

# Lions Gate of Naples, Inc.

2021

## Emergency Procedures



# Table of Contents

Section 1 – Hurricane Procedures

Section 2 – Emergency Evacuation Procedures

Section 3 - TBD

## SECTION 1

### HURRICANE PROCEDURES

1. Hurricane Season starts June 1 and runs through November.
2. The Building Manager will assign hurricane readiness tasks to staff and owners.
3. Make sure the Manager has all emergency family contact information and how to contact them should the need arise.
4. Inventory your property, list descriptions and take pictures of your property. Store all of this information in a waterproof container.
5. Lions Gate website will be used for emergency communications with owners.
6. Manager to move ALL Lions Gate official records off site.
7. Make sure you have enough of your prescriptions to last 2 weeks.

## SECTION 1

### HURRICANE PROCEDURES

1. Hurricane Season starts June 1 and runs through November.
2. The Building Manager will assign hurricane readiness tasks to staff and owners.
3. Make sure the Manager has all emergency family contact information and how to contact them should the need arise.
4. Inventory your property, list descriptions and take pictures of your property. Store all of this information in a waterproof container.
5. Lions Gate website will be used for emergency communications with owners.
6. Manager to move ALL Lions Gate official records off site.
7. Make sure you have enough of your prescriptions to last 2 weeks.

## When a "Watch" is issued

1. Make plans early. Constantly monitor and track the storm's location
2. If evacuation has NOT already been recommended, consider leaving the area early enough to avoid long hours on limited evacuation routes.
3. Check your disaster supplies are completed and you have enough provisions.
4. Notify the Manager whether you are staying or leaving the property.
5. Manager to start up Emergency Generator to insure it is operating properly and make sure there is enough propane in the 500 gallon tank.
6. Remove ALL pool furniture from the pool deck.
7. IF possible secure large plant pots on top of garage parking deck.
8. Store all trash receptacles.

## When a “Warning” is issued

1. Manager to “Super Chlorinate” the pool and disconnect all power to the pool.
2. Store the grill in a secure area inside the building.
3. Make sure a plan is in place as to where to relocate all cars in the garage.
4. Continue listening to radio or TV to monitor hurricane position, intensity and expected landfall.
5. Make sure all owner hurricane shutters are in the down position.
6. In the event that you are staying on site during a hurricane, stay inside and away from any windows.
7. Keep a battery operated radio turned on.
8. If owner is not in residence, turn off all water and power to their unit.

## Hurricane-Related Terms

- Eye- The relatively calm area in the center of the storm. Winds are light in this area.
- Gale Warning – A warning of sustained winds within the range of 39-54 mph.
- Tropical Storm – Distinct rotary circulation with sustained wind speeds of 39-73 mph.
- Hurricane Advisories – Message issued by the National Hurricane Center which summarizes all coastal warnings that are in effect, including hurricane watches.
- Hurricane – A tropical cyclone with sustained winds of 74 mph or greater.
- Hurricane Watch –The first alert when a hurricane poses a possible, threat to a certain coastal area.
- Small craft advisories are issued as a part of a hurricane watch advisory.

- Hurricane Warning – Notice that within 24 hours or less, a specified coastal area may be subject to (a) sustained winds of 74 mph or higher (b) dangerously high water or a combination of dangerously high water and exceptionally high waves, even though expected winds may be less than hurricane force.
- Landfall – The position at a seacoast where the center of the hurricane passes from sea to land.
- Storm Surge – An abnormal rise in the level of the sea produced by a hurricane or tropical storm.
- Storm Warning – When associated with a hurricane or tropical storm a warning of sustained winds in the range of 55 to 73 mph.
- Tropical Depression – A rotary circulation at the surface of the water with sustained wind speed of 38 mph or less.
- Tropical Storm – Distinct rotary circulation with sustained wind speeds of 39 to 73 mph.



## Post-Hurricane Recovery

1. Check on any residents who remained during the storm to ensure they do not need emergency assistance.
2. Photograph all of site and exterior of building.
3. Do an on-site damage assessment and contact insurance companies and repair teams.
4. Start up the emergency generator to insure that no damage was sustained and is operable.
5. Determine what equipment has been damaged and report to insurance company. (i.e. electrical panels, pool equipment, window damage, storm shutter damage, phone and internet equipment and lanai damage, etc).
6. Return all records to the site.
7. Return all pool furniture to pool area.
8. Replace all trash receptacles.
9. Make arrangement to return cars to garage.

## Section 2

### **Emergency Evacuation Procedure**

#### **Hurricane**

1. Gather your papers and Disaster Supply Kit and pack in your car.
2. Disinfect your bathtub and fill with water.
3. Put any perishable items from your refrigerator or freezer that you plan to take with you into a cooler along with gel packs and ice
4. Secure your unit
5. Shut off water and air conditioner
6. Make sure you bolt lock your entry door as you leave.
7. Sign out or notify the Manager you are leaving
8. Remember you will need to get a Re-Entry sticker from the local Police Department to get back into the area.

## **Power Outage**

1. In the event of an electrical outage the emergency generator should turn on. You will know that it is working when the lobby level emergency lighting is ON. If these lights are not on, then there is an emergency generator failure.
2. When the emergency generator turns on, the elevators will be working along with the emergency lighting.
3. Proceed to the Community Room. This area will have power and air conditioning and you will be able to store any medications in the under counter refrigerator in that room.
4. The laundry room will be available during a power outage. Please use the washers and dryers only for emergencies.

## **Fire Alarm**

1. In the event that the fire alarm goes off, do NOT use the elevators. You could get trapped in the elevator.
2. The Manager will be able to tell you which stairwell to use to exit the building.
3. If you are unable to need assistance to exit the building, contact the Manager at 239-450-7734.
4. Exit the building and proceed east towards the Guest suite/Manager's office. This will be the gathering point during a fire.

## **Stuck In The Elevator**

1. Do NOT call the Manager. Pick up the phone in the elevator and you will be direct connect to Otis Elevator. They will contact the necessary emergency people and the Manager.
2. Keep calm, someone should be there momentarily to get you out of the elevator.