



# **HURRICANE PREPAREDNESS PLAN**

## BOCA RATON INNOVATION CAMPUS



# BRiC Hurricane Preparedness Plan

**June 1 – November 30 marks the official hurricane season.**

**This high-level plan provides:**

- » Hurricane information
- » Pre-hurricane planning
- » Actions at a hurricane warning
- » During a hurricane
- » Following a hurricane

## **HURRICANE INFORMATION**

Hurricanes are severe tropical storms with sustained winds of 74 miles per hour or greater. They bring torrential rains and storm surge of ocean water that crashes into land as the storm approaches. Hurricanes also spawn tornados.

Hurricane advisories are issued by the National Weather Service as soon as a hurricane appears to be a threat. They will issue a Hurricane Watch or Hurricane Warning based on the storm information. Each year the hurricane season last from June to November.

## **HURRICANE WATCH**

A hurricane is possible within 24 – 36 hours. Stay tuned for additional advisories as an evacuation may be necessary.

## **HURRICANE WARNING**

A hurricane will hit land within 24 hours. Take precautions at once and, if advised, evacuate immediately.

Hurricanes are categorized by the strength of their winds using the **Saffir-Simpson Scale** as follows:

- » **Tropical Storm** – winds 39–73 mph
- » **Category 1 Hurricane** – winds 74–95 mph
- » **Category 2 Hurricane** – winds 96–110 mph
- » **Category 3 Hurricane** – winds 111–130 mph
- » **Category 4 Hurricane** – winds 131–155 mph
- » **Category 5 Hurricane** – winds 156 mph

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## PRE-HURRICANE PLANNING

Each tenant should develop an internal hurricane/employee communication plan that suits their needs. Please keep the following building information in mind when developing your company's hurricane plan:

- » Advise property management if there have been any changes to your emergency contact information.
- » We recommend that you turn off and unplug all electrical equipment to avoid power surge damage.
- » Please do not tape the windows – taping provides virtually no protection to the glass.
- » All valuables, records and equipment should be removed from perimeter offices having windows and stored in offices near the core of the building.
- » Remove all loose papers from desktops and cabinets and put into a safe place.
- » Close all interior and exterior office doors. Lock all suite entrance doors upon leaving your premises. Tenants with mag locks need to secure the doors as loss power will open all doors.
- » Locate your insurance policies and keep copies off-site. Remember the building insurance does not cover tenant contents or personal belongings. Damage to personal property and business interruption losses are the responsibility of the tenant.
- » Do not leave automobiles or any other vehicle in the parking garage/lot. The property owner is not liable should vehicles left behind become damaged or are not accessible after the storm.

## ACTIONS AT HURRICANE WARNING

Immediately after a Hurricane "WARNING" is issued by the National Hurricane Center/National Weather Service for the specific area the property management/engineering staff will begin the shutdown of the building. These procedures include the following:

- » Tenants will be made aware that a hurricane warning has been issued, and the building shut down procedure is starting. The shutdown procedure will take up to 2 hours, which will give tenants and employees an opportunity to finalize shutting down your operations.
- » Announcements will be made periodically, with the last announcement made at the final close of the building.
- » The building engineers will begin shutting down the building's mechanical plant, air conditioning, elevators, *etc.* in an effort to protect the equipment from water and power surge damage.
- » The final shutdown activity will be the locking of exterior doors to the building, and the posting of signs noting that the building is closed. Exiting the building will only be thru the fire stairwells and designated exits.

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## DURING A HURRICANE

The building and parking garage/lots will be closed to tenants and visitors while a storm is in progress. (*i.e.*, the area is under a hurricane warning)

## FOLLOWING A HURRICANE

The building will be reopened once the following has occurred:

- » The property staff has been able to safely return to the building to evaluate any damage to the building and the status of public utilities (*i.e.*, electricity, water/ sewer), and if conditions allow, reopen the building.
- » All tenants will be contacted once communication lines are intact with updated information on when the building will reopen, and any other pertinent information required.

If the communication lines are intact, we will leave information on the main phone number as it is available. Please contact the management office at 561-997-1111 or the security office at 561-443-3664 (outside business hours) for information on the time the building will reopen.

Thank you for your continued cooperation.

## POLICY CONTACT

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