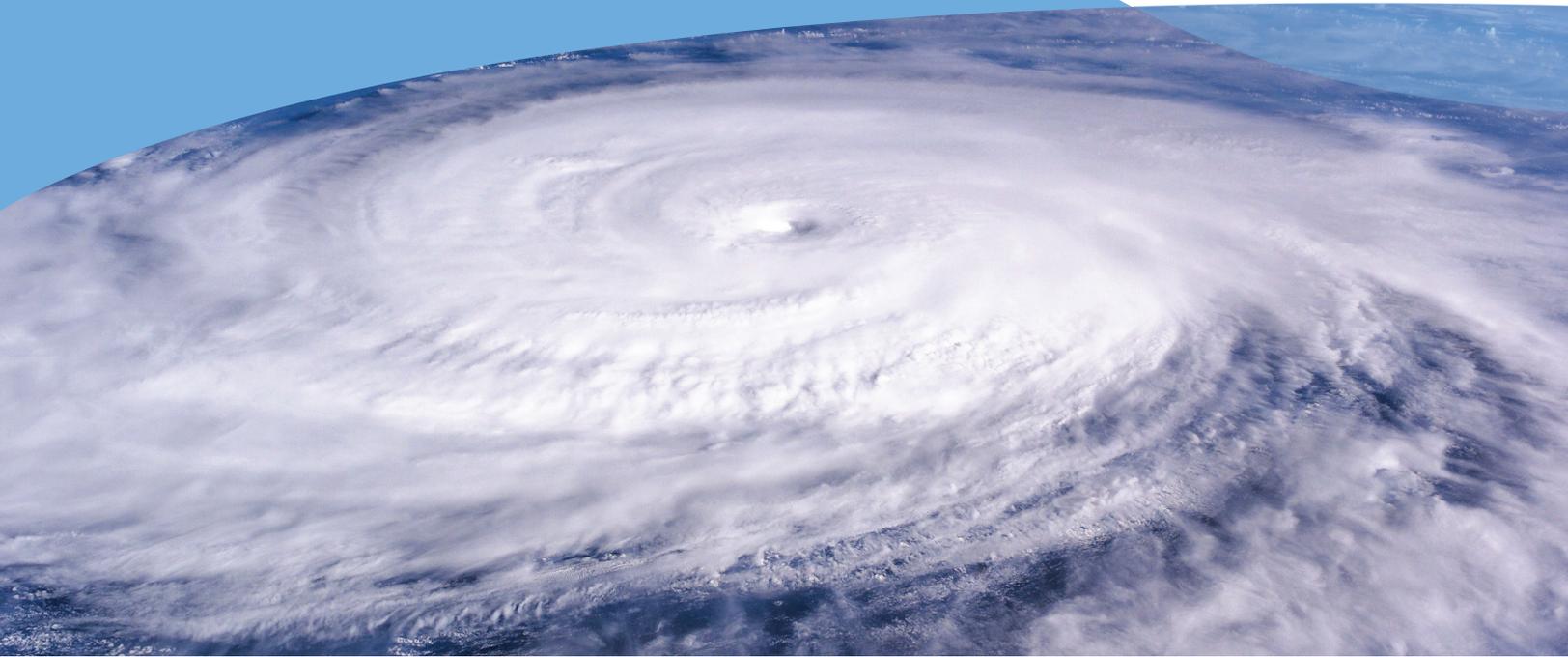


In preparation for hurricane season – are you ready?



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Hurricanes are strong storms that can be life-threatening and cause serious hazards such as flooding, storm surge, high winds and tornadoes.

History teaches us that a lack of hurricane awareness and preparation are common factors in all major hurricane disasters. By understanding your vulnerabilities and proper planning, you can reduce the detrimental effects on your organization. The best protection is to have a solid plan in place prior to hurricane season. Are you ready? Read on and find out. And, if you have any questions or would like more information, please contact your Gallagher representative.

