



# BEACON HOUSE

## CONDOMINIUM AND MARINA

### **Hurricane and Storm Surge Protection Standard Operating Procedure (SOP): Revised: June 2025**

#### **1. Purpose**

To outline preparation, response, and recovery steps to protect residents, property, pool, and marina from hurricane and storm surge impacts.

#### **2. Scope**

Applies to building management, maintenance staff, residents, marina tenants, and contractors.

#### **3. Responsibilities**

- **Management (BOD):** Coordinates execution of SOP, communication, and contractor management.
- **Maintenance Manager:** Conducts inspections, secures property, manages sandbagging, supports post-storm recovery.
- **Residents/Marina Tenants:**
  - Hurricane season runs from June 1 – November 30. To ensure your unit and the building stay protected, we need everyone's cooperation.
  - A "hurricane" is a tropical storm with wind speeds of 74 MPH and greater.
  - A "hurricane alert" designates a hurricane is posing a possible threat to an area.
  - A "hurricane watch" designates that a hurricane constitutes an appreciable/direct threat to an area within 48 hours.
  - A "hurricane warning" designates when an area is expected to feel the dangerous effects of a hurricane within 36 hours.
  - Hurricane classifications:
    - Category 1 – winds of 74-95 mph
    - Category 2 – winds of 96-110 mph
    - Category 3 – winds of 111-130 mph
    - Category 4 – winds of 131-155 mph
    - Category 5 – winds of 156+ mph
  - **For Units currently not occupied:**
    - If you do not have hurricane shutters that fully enclose your lanai, remove everything from your lanai. Outdoor items, including chairs, tables, plants, and decorative pieces, must be brought inside. Note: Loose items can become dangerous projectiles, break

windows and allow water intrusion that can damage your unit and those below.

- Lock all lanai sliders and windows. Ensure all exterior points are secure
- Assure management has a working key to access your unit. This is essential for emergency access or if urgent repairs are needed.
- Close the main water valve where it enters your unit. This helps prevent water leaks while you're away.
- Turn off the breaker to your hot water heater. This prevents unnecessary energy use and reduces risk.
- All bikes must be removed from the bike room by June 13<sup>th</sup>. Bring bicycles inside your unit or locker space.
- Owners are required to leave keys to any automobile parked on BHC property during the hurricane season with the office or advise of the location of the key within your unit.

○ **For full-time residents:**

- When a hurricane warning is posted, if you do not have hurricane shutters that fully enclose your lanai, all lanai furniture and items must be removed and secured inside. Bikes stored outdoors or in bike racks must be removed and stored in your unit or storage locker.

○ **For Marina Tenants:**

- Secure Your Boat.
  - Verify that dock cleats and railings are in good condition and capable of handling increased stress.
  - Double all mooring lines, using chafe protectors to prevent wear.
  - Position fenders to prevent damage from contact with the dock or other boats.
  - Sailboats must remove and store all sails and sail covers from decks, booms, forestays and roller furling.
  - Remove and Secure loose items from the deck, including chairs, grills, and decorations.

#### **4. Pre-Season Preparation (June)**

- Landscape Vendor delivers and stages BHC-owned sandbags palletized in an unoccupied carport for summer standby.
- Maintenance Manager and Landscape Vendor inspect landscaping for trimming of trees and shrubbery.
- Maintenance Manager checks all on-site and building mounted lighting, cameras and signage to ensure items are secure and fasteners are tight. Non-secure items will be removed and safely stored.
- Maintenance Manager ensures that storm drains, parking areas drains, and elevator pits are inspected and cleared of debris, as needed.

- Maintenance Manager inspects accessible building areas and coordinates with licensed vendors to assess structural concerns, including visible cracks, water intrusion points, and loose exterior materials.
- Maintenance Manager checks mechanical rooms and electrical panels to ensure they are secure. Confirms that emergency lighting and fire protection systems are operational.
- BOD/ Maintenance Manager communicates with vendors to review and ascertain that the vendors will be responders after the Hurricane has passed.
- Maintenance Manager photographs and videos property and 1<sup>st</sup> floors to document property condition prior to storm.

**If a Tropical Storm Watch, Tropical Storm Warning, Hurricane Watch, or Hurricane Warning is issued and potentially threatens the Southwest Florida area, the SOP for Hurricanes and Storm Surges will be implemented at Beacon House Club.**

**If a State of Emergency is declared for the State of Florida, Collier County or the City of Naples; the Board may implement “Association Emergency Powers” as permitted by Florida Statute 718.1265. The Board of Directors Emergency Powers include but are not limited to the following:**

**☐ Require the Evacuation of All Residents from the Condominium Property. who fail or refuse to evacuate the condominium property do so at their own free will and the Any resident(s)**

