

## **HURRICANE SEASON**

Dear Ayers Tenants!

It is hard to believe but hurricane season is here!

We urge all our tenants to always be alert to changing weather conditions when any threatening storm is in the area.

It is the responsibility of each tenant and their employees to be familiar with this Hurricane Evacuation Program. It is extremely important for the safety of our Tenants and their property that these procedures be strictly followed.

### **BEFORE THE STORM:**

The official hurricane season runs from June 1 to November 30 each year. In the event of a hurricane, we will close the building when local government and or the University of Florida calls for building closures. When the Building is closed, you will be notified, and all persons must leave the Building immediately.

If a Category 2 or above Hurricane is predicted to hit the area, the Building will be manually locked. This is in anticipation of an extended power outage since the Building's security back up is only for 6 to 8 hours. No one will be able to enter the Building until after the threat has passed. Under no circumstances are employees allowed to remain in the Building during a storm.

Please be sure that we have an emergency contact number for someone within your department or company that can be notified (before and after the storm) on the property's status.

We recommend that each Tenant develop its own Hurricane Preparation plan. Each Tenant needs to be fully prepared for extended power outages. If you secure your space with electronic devices, we recommend you manually lock your space before leaving.

The storage of vehicles is not permitted in any Innovation Square lots. If it is necessary to have the property cleared of any and all vehicles in case of emergency access, vehicles will be subject to towing at owners' full expense and/or at the full risk and responsibility of the owner, without notice.

### **1. Pre-Storm Preparedness**

- A. You should be alert to any major storm in the Atlantic Ocean, Caribbean, or Gulf of Mexico. We recommend that each tenant have in their suite some type of radio (preferably battery operated) so that they can keep informed of the status of approaching storms. The size, direction, and speed of a hurricane can change rapidly.

- B. Be aware of National Hurricane Center advisories and bulletins, and local official advisories. As weather conditions develop, you should be aware of terms being used:
1. **Tropical Disturbance:** slight or absent circulation and no strong winds, a common phenomenon in the tropics.
  2. **Tropical Depression:** closed circulation at surface, highest winds less than 39 mph.
  3. **Tropical Storm:** stronger circulation, highest wind speed 39-73 mph.
  4. **Hurricane:** very strong and pronounced circulation, wind speed of 74 mph or more. Hurricanes are categorized based upon the wind speed and potential damage they can produce. The categories are listed as follows:
    - *Category 1* - Wind speed 74 - 95 mph, minor damage
    - *Category 2* - Wind speed 96 - 110 mph, moderate damage
    - *Category 3* - Wind speed 111 - 130 mph, extensive damage
    - *Category 4* - Wind speed 131 - 155 mph, extreme damage
    - *Category 5* - Wind speed over 155 mph, catastrophic damage
  5. **Hurricane Watch:** If the hurricane continues to threaten land, a hurricane watch is added to the advisory, covering a specified area and duration. **A Hurricane Watch indicates the threat of a hurricane exists for the next 24-36 hours.** When a hurricane watch is issued, listen for further advisories, take steps to notify your employees, secure your office and be prepared to evacuate if necessary.
  6. **Hurricane Warning:** The National Hurricane Center will announce a **Hurricane Warning if a hurricane is expected to strike within 24 hours.** All precautionary measures should be completed and you must evacuate the building if notified by civil authorities.

2. What to Do in the Event of a Hurricane Watch

- A. Be prepared to protect offices that have exterior glass that could be broken by flying debris. Loose papers should be filed or stored away from the windows and lower the blinds. Any small items in an office facing the glass should be moved away from the glass so that if the glass were to be broken, they wouldn't be blown about by the high winds. Doors between outer offices and inner corridors should be left closed.

We recommend that before you leave, all computers, telecommunication equipment, microwaves, etc. be unplugged so as to protect them from possible power surges.

- B. Be sure that the University of Florida, Office of Real Estate has home or cell phone numbers for the appropriate contact person(s) in your office should we need to contact you.
- C. Official radio emergency bulletins can be heard on your local stations.

3. Evacuation Procedures

- A. Under most all circumstances, you will have plenty of time to evacuate and will be able to exit as you would on any working day.
- B. If there is a power outage, you will be instructed to exit via the stairwells.
- C. Secure or remove any valuables, lock file cabinets and desks, turn off the lights in your office, and lock the entrance doors to your suite.
- D. Go to your home or designated emergency evacuation shelter. Do not attempt to return to your office until notified by the appropriate local governmental agency or the University of Florida, Office of Real Estate.
- E. When you return to your office, notify the University of Florida, Office of Real Estate of any damage sustained to your suite.

The best preparation you can make is to familiarize yourself with these procedures now and notify us of any questions you may have.

**AFTER THE STORM:**

Safety of our tenants and employees is our number one priority. As soon as it is reasonably safe, we will make every effort to determine the status of the Building. This may take some time. Experience has taught us that depending on the severity of the storm, roads may be blocked and communication can be very difficult. **We ask that everyone be patient.**

Once we have evaluated the condition of the Building, we will make every effort to let each Tenant emergency contact know the status of the Building. Please make sure we have an updated emergency contact (forms are provided at the back of these instructions). We suggest that each Tenant have a system in place to then notify its employees whether the Building is open or not. Additionally, please do not come to the Building until after you have been notified that the Building is operational.

