

Bay Harbor Club of Bonita Beach
Condominium Association, Inc.

Emergency Preparedness
and
Response Plan
2025

This document is available at the Bay Harbor Club website with the understanding that:

It is the owner's responsibility to review the Emergency Preparedness Plan.

I. Introduction

This plan has been developed by a Bay Harbor Emergency Plan committee.

Feedback and additional considerations are encouraged and may be provided to Darren Robershaw or any Bay Harbor Club board member.

Although the Bay Harbor Club has adopted this hurricane policy, any representations in this policy rely largely on volunteers and staff involvement during a time when the Association would neither expect nor require owners, volunteers or staff to remain at the property. The Association is not equipped to serve as an emergency response team, first response team, or otherwise provide medical or physical aid to residents. The Association is unable to guarantee that any or all of the provisions of this policy will be enacted in the event of a hurricane or other natural disaster event. As a result, any resident who remains in Bay Harbor Club during a hurricane or similar event assumes all risks associated with residing in a coastal residential building during a hurricane or other natural disaster, including the possibility of serious and life-threatening injuries, and also with the expectation that the Association may be completely unable to perform any immediate or short term provisions of this policy.

Individual owner responsibility is paramount in preparation and response to emergency situations and **TIMELY EVACUATION IS RECOMMENDED.**

A. Bay Harbor Club Background Information

1. Bay Harbor Club of Bonita Beach Condominium Association, Inc. 26225-26235 Hickory Blvd. Bonita Springs, Fl. 34134
2. The Association owners elect a Board of Directors and the board is responsible for managing the Association. The board has hired a management company to assist in managing the Association and common property. This is:

Cambridge Management of SWFL
9001 Highland Woods Blvd. Suite 2
Bonita Springs, Florida 34135
Office: 239-249-7000

3. 104 units in two high rise buildings
(52 units in each building- four on each floor)

B. Implementation of Emergency Plan

This plan is to be implemented by the On-Site Maintenance Manager under the direction of the Board of Directors and Cambridge Management of SWFL.

II. Hazard Analysis and Related Information

A. Hazard Analysis

Bay Harbor Club is located on the east shore of Little Hickory Island and therefore is quite prone to hurricanes, tornados, and flooding. Access to the island is extremely limited by two bridges and early evacuation is recommended.

III. Concept of Operations

A. Management Structure

1. Overall Management Responsibility:
Bay Harbor Board of Directors

2. Person in Charge during emergency:
Cambridge Management of SWFL Property
Manager Heather Keel 239-249-7000
Heatherk@cambridgeswfl.com
*Email is the best method of contact

B. Plan Activation

1. The plan should be activated when there is a HURRICANE WARNING (this is the fifth step of the hurricane warning system and is issued when hurricane conditions are expected in the designated area in 24 hours or less). When a HURRICANE WARNING is issued, precautions should be taken immediately.

2. Other hazardous incidents are at the direction of the person in charge.

3. Procedures the Association may take to mitigate potential damage to the common property.

IV. Informing Owners/Residents and Training

A. For Residents

1. Residents will be informed of emergency information through fire alert system in each building and the telephone system located outside each building lobby.

2. Lee County All Hazards Guide will be provided to each condominium unit.

This addresses all types of hazards and emergency situations, many which could apply to Bay Harbor.

3. This Bay Harbor Emergency Plan will be provided to all owners through email and will be posted on the Bay Harbor website.

4. A hurricane information seminar will be provided from time to time.

5. Residents will be notified of any changes. Postings will also be made on building bulletin boards.

B. Association Employees Training

Persons to be instructed on performing emergency activities:

On-Site Maintenance Manager

Property Manager

V. **Bay Harbor Condominium Association Hurricane Procedures**

Performed by On-Site Maintenance Manager

Backup: Responsible On-Site Manager Supervisor or designee

1. Bring outside mats and rugs into the lobby.
2. Bring pool furniture, umbrellas, garbage cans, etc. into the clubhouse.
3. Put grills into trash rooms.
4. Take down flag.
5. Remove court nets from frames. Secure frames to fence.
6. Put up sign (in each elevator) that elevators will be locked out if winds reach hurricane status. In that event, lockout elevators on penthouse floors and turn circuit breakers off on roof floor.
7. Turn off propane gas (at propane gas fill).
8. Take Bay Harbor Club building plans up to a safe unit and place on top of washer/dryer. Third floor or higher).
9. Shut off pool and both spa-circulating pumps. Turn off pool heater at circuit breaker in closet of clubhouse.
10. Lower pool level 1 foot. Add chlorine to pool and spas.
11. Make sure fuel tanks for generators are full.
12. Turn off all electrical circuits to the docks at the electrical panels.
13. Put sealing tape around all doors except stairwells in both buildings and clubhouse.
14. In the event of Lee County orders a Voluntary Evacuation:
 - a. Prepare the notice of evacuation attached hereto and, if practicable, coordinate a Board meeting to adopt the resolution. If a meeting cannot be coordinated, the adoption of this policy shall serve to delegate authority to the Association's President or Vice President, individually, to execute and adopt the evacuation resolution.
 - b. Provide notice to owners as practicable and reasonable under the

circumstances. This may include, without limitation, posting a copy in the lobby, posting a copy of club house doors and emailing owners. Actual delivery of the evacuation order is not a prerequisite to its application.

