



## Hurricane Guide

### DEFINITIONS

**Tropical Depression** – An organized system of clouds and thunderstorms with a defined circulation and maximum sustained winds of 38 mph or less.

**Tropical Storm** – An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39 to 73 mph.

**Hurricane** – An intense tropical weather system with a well defined circulation and maximum sustained winds of 74 mph or higher.

**Hurricane Watch** – An announcement that hurricane conditions pose a threat to a coastal area. When a hurricane watch is issued, all precautions should be taken immediately.

**Hurricane Warning** – A warning that sustained winds of 74 mph or higher are expected in a specified coastal area within 24 hours. If the hurricane’s path is unusual or erratic, the warning may be issued only a few hours before the beginning of hurricane conditions.

#	Wind	Storm Surge	Damage
1	74 – 95 mph	4 – 5 ft	minimal
2	96 – 110 mph	6 – 8 ft	moderate
3	111 – 130 mph	9 – 12 ft	extensive
4	131 – 155 mph	13 – 18 ft	extreme
5	155+ mph	18+ ft	catastrophic



### **Hurricane Watch**

Hurricane conditions are possible within *36 hours*.

- Management will closely monitor storm activity and begin building preparations.
- At this point we advise that all hurricane coordinators and their alternates run through your hurricane procedures, making certain your company has all the necessary supplies and materials for protecting your office contents and begin your hurricane preparations.
- Do not wait for a warning to be issued to begin your preparations.



### **Hurricane Warning**

Hurricane conditions are **expected** in the warning area within *24 hours*.

- In the event of a hurricane warning, all tenants will be notified to evacuate the building. Once a hurricane warning has been issued, you will have one hour to leave the building.
- Close all interior doors.
- Draw the blinds and/or drapes.
- Make certain the main office door is locked manually.
- Disconnect all electrical appliances and equipment.
- Building shutdown will begin.
- At this point, no individuals will be permitted access to the building until management advises your coordinator that it is safe to return.

### **Protect Your Business**

#### **Develop a Plan**

- Designate an individual and an alternate to coordinate the implementation of hurricane procedures.
- Establish an employee alert roster, which will be used to notify employees that your hurricane plan has been activated. The alert roster will also be used to check on the status of employees during and after the hurricane.
- Establish plans for protecting computers, office equipment, files, merchandise and furniture.
- Determine what emergency supplies are necessary.

#### **Carry out the Plan**

- Monitor local radio or television stations for emergency storm updates, information and instructions.
- Clear all desk and tabletops of small loose items.
- Back up all your computer files, or contact an agency that can assist you in backing up your computers and be available to help you restore your data after a storm.

- Assemble insurance policies, financial records, inventories and other important documents, make duplicates and store them in alternate safe places.
- Relocate as many files in boxes, computers and other office equipment as possible to the innermost portion of your office or to a designated off site safe place.
- Cover all merchandise, office machines, computers and furnishings with heavy plastic.
- Move all merchandise, equipment and furniture from nearby windows to protect them from water damage.

### **Links**

- Electronic Tenant Handbook - <http://www.tenanthandbooks.com/maintenance/section.cfm?pid=main&CFID=2351653&CFTOKEN=55392397>
- NOAA Weather link for Tampa: <http://forecast.weather.gov/MapClick.php?CityName=Tampa&state=FL&site=TBW&lat=27.959&lon=-82.4821>
- Bay News 9: <http://www.baynews9.com/Weather.html>