



Broward Metropolitan Planning Organization

Continuity of Operations Plan (COOP)

June 2026

Broward County, Florida

This Continuity of Operations Plan (COOP) was prepared by the Broward Metropolitan Planning Organization (MPO) to develop, implement, and maintain a viable COOP capability. This COOP complies with applicable internal agency policy, local and State regulations, and supports recommendations provided in the Federal Emergency Management Agency's (FEMA) Federal Preparedness Circular 65. This COOP was distributed internally within the Broward MPO and with external agencies affected by its implementation.

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1. EXECUTIVE SUMMARY

This document describes and specifies the Broward MPO COOP. The purpose of this Plan is to provide guidance to Broward MPO staff on the policies and procedures to follow in the event of an interruption of services due to a pandemic, public health emergency, natural disaster or other emergency. The primary goal is to allow the Broward MPO to continue its operations and/or to resume its normal operations and functions as quickly and completely as possible after an interruption.

The COOP includes descriptions of the Broward MPO's mandated principal activities and the individuals and organizations for which they are provided. A listing of key personnel, tools and facilities required to perform these functions is also part of this document. The COOP, also referred to as the Plan, will allow one to quickly identify what is provided by the Organization and to assemble the staff and resources necessary to continue operations in the event of an emergency or other interruption of normal services. Included are procedures for the order of succession and personnel notification.

The Plan describes response to events requiring Broward MPO assistance, continuation of Broward MPO essential functions, office evacuation, relocation, and restoration procedures.

Questions concerning this Plan should be directed to:

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Broward Metropolitan Planning Organization
100 West Cypress Creek Road,
6th Floor, Suite 650
Fort Lauderdale, FL 33309

(954) 876-0035

stuartg@browardmpo.org

2. DEFINITIONS AND ACRONYMS

BERT -	Broward Emergency Response Team
CAC -	Citizens' Advisory Committee
COOP -	Continuity of Operations Plan
EOC -	Emergency Operations Center (state, county, municipal)
FEMA -	Federal Emergency Management Agency
FDOT -	Florida Department of Transportation
FHWA -	Federal Highway Administration
FTA -	Federal Transit Administration
IT -	Information Technology
MPO -	Metropolitan Planning Organization
MTP -	+Metropolitan Transportation Plan
PPP -	Public Participation Plan
TAC -	Technical Advisory Committee
VPN -	Virtual Private Network

3. INTRODUCTION & PURPOSE

The primary mission of the Broward MPO is to collaboratively plan, prioritize and fund the delivery of transportation projects. Broward MPO staff members, under the direction of the Broward MPO Board, develop transportation plans and programs for the urbanized area of Broward County. These activities include long and short-range planning and coordination of transportation services such as highway, seaport, airport, rail and the movement of freight and goods.

The Broward MPO Board is composed of elected officials charged with transportation decision-making responsibilities. The Board is assisted by several committees: the Technical Advisory Committee (TAC), which offers technical expertise and advice, and the Citizens' Advisory Committee (CAC), which provides public input and direction. Using the COOP as a reference manual, communication and coordination is facilitated with these three key groups (MPO, TAC, CAC), as well as other committees as needed, following a crisis or disaster.

The COOP will serve as a guide to staff as they continue to support these organizations in response to an emergency or public health crisis, as well as provide the usual products and services that the Broward MPO provides to the residents and visitors of Broward County. The MPO office is at Trade Centre South, 100 West Cypress Creek Road, 6th Floor, Suite 650, Fort Lauderdale, FL 33309.

The Broward MPO office will be the COOP Control Center unless rendered unavailable or if an evacuation has been ordered by the Broward Emergency Response Team located at the Emergency Operations Center (EOC) in Plantation, Florida. If the offices are not available due to damage or hazard, refer to Appendix B for alternative sites for staff activities, including meetings of the MPO and advisory committees. In a health emergency in which a stay-at-home order is in place, the MPO will implement virtual office and meeting procedures as described in this document.

The purpose of this COOP is to provide the conditions for continuous performance of essential operations during a health or emergency crisis, disaster, or other debilitating loss of resources; ensure the safety of the staff; protect essential equipment, records, and other assets; reduce disruption of operations; minimize damage and losses; achieve an orderly recovery from emergency operations; identify relocation requirements; and ensure operational and managerial requirements are met before an emergency occurs. This Plan outlines activities before, during and after a pandemic/health emergency, crisis, disaster, or debilitating loss of resources, which is termed "incident" in this Plan. It also outlines contingencies to mitigate, prepare for, respond to, and recover from an incident.

4. ACTIVATION LEVELS

Throughout this document, activation levels are referenced. The Broward MPO follows the Florida State EOC Activation Levels which are defined as follows:

<https://www.floridadisaster.org/sert1/eoc-activation-levels/>

LEVEL 3: Monitoring Activation

Level 3 is typically a "monitoring" phase. Notification will be made to those state agencies and Emergency Support Functions who would need to take action as part of their everyday responsibilities. The State Emergency Operation Center will be staffed with State Warning Point Communicators and Division of Emergency Management staff.

LEVEL 2: Activation of State Emergency Response Team

This is an agency activation that may not require activation of every section, branch or Emergency Support Functions. All primary, or lead, Emergency Support Functions are notified. The State Emergency Operations Center will be staffed by Division of Emergency Management personnel and necessary Emergency Support Functions.

LEVEL 1: Full Scale Activation of State Emergency Response Team

In a full-scale activation, all primary and support agencies under the state plan are notified. The State Emergency Operations Center will be staffed by Division of Emergency Management personnel and all Emergency Support Functions.

OTHER TYPES OF ACTIVATION:

In addition to the above Activation Levels, and depending on the emergency, such as a health crisis, the MPO will follow Federal, State, and local guidance and emergency orders, including but not limited to stay-at-home/shelter-in-place orders at which point the COOP will be in full effect.

Other helpful information is shown in Appendix E, Emergency Information and Resources.

5. NOTIFICATIONS & ESSENTIAL FUNCTIONS

When an emergency or crisis is declared, the Executive Director or designee shall notify the MPO Chair and will begin implementation of the COOP. Once the COOP is implemented in response to an incident, it will immediately affect all Broward MPO staff and will involve notification to the following authorities:

A. Broward MPO Board	Chair and members
B. Technical Advisory Committee (TAC)	Chair and members
C. Citizens' Advisory Committee (CAC)	Chair and members
D. Florida Department of Transportation (FDOT)	District Secretary
E. Federal Highway Administration (FHWA)	Division Administrator
F. Federal Transit Administration (FTA)	Regional Administrator

The Executive Director or designee shall notify the MPO Contacts (see Appendix A) and ensure all staff are contacted. MPO staff contact information (including personal phone numbers and email accounts, if available) is updated by the MPO's Human Resources Manager or designee and the latest information is provided to all staff in a Level 2 (or higher) activation or emergency event.

