



8 West 38th Street, 7th Floor
New York, New York 10018
Phone (212) 271-0261
Fax (212) 986-0002

6421 Congress Avenue, Suite 110
Boca Raton, Florida 33487
Phone (561) 864-0025
Fax (561) 994-9551

www.ashtingroup.com

To: Owners, Residents, and Tenants of all Ashtin Group-managed Properties
From: Brett Rovner, Director
Date: August 25, 2011
Re: ***Hurricane Preparedness Guidelines***

The National Weather Service is currently tracking Hurricane Irene and projecting a possible effect for our area over the upcoming weekend. All residents are advised to take the following steps to prepare themselves and their spaces.

1. Keep bottled water on hand should the main service be interrupted.
2. Ensure that all cell phones are fully charged.
3. Keep flashlights and extra batteries at the ready.
4. Ensure that all windows/entrance/terrace/balcony doors remain closed during the storm.
5. Have duct tape available to tape window/door glass if necessary.
6. Make arrangements for back-up energy if anyone in your office needs electricity to operate a life-sustaining or other critical machine.
7. Review with all office staff a plan to evacuate your unit should it become necessary.

In addition, those units with balconies, terraces, or any outdoor space should:

- Store all furniture, cushions, plantings and any other decorative items inside your office for the duration of the storm. Remove/dismantle any free standing and/or table umbrellas and bring them inside.
- Any items not able to be stored inside must be secured and tied down.
- Turn off all irrigation systems.
- Roll up awnings and secure them.
- Check all drains to make sure they are free and clear.
- Remove any glass items or any other items that may become a projectile during high winds.
- During the storm, do not congregate near windows and/or balcony/terrace doors.

While we hope these procedures become unnecessary, it is suggested that all tenants prepare themselves accordingly.

For up-to-the-minute information about Hurricane Irene, visit <http://www.nhc.noaa.gov/#IRENE>.
For current New York information and advisories, tune in to 1010WINS(AM) or visit www.1010wins.com or <http://newyork.cbslocal.com/category/news/>.