



**Recreation District**  
**2026 Weather Emergency**  
**Preparedness Plan**

Created: April 2024 - Revised July 2025  
Update Approved February 16. 2026

Heron's Glen Recreation District (HGRD)  
Clubhouse Address: 2250 Heron's Glen Blvd., North Fort Myers, FL 33917  
Contact: J.B. Belknap, Recreation District General Manager  
Phone: (239) 731-4501

Weather Emergency Preparedness Plan (this plan) on the HGRD Website:  
<https://heronsglenc.com/documents/10184/95681627/Emergency+Preparedness+Plan/96321e78-ff12-4f9a-908e-7752caf68aed>

Heron's Glen Homeowners Association Hurricane Plan for the Community:  
[http://hgcc.com/hghoa/pdfs/community\\_info/emergency\\_plan.pdf](http://hgcc.com/hghoa/pdfs/community_info/emergency_plan.pdf)

Lee County Emergency Management Website:  
<http://www.leeec.com/Preparedness/Documents/2010-2011%20All-Hazards%20Guide-English.pdf>

**Attention: Weather Emergency Response Team (WERT)**

The Weather Emergency Preparedness Plan (WEPP) primarily addresses the threat of a widespread disaster that would normally be expected with the occurrence of a hurricane. However, this plan will also serve as a basic guide for the Recreation District’s response and recovery from more limited disasters, such as severe thunderstorms, flooding, or tornadoes.

Disaster planning is used to anticipate potential emergencies and to develop a plan to prepare for and recover from these emergencies. This plan serves to protect HGRD properties and reduce employee injuries, as well as notify residents and staff of those preparations being made. In addition, disaster planning will provide for a quick recovery so that operations can be resumed as soon as practical.

The HGRD General Manager (hereinafter referred to as ‘Manager’) is the WERT coordinator and will lead the preparedness activities within the Recreation District. Per the attached Organizational Chart, the Manager will direct department managers to review and update emergency plans each April, before hurricane season, for their areas of responsibility. Plans will be comprehensive for each area of responsibility and coordinated with the other departments to avoid conflicts or duplication of efforts. All plans, including those from each department, will be coordinated with and approved by the HGRD Board of Supervisors each year before the start of hurricane season.

When notified that a Tropical Storm, Tropical Storm Watch, Tropical Storm Warning, Hurricane Watch, or Hurricane Warning is issued and potentially threatens the Southwest Florida area, by the National Weather Service the Manager will implement the WEPP.

The Manager and staff will begin coordination with the HOA Security, Safety, and Emergency Preparedness Committee (SSEP) to ensure that planning for the Herons Glen community is in sync.

The Manager will set up emergency headquarters in the Administration Office or the Fitness Center to direct operations before, during, and after the weather emergency, and ensure that adequate equipment and supplies are readily available. Items to be considered are walkie-talkies, tables, chairs, communications laptop, generators, fuel, water, food, vehicles, etc.

Upon notification from Lee County Management or the media that the immediate storm threat has passed, the Manager and WERT will convene a meeting within 12 hours of the all-clear notice to assess the needs and availability of our contractors and vendors for necessary repairs.

The WERT, both during and after an event, will continuously assess any damages and develop plans of action for recovery efforts and coordinate those plans with the HOA SSEP recovery planning. Residents and staff should be continuously notified via email of all plans and how best they can expect normal operations to begin.

The WERT should compile records of actions taken throughout the event, and document all damage with pictures, written assessments, recordings, etc., for insurance purposes as well as for recovery planning. All records must be stored on the SULF drive:

