

The Morgan Group

Hurricane Preparedness

Dear Resident(s):

In an effort to assist you in preparing for the 2010 Hurricane Season, we ask that all residents please read the following information thoroughly and be properly prepared in the event of a hurricane.

You are encouraged to contact the local Emergency Preparedness Division or local Red Cross Chapter to verify the needs of your household during the event of a hurricane. A hurricane watch means a hurricane may threaten an area. A hurricane warning means a hurricane is expected to strike an area.

Please be advised that The Morgan Group will not be remaining on the property once a hurricane warning has been issued. We encourage all residents to take responsibility for themselves and their personal property just as we have advised our associates. In the event of an emergency, please call local law enforcement or fire officials.

When a Hurricane Warning is announced:

- Listen to the County Warning System on the radio. Do exactly as advised. Make plans to relocate outside the effected area. Have current information on the location of the Red Cross shelters and directions to get there. If there are ill or disabled persons in the apartment, contact their doctor for instructions. If the County Warning System requires relocation do so early to avoid traffic jams and dangerous winds. Be sure to take necessities such as prescriptions, bedding, two weeks supply of non perishable foods, batteries, flashlights, and a battery-powered radio. Make arrangements for your pet(s), as pets are not permitted in any public shelter.
- Clear off balconies, terraces and patios. Place rolled towels around the bottom of glass doors and windows.
- Close all blinds to avoid shattering glass. Do not **tape** any windows. However, windows may be boarded from the outside only.
- Unplug your television, computer, DVD/VCR and stereo equipment. Back up your computer and move all to a safe area away from windows and off the floor if necessary.
- Turn your refrigerator and freezer to the coldest settings, opening them only when absolutely necessary.
- Freeze water in plastic jugs and use them to fill every space in the refrigerator/freezer to keep food cool. Fill coolers with ice.
- Fill the bathroom tub with water. This water may be used for drinking water should the water supply become interrupted or contaminated. It may be poured into the toilet bowl to induce flushing.
- Stock up on daily necessities. Items such as the following are recommended: non-perishable food, bottled water, first aid kits, blankets, manual can opener, batteries, battery powered radio, prescriptions, diapers, baby food, extra eye glasses, hearing aids and battery powered lanterns. Back up batteries for each item requiring a battery are also recommended.
- Make sure you have plenty of cash, as ATM machines will be down if there is a power outage.
- Fill all vehicles with gas. In the event of loss of electricity, the gas pumps will not operate.
- Carry all important paperwork and personal identification with you.
- Pursuant to your lease agreement, all residents are encouraged to carry renters insurance. To assist your carrier in the event of a loss, make a complete inventory of personal property (a video of these items is an excellent idea). An inventory checklist can be obtained from your insurance representative. Store this and other important documents in waterproof containers or in a waterproof safety deposit box.

During the Hurricane:

- Weather conditions may deteriorate rapidly, hours before the arrival of the actual hurricane. Stay indoors. An interior room without windows is usually the safest. If the calm eye of the hurricane passes through the area, continue to stay indoors unless it is absolutely necessary to leave.
- Continue to listen to the County Warning System on the radio. Do exactly as advised by the announcer.
- If power is lost:
 - Use flashlights instead of candles or kerosene lamps.
 - Use caution when cooking when flames are present. A gust of wind through a door or window could start an accidental fire and the fire department may not be readily available while hurricane winds are blowing.

- **Do not run generators or propane tanks inside the apartment.** Carbon monoxide fumes will spread throughout the apartment and will cause serious health issues and/or death. Additionally, generators require a well-ventilated area. In the event of a prolonged power outage, the use of gasoline-operated machinery, such as generators, is NOT RECOMMENDED on patios, balconies and in breezeways. Be mindful of your neighbor's noise tolerance!
- Switch all circuit breakers to the "off" position to eliminate any chance of damage to appliances due to power surges. This will also eliminate any appliances left on from becoming a fire source when power service is returned.
- Turn your air conditioning unit to the "off" position. If left in the "on" position it will create a surge to the unit and possible damage to the compressor once power is restored, resulting in no air conditioning.
- Use the telephone for emergencies only. Jammed phone lines may obstruct emergency calls for police, fire departments, doctors and the Red Cross disaster units.
- Conserve refrigeration. Freezers will keep food several days if doors are not opened after power failure, but do not refreeze food once it begins to thaw.
- Remain indoors until the official "all clear" is given from the County Warning System on the radio.
- Should your fire/smoke alarm or intrusion alarm go off, remove the cover and take the battery out.

After the Hurricane:

- Beware of outdoor hazards. Watch for loose or dangling power lines, and report them immediately to the proper authority. All emergency numbers are in the front of the white pages telephone book.
- Walk or drive cautiously. Debris-filled streets are very dangerous. Snakes and poisonous insects will be a hazard. Washouts may weaken road and bridge structures and might collapse under vehicle weight.
- Do not use water until authorities have issued a safe water area. Use the emergency supply in the tub or boil water. The Public Health Department will issue a boil water order immediately after the Hurricane passes. The order will remain in effect for at least 72 hours.
- Take extra precautions to prevent fire. Lowered water pressure in city mains and the interruption of other services may make firefighting extremely difficult after a hurricane.
- Notify your insurance carrier in the event of losses and where you may be reached.
- For an update of power service restoration call your energy provider.

Be patient. It takes a team effort to clean up after a storm. Responsibility for the clean up falls to numerous local, state and federal agencies. A local disaster coordinator/director (the mayor, county judge or their designated representative) will be on hand to help in this effort. The community's clean up will be assisted by the property management staff.

Should damage to the property occur, management will make an apartment by apartment inspection to assess the damages. A schedule will then be prepared to complete the necessary repairs. All life-safety issues will be responded to accordingly. For Medical Emergencies always dial 911 first.

EMERGENCY CONTACT INFORMATION:

Medical, Police, Fire
 Federal Emergency Management Administration
 Texas Department of Community Affairs
 Texas Department of Insurance
 American Red Cross

911
 1-800-621-3362 / www.fema.gov
 1-800-525-0657 / www.tdhca.state.tx.us
 1-800-252-3439 / www.tdi.state.tx.us
www.redcross.org

We hope these steps will assist you in preparing for any such occurrences. Please contact our office at 713-529-5400 should you have any questions.

Sincerely,

The 2222 Smith Street Management Team