

HURRICANE RESPONSE

This plan addresses the various response phases prior to, during and after a Hurricane. The Action Specific items are contained in several appendixes, which are briefly described below. For Details of each Phase refer to the appropriate Appendix.

APPENDIX A:

The "Pre-Hurricane" planning is to review the action necessary to protect the property based on the premise that the hurricane will target the facility. This Appendix will be activated coinciding with Civil Defense setting of a "Hurricane Watch". In addition to normal review of procedures, the Emergency Response Team (ERT) will be established and a team leader identified. The ERT is comprised of employees who are willing to stay on site during the final 12 hours before the hurricane is scheduled to hit the Island. They and all other employees will be briefed on the action required for each Phase – stressing personal safety at all times.

APPENDIX B:

The "Impending Hurricane" Phase will activate when Civil Defense sets "Hurricane Warning". Prior to this Phase all consumable supplies will have been on site. When "warning" is activated, work will commence to secure the facility for high winds and heavy rain. Water entry into the Basement through the Garage entrance is expected to be only rainwater. The major concern for Basement flooding will be from the ventilation shafts by King Street, midway between Bishop and Alakea. Use of tarpaulins or plywood would not contain the Mall & Park runoff and are not planned for. A storm surge over the curb at King Street is not planned for. Consequently, planning is directed toward controlling flooding with installed pumps augmented by larger rented pumps. The ERT will be activated at Hurricane Warning plus 12 hours but no later than Warning plus 14 hours. At that time they and their families, including pets, will "MOVE" into the facility. We will provide rental sleeping cots, emergency water, and emergency non-perishable food. The team members will provide their own food (sufficient for 4 meals), clothing, and blankets, etc. When activated, we will guarantee the ERT a minimum of three (3) hours at 1.5 X base wage when engaged in work from storm damage which is necessary to protect the Property from additional damage. An inspection team will be scheduled and activated by the Team Leader when the Building condition and wind force dictates that a higher level of inspections is prudent. The time on an actual building inspection will be paid at the 1.5 X base pay.

APPENDIX C:

During the height of the storm, the ERT will remain in a place that is deemed safe and served by Emergency Lighting and Power. They will respond to damage only if it is safe and necessary to do so.

APPENDIX D:

After Civil Defense has passed the "All Clear", the ERT will survey for damage, secure the site, check for safety hazards and verify the Fire Sprinkler Systems in each building are still in service. Salvage action to prevent further damage will be commenced and Contractors will be called for major repairs. The normal operating engineers will report for work and relieve the ERT. Additional key personnel will be called in if conditions warrant.

APPENDIX A: Pre Hurricane Planning (Hurricane Watch)

1. Commence monitoring storm track and speed at 400 miles out.
2. Call meeting of maintenance staff and review the Planning Guide. Call for three (3) volunteers to be members of the ERT. Establish a Team leader and brief the team members on their specific duties after the Planning Guide review has been completed. Get count of cots needed.
3. Purchase: 6 cases drinking water, 1 case Spam, 1 case Pork & Beans, 1 case Green Beans, 1 case assorted soup and 1 case canned milk. These are emergency supplies for use only if team members' own food and "building" water is destroyed or cannot be used.
4. Roof P2: Inspect top of Elevator Machinery Room, Honolulu Cellular space and open roof. Remove all loose items and place in lower Elevator Machinery Room. Check and lock all doors, specifically the Toilet Exhaust Room door, Honolulu Cellular double doors, Elevator Machinery Room door and Exit stairwell doors. On Exit doors make up sufficient line to tie inside doorknob to stairwell rail. Do not tie at this time. Inspect roof and roof drains, remove any debris.
5. Roof ASB: Inspect roof for loose equipment, ducts or material, tie down or relocate items into Makai stairwell. Inspect roof drains and remove any debris. Inspect foundation isolation dampers and bolts of installed equipment. Tie down any piece of equipment that appears to have a weak foundation.
6. Cover Makai stairwell relief dampers.
7. Garage: Inspect cooling towers and secures any potential missile hazards.

Inspect and tighten wing nuts on covers of Marley cooling towers.

Check oil level on Diesels and top off to full mark.

Top off all Diesel Day Tanks.

Move all spare Diesel fuel to Garage 11th floor Elevator Lobby. Rig fuel pump and run hose to vicinity of Caterpillar fuel tank. Cover hose discharge nozzle to keep water out of hose. Do same on suction hose. Cover fuel pumps motor. If leaving pump on the floor, make sure it is raised above the scupper drain levels and secure. That area could easily become a high wind area.

8. Park: Remove all ladders and equipment from Mall and Pool areas. Check planter boxes in vicinity of pools for any pool cleaning equipment that could become a missile hazard.

