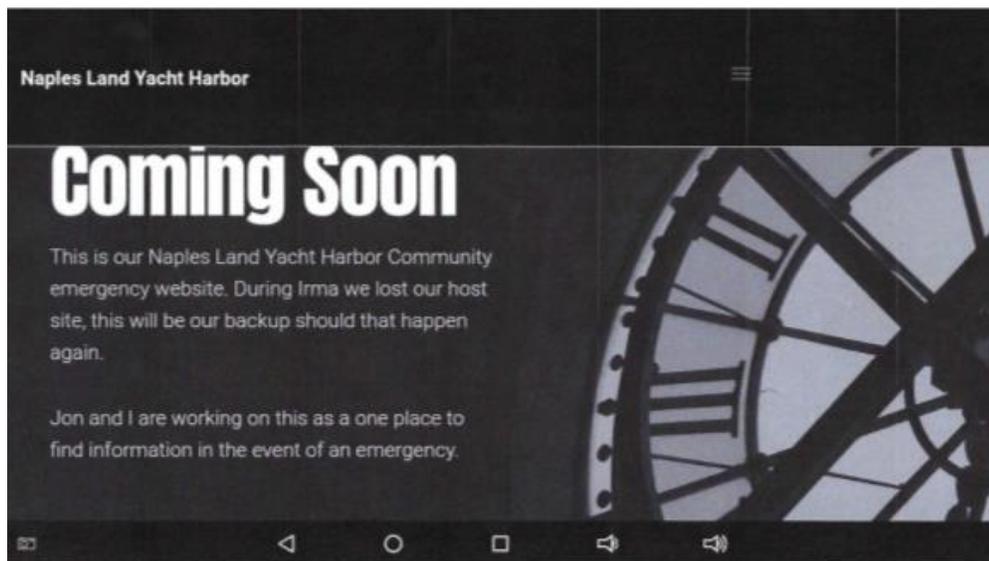


Figure 2

4. Monitor storm emergency using all of the following;
 - National Weather Service – Radio <https://www.weather.gov/nwr/>
 - National Weather Service – Wire Service <https://www.weather.gov/nwws/>
 - National Hurricane Center - <https://www.nhc.noaa.gov/>
 - Collier County Emergency Management - www.collierem.org

Note: The National Weather Service will provide you with storm warnings.

Hurricane/Tropical Storm Watch – issued 48 hours prior to a hurricane/tropical storm condition will materialize. **Hurricane/Tropical Storm Warning** – issued 36 hours prior to when a hurricane/tropical storm conditions are expected to impact NLYH. **Extreme Wind Warning** – issues an extreme wind warning to notify an area of imminent extreme winds associated with a major hurricane (category 3 or higher).

5. In the Collier County Emergency Management website, you will find the following updated information;
 - Collier County Storm Surge Vulnerability and Shelter Map
 - Evacuation Routes and Shelter Information (Zone A)
 - All Hazard Guide
 - Emergency Contacts
 - Gas Stations with Generators – for information on gas stations available and locations, go to www.collierem.org
 - Other information

Samples of these documents will be found in the Resource section of the Storm Emergency Plan.

6. NLYH Emergency Preparedness (**Expected Tropical Storm or Hurricane Watch – At the Recommendation by Collier County Emergency Management**) – Planning Administration:
 - Computers, External Hard Drives, Equipment and Battery Back-ups should be fully charged & protected from water damage. Computers should be backed-up and/or use the Cloud.
 - Thumb drives and/or CD's should be protected.
 - Sales Inventory such as Lease Agreements (old & new), Membership Certificates, all Corporate Minutes, Drawings (electrical, water, sewer, Summit, Club House Construction), all Accounts Payable, Receivables and Accounting information should be all boxed up in file boxes and removed to a safe storage place. i.e. Robert Flinn Records Center or similar.
 - Sales Inventory – Homes for Sale (48 hrs. prior) – Make sure shutters/awnings are down & secure.
 - Insurance information
 - Vendor contact list
 - Communications with Board of Directors, Smart phone rental, and all other administrative duties as required.
 - Pre-recorded message on telephone answering machine.
 - Provide list & contact information of year-round member residents and provide to Maintenance director, President, Vice-President, Communication and/or Designees.

