

**GUIDELINES FOR
EMERGENCY PREPAREDNESS PLAN CRITERIA
FOR RESIDENTIAL DEVELOPMENTS OF
ONE-HUNDRED (100) OR MORE UNITS**

The following minimum criteria are to be met when developing an emergency preparedness plan for residential developments of One Hundred (100) or more units. These criteria are used as guidelines for approval by Lee County Emergency management, and implement the emergency preparedness plan requirements of Section IO-154 (22) (b) of the Lee County Land Development Code.

This form must be attached to your proposed Residential Emergency Preparedness Plan for approval. **Use it as a cross-reference to your plan by listing the page number and paragraph where the criteria are located in your plan on the line to the left of each item.** This will ensure a timely and accurate review of your plan.

A proposed emergency preparedness plan must be submitted for review to Lee County Emergency Management, Post Office Box 398, Fort Myers, Florida 33902-0398. If you have questions concerning any items contained in this criteria, please call Lee County Emergency Management at (239) 477-3600 for technical assistance and emergency preparedness publications.

I. INTRODUCTION

- A. *Provide basic information concerning the residential community to include:*
1. *Name of the residential community, address, telephone number, emergency contact telephone number, and fax number, for responsible person or entity, as applicable.*
 2. *The developer/owner of the residential community, address, and telephone, if applicable.*
 3. *The number and type of units in the residential community.*
- B. *Identify by name or position title, who is responsible for the implementation of the emergency preparedness plan; include a statement detailing when the plan is to be updated.*
- C. *Establish the frequency with which the emergency preparedness plan information will be updated, including how often the affected residents or users will be informed of relevant information, including hurricane evacuation and shelter information, where applicable.*

II. HAZARD ANALYSIS

- A. *This section of the plan should describe the hazards that the residential community is vulnerable to, such as hurricanes, tornadoes, flooding, fires, and hazardous material incidents from fixed facilities or transportation accidents.*

Category of Hurricane	Sustained Winds (MPH)	Water Level/Surge Height (Feet Above Sea Level) (For An Approaching Storm)	Water Level/Surge Height (Feet Above Sea Level) (For An Exiting Storm)
Tropical Storm	39-74		
1	74-95		
2	96-110		
3	111-130		
4/5	131-155+		

B. *Provide site specific information concerning the residential community to include:*

1. *An Area location map.*

2. *Street and site map.*

3. *Number of residential units.*
4. *Estimate population of the residential community year-round.*
5. *Estimated maximum population of the residential community, including seasonal residents.*
6. *Identification of the potential storm surge flooding risk from a tropical storm or hurricane occurrence (as identified by the National Weather Service storm surge model and available from Lee County Emergency management).*
7. *Identify the finished floor elevation (ffe) of the community clubhouse or office, if applicable.*
8. *Identification of which flood zone the residential community is in, as designated on the FEMA Flood Insurance Rate Map, if applicable.*
9. *Proximity of the residential community to a railroad or major transportation artery (to identify possible hazardous material incidents). Contact Lee County Emergency Management to determine if site is located in a vulnerability zone of an Extremely Hazardous Substance.*

III CONCEPT OF OPERATIONS

This section of the plan should define the policies, procedures, responsibilities, and actions that the residential community (i.e., homeowner's association, residents' association or a property management company) will take before, during, and after an emergency.

A. Management Structure

1. *Identify by name or position title, who is in charge during an emergency, and one alternative, should that person be unable to serve in that capacity.*
2. *Identify the procedures that will activate the Residential Emergency Preparedness Plan.*

1. *Identify the procedures the residential community will take to prepare for the protection of their common property (e.g., clubhouse, patio furniture, pools, spas, computer files, important records, etc.)*

B. Residential Preparedness Programs – This section is optional.

Identify ways people in the community can pre-plan to help one another during an emergency.

- 1. Identify plans and procedures to shelter residents (e.g., use of the clubhouse), if applicable.*
- 2. Identify volunteers to assist residents in the protection of their property (e.g., providing help in putting up shutters, bringing loose objects from the outdoors, etc).*
- 3. Identify volunteers to assist residents in evacuation (e.g., providing transport to a shelter or other destination during an impending hurricane).*

IV INFORMATION, TRAINING, AND EXERCISE

This section should identify the procedures for increasing the residents' and employees' awareness of possible emergencies.

A. For Community Residents:

- 1. Identify how residents in the community will be informed on emergency information and the Residential Emergency Preparedness Plan (e.g., newsletter, preparedness brochures available in a central location, such as the clubhouse or at a gatehouse or delivered to each unit, the hosting of a hurricane or emergency preparedness seminar, etc.)*
- 2. State how often the residents will be informed on emergency information and the Residential Emergency Preparedness Plan.*

B. For Community Employees (if Applicable):

- 1. Identify what community employees will be instructed on in performing emergency activities.*

2. *Identify a schedule for exercising all or portions of the Residential Emergency Preparedness Plan.*

V APPENDICES

- A. *A roster of Community Residents for Emergency Contact.*
 1. *List the names and addresses, telephone numbers, including seasonal contact numbers of all residents, if applicable.*

- B. *A roster of Community Employees and Companies with emergency preparedness related activities, if applicable.*
 1. *List the names, addresses, telephone numbers, and pager numbers of all residential community employees.*

2. *List the names, addresses, telephone numbers, and emergency contact numbers of utility providers insurance companies and service vendors of the residential community common property.*

Electric: Florida Power and Light
15834 Winkler Road
Fort Myers, FL 33902
Phone 694-0183, Emergency 694-0183

Telephone: Sprint Florida, Inc.
P.O. Box 370
Ft. Myers, FL 33902;
1520 Lee Street
Ft. Myers, FL 33901
Phone 335-3111 or Emergency Repair Service Center Phone 611
Customer Service Center (800) 339-1811,
Hearing Impaired Repair Service Center (800) 347-0106,
Long Distance Service (800) 877-4646,
Equipment Service (800) 326-2731

Water: Gulf Environmental Services
19910 South Tamiami Trail, Suite A
Estero, FL 33928-0350
Phone (239) 498-1000
Fax (239) 498-0625

Sewer: Gulf Environmental Services
19910 South Tamiami Trail, Suite A
Estero, FL 33928-0350
Phone (239) 498-1000
Fax (239) 498-0625

Cable: Comcast
2465 Highland Avenue
Bonita Springs, Florida 33916
Phone (239) 793-9600

Solid Waste: Florida Recycle
2465 Highland Avenue
Fort Myers, Florida 33916
Phone (239) 332-8500

3. *List the names and telephone numbers of other important providers (e.g., the sheriff, fire district, emergency management, health department, Red Cross, etc.), as applicable.*

Sheriff: Lee County Sheriffs Office
Phone 477-1200 or Emergency Dial 911

Fire Protection: San Carlos Park Fire Protection
Phone (239) 267-7525 or Emergency Dial 911

Lee County Emergency Medical Services:
344-5400 or Emergency Dial 911

Lee County Emergency Management:
P.O. Box 398
Ft. Myers, FL 33902-0398
Phone 477-3600; Fax 477-3636
<http://www.leeecoc.com>

Strom Information Hotline:
United Way 211

American Red Cross – Lee County Chapter:
Phone: 278-3401

The Salvation Army – Fort Myers:
Phone 278-1551

Lee County Health Department:
Phone 332-9501

Lee County Humane Society:
Phone 332-0364

VI. HURRICANE EVACUATION AND SHELTER INFORMATION

A. *Major Evacuation Routes*

B. *Emergency Public Shelter Locations*