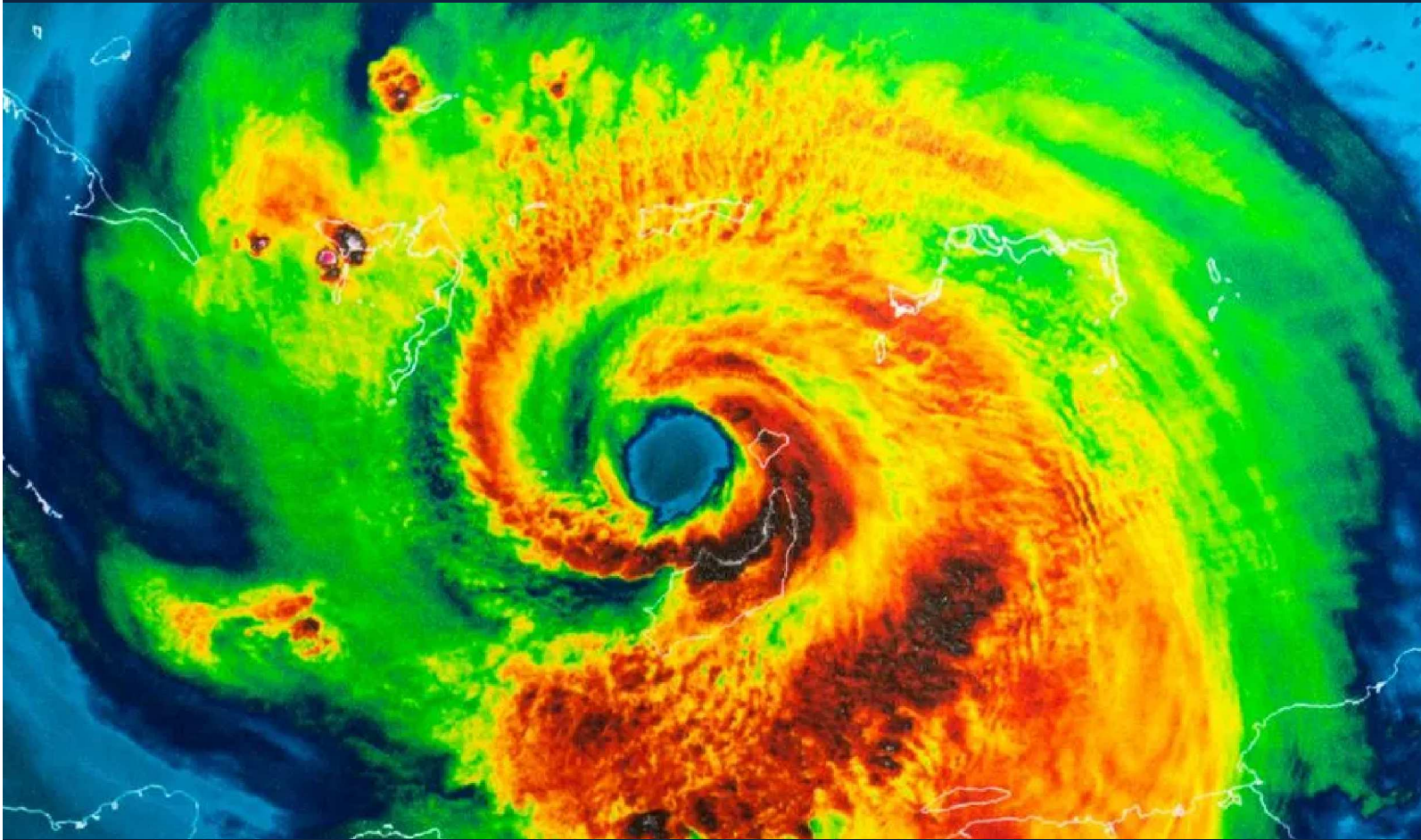




SANDCASTLE
COMMUNITY MANAGEMENT
AN ASSOCIATA COMPANY

Resident Emergency Guide



2025



Hurricane Preparation

Dear Residents,

Hurricane season begins on June 1st and will end on November 30th. The coast of Southwest Florida can be threatened any time during this season. The information provided herein will help you prepare for a tropical storm or hurricane emergency. Please take the time to read this information carefully.

