



ASSOCIATES, INC.

*Exceptional management
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To: Owners and Residents of all AKAM-managed Properties

From: Doug Weinstein, Director of Operations

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 residences.

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 household needs electricity to operate an oxygen machine, nebulizer, or any other life-sustaining machine.
7. Review with all family members a plan to evacuate your unit should it become necessary.
8. Have a "Go Bag" ready containing the following items:
 - One or more changes of clothing and all needed personal sundries
 - Copies of your important documents in a waterproof and portable container (insurance cards, photo IDs, proof of address, etc.)
 - An extra set of car and house keys
 - Credit and ATM cards, and cash in small denominations
 - Bottled water and non-perishable foods (e.g. energy/granola bars, etc.)
 - A flashlight (we suggest the LED type) for each family member, and extra batteries
 - A battery-operated AM/FM radio and extra batteries
 - All medications taken by each member of your household, and a list of the medications, why they are taken, and their dosages. (If you currently store extra medication in an existing Go Bag, be sure to refill it before it expires.)
 - A first-aid kit
 - Contact and meeting place information for your household, and a small regional map
 - Child care/elder care supplies and all other special care items

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

- Store all furniture, cushions, plantings and any other decorative items inside your apartment 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 residents 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/>.