

## CANYON TOWN CENTER RETAIL TENANT HURRICANE PROCEDURES

### HURRICANE PREPARATION PROCEDURES

The hurricane season runs from June 1 through November 30 of each year. Please take some time to carefully review the hurricane plan that we utilize for our managed properties. This plan outlines the procedures we will be taking regarding the property and includes some tips we have for your business/company. These tips may ultimately help offset any impact a hurricane might cause your company or business. **The key is to have a plan and have it in place, well in advance of a hurricane.** This guide can only touch upon a small part of the issues related to hurricane preparedness; however we hope that it will help assist you in finalizing your own unique plan. Further along in this guide you will find a blank "Emergency Contact" form, we ask that you fill it out immediately and return it to the Property Manager.

### HURRICANE DEFINITIONS:

The United State National Hurricane Center, located in Miami, Florida, will announce whether or not a hurricane watch or warning is in effect.

A **WATCH** is the announcement for specific areas that the possibility of a hurricane or hurricane like conditions, may pose a threat generally within 36 hours.

A **WARNING** indicates that hurricane winds 74 mph and higher. In addition, dangerously rough 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 in the next 12 – 24 hours.

Here is a list of recommended storm tracking websites:

1. [www.wunderground.com/tropical/](http://www.wunderground.com/tropical/)
2. [www.noaa.gov](http://www.noaa.gov)
3. [www.nhc.noaa.gov](http://www.nhc.noaa.gov)



GL Commercial Management Hurricane Hotline

954-796-4500

## RETAIL BUILDING TENANTS

If you are an attached or stand alone retail business in one of center's, your business is to be treated like your home. Neither the Landlord, nor the Management Company can tell you when to start preparing to shut down your place of business. There is no hurricane shutter installation that needs to take place, in preparing for a storm. Your main focus should be on protecting the insides of your business, including any merchandise that may be of significant value.

Please review your policies, to insure you have proper coverage. We also ask that no vehicles are left on our lot; any such vehicles that are left on the property will be subject to towing at the vehicle owner's expense.

### WHAT HAPPENS AFTER THE STORM HAS PASSED AND WARNINGS HAVE BEEN LIFTED?

The property management team will arrive at the property and assess the extent of the damage. If the property and or building should sustain damage, it will not be reopened until the damage is assessed and the building is deemed safe to occupy.

- All debris is cleared from roadways, entrances, exits and access to the building/plaza.
- Electricity and water must be restored to the center.

The foregoing procedures will apply in both regular operating hours and non-business hours. Tenants must be prepared to comply with the foregoing even during non-business hours. In the interest of protecting lives and property during this hurricane season, your cooperation is greatly appreciated. Periodic updates will continue to be provided on the GL Commercial emergency phone number **(954) 796-4500**.



**Tenant Emergency Contact Information**

(Please return to the Property Management Office)  
954-575-5372 fax

Tenant Name: \_\_\_\_\_

Tenant Address: \_\_\_\_\_

Tenant Phone #: \_\_\_\_\_

Contact #1: \_\_\_\_\_

Name/Position: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Contact #2: \_\_\_\_\_

Name/Position: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Contact #3: \_\_\_\_\_

Name/Position: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_

Alarm Company  
(If any): \_\_\_\_\_

Alarm Phone #: \_\_\_\_\_

Alarm Code #: \_\_\_\_\_  
(for emergency purposes)