The following are some useful definitions:

- **Hurricane watch** means a hurricane may threaten an area within 48 hours.
- **Hurricane warning** means hurricane force winds are expected to strike the area within 36 hours or less.
- **Tropical depression** has winds of less than 39 miles per hour or 34 knots.
- **Tropical storm** has winds from 39 to 73 miles per hour or 34 to 63 knots.
- **Hurricane** has winds greater than 74 miles per hour or 64 knots.

Also, here are some useful links to begin your preparations.



Disaster preparation and recovery link:

<https://disaster.ifas.ufl.edu/>



Florida Special Needs Registry link is:

<https://snr.flhealthresponse.com/>



Collier County Hurricane Preparedness site (utilities):

<https://www.colliercountyfl.gov/government/public-utilities/solid-hazardous-waste/hurricanepreparedness>



Lee County Emergency Management link:

<https://www.leegov.com/publicsafety/emergencymanagement/hcportal>



In the event of a category 1-5 hurricane, we urge you to evacuate.

Scale Number (Category)	Sustained Winds	Level of Damage
1	74-95	<p>Very dangerous winds will produce some damage</p> <ul style="list-style-type: none"> • Minor damage to exterior of homes • Toppled tree branches, uprooting of smaller trees • Extensive damage to power lines, power outages
2	96-110	<p>Extremely dangerous winds will cause extensive damage</p> <ul style="list-style-type: none"> • Major damage to exterior of homes • Uprooting of small trees and many roads blocked • Guaranteed power outages for long periods of time – days to weeks
3	111-129	<p>Devastating damage will occur</p> <ul style="list-style-type: none"> • Extensive damage to exterior of homes • Many trees uprooted and many roads blocked • Extremely limited availability of water and electricity
4	130-156	<p>Catastrophic damage will occur</p> <ul style="list-style-type: none"> • Loss of roof structure and/or some exterior walls • Most trees uprooted and most power lines down • Isolated residential due to debris piles • Power outages lasting for weeks to months
5	157 or higher	<p>Catastrophic damage will occur</p> <ul style="list-style-type: none"> • A high percentage of homes will be destroyed • Fallen trees and power lines isolate residential areas • Power outages lasting for weeks to months • Most areas will be uninhabitable



Routine Preparation

Resident Routine Preparation

- **Obtain a Local Hurricane Guide:** Most municipalities in Florida produce hurricane preparedness guides that include evacuation plans, shelter locations, important contact numbers, survival kit recommendations, and more.
- **Update Your Contact Information:** Unit owners and residents should make sure that the association has their accurate phone number, address and email address.
- **Hurricane Shutters, Windows, Doors:** Unit owners should consider installing hurricane shutters where applicable.
- **Disabled Resident Assistance:** Any residents that would need assistance in the event of an evacuation should inform the association and also reach out to their city and/ or county to sign up for emergency aide. Florida Special Needs Registry Link: <https://snr.flhealthresponse.com>.
- **Photograph Your Home and Valuables:** It is worthwhile for every unit owner or resident to photograph their condominium to capture on film all of the personal property within a unit. After a storm, this can be a helpful way to identify items that are missing.
- **Create a Survival Kit:** Keep a survival kit in your home that you can grab in the event of an evacuation. A survival kit should include, at a minimum, fresh water supply, batteries, canned goods, proper identification, important documentation (e.g., birth certificates, social security cards, insurance policies), proof of ownership of your condominium (possibly necessary to get back onto the condominium property after a severe storm where major damage was sustained), cash, and medications.
- **Learn about FEMA:** Unit owners should familiarize themselves with FEMA's Individuals and Households Program, which provides assistance to people whose property has been damaged or destroyed. Their contact is www.Fema.gov or 1-800-621-3362.

After the Issuance of a Tropical Storm or Hurricane Warning

Resident "To Do" List

Clear Patios & Balconies:

Residents should bring any personal property on lots inside, away from windows and sliding doors.

Stay Tuned:

Keep the radio or TV tuned to emergency frequencies, the local news, or the weather channel for regular updates.

