

The Royal Companies

Hurricane Season Information

As you are aware, Hurricane Season begins on June 1st and extends until November 30th. We are sending you this notice as a reminder of the items and/or tasks to be completed in preparation for this upcoming season.

Communicating with the Management Company:

The Royal Companies will maintain a telephone line available to provide information regarding your building. The Royal Companies telephone number is 561-996-8080.

Your property manager and the property maintenance personnel will remain on-call and will be at the property surveying the damage and seeing to any necessary repairs as soon as possible after the storm.

Note: You remain responsible for paying rent in a timely manner. Rent checks may be mailed to: The Royal Companies, 802 N.W. 1st Street, South Bay, Florida, 33493.

We have sent out Tenant Emergency Contact forms for updates. PLEASE MAKE SURE WE HAVE YOUR EMERGENCY CONTACT NUMBERS. If you have not completed one for this year, please contact our office immediately.

Prior to a hurricane threatening:

Every tenant is responsible for the personal property and equipment within their own premises. If a hurricane warning is issued, here are some steps we suggest you take to ensure protection of your office and personal items:

- Turn off lights and other electrical equipment.
- Close window blinds.
- Consider taking personal belongings off-site.
- Pictures should be removed from walls and wrapped in plastic.
- Loose paper, books, wastebaskets, desk items, etc., should be stored in locked cabinets, drawers or boxes. These boxes should be placed in the interior space and moved into an interior portion of the office.
- All computer and office equipment should be unplugged and covered with plastic. Computer software and disks should also be wrapped in plastic and placed in a cabinet. All computer data should be backed-up and stored off-site or wrapped in plastic and secured in a locked cabinet and placed into an interior portion of the office.
- Close all the doors to all offices.
- Assemble supplies and equipment to be used after the hurricane and store them in a secure area.
- Review your insurance policy: Remember to secure an adequate insurance policy in advance, as there are restrictions concerning applying for and/or increasing coverage once a tropical storm is located within the boundaries of a determined area. A copy of your policy should be maintained off-site. For more information contact the Florida Department of Insurance at (800) 342-2762.

Questions to ask your insurance agent:

- Do I have replacement value coverage on all property, including contents and restoration for the build-out of my location?
- What is the deductible?

- *Do I have business interruption coverage? For what period and for how much?*
- *Are there any exclusions?*
- *Does the policy cover flooding, wind and storm damage?*
- *Does the policy cover relocation or temporary office space?*

Once a Hurricane Advisory has been issued:

Hurricane Watch: Hurricane may threaten the area within 24-36 hours.

1. *Follow preparation instructions outlined above under prior to a hurricane threatening.*
2. *Pay attention to official announcements on radio and television from the National Hurricane Center and local officials to monitor the storms progress.*
3. *Follow instructions by local officials. Be prepared to leave immediately if ordered to do so.*

Hurricane Warning: *Hurricane is expected to strike the area within 24 hours or less.*

Note: Upon notification of a hurricane warning advisory, buildings may be closed and locked down and all tenants will be asked to leave until the storm threat has passed and the property has been deemed safe for return. Please note that a lock down scenario applies mostly to office buildings that have main access areas to a number of offices. Retail centers and/or single-story buildings with individual entrances for each Tenant are controlled by the Tenant and they shall be required to lock down their own locations.

Tenants will be given three hours notice that the buildings (if applicable pursuant to the section above) is to be closed and that all persons should leave the building. Once a building is closed, it will not be reopened until damage is ascertained and the building is judged safe to occupy.

In an effort to protect the building and equipment, we may need to shutdown the power and water supply to the property. You will receive prior notice and our staff will work with you to coordinate should this procedure need to be instituted.

Before a Hurricane Watch or Warning is in effect, you should have already determined the plan of action for your office and purchased the necessary supplies you will need to protect your personal property.

Identify when employees will be released from work as well as when they are expected to return. You may want to follow the same return schedule as county and local government employees.

The Royal Companies is committed to you and your safety at all times!