
EXHIBIT "4"

HURRICANE PREPAREDNESS POLICY AND PROCEDURES

Overview

It is necessary to establish procedures prior to and during hurricane season in an effort to ensure personal safety and minimize property damage, accidents, and downtime of the project. Individual phases have been outlined below to assist in identifying the appropriate actions and responsibilities during various stages of a tropical storm/hurricane. It should be noted that exact times and conditions will vary for each potential storm/hurricane that the project may face. Therefore, this plan shall be reviewed with the entire project team prior to the hurricane season and on a routine basis during the season.

Phase 1- Pre-Hurricane Procedures

The Association will be responsible for adhering to the requirements of the this Hurricane Preparedness Policy and Procedures in addition to their own policy. Prior to commencing Work on the Project, arrangements shall be made by each party to:

- Submit emergency contact information to each other.
- Identify key personnel who will be responsible for implementing the Hurricane Policy.
- Identify evacuation and dismissal procedures.

Phase II - Pre-Evacuation Stage - Tropical Storm Watch/Warning /Hurricane Alert

During this stage, severe storm conditions (winds in excess speeds of 39-73 mph) can be expected to hit the area within 48 hours. Storm alerts will be issued throughout the day by meteorological offices listing probable areas affected by the storm. Alerts will be monitored by the Association's Representative/or Property Manager, Engineer and by Contractor's Construction Project Manager.

Should a Tropical Storm Watch/Warning/Hurricane Alert be issued by the National Weather Service, the Association's Representative & the Engineer shall execute the change order submitted by the Contractor, approving for the Contractor to begin securing the project for the possible weather event immediately and without delays. Should the Association or it's Engineer not approve the change order in a timely manner, any and all damages associated with the storm will be the responsibility of the Association.

The shipping coordinator and/or logistics manager shall coordinate with the shipping company to stop all shipments of equipment, materials, tools, etc. to the job site. Whenever possible, containers that are already on site shall be located as close together as possible or placed in a manner to reduce the effects of the tropical storm, or hurricane to the Project.

The Project Manager shall coordinate with the Association's Representative/or Property Manager to determine a designated area to store all materials and equipment necessary to reduce the effects of the tropical storm, or hurricane to the Project.

If movement of equipment is not possible, secure equipment as reasonable as possible.

Ensure that all project drawings are protected and secured in an interior room or closet and cover with bags or visqueen. A copy of all project drawings must be maintained in a secure location off-site.

Secure trailers as much as possible. They should be secured into the ground with hurricane straps. If possible.

The Project Manager shall ensure the project is secured and the following issues are being addressed:

Plywood protection shall be secured to all windows and building openings as determined by the Association/or Property Manager, and the Engineer.

All loose materials, equipment and supplies shall be secured to a stable structure provided by the Association or placed in containers already onsite.

All of the Contractor's materials on rooftops shall be removed and free of debris.

Lower all crane booms, buckets, and blades on equipment.

Arrange for pick-up of all dumpsters in as far advance as possible.

Secure and contain all chemicals and fuels.

All vehicles, heavy equipment, machinery and tools should be removed from low lying areas where flooding is likely.

All vehicles, equipment, power tools, generators and fuel storage containers shall be "topped-off."

If Applicable Coordinate the disconnection of power sources to the Project with the appropriate personnel.

Identify procedures and personnel to re-energize the Project. Only authorized personnel shall re-energize electrical equipment.

Scaffolding shall be disassembled where possible or secured in place. All planking shall be removed and secured.

Obtain pictures, and or video of the project and surrounding areas prior to the storm.

Metal banding and/or cable with clamps is the preferred method of securing loose items to a structure.

PHASE III - HURRICANE WATCH STAGE

Hurricane conditions may exist within 36-48 hours in some parts of Florida. At this point, the Association's Management and the Contractor's Project Manager shall ensure that all personnel are dismissed as soon as all hurricane preparations are completed. The Superintendent shall ensure that all hurricane preparations to secure the site have been completed. He/She will also determine when temporary and or permanent power shall be disconnected and that emergency materials and equipment stockpiled for use after a hurricane.

PHASE IV - HURRICANE WARNING STAGE I HURRICANE IMPACT

This is when hurricane conditions are expected within 24-36 hours or a hurricane is striking the area. At this time, the Association's Management should be establishing a recovery team to return to the project. Ensure an electrician and other key Trade Contractors such as equipment operators are included in the recovery team.

PHASE IV - POST HURRICANE PROCEDURES

As soon as reasonably possible, the Association's Representative/or Property Manager and The Contractor's Project Manager shall return to assess the project. A "Damage Report" should be completed and forwarded to the Association, by the Property Manager, Engineer and the Contractor's Project Manager as soon as possible. Pictures and/or a video shall be obtained noting any damages to the project or surrounding areas.

WHAT IS A HURRICANE?

A hurricane is a type of tropical storm with strong winds circulating around an extreme low pressure area. When speeds reach 74 miles per hour, the storm is officially classified as a HURRICANE.

A hurricane's spiraling wind and rain bands can extend hundreds of miles from its eye. As the storm approaches land, tornadoes may form around its outer edges.

The most dangerous part of a hurricane is the storm surge, the large dome of water that floods as the storm makes landfall. This surge is the greatest threat to life. Even if the storm strikes at low tide, the water level might reach as high as 20 feet at the shoreline. Flooding is also caused by heavy rains as the hurricane moves across the island.

Most hurricanes start in the tropical waters of the Atlantic Ocean, the Caribbean Sea and the Gulf of Mexico. Although "hurricane season" runs from June 1 to November 30, most hurricanes strike in August, September and October.

HURRICANE-RELATED TERMS

TROPICAL DISTURBANCE: An organized system of clouds and thunderstorms without a defined circulation.

TROPICAL STORM: An organized system of strong thunderstorms with a defined circulation and maximum sustained winds of 39 - 73 mph.

HURRICANE WARNING: Hurricane conditions are expected in 24 - 36 hours. Hurricane preparations should be completed. Follow dismissal/evacuation instructions outlined in this policy.

HURRICANE WATCH: Hurricane conditions are possible within 36 - 48 hours. Preliminary preparations to protect life and property should begin. Stay tuned to radio and TV for weather updates.

HURRICANE SCALE (Saffir/Simpson Scale):

- Category 1 - Wind speeds of 74-95 mph
- Category 2 - Wind speeds of 96-110 mph
- Category 3 - Wind speeds of 111-130 mph
- Category 4 - Wind speeds of 131-155 mph
- Category 5 - Wind speeds of 156+ mph

IMPORTANT PHONE NUMBERS

Police/Fire Headquarters	
Power Company	
National Weather Service	305-229-4522
U.S Coast Guard (Miami Sector)	305-535-4316
U.S. Coast Guard (District 7/S.E. Coast)	305-415-6800

STORM TRACKING SOURCES

Internet Sites:

- <http://www.accuweather.com/>
- <http://www.intellicast.com/>
- <http://www.weather.com/>
- <http://www.weatherunderground.com/tropical/>
- http://www.nrlmry.navy.mil/tc_pages/tc_home.html
- <http://www.nws.noaa.gov/>

Emergency Contact Information:

Association's Emergency Manager: _____
Office phone: _____
Mobile Phone: _____

Engineer's Emergency Manager: _____
Office phone: _____
Mobile Phone: _____
Alternative Mobile Phone: _____

Contractor's Emergency Manager: _____
Office phone: _____
Mobile Phone: _____
Foreman: _____