GROSVENOR HURRICANE PLAN

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Section A

Hazard Analysis:

This building is vulnerable to the following potential hazards:

- Coastal Flooding. This building is in a zone that is subject to saltwater flooding
- Fire
- Hurricane force winds
- Power Outage
- Tornadoes
- Water / Sewage Outage

Distance to the nearest major highway (US 41): Less than 1 mile
Distance to interstate (I-75): 5.4 miles

Disclaimer:

The purpose of this plan is to outline the precautions the association and residents should take to prepare for a hurricane or other disaster. These steps are prudent and intended to minimize danger and damage. In implementing this plan**, the Grosvenor 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 during hurricane watches and/or warnings 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. Note: Electric generator limitations and fuel supply availability render a poor substitute for electricity. Elevators will not be operable during a hurricane and possibly for some time afterward.

Purpose of the Plan:

This plan is to inform Grosvenor 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 you could do during and after the storm. It will cover the resources the association has available, and what preparations the residents should take. It will also cover things we can expect to be operable and what may not be operating.

The sections on "Fire Standard Operating Procedures" and Section B "Preparations" apply to all owners. If you are 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 may be implemented upon instructions from the Grosvenor Manager, plan implementers, or the President of 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 Grosvenor Manager. If the manager is not available, then the manager 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 President of the Board. The plan implementer will report to the manager. The command post will be the manager's office.

Community Emergency Response Team (C.E.R.T):

The North Collier Fire Control District has trained hundreds of Collier County residents to assist in the event of a disaster. In the case of a major hurricane, tornado, etc. the fire department will likely be overwhelmed with calls for assistance. C.E.R.T. members will perform search and rescue operations in their own neighborhoods first and then be available to help wherever they are needed. Each team has direct radio contact with the fire department.

Pelican Bay has dozens of C.E.R.T. members. At this time, there are no C.E.R.T. resident volunteers at Grosvenor. Therefore, C.E.R.T. is not active at Grosvenor.

Definitions of Terms:

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 ***Hurricane Watch*** is issued**.**

A ***HURRICANE WARNING*** means that a storm is expected within 24 hours. All your preparations should be completed by 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:

CAT	Wind Speed MPH	Storm Surge	Effects:
1	74 – 95	4-5 ft	Water over the berm. Some tree damage
2	96-110	6-8 ft	Possible water into lower garage, trash room flooding. Shutting down compactors and glass elevators. Pelican Bay possibly flooded. Flying roof tiles and coconuts.
3	111-130	9-12 ft	Flying debris. Windows may break due to pressure or flying debris
4	131-155	13-18 ft	Gulf waters may flood upper garage, lobby and pool area. Storm shutter failure. The emergency generator may become inoperable. Main electric panels flooded
5	156+	19+ ft	Catastrophic damage. Possible structural damage

FIRE - Standard Operating Procedures:

In the event of a fire, the following procedures will be implemented:

Upon Discovery of a Fire:

- Remove anyone in the vicinity of the fire.
- Close the door.
- Sound the nearest alarm.
- Extinguish the fire if possible.

When the Alarm is Sounded:

- Location of fire is to be determined by checking the annunciator panel located in the fire alarm control room.
- The building fire alarm system alerts the residents to the emergency and is designed to notify central station monitoring who call 911. All residents are to evacuate using the stairwells. On duty personnel are to call 911 and report the fire alarm condition. If the alarm sounds after hours, owners in occupancy should call 911.

The "ALL CLEAR" signal will only be given by the senior fire dept personnel responding to the call

Fire Department and Emergency Procedures:

In the event of a fire, explosion, tornado or other such event, the North Collier Fire Department and EMS teams will respond if called.

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 the storm*. Keep in mind that winds could exceed 45 mph before a ***HURRICANE WARNING*** is issued. After the storm it may take 3 or 4 days before response times get back to normal. Therefore, persons with serious medical conditions should evacuate. Once a ***HURRICANE WARNING*** *has been* issued, the sheriff and fire departments, along with their emergency equipment and personnel will be evacuated to a staging area on the other side of I-75. This is part of the Collier County Emergency Management Plan. The purpose is to protect their personnel and equipment so they can be available after the storm when the need will be the greatest. Once the ***HURRICANE WARNING*** has gone into effect, there will be no rescue attempts performed until the storm has passed. Do not wait until it is too late to evacuate.

