



KW PROPERTY MANAGEMENT & CONSULTING



# Hurricane Season--Be Prepared

**6/1/2018**

## **DEAR PASEO RESIDENT:**

Hurricane season is upon us once again and will last through November 30th. Florida can be threatened at any time during this season. The information contained in this letter will help you prepare for a hurricane or other severe weather emergency and understand how your Association will also prepare your community. This letter has also been written to help you take precautions to protect your family and property. Please take a moment to read this very important information.

The Board of Directors of Paseo Condominiums and KW Property Management & Consulting would like to ensure that all unit owners receive as much information as possible to aid in the preparation for any upcoming storm. A tropical storm or hurricane can develop within hours threatening the area. During these months, special precautions need to be taken by everyone in the community. Stay tuned to local weather updates during the season. Several weather services offer email and text notifications for severe weather such as [www.weather.com](http://www.weather.com). The following terms are used by weather forecasters:

**HURRICANE WATCH-A hurricane may strike our area within 48 hours.**

**HURRICANE WARNING-A hurricane may strike within 36 hours.**

Management will mass email periodic updates to all owners and let you know of current conditions or when services have been restored. **Please make sure that management has an updated email address for you.**

All residents are encouraged to develop a personal disaster preparedness plan before an emergency strikes. The following internet links can aid you in further preparations:

<http://www.nhc.noaa.gov>

<http://www.fema.gov>

<http://www.floridadisaster.org>

Please be advised that at the time a Hurricane Watch is issued, KW Property Management and its personnel will begin to secure the buildings and common areas. Before sustained winds reach dangerous levels and the hurricane becomes an imminent threat, the essential personnel will shut down the property's equipment such as the irrigation and domestic water pumps. This will assure your systems will be operational after weather conditions return to normal and power has been restored.



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## **PLAN AHEAD**

### PRE-HURRICANE SEASON PLANNING

At least 60 days prior to the beginning of hurricane season (June 1<sup>st</sup>), it is imperative that each and every Association Member prepare a hurricane plan for their entire household - an outline that specifies what every member of the household will do before, during and after a hurricane. General guidelines for preparing your hurricane plan are as follows:

- Gather a two-week supply of all items listed in “ Suggested Owners Hurricane Supply Checklist “.
- Make arrangements, in advance, for where your household will stay during a hurricane - at home, a friend's home, a shelter or a hotel. Arrange for a back-up location as well. Make sure everyone knows the location, address and phone number.
- Ask an out-of-town relative or friend to be your emergency contact, and make sure everyone knows that person's phone number. Tell your contact person where you will be during the hurricane.
- Make arrangements for those with special needs or pets and register with county.
- Practice and review your plan.

### OWNERS RESPONSIBILITY

Prepare your unit for a hurricane as follows:

- Find a hurricane caretaker who will be responsible for preparing your unit for a hurricane.
- Register your hurricane caretaker's name with the Property Manager.
- Remove all furniture and decorative wall fixtures from any open balcony, patio, or lanai.
- Close and firmly lock all sliding glass doors and windows.
- Place towels at the inside bottom of all doors leading to balcony, patio and lanai to limit water intrusion.
- Prepare for the loss of utility services.
- Clean bathtubs and fill with water in case water lines are damaged. Use this water for cleaning and to refill toilet as needed.
- Turn off water at master valve (if not already done).

### ELDERLY RESIDENTS

- Plan on taking care of yourself without electricity. Remember that the person taking care of you and your electrical devices may not be available right before and directly after the storm. If you are not available to do so, make other arrangements beforehand.
- If you are elderly, frail, or a person with disabilities and have friends or relatives that can help you with your housing and welfare, contact them now so that they can include your needs as part of their hurricane planning. They will need to include the time it will take for you to gather items you need and transportation time.
- Make a list of prescribed medications, and get a month's supply. You should also make copies of the prescriptions. If you normally require a special diet, make sure you take along three days' supply of it in containers that will be easy to open.



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- Transfer to a manual wheelchair if you are using a battery operated one. You may not be able to recharge the batteries.
- Make sure you are wearing an I.D. bracelet with your name, medications, allergies and emergency contact information.
- If someone in your home requires special attention or medical care, contact your county's "special needs centers". Call the Emergency Management Center for instructions.
- Consider purchasing a cellular phone and charger.