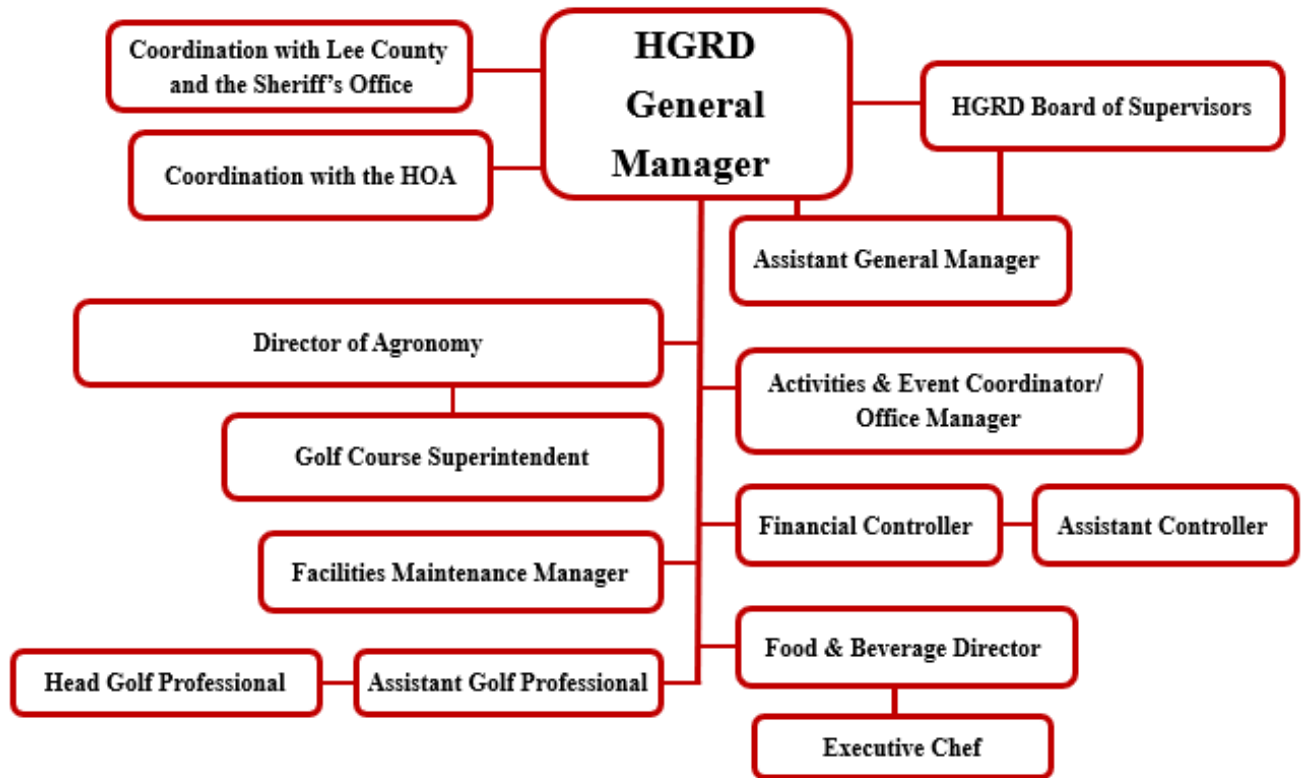
**F:\Administration Office\Weather Emergency Preparedness Plan**

Following any weather event considered an emergency, the WERT is required to meet in person with the HGRD Board of Supervisors for an after-action review of the WEPP. The Manager will determine the date and time for that meeting.

**Always prioritize the safety of Herons Glen staff and residents.  
and be prepared to adapt plans based on the evolving situation.**

## Attachment A

### Weather Emergency Response Team (WERT) Organizational Chart



**Attachment B**  
**Weather Emergency Response Team (WERT)**  
**Contact Information and Areas of Primary Responsibility.**

