

***WYNDEMERE HOMEOWNERS  
ASSOCIATION, INC.***

**DISASTER PLAN**

**June 2024**

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## **Introduction:**

Disasters may occur at any given time, and we must be prepared to respond to them. Thus, every community needs to have thought through and planned for action so that people, property, and assets can be protected and community operations resumed as soon as possible. The driving logic for disaster preparedness **is that it is TOO LATE to plan, prepare and train for a disaster when the warning has been issued.** This has to be accomplished well in advance.

At Wyndemere, the main disasters that we have to be concerned with are hurricanes, tornados, and flooding associated with the frequent intense thunderstorms that we experience. This publication is to provide guidance to the staff and community on the procedures for whichever of these aforementioned situations may arise.

The emphasis is on pre-disaster planning and recovery. To do nothing is not a responsible approach for the leadership of the community. This is a living document and will be updated on an annual basis.

## **Hazard Analysis:**

This community is vulnerable to the following potential hazards:

- Fires
- Hurricanes
- Power Outages
- Tornados
- Water Outages
- Floods

Distance to the nearest major highway (Interstate 75) is 1.5 miles.

**Disclaimer:** *The purpose of this plan is to outline the precautions residents and staff should take to prepare in the event of a hurricane or other disaster. These steps are prudent and intended to minimize danger and damage. In implementing this plan, the Wyndemere Homeowners Association's Board of Governors assumes no responsibility for damages or injury occurring to any resident's person or property. NOTE: The Collier County Emergency Management Office may recommend evacuation of this area because of the elevation, proximity to the Gulf of Mexico and/or the possible inability to respond to emergencies during a storm. Any decision to remain on Wyndemere property is the resident's responsibility.*

## **Purpose:**

This plan primarily focuses on hurricanes, our most probable disaster, and how to plan for and what to do during a storm. It is intended to inform staff and residents of the preparations required prior to an impending storm and the steps that they should be taking. It also includes the services and equipment residents can expect to be working and what may not be working.

The section on “Hurricane Procedures” applies to all residents. If you will be away during the hurricane season, it is your responsibility to leave your home in a hurricane-ready condition.

The Board of Governors recommends that every resident 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 from the President of the Board of Governors and/or the Executive Director.

## **Direction and Control:**

The initial command and control point will be the Homeowners Association Office Building.

Management of the overall day-to-day emergency operations is the responsibility of the Executive Director who is accountable to the President of the Association’s Board of Governors.

In the Executive Director’s absence, the Privacy Manager shall manage all emergency operations and will be accountable to the President of the Association’s Board of Governors.

When the Executive Director is present and in charge of emergency operations, the Privacy Manager will assist the Executive Director.

During emergency operations, relevant notices will periodically be posted via e-mail blast and on the Homeowners Association Office Building. It is every resident’s responsibility to read and keep up-to-date with these important notices.

**Important Telephone Numbers:**

Fire Department (Collier County)	911
Sheriff's Office (Emergencies ONLY)	911
Sheriff's Office (Non Emergency)	239-774-4434 or 239-252-9300
Emergency Operations Center	239-252-3600
Collier County Emergency Hotline	239-252-8444 (when activated)
Collier County Shelters	239-252-8444 (when activated)
Collier County Domestic Animal Services	239-252-7387
American Red Cross (Local Chapter)	239-596-6868
Department of Transportation for Info on:	
Evacuation Routes, Road Closures	511
FPL (Florida Power & Light)	800-468-8243
Collier County Utilities/Water Dept.	239-252-6245
Waste Management	239-649-2212
Wyndemere Homeowners Association	239-263-0761
Wyndemere Gatehouse	239-263-3726
Wyndemere Country Club	239-263-1700

**Additional Phone Numbers (Family - Friends - Neighbors):**

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**Websites:**

We suggest that you go to any of the listed websites, as they all have links to many other local, state and national organizations such as FEMA, NEMA, NOAA, SERT, etc. Each of these organizations, along with many of the local media websites, have suggestions and recommendations to assist you in formulating a disaster plan customized to meet your individual family's needs.