Evacuation Plans:

Each resident is responsible for preparing an evacuation plan. Your plan should allow for contingencies such as: the time left 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. Lean on the side of caution. Do not wait until there is no time left to evacuate, or shelters are full to capacity. If you wait, you may have to remain in your unit throughout the storm. Be storm-smart – have a plan and stick to it.

HAVE A FULL GAS TANK AND CHARGED BATTERY - It's best to fill your tank as soon as you hear of a storm coming. Waiting could result in long lines at the pumps or worse, empty pumps.

If you plan to evacuate the danger area, when a ***Hurricane Watch*** is issued, that will be the best time to leave. Airports will be open but getting busier, and I-75 may be moving at a slower than normal rate, with possible standstills on your route. 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. Bring medications, special diet foods and medical supplies (enough for 2 weeks 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). Sheltering in public facilities is not a guarantee of your safety or assured access to supplies or assistance.

LESSONS FROM PREVIOUS HURRICANES: We learned a great deal from the impact of Hurricane Irma in 2017. The brunt of the storm was on the east side with the 05 and 06 units taking most of the wind impact and water with flooding from Penthouse to Lobby level. We were left with evidence of tornado damage on the north, east and south sides of the building. Sliding glass doors were shattered by the pressure with glass shards blowing into the

affected units with velocity that would have severely injured or killed any persons inside the unit. Two of these units had hurricane shutters in place but the sliding glass doors shattered anyway. One resident who stayed stated, "never again". Elevators will not be in operation until a qualified inspection certifies that they are safe. There is no guarantee that building occupants will have elevator service (or electricity for air conditioners) following the storm impact. With Irma, it was nearly 7 days before FPL was able to restore power. This can make occupancy very uncomfortable, even hazardous, and it may be days before roads are passable for help arrive. The Board of Directors strongly recommends occupants evacuate ahead of any hurricane impacting the Naples area. Unit owners are reminded that the Grosvenor staff are required to evacuate the property during a hurricane event. Lastly, storm surge with Irma was predicted to be as high as 15 feet. We were fortunate that it was only 1 to 2 feet high which was enough to cause flooding in the lower garage and elevator pits, rendering them inoperable. With Hurricane Ian, we were not that fortunate. Many cars were a complete loss, and roads became part of the Gulf. The devastation was unimaginable. Lives were lost.

Those residents planning to evacuate to motels in safer parts of the state should make reservations during the ***HURRICANE WATCH*** and leave **BEFORE** the ***HURRICANE WARNING*** is issued. Again, if you wait to make sure it's actually pinpointing our area, it may be too late.

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. Bring your emergency kit and supplies with you to the shelter.

PETS: Many shelters will not allow pets.

Keeping Informed:

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

Section B

Preparations to do Before Hurricane Season Starts June 1st:

- Preparing the unit for storms is a priority whether in occupancy or not. The atrium has the potential of being under high velocity wind conditions. All items MUST be removed from balcony floors and walls, as well as hallway walls and floors. The unit owner is responsible for making home watch arrangements to assist in preparing a unit. In the event a unit is found with items left exposed to the elements that Grosvenor staff must remove for the safety of the building, the unit owner will be charged $250.00 per item for required removal. Even though hurricane shutters may be installed and closed, we experienced tornadic winds in Hurricane Irma that tore some shutters off the building, so this is no guarantee of any security.
- **UNIT OWNERS AND OTHER OCCUPANTS THAT CANNOT USE STAIRS WITHOUT ASSISTANCE** are STRONGLY advised to seek shelter out of harm's way *in advance* of the impending hurricane. The elevators may become inoperable, and it may be days or weeks before they are back in operation.

- Unit owners who leave automobiles, bicycles or carts on the property must schedule their home watch personnel to secure these items. Grosvenor will not be responsible for the condition of any unit owner property left in harm's way. If the owner's intention is for their automobile to be moved into the Upper Garage, this can only be done through communication and coordination by a unit owner with the office *before* a hurricane warning is issued. If management or volunteers move a vehicle, it is done at the owner's own risk. Grosvenor will not be held liable for any damage to the vehicle. Keys must be delivered and kept at the Front Office, or the vehicle will not be moved. Again, keys will not be removed from a unit. They MUST already be with the office if vehicle relocation is needed.
- To re-enter Pelican Bay after a severe storm, you may need to show proof of residency, so bring some form of Pelican Bay identification. Current Driver's License, Membership I.D. card, utility invoice, etc.
- 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.
- Catalog and photograph your personal property, room by room, including jewelry and other small valuables. Videos are also a good source of photographic evidence. Store these lists and photos in your bank safety deposit box, or some other safe location. Do not keep them in your unit.
- Valuables such as deeds, stocks, bonds, insurance policies, jewelry should also be stored in the safety deposit box, or other safe place.

Unit Preparation if You are Leaving for any Length of Time:

1. Remove everything from your balconies.
2. Lock your sliders and windows - a strong wind can slide them open.
3. Place towels or other cloth on window and door sills to soak up water that may blow in. Owners should consider using Water Eaters to minimize water intrusion at exterior doors and windows. These products can be found on Amazon.com. It is recommended that you purchase ones that state, "Mildew Resistant". Brand names include Mr. Thirsty and New Pig.
4. Store objects in an inner closet that may be blown around if a window should break. Items such as pictures, paintings, vases and art objects may be blown about and broken.
5. Place Saran Wrap over the tops of the toilet bowls. Make sure it doesn't bunch up or it won't seal well. This helps protect against water evaporation, mold, roaches, etc.
6. Turn off all electrical circuits that are not needed.
7. Turn off the main water valve in your utility closet.
8. 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.

Unit Preparations for Residents Staying During Summer:

1. If you must leave, do all the items listed above, whether your absence is just a pleasure trip or evacuation.
2. Get a copy of the "Hurricane Information" booklet from the Collier County Emergency Management Office, phone 239 252 3600, or from the Grosvenor, or a local business.

3. Make your evacuation plans. Select the evacuation route and possible alternatives.
4. Make sure your car is in good condition. Fill tank. Make sure EV batteries are fully charged.
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.
6. Remember that shelters are not ideal places. They will be hot, stuffy, and overcrowded. Amenities will be at a minimum and may not be able to withstand hurricane CATs 4 and 5.
7. Use your GPS for the best evacuation route at that particular time. Once 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 US-27. This highway 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. Routes may change due to conditions.
8. Bring your emergency supplies with you in case you end up in a shelter.
9. People who need assistance can 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. Many shelters do not allow animals.

Preparations if You Decide to Shelter-in-Place 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

Owner Responsibilities During:

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 element 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 (Check list II) 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. (Check list IV).
6. Summer residents shall prepare evacuation plans and obtain emergency supplies (Check list I)
7. Plan implementer reviews and modifies disaster plan as needed.

HURRICANE *WATCH*:

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

HURRICANE *WARNING*:

1. If there are any residents remaining, the front office may be staffed by the manager or staff (on a voluntary basis). It is possible there may be no one staff at the front office.
2. Any injuries will have to be dealt with by those remaining in the building.
3. Do not attempt to repair any damage during the storm.
4. The glass elevators will be taken to the top floor and turned off. The service elevator will be operational only down to the lobby level. It will not be permitted to go to the lower garage. Full operation will be restored when qualified elevator technicians can reach Grosvenor after the storm and certify that the elevators are safe to operate. This may take weeks depending on the aftermath.
5. All unit refrigerators on emergency generator circuits should continue to operate while the emergency generator is operating. Do not use multiple outlet sockets in the refrigerator outlet, as doing so may overload the circuit and trip the circuit breaker.
6. Each unit entry light in the hallway will be powered by the emergency generator. Some unit owners have removed the lightbulb and inserted an outlet to run an extension cord into the unit to power a light or fan. Unit owners do so at their own risk. One concern is closing the entry door or having a short or other issue that could cause electrical shock or fire.
7. 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. Keep it in your unit or bring down to the trash room if possible until instructed otherwise.
8. The area sewer pumps may not work in the event of high storm surge. This can result in sewer back up in lower units and lower floors.
9. Anyone remaining in the building during the storm should make provisions to stay in a windowless interior room. The drywall may not hold up under high wind pressure. Occupants making the choice to stay are advised to move to an area below the 5th floor. Wind speeds above the 4th floor will be much higher than the reported speeds.

POST-HURRICANE:

Property damage assessment and communication into and out of the building depends on functioning infrastructure (roads, telephone, radio, cell, internet). Building management, volunteers, and Board of Directors have little to no control over infrastructure. Public services will respond to hospitals, government facilities and utility services first. Pelican Bay and Grosvenor are not high on the list for restoration of utilities. The emergency generator is quite limited in capacity and service. The commercial electrical services require the electrical vault at the north side of the building (ground level) to be fully functioning. While efforts have been made to see that FPL maintains the vault room and equipment, damage to this area could slow power restoration.

1. Residents who stayed during the storm should report their condition to the manager.
2. The manager will determine if any residents need assistance.
3. The manager and staff or volunteers may be able to conduct a unit-by-unit survey to determine the extent of the damage. When possible, they will notify absentee owners of any damage.
4. In the event of severe damage to the area, it may take a long time to get service back to normal. For example, downed trees blocking roads and prolonged power and water outage. The residents may use the social room as a community dining room if it's safe to do so. 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. Generator fuel may be difficult to replenish, as experienced in past storms.
5. If the telephone service is down, one of the absentee directors will act as an offsite coordinator to assist in any other way needed. Directors' cell phone numbers are listed on Check List VII.
6. In the event of a prolonged power outage, follow the procedures in Check List V for shutdown and restart of the main breaker panel.
7. Do not leave the building to sightsee. That can pose a serious danger, as roads will be littered with trees, debris, live power lines, dangerous reptiles, toxic bacteria, etc.

Grosvenor Facilities, Emergency equipment, Fuel supplies, and Communications:

Hurricane supplies are stored in the Lobby storeroom next to the Mail Room (see Check List II).
The emergency generator and fuel supply should provide enough power for two to three days to run the following:

- Elevators, if approved to operate by an elevator technician
- The outlet behind the refrigerator in each unit (unless altered)
- Stairwell lights

Backup Communications:

- Portable two-way radios assigned to:
  - **Manager** – Cindy Gray
  - **Assistant Manager / Front Desk** – Ronda Berendt-Santos
  - **Maintenance** – Giovanni Poli
  - **Housekeeping** – Martha Galvez
  - **Housekeeping** – Xiomara Perez

- Radios not in use are to be placed on the charger plugged into one of the emergency power outlets.

The Social Room and kitchen may be used after the storm to prepare and serve meals. The outdoor grills could may contain enough fuel for several days. The portable generator will provide power for some lights and the ice machine (assuming water is safe to use).

In the event of a prolonged water supply interruption, water for washing and flushing can be taken from the pool and lobby fountain. 5-gallon pails are available in the hurricane supply room. If the sewer pumps have been turned off, you will not be able to use the toilets since the overflow will flood the lower garage.

Tap water stored in tubs and pails can be purified for drinking BY FOLLOWING THE INSTRUCTIONS BELOW

Can you purify drinking water with chlorine bleach?

Yes, you can purify water with chlorine bleach, but it's essential to follow the proper guidelines and use the correct type of bleach. Chlorine bleach can kill most bacteria, viruses, and other microorganisms that can contaminate water, making it safe for drinking.

- **Use regular, unscented chlorine bleach**: Look for bleach with an active ingredient of 5.25% to 8.25% sodium hypochlorite. Avoid using bleaches with perfumes, dyes, or other additives.
- **Use the correct ratio**: Add **2 drops** of bleach per gallon of water. For cloudy or cold water, double the amount of bleach and wait twice as long before drinking.
- **Let the water stand**: Allow the treated water to stand for at least 30 minutes to an hour before drinking. This allows the bleach to effectively disinfect the water.
- **Check for chlorine odor**: If you don't notice a slight chlorine smell after the recommended standing time, repeat the treatment and wait another 15 minutes.
- **Avoid using bleach on heavily contaminated water**: If the water is heavily contaminated with chemicals, oils, or other substances, do not use bleach to purify it. Instead, use other methods like boiling or filtering.
- **Store treated water properly**: Once treated, store the water in a clean container and keep it in a cool, dark place to maintain its quality.

Residents with Special Needs:

1. The manager will maintain a list of all residents who may need assistance during an emergency. If you need to be on that list, let the front office know.
2. The list should include the resident's emergency contact person to call for assistance.