In addition to the above notifications, the following are those essential functions, in priority order, that should be performed by the Broward MPO, to the maximum extent feasible:

1. Ensure the integrity of data and records relating to internal and external mandates, responsibilities, and administrative operations. Maintain access to data and other resources during an event and restore any lost access as quickly as possible.
2. Maintain and/or restore communication with MPO, TAC, and CAC members; arranging, advertising, and holding regularly scheduled or emergency meetings (in person or virtual) as soon as feasible.
3. Maintain or reestablish contact with appropriate internal and external authorities and agencies, including the MPO information technology (IT), accounting, agenda and capital float-funding host agencies.
4. Provide technical support to assist in planning and restoration of Broward's transportation systems.
5. Ensure that the integrity and compliance of the Broward MPO's planning programs are maintained and products and services are delivered.
6. Provide servicing of MPO agreements, maintain grant invoicing and payroll.

6. CONCEPT OF OPERATIONS

A. Phase 1: Activation & Relocation

1. Decision Process

The COOP will be activated by the Broward MPO Executive Director or Director of Transportation, at their discretion, as a response to a Level 2 activation of the Broward EOC or an emergency event. The purpose of Level 2 activation or other Federal/State/local emergency declaration is to initiate preparations due to a significant threat of a disaster or to coordinate response due to the occurrence of a minor disaster.

In the event the Executive Director or the Director of Transportation is not available, responsibility for initiating and implementing the COOP will devolve onto the next Broward MPO staff member in the chain of command (see 6.3.a. Order of Succession). The person assuming the Broward MPO staff's lead role in executing the COOP will be known as the "COOP Leader." It is expected that the COOP Leader's action will either be an obvious response to external circumstances (for example, a nearby industrial accident affecting day-to-day operations), or a command or directive from an official such as a Broward MPO Board Member; Federal, State or local authorities such as the US President, Florida Governor, County Administrator/Broward Emergency Response Team mobilization or local police.

At the time of a Level 2 activation or other appropriate notifications from officials, staff can access all working files through the Broward MPO's SharePoint intranet site.

If the possibility exists that Level 2 activation may occur during non-working hours, the Executive Director or designee will determine if Level 2 activation should occur prior to an official activation. At a minimum, staff will take laptops home and, depending upon the emergency (hurricane or other event which may cause MPO office damage), move vital equipment (PCs and other hardware) to designated "protected" areas such as the Metro Conference Room, Executive Conference Room, Server Room, or storage rooms in the MPO Board Room. Upon leaving the office, all office doors must be closed.

Upon Level 2 activation, the COOP Leader will call a meeting and set in motion the COOP.

- Staff not present will be notified by telephone and email by the COOP Leader or designee (i.e., Executive Director or Director of Transportation). In the event the activation occurs after working hours, the COOP Leader or designee will initiate telephone contact or send an email that will reach all employees through their contact information on the Broward MPO Emergency Contact List, which is maintained by the Human Resources Manager or designee.
- It will be the responsibility of those who are not reachable to establish contact with the COOP Leader, Executive Director or Director of Transportation within 24 hours of the Level 2 Activation.

- The Trade Centre South Hurricane Preparation and Building Shut-down Procedures in Appendix C will be followed.

2. Staff Responsibilities

The following procedures will be initiated by staff members at the primary work facility if they are present at that facility when the emergency is declared:

Secure all necessary files and computer equipment and back up or record all essential data on a USB flash drive, the MPO server, or to Microsoft OneDrive or SharePoint. Each staff member can access their OneDrive Folder or the MPO SharePoint intranet site by logging into their Microsoft Office 365 account at <https://login.microsoftonline.com> using their domain login credentials. Files left on your PC may not be available. Similarly, staff can log into the web version of Outlook directly to view their emails at <https://outlook.office365.com>. Web Outlook can be accessed by staff through any web browser using their Microsoft Office 365 domain login credentials.

In the event of a storm, minimize water and wind damage by:

- Covering or closing/locking all desks, cabinets and storage areas.
 - Close office doors.
 - Disconnect computer hardware and electrical equipment, and bag delicate equipment and paper files. Store in designated areas (see Appendix D).
 - Lower window blinds.
- IT staff will issue Portable MiFi devices to the Executive Director, Director of Transportation and the Deputy Executive Director of Finance, or others as deemed necessary, prior to leaving the office. These devices will provide a secured wireless internet network to staff while away from the office.
 - Administrative staff will post a notice on the front door of the office and record a brief, generic message on the main switchboard line (954) 876-0033 (see phone access instructions in Appendix F):

“Thank you for calling the Broward Metropolitan Planning Organization. Our offices are currently closed due to _____. We will return your call as soon as possible.”

Or

Thank you for calling the Broward Metropolitan Planning Organization. Our offices are currently closed in response to the current _____ situation. We will remain closed through _____ (or until further notice), however staff is still available remotely through phone and email. Please visit Browardmpo.org for more information and updates.”

- Everyone should record or update the outgoing messages on their phone when notified to do so (see phone access instructions in Appendix F):

“You have reached the voice mailbox for _____. Our office is currently closed due to _____. I will return your call when our office reopens.”

Or

“You have reached the voice mailbox for _____. Our office is currently closed in response to the current _____ situation. I will continue to remain available remotely through email and phone. Please leave a message.....”

- Everyone should activate a brief out-of-office external message on their email account like this:

“Our office is currently closed due to _____. I will reply to your email when our office reopens.”

Or

Our physical offices are closed in response to the _____ situation. All meetings will be conducted virtually, and our team will continue planning and funding Broward’s transportation remotely as we monitor the current situation.

- Public involvement team to place a message on the website calendar and the main page stating:

Office closed due to _____.

Or

Our office is currently closed in response to the current _____ situation. We will continue to remain available remotely through email and phone.

3. Leadership

a. Order of Succession

The table below lists the chain of command for the Broward MPO staff’s COOP Leader. If the senior ranking staff member is incapacitated or out of the area at the time of activation the next ranking staff member will assume his or her duties. Contact information is in Appendix A.

Successors: “Chain of Command”	
Greg Stuart	Executive Director
Bryan Caletka	Director of Transportation
Renee Cross	Deputy Executive Director
William Cross	Deputy Executive Director

b. Delegation of Authority

If the Broward MPO Executive Director is not available, the immediate successor will be in authority and will be known as the COOP Leader. The Executive Director may appoint a successor outside of the chain of command or change the order of the chain of command in the event of special circumstances to succeed him/her.

c. Devolution

The primary function of the MPO is transportation planning, not the physical construction nor the day-to-day operation of transportation facilities. However, should an event occur, the MPO’s planning priorities are to provide financial support necessary to maintain the existing transportation system and provide payment to those associated with MPO agreements and contracts. In the event of a worst-case scenario, in which the Broward MPO offices are destroyed and/or leadership is incapacitated, the Organization should be prepared to transfer all essential functions and responsibilities to personnel at a different office or location (virtual or otherwise) and MPO functions may be handled at a lower staff level.

