

Hurricane Property Procedures



To: Managers and Supervisors
Re: Hurricane Property Procedures

Once a tropical depression, tropical storm, or hurricane develops in or enters the Gulf of Mexico, all Property One Maintenance/Engineering Staff will begin evaluating and securing all rooftops, remove accumulated debris, etc. Management will closely monitor the weather system. Once the area of impact is determined, staff in conjunction with management will prepare the building for the storm system. Check with emergency restoration and security vendors and determine their availability.

The following procedures include but are not limited to the following:

- Roof – secure all doors, hoods, cooling towers, etc.
- Roof – remove any loose debris
- Roof – check tenant satellites/antennas
- Interior- check emergency, stairwell and exit lighting- check batteries
- Interior- check windows
- Exterior- check and remove any debris from roof drains.
- Exterior – check for any debris & remove and/or secure accordingly
- Exterior – check the garage; both upper and lower levels.
- Exterior – bring in all ash trays / trash cans / pool equipment/ other moveable objects
- Exterior – remove flags
- Exterior – check signage to insure it is secure
- Exterior – secure all doors and lock down when appropriate
- Exterior – secure tops of dumpsters and empty
- Exterior – check and secure all panels on the chillers
- Exterior – place slip and fall cones in common areas near entrances and exits
- Generators – test, check fuel, battery

Upon the issuance of a voluntary or mandatory evacuation, the following needs to be performed:

- Check all suites and vacant areas to insure that blinds and doors to perimeter areas are closed. Remove any objects from windowsills.
- Check all major building equipment. Ensure the emergency fire pump is operational including fire alarm system.
- Verify that all emergency backup batteries are operational.
- Move all elevators to top floor and lock down if requested by board/owners.
- Turn all air handler units off (commercial properties only).
- Turn all lights out (commercial properties only).
- Turn off chillers (commercial properties only).
- Optional...board up front entrance doors.

In storage, on site, the following supplies should be maintained at a minimum:

- Plywood (at least 10 sheets) and double headed nails
- Plastic sheeting – visqueen
- Tarps – roof
- Tape – duct and masking
- Rope – bungee cords
- Tools – hammer, drill, etc.
- Batteries (insure batteries are charged)
- Flashlights (3)
- Battery operated radio
- Drinking water
- Non-perishable food
- First Aid Kit
- Extension cords
- PIGS and absorption pads
- Orange cones
- Lighting (glow sticks, etc)

Optional:

- Generator (portable)