7. NLYH Emergency Preparedness (**Expected Tropical Storm or Hurricane Watch – At the Recommendation by Collier County Emergency Management**) – Planning Maintenance:
- Power Tools – gasoline powered check fuel and oil -start & run. Battery powered – check batteries for full charge including spare batteries – start & run.
 - All Generators – Portable & Stationary: Check fuel (propane/gasoline) oil and batteries – start & run. Includes ones at the sewer stations. Make sure all connecting cables are on-hand and available.
 - Power Cords: Check to see if we have enough on hand and in good working order. Check on adaptors if needed.
 - Hand tools such as shovels, axes, hand saws, machetes, hatchets, wrenches, special tools are available on-site as needed.
 - Chains: Grappling hook, shackles, bungee cords, any tie-down related equipment
 - Portable lights: Flash lights – check batteries test & run. Make sure we have extra batteries. Other lights: check to make sure all are working.
 - Personal Protective Equipment: Hard hats, rain gear, boots, vests and gloves for all personnel.
 - Vehicles: Golf Carts – Batteries are fully charged and have spare tires available. Check to make sure all lights are working on the carts.
 - Pick-up Truck – Check oil and fuel, lights working, spare tire available and SLIME for flat tires.
 - Pumps: Sewer stations – check gas powered back-up pumps – fuel, oil, start & run.
 - Portable de-water pumps – check and run. Check discharge hoses and suction hose.
 - Buildings: Tarps, Ropes and Storm Shutters. Make sure crank handles are available.
 - Marina: Status of Boats in Marina, Owner Availability & Owner Contact info.
 - Working with the Maintenance Director and/or Designee & Business Manager to set-up and contact approved outside contractors (retain if possible) to use for the emergency.
 - Sales Inventory – Homes for Sale (48 hrs. prior) – Make sure shutters/awnings are down & secure. See Business Manager for home for sale.
8. NLYH Organization – Planning Designee (Duties) - Working with the President, Vice-President, Business Manager & Maintenance Director (**Expected Tropical Storm or Hurricane Watch – At the Recommendation by Collier County Emergency Management**)
- Make arrangements for dumpsters to be placed at designated locations as needed.
 - Set priorities for debris removal.
 - Establish areas for debris staging.
 - Arrange for porta-potties (if needed)
 - Establish cooling area, charging area for cell phones, I-Pads, Laptops and batteries for equipment.
9. NLYH Organization - Communication Designee (Duties) - Working with the President, Vice-President, Business Manager & Maintenance Director (**Expected Tropical Storm or Hurricane Watch – At the Recommendation by Collier County Emergency Management**)

- Establish internal communications – white boards, telephone, internet, NLYH website information. It is critical that all information is accurate and shared.
- Establish Cell phones for office use only (Walmart Straight Talk or similar).
- Establish contacts with FEMA, Collier County, Red Cross & Volunteer Groups.
- Schedule daily meetings & provide updates on white boards.
- Obtain a list & contact information of year-round member residents from the Business Manager. Contact Resident Association President for assistance for information on a member resident status & special need. Solicit help from Resident’s Board President as needed. If evacuation orders are in place, Connie Ledbetter from the Sheriff’s Office (Direct Line: 1-239- 252-0707) would be a good resource to provide special needs shelter and handicap accessible hotels. All residents should evacuate!

10. NLYH Organization - Logistics Designee (Duties) - Working with the President, Vice-President, Business Manager & Maintenance Director **(Expected Tropical Storm or Hurricane Watch – At the Recommendation by Collier County Emergency Management)**

- Coordinate and assign volunteers for specific jobs.
- Coordinate supplies; Tarps, gloves, tools, ice, water, food & batteries.
- Establish area for storage for above & distribution points for food/water.
- Working with planning, establish areas for debris locations.
- Assist in hiring day laborers if needed with Maintenance Director.