FDOT and FHWA have file copies of the Broward MPO’s major planning documents, including the Metropolitan Transportation Plan, Transportation Improvement Program, Unified Planning Work Program, grant invoicing packages, consultant contracts and Joint Participation Agreements should it become necessary for the MPO to reestablish itself. Other documents, including but not limited to the Interlocal Agreement to establish the MPO should reside on the MPO SharePoint Intranet site.

B. Phase 2: Remote Working/Virtual Meetings or Alternate Facility Operations

1. Remote Working and Virtual Meetings

Given the MPO’s current technology and IT environment, it is possible for MPO staff to work remotely from home or other locations and have access to all files and programs as they would at the MPO offices. While teleworking during the event, the Broward MPO’s established telework policies and procedures will apply. In addition, virtual meeting options can be utilized as appropriate. MPO established procedures and guidelines referenced in the MPO’s Rules and Public Participation Plan (PPP) will be utilized for virtual meetings to ensure full participation by board and committee members and members of the public.

The Broward MPO has contracted Hixardt Technologies, INC. for its IT functions, including cloud hosting, servers, and workstations. For email and Microsoft functionality, Office 365, a fully hosted solution by Microsoft, is managed by Hixardt for the Broward MPO. All Broward MPO staff members have access to either a company-assigned laptop or a workstation. To enable remote access, a virtual private network client (VPN) is installed on every device. Staff can connect to the office network from anywhere if they have an internet connection. Staff use the VPN to access internal resources such as shared drives and printers. The VPN can be used to change credentials remotely. In addition to the VPN, all files are available through the MPO SharePoint intranet site. The Broward MPO shared drives are hosted and backed up in Atlanta, Georgia, using Hixardt's hosted server solution. Each location contains a redundant backup of the Broward MPO shared files, and files are maintained in a RAID configuration in the event of hard drive failure. Virtual Meetings are held using Microsoft Teams, Zoom, and Ring Central. Daruma Tech hosts and manages the MPO's website. Below is a table providing the contact information for the MPO's hosted services: are hosted and backed up in Atlanta, Georgia, utilizing Hixardt's server solution.

TECHNICAL OFFICE SUPPORT CONTACT INFORMATION

Business	Contact	Phone/Email
Hixardt	Michael Hicks Jr.	(850) 439-3282 mike.hicks@hixardt.com support@hixardt.com
RingCentral	Customer Service	1-888-898-4591 michael.macaraeg@ringcentral.com
Daruma Tech	Susan Erickson	(561) 206-6291 susan@darumatech.com
Intent Digital	Bob Ginger	(602) 404-0100 Ext: 21 bginger@intentedigital.com

2. Potential Alternate Facility Locations:

Based on the event, circumstances and judgement of the COOP Leader, an alternate facility (Appendix B) may be needed to perform the essential functions of the MPO. If an alternate facility is needed, upon arrival at that facility, the COOP Leader will delegate shifts for available staff, and assign staff to test the facility's internet connection, set up computers, establish email, and test telephone landlines. Teleworking may also be an option once a base of operations is established. MPO established teleworking policies and procedures will apply.

The COOP Leader, when determining an alternate location from the locations listed in Appendix B, should consider the following parameters:

- ◆ Sufficient space and equipment.
- ◆ Capability to perform essential functions within 12 hours, up to 30 days.

- ◆ Reliable logistical support, services, and infrastructure systems.
- ◆ Consideration for health, safety, and emotional well-being of personnel.
- ◆ Interoperable communications (landline telephones, ability to use cell phones from a sheltered position, internet connectivity, fiber optic cable connection to relevant offsite servers and databases, etc.).
- ◆ Computer equipment and software.

Various municipal government locations will be investigated to conduct MPO Board, TAC, CAC, and other meetings as the need arises or as noted above. Virtual meeting options can be utilized as appropriate. MPO-established procedures and guidelines, referenced in the MPO's Rules and PPP, will be utilized for virtual meetings to ensure full participation by board and committee members and members of the public.

3. Hardware

At Level 2 Activation by the Broward EOC or at the direction of the COOP Leader, the MPO's IT staff will begin preparing the portable hard drives/USB drives/servers for removal and relocation. In the event of a storm or other incident which could cause damage to the MPO offices, PCs should be moved to designated "protected" areas such as the Metro Conference Room, Server Room, or Storage Room located in the MPO Offices or MPO Board Room (see Appendix D). Plastic bags will be placed over the computers and large displays for added protection. Staff will take laptops home and the remaining laptops will be stored in lockers located in the IT Server Room.

For emergency situations in which power may be impacted, IT administrative staff will also be responsible for shutting down all local servers and network devices (network switches, modems, battery backup devices, etc.) to ensure the hardware is protected from any power surges or failures. IT administrative staff must also notify the Hixardt Help Desk of the network shutdown to avoid triggering alerts in the IT monitoring system. IT administrative staff must also notify Intent Digital to take the voting system offline, and that the uninterruptible power supply battery backup will be taken out of service. Before departing the MPO offices, IT administrative staff will be responsible for ensuring all other sensitive IT equipment is properly disconnected and stored.

4. General Specifications for Laptops

All staff members have been assigned a laptop and will utilize these devices for the COOP activation. All devices have a VPN client application installed, which allows access to the MPO internal network and Hixardt's hosted workstation environment. All the laptops have a built-in web camera and microphone to enable video conferencing. All laptops have built-in WIFI connections, and the RingCentral desktop application, which allows users to make and receive calls for their office phone line. For users that need access to geographic information systems, graphic design software, and 3D modeling applications, they will be given access to remote into the shared desktops located in the IT Server Room using the VPN client application or the option to bring these desktops (along with MPO-issued monitors with video conferencing capabilities) to their home if the COOP remains in effect for an extended period.

5. Software

Most of the MPO's software is cloud-based and accessible remotely from available laptops.

6. Vital Files, Records and Databases

Like most of the MPO's software, vital files, records, and databases are cloud-based and accessible remotely from available laptops.

C. Phase 3: Disaster Recovery and/or Office Restoration Procedures

Once disaster recovery is underway and the MPO offices are suitable for occupancy, the following procedures are to be followed to bring the office and staff back to a normal working environment.

- MPO staff should report to work at the MPO offices as directed by the Executive Director, Director of Transportation, and/or COOP Leader.
- IT administrative staff will be responsible for reestablishing and testing network services at the MPO offices including internet connectivity, phone connectivity, local server connectivity, and print/scan devices. The Hixardt Help Desk must also be notified to resume active monitoring of the MPO's network and devices.
- IT administrative staff will be responsible for reestablishing backup power to MPO Board Room technology. Intent Digital must also be notified to bring all equipment back online.
- MPO staff will be responsible for reconnecting their respective laptops, telephones, and other office equipment which was disengaged prior to the event. The IT administrative staff may assist if needed.

7. COOP PLANNING RESPONSIBILITIES AND MAINTENANCE

Maintaining the COOP is an ongoing endeavor which should be conducted by the COOP Leader under the direction, supervision, and support of the MPO Executive Director. The COOP will be formally reviewed each year before June 1. The personnel and emergency telephone lists will be reviewed and updated quarterly. The following identifies those responsible for COOP activities.

