

HURRICANE PREPARATION CHECKLIST

A Disaster Preparedness Plan by

Royale Management Services, Inc.

For association Owners and Residents in Broward County

1. Update Royale Management Services with the following information in advance:

- What is your residency status? Will you be residing in your association unit during hurricane season? (June - November).
- What are your plans for evacuation should there be a hurricane: do you plan on staying or vacating?
- Your cell phone number(s) and email address(es).
- Who should management contact in the event of an emergency if you can't be reached?
- What is the best number for your emergency contact?
- Does management have a current key to your unit that works all locks in case of emergency?
 - If you are not sure please provide management with a current working key.

(A form to update your information can be obtained from Royale Management Services by calling 945-563-1269 or by emailing team1@rmsaccounting.com.)

2. Before the Storm:

- Designate a 'safe room' free of windows (e.g., a closet or inside hallway). Include sleeping bags, pillows, and mattress to get underneath if your home suffers structural damage.
- Stay tuned to radio, TV and Internet for weather updates and any mandatory evacuation.
 - Check your personal "survival kit" (see next section) Charge cell phone and extra batteries.
 - Charge camera and extra batteries
 - Charge laptop and extra batteries.
 - Charge portable TV and radio and extra batteries.
 - Charge cell phone and extra batteries.
 - Refill prescriptions to have a supply on hand.
 - Fill up the gas tank in your car, check oil and tires.
 - Have cash on hand.
 - Inform friends and family if you plan to stay or evacuate.
- Protect important papers in plastic envelopes, safes or off-site; have duplicates in another location:
 - Driver's license
 - Medical information
 - Proof of ownership of your home
 - Insurance policies
 - Pictorial and listed inventory of your property
 - List of important contracts

3. Personal Preparedness:

Not every potential disaster situation requires an evacuation. Whether you have to evacuate or not, it is prudent to prepare for your personal needs with a properly stocked "survival kit" with the following:

- Cash and credit cards
- Four weeks supply of medications
- Written prescriptions for refills
- Nonperishable foods (Groceries)
- Non-electric (manual) can opener
- Bottled water (smaller carry-around bottles and 5-7 gals. per person)
- Paper goods (plates, cups, towels, napkins, toilet paper, tissues)
- Plastic utensils (Forks, knives, spoons)
- Plastic trash bags
- Pillows, blankets, sleeping bag, or air mattress (blow up air mattress if necessary)
- Flashlight and batteries; extra batteries!
- Portable TV, radio and batteries
- Cell phone
- Camera (+film, batteries, memory capacity, etc.)
- Extra clothing and shoes
- Eyeglasses
- Duct tape and heavy duty extension cords
- Insect repellent
- First aid kit
- Books, quiet games, cards
- Toys for children if appropriate

4. Staying in Your Home:

If an evacuation is ordered, the earlier you do so, the better. Traffic becomes heavier the longer you wait. However, if circumstances are such that remaining in your home appears safe, make note of the following:

- Clean large containers and bathtubs to store water. Use duct tape to seal bathtub drain before filling up tub.
- Figure about one gallon/day/person for cleaning and flushing toilets. Save large plastic bottles for this purpose.
- Use your freezer to put several plastic jugs of water in it to freeze. Set fridge and freezer settings to highest possible in case power is lost. Open freezer door infrequently as possible to food/ice will last if no electricity.
- If flooding is anticipated, turn off electricity at the main breaker. Know where this is ahead of time.
- If using a small generator the directions must be carefully followed. Make sure that it is outside and that exhaust and carbon monoxide does not enter your home or that of any of your neighbors. Remember others in your association will have their windows and patio doors open and that the exhaust and carbon monoxide from your generator can kill or injure you or your neighbors. BBQ's should never be

used indoors or on a balcony/lanai.