11. NLYH Organization – Operations Designee (Duties) - Working with the President, Vice-President, Business Manager & Maintenance Director **(Expected Tropical Storm or Hurricane Watch – At the Recommendation by Collier County Emergency Management)**

- Damage assessment of common areas
- Damage assessment of all utilities and park buildings
- Oversee park utility buildings repairs with maintenance and clearing of all debris from streets & canals
- Direct set-up of areas of refuge, shelter, cooling, cell phones, I-Pad & laptops charging

12. NLYH Organization – Finance Designee (Duties) - Working with the President, Vice-President, Business Manager & Maintenance Director **(Expected Tropical Storm or Hurricane Watch – At the Recommendation by Collier County Emergency Management)**

- Oversee all storm related expenses and payments with Business Manager.

Respond: Protect Life and Property in an Emergency

This is a critical period during a storm emergency. In case a member resident has a medical emergency, **call 911 first**. Notify family member afterwards. In case of a fire, **call 911 first**. If a resident member has special needs, medications or family notifications that must be attended to, solicit help as needed from resident’s board and/or Red Cross & volunteers. Refer to **Emergency List** in the resource section of this emergency plan.

If there is an electricity outage, address what will be required by setting up & running generators for temporary electricity and to include temporary lighting. Make sure the area is safe and away from down power lines and

flooded areas. Shut of main power to structures not safe for electricity to be on to prevent fires or additional damages. Check sewer lift stations to make sure they are working properly.

Check and assess for any water line break (s). Shut off water mains as needed until repaired. Make sure the North & South gates either are working or set-up the manual overrides. If any of NLYH buildings have been damaged, protect them with tarps and any other means to minimize further damages. Seek experts in the field for advice as needed.

All hazard assessments must be reported to the Maintenance Director and/or Designee and Business Manager. Contact outside approved contractors to assist (approved by the Maintenance Director and Business Manager) in clearing roadways from debris as needed for safe passage. There is a preferred vendor list for NLYH.

If the Governor of the State of Florida issues **Executive Order 17-235** declaring a state of emergency, that Executive Order will remain in place until such time the Governor no longer feels that the local governments need resources and flexibility needed to deal with the emergency clean-up efforts.

This allows your Corporate Board to exercise significant emergency powers for volunteer boards found in Sections 718.1265, 719.128, and 720.316 of the Florida Statutes. See Emergency Powers in the Resource section of this emergency guide plan.

All communications that is required for member residents must be given to the Communication Designee for consistent accurate information messaging.

Recover/Mitigate – Rebuild From an Emergency

Member residents coming back after the storm emergency in Collier County must be able to provide proof of residency before they are let back in to the areas where they live. If safety is a concern due to debris or hazardous substances, check points will be established to determine who can enter certain areas. It is the goal of the Sheriff's Office and all emergency responders to all residents and business owners back to their properties as soon as it is safe (**see Coming Back After a Storm in the Resource section of this emergency plan**).

Business Manager and Maintenance Director should work as a team to assess damages to provide to the NLYH Insurance Company (Photos should be taken of the damage). The Insurance Company will send an Adjuster to validate and put cost associated with repairs, replace and/or rebuild the property of the Association. Damaged homes should be secured by the Owner (s) and/or NLYH in mitigating any and all hazards. Charges to the owners may apply.

Removal of debris and clean-up efforts must begin to bring our buildings and property back in order moving forward. When mitigating all effected by the storm, keep in mind when rebuilding help in preventing future emergencies or at least minimize their effects.

All communications that is required for member residents must be given to the Communication Designee for consistent accurate information messaging.

Resources

Note: Resources, forms and examples are found in this section. As always, check to see if any updates are available in keeping current information available for revisions of this Storm Emergency Plan up to date.

Created 4/2/20

Revised: