



GL Commercial Management Hurricane Hotline

954-796-4500

## FOUNTAIN SQUARE OFFICE 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)

## OFFICE BUILDING TENANTS

The earlier of an issuance of a Hurricane **Warning** for Palm Beach, Broward, Miami-Dade Counties or any part thereof, or a closure of the Palm Beach or Broward County School District the building will begin final shut down procedures. Below is a list of items that the tenants should complete, prior to vacating the building. Please refer to the next page for a definitive building shut down checklist, which will be followed by the building management team.

- Tenants will be given at least one hour notice, prior to officially closing the building and securing it for a hurricane.
- Tenants should remove all items from their window areas, before vacating the premises.
- Tenants should turn off all interior lights and shut all interior doors, within their premises prior to leaving.
- Tenants may want to cover up their computers, fax machines and printers with plastic sheeting.
- Back up all pertinent and valuable documents that are stored on your computer hard drive.
- Close your interior blinds, if applicable.
- Please do not place any tape or other resistant type substance on the window. This will add no benefit, as the windows are impact resistance.
- Tenants should have already supplied the Property Manager with the emergency contact sheet.
- Remove all vehicles from parking lot, as they will be subject to towing at the owner's expense.

As a reminder these tips listed above, should have been underway once a watch was issued. Please don't wait until it is too late and the building is about to be shut down.



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## MANAGEMENT COMPANY BUILDING SHUT DOWN PROCEDURES.

- Notify tenants of the building closing down.
- All non-essential electric power will be turned off, including air conditioning, ventilation fans, exterior site lighting.
- All elevator service will be stopped.
- The lobby doors will be manually locked.
- All remaining individuals in the building will be escorted out through the emergency stairwell exit doors.

During the time that the building is officially closed, tenants will not have access to the building. The card reader access will not be functioning, as all power will have been shut down. It is imperative that you and your employees continually call the GL Commercial hurricane hotline, for updates on your particular building.

## 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 management team determines that it can be done with a reasonable degree of safety, a limited number of tenant employees will be allowed onto the property to assess their individual suite damage. **PLEASE NOTE: NO children, pets, friends or other family members are allowed in the building during this time.**

If the building should sustain substantial interior or exterior damage, it will not be reopened until the damage is assessed and the building is deemed safe to occupy. In addition, the following must also occur in order for the building to re-open:

- Electricity and water must be restored.
- Electricity in the building is restored by the property management team.
- Elevator service is restored.
- All debris is cleared from roadways, entrances, exits and access to the building/plaza.

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)