9. Shop: Inventory and stock adequate emergency material:

- Propane bottles (6)
- Fork lift fuel
- Rope
- Acetylene & Oxygen
- Dry Cell Batteries
- Minimum of 10 - 2x4x8 and 4 - 2x6x8
- Spare gasoline fuel cans, filled
- Spare radio batteries, fully charged
- Portable Lights

Sump Pumps & Hoses
Extension Cords
GFCI's

10. General: Identify critical Company records. Determine relocation site if decision is made to move records from Suite #440.

Determine what hardware and resources are vital for resumption of Business after Hurricane. Can it remain? Should it be covered if it remains? Can any other resources be identified that will be required during the recovery phase? Can they be obtained before the storm strikes?

11. Determine Securitas assets, which may be available during the Recovery Phase and put Mike Nakamura on alert.

12. Promulgate Policy statement to Tenants regarding:

Vacating Building, "Hurricane Warning Plus 10"
Closing of the Building "Hurricane Warning Plus 12"
Our Policy regarding their responsibility to:
Close all windows, blinds and/or drapes.
Unplug and move electrical/electronic equipment away from outer offices.
Insure coffeepot is not left on automatic.
Unplug as much electrical equipment as possible, microwave, fax, computers, etc.
Defrost refrigerator.

Our policy will be to secure the Gas Main to all commercial units at "Warning plus 8". After the Civil Defense "All Clear", they must coordinate gas-stove start up with Building Engineer.

APPENDIX B: Impending Hurricane (Hurricane Warning)

1. General: When Tenants have been told that the Building is closed, "Warning plus 12", shut down the normal air conditioning and put Chiller 5 on line. Put Building into a two (2) day Holiday condition. Check that all Fan Coil units that should be running in a Holiday Mode are on line. Do not put elevators on security mode. Tenants should have closed blinds and turned off lights and electrical equipment.

Check and centrally locate flashlights, extra batteries, tools, including hammer, rope, hose, portable lights, gas, sump pump, portable drills (with full charged batteries), dry wall screws, circular saw, saber saw, reciprocating saw, etc. If not in their normal storage place, find them and position in the shop. Test all battery-operated equipment. Alert prime Mechanical and Electrical Contractors with back up identified in event problem with prime contractor during Recovery Phase. Alert Division 8 of potential for glass requirements.

2. Bring Garage sweeper to basement upper parking level.

3. Clean the refrigerator in the Lounge of all items that will not be used by the ERT.

4. Cooling Tower: Close all distribution and branch circuit box doors. Cover with plastic and tape.

Cover VFD units with plastic and tape. You must allow for ventilation from bottom out the top for Tower 2 Duty Tower.

Shift Tower 24 hour run feature to Tower 2A and leave drive in automatic.

Check Charge of batteries on both Diesel engines. Put on charge if any cell is below 1200.

Check diesel fuel tanks, they should still be topped off.

5. P1: Secure 29th and 30th floor Lanai doors. Block sliding door, if necessary, to insure door is fully closed and cannot be locked.

Cover MAUKA open exhaust in High Rise Elevator Machinery Room.

6. Mall: Move all chairs, trash lids and liners to basement storage. Any trash containers considered light enough to blow over or have the potential of becoming a missile hazard, remove to the basement.

Tape wind break windows on Alakea side of breezeway between ASB and Garage.

7. Shop: Check Lube Oil, Fuel and Battery of portable generator. Top off as necessary. Position generator in shop with 100 feet of 115-volt extension cord as well as 50 feet of 220v extension cord. Include rubber gloves and rubber mat.

Position one E-Z Go in upper basement parking and put on charge. Do the same thing with other E-Z Go but position it at the shop with battery on charge.

8. P2: Securely tie roof stairwell doors to the stairwell rails, Mauka & Makai stairwells. Determine if Merrill Lynch air conditioner on roof needs additional tie down.

9. Block lobby automatic doors by using forklift and pre-positioned shoring. The shoring will be built up with the forklift being used as the anchor point.

10. Move all to American Savings Bank Tower, Pauahi Tower, & Garage Passenger Elevators to highest landing point, put on Independent & Stop, put Pauahi freight elevators on 2nd floor Independent & Stop, and American Savings Bank freight elevator on Alternate Recall on landings #4 & #14.

11. Call Hawaiian Rent-All 949-3961 and:

Put on "will call" the number of cots and cribs needed by ERT.
One Gasoline driven pump, 100 GPM, general purpose uses
Propane stove

12. Pick up rental items prior to known closing time but no later than "Warning plus 8".

ADDENDUM C: Emergency Response Team

1. General: The ERT Team leader must draw ASB & P2 master keys which are to be carried by the team member when inspections are made. These keys are in addition to the normal Maintenance key you carry.