<a href="http://www.nhc.noaa.gov">www.nhc.noaa.gov</a>	National Hurricane Center (NOAA)
<a href="http://www.collierem.org">www.collierem.org</a>	Collier County Emergency Management
<a href="http://www.fema.gov">www.fema.gov</a>	FEMA
<a href="http://www.accuweather.com">www.accuweather.com</a>	Accu Weather
<a href="http://www.weather.com">www.weather.com</a>	Weather Channel
<a href="http://www.weather.gov">www.weather.gov</a>	National Weather Service (NOAA)
<a href="http://www.colliergov.net">www.colliergov.net</a>	Collier County Government
<a href="http://www.winknews.com">www.winknews.com</a>	Local News
<a href="http://www.redcross.org">www.redcross.org</a>	American Red Cross – South Florida Region
<a href="http://www.floridadisaster.org">www.floridadisaster.org</a>	State Emergency Operations Center
<a href="http://www.fl511.com">www.fl511.com</a>	Department of Transportation

**Social Media:**

Facebook.com/CollierEM	Facebook
@CollierEM	Twitter
@FL511_Southwest	Twitter - Dept. of Transportation

## **FIRE PROCEDURES**

### **Fire Procedures:**

Upon discovery of a fire, residents should:

1. Remove anyone in the vicinity of the fire.
2. Close the door.
3. Sound the nearest alarm.
4. Call 911.
5. Call the Gatehouse to report the fire.

### **Condominium Evacuation Procedures:**

1. Close all doors behind you.
2. Proceed directly to the stairwells. **DO NOT** use the elevators!
3. The front entrance area will be for emergency personnel & their vehicles.
4. Wait for further instructions from fire and Privacy personnel.

### **IF YOUR EXIT ROUTE IS BLOCKED BY SMOKE:**

1. Crawl low through the smoke. The air is easier to breathe near the floor.
2. If trapped in a room, close all of the doors between you and the smoke. Seal cracks around doors and vents with wet towels if possible.
3. Dial 911 and give your exact location, even if fire personnel are already at the scene.
4. If possible, open windows slightly at the top and bottom to let fresh air enter.

## **THUNDERSTORM AND LIGHTNING PROCEDURES**

Florida has more thunderstorms and lightning strikes than any other state. No other state has more deaths or injuries due to lightning. Approximately 50% of these happen to people involved in recreational activities and 40% are water-related.

The main hazards that thunderstorms bring are hail and lightning. Please remember that tornados can occur when severe thunderstorms develop.

### A. Suggested Safety Precautions During a Thunderstorm:

1. Stay indoors and don't venture out unless it is absolutely necessary.
2. Don't use corded telephones.
3. Unplug valuable electrical equipment (TVs, computers, sound systems, etc.).
4. If there is a power outage, turn off all electrical appliances and switches before the power comes back on if you are able to do so. This may prevent damage to appliances if there is a power surge.
5. Be on the watch for high winds, hail and possibly tornados. Monitor your portable radio.
6. Don't take showers or baths.
7. GET OUT OF THE WATER (SWIMMING POOLS, ETC.) and off the beaches.
8. When shelter is not available, avoid standing near or under a tree.
9. Never touch downed power lines. If you happen to be near a downed power line, always assume that it is a live wire and do not walk anywhere near it.

## **FLOOD PROCEDURES**

What is the difference between a Flood Watch and a Flood Warning?

A Watch means conditions are favorable for flooding. It does not mean that flooding will occur, but it is possible. A Warning means flooding is imminent or occurring.

A. When a Flood Watch has been issued:

1. Stay tuned to a local radio or television station or listen to NOAA Weather Radio at 162.475MHz or 162.525MHz.
2. Know where to go. You may need to reach higher ground quickly and on foot.
3. Locate your emergency supplies.
4. Prepare your home:
  - a. Bring in outdoor furniture and move important indoor items to the highest possible floor.
  - b. Disconnect electrical appliances. Do not touch electrical equipment if you are wet or standing in water.
  - c. If instructed, turn off your gas and electricity at the main switch or valve.

B. When a Flood Warning has been issued:

1. Move immediately to higher ground or stay on high ground.
2. Evacuate if directed to do so.
3. Avoid walking or driving through flood waters. Turn Around, Don't Drown! Just 6 inches of moving water can knock you down and 1 foot of water can sweep your vehicle away.



## **TORNADO PROCEDURES**

What is the difference between a Tornado Watch and a Tornado Warning? A Watch means that conditions are favorable for the formation of tornados and a Warning means that a tornado has been sighted in or near your area.

A. When a Tornado Watch has been issued:

1. Stay tuned to a local radio or television station or listen to NOAA Weather Radio at 162.475MHz or 162.525MHz.
2. Secure any loose objects outdoors or move them inside.
3. Keep away from windows.
4. Watch the sky. If you see any funnel shaped clouds, report them immediately to the nearest law enforcement agency (911) and TAKE COVER.

B. When a Tornado Warning has been issued:

**TAKE SHELTER IMMEDIATELY!** There is no guarantee of a safe place during a tornado. However, there are some locations that are better than others.

1. In a Motor Vehicle:  
The least desirable place to be during a tornado is in a motor vehicle. Never try to outrun a tornado in your car. Stop and get out. Seek shelter elsewhere. Do not get under or next to your vehicle. Look for a ditch or a ground depression if a tornado shelter is not nearby.
2. In a Home or Condominium:  
The best place to go is the innermost hallway on the lowest floor. An interior closet is relatively safe. An interior bathroom is even better. **AVOID WINDOWS! DO NOT OPEN ANY WINDOWS!**

## **HURRICANE PROCEDURES**

**The section on Hurricane Procedures and Preparations applies to all residents. If you will be away during the hurricane season, it is your responsibility to leave your home in a hurricane-ready condition.**

### **Hurricane Plan**

The best thing to do for you and your family to survive a disaster is to prepare ahead of time by establishing a Family Disaster Plan.

Information with suggestions and recommendations for creating a Family Disaster Plan specifically tailored to your family's needs is readily available from many government and private sources. The Wyndemere Board of Governors recommends that all residents review some of the many sources provided on page 5 of this plan.

Prior to an oncoming storm, the Collier County Emergency Management Office may recommend evacuation for this area because of the elevation, proximity to the Gulf of Mexico and the very real possibility that emergency rescue (fire, police and medical) teams will not be able to respond to emergencies during a storm.

### **Family Disaster Plan Options**

#### ***Option A – Stay Home***

Remember that any decision to remain in your home after an evacuation order has been issued is the resident's responsibility. If you decide to stay, it is reasonable to expect that you may experience:

- Power outages
- No air conditioning
- No lights
- No elevators
- No automatic garage door openers
- No radio – unless it is a battery operated portable radio
- No land line telephone service
- No cell phone service
- No safe water service, which can directly affect drinking, cooking, bathing, washing and toilet flushing
- No Privacy Staff
- No emergency fire department response
- No ambulance or other emergency medical service
- No police response
- Delays with emergency services can be from a few hours up to several days after the storm

## **Family Disaster Plan Options (continued)**

### **Option B – Stay with a friend or relative who has a safe place**

If you expect to stay at someone else's home during a hurricane or disaster, remember: it is your responsibility to hurricane-proof your property before leaving and you may not be able to return for many days.

### **Option C – Relocate out of the area**

You may wish to travel some distance to escape the threatened area. If so:

- Keep a current road map and know where you are going so you can plan the best route.
- If there is a sick or disabled person in your home, seek a doctor's advice on the necessary accommodations.
- Take a first aid kit with you.
- Take cash with you.
- Purchase auto fuel in advance.
- Take food and water with you for up to 3 days.
- Go early to avoid traffic, possible flooding and high winds. Hotel and shelter accommodations may be scarce throughout Florida.
- It is recommended by Emergency Management Services that if you plan to leave, you should leave as soon as a Hurricane Warning has been issued.

### **Option D - Public Shelters**

If you are in need of a shelter, go to a designated public shelter. Stay tuned to local radio and television stations to find out what time each designated shelter will open. Consult the map included in the **All Hazards Guide by Emergency Management Services of Collier County** for shelter locations:

<https://www.colliercountyfl.gov/home/showpublisheddocument/71413/636645864946500000>.

If you plan to go to an emergency public shelter, it would be wise to drive there now and familiarize yourself and your family with the exact locations and the most direct routes.

**Don't wait until the last minute to activate your plan.**

**If an evacuation order is given, move quickly but without panic.**

## **HURRICANE PROCEDURES**

### **Important considerations when formulating your plan:**

#### **Emergency Assistance:**

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 may not be available during a storm. Winds can exceed 45 mph before a hurricane warning is issued. After the storm, it could take several days before response times return to normal.

#### **Evacuation Plans:**

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 home during the storm. Prudent planners will prepare for that contingency.

If your plan is to evacuate the area, the best time to leave is just before a Hurricane Watch is issued. Airports would be open but getting busier and Interstate 75 would be moving at a busier than normal rate. Since we are at the extreme end of the populated areas of the Southwest Florida Coast, we have to evacuate before other communities north of us start to evacuate and clog the roads. Before evacuating though, be sure to complete the preparations for your home and then notify your neighborhood's **Emergency Preparedness Liaison** of your departure and destination.

If you need to evacuate to a shelter, be ready to move as soon as a Hurricane Warning is issued. Remember to make arrangements for transportation and bring medications, special diet foods, medical supplies and any other items recommended in the **All Hazards Guide by Emergency Management Services of Collier County**:

<https://www.colliercountyfl.gov/home/showpublisheddocument/71413/636645864946500000>.

Conduct a test drive to the shelter before any emergency is announced to familiarize yourself with the exact location and the most direct route.

# HURRICANE

## WARNING, WATCHES & CATEGORIES

### 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 the storm is expected within 24 hours. All of your preparations should be completed by this time. If you are evacuating to a local shelter, this is the time to load your supplies into the car and leave for the shelter.

### Hurricane Categories

Category	Wind	Storm Surge	Effects
1	74–95 mph	4–5 feet	Some local flooding and tree damage.
2	96–110 mph	6–8 feet	Includes Category 1 effects plus many flooded roadways, trees down, power lines down, roofing tiles and coconuts flying around.
3	111–129 mph	9–12 feet	Includes Category 2 effects plus more debris flying and unprotected windows may give way.
4	130–156 mph	13–18 feet	Includes Category 3 effects plus storm shutter failures, windows behind storm shutters could also fail (even before the shutters fail), main electrical panels flooded.
5	157+ mph	Over 18 feet	Includes Category 4 effects plus extensive structural damage to buildings.

## **HURRICANE WATCH**

**The primary function of the Management and Staff during a Hurricane Watch** is to secure and stabilize the Association common areas. Their entire focus will be on preparing the common areas before the arrival of the storm. **The staff will not be available to assist individual unit owners during this time.**

**All construction** will cease in Wyndemere, unless directly involved with securing the common area property. This will include all non-emergency workers: painters, carpenters, roofers, electricians, plumbers, designers, etc.

**Home Watch Services** will be allowed on the property to secure individual homes during a Hurricane Watch.

**Storm shutters** should be secured before the conclusion of the Hurricane Watch.

*Residents with homes that do not have storm shutters should remove everything off their patio/lanai prior to a Hurricane Watch.*

**Unit preparations for residents residing in Wyndemere during the summer:**

1. Bring lanai furnishings inside.
2. Remove or secure your lanai ceiling fan.
3. Consider removing and storing your sliding screen inside if you have no storm shutters.
4. Lock all your windows and sliding glass doors.
5. Secure storm shutters if available.

**Evacuating: Should you decide to evacuate the area, the best time will be before or during the period of a Hurricane Watch. Once a Hurricane Warning has been issued, it may be too late for most evacuation options.**

1. Gather prescription drugs.
2. Shut off water supply.
3. Shut off your icemaker and remove all perishable food from your freezer and refrigerator.
4. Unplug valuable electrical equipment (TVs, computers, sound systems, etc.).
5. Notify your neighborhood's Emergency Preparedness Liaison and your friends of your plans.
6. Fill your gas tank.
7. Bring cash.

## **HURRICANE WARNING**

During this final Warning stage, the Staff will make final preparations to the common area property prior to their departure.

### **During the Storm:**

The main entry gates will be in the open position.

The north service gate will be secured in the closed and locked position.