## **5. Pre-Storm Procedures**

- **3-4 days before predicted landfall:** Manager removes and stores lighter lawn furniture, pool furniture, flowerpots, and parking lot arm gate.
- **2-3 days before landfall:**
  - Maintenance Cart is flat-bedded to offsite, indoor storage.
  - Landscape Vendor assists Maintenance Manager in storing remaining indoor/outdoor furniture. Outdoor furniture will be stored in bike room. Indoor furniture, computers and important documents and files will be moved to a higher floor.
  - Landscape Vendor assists Maintenance Manger with sandbagging.
    - Sandbags placed against plastic sheeting on doors and sliders, stacked 3'-4' high per storm surge forecast.
    - Apply Flex Tape inside doors/sliders; leave one man door open per building for sandbagging one day prior to storm.
    - Sandbag and tape ground-level impact windows.
- **1-2 days before landfall:**
  - Elevators raised to 4th floor; power to elevators and marina shut down; sandbag ground floor elevator access points and electric rooms.
  - Drain Pool 12" or more. Shut down pumps.
- **1 day before landfall:** Sandbag remaining man door exits, per Life Safety Plan.

## **6. During Storm**

- Restrict access to elevators, pool, marina, and outdoor common areas.
- Maintain communications and monitor weather.

## **7. Post-Storm Recovery**

- Following the storm and after receiving an official "All Clear" from local authorities, the BOD/Maintenance Manager will assess and communicate the building's condition. BOD approval needed before any residents or workers can re-enter the property.
- Maintenance Manager to assess and document storm damage with photos, videos and reports.
- Maintenance Manager to remove sandbags from man doors.
- Maintenance Manager to check elevator pits for water; pump if necessary; restore power after safety confirmed by Elevator Vendor.
- Maintenance Manager to restore marina power and pool power when safe.
- Landscape Vendor assists with de-sandbagging doors, sliders, impact windows; restage sandbags as needed. Assist with relocating indoor and outdoor furniture.
- Maintenance Manager to re-stock safety and flood protection equipment.
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## **8. Communication**

- BOD to provide timely hurricane preparation and status updates to residents and marina tenants via e-blast and posted notices with the current storm status, the Association's preparation steps, and reminders for residents to secure balcony items, etc.
- BOD/Maintenance Manager to communicate evacuation orders promptly.
- After receiving an official "All Clear" from local authorities, the BOD/Maintenance Manager will assess and communicate the buildings' condition.
- BOD approval needed before any residents or workers can re-enter property.
- BOD to inform residents of the community's recovery plans. An email update should be sent as soon as service becomes available.

## **8. Seasonal Sandbag Management**

- Remove and return sandbags to Landscape Vendor in October/November for winter storage.

## **10. Training & SOP Review**

- Conduct annual drills and preparedness training sessions for residents and staff.
- Annual review and update of the SOP based on lessons learned and best practices.

## **11. EMERGENCY CONTACT NUMBERS**

- Maintenance Manager: Kevin Snyder - (239) 825-4441
- Board President: Chip Kubly - (414) 550-3535

During a hurricane emergency, owners should adhere to the instructions issued by the City of Naples, Collier County Emergency Management and/or the BHC Board of Directors and/or Management.

- During a Hurricane Watch or Warning, all owners are urged to evacuate and to advise the office of where you went.
- Any resident requiring assistance in locating a temporary shelter should contact either the City of Naples Emergency Services, 239.213.4844 or Collier County Emergency Management, 239.252.8444.

**For outside emergency information or assistance call:**

**COLLIER COUNTY**

Fire or Medical Emergency: 911

Collier County American Red Cross: 239-278-3401

Collier County Emergency Management: 239-252-3600

Collier County Emergency Medical Services: 239-252-3740

Collier County Fire Department: 239-597-3222

Collier County Health Department: 239-252-8200

Collier County Sheriff's Non-Emergency: 239-252-9300

Collier County Animal Services: 239-252-7387

Comcast Xfinity: 800-934-6489

East Naples Fire Department: 239-774-7111

Florida Highway Patrol: 239-938-1800

Florida Marine Patrol: 239-332-6971

Florida Marine Patrol after 5:00 p.m.: 888-404-3922

Florida Power & Light (FPL): 1-800-468-8243

Gulf Coast Medical Center: 239-768-5000

Naples Police Department: 239- 213-4844

Naples Emergency Preparedness: 239-213-4900

NCH Hospital System: 239-624-5000

North Naples Fire District: 239-597-3222

Physicians Regional Medical Center (Pine Ridge): 239-348-4000

Physicians Regional Medical Center (Collier Blvd.): 239-354-6000

Salvation Army of Collier County: 239-775-9447

State of Florida Emergency Info 24 Hour Hotline: 800-342-3557

Storm Information Hotline (when activated): 311 or 239-252-4311

US Coast Guard: 239-463-5754

Weather Information-National Hurricane Center Info: 305-229-4483

## COLLIER COUNTY

### GENERAL INFORMATION REGARDING EVACUATION AND SHELTERS

In case you are instructed to evacuate, know that our Hurricane Evacuation Zones are no longer referenced by storm category but are now named by Hurricane Surge Evacuation Zones A/B/C/D/E. \*Please note that Hurricane Surge Evacuation Zones are different than Flood Zones.