Responsibility	Position
Annual update of the COOP	COOP Leader
Update staff contact list quarterly	Human Resources Manager or designee
Review file, record, and data status	IT team
Conduct periodic alerts and tests	COOP Leader
Conduct periodic exercises	COOP Leader
Plan and evaluate	COOP Leader

An exercise should be conducted annually by June to coincide with the start of hurricane season. The COOP should include:

- ◆ Individual and team training of agency personnel
- ◆ Periodic internal agency testing and exercising of COOP plans and procedures
- ◆ Testing of alert and notification procedures
- ◆ Refresher orientation for COOP personnel
- ◆ Joint interagency exercising of COOP plans, if appropriate

8. APPENDICES

Appendix A Contact Lists & Information

Name	Phone Number	Email	Title
Greg Stuart	(954) 876-0035	stuartg@browardmpo.org	Executive Director
Bryan Caletka	(954) 876-0070	caletkab@browardmpo.org	Director of Transportation
Renee Cross	(954) 876-0075	crossr@browardmpo.org	Deputy Executive Director
William Cross	(954) 876-0056	crossw@browardmpo.org	Deputy Executive Director

Staff contact information is updated and provided prior to a Level 2 (or higher) Activation or other Federal, State or local emergency declaration.

The MPO Boards (MPO, TAC, CAC) contact lists are to be updated and produced by the MPO Boards Coordinator upon request. The latest information should be collected and distributed to staff upon activation of Level 2 (or higher) or other Federal, State or local emergency declaration.

Florida Municipal Insurance Trust (FMIT) – Florida League of Cities Contacts

To report a loss contact: (Authorized Personnel Only)	1-800-445-6248 (Phone) (407) 425-9378 (Fax) https://insurance.flcities.com/ (Online Claims) or newloss@flcities.com (Email) Account Executive: Michael J. Morrill (954) 270-7296 (Phone) mmorrill@flcities.com (Email)
Underwriter	Sean Fahey (800) 445-6248 Ext. 1810 (Phone) (407) 425-9378 (Fax) sfahey@flcities.com (Email)
Risk and Safety Consultant	Jonathan Jaramillo (305) 898-6396 (Phone) jjaramillo@flcities.com (Email)

Appendix B Alternate Location/Facility Information

City of Sunrise EOC:

10440 West Oakland Park Boulevard, 4th Floor – Fire, Sunrise, FL 33351

Fire Chief John McNamara oversees the City of Sunrise, EOC and emergency response efforts.

(954) 746-3400

jmcnamara@sunrisefl.gov

cshannon@sunrisefl.gov

Palm Beach Metropolitan Planning Organization

301 Datura Street, West Palm Beach, FL 33401

Valerie Neilson, Executive Director

(561) 725-0800

vneilson@palmbeachmpo.org

St. Lucie Transportation Planning Organization

466 Southwest Port St. Lucie Boulevard, Suite 111, Port St. Lucie, FL 34953

Kyle Bowman, Operations Administrator

(772) 462-2340

bowmank@stlucieco.org

The Broward MPO can operate completely virtually and will use alternate facilities only when necessary. These locations were chosen for their strategic location in case the County experiences severe impact.

Appendix C Trade Centre South Emergency Procedures & Contact Information

GENERAL EMERGENCY PROCEDURES

Cardinal Point Management, LLC (“Cardinal Point”) designed this manual to provide general information, guidelines, and recommendations to help its customers prepare for emergency and disaster situations. It is not intended to be a substitute or replacement for your company's own emergency procedures manual. In fact, it would be impossible for us to develop an emergency procedures manual that would effectively incorporate all of the many unique situations that exist within many of our customer's business operations. Your own emergency procedures manual should consider such factors as the nature of your business operations, office layout, employee count, and employee disabilities. There are, however, certain common features to emergency plans. Most importantly:

- **DO NOT PANIC.** In some situations, panic may pose a greater threat to your safety than the emergency itself.
- **NEVER ASSUME AN ALARM SIGNAL IS FALSE.** In some cases, alarms may turn out to be false, but you and your employees should never make that assumption. In the event of a real emergency, time is of the essence. In every instance, Cardinal Point will attempt to determine the cause of the alarm as soon as possible and allow everyone to return to the building once we confirm it is safe to do so.

In the event of an emergency situation, the most important step to securing your safety, and the safety of your employees, is emergency planning and preparation.

Each tenant should select a captain and co-captain(s) to establish internal emergency plans and supervise evacuations. The number of co-captains needed will depend upon the number of employees and the size of your office. The captains and co-captains must:

- Be intelligent and capable of providing leadership in an emergency situation
- Work in their respective areas within the building

Emergency plans should:

1. Designate evacuation routes which will best promote an evacuation that is both quick and safe. Remember: **DO NOT USE THE ELEVATORS.** Captains and co-captains should familiarize themselves with building evacuation routes and clearly communicate this information to all employees.
2. Designate a location outside of the building for everyone in your office to assemble. The meeting location should be well away from the building and should not block or disrupt the arrival and/or operations of emergency personnel.
3. Provide for a review of all personnel present at the designated meeting location and require the immediate notification of emergency personnel if it is believed personnel may still be in the building.
4. If there are handicapped persons within your office, be prepared to assist them to the safest possible location. If you are unable to get them completely out of the building, notify emergency personnel immediately upon their arrival. Captains and co-captains should be aware of the presence of handicapped persons and alternative evacuation routes which will make egress as quick and safe as possible.

FIRE

In the event of a FIRE

- Activate the building fire alarm system. An alarm will sound to signal the evacuation of the building when a pull station is manually pulled. In many cases, the alarm will sound automatically due to the activation of a smoke detector or sprinkler head. This will initiate the evacuation of the building in accordance with evacuation procedures.
- Call the Fire Department (**Dial 911**). Do not assume that you or others will be capable of containing the fire.
- Practice fire safety procedures during the evacuation. When the alarm sounds, discontinue your current task and immediately evacuate the building.
- **DO NOT** use the elevators.
- If smoke is present, maintain contact with a wall.
- Stay low. Smoke rises and clean air is nearest to the floor.
- Use handrails while descending stairs.
- Walk calmly - never panic or shove others.
- Before opening doors, test them to see if they are hot to the touch. If not, open the door slowly and be prepared to close it quickly if fire or smoke should enter.
- Close doors behind you as you evacuate, but do not lock them. This will help confine the fire.
- If your clothing should catch fire, **STOP** what you are doing, **DROP** to the ground immediately, and **ROLL** around to put the fire out.
- Should you become trapped by the fire, attempt to locate a room with an exterior window and stay there until help arrives. Place as much distance as possible between you and the fire.
- Use the telephone to alert emergency personnel to your location.
- If possible, open the window slightly. Hanging something from the window will provide an additional aid for emergency personnel to pinpoint your location.
- Keep smoke out of the room by sealing cracks around doors.

Once outside the building

- Move to the designated meeting area for your office.
- Do not interfere with the efforts of emergency crews.
- Do not attempt to return to the building until fire personnel indicate it is safe to do so.

