
As the **2016 Hurricane Season** begins, the information below shall serve as a reminder of the Building's policies and procedures. Hurricane Season brings challenges in planning, preparation, communication, potential Building closures and evacuations as well as re-entry into the City and Building. The key to dealing with these challenges is to be prepared; plan, plan and plan some more.

All Tenants should have their current emergency plans in place and should be familiar with the [Building Emergency Procedures](#). Listed below are several key important facts and/or considerations:

- Our number one priority is the safety and security of our Tenants, their employees and the employees of our Management Team.
- Revisit your company's emergency procedures. Make sure your company's emergency procedures coincide with the Building's Emergency Procedures.
- It is equally important to have a Business Continuity Plan (BCP) as part of your company's emergency plan. This contingency plan should include the evacuation of all essential data and files necessary to conduct your business offsite. It should also include how your employees are going to contact your firm during an emergency and where they are to meet and/or office offsite.
- In the case of evacuation and an extended period of time out of the building, you should be prepared to conduct your business from an area outside of these office buildings.
- Send any and all emergency contact information updates/revisions to the Building Management Office to the attention of Tiffany (tiffany.leon@am.jll.com). It is essential that this information be maintained and updated when there is a change so that our JLL Team has the most current contacts in the event your firm needs to be contacted during an emergency.

As always the safety and security of our Tenants and the personnel who work for our Buildings are our number one priority. With your safety in mind, all Tenants will be requested to timely evacuate the Buildings in accordance with direction from the [City of New Orleans](#), so that the Buildings may be closed and secured in a timely manner. The Buildings and the Buildings' Parking Garages cannot, and will not be used as shelter. Any and all evacuations will follow the guidelines and direction as set forth by the City of New Orleans.

NOLAReady is an alert system that allows City Officials to contact you during an emergency by sending messages to your:

- E-mail account (work, home, school, etc.)
- Cell phone, Smart phone or hand held device

NOLAReady is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact, re-entry placard registration and other important information. You can also register by logging into <http://www.nola.gov/ready/>.

There are two State of Louisiana Hurricane Guides that can be found by logging into <http://www.getagameplan.org/> and <http://www.lsp.org/pdf/LAHurricaneGuides2011.pdf> (please

note that this second website from the Louisiana State Police Hurricane Guide for 2011 is valid for the 2016 Hurricane Season.) Please share these sites with your employees and make them a part of your company hurricane plan.

Always remember that in the event of an evacuation, the Buildings will be re-opened as soon as safe conditions exist, Building Management, Security, Janitorial and Parking Services are able to return to the site, all building systems have been confirmed operational, normal services have been restored and the premises are safe for occupancy.

A few key items to remember:

- 1515 Poydras and 1555 Poydras Buildings are not to be used as a shelter or a place of refuge.
- JLL will monitor the City of New Orleans updates.
- JLL will give as much advance notice as possible regarding changes in Building operations and Building access.
- Be sure to check the building's website at www.1515poydras.com or www.1555poydras.com prior to the storm, as well as during and after any emergency event. Notifications will come out as often and timely as possible. There are various avenues of communication through Ringclear, the [1515 and 1555 Websites](#), [Facebook](#) and the 800 number.
- In the event of an emergency (severe hurricane updates, bomb threat, building closing due to power outages, etc) we have contracted with RingClear to automatically send voice messages to our tenants. Two (2) members of your organization (local and/or national offices) should be appointed to receive such notifications.
- Check the message on our 800 number for alerts, notifications and other pertinent information. That number is 1-800-574-0609.

For Tenants who are part of the infrastructure support locally, regionally and nationally, that are required to be onsite through events such as hurricanes, your firm will be required as in the past, to review and sign the proper release forms in advance (for each event) of any building closures or evacuations. This will provide you necessary access to your equipment/suite. For more information regarding this release and the process required to remain onsite, please inquire with the Management Office for details and the proper legal release forms if you have not already done so. It is important at this time to be sure your Tenant Certificate of Insurance is up to date and on file in the Management Office to expedite the approval process for acquiring a release form.

Again, please remember that the Parking Garage is not a safe haven for vehicles and should not be utilized for this purpose. There will be no access to the Garages in the event of an evacuation or building closure. The Parking Garage will not be reopened for access until the garage is cleared of any debris and the Parking Company can properly staff the site.

When potential storms make their way into the Gulf, we will keep all of our Tenants abreast with updates via tenant advisories and hand outs. Your support and cooperation is greatly appreciated in helping to insure the safety of all Tenants of the Buildings. Should you have any questions or concerns, or believe you are a part of the "infrastructure support," please contact your Tenant Services Rep, [Tiffany Leon](#), and/or the Senior Chief Engineer, [Jacques Legrand](#) and/or the General Manager, [Sue Tucker](#) in the Management Office at (504) 585-2670.