

LE CIEL VENETIAN TOWER HURRICANE PLAN



Le Ciel Venetian Tower
3971 Gulf Shore Boulevard North
Naples, FL 34103
(239) 261-1157

2021

Hurricane Plan

LE CIEL VENETIAN TOWER HURRICANE PLAN

Disclaimer:

The purpose of this plan is to outline the precautions the association and residents should take to prepare for and take in the event of a hurricane or other disaster. These steps are prudent and intended to minimize danger and damage. In implementing this plan, Le Ciel Condominium Association assumes no responsibility for damages or injury occurring to residents' person or property. The Collier County Emergency Management Office recommends evacuation for this area because of the elevation, proximity to the Gulf and their inability to respond to emergencies during the storm. The Association does not recommend riding out the storm in your unit. Any decision to remain is the residents' responsibility.

Purpose of the plan:

This plan will attempt to inform Le Ciel personnel and unit owners what to do in the event of a man made or natural disaster. It also includes what to expect in the event of a hurricane, how to plan for it and what to do during and after the storm.

This plan will cover the resources the association has available and what preparations the residents will need to do. It will also cover things we can expect to be working and what may not be working.

The sections on "preparations to make," apply to all owners. If you will be away during the hurricane season you must leave your unit in **Hurricane Ready** condition.

It is recommended that all personnel and unit owners become acquainted with this plan, as it will be through your knowledge and efforts that these procedures will work as planned.

Any portion of this plan may be implemented upon instructions of the Le Ciel manager, plan implementers, or the Board of Directors at the time of an impending or actual disaster.

Direction and Control:

Management during emergency operations is the responsibility of the Le Ciel manager. If the manager is not available, then he or the President of the Board shall designate a member of the Board of Directors to manage emergency operations. The manager is accountable to the Board of Directors of the Association. The plan implementer will report to the manager. The command and control center will be the manager's office.

DISTANCE TO THE NEAREST MAJOR HIGHWAY (US 41) IS 1.5 MILES.

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Definitions:

A **Hurricane watch** means that a hurricane could pose a threat to our area within 36 hours. Any precautions that will require more than 18-24 hours should be started when a **watch** is issued.

A **Hurricane warning** means that a storm is expected within 24 hours. All your preparations should be completed at this time. If you are evacuating to a local shelter this is the time to get your supplies into the car and leave for the shelter.

HURRICANE CATEGORIES ARE AS FOLLOWS:

<u>Category</u>	<u>Wind</u>	<u>Storm Surge</u>	<u>Effects</u>
1.	74-95 mph	4-5 feet	Water over the berm, some tree damage.
2.	96-110 mph	6-8 feet	Water into lower garage, telephone room flooded thus knocking out phone service, trash room flooded thus shutting down the trash compactor, elevator lobby and Bike room flooded, GSBN probably under water, roofing tiles and coconuts flying around.
3.	111-130 mph	9-12 feet	Same as 2 with more debris flying, unprotected windows may give way also.
4.	131-155 mph	13-18 feet	Sea water into upper garage, lobby and pool area, storm shutter failures, windows behind storm shutters could also fail (even before the shutters fail), emergency generator inoperative, main electric panels flooded.
5.	156+ mph	19+ feet	Possible structural damage to the building.

Fire Department and Emergency Services:

In the event of a hurricane the Fire Department and EMS teams are prohibited by law from leaving their stations when sustained winds exceed 45 mph. Therefore, they will not be available during a storm. Keep in mind that winds could exceed 45 mph before a hurricane warning is issued. After the storm it may take three or four days before response times get back to normal. Therefore, persons with a serious medical condition should evacuate to a shelter where care is available. The rest of us must be prepared to care for each other in the event of an emergency.

Once a **Hurricane warning** is issued the sheriff, fire and emergency equipment and personnel, located at the Vanderbilt Beach Road and Pine Ridge Rd stations, will be evacuated to a staging area on the other side of I-75. This is part of the Collier County Emergency Management Plan and the purpose is to protect the personnel and equipment so that it will be available after the storm when the need will be the greatest.

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Evacuations:

Each resident is responsible for preparing an evacuation plan. Your plan should allow for contingencies such as the time available to get out, the direction the storm is likely to take, health considerations, items to bring, and the size and strength of the storm.