Section D

Check Lists:

1. Hurricane supplies provided by the unit owner and unit preparation steps
2. Hurricane supplies for the building
3. Staff responsibilities under hurricane conditions
4. List or residents, Including special needs people
5. Restart of main electric panel after outage

6. Auxiliary power outlet locations
7. Staff Procedures – Post Storm
8. Contact list
9. Emergency Radio Network

NOTE: EMERGENCY EXITS: STAIRWELLS - NORTH AND SOUTH SIDE OF BUILDINGS

Hurricane Supplies for Residents and Unit Preparation Steps:

10 Day Supply of each is recommended

- Bottled water - 10 gallons per person
- Non-perishable food to last 10 days. Power for refrigerators will be available from our generator for 3 days at most if the power fails. 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 (i.e. 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
- 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
- Camping stove and fuel (for outdoor use only)
- If you have a pet, you may not be able to take the pet to a shelter so plan accordingly. Also 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 outside upper deck parking lot to avoid getting hemmed in by cars moved from the lower garage. Then move it indoors if you decide to stay.

Precautions:

- A **full** freezer will stay cold longer in the event of a power outage. You can put bottles of water in the freezer to fill it.
- Open the freezer door only when absolutely necessary

- Fresh milk, custards, creamed food, meat, fish and cheeses will spoil rapidly without refrigeration.
- Hard boiled eggs at room temperature will not keep

Unit Preparation Steps:

When a *HURRICANE WARNING* has been issued:

- Bring balcony furnishing inside
- Secure the storm shutters
- Lock your windows and sliding doors
- Move your emergency supplies into your master bathroom or a large closet, along with a comfortable chair and sleeping bag or air mattress.
- Make plans with your neighbors to check on 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 Staff Use:

Located in the Lobby Storeroom Next to Mail Room

- Portable pump and enough hose to pump water from elevator pits
- 3 five-gallon, Type-1 safety gas cans (empty until needed, move full cans to paint locker after storm).
- 2 – 100’ extension cords (12 or 14 ga)
- 8 – 20’ extension cords (12 or 14 ga) for cell phone use – 2 power strips
- 2 – 50’ ½” twisted sisal rope
- 5 rolls of duct tape 2” x 60 yds
- 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
- Garden hose to attach to wet vacuum and elevator pit pump
- 26” box fan
- 6’ Step ladder
- Flashlight and batteries
- 24 “D” cell batteries

- 8 Edison light socket adapters and extension cords with multiple plug ins for adjacent unit and for cell phone charging

Medical Supplies:

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

Other supplies located in Maintenance room or on lower level:

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

III: Staff responsibilities with issuance of *Hurricane Watch*:

All Employees of the Grosvenor of Pelican Bay During an Emergency, Hurricane, Tornado:

Employees first have a duty and obligation to take care of themselves, their families, and their home. After they have secured their home & family, employees are asked to report to the Grosvenor, provided it is not a risk and they are permitted to enter Pelican Bay area by local officials.

The Association has historically assisted unit owners to move their cars parked in the lower garage to the upper garage, with the understanding that the Association is not *required* to move their vehicles, and unit owners agree to hold the Association and volunteer drivers (Association employees or other persons) harmless if any damage or loss occurs while assisting unit owners in moving their vehicles. If a unit owner contracts this service with a third party, unit owners do so at their own risk. The Association does not guarantee any owner that there will be room for their vehicle on property anywhere other than the unit owner's assigned parking space(s). Keys for any unit owner vehicle on property must be left at the Front Office when the vehicle owner is absent, in case the vehicle must be moved. If necessary, for safety and access to the building or other vehicles, vehicles will be moved or towed at vehicle owner expense, if vehicle will not move under its own power, or the key is not left with the Front Office.

- 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. Store the fuel in the hurricane supply closet for the duration of the storm, move the fuel to the paint locker when the danger of flooding has passed.
- Check the fuel level of the propane tanks for the outdoor grills. Fill if needed.
- Bring all pool chairs, chaises, aluminum tables and umbrellas, BBQ grills, other light objects from outside common areas inside. Evaluate moving large heavier objects such as sculptures and flowerpots.
- Move critical records from the office to storage on floor 1.

