



## HURRICANE POLICY and PREPAREDNESS

The purpose of this policy is to outline the procedures to be followed before, during and immediately after a hurricane. This policy is intended to be used as a guide. All hurricanes should be considered dangerous no matter the size or intensity. Residents are encouraged to adhere to local emergency management advisories as they are issued.

For reference purposes, the following definitions will be used:

- Hurricane Season: June 1 through November 30
- A “**Hurricane**” is a well-defined system of showers and thunderstorms with a well-defined circulation center with maximum winds of 74 mph (64 knots) or greater.
- A “**Hurricane Alert**” designates a hurricane is posing a possible threat to an area.
- A “**Hurricane Watch**” means hurricane conditions (sustained winds of 74 mph or higher) are *possible* within the specified area. A hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds in an area.
- A “**Hurricane Warning**” indicate that hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force (sustained winds of 39 to 73 mph), the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds to allow for important preparation.

### **Hurricane Classifications:**

Category 1 – winds of 74-95 mph

Category 2 – winds of 96-110 mph

Category 3 – winds of 111–130 mph

Category 4 – winds of 131-155 mph

Category 5 – winds of 156+ mph

During a Hurricane Emergency, the Owners should adhere to the instructions issued by the City of Naples, Collier County Emergency Management and/or the Board of Directors and/or Management.

- During a Hurricane Watch or Warning, all owners are urged to evacuate your condo and to advise the office of whereabouts.
- Any resident requiring assistance in locating a temporary shelter should contact either the City of Naples Emergency Services, 239.213.4844 or Collier County Emergency Management 239.252.8444.
- Any resident staying onsite should lower their Hurricane shutters at the time a Hurricane Watch is issued. (If applicable), if power is lost prior to the storm arriving you will not be able to lower shutters and will be vulnerable to Hurricane Force winds.
- Owners are required to leave keys to any automobile parked on Indies West property during the hurricane season with the office or advise of the location of the key within your unit.
- If power is lost, the garage doors will not open normally. Every building has one garage with a manual emergency release accessible from the outside (typically unit 3). Every owner in the building has been given a key for the release. Put key in keyhole, pull out entire mechanism and pull attached cable to release opener and manually open the door.

- Owners should read the emergency bulletins issued by Collier County Emergency Management. Listen to the local TV stations for weather updates and evacuation notices for Collier County and add WINK Weather app to phone.
- **ALERT COLLIER:** The City of Naples provides emergency notifications/updates via emails and texts throughout their ALERT COLLIER program. You can register phone numbers and email contacts so that you will be notified in the event of an emergency. This may be of importance even when you are out of residence to notify your housekeeper or just be aware of potential hazards. To sign up and create an account, go to <https://member.everbridge.net/453003085614923/new> You will be guided to establish an account with a password and then provide your desired information on how to be contacted.
- **All Hazards Guide, Collier County:** To view this comprehensive guide, go to <https://www.collier.gov/Public-Safety/Emergency-Management/Planning> and select ALL HAZARDS GUIDE. This will produce a PDF file for viewing.

**Note: Association Emergency Powers:**

- If a “**State of Emergency**” is declared for the State of Florida, Collier County or the City of Naples; the Board may implement “**Association Emergency Powers**” as permitted by Florida Statute 718.1265. The Board of Directors Emergency Powers include but are not limited to the following:
  - A. Require the Evacuation of All Residents from the Condominium Property. Any resident(s) who fail or refuse to evacuate the condominium property do so at their own free will and the Association will be immune from Liability or injury to any persons or property arising from such failure or refusal.
  - B. Restrict access to all vacated units by any owner, tenant, family member, guest and any vendors performing services on behalf of a Resident during the **Mandatory Evacuation Order** as well as after the order has been lifted and the property has been inspected and can be safely accessed.
  - C. Shut down all Mechanical systems (i.e. Pool equipment)
  - D. The Board of Directors may without owners’ approval, levy special assessments, borrow money and pledge association assets as collateral to fund emergency repairs and carry out the duties of the association when operating funds are insufficient.

**Hurricane Season Preparedness:**

- Prior to Hurricane season the Association will review each unit that has hurricane shutters and confirm operation. Should a mechanical issue be found, the unit owner will be notified of the inoperable shutter and be responsible for getting them repaired.
- IW maintenance Staff also puts up 17 manual hurricane shutters for owners with non-impact glass. We install them by June 1<sup>st</sup> and remove after hurricane season. If impacted owner comes during those months and request to have them taken down during their stay, there is a fee associated in doing so.
- Owners are required to empty the refrigerator and freezer and perishable food prior to departure. IW staff will not be able to clear out the refrigerator/freezer before or after a storm.
- Owners are now required to remove all items from their garages that are below 3 feet high, and if not removed, these owners will pay for their portion of the cleanup.

