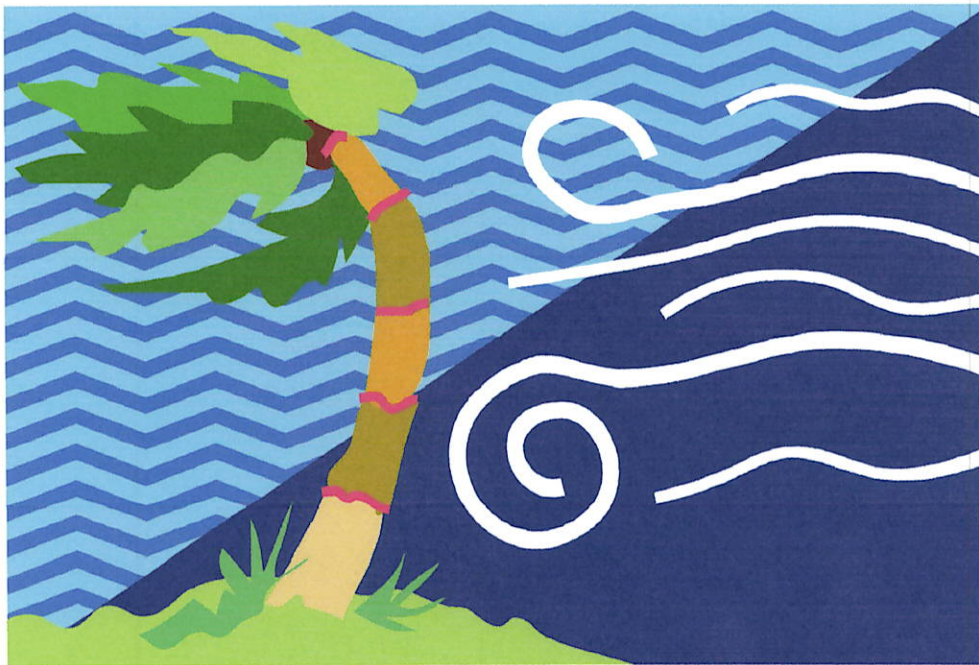


THE ROYAL ST. ANDREW ASSOCIATION, INC.

HURRICANE GUIDE

2023 Update



ROYAL ST. ANDREW HURRICANE DISASTER PLAN

Objective: The foremost role of the Association is the protection of our unit owners. Residents should enter every hurricane season with the following mindset: “It’s not **if** a storm will strike, it’s **when** it will strike.” The next priority is the protection of common property and management of condominium business affairs. The objective of this manual is to provide guidelines for the protection of our owners, their property and the common property of the Royal St. Andrew condominium. **** **This plan is not all-inclusive, it is meant to serve as a basic guide for our Association and owners.** ****

Potential Hazards: Royal St. Andrew is located on a low-lying area on Sarasota Bay – one of the most hurricane prone areas in the country. The following are some of the factors that put us in a dangerous situation in the event of a hurricane.

- The shallow waters and shores of the Gulf of Mexico are subject to high wave action when offshore winds are strong.
- Our elevation is below the level of expected tidal surges from a typical hurricane and is located in Sarasota County and FEMA Flood Zones.
- Evacuation routes will be extremely congested and may be impassable to automobiles in the event of high water. The property is located in a mandatory evacuation zone.

These factors make our condominium susceptible to extensive damage from wind, and possible tidal surges and put owners, employees and property at risk. **Please note the building is not considered a hurricane shelter. Owners will be personally responsible for those visitors they invite or allow into their unit during a storm.**

WHEN A HURRICANE IS REPORTED TO BE 48-72 HOURS AWAY AND THE PROJECTED PATH IS THE WEST COAST OF FLORIDA, THE PROPERTY WILL BE PREPARED FOR THE STORM AND POSSIBLE EVACUATION.

HURRICANE WATCH

48 HOURS PRIOR TO POSSIBLE EVAUCATION

When a hurricane is reported 48 to 72 hours away and headed in our direction a Hurricane Watch will be issued by the National Weather Service. (There is a possibility of evacuation within 48 hours.) The objective of Royal St. Andrew personnel during this period is to inform all owners in residence of the pending threat to people and property and to secure any common area items that might cause property damage.