### CLEAR BALCONIES/PATIOS

Implement as many precautions as practical in advance, such as removing all furniture from your balconies or patios, removing and securing all outside items that might become projectiles during the storm, and place towels on window sills and on the bottom of all exterior doors.

If you are leaving town for any length of time during hurricane season, please remove all balcony/patio furniture, plants, and loose objects and assign a nearby relative or friend to close the shutters. In the event of a storm, do not rely on the Association's staff to make preparations for you; their time will be dedicated to securing the community's mechanical operations and common areas.

### EMERGENCY SUPPLY KIT

Residents are urged to develop a disaster preparedness plan before emergency strikes. As part of your plan have an emergency supply kit ready. Be sure to have flashlight, battery operated radio, water and food supplies. A full list is available at: <http://www.floridadisaster.org/index.asp> and can be found later in this guide.

### INSURANCE

Review your insurance policies to ensure you are fully covered. Inventory and take pictures of your apartment and valuables and store photos and documents in waterproof container. Take pictures of important documents and store them on your cell phone.

### SPECIAL NEED RESIDENTS

Special needs residents should be sure to register NOW with the front desk or office. Residents who require special care or special transportation have to preregister and need to contact the Special Needs Register at <http://snr.floridadisaster.org/>



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### PLAN YOUR EVACUATION

Have a transportation and alternate plan and a pre-planned place to stay during an evacuation. As you exit, please sign the security log giving a phone number and address where you may be reached after the storm. Only essential personnel may be allowed back in the community for several days after the storm.

When an evacuation order is issued, EVERYONE must evacuate the community. An evacuation area is no place to be during a hurricane. Employees and emergency responders are expected to evacuate as well.

There will be no emergency services during a storm, and authorities will not be available to help you. Essential condo operations, such as air conditioning, water service etc. will be suspended. The Condominium could become inundated by a storm surge.

Please also keep in mind that if you do not evacuate, you can expect that there will be no building or Association services once the staff evacuates and possibly for several days after the storm.

Prepare a 'go' bag with important personal documents: insurance policy, birth certificates, passports, computer back-up, credit cards and cash.

At the time a call for evacuation has been issued, the Association employees will conclude the procedures to prepare the community's common areas for the storm and leave. Once an evacuation order is given, you should be packed and prepared to leave. Government officials advise elderly and handicapped residents not to wait for the official evacuation order; please leave early.

After the hurricane has passed, all essential personnel will return to the property as soon as physically possible. Please be safe and plan ahead!

### PLAN TO STAY AWAY

Once evacuated, you should plan on having to stay away for up to a week or more. Government officials will block the return of all persons, except essential emergency personnel, from coming back to the area for up to several days.

### LET US DO OUR JOBS

While we know it may be tempting to try to call the property to see how we fared during the storm, please do not do so. Management, Maintenance and the Board will be extremely busy getting things back to normal. Management will mass email periodic updates to all owners and let you know of current conditions and when services have been restored.



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**PLEASE MAKE SURE THAT MANAGEMENT HAS AN UPDATED PHONE NUMBER, EMAIL ADDRESS, A KEY TO YOUR UNIT OR GARAGE CODE FOR ACCESS.**

Even if Government officials approve for residents to return, keep in mind that the property may not be ready for you to return, depending on the level of damage incurred, if any. Try to stay away until you hear from us via mass email or the website that it is safe to return.

Beginning June 1<sup>st</sup>, updates and news will also be posted on the property's website at [www.paseocondo.com](http://www.paseocondo.com).

Thank you for your cooperation and we hope you have an enjoyable and safe summer.

Your Management Team and Board of Directors

Paseo Condominium Association



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## SUGGESTED OWNERS HURRICANE SUPPLY CHECKLIST

Maintain a two-week supply of the following items for each person in your home.

