

HURRICANE PROCEDURES FOR TENANTS

HURRICANE PREPARATION PROCEDURES:

The hurricane season typically runs from June 1 through November 30 each year. We would like you to take a few minutes to review the hurricane plan we utilize for many of our managed buildings. We ask that you complete, each year, the attached emergency contact form. This is what each manager utilizes to notify tenants of important changes, problems and/or issues. This plan outlines the procedures we will be taking regarding the property and includes some tips we have for your business/company that may help offset any impact a hurricane might cause your company or business.

The key idea is to have this plan in place well in advance of a hurricane. Have your hurricane related supplies in place. Know where important equipment and computer data will be stored. Review with key personnel and/or vendors how restoration of data, phones and/or mainframe servers/equipment will take place after a storm. This procedures guide covers a small part of the issues related to hurricane preparedness. We hope that it assists you in your final hurricane preparedness plan.

DEFINITION:

When the United States hurricane center in Miami announces a Hurricane Warning, all buildings will close to the public, and all tenants will be requested to secure their offices and leave the premises. A hurricane warning is defined as follows:

A **WATCH** is the announcement for specific areas that a hurricane poses a threat generally within 36 hours.

A **WARNING** which indicates that hurricane winds 74 mph and higher, or any combination or dangerously high water and very rough seas are expected in specified coastal areas. When a hurricane warning is announced, hurricane conditions are considered imminent and may begin immediately, or at least within the next 12 to 24 hours. It is of utmost importance that ALL precautionary measures and actions be instituted immediately for the protection of life and property.

Please keep in your files for reference in the event of a hurricane.

ALL OFFICE BUILDINGS, HAVING COMMON AREA ENCLOSED CORIDORS WILL BE SHUT DOWN WITHIN 6 HOURS OF A WARNING BEING ISSUED. ALL ENTRY DOORS WILL BE LOCKED AND POWER TO ALL ELEVATORS AND EVERYTHING MECHANICAL WILL BE TURNED OFF. NO ONE WILL BE PERMITTED INTO THE BUILDING UNTIL AFTER THE STORM HAS PASSED AND THE BUILDING IS FOUND TO BE SAFE.

**IN CASE OF EMERGENCY, PLEASE CALL YOUR PROSPECTIVE PROPERTY
MANAGER:**

ALAN LEVY	Office: (954) 491-5505	Cell: (954) 658-4477
JUDY MONTELLA	Office: (954) 360-9428	Cell: (954) 658-4480
JAN STOLOW	Office: (954) 485-9200	Cell: (954) 658-4479
MATT JONES	Office: (954) 921-6673	Cell: (954) 682-6288

Any electronic access to the property will be disconnected and the building entries will be physically secured (manual locked and/or chained closed), if applicable. Access by tenants will not be possible after the building has been secured.

I. When a Hurricane Watch is issued the following precautions should be taken:

- A. Stay in touch with hourly and three-hour news updates on the storm's movement and intensity.
- B. Review the precautionary steps recommended when a Hurricane Watch is issued. If these steps cannot be completed within three hours of the issuance of the warning, begin the steps during the watch so that the balance of the work can be completed by available personnel within three hours.
- C. Plan your staffing needs when warning is issued. Take into consideration the employees out of the office due to travel, sickness and vacation; as they will not be able to assist. Employees will have to also take care of their families and their homes and may want to evacuate the area.
- D. "On call" employees who will assist with hurricane preparations should immediately report to the office/store upon issuance of a Warning. Public officials may limit access to certain areas as the storm approaches. If applicable, property personnel will turn off elevator and electricity to landlord controlled areas of the property as the storm approaches (usually 6 to 8 hours after the warning issued). No tenants will be allowed to remain in the building unless the building's management president or the building's landlord gives prior written authorization.
- E. Contact the management office with all emergency contact names and telephone numbers. The form is attached. Please make a copy, fill it out, and return to management.

II. When a hurricane warning is announced, the following precautions should be taken immediately:

- A. Remove all items hung on the walls of the perimeter offices to prevent them from flying off the wall and causing damage.
- B. Clear all desks, credenzas and tables of potential flying objects.
- C. Remove valuable papers and items to the most secure interior office.
- D. Remove all computers, printers, modems and other electrical equipment to an interior office. Place the equipment on a desktop or filing cabinet and enclose in waterproof sheeting and/or garbage bags to protect from moisture. (Cut off electrical power to all office equipment).
- E. Remove desk drawers and file drawers containing important files and papers to an interior office (optional).

- F. Close all blinds and drapes.
- G. **Do not place any type of tape on the windows. It has no benefit in a hurricane. Removal of the tape can be difficult and costly, especially if removal damages the glass.**
- H. Close all perimeter office doors.
- I. Cover any items susceptible to water damage with plastic sheeting.
- J. Make extra back-up copies of important data. These extra copies should be kept in separate safe off-site locations.