Fire Preparation

Captains and co-captains within each tenant suite should make certain employees are familiar with all emergency procedures, including the location of fire alarm pull stations, fire extinguishers, and emergency exits. Participation in fire evacuation drills should be encouraged and utilized as a tool to improve emergency procedures.

All evacuation routes should be free of obstructions at all times. In some situations, it may be possible to contain a small fire with fire extinguishers or it may be necessary to utilize an extinguisher to make a safe exit from the building. For this reason, employees should be familiar with the locations of fire extinguishers and their operation. Fire extinguishers may be activated by:

- Pulling the pin from the handle of the extinguisher.
- Squeezing the handle of the extinguisher.
- Once the extinguisher is activated, aim the extinguisher chemical at the base of the flame and sweep back and forth until the flame is extinguished.

Fire Prevention

Even more important than your reaction to a fire, are your efforts to prevent a fire from occurring. A few precautions that every tenant can take to help prevent the occurrence of a fire are as follows:

- Assign personnel to ensure that all office appliances are turned OFF at the end of the day.
- Be alert for odors, sparks, or flashes from electrical appliances. Any appliance suspected of malfunctioning should be turned off immediately and inspected prior to reactivation.
- Do not overload wall circuits. If a circuit breaker trips, it may be necessary to install an additional circuit. Contact the Cardinal Point Tenant Services at (954) 493-7725 for assistance.
- The terms of your lease may restrict the use and storage of flammable materials. In the event flammable materials are allowed to be used or stored in the premises, there should be strict adherence to the manufacturer's recommendations and compliance with all local, state and federal regulations regarding use, storage, and labeling.
- Excess trash should be promptly discarded.
- In many cases, smoking within multi-tenant buildings will be regulated by local smoking ordinances. In every case, smokers should utilize designated smoking areas only and exercise caution to thoroughly and properly extinguish all cigarettes.
- Space heaters should not be used within the building. Please contact the Cardinal Point Tenant Services if you experience problems with the temperature within your space.
- Should you elect to decorate a live Christmas tree at the holidays, the tree must be treated professionally with a flame retardant and tagged for the Fire Marshal.
- Exits and exit routes should remain clear of obstructions at all times.

ELEVATOR MALFUNCTIONS

Statistically, elevators provide one of the safest modes of transportation. The specifications for elevator construction, installation and operation are highly regulated. Safety devices, combined with regular inspections from regulatory agencies, further ensure the safety of elevator travel. Even with these precautions, the increasingly sophisticated circuitry found on many modern elevators can result in a malfunction.

When a Malfunction Occurs

- Remain calm.
- Activate the elevator alarm and/or use the elevator telephone to request assistance.
- Do not attempt to force the elevator doors open.

The Response Plan

Immediately upon receipt of the alarm signal and/or telephone call alerting Cardinal Point personnel that an elevator malfunction has occurred, we will contact the elevator company and request an emergency response.

- Working on elevators is specialized work. Occupants stranded in an elevator should only be removed by elevator service company personnel, fire department personnel, or specially trained building maintenance personnel.
- Untrained personnel should never attempt to remove persons stranded in an elevator unless the situation is life-threatening.

We will make every effort to communicate to the occupants of the elevator the status of the response effort. Immediately after an elevator malfunction, appropriate personnel will conduct a thorough investigation into the cause of the malfunction and make any repairs that may be needed prior to reactivating the elevator.

TORNADOES AND THUNDERSTORMS

Severe thunderstorms have the potential to produce damaging winds, lightning, hail, and at their worst, tornadoes. Wind gusts and sudden downdrafts within severe thunderstorms can be strong enough to cause significant wind damage. East of the Mississippi, the greatest number of thunderstorms occur during the month of July when surface heat and atmospheric moisture is at its peak. Most of these storms develop during the late-afternoon or evening hours, when the atmosphere is most destabilized and the heat is at its maximum.

Tornadoes are funnel-shaped, rotating columns of air extending from the base of a thunderstorm to the ground (prior to making contact with the ground it is known as a funnel cloud). No wind measuring instrument has ever survived a direct hit by a tornado, but estimates developed from scientific observation have estimated top winds to be approximately 280 mph (N. Audubon). Their powerfully concentrated winds can uproot trees, damage buildings, and turn what appear to be small, harmless objects into deadly projectiles.

A tornado's path of destruction may be more than one mile wide and may extend for 50 or more miles in length. Approximately 87% of all tornadoes travel a path from the southwest to the northeast, but numerous variations have been observed. The speed of their movement along the ground can range from as slow as 5 mph to as high as 73 mph. The average tornado ground speed is 35 mph. After making its first contact with the ground, the average life of a tornado is 15 minutes. This means that the average tornado, with a ground speed of 35 mph, would travel almost 9 miles before dying out (N. Audubon).

Like hurricanes, researchers use a scale, known as the Fujita-Pearson Tornado Intensity Scale to rate their strength.

Scale	Category	Wind Speed (mph)	Path - Length (miles)	Path - Length (yards/miles)	Expected Damage
F0	Weak	0-72	0.0 - 1.0	0 - 17 yds	Light
F1	Weak	73-112	1.1 - 3.1	18 - 55 yds	Moderate
F2	Strong	113-157	3.2 - 9.9	56 - 175 yds	Considerable
F3	Strong	158-206	10.0 - 31.0	176 - 556 yds	Severe
F4	Violent	207-260	31.1 - 99.9	0.34 - 0.99 mi	Devastating
F5	Violent	261-308	100.0 - 315.0	1.00 - 3.00 mi	Catastrophic

Tornadoes are particularly threatening because there is often little warning of their approach. The activation of Doppler radar in certain areas provides weather services with an additional tool for detecting the possible existence of a tornado and the opportunity to issue a warning before the tornadoes approach. The National Weather Service monitors weather activity and issues alerts as follows:

- **Severe Thunderstorm Watch** - Meteorological conditions exist that may promote the generation of severe thunderstorms.
- **Severe Thunderstorm Warning** - Severe thunderstorms are confirmed to be present in the area.

- **Tornado Watch** - Meteorological conditions exist that may promote the generation of tornadoes.
- **Tornado Warning** - A tornado has been sighted, either on the ground or on weather radar.

When a Warning has been Issued

- Immediately seek shelter in an interior section of the building. In many commercial buildings, this may be a main corridor.
- Stay away from windows, doors, and outside walls. Avoid lobby areas of the building.
- If you are caught in a perimeter office, seek shelter under a desk or table.
- Do not use the elevators.
- If you are outside and unable to reach shelter, lie in the nearest ditch or culvert and shield your head with your hands.

After a Storm has Struck

- Proceed to a safe, undamaged location. Watch for broken glass and downed power lines.
- Contact emergency personnel (**Dial 911**) to report damage and/or injuries.
- If possible, listen to radio or television broadcasts to confirm that the danger has passed and that no other warnings have been issued.
- Notify emergency personnel of any injuries or suspected injuries.
- Notify Cardinal Point personnel of any assistance that may be needed to arrange for transportation home, phone calls to relatives, retrieval of personal items, etc...