The Building will not be reopened until it has been deemed safe and electricity has been fully restored. Under no circumstances will the building reopen until the power is on.

In the event the Building should sustain damages or there is an extended power outage, we will make every effort to allow someone from your company limited access to the space. This will be handled on a case by case basis.

#### 4. Insurance Tips for Your Business

A review of your insurance program is suggested to identify all the risks to which you are exposed. If possible, it is recommended that you review your insurance program with an insurance professional and ask the following questions:

- Does my business interruption insurance cover loss of income?
- Will my insurance cover payroll expenses for my employees?
- Am I covered for the loss of power or other critical services?
- Am I covered for a denial of access order issued by civil authorities?
- Does my insurance cover critical machinery and equipment?
- Does my insurance cover inventory and supplies?
- Am I covered for loss of critical suppliers or customers?
- Does my insurance cover losses incurred as a result of disruption of transportation services?
- If I implement an effective Business Continuation Plan, will my insurance premiums decrease?

## **HURRICANE PREPAREDNESS CHECKLIST**

BE PREPARED TO:

1. **SAFEGUARD COMPANY RECORDS AND IMPORTANT PAPERS**
  - a. Make duplicates to take with you, to overnight express to a branch office, or to put in a bank.
  - b. Move all records away from windows, preferably into a room without any windows.
  - c. If you are on the first floor, place valuable papers, records, files, etc. one to two feet off the floor (in case of flooding)
  - d. If possible, cover with large plastic bags or vinyl sheeting for additional security.
2. **DISCONNECT ALL ELECTRICAL APPLIANCES AND EQUIPMENT**
  - a. Backup, shutdown and unplug computers. Take backup discs with you, or overnight express to a branch office or put in the bank.
  - b. Unplug copies, FAX machines, coffee pots, microwaves, and all other electric or electronic equipment to prevent damage due to power surges, blown transformers, etc.
  - c. Clean out refrigerators, including icemakers or freezer compartments. Take all food to the building dumpster. DO NOT leave food in wastebaskets or any part of your office.
3. **CLEAR OFF THE TOPS OF DESKS, TABLES, FILE CABINETS, ETC.**
  - a. Put papers, pens, pencils, calculators, and ALL items on the tops of desks and other furniture in drawers, closets or some other place where they will not be blown away in case a window breaks. Remember even a small plant can become a projectile in hurricane force winds!
  - b. Computers, terminals, keyboards, etc. should be stored in a room with no windows, if possible. Remember to close and latch the door after you store your valuables.
4. **LOWER ALL BLINDS AND CLOSE THEM**
  - a. Lower all blinds or close verticals. Put slats in the closed position. DO NOT TAPE WINDOWS.
  - b. If possible, put folded towels inside the bottom of any doors you may have which go to balconies, or the building exterior.
  - c. Make sure all interior doors are closed TIGHT. Make sure doors leading to balconies (if applicable) are closed TIGHT and LOCKED!

5. MAKE SURE ALL EMPLOYEES LEAVE
    - a. Check your Company policy and clarify with your employees their status DURING AND AFTER the storm.
    - b. Who will be the substitute supervisor (if needed); who do they call (including two alternatives) after the storm in case your business phone lines are not in operation, etc.
    - c. Make sure everyone leaves as quickly as the office is secured. Appoint one person to check the office to make sure EVERY employee has safely left the building.
  6. TURN OFF ALL LIGHTS. LOCK THE DOOR(S) TO YOUR SUITE. LEAVE THE BUILDING.
- 

**REMEMBER THAT BUILDING PERSONNEL WILL BE BUSY WITH THEIR OWN DUTIES  
SHUTTING DOWN THE BUILDING, AND WILL NOT BE AVAILABLE TO HELP YOU IN ANY WAY. YOU MUST BE PREPARED TO  
CLOSE YOUR OFFICE WITHOUT THEIR HELP**

After Hours Building Emergency .....352-294-2726    or  
352-294-2726

Police/Fire/Medical Emergency .....911

Gainesville Police Non-Emergency .....352-393-7500

University of Florida Non-Emergency.....352-392-1111

# Tenant Contact Information

Suite: \_\_\_\_\_

Company Name	_____
Property Name	_____
Address 1	_____
Address 2	_____
City, State, Zip	_____
Main Phone Number	_____
Primary Contact	_____
Phone Number	_____
Fax Number	_____
Secondary Contact	_____
Phone Number	_____
Fax Number	_____
After Hours Contact	_____
Phone Number	_____
Mobile Number	_____
E-mail address	_____
Primary Emergency Contact	_____
Phone Number	_____
Mobile Number	_____
E-mail address	_____
Secondary Emergency Contact	_____
Phone Number	_____
Mobile Number	_____
E-mail address	_____

Please return to:

Email: [tjones25@ufl.edu](mailto:tjones25@ufl.edu)