Maintenance Duties:

- Move all pool furniture and potted plants to a secure location
- Inspect roof for loose debris and remove if found
- Ensure vent hoods are secure
- Ensure roof hatch opening is secure
- Provide assistance as needed
- Install hurricane shutters except at entry doors.
- Prepare sand bags for placement

Manager Duties:

- Contact all owners in residence and advise them to be prepared for possible evacuation.
- Any unit with an open balcony should remove all furniture
- Maintain a list of everyone called and note whether they will be evacuating and where they will be evacuating to.
- Monitor weather radio.
- Back up office computer to disks.
- Put all association records in boxes for removal in case of evacuation.
- Provide assistance as needed.

Owners Duties:

- Help employees move furniture from Garden Room and Lobby area to upper hallways
- Move furniture from balconies into unit and secure doors and windows
- Implement personal hurricane plans

HURRICANE WARNING 24 HOURS PRIOR TO POSSIBLE EVACUATION

If the City of Sarasota issues a voluntary evacuation at this time, execute the following:

Contact all owners in residence and relay the following message:

“The City of Sarasota has ordered a voluntary evacuation; you should evacuate NOW and seek shelter inland. Employees will be leaving the building. Note that all police, fire and other emergency personnel will be unable to respond to emergencies in the event of a severe hurricane. Is there a phone number where you can be reached?”

If the owner indicates they will not evacuate, relay the following message:

“How many people will be remaining at this unit? Understand that you may not have power in your unit. (The generator only runs emergency lighting in the hallways, telephone, one elevator and partial lighting in the units.) Additionally, elevators may not be operational, there may be no air conditioning, there may be no water pressure, there may be no refrigeration and there will be no staff present to assist you with anything. I have noted that you were warned and refused to obey the evacuation order and are a potential casualty.”

A list with the status of all owners will be maintained.

Maintenance/Manager Duties

- *Secure office computer and equipment and office records.
- *Advise residents that plan to stay of shut down requirements of building should a mandatory evacuation be ordered and issue Medco keys to residents not evacuating.
- *Lock off elevators if winds sustained above 35 mph

MANDATORY EVACUATION ORDERED BY THE CITY OF SARASOTA

IF THERE IS A MANDATORY EVACUATION, ALL EMPLOYEES WILL LEAVE THE BUILDING. PRIOR TO LEAVING, GIVE THE MANAGER A PHONE NUMBER WHERE YOU CAN BE REACHED.

PRIOR TO EVACUATION

Call all owners who have not evacuated and advise them that the employees will be leaving the property and that there will be no one in the building to assist them with anything. Remind them also that Sarasota Police and Fire Rescue personnel will have a difficult time responding to emergency calls. There will be no power in the building and the elevators will not be running. If an elevator is being operated during a hurricane the wind pressure may prevent the elevator doors from opening. Give them one more chance to evacuate the building.

Maintenance/Manager Duties

- Post final notice to Residents no evacuating
- Unplug microwave, stove, refrigerator and all other electrical equipment in the kitchen.
- Take a list of Association Records and location (s)
- Move computer to a safe location
- Notify the Sarasota Police when employees are leaving and advise if there are still owners in residence.
- Lock down elevators if not already done
- Shut down power and gas per the emergency plan.
- The circuit breakers to each unit located on the balcony may be shut off.

Owner Duties:

- Unplug all electrical equipment, including all kitchen appliances, TV, computer, printer and fax machine.
- Take important papers and valid identification with you.
- Contact friends, relatives and the Association office to let them know where you are seeking shelter
- Pack emergency supplies (See page 7)

PRECAUTIONS TO BE TAKEN BY OWNERS PRIOR TO STORM

1. Provide adequate containers to handle three-day supply of drinking water.
2. Bring inside your unit from the lanai any loose objects that could blow away. This includes potted plants, floor mats, chairs, etc.
3. Stock up on candles because the electricity could go off, and also have a flashlight with extra batteries and plenty of matches.
4. Have on hand a supply of rags and mops to soak up water that might beat in with heavy wind and torrential rains.
5. Turn up refrigerator or freezer to the coldest point and open it only when necessary.
6. Stay inside and away from windows. Flying glass from windows broken by the wind or by flying objects blown by the wind could cause serious injuries.
7. A portable battery radio is desirable.
8. Do not leave the building during a lull. You may think the storm is over and it may be the calm center of the storm with the winds likely to return strong and sudden from the opposite direction.
9. Use your telephone only in event of an emergency. Be sure to charge your cell phone batteries.
10. Fill the tank of your car because if the electric power goes off, the pumps at the gas stations will not operate.
11. If your electricity goes off, be careful of any food in your refrigerator that may have spoiled.
12. Do not wait until the last minutes to prepare for the storm. Stores will be crowded and in many instances they will be sold out of certain items.