Cardinal Point personnel will quickly work with emergency personnel to address any personal injuries and help secure the property and surrounding area.

HURRICANES

Hurricanes are the most powerful natural force on the earth. Often spawned in the warm tropical areas of the ocean, hurricanes may travel hundreds of miles and survive for 30 days or more. All hurricanes develop an "eye," an area of relative calm around which the storm winds circle. These powerful storms may produce significant rainfall, thunderstorms, tornadoes, and dangerous winds, all of which intensifies as you approach the eye. These threats are not insignificant, but the hurricanes effect on the ocean water poses the greatest threat of all.

As the hurricane approaches land, the force of the storm's winds push the ocean waters into a large ridge called a storm surge. The storm surge, which also intensifies as you approach the eye, can easily add 10 or more feet to the ocean's depth. Depending upon the daily tide, several more feet may be added to the storm surge. Finally, waves on top of the storm surge may reach 25 feet or higher in the more intense hurricanes. The storm surge contains enormous destructive power with the potential to destroy buildings and bridges, induce flooding, and even alter the coastal landscape itself. It is often the effects of storm surge that accounts for the majority of hurricane related deaths.

Hurricanes begin as tropical storms and graduate to hurricane status when they develop a sustained wind speed of 74 mph. Hurricane season extends from June to November, with the majority of storms occurring during the month of September. Weather satellites and sophisticated tracking systems have greatly enhanced the National Weather Service's ability to identify, track, and predict the path of these storms.

There are four types of hurricane related warnings:

- **Tropical Storm Watch** - Issued when tropical storm conditions are expected within 36 hours.
- **Tropical Storm Warning** - Issued when tropical storm conditions are expected within 24 hours.

- **Hurricane Watch** - Issued when hurricane conditions are expected within 36 hours. Residents in the watch area should begin storm preparations and be prepared to take immediate action in the event a hurricane warning is issued.
- **Hurricane Warning** - Issued when hurricane conditions are expected within 24 hours. By this time, preparations for the storm's arrival should be complete and evacuations should commence as directed by local authorities.

Category	Sustained Wind Speed (mph)	Storm Surge (ft)	Likely Damage
1	74 - 95	4 – 5	Minimal
2	96 - 110	6 – 8	Moderate
3	111 - 130	9 – 12	Extensive
4	131 - 155	13 – 18	Extreme
5	155 +	18 +	Catastrophic

Hurricane Preparations

Cardinal Point personnel will inspect each building for hurricane preparedness, but you should also make your own internal preparations. Ideally, contingency plans for hurricanes will already exist and await implementation in the event of a storm threat. If not, included in your basic preparation you should:

- Issue a notice to all employees on notice that a hurricane may be approaching.
- Establish a means of communicating with employees after the storm when phone service and travel may be restricted. This may involve the use of public service announcements by television and/or radio stations to communicate business closings and dates/times for resuming operations.
- Monitor television and radio broadcasts for updates regarding the storms position and to stay abreast of any warnings or watches that may be issued. It is always wise to have a battery-powered radio available.
- Comply with evacuation instructions issued by local authorities.
- Avoid using the phone except for emergencies. Emergency personnel will require priority for phone line use.
- Equip any employees working during the storm with adequate emergency supplies and equipment, such as first aid kits, fresh water, and flashlights with spare batteries.
- Any items stored outside of the premises should be secured or moved to an interior location.
- Prior to vacating the premises, confirm that all electronic appliances and computers have been turned off and unplugged. When practical, valuable equipment should be moved to an interior location. Any non-essential utilities should be shut-off.
- Contact any vendors needed for post-storm restoration and make arrangements for their services. After the storm, competition for such services can become fierce.

During the Storm

- Monitor television and radio broadcasts for updates regarding the storm's position and to stay abreast of any warnings or watches that may be issued.

- Follow any additional evacuation instructions that may be issued by local officials.
- Stay away from windows and doors, even if they are covered.
- Take shelter in an interior room where structural supports are at their strongest.
- Do not be fooled by the eye of the hurricane. If the eye passes directly overhead, there will be several moments during which the storm will appear to have passed. This lull may last for a few moments to half an hour or more.

After the Storm

- Beware of downed power lines, broken glass, and debris.
- Inspect your business for damage using a flashlight - DO NOT light matches or turn on electrical appliances until you are sure it is safe to do so.
- Inspect all utility connections and shutoff any utilities that may have been damaged by the storm. If you smell gas at your home, shutoff the main gas valve, open windows, and evacuate everyone from the home immediately. Report utility outages to the local utilities.
- Clean up any spilled chemicals, medicines, and flammable liquids.
- Continue to monitor radio or television broadcasts for additional instructions.
- Check on neighboring tenants and offer assistance as needed.
- Make temporary repairs to protect your business, improve safety, and prevent further damage. If possible, take photographs of the damage prior to making any repairs.
- Contact your insurance carrier to report any property damage.

MEDICAL EMERGENCIES

No business, regardless of location, is immune from the risk of medical emergencies. When a medical emergency occurs, it is important to act quickly and effectively. Having first aid kits readily available and personnel with medical training, such as CPR and first aid procedures, can make the difference between life and death. Regardless of the depth of your medical knowledge, there are certain basic procedures that should be followed during any medical emergency.

- Contact emergency personnel (**Dial 911**) immediately. Be prepared to provide the following information:
 - The exact location of the injured party.
 - Your name.
 - A telephone number where you are calling from.
 - A description of what happened to the injured party and the current condition of the party.
 - The number of people involved.
 - What medical treatment, if any, is currently being provided?
- Do not attempt to move an injured or ill person unless the victim's life is endangered.
- Check the victim for life-threatening conditions and administer basic first aid. Otherwise, try to keep the injured party comfortable until trained medical personnel arrive.
- Avoid contact with bodily fluids when possible. If contact is unavoidable:
 1. Wear disposable gloves or other protective material.
 2. While providing care, avoid hand contact with your mouth, eyes, and nose.
 3. Wash your hands with soap and water immediately after providing care.

BOMB THREAT

In most cases, bomb threats are intended to disrupt business operations. Despite this fact, all bomb threats should be taken seriously. It is important to obtain as much information as possible, accurately relay this information to both the police and building management, and implement a cautious, systematic response plan.

ALL BOMB THREATS SHOULD BE REPORTED TO:

Law Enforcement	(Dial 911)
Cardinal Point	(954) 493-7725

It is Cardinal Point policy to cooperate fully with law enforcement and fire department personnel. If the police or fire departments recommend the evacuation of the building or portions of the building, this information will be relayed to tenant representatives immediately. In many cases, law enforcement and fire department personnel will not offer recommendations on whether or not to evacuate the premises. In those cases, each tenant must evaluate the available information and form their own decision to evacuate or not evacuate the building. Cardinal Point personnel will relay all available information regarding the threat to each tenant representative, but **Cardinal Point personnel will not offer any recommendations to evacuate or not evacuate unless instructed to do so by authorized law enforcement or fire department personnel.**

According to *Bomb and Physical Security Planning*, a publication by the Bureau of Alcohol, Tobacco and Firearms, there are three possible responses to a bomb threat:

1. Ignore the threat.
2. Evacuate Immediately.
3. Search and evacuate if warranted.

Ignoring the threat poses obvious risks. While statistical evidence confirms that most bomb threats are not real, there have also been instances where bombs were found in response to a threat. Ignoring the threat may also unintentionally convey a message to employees that their safety is not a primary concern.

