

## **MEMORANDUM**

**TO:** All Association Owners

**FROM:** Pepitone Properties Corp. Property Managers (239-481-5959)

**RE: HURRICANE PREPAREDNESS**

IN THE EVENT A HURRICANE WARNING IS ISSUED FOR YOUR COUNTY, WE RECOMMEND THAT YOU HEED THE WARNING AND FOLLOW GUIDELINES AS SET FORTH BY LEE/COLLIER COUNTY EMERGENCY MANAGEMENT FOR YOUR SAFETY. DON'T USE ANY ELEVATOR EVEN IF ONLY RAINING OR LIGHTNING, USE STAIRS.

IN THE CASE OF HIGH WINDS AND EXCESSIVE RAIN, ELECTRICAL AND TELEPHONE SERVICE WILL IN ALL LIKELIHOOD BE OUT, MAKING COMMUNICATION WITH OUR OFFICE IMPOSSIBLE UNTIL SERVICE IS RESTORED.

ONCE UTILITLY SERVICE IS RESTORED, WE MAY NOT BE AVAILABLE TO ANSWER YOUR CALL IMMEDIATELY, AS OUR STAFF WILL BE INSPECTING PROPERTIES AND WILL BE ON SITE AT YOUR LOCATION AT THE EARLIEST OPPORTUNITY TO ASSESS ANY DAMAGE(S) TO YOUR PROPERTY ONCE THE ALL CLEAR IS ISSUED BY THE APPROPRIATE AUTHORITIES.

## HURRICANE PROCEDURES

**TO:** ALL TENANTS

**FROM:** BUILDING MANAGEMENT

**RE:** This is your notice that IF AND WHEN one of the following occurs:

**The National Hurricane Center upgrades it WATCH to a WARNING.**

**The County Emergency Preparedness office issues an EVACUATION NOTICE of any kind. WE WILL EVACUATE THE BUILDING AND SECURE OFF THE ELEVATORS AND ENTRANCE DOORS. THE BUILDING UTILITIES, ELECTRIC, AND WATER SERVICE MAY BE TURNED OFF BY THE UTILITY COMPANIES.**

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The Management Office would like to remind all tenants of the suggested emergency/precautionary measures and actions to be instituted immediately for the protection of life and property in the event of a HURRICANE WARNING.

1. Please begin your preliminary hurricane shutdown procedures.
2. Keep abreast of weather conditions via radio or television.
3. Remove all papers, pictures, plaques, hanging objects, calendars, desktop items, and any other loose objects that can become air borne from perimeter offices and store in interior rooms.
4. Close all doors or perimeter offices. Close all drapes and blinds.
5. Move all expensive equipment and important documents to interior rooms.
6. If your company has an alarm system for your suite, notify the appropriate vendor of the probable discontinuance of electrical service during the storm.
7. In order to prevent atmospheric pressure problems, leave all interior and restroom doors propped open.
8. Advise Employees NOT to use the Elevators even if only raining or lightning, use stairs.
9. Notify the Management Office at 481-5959 of any flooding, leaks, or structural damage.
10. We will close the building to the public and all tenants will be requested to secure their offices and leave the premises to secure the building when a warning or evacuation is issued or just prior to.
11. All elevators should be brought to the middle floor in the building and turned off by the breakers in the elevator room. This is to allow water to go into the elevator pits and to be pumped out without damaging the cabs.
12. AN IMPORTANT REMINDER TO ALL TENANTS: We may also need to chain shut the two main corridor entrances if applicable. These doors electronically open and close for your convenience, but in times of hurricane, no power may be available to secure the building, thus, our reasoning for chaining the doors for your safety.
13. After the warning has been canceled and a reasonable time has passed, call the Management Office at 481-5959 to find out when the building will open for business.

Office/Store Managers which have service door keys may use this door for access, but please, **MAKE SURE IT IS LOCKED BEHIND YOU WHEN YOU ENTER THE BUILDING.** If you need assistance on the procedure of opening and closing the service door, please call the Management Office at 481-5959. If you wish to further discuss building access or additional matters related to this hurricane, please contact our office at 481-5959. Thank you for your attention to this matter.

