



Tenant Memorandum

Date: June 1, 2021
To: Tenants at Harbour Centre
From: Management
Square2 Management LLC.
Subject: Hurricane Season 2021

The Atlantic hurricane season begins June 1st. The management office has developed a contingency plan in the event this area should be threatened by a hurricane. The plan consists of a step-by-step method of closing down the buildings and the evacuation of all the tenants.

Please note the following:

- Hurricane Emergency Procedures. These procedures include some recommended actions you should take at your office in the event of a storm and are given to provide some guidance during the hurricane season or any other possible threats. All announcements and special instructions will be made by building management. Every effort will be made to ensure the safety of all tenants.

Should a Hurricane warning be issued after normal business hours, you will not be allowed back into the building. The building will remain closed until the authorities issue an "all clear" and the building has been deemed safe to enter.

Please share this information with your staff and co-workers.

- Company Emergency Contact Form. Please update this contact sheet as it will be utilized in the event of evacuation notice and other important building matters. If there are any changes in the emergency contact list for your firm, please update this form and return it to the management office as soon as possible, via email to: tleon@s2c.com and dmulet@s2c.com
- Important Phone Numbers of Building Contacts and List of Grocery Stores and Gas Stations with Generators

If a storm threatens and this area falls under a hurricane watch, please call Square2 main number at 305-931-1838 or After Hours Emergency Line 305-359-8588 and you will receive further specific instructions concerning the shutdown procedure and schedule.



Please note that this area is considered a Mandatory Evacuation Zone and closure is also subject to local authorities' directives. Evacuation Zone A.

Should you need assistance or have any questions, please do not hesitate to contact us at 305-931-1838.

HURRICANES

During hurricane season, June 1st through November 30th, weather conditions will be closely monitored by Management Office. When it becomes apparent that a hurricane poses a threat to our general area the Building Management will advise all tenants to activate pre-hurricane procedures.

During the hurricane season, the National Weather Service makes periodic reports over the radio and television stations on storm activity. The National Weather Service has developed specific terms to convey varying degrees of importance. It is wise to familiarize yourself with these terms.

Advisory – Message concerning tropical storms and hurricane giving warning information along with details on where the storm is located, how intense it is, where it is moving to and what precautions should be taken.

Bulletin – A release between advisories giving the latest details.

Tropical Disturbance – An area of low atmospheric pressure originating over tropical waters with winds blowing counter clockwise around the center at speeds of 38 miles per hour or less.

Tropical Storm – A storm of tropical origin, with winds near its center greater than 38 miles per hour but less than 74 miles per hour.

Gale Warning – Associated with winds of 39-54 miles per hour.

Storm Warning – Associated with winds of 55-73 miles per hour. If a hurricane is expected to strike a coastal area, gale or storm warnings will usually precede hurricane warnings.

Hurricane Force Winds – Winds of 74 miles per hour or higher.

Hurricane Preparedness

The following **SUPPLIES** will be necessary to protect and sustain your employees in the event that a hurricane leaves you temporarily stranded:

- ❑ **Food** – stock your office with non-perishable and easy-to-store food products such as dehydrated foods and food bars.
- ❑ **Water** – keep at least a three-day supply of purified water. It is recommended that you stock two quarts of water per day, per employee.
- ❑ **Emergency Lighting** – flashlights, light sticks.
- ❑ **Batteries** – keep a fresh supply
- ❑ **Medical** – keep a well-stocked First Aid Kit. Choose kits designed to treat earthquake-related injuries such as heavy bleeding, shock and broken bones.
- ❑ **Blankets** – lightweight fire and shock retardant emergency blankets.
- ❑ **Radios** – portable transistor radios with extra batteries and two-way radios.
- ❑ **Fire Extinguisher**
- ❑ **Medications** – persons on medication should keep a 72-hour supply in their desk.

Additional Supplies to Consider

- ❑ Water purification tablets
- ❑ Sleeping bags & Cots
- ❑ Eating utensils
- ❑ Instant ice pack
- ❑ Pre-moistened towelettes

*There are two designations placed on a Hurricane: a **WATCH** and a **WARNING**:*

HURRICANE WATCH – *An announcement to the public whenever a tropical storm or hurricane becomes a threat to coastal areas. This announcement is not a warning. It indicates that the hurricane is near enough so everyone in the area covered by the*

“watch” should listen for subsequent advisories and be prepared to take precautionary action in case hurricane warnings are issued.

In general, once the National Weather Service announces a Hurricane Watch for this area, a hurricane is expected to strike the Miami Coast within 24 to 48 hours. At this time, an emergency plan of action should be considered as a priority. Square2 will begin making preparations to weather the storm. As a Tenant, you should be prepared to:

- A. Implement your Emergency Plan, tailored to the needs of your business.*
- B. At this time, a thorough review of the Tenant Emergency Plan has taken place to ensure that the Tenant’s plan does not conflict with the building plans.*
- C. An Emergency Team designated by the Tenant should implement the Tenant’s Emergency Plan. Constant communication with the Building Management is necessary. Said plan should include necessary supplies for Post-Storm.*
- D. If we fall under a Hurricane Warning, the Management Team at Office in the Grove will advise the exact time at which the building will be closed. All building services will be shut down and the building will be on lock down.*
- E. Provide the Management Team with emergency home telephone numbers of key contacts. Said information will be used by the Management Team to advise Tenants of the building status and hours of operation.*
- F. Become familiar with the public policy regarding evacuation, which should include policies established by the Civil Defense, The National Weather Service and The American Red Cross.*

HURRICANE WARNING – *Warning indicates that hurricane winds of 74 miles per hour or greater or a combination of dangerously high water and very rough seas are expected in a specified coastal area. When a hurricane warning is announced, hurricane conditions are considered imminent and may be expected immediately or at least within 24 to 36 hours. Precautionary actions should be started immediately.*

When the National Weather Service issues a hurricane warning, the following actions should be initiated.

- 1. Management will issue notices (via email and/or telephone and/or in person if necessary) to all tenants as to the proposed time of closure of the building.*

2. *Alert all office personnel of the “closing” time for the building in order to provide ample time for the staff to take appropriate actions as they pertain to their professional and/ or personal needs.*
3. *Upon receipt of instructions to close, see that the following is done prior to the last person leaving the Building:*
 - A. *Notify all office personnel to leave the building promptly. Delays put the building staff at risk in their efforts to close down and protect the property.*
 - B. *See that all cash and vital records are placed in a vault or that records are secured in appropriate files, safes, bookkeeping vaults etc.*
 - C. *Close doors and place sign on doors indicating that office is being closed due to a hurricane.*
 - D. *Where possible, move all electrical equipment to a centralized location, affording the best possible protection against water damage. Cover equipment to minimize damage.*
 - E. *Where possible, move all items away from the windows to a more secure area.*
 - F. *Pass out “hurricane information” guides to office personnel.*
 - G. *Send office personnel home as soon as it is reasonably possible to do so, advising them to listen to local radio/TV stations for instructions regarding their return to work. They should call the after-hours emergency hotline at 305-359-8588 for updates.*

Prior to the last person leaving the office and/or building, make sure no one is left and that all electrical circuits have been turned off and secured.