

Hurricane Preparedness Plan

One of the risks of having an assets in beautiful Southwest Florida is hurricane season. We have comprised a plan to make sure that your assets are protected to the fullest extent.

Selling Paradise Realty Inc – The Bobby Mahan Selling Team Hurricane Preparation & Continuity Plan

SAFETY FIRST IN ALL WE DO * MAINTAIN YOUR OWN SAFETY AND THAT OF THE PEOPLE IN YOUR COMMUNITY!

- At the beginning of Hurricane Season
 - Have staff meeting review procedures for Storm Watch
 - Insure primary office generator is ready for operation.
 - Review supply list for emergency stock
 - Plywood—for properties we actively expect to secure
 - Blue Masking Tape
 - Battery operated tools / flashlight / emergency radio communications
 - Test General office Back-up Generator
 - Test on site DATA backup and ensure off site emergency data storage is operational
 - Review preservation company, GC, and asset company contact list
 - Insure our good neighbor procedure is implemented – (whereby/is possible we introduce ourselves to immediate neighbors and keep contact information for emergency)
 - **Extra Fuel Containers**
 - Rope
 - Tarps
 - Screws
- Storm Watch -- When Weather forecasts start predicting five day potential threat.
 - PRE-STORM INSPECTION TO EMPHIS FOLLOWING IS OBSERVED RECORDED AND CORECTED
 - Properties in our inventory should not have any leftover debris / unsecured object that can be of danger to our property or neighbor properties
 - Situational awareness to be implemented – observe any potential hazardous condition are existing from neighboring properties, pictures should be taken for record report, attempt to make contact, advise and record
 - **PRESERVATION COMPANY / GC** WILL PROCCED TO COMPLETE FOLLOWING TASKS FOR Properties within 20 miles of Coastline
 - Those that have Hurricane Shutters will have their Hurricane Shutters locked down.
 - Since these properties have the highest potential for damage, they will be secured first.
 - Hurricane Security – Board Windows (when applicable); Remove Signs and Temporary Watering Systems from Yard and store in House or Garage; Turn off Electrical Breakers, Turn off Gas at Meter, Turn off Water at Meter.
 - Properties within 21-100 miles from the Coast

- Tropical Storm Security – Tape Windows; Remove Signs and Temporary Watering Systems from Yard and store in House or Garage; Turn off Electrical Breakers, Turn off Gas at Meter, Turn off Water at Meter.
 - BOBBY MAHAN TEAM WILL DAILY MONITOR PROGRESS OF WORK IN ALL PROPERTIES VISIT AS MANY PROPERTIES AS POSSIBLE, PRIORITY PROPERTIES FIRST AND ASSIST PRESERVATION COMPANY AS NEEDED / POSSIBLE
 - 4 WHEEL CONTINGENCY CAR - IF DIRECT HIT / HIGH DAMAGE STORM IS EXPECTED A UTILITY CAR WITH SUPPLIES AND ADDITIONAL GASOLINE WILL BE RENTED FOR EVERY 50 PROPERTIES THAT ARE VACANT AND IN INVENTORY.
- After the storm
 - Office Operation -
 - If power out – operate primary generator to support phone, internet and computer systems
 - Office will be operated out of one of our satellite offices
 - PROPERTIES / ASSETS - Damage Inspection/Assessment - STAY IN CONSTANT CONTACT WITH PROPERTY PRESERVATION COMPANY ASSESS & REPORT TO THEM SITUATION CONDITIONS AND ACTIONS TO BE COMPLETED IN ASSIGNED PROPERTIES; IF ASSET PRESERVATION COMPANY HAS DIFFICULTIES TO ACHIEVE NEEDED GOALS SEEK TO PROVIDE AS MUCH SUPPORT AS POSSIBLE TO INSURE TASKS ARE COMPLETED
 - Following storm as access permits ALL PROPERTIES ARE TO BE INSPECTED FOR / ACTION TO BE TAKEN :
 - Roof Damage – Tarp Roofs, as necessary
 - Fence Damage – Need measurements
 - Pool Security – FIRST PRIORITY on ALL PROPERTIES
 - Remove Wet Sheetrock
 - Remove Wet Carpet
 - Board broken windows
 - Maintain separate Spreadsheet for HomeSteps with list of damages.
 - All properties in inventory will require a Safety Clearance.
 - All Hurricane Prep/Unprep expenses need to be kept separate from regular accounting to allow tracking and transparency and allow client recovery of funds if option available.
 - Reverse Security
 - Restore Utilities, if safe;
 - Replace For Sale Signs and Temporary Watering Systems in Yard;
 - Remove Tape from Windows.
 - Replace missing window signs
 - Board Numbering and Removal – Number boards and removal from windows. Boards will be stored in Garages for future applications.
 - Re-boarding – In the event Hurricane Preparedness is required for a property previously boarded for another storm, the Numbered Boards will be reinstalled.