RESIDENT DISASTER SUPPLY KIT

The Federal Emergency Management Agency recommends that you have a Disaster Supply Kit in your home and car. Your kit should include enough supplies to meet your needs for at least three days. Store all supplies in a sturdy, easy to carry, waterproof carrier.

Your kit should include the following:

- A three-day supply of water (one gallon per person per day)
- A three-day supply of food that will not spoil (manual can opener)
- One change of clothing and footwear per person
- One blanket or sleeping bag per person
- First aid kit
- Prescription and non-prescription medicines
- Emergency tools, to include a battery powered radio, flashlight and spare batteries
- And extra set of keys
- Cash or traveler's checks
- Special items for infant, elderly or disabled family members
- Extra pair of glasses
- Important documents (driver's license, insurance, medical cards)

AFTER THE HURRICANE

CLEAN UP

1st. INSPECT ALL EXTERIOR AND INTERIOR COMMON AREAS AND MAKE SAFE OR SECURE AND RESTRICT ACCESS.

2ND. CHECK UNOCCUPIED UNITS FOR DAMAGES AND WATER INTRUSION. NOTIFY OWNERS AS SOON AS POSSIBLE TO STATUS OF THEIR UNIT.

NOTE: Nothing should be disturbed until after the insurance adjuster has seen the damage and/or pictures and video of the damage have been taken.

There are two exceptions:

- A. Take any steps necessary to protect residents or employees.
- B. Take any steps necessary to prevent additional damage – For example, if a window blows out in the common area, it should be boarded up or covered with plastic to prevent further damage to the building.

BEFORE MAKING ANY REPAIRS, PHOTOS SHOULD BE TAKEN and a written record must be kept as the property is inspected. The Manager and Maintenance person will complete the initial inspection and determine what needs to be done.

WHEN POWER HAS BEEN RESTORED: (Inspect all equipment before energizing!)


- Turn on the domestic water pumps
- Check the elevator, all electrical equipment, hoist ways and pits before starting the elevators. If water has affected any of these areas, call Thyssenkrupp Elevator to inspect them before placing elevators back in service.
- If there was significant flooding call A&D Pools to find out how soon they can be on site and have them also check the gas & electric heaters before turning on.
- Remove large objects from the pool.
- Clean up the pool deck and weather permitting, put out the pool furniture when appropriate.

IMPORTANT PHONE NUMBERS

Sarasota County Call Center	941-861-5000 or 311
Evacuation Information	941-861-5000 or 311
Special Needs Registry	941-861-8856
Southwest Florida American Red Cross	941-379-9300
TDD – Deaf Communications	1-800-955-8771
NOAA Weather Information (50¢ per call)	1-900-410-NOAA
Florida Power & Light (for downed power lines)	941-917-0708 1-800-468-8243
Highway Patrol	941-492-5850
Salvation Army	941-954-4673
Sheriff Department	941-861-5800
911 Emergency	911
Road Information	511
State of Florida Emergency 24-Hour Hotline	1-800-342-3557

NOTE: Do not call 911 for hurricane information. Use only for life threatening emergencies

IMPORTANT CONTACT INFO.

SARASOTA COUNTY CONTACT CENTER	311, 941-861-5000 scgov.net
EVACUATION INFORMATION	941-861-5000
TTY-DEAF COMMUNICATIONS for Sarasota County Contact Center	941-861-1833 or 1-800-955-8771
MEDICALLY-DEPENDENT REGISTRY	941-861-5000
AMERICAN RED CROSS SWFL CHAPTER	941-379-9300
SUNCOAST COMMUNITIES BLOOD BANKS 1760 Mound Street, Sarasota, FL 34236 539 U.S. HWY 41 Bypass North, Venice, FL 34285 3025 Lakewood Ranch Blvd., Bradenton, FL 34211	Call toll-free: 1-866-97-BLOOD or visit: scbb.org
CATHOLIC CHARITIES	941-355-4680
VOLUNTEER OPPORTUNITIES	941-861-5000
SALVATION ARMY	941-954-4673
UNITED WAY	941-366-2686
SUNCOAST 2-1-1 Call 2-1-1 for a free and confidential service that helps people find the local resources needed.	2-1-1 Text your ZIP code to 898-211 for more resources
ANIMAL SERVICES	941-861-9500
FLORIDA POWER AND LIGHT	800-468-8243
HIGHWAY PATROL	941-492-3850
SARASOTA COUNTY SHERIFF'S OFFICE	941-861-5800
SOLID WASTE	941-861-5000
NOAA WEATHER RADIO	FREQ 162.40 MHZ FIPS code 012115
 RADIO AM WLSS 930 WSRQ 1220 WTMV 1280 WBRD 1420 WSDV 1450 WWPR 1490 WENG 1530	RADIO FM WJIS 88.1 WSMR 89.1 WCTQ 92.1 WSLR 96.5 WTMV 99.1 WHPT 102.5 WKZM 104.3 WZSP 105.3 WTBZ 105.9 WRUB 106.5 WSRQ 106.9 WSRZ 107.9
DO NOT CALL 9-1-1 FOR DISASTER INFORMATION	