Evacuating immediately based on every bomb threat also carries certain risks. The disruptive effect on business operations is obvious. According to the ATF publication, "If the bomb threat caller knows that your policy is to evacuate each time a call is made, the perpetrator can continually call and force your business to a standstill." In addition, a bomber intent on causing physical injury could place a bomb near an exit route and then call in the threat.

Many businesses opt for option three, a search of the premises and the evacuation of the building if a suspicious package or device is found.

CONTACT INFORMATION

Corporate Contact Information:

Cardinal Point Management, LLC
4488 W Boy Scout Blvd
Suite 250
Tampa, FL 33607
Tel: (813) 223-6540
Fax: (813) 223-6054
Website: www.cardinalpointmanagement.com

Tenant Services:

Cardinal Point Management, LLC
Deanna Castillo, Property Manager
dcastillo@crdpt.com
(954) 493-7725
(954) 541-0793

Guillermo Benavides, Chief Building Engineer
Benito Davila, Maintenance Engineer

100 W Cypress Creek Rd
Suite 840
Ft. Lauderdale, FL 33308
Tel: (954) 493-7725
Website: www.cardinalpointmanagement.com

Appendix D Hurricane Checklist & Office Equipment Storage

Check Supplies on hand: plastic bags, boxes, packing tape

Storage of Office Equipment:

Tag your office equipment (computers, phones, keyboards, extension cords, printers, and personal items) with your business cards or index cards/Post-it notes with your name. Office equipment to be placed on top of the table in the Executive and Metro Conference Rooms. If more storage space is needed, the MPO 3 room will also be used.

Zone # 1 Metro Conference Room

Zone # 2 & 3 Executive Conference Room

Zone # 4 Board Room Storage Closets

Appendix E Emergency Information & Resources

**Broward County Emergency Management Division
(954) 831-3900**

201 Northwest 84th Avenue
Plantation, FL 33324

<http://www.broward.org/Emergency>

State of Florida Division of Emergency Management:

<https://www.floridadisaster.org>

Broward County Hurricane Evacuation Information:

<https://www.broward.org/Hurricane/pages/evacuations.aspx>

Appendix F Instructions for Telephone Communications

Everyone should record or update the outgoing messages on their phone before being sent home for an approaching storm or other emergency.

Telecommunications for the MPO is provided by RingCentral. Users can access their accounts through the RingCentral desktop application, or mobile app, or by logging into their account through a web browser at <https://app.ringcentral.com/login>.

Voicemail greetings and call forwarding to another extension can be changed through each of the platforms through the settings menu, which also provides a help setting that provides step-by-step guidance. All incoming and outgoing calls are automatically routed to the user's direct office phone line.

Appendix G Emergency Evacuation Procedures

Safety Committee **Team Leaders/Alternates:**

ZONE 1 – Reception Area to Staff Kitchen (including Executive & Metro Conference Rooms)

Renee Cross/Oscar Nelson

Team Members: James Cromar, Paul Calvaresi, Jihong Chen, Paul Flavien, William Cross, Roger Miranda, Chris Bross, Oscar Nelson, Jackie Barszewski, Paula Prusinski, Jennipher Tucy

ZONE 2 – Staff Kitchen to Shared Office # 04A/04B (including Greg Stuart’s office) and sign in sheet

Kathy Singer/Vilma Hurtado

Team Members: Andrew Riddle, Peter Gies, Greg Stuart, Vilma Hurtado, Renee Cross, Jose Vera, Christopher Restrepo, Juan Canez, Levi Stewart-Figueroa, Kathy Singer

ZONE 3 – Fazal Qureshi’s Office to Carl Ema’s Office (including interior offices)

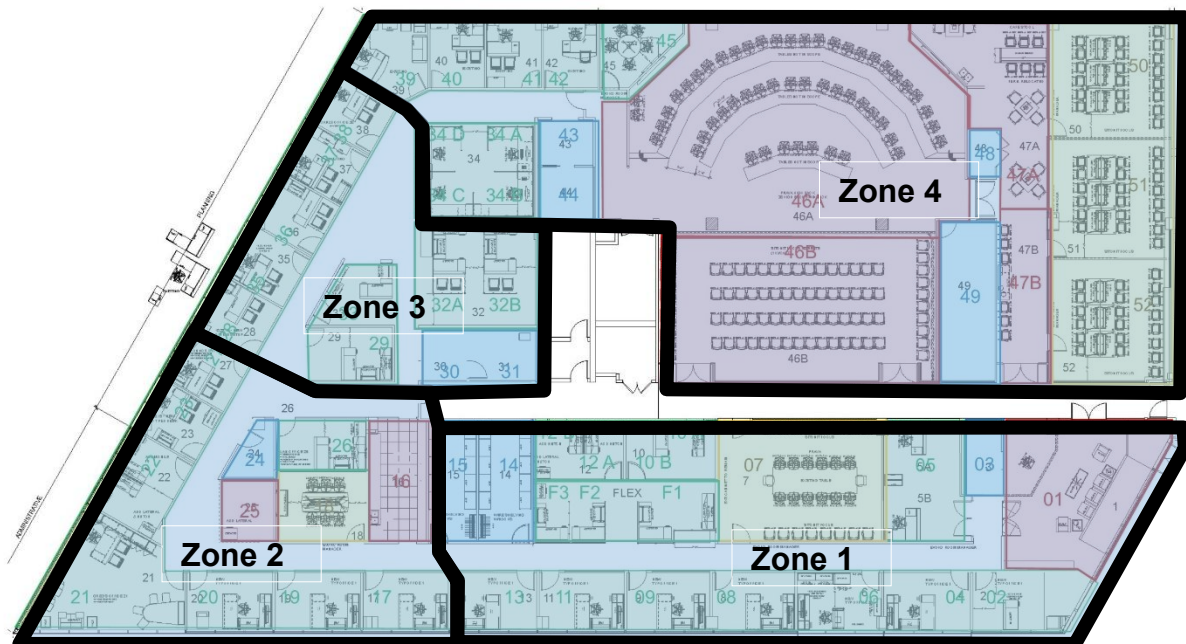
Norma Corredor/Miguel Perez-Barquero

Team Members: Fazal Qureshi, Amanda Christon, Kerrie MacNeil, Norma Corredor, Darci Mayer, Carl Ema, Rebecca Schultz, Miguel Perez-Barquero

ZONE 4 – Bryan Caletka’s Office to Derek Brown’s Office (including interior offices, MPO Board Room, MPO Board Kitchen and MPO 1, 2 & 3)

