

## **Hurricane Preparedness Guidelines For Superintendents/Resident Managers**

The following guidelines should be utilized in preparing your property in the event of a forecasted tropical storm and/or hurricane:

1. All Resident Managers and Superintendants are expected to remain at their respective property. If this is not possible, adequate on-site back-up coverage must be in place and coordinated with and approved by The Ashtin Group Management Executive for the property.
2. Prepare a contact list of all coverage personnel with cellular and home telephone numbers. This list is to be available at the front desk of the property.
3. A complete roof to basement inspection is to be conducted prior to the event. This is to include all mechanical systems, bulkheads, roofs and any other common exterior elements such as courtyards and terraces.
4. Make a list outlining any known areas of water infiltration so that they can be monitored during the storm/hurricane.
5. All buildings utilizing fossil fuel must have adequate supply of oil prior to the forecasted storm. This is imperative for those properties utilizing boilers to power HVAC systems.
6. Remove all furniture, umbrellas and any other moveable items from roof decks and any other common exterior areas. If the building does not have room for interior storage for these items, a rear courtyard or other protected space should be utilized. Any awnings must be rolled up and secured against the façade
7. Any items not able to be removed as directed above must be secured in place.
8. Inspect all roof and common area exterior drains to ensure that they are free and clear of any debris or other impediment to proper flow. Continue to inspect the drains periodically throughout and after the weather event.
9. Secure all doors and windows to any bulkhead structures such as elevator motor rooms and roof-top mechanical rooms. Make sure they are locked and closed.
10. Inspect all ejector/sewage pumps to make sure they are functioning properly should basement flooding occur. It is suggested that each property have available at least one portable submersible pump on hand.

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11. Be prepared to cross-tape all common area exterior glass such as building entrance doors, lobby glass panels, bulkhead window glass etc. Duct or gaffers tape can be utilized. Plywood sheathing, if available, can be used as well.
12. Inspect and secure any loose or damaged rooftop sheet metal such as ductwork, fan housings etc.
13. Inspect all interior illuminated exit signage and emergency lighting fixtures for proper operation.
14. If your property is undergoing any exterior work involving bridging/pipe scaffolding and/or movable rigging platforms, inspect same with the job foreman to ensure that they are properly secured and able to sustain high wind conditions. Preparations for securing the rigging such as the platforms, lines and tie-backs should be reviewed with the contractor and site safety monitor. Keep the emergency telephone numbers of the contractor and/or bridging company accessible.
15. Should the NYC Office of Emergency Management order an evacuation of the property know your nearest evacuation center location. Use the attached map to locate the center closest to your property so as to advise residents.
16. Report any damage, flooding or other emergency conditions to your management executive immediately.

**In addition, the following equipment and supplies should be available at the property for use in preparing for and during the storm should they be needed:**

- Flashlights and extra batteries
- Rolls of duct tape
- Plywood sheathing
- Submersible pump(s) & discharge hose(s)
- Plastic tarps or drop cloths
- Roof or flashing cement
- Wet/Dry Vacuum(s)
- Pails & Mops

The above will assist you in generally preparing the property for an impending storm or hurricane. Please review with Ashtin Group Director Brett Rovner any additional issues that you feel may be necessary to properly secure your building.

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