Establish an Evacuation Plan:

Residents should know their community's evacuation zone, where they will go once an evacuation is required and the location of the nearest shelters (including if the shelter accepts pets – see www.floridapets.net). Open shelters can be found by calling 239-252-8444 or 311 on your cell.

Charge Your Electronics:

All residents should charge cell phone, camera and laptop batteries and consider purchasing backup batteries.

Prepare Your Vehicle:

Residents should fill up their cars with gas and check tire pressure. The sooner this is done the better, as lines at gas stations tend to get longer as the storm approaches.

Fill Your Bathtub:

Consider storing drinking water in large containers or in the bathtub, as tap water may not be safe to drink for some time after the storm.

Check All Faucets:

Determine that all faucets are in the closed position.

Set Freezer & Fridge to Coldest Settings:

Residents should set their freezer and refrigerator to the coolest setting to protect food for as long as possible in the event that electricity is lost. It is prudent to have several days' worth of food on hand that does not require refrigeration.

Protect Personal Property:

Residents should consider moving valuable items away from windows and doors. A supply of towels should be kept on hand to address any water entry during the storm.



Routine Preparation

After an Evacuation Order is Issued

Resident "To Do" List

Traffic Check:

Residents should check local evacuation routes to determine which the best option and leave as quickly as possible.

Refrigerator and Freezer Clean Out:

To avoid rotting food if power is lost, refrigerators and freezers should be cleaned out prior to evacuation.

Electricity Shut Off:

Residents should turn off the electricity prior to leaving using the breaker panels in their units.

Water Shut Off:

Residents should shut off the unit's main water source.

Unplug Electronics & Appliances:

Turn off and unplug any computers, printers, routers, coffee makers, and other appliances or electronics. If possible, remove electronics from the floor and place them in the highest available location.

After a Tropical Storm or Hurricane Has Passed

Resident "To Do" List

Returning to the Property:

Prior to returning to the property, residents should obtain the "go ahead" from local authorities and the association. Once it is safe to return to the property, the association should inform residents via email or the community's website.

Proceed with Caution:

Returning to a damaged property can be dangerous. Local government generally provides guidance on things to consider when returning after a storm in their hurricane/emergency guides.

Out of Town or on Vacation:

If you do not reside in residence during hurricane season, many of the precautions listed above should be taken prior to leaving the unit for extended periods. Make arrangements for someone to make emergency preparations ahead of time. Implement as many precautions as practical before you leave. Be Prepared!



Routine Preparation

Association and Management Actions per Board Direction

Before the Storm

- Securing common areas (e.g., pool furniture, signs, gates, etc.).
- Shutting down pool equipment and irrigation systems if applicable.
- Backing up community records and ensuring all emergency contact info is updated.
- Communicating evacuation notices and storm alerts to all residents and board members.
- Confirming vendor readiness (landscaping, debris cleanup, elevator contractors, etc.).
- Final inspection of buildings and amenities.
- If applicable: placing hurricane shutters on common area windows/doors.

During the Storm

- Management staff will not be on-site and will evacuate for safety once a warning is issued.
- Emergency lines may be monitored remotely depending on power and network access.
- Communication may be paused until the storm has passed and conditions are safe.

After the Storm

- Initial site inspection as soon as access is allowed.
- Emergency vendors will be contacted to assess damage and begin mitigation (roofers, restoration companies, tree removal, etc.).
- Communication with board and residents via email/text alerts or website updates.
- Insurance claim initiation and coordination with adjusters (if needed).
- Oversight of debris removal and cleanup in accordance with county guidelines.



DISASTER SUPPLY KIT CHECKLIST



General

- Two week minimum supply of medication, regularly used medical supplies, and a list of allergies
- A list of the style, serial number, and manufacturer information of required medical devices
- Batteries
- Flashlights
Do not use candles
- NOAA Weather Radio
Battery operated or hand cranked
- Cash
Banks and ATMs may not be available after a storm
- Cell phone chargers
- Books, games, puzzles or other activities for children

Phone Numbers

- Maintain a list of important phone numbers including:
County emergency management office, evacuation sites, doctors, banks, schools, veterinarian, a number for out of town contacts, friends and family

Clothing

- Rain gear such as jackets, hats, umbrellas and rain boots
- Sturdy shoes or boots and work gloves

Special Needs Items

- Specialty items for infants, small children, the elderly, and family members with disabilities

