

**ROSE GARDEN VILLAS
CONDOMINIUM ASSOCIATION**

**EMERGENCY PREPAREDNESS AND
RESPONSE PLAN**

*Hurricanes, Earthquakes, Tsunamis, Wildfires, Tornadoes, Lightning, Floods,
Terrorism, Nuclear Accidents, Hazardous Materials*

<i>Topic</i>	<i>Page Number</i>
<u>FOR BOARD MEMBERS:</u>	
GENERAL PREPAREDNESS PLAN	2
FACILITY, EQUIPMENT, GROUNDS	2
<u>FOR BOARD & CONDO OWNERS:</u>	
LINES OF COMMUNICATION FOR IMPENDING DISASTERS	3
<u>FOR CONDO OWNERS:</u>	
EMERGENCY SURVIVAL KIT	4
DOCUMENTATION	4
PLAN IN ADVANCE	5
AT THE TIME OF DISASTER AND AFTER DISASTER	5
EMERGENCY & MEDICAL CONTACT INFORMATION	6
MEDICAL CENTERS	6
WALK IN CENTER	6
SUPPORT SERVICES	7
ON LINE ASSISTANCE	7
AREA SHELTERS	8
RGV ASSOCIATION INSURANCE	8
DISASTER RECOVERY CENTERS	8
TRADES/CONTRACTORS	9
PROPERTY MANAGEMENT CONTACT INFORMATION	10

GENERAL PREPAREDNESS GUIDELINES

FOR BOARD MEMBERS:

1. **Review** insurance coverage annually. Update as needed
2. **Conduct** an annual review of inventory (e.g. equipment of common grounds). This data should be recorded with off-site safe storage provided
3. **Review** Disaster Preparedness and Response Plan. Update as needed
4. **Assess** the condition of the grounds around Rose Garden Villas (RGV) for any potential hazard during time of storm (i.e. tree branches, minor repairs to buildings, etc)
5. **Compile** a list of current trades/contractors used by RGV
6. **Keep** in contact with Property Management Company to assess needs/damage

FACILITY, EQUIPMENT AND GROUNDS FOR BOARD MEMBERS

1. Throughout the storm season, June through October, Board members will be particularly vigilant noting any exterior needs that might become a hazard during a storm (i.e. trimming, minor repairs, objects that could become airborne, etc)
2. Program back-ups are to be routinely made of all records in off-site, secure storage
3. Inventory data should be updated and copies placed in off-site secure storage
4. Designation should be made as to who the first responders will be in case of reported damage.

LINES OF COMMUNICATION FOR APPROACHING DISASTERS

In the event of an approaching hurricane or other form of disaster, the following line of communication would be used to implement the RGV Emergency Preparedness and Response Plan. The recommendation is for the Plan to be implemented when there is a hurricane watch indicating potential storm threat within three days, or other such impending disaster. Any precautionary measures taken should be considered a tremendous gift of time and effort, especially if no disaster occurs that directly affects RGV.

Board Members who are at RGV, and the Property Management firm, are to attempt to alert all other Board members of the potential for impending disaster and to try to establish periodic contact, by whatever means are available, to determine if there are any needs

RGV residents are to be made aware of approaching disaster, if time permits

RGV residents are to ensure all articles, decorations, plants outside of their condo units are removed

RGV residents or **Property Manager** to submerge all outdoor chairs, lounges and tables into the swimming pools, ensuring that they do not become airborne projectiles

RGV residents who are on site at the time of an identified disaster, after having cared for their own immediate personal household and family needs, should begin the process of responding to other member care needs and restoring the facility and grounds for use by emergency services and/or member services

RGV Board members should contact other respective Board members immediately following a disaster, to provide a further update and identify any needs

EMERGENCY SURVIVAL KIT

Basic & Recommended & Essential Supplies

Minimum of 5 days water and non-perishable food, paper plates, plastic cutlery and cups, all-purpose knife, multi-purpose tool, manual can opener, water purification tablets, liquid chlorine bleach, battery/crank radio, battery/crank flashlight, batteries, candles, matches in a water-proof container, whistle, dust mask, moist wipes, garbage bags and plastic ties (for personal sanitation), cell phone and charger, camera (to take photos of property & content damages) medications and medical devices, personal hygiene products, disinfectant, liquid hand sanitizer, first aid kit, sunscreen, insect repellent, blankets, pillows, extra set of house and car keys. **Pet Supplies:** collar, leash, waste bags, ID, food, carrier, bowl, medications. **Clothing:** extra clothing and include sturdy shoes, rain boots & gear, hat

DOCUMENTATION

Keep these documents with you in zip lock bags or other waterproof, portable containers:

Telephone numbers, record of bank account numbers, family records (birth, marriage, divorce, death certificates), record of credit card account numbers/companies, inventory of valuable household goods, copy of wills, insurance policies, deeds, stocks/bonds, passports, social security cards, immunization records, photos of family members

PLAN IN ADVANCE:

Make a plan. Know where you will go, what you will take, how you will get there and when you will leave

Review your emergency plan frequently

Determine your Lee County evacuation route and/or preferred location/shelter if required to evacuate.