Derek Brown/Adrian Liburd

Team Members: Bryan Caletka, Debora Blaszak, Adrian Liburd, Julia Ronquillo, Buffy Sanders, Kayla Orazi, Derek Brown, Karen Friedman



MPO SUITE 650 FLOOR PLAN

Team Leader Duties in the Event of a Fire

- Upon hearing a fire alarm, do not wait for more information or to ascertain the cause of the evacuation, actively encourage staff / visitors / vendors within your area to PROCEED IMMEDIATELY TO THE NEAREST EMERGENCY EXIT! Alert others to the danger as you leave.
- Check those areas that you are responsible for on your way towards the emergency exit. If possible, if you are the last person out, close doors as you head toward the exit.
- ***Do Not Use Elevators!*** Use the nearest staircase and walk down quickly. Always keep to the right when walking down the staircase.
- Note: For persons unable to use exit stairs or those with limited mobility, staff may attempt to assist person(s), but if they are unable to, then escort them to the fire stairwell landing, and instruct them to wait until emergency response arrives. Use phone to call 911 to alert and inform emergency services of person(s) that have remained on the floor or in the stairwell. Staff will continue to exit the building.
- Proceed immediately to the designated meeting place at the **Tri-Rail Station (east platform) stairway nearest to our building**. The team leader(s) with the sign-in sheet will call roll to ensure no one is left in the building.
- Once we have accounted for everyone, we will wait until the building has been deemed safe to return. **Do not re-enter the building until the building security or emergency services give clearance.**

TRADE CENTRE SOUTH STAIRWELLS:

The fire exit stairwell doors are tied into the fire alarm panel and are for exit only in case of an emergency. Once the fire alarm goes off the doors release.

There are three emergency stairwells in the building. The closest is just outside the MPO staff entrance at the hall's south end, followed by the central stairwell just past the vending machines and bathrooms, then the stairwell at the north end of the hallway. ***The evacuation floor plans are also posted in the elevator lobby.***

Our stairwells have a smoke evac system to prevent smoke from filling the stairwells.

The doors are locked during normal business hours as they are for emergency use exit only. This is also a safety precaution so that people can't just walk into your space from the stairwell.

Tips for Using Fire Extinguishers:

A portable fire extinguisher can save lives and property by putting out a small fire or containing it until the fire department arrives, but portable extinguishers have limitations. Because fire grows and spreads so rapidly, the number one priority is to get out safely.

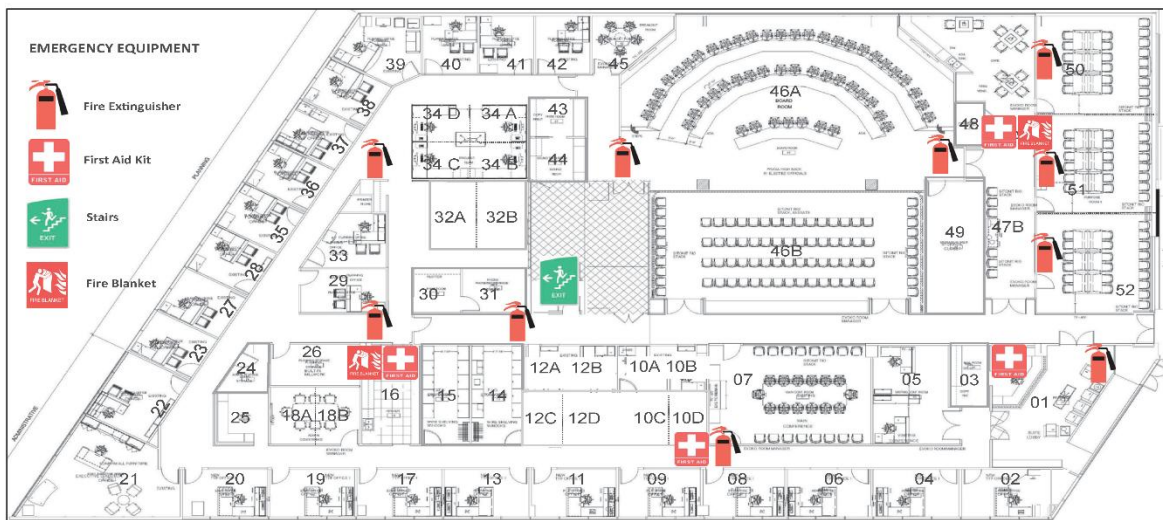
Use a portable fire extinguisher when the fire is confined to a small area, such as a wastebasket, and is not growing, everyone has exited the building, the fire department has been called or is being called, and the room is not filled with smoke. To operate a fire extinguisher, remember the word **PASS**:

- **P**ull the pin. Hold the extinguisher with the nozzle pointing away from you and release the locking mechanism.
- **A**im low. Point the extinguisher at the base of the fire.
- **S**queeze the lever slowly and evenly.
- **S**weep the nozzle from side-to-side.
 - Read the instructions that come with the fire extinguisher and become familiar with its parts and operation before a fire breaks out.
 - Keep your back to a clear exit when you use the device so you can make an easy escape if the fire cannot be controlled. If the room fills with smoke, leave immediately.
 - Know when to go. Fire extinguishers are one element of a fire response plan, but the primary element is safe escape.

Appendix H Emergency Equipment

Fire Extinguishers	Qty
Front receptionist office near entrance doors	1
Staff kitchen hall (outer east side wall)	1
Board Room - near electrical room	2
Board Room - near storage room	1
MPO room #1	1
MPO room #2	1
MPO room #3	1
Back hallway by electrical room/stairwell	1
Back side of wall by "Google" printer	1
Outside wall just outside Executive Conference Room (07) on wall across from room 08	1

First Aid Kits	Qty
Across the hall from Paul C.'s office	1
Staff kitchen	1
Outside of Board Room in kitchen on wall near storage closet	1
Smaller first aid kit on credenza next to receptionist's desk	1
Fire Blankets	Qty
Staff kitchen	1
Board Room kitchen	1



BROWARD MPO OFFICE PLAN

ADDENDUM

Annex Hurricane Checklist & Equipment Storage

Check Supplies on hand: plastic bags, boxes, packing tape

Storage of Office Equipment:

Tag your office equipment (computers, phones, keyboards, extension cords, printers, and personal items) with your business cards or index cards/Post-it notes with your name. Office equipment to be placed on top of the table in the annex IT storage closet between Jose and Darci's areas.

Annex Emergency Evacuation Procedures

Safety Committee **Team Leaders/Alternates:**

ZONE Annex – Entire Annex Area

Kathy Singer/Peter Gies

Team Members: Kathy Singer, Bill Cross, Peter Gies, Juan Canez, Jihong Chen, Paul Flavien, Andrew Riddle, Jose Vera, Darci Mayer, Paula Prusinski, Jennipher Tuky, Roger Miranda

Annex Emergency Equipment

-  Fire Extinguisher
-  First Aid Kit
-  Fire Blanket
-  Exit

