



## **HURRICANE and TROPICAL STORM PREPAREDNESS INFORMATION**

Hurricane Hanna is projected to make landfall sometime this week. THIS MEANS WE HAVE THE POTENTIAL OF HAVING A SIGNIFICANT EFFECT FROM THE STORM.

In the event a hurricane or tropical storm strikes this area, the potential for problems at your property is likely. We have started our Hurricane Preparedness at your property but we are responsible only for the exterior common elements of the property.

**WE STRONGLY URGE TENANTS TO BEGIN YOUR OWN EMERGENCY PLANNING.**

The following actions are recommended to be taken by you:

1. If you intend to board up windows, do not attach the wood to the metal window frames. Instead, attach the wood to the area in which the caulk is on the parameter of the frame. Another method is to cut the plywood ¼” longer than the size of the window and to wedge it by putting the piece of plywood underneath the soffit and wedging it against the sidewalk.
2. If you are going to tape your windows, whether if be by itself or in addition to boarding, the tape should be on the inside of the space, understand that tape will do little to prevent windows from breaking. If a window is going to break, it breaks. This will only minimize damage and injury caused by flying glass and debris that has to be cleaned up later.
3. Please be advised that the shopping center does not carry insurance for the tenant’s personal contents.
4. Remember that the windows and doors are tenant responsibility. If you decide to use plywood to secure your space, you would be responsible for all damage to the exterior from use of the screws, nails, etc.
5. If you have pallets or any items that are loosely stored behind your store, please remove them or store them inside your space.

6. Garbage cans, especially those on rollers or small types, should be chained to the building whenever possible.
7. Locate insurance contacts and policy information.
8. Remove ALL items from windowsills or within close proximity.
9. Lower and close all shades and blinds.
10. Place folded towels on windowsills and inside bottom of doors leading to the exterior to absorb water.
11. Close ALL interior doors to minimize damage to the rest of the building.
12. Turn of ALL lights and disconnect ALL electrical equipment/appliances.
13. Move your merchandise to the middle of the store and raise as much as possible off the floor.
14. If the situation warrants, please do not re-enter the premises unless management authorizes. Upon being authorized to return to your space, report all damage to the following:

**Hurricane Hotline: 1-866-541-6688**

**Telephone: 866-271-8700**

**Email: [hurricanehelp@inlandgroup.com](mailto:hurricanehelp@inlandgroup.com)**

Keep in mind, however, that in an area-wide emergency situation we will have to prioritize all calls in order of importance. While we will attempt to respond as quickly as possible, it may take longer than our normal response time.