

Severe Weather Events (SWE)



To: Managers and Supervisors
Re: Weather Events Process

Ensuring the safety of individuals, integrity of our managed buildings and mitigating the risks to life and limb is the most critical objective of our firm and requires diligence and resolve throughout the year. Below is the outline of key steps that need to be taken in preparation for, and advent of a severe weather event ("SWE"). Please review carefully and ensure your familiarity with this process.

Key Terms

- Severe weather is a natural condition which can prohibit personnel from arriving to work safely and cause damage to property. A SWE will be triggered by the following:
 - Declaration of a State of Emergency
 - Closure of Government Buildings
 - Recommendation to shelter in place or to evacuate by local government
- Essential Personnel – Operations and administration staff, leasing and sales, etc.
- Nonessential Personnel – Operations and administration staff, leasing and sales, etc.

Preparation for and Monitoring of SWE

- Preparations for storm management should be year-round but particularly in advance of identifiable seasons (i.e. hurricane season June 1 to November 30). Please refer to the specific Property Procedures for each event type on the intranet.
- Please periodically ensure all staff contact information is up to date and accurate in Netchex and a paper backup is available in case of loss of electricity.
- In the event a SWE is forming the company will monitor potential developments and regularly advise staff as necessary. On site personnel are encouraged to also monitor.

SWE is identified and Likely to Affect P1 Managed Assets

- At any time the SWE is likely to affect P1, the company will go into EVENT PREPARATION MODE during which normal building operations are suspended in favor of event preparation and tenant/resident notification. Building Staff will begin preparing all impacted properties within their responsibility (See Property Procedures) and all employees will be notified to be on alert.

In the Event of Evacuation

- Voluntary – Under a voluntary evacuation essential personnel will be required to report to work and complete their individual property storm preparation (See Property Procedures). All nonessential personnel will be dismissed at this time unless notified otherwise.
- Mandatory Evacuation – Under a mandatory evacuation all company personnel are dismissed. Immediately following the SWE all personnel are required to check in with their supervisors.

72 Hrs. before expected event

- The Company will monitor and determine the likelihood of a SWE affecting a managed asset and advise as necessary.

Updated 8/26/21

- Managers should meet with staff to discuss preparations, notify tenants/residents, adjust staffing as necessary and take all reasonable steps to secure buildings.
- Tenants/Residents are to be advised.
- Ownership/BoD/Asset Managers Etc. are to be informed of preparations and kept advised on the proceedings as necessary.
- Secure a hardcopy of the resident contact information and provide to all Ownership/BoD/Asset Managers Etc.

48 Hrs. Before expected event

- Building Staff will physically check all building areas including roofs, windows, doors, fences, hatches etc. and verify building emergency inventory.
- Building Staff will double-check all Tenant/Resident areas to ensure all perimeter doors and blinds are closed.

24 Hrs. before expected event

- Finalize preparations and confirm communications with staff.

During SWE

- Building and offices will be closed for business.
- All Essential Personnel will be on mandatory emergency call.

After SWE

- Once the area is safe to return Building Staff must perform a site survey of each property for storm damage as soon as possible and report in to their supervisor.
- Be observant of dangerous conditions at each property. Report any property damage to Company Management.
- Evaluate and perform (if possible) emergency and/or temporary repairs until contractors can be notified.
- Contact should be made with Ownership/BoD/Asset Managers/Residents.

SWE Compensation

Any staff required to be onsite during a SWE when buildings are otherwise closed will receive Emergency Pay while on duty. Emergency Pay is defined as double pay. Employees must "report" to work at the directions of the company to be eligible for this compensation.

Staff that are not called upon to perform duties during a SWE will not have their compensation treated differently than regular pay. However the company recognizes an unforeseen cancelation of a normally scheduled shift can cause unintended financial burden. As such non-exempt ("Hourly") employees will be compensated up to 4 hours of regular pay per day not to exceed 16 hours per year. The 4 hours cannot be broken into smaller increments and will be applied in full.