CONTACT INFORMATION	RESPONSIBILITY
HGRD GENERAL MANAGER Office: 239-731-4569 <a href="mailto:hgrdgm@hgrdnfm.com">hgrdgm@hgrdnfm.com</a>	<b>WEPP and WERT Coordinator.</b> All Recreation District Facilities and HGRD Staff. Lead the Command Center. Lead communications. <i>In the absence of the General Manager, a member of the HGRD Board of Supervisors will assume this leadership role.</i>
ASSISTANT GENERAL MANAGER Office: 239-731-4566 <a href="mailto:AssistantGM@hgrdnfm.com">AssistantGM@hgrdnfm.com</a>	Support the GM and Board. Update the Emergency Preparedness Plan in May of each year. Resident and staff communications. <b>Attachment C and K.</b> <i>In the absence of the Assistant General Manager, the Office Manager will assume this leadership role.</i>
ACTIVITIES & EVENTS COORDINATOR/OFFICE MANAGER Office: 239-731-4533 <a href="mailto:wendyshea@hgrdnfm.com">wendyshea@hgrdnfm.com</a>	Secure office equipment. Stock emergency office supplies. <b>Attachment D.</b> <i>In the absence of the Office Manager, the Assistant General Manager will assume this leadership role.</i>
DIRECTOR OF AGRONOMY Office: 239-731-4541 <a href="mailto:TKortanek@hgrdnfm.com">TKortanek@hgrdnfm.com</a> <a href="mailto:GCSuperintendent@hgrdnfm.com">GCSuperintendent@hgrdnfm.com</a>	Secure the golf course, pumphouses, comfort stations along the golf course, and the Golf & Facilities Maintenance Building. Cleanup and Restoration. Assist Mainscape on CLIS if necessary. H2-B transportation. <b>Attachment E</b> <i>In the absence of the Director of Agronomy, the Golf Course Superintendent will assume this leadership role.</i>
FACILITIES MAINTENANCE MANAGER Office: 239-731-4535 <a href="mailto:fmm@hgrdnfm.com">fmm@hgrdnfm.com</a>	Secure Clubhouse, Pool, Spa, Pool Deck, Fitness and Bocce, Pickleball, Shuffleboard, and Tennis Courts. Facility and utilities inspection. Cleanup and Restoration. <b>Attachment F</b> <i>In the absence of the Facilities Maintenance Manager, the Manager will assign someone to fill this role.</i>
FINANCIAL CONTROLLER Office: 239-731-4547 <a href="mailto:controller@hgrdnfm.com">controller@hgrdnfm.com</a> <a href="mailto:asstcontroller@hgrdnfm.com">asstcontroller@hgrdnfm.com</a>	Tracking of Damages. Maintain lists of approved contractors. <b>Attachment G and J</b> <i>In the absence of the Controller, the Assistant Controller will assume this leadership role.</i>
FOOD & BEVERAGE DIRECTOR Office: 239-731-4581 Email: <a href="mailto:FBDir@hgrdnfm.com">FBDir@hgrdnfm.com</a> EXECUTIVE CHEF Office: 239-731-4544 <a href="mailto:ExecutiveChef@hgrdnfm.com">ExecutiveChef@hgrdnfm.com</a>	Secure Restaurant, Lounge, Private Dining Room, and Ballroom. Maintain lists of approved vendors. Verandah furniture, kitchen equipment, food, beverages, non-perishable food, and extra bottled water. <b>Attachment H.</b> <i>In the absence of the Executive Chef, the Food &amp; Beverage Director will assume this leadership role. In the absence of the Food &amp; Beverage Director, the Executive Chef will assume this leadership role.</i>
HEAD GOLF PROFESSIONAL Office: 239-731-4557 <a href="mailto:hgrdhp@hgrdnfm.com">hgrdhp@hgrdnfm.com</a> Office: 239-731-4556 <a href="mailto:mikeloppnow@hgrdnfm.com">mikeloppnow@hgrdnfm.com</a>	Meteorological Monitoring with the General Manager. Secure Golf Shop/Cart Barn/Range. Cleanup and Restoration. Thor Guard review. <b>Attachment I</b> <i>In the absence of the Head Golf Professional, the Assistant Golf Professional will assume this leadership role.</i>

**HGRD Board of Supervisors: [hgrdboard@hgrdnfm.com](mailto:hgrdboard@hgrdnfm.com)**

**Attachment C**

**ONGOING PREPAREDNESS, PLAN REVIEW, AND REVISION CHECKLIST**

*Each Manager is responsible for implementing their assigned tasks upon plan activation.*

**Emergency Planning and Preparations**

- Ensure all resident and staff contact information is up-to-date and loaded into the email platform Constant Contact.
- Maintain an emergency communication plan to keep employees informed before, during, and after the hurricane.
- Resident and Staff Email Communication.
- Conduct an annual review of the plan with the Long-Range Planning Committee. Revise the plan based on lessons learned and changing conditions.
- Bring the updated plan before the Board for approval during the first quarter of the year.

