



**1515 & 1555 POYDRAS PROPERTIES  
HURRICANE PREPAREDNESS MEETING AGENDA  
June 16, 2016**

- **Safety Minute: June is National Safety Month;** Jacques Legrand, Senior Chief Engineer
- **Helpful Hints& Emergency Tips**
  - Medical ID
    - How To Setup Medical ID on your iPhone
      - Go into your Health App
      - Click the Medical ID tab
      - Enter in your personal information
      - Enable information to show on Emergency Screen
    - To check your information, go to your passcode page and on the bottom left hand side tap “Emergency.” Once you are on your Emergency Screen, on the bottom left hand side tap “Medical ID.”
  - See Send
    - Connecting concerned citizens, first responders and law enforcement directly to key intelligence centers throughout the United States.
    - If you SEE suspicious activity, SEND a photo or note with 3 easy steps
      - *\*Available at no-charge in your app store\**
        - See it
        - Snap it
        - Send it
- **WELCOME & INTRODUCTIONS OF STAFF**
- **PURPOSE...Annual preliminary meeting of all tenant contacts to ensure everyone is prepared in the event of storm, as well as go over the Building Management’s expectations.**
- **EXPECTATION OF OUR Tenants**
  - Is your insurance certificate current with the management office?
  - As our tenants, we need to be able to count on you in the event of storm.
  - What are your company plans? Do you have the proper vendors in place if support is needed? Staging & Re-entry? Do your employees understand your company’s plan and the building’s plans?
  - A good website to visit for assistance with your hurricane plan is <http://www.getagameplan.org/planBusiness.htm>

➤ **Overview of JLL Hurricane Plan**

- PREPARATION - Note in the event of a Tropical Weather System:

1. **Hurricane Preparedness: Jones Lang LaSalle (JLL) Management will follow the directives of the local authorities.** If a tropical weather system involving either a Tropical Depression/Storm or a Hurricane - Category 1 or 2 enters or forms in the Gulf of Mexico and is projected to hit the area, the Buildings will monitor and evaluate to make a determination as to whether JLL Management will activate Emergency Procedures. Once Hurricane Emergency Procedures are implemented, Management will move to a skeleton crew onsite which could include employees from management (General Manager/Assistant General Manager and Admin Staff), engineering (Senior Chief, Assistant Chief) and security on-site. Under this scenario, it is possible that the City could order an evacuation.
  2. **NOLAReady** is an alert system that allows **City Officials** to contact you during an emergency by sending text messages to your:
    - E-mail account (work, home, school, etc.)
    - Cell phone, pager
    - 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 and other important information.
    - You can also register by logging into: <https://member.everbridge.net/index/1772417038942701#/login>
    - CNO completed an upgrade to this system several years ago, please go in and double check to make sure that you are still registered if you have not done it this year yet.
  3. **Notification:** Prior to evacuation, tenants are advised of the City status via e-mail and 1515/1555 websites (Tenants sent updates on storm/hurricane status). Ring Clear is activated. Advisories are posted with updated information. Check the 1-800 number, Building Website and Facebook page for current information.
  4. **Evacuation:** If a Category 3 or higher is projected and/or an evacuation order is given by the local authorities, the Buildings will be completely closed and the Building Staff (management, engineering, maintenance, parking and security) will evacuate.
  5. **Telephone Line:** The 1-800 line for up-to-date current building status information is: **1 (800) 574-0609**.
  6. **Websites:** <http://www.1515poydras.com> <http://www.1555poydras.com>
- **EMERGENCY CONTACT INFO CONTACT SHEET:** our information is only as good as what is provided to us. Therefore we request any changes be provided to us as soon as possible. Tiffany has the current list and you can review after the meeting as to who is currently on the list.

**Updated forms should be sent to:**  
**Tiffany Leon** ([tiffany.leon@am.jll.com](mailto:tiffany.leon@am.jll.com))

➤ **QUESTIONS, SUGGESTIONS AND COMMENTS**

**Thank you for joining us in this all-important training session.**

*JLL Management*