First Aid

- First Aid Manual
- Sterile adhesive bandages of different sizes
- Sterile gauze pads
- Hypoallergenic adhesive tape
- Triangular bandages
- Scissors
- Tweezers
- Sewing needle
- Moistened towelettes
- Antiseptic
- Disinfectant wipes
- Hand sanitizer
- Thermometer
- Tube of petroleum jelly
- Safety pins
- Soap
- Latex gloves
- Sunscreen
- Aspirin or other pain reliever
- Anti-diarrheal medicine
- Antacid
- Laxative
- Cotton balls
- Q-tips

Food and Water

- Food
Nonperishable packaged or canned food and beverages, snack foods, juices, baby food, and any special dietary items to last at least 7 days
- Water
1 gallon per person per day
- Non-electric can opener
- Paper plates
- Napkins
- Plastic cups
- Utensils

Important Documents

- Insurance cards
- Medical records
- Banking information
- Credit card numbers
- Copies of social security cards
- Copies of birth and/or marriage certificates
- Other personal documents
- Set of car, house, and office keys
- Service animal I.D., veterinary records, and proof of ownership
- Information about where you receive medication, the name of the drug, and dosage
- Copy of Will

**Items should be kept in a water proof container*

Vehicle

- Keep your motor vehicle tanks filled with gasoline

Pet Care Items

- Pet food and water to last at least 7 days
- Proper identification
- Medical records/microchip information
- A carrier or cage
- Muzzle and leash
- Water and food bowls
- Medications
- Supplies for your service animal

Find more disaster preparedness tips at
FloridaDisaster.org

PET SAFETY HURRICANE CHECKLIST

BEFORE THE STORM: Remain Calm, Stay Informed and Be Prepared.
The calmer you are, the less stressed your pet will be.

To Do LIST:

- Get pet emergency stickers
- Microchip your pets
- Choose an alternate caregiver
- Download ASPCA mobile APP
- Keep up heartworm prevention
- Store vet info in your phone
- Be prepared to evacuate
- Gather hurricane supplies



Photos of your pets
(printed and on your phone)

Copies of pet medical records (printed
and online or stored in an app)



EXTRA SUPPLIES FOR EVACUATING:

- Disposable litter box
- Food dishes and water bowls
- Travel dog crate



HURRICANE KIT SUPPLIES

5-7 days' worth
of nonperishable
pet food in
sealed container

Pet first
aid kit

2-week supply
of prescription
pet meds

Comfort
items: treats,
toys, beds,
blankets

Dog and cat
collars, leashes

Pet ID tags
filled out with
contact info

7+ days' worth
of bottled water
for each pet

Pet kennels
(for evacuating
or transporting
to vet)

Potty pads,
indoor dog potty
system, cat litter



AFTER THE STORM: Don't lose hope if you become separated from your pet.
Remain calm if your pet is injured. Use your first aid kit and call a vet.

SEPARATING STORM DEBRIS

Separate storm debris into the **SIX CATEGORIES** shown here.

NORMAL HOUSEHOLD TRASH

Normal household waste, recyclables and bagged debris of any kind will **NOT** be collected with storm debris. You should continue to follow your normal garbage removal schedule.



PLACE ALL STORM DEBRIS CURBSIDE

HOUSEHOLD HAZARDOUS WASTE

Batteries
Oils
Oil-Based Paints
Stains



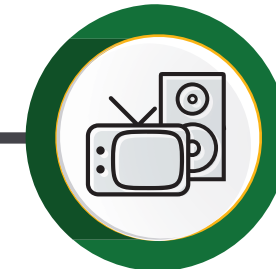
VEGETATIVE DEBRIS

Vegetation
(DO NOT PUT IN BAGS)
Logs
Plants
Tree Branches



ELECTRONIC WASTE

Computers
Radios
Televisions



CONSTRUCTION & DEMOLITION DEBRIS

Carpet
Furniture
Mattresses



NO PICKUP ZONE

Any debris placed from the sidewalk toward your property will **NOT** be picked up.

APPLIANCES & WHITE GOODS

Dishwashers
Washers & Dryers
Water Heaters
Refrigerators
(REMOVE PERISHABLES AND DOORS)