*The General Manager will declare the plan deactivated once the threat has passed and it is safe to return to normal operations.*

**Post-Emergency Recovery**

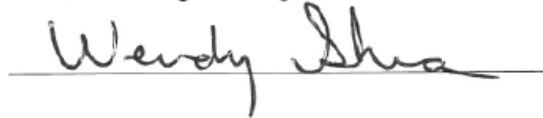
- Keep residents informed about recovery progress via email.
- Meet with the staff to note any conflicts that arose during the emergency.
- Provide an update on the effectiveness of assigned tasks during the emergency event and recovery phase.

*In the absence of the Assistant General Manager, the Office Manager will assume this leadership role.*

Assistant General Manager's Signature:



Office Manager's Signature:



**Attachment D**  
**ADMINISTRATION OFFICES CHECKLIST**

*Each Manager is responsible for implementing their assigned tasks upon plan activation.*

**Emergency Preparations**

- Distribute paper copies of the WEPP to all managers, Board members, and assistant managers. Include email addresses and phone numbers for the staff.
- Unplug and protect all computers, copiers, and office electronics.
- Take a laptop home in case it is necessary to resume operations remotely.
- The following applies to the Golf Maintenance and Facilities Maintenance office - areas where new windows and doors are not in place:
  - Secure important documents, equipment, and property by moving items away from windows.
  - Pick up all the computers and electronics off the floor.
- Have plastic coverings for desks on hand in the office, for use only if requested

*The General Manager will declare the plan deactivated once the threat has passed, and it is safe to return to normal operations.*

**Post-Emergency Recovery**

- Facilitate access to club facilities as they become safe.
- Communicate any need for equipment or supplies to management.
- Provide an update on the effectiveness of their assigned tasks during the event and recovery phase.

*In the absence of the Office Manager, the Assistant General Manager will assume this leadership role.*

Office Manager's Signature:

Wendy Shea

Assistant General Manager's Signature:

Karen Bennett

## Attachment E

### **GOLF COURSE GROUNDS AND MAINTENANCE FACILITIES CHECKLIST**

*Each Manager is responsible for implementing their assigned tasks upon plan activation.*

#### **Emergency Preparations and Facility Inspection**

- Obtain a paper copy of the WEPP, including email addresses and phone numbers of the staff.
- Conduct a pre-hurricane inspection of all buildings, utilities, and equipment.
- Identify potential hazards and take corrective actions.
- Identify high-risk areas prone to flooding, falling trees, or other hazards.
- Trim and prune trees to reduce potential damage from falling branches in the first quarter of the year.
- Ensure drainage systems are clear and functioning properly to mitigate flooding.
- Fuel all machinery and vehicles, as gas stations may be unavailable after the storm.
- During hurricane season, ensure that gas and propane tanks are full on a weekly basis.
- Perform monthly maintenance on the generators in preparation for any possible emergency.
- Secure the equipment in the Facilities Maintenance building/office.
- Secure the Golf Course Maintenance building and offices.
- Secure pumphouses.
- Coordinate with Mainscape on any preparations needed for the CLIS.

*The General Manager will declare the plan deactivated once the threat has passed, and it is safe to return to normal operations.*

#### **Post-Emergency Recovery**

##### **Damage Assessment**

- Assess damage to the golf course, buildings, and utilities.
- Prioritize and begin repairs to any damage to infrastructure, irrigation systems, or greens as quickly as possible to resume operations. Report findings to the General Manager.

##### **Cleanup and Restoration**

- Organize cleanup crews for debris removal from pathways, greens, and fairways.
- Coordinate repairs and restoration efforts.
- Provide an update on the effectiveness of their assigned tasks during the recovery phase.