A storm may strike with very little warning and there may not be time to evacuate, or shelters may not have had enough warning to be ready to receive evacuees. Therefore, you may have to remain in your unit through the storm. Prudent planners will prepare for that contingency.

During hurricane season it is prudent to fill your car's gas tank whenever the fuel gauge reads one half full.

If your plan is to evacuate out of the area, when a **Hurricane watch** is issued is probably the best time to leave. Airports would be open but getting busier and interstate 75 would be moving at a slower than normal rate. Since we are at the extreme end of the populated areas of the west coast, we must leave before other communities north of us start to evacuate and clog the roads. Before evacuating, be sure to complete the preparations for your unit and then notify the office of your departure and destination.

If you need to evacuate to a shelter with medical assistance facilities, be ready to move as soon as the **Hurricane warning** is issued. Make arrangements for transportation. Bring medications, special diet foods and medical supplies (sufficient for one week minimum). At the time the hurricane watch is executed the emergency management officials will designate the shelters for people with special needs. (See information below about registering with emergency management.)

Those residents planning to evacuate to motels in safer parts of the state should make reservations during the **Hurricane watch** and leave preferably before the **warning** is issued.

Local public shelters may be changed based on the intensity of the storm. Listen to the local radio and TV advisories to learn which shelters are open. The higher the category of the storm, the fewer shelters will be available. Therefore, for a category 4 or 5 storm the best alternative is to get as far away from here as possible at the earliest feasible time. Bring your emergency kit and supplies with you to the shelter. They will not allow pets.



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Keeping informed:

For the latest information on emergency preparations and warnings you can subscribe to the Collier County Emergency Management web site. During an emergency they will email to you the same information that is going out to the public safety personnel. You can subscribe by logging on to www.colierem.org.

Section B

Preparations to do before hurricane season starts June 1st:

1. To reenter Gulf Shore Blvd. after a severe storm you may need to show proof of residency. Therefore, you will need some form of identification with your Gulf Shore Blvd. address on it, or a utility bill with the address. Be sure to take this with you when you evacuate.
2. Check your insurance policies, and review them with your insurance agent, to make sure you have adequate coverage against wind, water, flood, fire, theft, etc.
3. Catalog and photograph your personal property, room by room, including jewelry and other valuable small items that would not show up in room by room photographs. Videos are also a good source of photographic evidence. Store these lists and photos in your bank, safety deposit box, or some other safe place. Do not keep them in your unit.
4. Valuables such as deeds, stocks, bonds, insurance policies, jewelry and the like should also be stored in the safety deposit box, or other safe place.

Unit preparation if you are leaving for any length of time:

1st Remove all Perishables from Refrigerator and Freezer.

1. Remove everything from your balconies unless you have storm shutters.
2. If you have storm shutters, put the shutters in the down position. Also try to visualize what objects would become dangerous if the shutters failed and take steps to minimize the risk.
3. Lock your sliders and windows, a strong wind may slide them open.
4. Place towels or other cloth on window and door sills to soak up water that may blow in.
5. Store objects that may be blown around if a window should break in an inner closet. Items such as pictures, painting, vases, and art objects may be blown about.
6. Place Saran Wrap over the tops of the toilet bowls. This helps protect against water evaporation, mold forming in the bowls. Roach infestation, etc.
7. Turn off all electric circuits that are not needed.
8. Inform the Front Desk Personnel so we can keep a record and close your unit.
9. If you are leaving a vehicle behind, leave a key for it in the office. The key tag should have your name, make and model of car and parking space #. Keys will be kept in a locked cabinet.

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Unit preparations for residents here during the summer:

1. If you must leave, see all the items listed above, whether your absence is just a pleasure trip or because of a hurricane
 2. Get a copy of the "Hurricane Information" booklet from the Collier County Emergency Management Office, phone 239-252-3600
 3. Make your evacuation plans. Select the evacuation route and possible alternatives. Practice them, time them and mark them on your Naples map.
 4. Make sure your car is in good condition and get in the habit of filling the tank at $\frac{1}{2}$ empty.
 5. Have on hand; a battery powered radio, flashlights, extra batteries for both, first aid kit, necessary medications, canned food, water, sleeping bag or air mattress, candles and matches, etc. (note: when using candles take extra precautions to keep the candles away from draperies, tablecloths, etc. One method is to use wide candles and place them in glass jars. They won't tip over and the jar acts like a hurricane lamp.)
 6. Remember that shelters are not ideal places in the sense they will be overcrowded, amenities will be at a min., and they may not be able to withstand hurricanes of class 4 & 5.
 7. Once major evacuations begin; the best evacuation route is inland and not N or E along I-75. Go to Immokalee and then N to LaBelle, then NE to US27. US27 will take you to Sebring, Lake Wales, and Orlando, all of which have many motels. Or, from LaBelle head E on 80 to Palm Beach county.
 8. Bring your emergency supplies with you in case you end up in a shelter.
 9. Physically handicapped should register now with Emergency Management at 239-252-3600 and ask their doctor's help in getting registered with the hospital if necessary.
 10. Plan for care of any pets, also you cannot take pets to shelters.
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Preparations if you decide to stay during a hurricane:

When a Hurricane watch is issued:

1. See Check List I for a check list of things to do and get.
2. The best time to evacuate will be during the hurricane watch period. Once a warning is issued it may be too late for most evacuation options.

When a Hurricane warning is issued:

1. If you haven't already done so, bring balcony furnishings inside.
2. Secure the storm shutters
3. Lock your windows and sliding doors. Place towels along sills and tracks.
4. Move your emergency supplies into your master bathroom or large closet. Also put a comfortable chair and sleeping bag or air mattress there.
5. Make plans with your neighbors to check with each other.
6. When the storm starts, fill your tub and deep sink with water. Be sure the water is not draining out. This water will be used for washing and flushing if county water is interrupted.

Section C

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Responsibilities:

Time frame pre- hurricane season:

1. Condo association insurance shall be reviewed for adequacy by the Board of Directors.
Unit owners should do the same.
2. Common elements areas and furnishings shall be photographed or videotaped by the plan implementers; photographic records shall be stored with the insurance policy.
3. Emergency supplies for the building shall be inventoried and replaced as necessary by the plan implementers.
4. Departing residents shall take all the steps for unit preparations outline in section B
5. The manager shall prepare a list of residents and those with special needs that will be remaining in residence during the hurricane season.
6. Summer residents should prepare an evacuation plans and obtain emergency supplies.
7. Plan implementer reviews and modifies disaster plan as needed. Time frame

Hurricane watch period:

1. The manager shall direct the staff in completing the tasks outlined on Hurricane Check list.
2. Residents shall secure their units, obtain any missing supplies, and evacuate.

Time frame Hurricane warning period and hurricane period:

1. If there are any residents remaining, then the security office will be staffed by the manager, or his delegates.
2. Any injuries will have to be tended to by persons remaining in the building.
3. Do not attempt to repair any damaged units during the storm.
4. In the event of a power outage, the elevators will continue to operate off of the emergency generator, if it is not flooded out. Do not use multiple outlet sockets since they may cause overloading.
5. Do not use the trash chute during a storm since the compactor may be flooded or without power.
Double bag your trash and secure it tightly to confine odors and keep bugs out.
6. Anyone remaining in the building during the storm should make provisions to stay in an interior room (one without windows).

Time frame Post Storm:

1. Residents who stayed during the storm should report to the manager.
2. The manager should determine if any residents need any assistance.
3. The manager and staff or volunteers should conduct a unit by unit survey to determine the extent of any damage and take steps to minimize further damage if possible. Notify absentee unit owners of any damage.

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4. In the event of severe damage to the area, it will take a long time to get services back to normal. For example, downed trees blocking roads and prolonged power and water outage. The residents may use the 3rd Floor Common Area as a community dining room. Residents may bring their food supplies there to be shared by all. Perishable food should be prepared first since the generator will only provide power for two or three days at most.
5. If there is flooding in the lower garage, do not run the elevators to the G level.
6. If telephone service is unreliable, one of the absentee directors will act as an offsite coordinator to notify insurers and assist in any other way needed. Directors off season phone numbers are listed.
7. In the event of a prolonged power outage, follow the procedures in Hurricane Check List for shut down and restart of the main breaker panel.
8. Do not leave the building to sight see, roads will be littered with trees, debris, live power lines and other dangerous items.