Keep vehicles fueled, check tire pressure and fluid levels

Have emergency cash on hand

AT THE TIME OF DISASTER AND AFTER:

At the first indication of the approach of a storm, **all items on the grounds** should be made **secure, moved or removed**

Members should **prepare** themselves safety for impending disaster

Monitor events by radio, television and internet, if possible

Be prepared to **evacuate**. The State of Florida may open temporary emergency shelters in approved schools, office buildings, recreation centers, office buildings or other facilities

If evacuating, **turn off** water, water tank heater, and electricity. Consider turning similar breakers off. **Set** thermostat and humidistat appropriately. **Unplug** TVs, radios, recording devices, office equipment, etc. which could be damaged by power surges.

Turn **fridge/freezer to the coldest setting** and keep closed as much as possible.
(Remember to turn down post hurricane)

Ensure any **propane tanks** are turned off (including BBQ tanks)

Immediately following a disaster, members, having cared for their own immediate personal household and family needs, should begin the process of responding to member care needs and carefully restoring the facility and grounds for potential use by emergency services and member services

***AFTER STORM, STAY OUT OF BUILDINGS THAT HAVE WATER AROUND THEM. _
When safe: Condo owners who are not in Florida – arrange to have your condo unit***

checked by the property management company or individual you have designated to check your unit in your absence!

EMERGENCY AND MEDICAL

CONTACT INFORMATION

Contact should be made to Board members and the Property Management company as quickly as possible following a disaster to provide an update as to after-storm conditions and needs

Police, Fire, Ambulance	9-1-1
Emergency Information Centre	3-1-1
Lee County Sheriff	239-477-1000

MEDICAL CENTERS

Cape Coral Hospital 636 Del Prado Blvd. S., Cape Coral 33990	239-424-2000
--	---------------------

Lee Memorial Health System 2776 Cleveland Ave. Fort Myers 33901	239-343-2000
---	---------------------

Gulf Coast Medical Center 13681 Doctor's Way, Fort Myers 33912	239-343-1000
--	---------------------

HealthPark Medical Center 9981 S. HealthPark Drive, Fort Myers 33908	239-343-5000
--	---------------------

WALK IN CENTER

Urgent+Care Center of SW Florida 1708 Cape Coral Parkway West, Suite 2, Cape Coral 33914	239-333-3333
--	---------------------

SUPPORT SERVICES

Lee County Emergency Management	239-477-3600
Emergency Management Operations Center (during a storm)	239-533-3622
American Red Cross	239-278-3401
Salvation Army	239-334-3745
Federal Emergency Management Agency (FEMA)	1-800-621-3362
Harry Chapin Food Bank 3760 Fowler St Fort Myers	(239) 334-7007
Florida Reemployment Assistance Program	1-866-778-7356
United Way Information & Referral	211
Lee County Department of Human Services	239-533-7900
Faith Communities	Contact Local Churches
<i>(churches can be one of the best resources in a community to obtain food, clothing)</i>	

ALERT Cape Coral 239-242-3300
Community notification system provides early warnings by telephone, text, email).
*Set up your notification system **IN ADVANCE OF DISASTER** Public Alert Systems:*
(Will notify weather advisories, evacuation, infrastructure)

ONLINE ASSISTANCE

www.nhc.noaa.gov	National Hurricane Centre issues advisories & info
www.leeec.com	Official website of Lee County Emergency Operations Center (public shelters, emergency plans, transportation, emergency supplies checklist, hurricane preparation guide, healthcare info)
www.floridadisaster.org	Florida's Emergency Operations Center state wide updates (weather, preparedness, response, recovery, mitigation)
www.capecoral.net	Official Cape Coral website. Register for ALERT CAPE CORAL program to receive early warnings
www.fema.gov/are you ready	Federal Emergency Management Agency (FEMA) 200 page publication provides disaster preparedness, categorized by disaster type
www.redcross.org	The American Red Cross. Info, tips, response & recovery
www.myfloridacfo.com	Florida Department of Financial Services. Banking and

insurance concerns assistance

www.flash.org

Federal Alliance for Safe Homes. Promotes disaster relief

AREA SHELTERS

Identified shelters can change dependent upon locations of disasters

Diplomat Middle	1039 NE 16 th Terrace, Cape Coral
Diplomat Elementary	1115 NE 16 th Terrace, Cape Coral
Island Coast High School	2125 De Navarra Pkwy Cape Coral
Mariner Middle School	425 Chiquita Blvd Cape Coral

DISASTER RECOVERY CENTERS

The following agencies/services are generally all contained in a DRO following a very large scale disaster). DRO's will be located in designated regions, arranged by levels of government and FEMA. You will be required to register upon entering a DRO and will be given a Routing Slip to be initialed by a representative of the service(s) you contacted.

Travel Trailer Requests	Immediate Housing Needs	Interpreters
Phone Banks	US Army Corps of Engineers	Crisis Counseling
Disaster Unemployment	Agriculture Agencies	IRS/State Tax
Hazard Mitigation	Insurance	Social Security
Medicaid	Legal Services	Aging Services
First Aid	Small Business Administration	Insurance

Property Management Company:

**American Condominium Management, Inc.
4223 Del Prado Blvd. S
Cape Coral, Florida 33904**

Office: 239-542-4404 Fax: 239 542-0082

CAM Robin Rodriguez

Email address:robin@amcondo.net

Form 6