**COMPLETED TASKS BASED ON THE TIMING AND MOVEMENT OF THE STORM – For example, loading sandbags.**

*In the absence of the Director of Grounds and Maintenance,  
the Golf Course Superintendent will assume this leadership role.*

Director of Agronomy's Signature:



Golf Course Superintendent's Signature:



## **Attachment F**

### **FACILITIES & UTILITIES CHECKLIST**

*Each Manager is responsible for implementing their assigned tasks upon plan activation.*

#### **Emergency Preparations and Facility Inspection**

- Obtain a paper copy of the WEPP, including email addresses and phone numbers of the staff.
- Conduct a pre-hurricane inspection of all buildings, utilities, and equipment.
- Identify potential hazards and take corrective actions.
- Check the facility's structure, roofs, windows, and doors for vulnerabilities. Repair any damage and reinforce weak areas.
- Ensure generators are in good working condition, with enough fuel to last through the storm. Test them beforehand.
- Secure or remove any outdoor items that could become projectiles in high winds, such as signs, furniture, and equipment.
- Instruct staff on how to shut off gas, electricity, and water in case of emergency.
- Safeguard critical documents, contracts, and equipment manuals in waterproof containers or off-site storage.
- Ensure that gas and propane tanks are full on a quarterly basis.
- Perform monthly maintenance on the generators in preparation for any possible emergency.

*The General Manager will declare the plan deactivated once the threat has passed, and it is safe to return to normal operations.*

#### **Post-Emergency Recovery**

##### **Damage Assessment**

- Assess damage to the golf course, buildings, and utilities.
- Report findings to the General Manager.

##### **Cleanup and Restoration**

- Organize cleanup crews for debris removal.
- Coordinate repairs and restoration efforts.
- Provide an update on the effectiveness of their assigned tasks during the event and recovery phase.

#### **CLUBHOUSE:**

- Place all walkway trash cans in the restroom walkway.
- Take down both flags.
- Move the ballroom foyer furniture to the ballroom.
- Place all Gazebo furniture in Activities Room A.
- Secure lids and trays on gas grills.
- Place both newspaper machines in the foyer.
- Secure all loose items around the dumpster and the rear area.
- Secure bicycle racks.
- Place all door mats inside.
- Move generators in place with extra fuel close by
- Check doors and windows for gaps or leaks
- Lock doors

POOL AREA:

- Stack pool furniture and strap them together. Move some into the restaurant. If those options aren't available, then place pool furniture in the pool.
- Remove orange ballast cones in front of the pool house.
- Place all umbrellas, including those from the picnic area, in the pool house restrooms.
- Place all small end tables in the pool house restrooms.
- Secure all body hooks, floats, and dip nets to the fence.
- Place both mosquito magnets in the ballroom.
- Place all trash cans in the pool house restrooms.
- Remove the clock and thermometer from the wall.
- Put the pool cleaning equipment in the pool house.
- Turn off the power to the fountain.
- Turn off pool and spa pumps just before the storm. The pool must be closed if the pumps are not running.
- Put tarps over chemical storage.
- Move items to the warehouse or inside the pool house. DO NOT store chlorine with any other chemicals.
- Secure all pool hoses and equipment kept near the heaters.
- Lower water levels in water features to prevent overflow.
- Move the plants in the small pots to a secure location.

TENNIS, BOCCE, AND SHUFFLEBOARD:

- Place all trash cans in the restroom.
- Place all umbrellas in the shed.
- Remove all windscreens and place them in storage.
- Secure all plastic benches to the bleachers.
- Place all scrapers and drags in storage.
- Remove the clock.
- Remove the bocce sunshade and put it in storage.

FITNESS CENTER:

Secure outdoor equipment, trash cans, and signage  
Inspect and reinforce windows, doors, and the roof  
Ensure drainage systems are functional  
Lock doors and place sandbags in front

PICKLEBALL COURTS:

Place all trash cans in the restroom.  
Remove all windscreens and place them in storage.  
Secure all plastic benches to the bleachers.  
Remove the clock.  
Remove the sunshade and put it in storage.