Please remember that the Collier County Emergency Management Office may recommend evacuation for this area because of Emergency Management's possible inability to respond to emergencies during a storm. Any decision to remain at Wyndemere is the resident's responsibility. If you decide to stay, you may experience:

- 1) Front gates in open position
- 2) No Privacy Staff
- 3) No emergency services
  - No emergency fire department response
  - No ambulance or other emergency medical service
  - No police response
- 4) Power outages
  - No air conditioning
  - No lights
  - No elevators
  - No electricity for cooking
  - No street lights
  - No automatic garage door openers
- 5) No telephone service – including cell phones
- 6) No cable
- 7) Interrupted water service – No water for:
  - Drinking
  - Cooking
  - Bathing
  - Washing
  - Flushing toilets

## **Evacuating to a Shelter:**

Do not wait until the last minute – go early. Shelters have been known to close after reaching capacity.

Know where the shelters are located and perform a test drive to the shelter location before any storm is announced.

It is advisable to read the shelter requirements and suggestions before departure.

Remember that shelters are not ideal places in the sense that they will be overcrowded, amenities will be at a minimum, and they may not be able to withstand Category 4 and 5 hurricanes.

Once major evacuations begin, check with the Collier County Emergency Management Office for the best route. Routes are determined by the type and path of the storm.

Bring your emergency supplies with you in case you end up in a shelter.

Do not forget to include a minimum two-week supply of prescription medications.

Physically handicapped persons should register now with Emergency Management (239-252-3600) and ask for their doctor's help in registering with the hospital if necessary. If you are registering, please contact your neighborhood's Emergency Preparedness Liaison so that he or she can note that you are registered.

Plan for the care of your pets. Most shelters do not accept pets. You may contact Collier County Domestic Animal Services at 239-252-7387 about shelter information for your pet.

## **Homeowners not in residence should:**

- Have your Home Watch Service prepare your home for the anticipated storm:
  - Bring lanai furnishings inside.
  - Remove or secure your lanai ceiling fan.
  - Consider removing and storing your sliding screen inside if you have no storm shutters.
  - Lock your windows and sliding glass doors.
  - Secure storm shutters.
  - Shut off water supply.
  - Shut off icemaker and remove all perishable food from your freezer and refrigerator.
  - Unplug valuable electrical equipment (TVs, computers, sound systems, etc.).
- Instruct your Home Watch Service to follow the instructions of the Privacy Staff.
- If you are leaving a vehicle behind, consider leaving a key for it on your kitchen counter. The key tag should have your name, the make and model of the vehicle and the vehicle's location on it.



## **AFTER THE STORM**

1. Staff will conduct a survey of the common areas to determine the extent of damage and take steps to minimize further damage if possible.
2. Immediately after the determination is made that the common property is safe, Home Watch Services will be allowed entry into the community to inspect individual units.
3. Non-emergency personnel will not be allowed on property until a full inspection has been completed.
4. If the Wyndemere Homeowners Association's electronic communication (e-mail) is operational, reports on the overall status of the community will be sent via e-mail blast.
5. In the event of severe damage to the area, it could take a long time for services to return to normal. For example, blocked roads, prolonged power and water outages, and a lack of telephones (including cell phone service) can be expected.

**Following a major hurricane, it could take a long time (days or even weeks) for services to return to normal. It is reasonable to expect:**

1. Downed trees blocking roadways
2. Minimal to non-existent emergency services, including fire, ambulance and police
3. Emergency services (fire, ambulance and police) could take a few hours or several days to respond
4. Minimal or no lighting in common areas
5. No lights or electricity in homes
6. No water
7. No gas
8. Electric garage doors requiring manual opening & closing
9. Elevators not working
10. No pool operations
11. No telephone service, including cell phones
12. No gasoline stations open
13. No grocery stores open
14. No restaurants open
15. No pharmacies open
16. No trash pick-up

## **After the Storm:**

Please remember that after the storm, the Wyndemere Homeowners Association Staff will be very busy assessing and mitigating any damage to Wyndemere. Frequently this is done under difficult conditions: no A/C, no electricity, etc.

Communications may be non-existent.

***When calling, if you do connect with any staff member, please keep the conversation to a minimum. Staff will be very busy and the limited power to cell phones is needed to contact and schedule vendors to assist in repairing damage.***

The Executive Director will send an e-mail blast daily to update all Residents on the status of the Wyndemere common property once communications have been restored.

***Reminder: Wyndemere Homeowners Association is not responsible for checking or inspecting individual homes or condominium units before or after the storm.***

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