



Jones Lang LaSalle Americas, Inc  
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# Memo

To: Cypress Park West  
From: Jones Lang LaSalle Management Office  
Date: June 1, 2018  
Re: 2018 Hurricane Memo

As you may know, the hurricane season officially begins in South Florida on June 1<sup>st</sup> and will last through November. **In the event of a hurricane, we have set-up a Management Office Emergency Hotline for our tenants to call and receive updates on building opening/closures, etc. The Management Office Hotline number is 1-954-968-9537.**

In the event a hurricane watch or warning is issued, we have developed the following outline of what steps will be taken at the building to ensure adequate preparation for such a storm. Please review and telephone the management office at (954) 351-9666 with any questions.

When a “Hurricane Watch” is issued for our area, the building staff will be instructed to begin implementing precautionary measures to safeguard the building, i.e., securing trash containers, removing any loose objects from the perimeter, etc. All tenants should be prepared to implement their own Emergency Plan as designated by their individual company.

Upon receipt of a “Hurricane Warning” from the National Hurricane Center, the following procedures shall apply for all tenants:

1. Evacuation of the building will become effective immediately.
2. It is the intent of management to have the building completely evacuated within 2 hours after the hurricane warning is issued. Please take the necessary steps to allow for a timely and orderly evacuation. Please notify the building management office, in advance, of any employee who would need special assistance in exiting the building.
3. Once the evacuation is completed, all building systems (electrical, water, HVAC) will be shut down.

4. Elevators will be taken to an upper floor and will be shut down.
5. All building entrances will be closed and secured for the storm. No entry shall be permitted once secure. Do not attempt to return to your office until notified by the appropriate local governmental agency or by the Cypress Park West Management Office.
6. All vehicles must be removed from the parking garage. We will not be responsible for any damage caused to vehicles left in the parking garage after an evacuation has been ordered.
7. Property damage during a hurricane is usually a result of window breakage and flooding from rain or rising water. The greatest threat to an office space will be if a window breaks.
8. Tenants are recommended to take the following precautionary measures to protect their property if a window should break in their office space:
  - Backup your data and take a copy home with you.
  - All valuables, papers, records, equipment, loose articles, pictures and wall hangings should be removed from perimeter offices having windows and be stored in office areas near the core of the building. All doors leading to the secure area should be closed and locked if possible.
  - Within each office, all electric office machines, telephone equipment, and any copying equipment should be unplugged and moved to a secure area for best possible protection.
  - Furniture should be moved away from the windows. If this is not practical, it should be covered with plastic sheeting tied in place.
9. Remove all objects from the balconies and secure doors.
10. All blinds should be drawn and closed and all office doors shut and locked.
11. Do not put tape on the windows.
12. No candles or flammable energized lamps are permitted inside the building.
13. **As stated in your lease, damage to personal property and business interruption losses are the responsibility of the tenant. Consult your insurance carrier to ensure you are adequately covered and the current deductible is acceptable.**

14. Make arrangements for a temporary alternative office site. An alternative office may be necessary in the event of the building is closed for an extended period after the storm for safety purposes.
15. **Glass breakage** – If a glass panel is broken or cracked, please advise the Building Management Office immediately. If the glass cannot be replaced immediately, the building staff will board-up the window with plywood.
16. Tenants should anticipate the building could be closed for extended periods and therefore remove important files and computers.
17. **The building will remain closed until the storm passes, power is restored, and local jurisdiction advises it is safe to return to the building. Please call the Management Office Emergency Hotline at 1-954-968-9537 for updates on building opening/closures, etc. Official radio emergency bulletins can be heard on local radio stations.**
18. **If there are any updates to your emergency contact information please call the management office to make any necessary revisions.**

The best preparation you can make is to familiarize yourself with these procedures now and notify us of any questions you might have. However, please be assured that the building management office will be in communication with you in case of an approaching hurricane.

Please call us at (954) 972-7722 with any additional questions or concerns you may have. Thank you in advance for your cooperation.

## **HURRICANE PREPAREDNESS**

Jones Lang LaSalle Americas, Inc. is cooperating with appropriate local and regional governmental authorities to inform all our tenants of correct preparation and procedures to follow in the event of a hurricane in the South Florida area. We urge all our tenants to always be alert to changing weather conditions when any threatening storm is in the area. We will attempt to notify each tenant should there be a rapidly developing storm that might require precautionary procedures.

It is the responsibility of each tenant and their employees to be familiar with the Cypress Park West Hurricane Preparedness Procedures. It is extremely important for the safety of our tenants and their property that the procedures on the preceding pages are strictly followed.

### **Pre-storm Preparedness**

1. You should be alert to any major storm in the Atlantic Ocean, the Caribbean or the Gulf of Mexico. We recommend that each tenant have in their suite some type of radio (preferably battery operated) so that they may keep informed of the status of approaching storms. The size, direction and speed of a hurricane can change rapidly.
2. Be aware of National Hurricane Center advisories, bulletins, and local official advisories. As weather conditions develop, you should be aware of terms being used:
  - a) **Tropical Wave or Disturbance:** A cluster of clouds and/or thunderstorms without an organized circulation, moving through the tropics. Stronger systems start as Tropical Waves.
  - b) **Tropical Depression:** An organized system of clouds and thunderstorms with a defined circulation and top winds of less than 39 mph.
  - c) **Tropical Storm:** An organized system of strong thunderstorms with a defined circulation and top winds of 39 to 74 mph. Tropical Storms can quickly develop into hurricanes. Storms are named when they reach Tropical Storm strength.
  - d) **Tropical Storm Watch:** Tropical Storm conditions are possible in the specified area of the Watch, usually within 36 hours.
  - e) **Hurricane:** An intense tropical weather system with a well-defined circulation and a sustained wind speed of 74 mph or higher.
  - f) **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 means that hurricane conditions are a real possibility. 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. Hurricane conditions are possible in the specified area of the Watch, usually within 48 hours. During a Hurricane Watch, prepare to take immediate action to protect your property in case a Hurricane Warning is issued.
  - g) **Hurricane Warning:** When conditions are expected within 36 hours, a hurricane warning will be announced by the National Hurricane Center. All precautionary measures should be completed and you may be required to evacuate the building so people can return to their home or appropriate shelter.



**Information areas that can be of assistance during inclement weather:**

2016 City of Fort Lauderdale Emergency Numbers – also attached

<http://www.fortlauderdale.gov/departments/fire-rescue/emergency-management/hurricane-preparedness/important-contact-information>

State of Florida Division of Emergency Management

[www.floridadisaster.org](http://www.floridadisaster.org)

The National Hurricane Center

[www.nhc.noaa.gov](http://www.nhc.noaa.gov)

The American Red Cross

[www.redcross.org](http://www.redcross.org)