Make periodic patrols of the property prior to arrival of 75-Knot Hurricane Force winds. You should be looking for areas where additional shoring is required or where something needs to be removed to a safer area in the basement. Make no outside inspection if it appears it is not safe to do so. The wind tunneling affect around buildings can be dangerous long before Hurricane force winds arrive. The critical areas, which should be routinely inspected from within the building, are:

Stairwell doors from ASB at basement Exit Makai and from the Garage Mauka & Makai to ensure they remain secured.

ASB Tower lobby including visual inspection from Lobby Common area of American Savings, Chit Chat and Jack in the Box entrance.

Enter P2 Lobby from Makai basement stairwell. Check shoring of front entrance span. If large movement of the span is noted, it will be necessary to add additional wedges to the shoring to make it secure.

Check situation of second floor. Do not approach to close to the glass on the windward side. If one of these panes goes, the only thing you can do is try and protect as much movable property as possible by placing them on the Leeward side of the core.

Check roof exit doors to see that their lashings are still secure and tight.

2. Safe Havens: The Basement is the primary safe haven. The following areas are for your use to setup living conditions:

- Lounge (has emergency lighting and power)
- Western Union (no emergency lighting)
- Mail Room (no emergency lighting)
- All Basement Offices (no emergency lighting)
- Maintenance and Computer Offices should be considered as the command center but also can be used in any fashion desired.

All members of the team including families should be equipped with flashlights. Know where spare batteries are kept.

The Team leader will be provided with \$100 petty cash just in case some material has been overlooked for the safety of the building and a close by store is open.

Park your cars in the basement upper parking.

Perishable food should be stored in the refrigerator, which is on Emergency Power. The refrigerator in Suite #440 may also be utilized. There is no emergency power for this refrigerator.

Bring portable radios to monitor Civil Defense.

Bring games, cards, darts, etc., including computer games if you are bringing children. You may load games into Operations Manager's or Chief Engineer's computers if you wish.

If Civil Defense warns against using city water, shut down house water pumps and close pump discharge valves. LEAVE FIRE PUMP STOP VALVES FULLY OPEN.

Stop all Park pool pumps.

Put pudding along door to Pacific Jade. Pudding is stored in Security Office.

Centrally position batteries and flashlights.

Brief family on location of first aid box and emergency water and emergency food rations.

Loosen screws on one sump cover of each sump in Trane Chiller Room. If garage commence to flood, open sump covers to increase run off into the sumps. (Just push covers aside with one screw still in place but loose.)

Review Circuit Breakers, which must be opened to shut down electrical power to either building. Know how to shut down power to selected floors.

APPENDIX D: Recovery Phase

1. All inspections will require written notes. So take clipboard, pencil and paper at all times. When on the ground, watch for and stay clear of stray electrical wires and remain alert for flying debris.
2. Inspect condition of Chiller 5: Pay particular attention to chill water or condenser water readings that are outside normal range. This may be evidence of damage to the system at some point other than in the chiller or chiller room.
3. Inspect the cooling tower area. Pay particular attention to loose covers or any damage to the exterior of any cooling towers. Check Diesel Flats. Dry off tops of starting batteries. Remove plastic covers from panels and drives.
4. Tour the perimeter of the property and inspect each side of each Building from top to bottom for evidence of damage. Remember that the 29th and 30th floor glass will have to be inspected from that floor. Look for screen wall damage in addition to broken glass. Be alert for Safety hazards including down streetlights with loose or broken wires.
5. Inspect roofs and roof drains of both Buildings including the interior of elevator machinery rooms and Honolulu Cellular space. Be aware of the potential for electrical shock if you find any water on equipment or on the deck. Do not hesitate to turn off or disconnect any piece of equipment, which has had or still has water in it. Remove covers on ASB stairwell relief dampers and High Rise Elevator Machinery Room natural exhaust. Remove exit door preventers at P2 roof level.
6. Make an E-Z Go tour of each Garage floor. Look for damage to planters, lights, etc. Take tools, line and a knife.
7. Check Electrical Switch Gear Rooms to determine if water seepage from the transformer vaults have reached a dangerous level. Correct as necessary.
8. Check wind tunnel on the King Street side for plugged drain or standing water.
9. Check Building potable water pumps to see that all is normal and pressures are correct.
10. If the day is a normal business day, let system startup as usual but hold to a single Chiller provided chill water temperature could be retained at or about the normal setting. As Tenants start to arrive, bring additional chillers on line as necessary.