NOAA Weather Radio can provide you with valuable hurricane information as well as vital warning information for tornadoes, severe thunderstorms and other dangerous weather phenomena. It also broadcasts warning and post-event information for all types of hazards and significant matters of public safety.



twitter.com/scgovEOC

twitter.com/SRQCountyGov



facebook.com/SRQEmergencyServices

facebook.com/SRQCountyGov

Web-Based Hurricane Info.

Sarasota County Government maintains a special webpage to relay important hurricane information for local residents. You can find out which, if any, evacuation level (zone) you live in, your nearest public evacuation center (shelter), medically-dependent (special needs) registration forms, and much more. For more information, visit: **scgov.net**, keywords: "all hazards"; or **facebook.com/srqemergency**.

Sarasota County Notification/Warning System

Alert Sarasota County is a free, secure, advanced, and effective community notification system that allows you to receive calls, email alerts, or text messages about events that could impact your neighborhood or help protect your family or property. This system allows Sarasota County to send critical communications to all or targeted areas within the county when immediate actions are required. Your contact information remains private, and will only be used for public health, safety, and wellness purposes.

Anyone with a physical address in Sarasota County may participate. Visit **scgov.net/beprepared** for more information, to register now or update information, or call **311, 941-861-5000**.

Hearing Impaired Callers

Sarasota County 9-1-1 Communications Center is equipped with the TTY/TDD system. (TTY: 7-1-1 or 1-800-955-8771).

Accepted abbreviations adopted to ensure accuracy:

- o GA means "go ahead"
- o SK means "stop keying"
- o Q means "question"
- o xxx indicates a mistake

A call to 9-1-1 will always be responded with "9-1-1, what is your emergency Q GA?"

The TTY/TDD's are designed to follow a few simple rules:

- o Punctuation is not used
- o Contractions are written as one word
- o Apostrophes are replaced with a single space
- o "Hang up now" indicates help is on the way

For more information about 9-1-1 services call the Sarasota County Call Center at **311, 941-861-5000** and ask for Public Safety Communications.



Welcome to Sarasota County's mass notification system for rapid emergency updates. This service sends alerts via phone, text and/or email, depending on user preference.

Alert Sarasota County will attempt to contact users by landline, cellphone, text message, email or mobile app push notification, depending on which contact information is provided. Manage your alert subscriptions at any time by returning to this website and logging in to your account.

Opt-in for alert subscriptions offered by the county or your local municipality.

To register, click Sign Up above and select your area or jurisdiction of interest. If you are not sure which area or jurisdiction to sign up for, use the [Jurisdiction Map](#) to search your address. The interactive map will tell you the jurisdiction as well as provide a direct link to sign up.

Sarasota jurisdictions currently part of Alert Sarasota County:

- Alert Sarasota County – Sarasota County (unincorporated)
- Alert Sarasota County – City of Sarasota
- Alert Sarasota County – City of North Port
- Alert Sarasota County – City of Venice
- Alert Sarasota County – Town of Longboat Key

NOTE: County and municipality alerts can differ. You should register an account with the jurisdiction of your home address to ensure you receive alerts from that area. By also using the mobile app you will receive alerts from other areas based on location.

<https://www.everbridge.com/products/mobile-apps/>

Residents are encouraged to download the free [Everbridge mobile app](#). This app allows users to see all public notifications issued through the Everbridge system. Watch this [YouTube video](#) for more information on installing and setting up the mobile app.

<https://www.youtube.com/watch?v=hkm-N3bIHS0>

ABOUT CODERED: Alert Sarasota County replaces the CodeRED system. CodeRED subscribers will need to register for an Alert Sarasota County account to continue receiving alerts. We cannot guarantee that CodeRED account information will be transferred to Alert Sarasota County.

YOUR INFORMATION'S SECURITY: Data entered into the Alert Sarasota County system is only used to send alerts and will never be sold.

Hurricane Evacuation Centers



BEFORE YOU GO TO A CENTER:

Locate the main water shut-off valve for your residence, and shut the water OFF to your unit.