- Begin moving vehicles from the lower garage to the upper garage.
- Install Barrier logs
- Order Storm Board Install on Upper Patio glass front (Spectrum Contracting)
- Move power tools to high shelves in the maintenance room. Move wet vacuums & chain saw to the hurricane supply closet.
- Charge the batteries for all portable communications
- Move wheelchair to front lobby
- Check all unoccupied units as time allows for balcony security, e.g.: shutters locked down, furniture secured, doors and windows locked.

Staff responsibilities with issuance of *Hurricane Warning*:

- **Finish** moving all the vehicles from the lower garage. Place any 4-WD vehicles near the entrance and exit on the upper level so they can be used for emergency transportation.
- Garage entrance and exit doors should be in the open position unless they can be raised manually.
- Disconnect air conditioners in garage elevator lobbies.
- Take elevators to the top landing, turn off and shut off electricity to the elevator control panel in the roof top elevator equipment room. This step is taken at the most opportune time considering building occupant needs and staff needs.
- Lower all hurricane shutters on the passenger elevator landings
- Place Water Eaters at each of the passenger elevator foyers between tile and carpeted floors
- Install Flood Logs at service elevator lower garage lobby and FPL vault.
- Staff is dismissed to enable them to be with their families.

IV: List of residents in occupancy during Hurricane Season

All residents should keep the front desk notified of whether they are in or out of residence. This is very important in the event of an emergency, so no time is wasted unnecessarily.

V: Auxiliary power outlet locations:

At the present time the only auxiliary power outlets are behind the kitchen refrigerator in each guest suite. They are single outlets, so the refrigerator must be disconnected first. **Do not use multiple outlet sockets since they may cause overloading. There will be outlets designated to charge cell phones.**

VI: Staff Procedures – Post Storm

Note: To the extent possible the Manager will remain in communication with the President of the Board giving the present disaster or storm situation. Property conditions will be assessed in these communications and necessary support will be mobilized as able.

Grosvenor will strive to maintain service agreements for post-storm response for:

- Landscape clean-up
- Fire/water clean-up
- Elevator service

- Pool service
- Electrical
- HVAC
- Plumbing
- Front desk staffing
- Storm Board Removal

All services will depend on access and availability of staff and contractor labor.

All staff will be called into service as available to access property.

All areas of the property in affected areas will be inspected for damage to determine whether any occupants require assistance.

- Elevators and controls will be accessed and placed into service as soon as certified for use
- Elevator pits will be pumped of any water
- Power source will be verified
- Needed contractors will be contacted. All coordination will be by Manager, assigned Manager designee, or President of the Board.
- To the extent possible, Grosvenor staff and contractors will attempt to secure unit owner property in the affected areas. Unit owners are responsible for their property, which is generally everything from the drywall forward into the interior of their unit. Any Association action does not replace the unit owner's responsibility for protecting and salvaging property following a disaster.
- The Association Insurance carriers will be notified and claim support will be requested.
- The Association will cooperate with all public responders (fire, police, safety).

VII: Contact List

Building: Grosvenor of Pelican Bay
Address: 6001 Pelican Bay Blvd; Naples FL 34108
Telephones: 239-597-2418

Board of Directors

- President: Bob Silverstein: 847-404-6961
- Vice President: Dina Yashchin: 917-327-5286
- Treasurer: John Callaghan: 239-595-8862
- Secretary: Robin Leikin: 847-567-5665
- Director: Tom Tuschen: 414-899-6258

Grosvenor Staff

Manager: Cindy Gray - Cell phone: 239-465-9694
Assistant Manager: Ronda Berendt-Santos
Front Desk Security (Nights and Weekends): Chad Ward and Roger Amat w/ Securitas 239-597-2418
Maintenance: Giovanni Poli
Housekeeping: Xiomara Perez and Martha Galvez 6:30 am – 3:00 pm

Property Insurance Contact

Joe Thompson – Acrisure Insurance Agent:
Email: joethompson@acrisure.com

VIII:

Emergency Radio Network:

Grosvenor has an emergency repeater transmitter and antenna located on top of the building. The UHF station is WQDB284 broadcasting of 464.625 covers a radius of 25 miles. The Manager's office has a handheld radio to contact the North Collier Fire Dept. as well as any local C.E.R.T. teams, and the Pelican Bay Foundation security, in case of emergency.