#### **Be Prepared. Prior to Hurricane Season:**

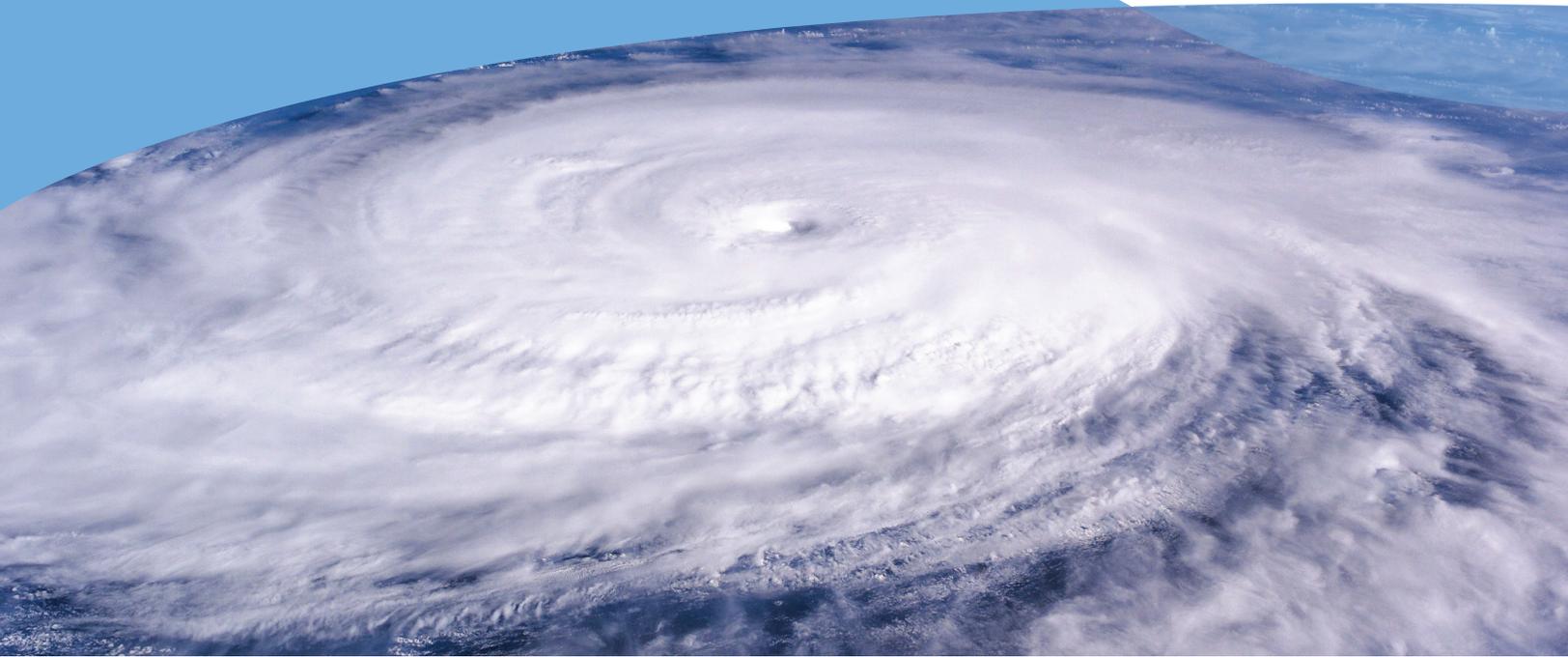
- Meet with your emergency response team in preparation for the upcoming season
- Be sure your **Business Continuity Plan** has been updated and communicated
- Review, revise and communicate your internal communication plan to ensure your employees know what to do and where to go for information if a hurricane occurs
- Ensure up-to-date **Exterior and Interior Asset Inventories** are documented and photos and/or video are included
- Ensure your **Emergency Listings** are up-to-date
- Update your **Crisis Communications Planning Checklist**
- Make sure your office is equipped with items on the **Disaster Supply List**.
- Be sure to:
  - » Contact landscaper to trim trees back from buildings
  - » Contact the security company that may be retained to provide 24-hour security immediately after the storm
  - » You won't have time to copy and create materials once a hurricane watch has been issued, so establish a hurricane file in the office now. The file should contain:
    - **Hurricane Watch Letter** already copied on bright colored paper

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- Prepare signs to be posted at the elevators indicating that it has been taken out of service
- Prepare signs providing the emergency number and contact name to be posted on the office doors and common areas instructing tenants that emergency numbers should be used for emergencies only
- You will not have time to copy and create signs once a Hurricane Watch has been issued.
- Send a **Hurricane Season Reminder Letter** to any tenants you may have, and be sure to share with any new lease holders throughout the season
- The Federal Emergency Management Association (FEMA) also suggests:
  - » Relocating and elevating water heaters, heating / cooling systems, washers and dryers at least 12" above the base flood elevation
  - » Elevating the electrical box and electrical outlets to 12" above the base flood elevation or moving the electrical panel to an upper floor
  - » Anchor any fuel tanks to the wall or floor by utilizing non-corrosive straps and bolts. Propane tanks should also be securely anchored

To assist you in hurricane preparedness, we've also put together a **Disaster Preparedness Plan & Prep for Hurricanes Checklist** for you to utilize. This checklist can be distributed to the various hurricane team members, for the areas they are responsible.