Le Ciel Venetian Tower facilities emergency equipment, fuel supplies, communications:

- The emergency generator and fuel supply should provide enough power for two to three days to run the following:
 - Service Elevator
 - Marked outlets per floor
 - All Stairwell lights & Emergency Lights
- Backup Communications:
 - Portable two-way radios assigned to:
 - Manager – Kevin O'Brien
 - Admin / Front desk – Linda Ellis
 - Maintenance – Don Hutchinson, Gabriel Arteaga
 - Medical Coordinator -
 - Radios not in use are to be placed on the charger plugged into one of the emergency power outlets.
- The outdoor grills will have enough fuel as they are Natural Gas.
- In the event of a prolonged water supply interruption, water for washing and flushing can be taken from the pool. 5-gallon pails are available in the Maintenance Shop.
- Tap water stored in tubs and pails can be purified for drinking by dropping **4 drops** of pure liquid chlorine bleach (unscented 5.25% hypo chlorine), or iodine, into **each quart** of water. After adding the bleach, shake or stir the water and let it stand **30 minutes before drinking**. Use **16 drops per gallon**, or **1 teaspoon per 5 gallons**.



Residents with Special needs:

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1. The manager will maintain a list of all summer residents who may need assistance during an emergency.
2. The list should include the resident's preference for evacuation and a contact person to call for assistance.

Section D Check lists:

- I. Hurricane supplies for residents and unit preparation.
- II. Hurricane supplies for the building
- III. Staff responsibilities under hurricane conditions
- IV. List of residents, Including special needs people V.
- V. Contact list



I. Hurricane supplies for residents and unit preparation:

10 Day Supply of each is recommended amount.

- Bottled water, 10 gallons per person.
- Non - perishable food to last 10 days. Suggestions: ready to eat canned meats, canned ready to eat soups, (not condensed), dried fruits and vegetables. Canned or bottled juices, non- spoiling milk (if powdered store extra water). Vitamins, food for infants or special diets. Cookies, crackers, candy, sweetened cereals, instant coffee, tea, High energy foods – peanut butter, jelly, granola bars, and trail mix
- Flashlights, battery operated radio and extra batteries.
- First aid kit.
- Prescription medications to last at least 10 days.
- Cash to last 10 days
- Fill automobile gas tank.
- Blanket, pillow, and air mattress.
- Clothing and underwear

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_____ Toiletries: toothbrush, toothpaste, deodorant, soap, towels, toilet paper, etc.

_____ Small cooler with frozen gel packs or bottles of frozen water.

_____ Utensils, plates, cups, manual can opener

_____ If you have a pet, plan accordingly have food and medicine supplies for your pet.

_____ If you evacuate, take all the above supplies with you.

_____ If you think you will evacuate, move your car to the 2nd floor garage.

Unit preparation steps:

When a **Hurricane warning** is issued:

_____ Bring balcony furnishings inside if needed.

_____ Secure the storm shutters.

_____ Lock your windows and sliding doors.

_____ Move your emergency supplies into your master bathroom or a large closet. Also put a comfortable chair and sleeping bag or air mattress there.

_____ Make plans with your neighbors to check with each other.

_____ Get laundry done in case there are several days without power after the storm.

_____ When the storm starts, fill your bathtub and deep sink with water. This will be used for washing and flushing if the county water supply is interrupted.

_____ If you can, pull your carpets and padding away from sliding glass doors and windows. Then place large absorbent towels along the edge of the doors.



II: Hurricane supplies for the building.

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- _____ Portable generator
- _____ 3 five-gallon gas cans & 12v gas pump
- _____ 10 – 100' extension cords (12 or 14 gauge)
- _____ 10 outlet strips with circuit breakers.
- _____ 5 rolls of plastic sheeting 10' x 25' x .006
- _____ 5 rolls of vinyl tape 2" x 60yds
- _____ Utility knife
- _____ Extractor type vacuum or heavy-duty wet vac for water removal.
- _____ 2 pair leather gloves
- _____ 2 pair safety glasses
- _____ Box of heavy-duty trash bags
- _____ Package of dust masks
- _____ 15 fans
- _____ 7 Portable AC units
- _____ Flashlight and batteries

Medical supplies:

- _____ First aid kit
- _____ Splints
- _____ Latex gloves
- _____ Liquid disinfectant soap
- _____ Wheelchair

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Other supplies located in Maintenance room or on lower level:

- Shovels, rakes, brooms, squeegee
- Axe and sledgehammer
- sandbags (to be filled)
- Hand trucks

III: Staff responsibilities with issuance of Hurricane watch:

Note: All employees of Le Ciel Venetian Tower during an emergency, hurricane, tornado, etc..Employees first have a duty and obligation to take care of themselves, their families, and home. After they have secured their home & family, employees are asked to report to the Le Ciel Condo. Provided it is not a risk to them and they are allowed to enter Gulf Shore Blvd. area by local officials.