- Prepare food a few days in advance that does not require refrigeration in case of power loss.
- Have materials on hand to soak up water that may penetrate window and door frames, including sliders.
- High winds will drive water in and around window frames and doors. Be prepared to deal with it.
- During the storm stay inside and away from windows. Open windows won't equalize pressure. Interior rooms are the safest. Venturing outside to test the wind is foolhardy. Not only can you not withstand hurricane force winds, but also a roof tile or coconut airborne at more than 100 miles per hour is a lethal missile. Stay inside!
- Keep tuned to weather advisories on your battery powered radio or TV. Do not venture out until an all clear is given. Remember, if the eye of a hurricane passes directly overhead, the wind may cease and the sun may shine briefly before the hurricane resumes with enormous and renewed intensity.
- Help each other as the good neighbors that we are.

5. Evacuation:

Mandatory Evacuation means just that. If you don't leave, no one is going to risk their lives to come and rescue you. When the National Weather Service announces you are in the predicted path of a Category 3, 4 or 5 hurricane, you should consider evacuation mandatory, preferably at least 48 hours before the storm's arrival. Have a plan well in advance where you would go in case of an evacuation. Issues to be considered in making this decision include the following:

- Check evacuation routes on the Broward County Emergency Management Web Site www.broward.org/hurricane or www.nbcmiami.com/weather/ www.
- The earlier one evacuates the better. The roads become jammed, with traffic at a total halt, and the crush is greatest just as the storm arrives.
- Stay safe close to home or inland from the water. Seek out friends or family in such locations to help in the selection of a suitable site. Do not go farther than necessary but get away from the water. Efforts to flee north may be impossible with clogged highways.
- Travel should be in the daylight if at all possible and well in advance to beat the rush. Consider air travel away from the Florida area.

When evacuating:

- Take your 'survival kit' items such as those listed above.
- Empty the refrigerator and freezer
- Take important documents:
- Driver's license
- Insurance policies
- Property inventory
- Proof of property ownership
- Passport
- Lock up Unit before departing be sure to take your front door key
- REMEMBER: Pets may not be allowed in emergency shelters for health and space reasons.

Contact the local humane society for information on local animal shelters. Pets should not be left in your home unattended.

- Note that particular areas may have restricted re-entry to prevent injury and looting. Re- entry may only be allowed if an individual can prove ownership and identity.

6. People That Need Special Care:

The Broward County operates a Special Medical Needs shelter program with five Special Medical Needs shelters. Division of Public Safety maintains a program through its Office of Emergency Management to provide special assistance to disabled individuals during an evacuation. Information and registration are available by calling 954-357-6385. Broward County Transit's Paratransit Services coordinates transportation for residents with disabilities. Call 954-357-6385.

7. Protection of Physical Property

Common Elements:

The Association has limited staff to keep our costs in line. We therefore need volunteers to assist management and the board with the tasks necessary to get the association ready for a storm. If you can volunteer to assist in getting the association prepared for the storm please contact management at 954-563-1269 and put your name on the volunteer list.

Volunteers help by assisting management in the following areas:

- Turn off gas supply to heater and barbecues
- Place outdoor furniture and equipment in restrooms or club house or lobbies
- Check that storm shutters and closed in units or those who cannot close their own
- Lock doors and verify all emergency exit doors and roof doors are closed and locked
- Turn off power to irrigation systems
- Remove loose landscaping materials
- Put lightweight trash containers in enclosed areas
- Be sure the resting elevators are on the top floor not the lobby

Management will, when possible, coordinate post-storm inspections and needed repairs of common elements and mechanical systems. Management will communicate with members of the Board, government officials, consultants, contractors and insurance adjusters as soon as practicable.

Management's regular contact number is automatically transferred to a back-up number should local phone service be disrupted. This may limit the number of incoming lines and require management to keep talk time to a minimum in order to be sure that all associations and their boards can reach management. Management staff will be on the road and visiting associations as soon after the storm as it is safe to do so.

Personal Property:

IMPORTANT! If you plan to be absent for more than 48 hours during the hurricane season, unsecured objects on porches, patios and lanais (e.g., chairs, tables, lamps, potted plants, wall decorations, bicycles, etc.) must be placed inside to prevent damage caused by them becoming flying objects. You are responsible for any damage!

- Inventory the contents of your home and document the inventory with photographs or video.
- Keep copies of important records and documents stored in a safe location such as a bank safe deposit box and copied to your computer hard drive.
- Once a tropical storm forms insurance carriers prohibit changes to coverage.
- Be sure to ask your insurance agent about Loss Assessment Coverage.