- c. Prepare the property for the hurricane, as noted above

15. In the event Lee County orders a Mandatory Evacuation:

- a. Prepare FINAL Mandatory Evacuation Notice
- b. Post on Lobby Board and on Pool House Doors
- c. Email to every resident on email list.
- d. Leave property
- e. Return after storm for clean up

VI. Bay Harbor Club Association Unit Owners Hurricane Procedures Checklist

If you will not be in residence during hurricane season:

- Lower hurricane shutters if you have them
- Remove all lanai furniture and store within your unit if you do not have shutters or impact rated glass
- Clear refrigerator and freezer of all perishable products
- Remove any items from the common area hallways/landings and store in your unit
- Have a plan to remove any automobiles left on premises during hurricane season
- Make provision for the safety of your boat, and store bikes in bike room or your unit

If you will be in residence during hurricane season:

In addition to the above:

- Decide in advance where your family will stay during a hurricane. Make sure everyone knows the location, address and phone number
 - Make sure your car gas tank is full
 - Charge cell phones
 - Place 2 jugs 3/4 full of water in freezer (this will help keep inside of freezer cold if power goes out)
 - Have a two-weeks supply of each item for each person in your home.
1. Water - 10 gallons of water (7 gallons for drinking and 3 gallons for personal hygiene). Store water in clean, plastic containers. Lots of ice. You can freeze your water supply.
 2. Food - Purchase foods that require no refrigeration and little preparation.
 3. Baby - Formula, bottles, powdered milk, jarred baby foods, diapers, moist towelettes and special medications.
 4. Medicine - First aid kit, rubbing alcohol, aspirin, non-aspirin pain reliever and antacid. Extra prescription medication. Ask your physician or pharmacist how to store prescription medication.
 5. Personal Items – Toilet paper, towels, soap and shampoo. Personal and feminine hygiene products. Denture needs, contact lenses and an extra pair of eyeglasses. Sun protection and insect repellent.

6. Other Supplies - Battery-operated radio, backup battery for cell phones, flashlights, non-electric can opener and extra batteries, ABC-rated fire extinguisher in a small canister, portable cooler, plenty of absorbent towels and plastic trash bags, wind-up or battery-operated clock, aluminum foil, paper napkins and plates, plastic cups and utensils.

VII. Bay Harbor Shelters: REFUGE OF LAST RESORT

EVACUATION IN A TIMELY MANNER IS RECOMMENDED AS WE LIVE ON AN ISLAND.

If necessary, here are the on-site options:

1. Club House: Our clubhouse is NOT the place to shelter during a hurricane due to its ground level location and multi-glass doors and windows on each wall.
2. Building Stairwells: We are fortunate to have windowless stairwells (two in each building, secured with heavy duty doors). This area offers quick access from each condo and solid wall construction. Two doors at each level afford excellent escape routes as well as access to the roof and ground levels. In addition, each level has a fire extinguisher.
3. Condominium Units: Our units are quite vulnerable UNLESS the glassed areas are protected by hurricane shutters or impact rated glass. The guest bathroom is probably the most secure area and it is closest to the only exit door from your condo. It is also the closest area to the hallway fire extinguisher. Care should be taken to protect oneself from shower doors and mirrors. Mattresses and bathtubs are good protection devices.

VIII. Personal Safety and Looting, Search & Rescue and Emergency Equipment

Personal Safety and Looting

In any disaster one must also consider personal safety from robbers and looters. One may not rely on police service in such conditions. Building and owner units must remain secure. One must adhere to the laws and safety procedures of the local and state laws in all situations.

Search and Rescue

In the event you are stranded after the storm has subsided, Lee County Emergency Management has Search and Rescue capabilities which can be activated by dialing 911.

Emergency Equipment

The following items are stored in each building in the fire hose box on the 3rd floor of each building.

- Crowbar
- Whistle

Located in each building's lobby are a First Aid Kit and an AED (Automatic Electronic Defibrillator)

Owner may want to acquire above items for their own condo unit.

**BAY HARBOR CLUB OF BONITA BEACH
CONDOMINIUM ASSOCIATION, INC.**

A RESOLUTION OF THE BOARD OF DIRECTORS ORDERING MANDATORY EVACUATION

THAT WHEREAS, a mandatory evacuation order has been issued by the authorities for the locale in which Bay Harbor Club is located; and

WHEREAS, Section 718.1265 Florida Statutes, authorizes the Board to require the property to be evacuated when a mandatory evacuation has been issued; and

WHEREAS, the Board deems it in the best interest of the health, safety and welfare of Members to order the properties to be evacuated;

NOW THEREFORE BE IT RESOLVED by the Board of Directors of Bay Harbor Club of Bonita Beach Condominium Association, Inc., that:

1. The property shall be evacuated no later than _____am/pm on _____, 202 .
2. Should any owner fail or refuse to evacuate the property, the Association shall be immune from liability or injury to persons or property arising from such failure or refusal to evacuate.

ADOPTED by the Board of Directors this ____ day of _____, 202 .

Bay Harbor Club of Bonita Beach Condominium Association, Inc.

By: _____
Its _____

NOTICE TO OWNERS

**BAY HARBOR CLUB OF BONITA BEACH
CONDOMINIUM ASSOCIATION, INC.**

MANDATORY EVACUATION ORDER

In response to the approach of Hurricane _____ the local authorities have issued a mandatory evacuation order for the property. Thereafter, the Board of Directors pursuant to the authority found in Sections 718.1265, Florida Statutes, has ordered the Bay Harbor Club of Bonita Beach Condominium property to be evacuated no later than _____. The Board cannot force you to evacuate but if you fail or refuse to evacuate the property the Association shall be immune from liability for injury to persons or property arising from such failure or refusal. A schedule of when certain facilities and functions will be disabled and discontinued is attached hereto.

Various board members and officers are volunteers and are under no obligation to remain on the property and/or perform hurricane preparedness tasks. You should not rely on the Association for your personal safety or protection of your property.