RE: Insurance Certificate / Hurricane Preparation

Dear Tenant:

According to your lease you are required to provide us with a copy of your Certificate of Insurance and occupational license. If you have not already done so, please mail us a copy of your current insurance certificate and license for our records.

We also are required to have on file a copy of you Air Conditioning Maintenance Agreement (if applicable). Please provide us with these documents at your earliest convenience.

In case of a hurricane, evacuation or warning of one hitting SW Florida, please take the appropriate steps to protect your premises and the building. The owner will not be installing hurricane shutters (maybe stored at the building) or boarding up of the property. It is your responsibility to board up the premises and to protect your belongings. Newer buildings may have been built with impact/wind rated glass. This is noted on the window or door glass and the glass is thicker.

Prior to the start of the hurricane season we ask that you take the time to locate where the shutters are stored (if applicable) and that you have the proper tools and fasteners to properly install them, so as not to be caught off guard or unable to find accessories if or when the threat arises.

If you are going to install shutters will you please have your contractor contact us first for approval or if you are going to use plywood to board up the building you cannot drill or make holes in any of the window or door frames, building metal etc. so to cause permanent damage.

We ask that if you are going to install plywood that you contact us soon for approval on how you or your contractor will be installing so that it won't be a mad rush if or when a hurricane hits. Work that is not done properly may result in you having to repair and or replace the window doors or frames and repair the building exterior.

Enclosed is literature pertaining to a hurricane and some tips for you and your employees to review. We recommend that you set up your own procedures for you and your staff, and have a drill prior to the hurricane season and to make everyone aware of important phone numbers or web sites to keep informed before and after a storm.

In the case of a hurricane the telephones in our office may be out due to loss electric, destruction, etc. We will do our best to do drive bys of the properties after a storm.

Also enclosed is a brochure that you may find helpful regarding indoor air quality and how it affects performance.

If you should have any questions or concerns, please contact us. Be Safe!

Sincerely,

Thomas F. Pepitone  
Director of Property Management  
TFP/lb

## Preparing Yourself

A **Hurricane Watch** means it is time to put the early stages of your hurricane plan into effect. Review checklists and plans with your family. Advise out-of-area relatives or friends of your plans. Ask them to wait to hear from you after the storm and to spread the word to other relatives and friends.



Consider your options. If an evacuation of your area is likely, do what is necessary before you leave. Fill your vehicle's gas tanks. Inspect your home and yard for loose items. Listen to local radio and TV for information. Get window and door covering ready and fill sterile containers with drinking water. If you feel comfortable doing so, move ahead with your plans. Install window protection and evacuate early. When winds reach 40 mph, bridges may close and high profile vehicles such as RV's and trailers will not be allowed on evacuation routes.



A **Hurricane Warning** means you should rush your plans to completion. Tropical storm force winds and heavy rain may begin to affect your area soon. If you live in a mobile or manufactured home or in an area threatened by rising water – evacuate. If you live in a site built home/condo and are not in a flood prone area, consider riding out the storm. If you decide to stay, look for alternatives. If part of the building is damaged, where will you go? What will you do if flooding is worse than expected? If you stay, there will come a time when you are “on your own”. Fire, law enforcement and ambulances will be unavailable once the winds reach 40 mph.

**Knowledge about hurricanes is not enough** to protect you and your family. You must put this information to work. If you have questions about your situation and your plan, ask now! Don't wait until the storm is nearly here, or it may be too late to get an answer! Review what you need to do to prepare and protect you, your family and your property. The following options will help you make the correct choice:



**Option A – Stay at home.** If your home can withstand the expected winds, is away from the coast and not in a flood prone area consider staying at home. Newer homes are constructed to withstand 110 mph winds. Homes built after March 1, 2002 must meet even more stringent wind requirements.

**Option B – Stay with a relative or friend or in a hotel outside the evacuation area.** If you expect to stay at someone else's home or a hotel, make advance arrangements. If staying at a friend or relative's home, be certain it is adequately prepared and is located in a safe area. Consider where you will go if the friend or relative is out of town.