Visit <http://www.floridadisaster.org/index.asp> for a full and complete list

- Baby Supplies:** Formula, bottles, powdered milk, jarred/canned baby foods, diapers, towelettes and special medications.
- Food Supplies:** Purchase foods that require no refrigeration and little preparation such as ready-to-eat canned food, canned juices, milk/parmalat, soup, soft drinks, instant coffee/tea, lots of ice (you can freeze your water supply). Begin freezing ice water in advance
- Medical Supplies:** First aid kit, rubbing alcohol, aspirin, non-aspirin pain reliever, anti-diarrheal and antacids, extra prescription medication (especially for those with heart problems and diabetics). Ask your physician or pharmacist how to store prescription medication.
- Other Supplies:** Wind-up or battery-operated radios, flashlights, non-electric can opener, extra batteries, ABC-rated fire extinguisher in a small canister, portable cooler, absorbent towels, plastic trash bags, wind-up or battery operated clock, extra set of keys, screw driver, hammer, photocopies of prescriptions, photo identification, proof of occupancy of residence (utility bills), medical history and information. Cell phone, cell phone charger and car charger, portable cell phone charger that can be charged in advance. Duct tape, plastic tarp, rope, propane bottles or tanks, candles and matches.
- Personal Items:** Toilet paper, towels, soap, shampoo, personal and feminine hygiene products, denture needs, contact lenses and an extra pair of eye glasses, sun protection, insect repellent, hand sanitizer,
- Water:** A minimum of seven gallons of water per person (1/2 gallon for drinking and 2 gallons for bathing, tooth brushing, etc.). Please store water in clean plastic containers.



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### IMPORTANT TELEPHONE NUMBERS AND WEBSITES

- ☐ General Emergency 911 *(May not be available during Hurricane)*
  - ☐ Fort Myers Fire Department 239.321.7311
  - ☐ Fort Myers Police 239.321.7700 [www.fmpolice.com](http://www.fmpolice.com)
  - ☐ Lee County Sheriff 239.477.1000 [www.sheriffleefl.org](http://www.sheriffleefl.org)
  - ☐ Lee County Emergency Operations 239.533.0622 [www.leeec.com](http://www.leeec.com)
- (This web site provides links to Special Needs Program, Family Emergency Plans, Evacuation Routes, Transportation, Emergency Supply Check List, Hurricane Preparation List and other informative information.)*

### MEDICAL SERVICES

- ☐ Lee Memorial Hospital 239.343.2000 / 239.343.2329 [www.leememorial.org](http://www.leememorial.org)
- ☐ Cape Coral Hospital 239.424.2000 / 239.424.2354
- ☐ Gulf Coast Hospital 239.343.1000
- ☐ Health Department 239.332.9501 [www.floridahealth.gov/chdlee/](http://www.floridahealth.gov/chdlee/)
- ☐ Health Park Medical Center 239.343.5000 / 239.343.5334

### OTHER ORGANIZATIONAL SERVICES

- ☐ American Red Cross 239.278.3401 [www.RedCross.org](http://www.RedCross.org)
  - ☐ Animal Services 888.404.3922 [www.myfwc.com](http://www.myfwc.com)
  - ☐ Lee County Humane Society 239.332.0364 [www.gulfcoasthumanesociaty.org](http://www.gulfcoasthumanesociaty.org)
  - ☐ Fort Myers City Hall 239.321.7000 [www.cityftmyers.com](http://www.cityftmyers.com)
  - ☐ Florida Highway Patrol 239.344.1730 [www.flhsmv.gov/fhp](http://www.flhsmv.gov/fhp)
  - ☐ U.S. Coast Guard FM Beach 239.437.0090 [www.uscg.mil/d7/staFtMyersBeach/](http://www.uscg.mil/d7/staFtMyersBeach/)
  - ☐ FEMA 800.621.3362 [www.fema.gov](http://www.fema.gov)
- (Federal Emergency Management Agency)

### WEATHER INFORMATION

- ☐ Florida Hurricane Hot Line 800.342.3557 [www.flhurricane.com](http://www.flhurricane.com)
- ☐ National Weather Service [www.nhc.noaa.gov](http://www.nhc.noaa.gov)

### UTILITIES

- ☐ Comcast/Xfinity 800.266.2278 [www.xfinity.com](http://www.xfinity.com)
- ☐ Florida Power & Light (FPL) 800.468.8243 [www.fplmaps.com](http://www.fplmaps.com)
- ☐ City of Fort Myers 239.332.6855 [www.cityftmyers.com/utilities](http://www.cityftmyers.com/utilities)
- ☐ TECO Gas 877-832-6747 [www.tecogas.com](http://www.tecogas.com)



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