SHEDS:

- Secure door
- Inspect the door and roof

STORAGE CONTAINERS:

- Secure doors and AC units
- Inspect for gaps or leaks

*In the absence of the Facilities Maintenance Manager, the Manager will assign someone to fill this role.*

Facilities Maintenance Manager's Signature: \_\_\_\_\_



## Attachment G

### **FINANCE and HUMAN RESOURCES CHECKLIST**

*Each Manager is responsible for implementing their assigned tasks upon plan activation.*

#### **Emergency Preparations**

##### **ADMINISTRATION:**

- Obtain a paper copy of the WEPP, including email addresses and phone numbers of the staff.
- Take photos or videos of the property, equipment, and inventory for insurance claims if needed.
- Unplug all computers in each office.
- Unplug all equipment, i.e., fax machine, copier, printer, mail machine, and paper shredder.
- The computer room – make sure all equipment is off the ground. If leaving the server power on, then do not cover it with plastic due to the heat; otherwise, if the power is off, then cover it with plastic.

##### **FINANCE:**

- Ensure insurance policies are up-to-date and cover potential damage (hurricane, flood, etc.)
- Contact Northstar, AvidXchange, Paychex, etc., to inform them of the HGRD office closure due to the storm or emergency event.
- Contact sub-association board members to inform them of the HGRD office closure and communicate with them regarding any potential processing delays for AP invoices and/or sub-association financial reports if necessary.
- Take the HGRD laptop home in case it is necessary to resume operations remotely following the emergency.
- Maintain a plan as to how to handle ACH payment uploads if a disaster occurs at the end of a month.

##### **HUMAN RESOURCES:**

- Share Lee, Charlotte, and Collier County evacuation plans and designated shelters with staff.

*The General Manager will declare the plan deactivated once the threat has passed, and it is safe to return to normal operations.*

#### **Post-Emergency Recovery**

##### **FINANCE:**

- Contact insurance providers and begin the claims process promptly.
- Contact AvidXchange to update the AP contact on the current status of operations and make necessary arrangements if the disaster creates issues for the timely processing of AP invoices.

##### **HUMAN RESOURCES:**

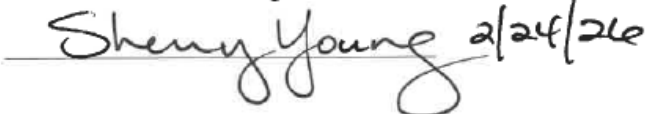
- Communicate with department managers regarding timekeeping for their employees for payroll (manual entry if they have internet access, submission of printed timesheets if internet has not been restored, etc.)
- Contact Paychex to update the payroll contact on the current status of operations and make necessary arrangements if the disaster creates issues for the timely processing of payroll.

*In the absence of the Controller, the Assistant Controller will assume this leadership role.*

Controller's Signature:

 Lynn E. Brew 2/24/26

Assistant Controller's Signature:

 Sherry Young 2/24/26

## Attachment H

### **FOOD & BEVERAGE DIRECTOR AND EXECUTIVE CHEF CHECKLIST**

*Each Manager is responsible for implementing their assigned tasks upon plan activation.*

#### **Emergency Preparations**

- Obtain a paper copy of the WEPP, including email addresses and phone numbers of the staff.
- Conduct a pre-hurricane inspection of all dining areas and equipment.
- Identify potential hazards and take corrective actions.
- Stock up on essential safety supplies like first aid kits, flashlights, batteries, and portable radios.
- Communicate with customers about any changes in operating hours or closures due to the hurricane. Utilize social media and the email platform Constant Contact for updates.
- Move tables and chairs away from the flat roof areas due to roof leakage vulnerability (the space at the end of the bar).
- Ensure an adequate supply of non-perishable food and extra bottled water during the emergency and aftermath.
- Cancel service from necessary vendors.
- Unplug electrical appliances to avoid potential electrical hazards.
- Plan to use perishable items first. Consider using dry ice or moving perishable items to a different location if power loss is expected.
- Notify the General Manager of the location of non-perishable foods and bottled water.
- Ensure a well-stocked first aid kit is available in case of injuries or medical emergencies.
- Freeze any food possible.
- Secure any items on the back dock.
- Turn off the main gas supply to the kitchen.
- Clear the Veranda - Place all trash cans, used towels, ashtrays, buffet equipment, and furniture in the ballroom or other storage area.
- Coordinate transportation for H-2B staff if evacuation is necessary.

