

March 21, 2013

To All Residents
300 West 23 Street
New York, NY 10011

Re: **EMERGENCY PREPARATIONS**

Ladies and Gentlemen,

As initially issued on October 26, 2012 prior to and as a follow-up to Hurricane Sandy, please be reminded of the following emergency recommendations and precautions before and during a blackout or severe weather condition:

1. Monitor radio, television, and other media regarding the status of the emergency and pay attention to any **NYC Public Service and Emergency announcements and instructions**.
2. Such emergencies can impact general services in the city including:
 - a. Shutdowns of subways, and slowing of means of transportation.
 - b. Electricity blackouts, either locally or citywide.
 - c. Flooding, including water backing up from street storm drains into basements.
3. Please be reminded of some “general” emergency preparations:
 - a. Have **drinking water and non-perishable food** “in stock” in your home.
 - b. Have adequate **medications and other items for personal needs** on hand.
 - c. Have **pet supplies** on hand.
 - d. Have **flashlights and batteries** on hand.
 - e. Have a **battery-operated radio** on hand.
 - f. Have a **first aid kit** and supplies on hand.
 - g. Be sure to have some **cash** on hand.
4. Be prepared for **Possible Disruption to Electrical Service**. If there is an Electrical outage:
 - a. The building’s water pumps will not work and water supply can be disrupted.
 - i. **Fill your bathtub with water** and have a pail on hand to flush a toilet.
 - ii. Have drinking water on hand.
 - b. Be reminded that the building’s **elevators may not work** in case of a power failure.
 - c. Refrigerators will not work. You may want to **have ice on hand** in the freezer that can then be used in case of a power failure.
 - d. Have **cell phones charged**. “Land Line” phones may not work, particularly those that are connected through computers or have separate electrical needs for messages or other features.
5. Other Recommendations:
 - a. Do **not** use the trash compactor chute during an emergency or blackout. Leave your bagged garbage on the floor outside the chute and building staff will remove it.

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- b. As there could be flooding in the basement, items in your storage bin could get wet if they are not raised off the floor. It may be best to bring important papers to your apartment.
- c. **Terrace owners must be sure to secure all items** on terraces in case of high winds.
- d. In case of high winds and flying debris, you may want to keep clear of windows.

Sincerely,

DOUGLAS ELLIMAN PROPERTY MANAGEMENT



Steven Salargo
Account Executive

cc: Board of Directors
Michael Ryan
Marylou Tapalla