



Right Space. Right Place.®

TO: ALL TENANTS

FROM: BRENNER REAL ESTATE GROUP

RE: EMERGENCY NATURAL DISASTER PROCEDURES & PREP

Brenner Real Estate Group, in an effort to better prepare it's properties and tenants, has compiled this information packet. This packet should be used as a guideline and give you some background information about possible weather conditions that occur in the south and central Florida area. We hope that you create a plan of your own in preparation of the hurricane season.

Please use this guide for some background information. You can also visit our website at www.breg.net for additional Hurricane links that you may find helpful. If you have not already done so, please complete a Tenant Emergency Contact Sheet posted at www.breg.net in order for us to maintain the best contact information for you.

HURRICANES

The official "Season" for Hurricanes in Florida runs from June 1st through November 30th of each year. During this period we ask that everyone maintain a close watch of developing weather conditions and be prepared to take those actions necessary to protect our lives and our property in the event of a major storm. Brenner Real Estate Group has developed a Hurricane Protection Program designed to minimize the danger to our tenants should a storm threaten our area.

At this time we would like to advise/remind you of the following:

All storms are tracked by the National Hurricane Center which is located in Miami and all local television stations and radio stations maintain the public be informed of all weather and advisories as they are issued by the National Hurricane Center.

There are two types of Hurricane advisories:

- **HURRICANE WATCH – Means a Hurricane MAY THREATEN THE AREA.**

The National Weather Service will issue this advisory for a Hurricane Watch when the storm is 36-48 hours away. This warning is our first response to the possibility a storm MAY threaten our area.

- **HURRICANE WARNING – Means a Hurricane IS EXPECTED TO STRIKE THE AREA.**

A Hurricane Warning is issued when the storm is headed in our direction and expected to make landfall within 24 hours. At this time you may be asked to evacuate from your offices (or homes) if you live in a beach community. This is the time to put your plans in effect.

In the event of the issuance of a Hurricane Warning during normal business hours:

ONCE THE HURRICANE WARNING HAS BEEN ISSUED, EACH TENANT SHOULD VACATE THEIR PREMISES. PLEASE ENSURE THAT YOU MOVE ALL ITEMS AWAY FROM WINDOW AREAS AND SECURE ALL DOORS WITHIN YOUR PREMISES.

PLEASE MAKE SURE ALL DEBRIS OUTSIDE YOUR PREMISES IS REMOVED OR SECURED WITHIN YOUR PREMISES. ANYTHING LEFT OUTSIDE THAT CAN BE BLOWN AWAY, AUTOMATICALLY BECOMES A PROJECTILE AND CAN CAUSE EXTENSIVE DAMAGE.

ONCE THE BUILDING/CENTER IS CLOSED BY MANAGEMENT, IT WILL NOT BE REOPENED UNTIL THE HURRICANE WARNING HAS BEEN LIFTED AND ALL UTILITIES RESTORED BACK TO THE PROPERTY. SHOULD A HURRICANE STRIKE THE AREA, THE BUILDING AND/OR CENTERS WILL NOT BE REOPENED UNTIL DAMAGE IS ASSESSED AND THE AREA IS DEEMED SAFE TO BE OCCUPIED BY LOCAL FIRE JURISDICTIONS. MANAGEMENT WILL TOUR EACH CENTER AND OFFICE BUILDING ON AN INDIVIDUAL BASIS.

In addition to the above each tenant should prepare as follows:

- **TENANTS ARE RESPONSIBLE FOR TURNING OFF THEIR WATER AND ELECTRICAL BREAKERS, INCLUDING AIR CONDITIONING WITHIN THEIR SUITES/BAYS/UNITS/OFFICES.**
- **DISCONNECT ALL ELECTRICAL APPLIANCES AND EQUIPMENT.**
- **SAFEGUARD ALL COMPANY RECORDS AND IMPORTANT PAPERS.**
- **BACK UP ALL COMPUTER RECORDS, HAVE RESPONSIBLE PERSON TAKE HOME.**
- **MOVE ALL EQUIPMENT AND IMPORTANT DOCUMENTS AWAY FROM WINDOWS. CLOSE WINDOW COVERINGS.**
- **CLOSE ALL WATER FAUCETS.**
- **TAKE HOME A LIST OF ALL YOUR EMPLOYEES, WITH CELL TELEPHONE NUMBERS.**

BUILDING PROCEDURES:

PLEASE CALL PROPERTY MANAGERS FOR ADDITIONAL INFORMATION – however:

If the storm is approaching during business hours, Management will REQUIRE all tenants to leave the building.

- All electrical, HVAC, and elevator services, (if applicable), will be stopped
- The building(s) will be secured and LOCKED DOWN by maintenance
- All loose trash receptacles will be taken inside by maintenance
- BUILDINGS WITH COMPUTERIZED ACCESS & CONTROLS – may be shut down remotely or on-site. Please call our office or emergency number to be advised of individual property information and updates. Security guards MAY be deployed if the access becomes an issue or if an entry system has been destroyed by the weather conditions.

INDIVIDUAL OFFICE PROCEDURES:

- Move everything off all window ledges and away from windows
- Close all window coverings

- Remove any equipment, ie: computer equipment, from floor to higher ground
- Back-up all computer files, have responsible person take home disc
- Disconnect all electrical appliances/computers
- Shut down your office electrically from your own main breaker box
- Offices containing their own HVAC package units shut down by breaker
- **Have a list readily available of all your employees' home and cell numbers**

No one will be allowed to re-enter the Building or Center after the storm until (1) the Hurricane Warning has been lifted by the National Hurricane Center and (2) management has fully tested all equipment and services to the building(s) have been re-stored.

Planning is the key to a well organized, safety enhanced plan.

TORNADO PROCEDURES

Tornadoes are usually generated out of a strong thunderstorm which we have during the summertime months. We can see the storm approaching, the sky will become very dark, lightning will commence, followed by thunder.

As a tornado is started rapidly, usually with minimal warning, the following should be followed during working hours:

- If a thunderstorm turns into a more threatening prolonged storm, proceed to an interior room, or stairwell in the Building
- Stay away from all windows
- If caught outside, get down to ground height against a Building

THUNDERSTORMS AND LIGHTING

Thunderstorms can bring heavy rain (which can cause flash flooding), strong winds, lightning and tornadoes. In a severe thunderstorm, get inside a sturdy building and stay tuned to a battery-operated radio for weather information.

Lighting is a major threat during a thunderstorm. In the United States, between 75 and 100 Americans are killed each year by lightning. If you are caught outdoors, avoid natural lightning rods such as tall, isolated trees in an open area or on the top of a hill, and metal objects such as wire fences, golf clubs and metal tools.

It is a myth that lightning never strikes the same place twice. In fact, lightning will strike several times in the same place in the course of one discharge.

While thunderstorms and lightning can be found throughout the United States, they are most likely to occur in the central and southern states. The state with the highest number of thunderstorm days is Florida.

FLOODS AND FLASH FLOODS

Floods are the most common and widespread of all natural disasters – except fire. Floods can be slow, or fast rising but generally develop over a period of days. Flash floods usually result from intense storms dropping large amounts of rain within a brief period. Flash floods occur with little or no warning and can reach full paks in only a few minutes.

Flood waters can be extremely dangerous. The force of six inches of swiftly moving water can knock people off their feet. The best protection during a flood is to leave the area and go to shelter on higher ground.

Flash flood waters move at very fast speeds and can roll boulders, tear out trees, destroy buildings and obliterate bridges. Walls of water can reach heights of 10 to 20 feet and generally are accompanied by a deadly cargo of debris. The best response to any signs of flash flooding is to move immediately and quickly to higher ground.

Cars can easily be swept away in just 2 feet of moving water. If flood waters rise around a car, it should be abandoned. Passengers should climb immediately to higher ground.

During a flood watch:

- Listen to a battery-operated radio for the latest storm information.
- Fill bathtubs, sinks and jugs with clean water in case water becomes contaminated.
- Bring outdoor belongings.
- Move valuable possessions to the upper floors or to safe ground if time permits.
- If you are instructed to do so by local authorities, turn off all utilities at the main power switch and close the main gas valve.
- Be prepared to evacuate.

We hope you spend a few minutes in reviewing these guidelines and implement your own internal Hurricane & Disaster Plans and Procedures designed for your office and staff.

BRENNER Management should have an emergency contact list previously given from each tenant to the property manager indicating names and contact numbers for several key members of each office. If you have not submitted an **emergency contact list** to the property manager, take a few minutes to complete the attached form and fax it back to Property Manager @ 954-596-5556. We have posted additional links for more information at www.breg.net.

If emergencies occur, Tenants should do the following:

1. Call Fire Rescue (911) and give the nature of the medical or property emergency and the location.
2. Contact the Management Office at (954) 596-5555 or 321-242-4575 (Melbourne and Palm Beach / West Palm Beach).
3. The **EMERGENCY PHONE** number for Brenner Real Estate Group is: **954-629-9984 or 1-888-345-2342 (S. Florida & Melbourne) or 321-242-4575 (Melbourne)**.
4. Additional instructions MAY be found on our corporate voice mail at 954-596-5555 or on our website at www.BREG.net.

Please Stay Safe and Prepared!
The Property Management Team at Brenner Real Estate Group

Carla F. Casey *and all of us at BREG !!!*



TENANT EMERGENCY CONTACT LIST UPDATE

PLEASE COMPLETE FORM AND:

Mail to: OR FAX to: OR EMAIL to:
BRENNER REAL ESTATE GROUP 954-596-5558 info@breg.net
 1500 W. Cypress Creek Road Suite 409
 Fort Lauderdale, FL 33309
 TEL. (954) 596-5555

THIS FORM NEEDS TO BE RETURNED TO OUR OFFICES AS SOON AS POSSIBLE. WHETHER FOR HURRICANES OR OTHER EMERGENCIES – THIS UPDATE IS MANDATORY AND NEEDS TO BE CURRENT. WE THANK YOU FOR YOUR COOPERATION AND QUICK RESPONSE.

TENANT COMPANY NAME: _____ **OWNER:** _____

ADDRESS: _____

SUITE # : _____

CITY, STATE, ZIP: _____

OFFICE PHONE #: _____

FAX #: _____

E-MAIL ADDRESS: _____

APPROXIMATE OPENING TIME IS: _____

APPROXIMATE CLOSING TIME IS: _____

BILLING CONTACT: _____

BILLING ADDRESS: _____

BILLING PHONE #: _____

In the event of an emergency, please contact the individuals listed below in order shown:

- | | |
|----|---|
| 1. | Name _____ Phone #: _____
Home Address _____
_____ |
| 2. | Name _____ Phone #: _____
Home Address _____
_____ |
| 3. | Name _____ Phone #: _____
Home Address _____
_____ |

ALARM COMPANY: _____
PHONE #: _____
CODE: _____

ADDITIONAL INSTRUCTIONS/INFORMATION: _____

Completed By: _____

SIGNATURE **TITLE** **DATE**