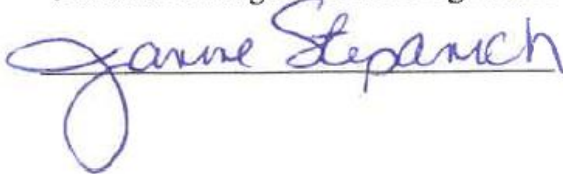
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#### **Post-Emergency Recovery**

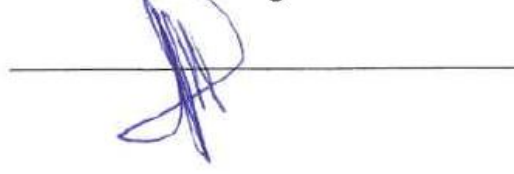
- After communication with the Facilities Maintenance Manager, turn the gas on and light the pilot lights.
- Hold a post-hurricane inspection to assess damage and ensure safety before reopening.
- Provide an update on the effectiveness of their assigned tasks during the event and recovery phase.
- Take a full inventory of perishable losses. Give an estimated timetable for resuming food service.
- Contact staff and rework the schedule as needed.
- Provide an update on the effectiveness of their assigned tasks during the event and recovery phase.

*In the absence of the Executive Chef, the Food & Beverage Director will assume this leadership role.*

Food & Beverage Director's Signature:



Executive Chef's Signature:



**Attachment I**  
**GOLF SHOP AND PRACTICE FACILITY CHECKLIST**

*Each Manager is responsible for implementing their assigned tasks upon plan activation.*

**Pre-Hurricane Preparedness**

- Monitor weather updates from the National Hurricane Center.
- Alert the General Manager when a hurricane watch or warning is issued.

**Emergency Preparations**

- Obtain a paper copy of the WEPP, including email addresses and phone numbers of the staff.
- Secure golf carts, flags, signage, and other loose items that could be blown away.
- Take inventory of all equipment, merchandise, and valuable items.
- Safeguard valuable items by storing them in waterproof containers or moving them to higher ground.
- Gather emergency supplies such as flashlights, batteries, first aid kits, non-perishable food, and water.
- Have a battery-powered radio to stay updated on weather conditions.

**OUTSIDE:**

- Clear all ball/club washers, signs, etc., of the driving range and practice areas – secure in the cart facility.
- Secure all range balls and range baskets in the #1 starter facility.
- Secure all carts – ensure keys are removed and secured in the golf shop. Parking brakes should be set.
- Coordinate with the Manager to store all carts inside.
- Any loose, flying objects, such as golfer directional signs, bag drop, podium, cups, and straw dispensers in the cart facility and on holes 4, 7, 10, and 15 should be taken and secured in the cart facility. Secure the #1 starter public address system to the golf shop. Wrap it in plastic and secure it off the floor.
- Check the starter facility and secure it as needed
- Turn the boat upside down.
- Coordinate with the Manager and the golf maintenance team regarding removing the aqua range targets.
- Inspect all areas around the golf shop, starter facilities at hole #1, and the cart facility to ensure any other loose objects are secured.

**INSIDE:**

- Shut down all P.O.S. computers and unhook them from the power source. Shut down the handicap computer and unhook it from the power source. Make sure all CPUs are off the floor.
- Chelsea Computer – Take the system off phone operation. Back up files (ZIP) before turning the system off. Unhook from the power supply. Make sure the CPU is off the floor. Secure all office computers.
- Check and secure any other important items as needed.

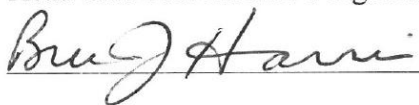
*The General Manager will declare the plan deactivated once the threat has passed, and it is safe to return to normal operations.*

**Post-Emergency Recovery**

- Test ThorGuard, the Lightning Prediction System. Coordinate with the Facilities Maintenance Manager on the system's proper operation.
- Provide an update on the effectiveness of assigned tasks during the event and recovery phase.

*In the absence of the Head Golf Professional, the Assistant Golf Professional will assume this leadership role.*

Head Golf Professional's Signature:

  
\_\_\_\_\_

Assistant Golf Professional's Signature:

  
\_\_\_\_\_