Follow the recommendations listed in the RSA Departure Checklist

Place an ice cube or two in a sealed plastic bag or small container in the freezer. If the ice cube has melted down from its original shape by the time you return, you'll know the power was off for an extended period of time and that you should throw out any food.

Alert the property manager, friends or family members of your plans and how they can contact you.

WHAT TO BRING:

Disinfectant wipes.

Hand sanitizer.

Flashlight (in case your center loses power).

Your insurance, Medicare or Medicaid cards, driver license or photo I.D.

Your children's immunization and other important health and insurance records.

Each family member's medications, along with dosage information and physician's contact information.

Drinking water.

Snacks or special foods.

Bedding and pillows.

Book or electronic entertainment items with headphones and chargers.

Change of clothing.

Personal hygiene items (including toilet paper).

Games/comfort items.

Sarasota Locations:

Booker High School	3201 N. Orange Ave. Sarasota, FL 34234	
Brookside Middle School	3636 South Shade Ave. Sarasota, FL 34239	
Fruitville Elementary School	601 N. Honore Ave. Sarasota, FL 34232	
Gulf Gate Elementary School	6500 S. Lockwood Ridge Road Sarasota, FL 34231	
Phillippi Shores Elementary School	4747 S. Tamiami Trail Sarasota, FL 34231	
Riverview High School	1 Ram Way Sarasota, FL 34231	
Southside Elementary	1901 Webber Street Sarasota, FL 34239	

Medical Needs Program

About the program

Sarasota County residents with qualifying medical needs are encouraged to apply for registration as a medically-dependent person (MDP). It is important to apply in advance for this program so, if qualified, you will be on the county's registry for transportation and sheltering at a medically-dependent Evacuation Center during a disaster. Pre-registration helps us to help you when time is limited.

All MDPs must bring a caregiver to the designated medically-dependent evacuation center. The caregiver must be able to:

- Assist you with all activities of daily living, including dressing and toileting.
- Lift you to/from toilet and cot and wheelchair as needed.
- Assist you with walking (with or without walker), assist with wheelchair.
- Transport food from cafeteria to you as needed.
- Assist with medication and any treatments as needed.
- Monitor your oxygen usage.
- Provide evacuation center management with a discharge plan in the event the you cannot return to your home.

You are permitted to bring your spouse/significant other and dependents (limited to high school age and below, living in same household) with you in addition to your caregiver. Many times the caregiver is a spouse/significant other; please be sure he/she can fulfill the caregiver responsibilities outlined above.

There is no guarantee that household members will be housed in the same room as you or that bedding/cots are will be available for them.

How to Apply

To apply, please call 941-861-8856 or 941-861-8857.

What to bring with you

Evacuation center space can be limited depending on how many people seek evacuation. Please limit your belongings to: clothing and personal hygiene items for up to three (3) days. Limit one (1) suitcase/bag per person as space is limited. Bring clothing suitable for layering as the temperature of the evacuation center may vary.

- Pillow and quilt or heavier blanket.
- Two weeks of medications.
- Extra small "travel" bottles of oxygen, if applicable.
- Walker/cane if needed.
- Wheelchair or electric scooter and charger, if applicable (**NOTE:** the schools are very big and hallways are very long).

- Any medical equipment/supplies needed (i.e. sharps container, catheters, incontinence supplies, c-pap, etc.)
- Special dietary foods, in a cooler, as special diets cannot be accommodated.
 - There is no refrigeration space for food and only limited space for medications.

Additional items to bring:

- List of current medications.
- Phone numbers for emergency contacts and doctors.
- Address and phone number of where you will go if you cannot go back to your home (due to damage or no power) when the storm is over. This is very important as the evacuation centers will close and a back-up place of residence may be needed.
- Extra battery for phones and personal electronic devices as only essential medical equipment will be plugged in if the power goes out and the evacuation center is on generator power.

Be sure to label (name and phone number) all equipment and belongings. This will help us make sure you receive your items if lost or left behind at the evacuation center.

Before you leave your home be sure to leave your answering machine on or a porch light on to make it easier to determine if your electric has been restored.

Safety tips for medically-dependent people

- Install fire safety devices in the home.
- Test alarms and extinguishers regularly and replace smoke alarm batteries every six months.
- Keep a flashlight, whistle or bell handy to signal your whereabouts to others.

911 Use for hearing impaired callers

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- Apostrophes are replaced with a single space.
- "Hang up now" indicates help is on the way.

For more information about The Medical Needs Program and 911 services for the hearing impaired, call Sarasota County Communications Non Emergency Line at 311.