Check shelter locations around the county. \* Do not depend on a particular shelter or refuge. Sites may, or may not, be opened, depending on the size of the storm in the predicted landfall area.

At the time of the approaching disaster, listen to the local media for pet shelter information.

# HURRICANE

## PREPAREDNESS AND RECOVERY GUIDE FOR COMMUNITY ASSOCIATIONS



## Resources

Useful Contacts Before, During & After a Storm or Disaster

### Federal Agencies

FEMA	FEMA.gov   1-800-621-FEMA (3362)
US Army Corps of Engineers	usace.army.mil   1-202-761-0011
U.S. Department of Housing and Urban Development (HUD)	hud.gov   1-800-245-2691
U.S. Department of Health & Human Services	phe.gov
Center for Disease Control and Prevention (CDC)	cdc.gov   1-800-CDC-INFO (1-800-232-4636)
Small Business Administration (SBA)	sba.gov   1-800-659-2955
Disaster Assistance Improvement Program <small>To find the Disaster Recovery Center nearest to your location, text DRC + ZIP Code to 4FEMA</small>	disasterassistance.gov
Ready	ready.gov   1-800-621-FEMA (3362)
Citizen Corps Partner Program	citizencorps.gov
NOAA/National Weather Service <small>In case of an emergency, call 311 (Dade) and 211 (Broward)</small>	nhc.noaa.gov   1-305-229-4470
Centers for Medicare & Medical Services (CMS)	cms.gov   1-800-MEDICARE (633-4227)

### State Agencies

Florida Division of Emergency Management	floridadisaster.org   1-850-815-4000
Florida Department of Elder Affairs	elderaffairs.state.fl.us   800-96 ELDER (35337)

### Not for Profit

American Red Cross	redcross.org   1-800-RED CROSS (733-2767)
The Salvation Army	salvationarmyusa.org   1-800-SA-TRUCK (728-7825)
The National Emergency Response Team (NERT)	nert-usa.org   1-207-948-3499
The National Organization for Victim Assistance	trynova.org   1-800-TRY-NOVA (879-6682)

### Volunteer Organizations

National Voluntary Organizations Active in Disaster (Non-Profit)	nvoad.org   1-703-778-5088
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### Communication

The American Radio Relay League, Inc. (ARRL)	arrrl.org   1-860-594-0200
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# HURRICANE

## PREPAREDNESS AND RECOVERY GUIDE

FOR COMMUNITY ASSOCIATIONS



# Quick Reference List

## INFORMATION ON EACH RESIDENT

- ✓ Name
- ✓ Unit number
- ✓ Other residences
- ✓ Next of kin name(s)/contact info
- ✓ Identifying features
- ✓ Cell phone number
- ✓ E-mail address
- ✓ Make sure residents who might need special assistance are identified.

## INFORMATION ON EACH EMPLOYEE

- ✓ Address
- ✓ Home and cell phone numbers
- ✓ E-mail address
- ✓ Emergency Contact

## BANK INFORMATION

- ✓ Account numbers, authorized signatures, certificates of deposits, and/or other investment documents

## INSURANCE POLICIES

- ✓ Nature and extent of coverage, carrier, and policy number
- ✓ Name(s) of agents with pertinent information

## VENDOR LIST

- ✓ Pool maintenance, security, landscape maintenance, roofer, etc.
- ✓ Professionals - CPA, Insurance Agent, Attorney and Manager
- ✓ Vendor Priority Notification

## INVENTORY OF FURNITURE AND EQUIPMENT

- ✓ Detailed descriptions
- ✓ Photographs
- ✓ Receipts
- ✓ Serial numbers

## EMERGENCY SUPPLIES

- ✓ Emergency medical supplies, food, water, waterproof matches, a defibrillator, flashlights, battery-operated radio, an emergency generator and an ample supply of fuel to power the generator for an extended period of time.
- ✓ Tools, such as shovels, crowbars and a power saw, might be considered.

## BUILDING PLANS

- ✓ A set of as-built plans and specifications.
- ✓ Location of shut-off valves and structural components
- ✓ Names, addresses, telephone numbers and e-mail addresses of the architects, engineers, contractors and sub-contractors who designed and built the structures.

## BUDDY SYSTEM

- ✓ Let a neighbor or the property manager know if you will be away from your unit for an extended period of time.

## DATA INVENTORY

- ✓ Maintain a record of information maintained in the community's information systems.
- ✓ Regularly back up all data to a safe and accessible location.