- If you leave a car onsite, you must leave a key for your vehicle(s) in your unit and notify the office of the key location in your unit.
- Confirm secondary contact information with office.
- Secure your unit and any potential projectiles on your lanai; remove any planters and other objects from landing areas.
- Check with insurance agent to ensure adequate homeowners' insurance. Indies West has insurance covering flood, windstorm and damage to the common areas, but this DOES NOT cover each owner's individual unit and personal possessions.
- Take pictures of every room for use with insurance claims.
- Scan important documents: wills, insurance policies, etc.
- Protect personal items from flooding by storing bikes, beach chairs/umbrellas and other items in unit rather than garage.
- Disconnect Common Area washer and dryer
- Turn Water Off

**If you are on property:**

- Operate your hurricane shutters at least four times per month to verify operation. Any issues should be called into a service provider directly and repaired.
- Check flashlights and batteries.
- Have a supply of bottled water and dry goods that will last you at least seven days.
- Have an evacuation point established as well as a planned evacuation route.
- Update emergency contact information with the office.

**Hurricane Protocol:**

When a **Hurricane Watch** is issued, the Management and staff will perform the following tasks:

**A. Site Prep Conclusion:**

- Turn power off to pool pumps including heating system.
- Remove pool pump and ice maker and put in yardarm at a height to protect them.
- Secure and label paddle board/Kayak rack in Marina
- All boats in the Marina should be removed by the owner
- Move all essential records, association and resident keys to a secure offsite location.
- Contact Key Security company to pick up and store security equipment.
- Add extra chlorine to pool.

**B. Board & Resident Communication:**

- Management will advise Board of Directors of the number of residents remaining onsite.
- Notify all residents that the site is secured, and staff is exiting the property until after the storm has passed.
- Email all residents not onsite of site lock down. Access will not be given until storm passes and site damage has been assessed and/or further notice.

When a **Hurricane Warning** is issued, the Management and staff will perform the following tasks:

**A. Site Preparation - Management:**

- Review all vacant units and confirm sliders and hurricane shutters are secured and in the locked position.
- Remove and store all exterior common area items, such as pool furniture, planters, trash cans, benches, tables and benches from the point, etc. any item that could become a projectile in high-speed winds.

- Note: Management will proceed with actions covered in hurricane preparation checklist
- IW staff will have flex tape on site for use on community building
- IW staff will have 2 operable power washers available and ready
- Maintenance (2) golf carts will be moved off of property to a secure location
- Garage doors will be opened and eye sensors removed and the door openers unplugged.
- Back-flow gates installed on drains from marina and Doctor's Pass
- FLOWSTOPS installed for Yardarm, office and apartment

**B. Board & Resident Communication:**

- Where possible, management will advise the Board and Residents of weather advisories and projected landfall.
- Advise Residents of Mandatory Evacuation Order – If ordered by Collier County and/or City of Naples. In the event of a Mandatory evacuation Emergency medical services will be limited or suspended. Emergency responders will not have access to any area until roads are cleared and deemed safe. Electric, water and other utilities will be suspended until services can be repaired and restored.

**C. Residents Responsibilities**

- Residents should follow weather updates via WINK Weather app or other sources.
- Residents must coordinate removal of your vehicles and golf cart. IW Staff is NOT going to move any cars prior to future storms. The owners need to make appropriate arrangements.
- Electric bike batteries, electric cars, electric golf carts all need to be removed from the garages by the owners.

**Immediately following the storm passing and site can be safely accessed by management and staff:**

**A. Secure Site/Damage Assessment:**

- Inspect all common areas for damage; photograph any damage, secure property.
- Inspect electrical systems and emergency generator operation.

**B. Individual Unit Inspections:**

- Inspect all units and photograph damaged area (floors, walls).
- Analyze and secure units with broken windows/sliders.
- Mitigate any further damage to Individual Unit owners' property by contracting on behalf of owner the removal of drywall, insulation, carpet, cabinetry or other fixtures to prevent or mitigate the spread of fungus, including but not limited to mold or mildew.

**C. Board & Resident Communication:**

*\*Cell phone towers, telephone and internet may be sporadic following tropical storm events\**

- Daily inspection/conditions report to the Board President
- The president will communicate with other board members and confirm emergency communication plan.
- Board will identify assigned points of contact for owners. Owners should avoid direct contact with manager and staff.
- Individual unit damage will be communicated to the specific owner advising of damage, securing and/or clean up measures being taken.
- Management will notify all residents once site has been cleared and it is safe to return.