**Option C – Relocate out of the area.** Emergency Management officials have developed hurricane sheltering and evacuation policies. Officials will issue local statements to inform you of recommended evacuation routes. Because you may have to travel considerable distances on unfamiliar roads, include a current road map as a part of your disaster supply kit. Know where you are going and plan, not only the best route, but alternate routes also. If possible, leave early to avoid heavy traffic, possible flooding and high winds. If you wait until the Hurricane Warning to leave, you will find hotel rooms extremely scarce throughout Florida. If your household includes an ill or disabled person, check with their doctor for advice on needed accommodations

**Option D – Public shelters.** A Public shelter should be your last option and used only if you have no other safe place to go. Local radio and television will announce which shelters will be open and opening times. Do not report to a shelter until it is open. Familiarize yourself and family with the locations and routes from your home to the shelters. Do not wait until the last minute, if an evacuation order is given, move quickly but without panic.

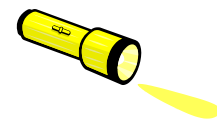
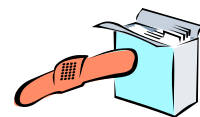


### 72- HOUR DISASTER KIT

Every home should have a 72-Hour Disaster Survival kit. Ensure a minimum three-day (72 hours) supply for each person. Although hurricanes are our focus, other events could require evacuation. Brush fires, hazardous material spills, floods and tornados all have the potential to disrupt

our daily activities. Here is a minimum suggested list of survival kit supplies.

- Canned or other non-perishable food
- Manual can-opener
- Drinking water - 1 gallon per person per day, (use sterile containers) other juices and soft drinks
- Baby needs; diapers, formula, etc.
  - Personal medications and prescriptions
  - First aid kit
  - Battery operated television or radio and flashlight
  - Extra batteries
- Blankets, pillows, sleeping bags or lawn chairs
- Sanitary supplies
- Cards, books, small games
- Road maps
- Wet and cold weather clothing
- Pet foods



Gather important documents (birth certificates, insurance policies, health records, mortgages, deeds, titles, financial documents) in one place, ready to take with you.

Any documents you may need after a storm or flood should be gathered now and kept in a protected place.

## TAKING SHELTER FROM THE STORM



There is a substantial shelter space deficit throughout Southwest Florida. So, if you have a safe place to go, plan to use that location instead of a Public Shelter. But, if you have no safe place to go, shelters will be open. Here are some important points to remember if you choose to go to a public shelter:

When you arrive, give your name and address to the shelter manager so you can be located, if necessary. If you leave the shelter, check out with the shelter manager. Accountability is important to your safety.

**Shelters are not able to provide conveniences or luxuries.** They are not hotels. Food and water will be available, but there may be a slight delay in initial service. If you want or need special food items, bring them with you. Bring your families' disaster survival kit to ensure proper provisions. (Consult below for disaster kit supplies).



A shelter is a community. Rumors can become widespread and are often very disruptive. Listen to official information and refuse to pass on gossip. Be considerate of your neighbors and follow the instructions of the shelter staff. Volunteer to help whenever possible and be patient and cheerful. Your attitude can help the morale of the entire group.

⊘ Several items are prohibited in shelters. Weapons and alcoholic beverages are not permitted. Also, pets are not allowed in regular shelters. The only animals allowed are documented service animals. Make prior arrangements to ensure your pet's safety and care. Your county may have pet friendly shelters. Contact your local emergency management office for their location.

### People with Special Needs

Some people cannot be accommodated in regular shelters because of special medical needs. Special Needs Shelters are available for these people. These shelters provide a higher level of medical support than regular public shelters, but they are not for everyone. You must pre-register and have a caregiver to accompany you to use a Special Needs Shelter. Qualifications vary from county to county, but there are specific requirements and procedures to register as a Special Needs client. Consult your physician and local Emergency Management office to see if you qualify for Special Needs Shelter.