III. After the storm has passed and all warnings are discontinued, the following will be scheduled to occur:

- A. A property management team will arrive at the property to assess the extent of the damage and provide limited access to the building.
- B. If property management determines that it can be done with a reasonable degree of safety, a limited number of tenant employees will be allowed onto property to assess individual suite damage.
- C. The building will not be opened to all employees and the public until:
 - i. Electricity and water are restored to the property.
 - ii. Electricity is restored inside the building by the property management, if applicable.
 - iii. Elevator service is restored, if applicable.
- D. To receive an update on the status of the building, tenants may call the management office telephone number. If the management telephone number is not operable, another telephone number will be posted on the exterior of the property.
- E. Employees of tenants will only be given access to the building. No family, children, friends or pets will be allowed access until the building is determined ready for the general public.

GENERAL NOTES:

Hurricane Shutters: With most properties, tenants must provide their own protection for the windows. Permission to install such protection must be approved by management prior to hurricane season. The most reliable protection would be in the form of County Approved hurricane shutters. **NO SHUTTERS ARE TO BE INSTALLED WITHOUT APPROVAL. IMPROPER INSTALLATION CAN CAUSE EXTENSIVE DAMAGE TO THE BUILDING FOR WHICH THE INSTALLING TENANT WILL BE FULLY LIABLE.** An alternative protection that might be installed is a clear heavy-duty window film that is attached to the window frame. Prior landlord approval would also be required. **The installation of plywood is not permitted.** As a last minute protection, the plastic fiberglass reinforced sheeting referenced above (II-G) might be another option. If the full property is equipped with shutters, please review with your property manager before hurricane season the procedure regarding the installation of such shutters. If the property has authorized the installation of hurricane shutters, they should be installed at least 12 hours before a storm is expected to arrive. For property-provided shutters, the installation will commence approximately 6 hours after a Warning is issued.

Property Insurance: The Landlord's insurance will only cover the basic building and property. Each tenant is responsible for their contents, entry doors and glass windows. Review your policies to determine the extent of your coverage.

Parking Garages and Covered Parking: The storage of vehicles on the property is not permitted. It is preferred to have the property clear of any and all vehicles in case of emergency access. If a vehicle is to remain on the property, it will be subject to towing at the vehicle owner's full expense and/or at the full risk and responsibility of the vehicle owner.



Portable Generator Safety Tips

In an emergency, portable electric generators offer lifesaving benefits when outages affect your home or business. They can safely power important electrical equipment such as portable heating units, computers, water pumps, freezers, refrigerators and lighting. However, portable generator use can also be very hazardous. If you plan on using an emergency generator, it's essential that you take precautions for your safety and the safety of those working to restore power.

The most effective way to avoid portable generator mishaps is to make sure you fully understand the proper operating procedures. Read and follow the manufacturer's guidelines before operating or maintaining your generator – and don't forget to use common sense.

Follow these tips for safe portable generator use:

- Always read and follow the manufacturer's operating instructions before running generator
- Engines emit carbon monoxide. Never use a generator inside your home, garage, crawl space, or other enclosed areas. Fatal fumes can build up, that neither a fan nor open doors and windows can provide enough fresh air.
- Only use your generator outdoors, away from open windows, vents, or doors.
- Use a battery-powered carbon monoxide detector in the area you're running a generator.
- Gasoline and its vapors are extremely flammable. Allow the generator engine to cool at least 2 minutes before refueling and always use fresh gasoline. If you do not plan to use your generator in 30 days, don't forget to stabilize the gas with fuel stabilizer.
- Maintain your generator according to the manufacturer's maintenance schedule for peak performance and safety.
- Never operate the generator near combustible materials.
- If you have to use extension cords, be sure they are of the grounded type and are rated for the application. Coiled cords can get extremely hot; always uncoil cords and lay them in flat open locations.
- Never plug your generator directly into your home outlet. If you are connecting a generator into your home electrical system, have a qualified electrician install a Power Transfer Switch.
- Generators produce powerful voltage - Never operate under wet conditions. Take precautions to protect your generator from exposure to rain and snow.

Date: _____
Re: Emergency Contact Information

To All Tenants:

In an effort to better serve you during an emergency, please provide us with the following information requested below. (NOTE: Any information provided to us will be kept confidential and only used by Levy Realty Advisors, Inc. personnel in case of an emergency.)

Company Name: _____

Bldg. Name: _____ Suite No.: _____

Essential/Key Contact

Contact Person #1: _____ Title: _____

Cell No: _____ Home No: _____

Pager No: _____ Alt. No: _____

Email Address: _____

Contact Person #2: _____ Title: _____

Cell No: _____ Home No: _____

Pager No: _____ Alt. No: _____

Email Address: _____

Please return immediately.

It is important that we maintain accurate and updated information at all times. If there are any changes, please be sure to contact our office immediately. Should you have any questions or concerns feel free to call our office.

Thank you

LEVY REALTY ADVISORS, INC.

“Protecting & Increasing Value through Professional Management”

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