8. Carrying out the Plan a Storm

Completing preparations *before* hurricane season is by far the most prudent approach. When the storm is imminent it is a poor time to begin emergency preparations.

- Once prepared and informed, you will be better able to cope with unexpected calamities.
- A few reminders about things to do and not to do:
- Pull out all electrical plugs if there is any danger of flooding/water intrusion
- If you remain in your home, avoid windows and doors
- Forget hurricane parties and keep a clear head. Remaining alert is critical in life-threatening situations.
- If you evacuate, do so early and in daylight hours. Try to avoid major highways.
- Be calm and help those around you.
- Do not go outside until advisories are issued that the storm has passed. Do not be fooled by the temporary calm that occurs when the storm's eye passes directly overhead.
- Identify a window or door away from the direction of the wind to use as an emergency exit if necessary.
- When you do go outside, be very careful of downed power lines. Although some power cables are underground, there are places where power lines are above ground. Be particularly careful about puddles and fallen trees. A live wire may be concealed beneath them.
- Walk outside cautiously after the storm has passed. Poisonous snakes and insects may infest our area.
- If you have telephone service, including cell coverage, limit use as much as possible and to emergencies only.
- Use of your car may be very hazardous because of fallen trees and power lines. Bridge structures may be weakened by washouts.
- Do not use tap water for drinking until you know it is safe. Use emergency supplies you have set aside or boil water before drinking.
- Be extremely cautious about use of an open flame and the hazard of fire. Water pressure may be low and the area may be inaccessible to firefighters.
- Barbeques must not be used inside or within 10 feet of any building because of the risk of fire and carbon monoxide accumulation.

- A refrigerator will remain cool only for a few hours after a power loss so be cautious about spoiled food. Freezers may keep food for several days if not opened.
- If power is lost, turn circuit breakers off until power is restored. Then turn main on first.

9. Communication with of the Association:

Everyone must realize communication will be restricted. Management and those addressing the situation will not have time or ability to respond to phone calls from each member. E-mail has proven to be invaluable. It can provide communication with hundreds of people immediately in a timely manner. Written reports, requests and information can be provided by mail but can be out of date even before it is received. It is understood owners will be concerned about their individual unit, but the focus of management must be concentrated on the larger overall welfare of the association and building structure.

Please feel free to contact management at 954-563-1269 or to email CAM@rmsaccounting.com

10. The Role of FEMA:

In the aftermath of a federally declared disaster, FEMA's Individuals and Households Program (IHP) provides assistance to people in the United States or its territories whose property has been damaged or destroyed, and whose losses are not covered by insurance. In order to be considered for any form of IHP assistance, the affected home must be the primary residence, the home must be located within the declared disaster area, and the applicant must be a United States citizen, a non-citizen national, or a qualified alien. To apply for assistance, individual residents within a designated federal disaster area must call FEMA's Registration Intake line at 1-800-621-3362.

Individual residents of homeowner and condominium associations are eligible to apply for assistance under our Individual Assistance (IA) program, which provides individuals and families with the financial resources they need to make minimal repairs to their primary residences or to obtain safe temporary housing while extensive damages to their homes are repaired. IA also allows for the replacement of essential personal property.

FEMA's Public Assistance Program provides assistance to State and local governments, as well as certain private non-profit organizations (PNP), with their response to and recovery from Federal disasters. Privately owned associations, such as condominium associations, are not eligible to apply for assistance under this program for damages to their common areas.

11. The individual owners are responsible for the following in their units:

- Floor, wall and ceiling covering
- Electrical fixtures
- Appliances
- Air conditioning or heating equipment
- Water heater
- Water filters
- Built-in cabinets and countertops

- Window treatments, including curtains, drapes, blinds and hardware.

Owner should make sure their condo insurance pays for such items if damaged during a storm as well as their furnishings.

They should also make sure their insurance policy has:

- A provision that the insurance company will help pay if the association has to impose a special assessment to make repairs after a hurricane.
- Coverage for the policy holders to stay elsewhere if their condo is uninhabitable after a storm.