- Check the fuel tank for the emergency generator and have it topped off if necessary.
- Have all the gas cans filled. There should be at least 20 gallons of gas available for the portable generator and chain saw.
- Bring inside all pool chairs, chaises, tables, and umbrellas.
- Check all unoccupied units for balcony security, shutters locked down, furniture secured, doors and windows locked.
- Move power tools to high shelves in the maintenance room.
- Begin moving vehicles from the lower garage to the upper garage.
- Charge the batteries for all portable communications

Staff responsibilities with issuance of Hurricane warning:

- Finish moving all the vehicles from the lower garage to upper garage.
- Shut off all disconnects to all HVAC Units in Common Areas and Homeowner Mechanical Closets.

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_____ Shut off all Disconnects to all Hot Water Heaters in entire Building.

_____ In Main Pump Room on Roof shut off all Breakers to all Pumps and Boiler.

_____ Shut off all disconnects to all Pool Equipment.

_____ Remove Grill Glass and tie down the Grill Lids.

_____ Sandbag the Front Lobby Doors, shut off the power to them.

_____ *Staff is dismissed to enable them to be with their families.*

IV: List of residents in occupancy during Hurricane Season

#304 Robert & Monica Hughes

Home: 239-213-1435

Cell: 269-870-6403

#305 Nick & Josephine Pilla

Home: 239-434-5937

#402 Jo Paradis

Home: 239-649-1965

#701 Phil & Brenda Melton

Cell 239-250-4160

Cell: 239-285-7459

#802 Gary & Charlotte

Newman

Home: 239-434-2734

#804 Don & Jeanne Seewald

Home: 239-269-5261

#901 Don & Mary Jensen

Home: 239-263-6980

Cell: 440-478-1646

#805 Dick & Pat Nelson

Home: 239-435-1567

#902 Marianne Friedland

Home: 239-263-5871

Office: 239-262-3484

#904 Wendall & Kattie Gillund

Home: 239-261-8465

Cell: 239-269-8465

#1003 Alan & Kathy Vail

Cell: 732-804-4906

Cell: 732-492-3446

#1201 Frank & Jenny Fittipaldi

Cell: 239-919-4367

Cell: 239-919-4368

#1404 David & Pat Hatwell

Home: 239-261-6084

#1605 Gerry Miller

417-766-5726

#1504 Helen Skvaza

Home: 239-262-0861

#1802 Marsha Murphy

Home: 239-435-9456

Cell: 239-248-7644

#PH302 Ned Sachs

Home: 239-403-9477

Cell: 239-272-9479

#PH304 Bill & Sandy Akins

Home: 239-262-5614

Cell: 239-734-0446

#PH305 Edward & Susan

Turville

Cell: 239-269-3090

Cell: 215-803-2005

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V: Contact List

Building: Le Ciel Venetian Tower

Address: 3971 Gulf Shore Blvd N Naples Fl 34103

Telephones: Office 239-261-1157 or Front Desk 239-261-4550

Board of Directors as of April 2021

Marsha Murphy, President – 239-435-9456

Don Steadman, Vice President – 630-918-9910

Barry Coutant, Secretary – 239-228-6768

Phil Melton, Treasurer – 239-435-1941

Bob Goodman - Buildings and Grounds – 516-241-3036

Gerry Miller - Director- 417-766-5726

Dierk Reuter - Director- 631-268-6357

Le Ciel Staff as of April 2021

Kevin O'Brien, Manager
Cell phone 239-201-0216

Linda Ellis Admin. 239-293-8656
Front Desk Supervisor, Ada Clarke
239-231-6851

Don Hutchinson, Maintenance

239-571-2656

Gabriel Arteaga, Maintenance
239-784-4247

Bob Field 239-302-9118
Maria, Housekeeping-
239-687-0908

Carmen, Housekeeping
239-300-1878