Key points to remember when a Tropical Storm/Hurricane approaches

- Stay in constant contact with our Asset Managers. Maintain open line of communication with co-operating brokers in the area, have a coverage plan for

inventory and offer to assist in monitoring inventory for network brokers where we have strategic resources in place - Together we can best decide how we can support each other.

- Hurricane Tracking Tools are critical in planning what level of security/resources will be implemented. Some examples:
 - www.TrackingTheEye.net
 - www.Wunderground.com
 - www.weather.com
- Pay close attention to Local Weather Reports. Predicted Storm Tracks are Computer Models only, but critical in planning. Typically, the Local Weather Reports will use 5-6 models in predicting the path of a storm. When three or more of the models start projecting a path in your direction, it is time to start preparing. Remember...once all of the models start projecting towards your area, you will be out of time. You need AS MUCH TIME AS POSSIBLE to prepare your inventory.
- DO NOT UNDERESTIMATE the potential damage of a Tropical Storm/Hurricane. Asset Companies would rather spend money PROTECTING ASSETS rather than spend money REPAIRING ASSETS. Our efforts can mitigate significant potential damages and potential liabilities for the client as well as assist in preserving the neighborhoods where we live & work.
- Tropical Storms/Hurricanes are subject to change at a moment's notice. Preparation efforts must be adjusted based on the conditions and position of the storm. This requires CONSTANT MONITORING! Most times, the direct landfall position will be far away from the actual first projected position. However, most storms are HUGE, and the potential for collateral damages will warrant the need to prepare a wide swath of territory. A hurricane that is Category Three at landfall may continue as a Category One up to 150 miles inland.
- If we are on the path of a DIRECT HIT, remember two key words: PEOPLE FIRST!

How to respond to a Direct Hit

If our region receives a DIRECT HIT from a Tropical Storm/Hurricane, we will need to join forces with the General Contractors (GCs) and preservation company to assist in assimilating data and coordinating repairs for properties damaged by the storm. In some cases, We as a broker see it as our duty together with our Field Agents to locally relay Damage Assessments to other parts of the operation allowing GC & Preservation to focus their crews on other areas.

Damage Assessments will be recorded in Master Spreadsheet - The following are some examples of damages we can expect to see:

- Trees down and sometimes uprooted
- Trees on roofs and sometimes crashed through the interior of the property

- Fences down and/or leaning
- Utility lines down/Broken Water Mains
- Flooded houses (especially in low lying areas or those in the Storm Surge Path)
- Debris in the yards
- Roof Damage
- Wet Sheetrock/Wet Carpet
- Broken Windows/Doors
- Unsecure Pools

The primary goal will be to make as many properties as safe as possible and return them to a marketable condition. We see this as our responsibility to establish a Safety Clearance for all of the properties in inventory. Safety Clearances are established when no hazardous conditions exist.

Properties requiring repairs will need to be prioritized with Sale Pending properties receiving HIGHEST PRIORITY.

ALWAYS BE CAREFULL TO AVOID AREA WHERE THERE IS ANY CHANCE FOR LIVE DOWN POWER LINES OR ELECTRICAL WITH DIRECT CONTACT WITH WATER

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AND THAT OF THE PEOPLE IN YOUR COMMUNITY!**

With my signature I am confirming that I have participated in meeting fully reviewed the plan and I am committed to assist in implementing

Name : T. Bobby Mahow Date : May 10 2011

Signature: 

