



LEADERS HOLDING CO.TM

Est. 1971

Emergency Opening and Closing Procedure Tropical Weather

The impact of Florida's tropical weather may cause adjusting operating hours or close a facility temporarily to ensure the team's safety.

If a named or numbered storm with sustained winds over 40mph, according to the National Weather Service, will impact a location, the Sales Leadership team will reach out to the team and set a plan. Please manage your personal responsibilities prior to an event so that you can be available to help your team prepare your location if necessary.

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Emergency Closings

At times, emergencies such as severe weather can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. If such an emergency occurs during nonworking hours, team members will be notified of such a closing via telephone or email.

Contact the Sales Leadership team for final closing decisions. If the Sales Leadership team cannot be contacted, base your decisions on official news sources and keeping your team safe. Social media and some commercial news reports may tend to have inaccurate or unsubstantiated information.

Emergency Contacts

SALES LEADERSHIP		DISTRIBUTION CENTER SUPPORT	
Kim Borowicz	(727) 330-0405	Matt Crews	(727) 296-4350
Ron Shimanek	(727) 742-0250	Dennis Solowski	(727) 253-7562
Tim Newton	(727) 244-9448	Mike Tyrawa	(727) 422-5537
Ashley Newton	(407) 924-6784	Nic Russo	(727) 542-9739

Automated Emergency Update Line

For the latest information regarding an emergency that impacts any part of the company, team members can call (727) 538-5577 ext. 5411 24 hours a day, 7 days a week. All messages left at the extension are forwarded to the Solutions Center.

Emergency Closing and Paid Time Off

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, team members may use available paid leave time, such as unused PTO benefits.

In cases where an emergency does not require the office or store to be closed, team members who fail to report for work will not be paid for the time off.

Team members in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, team members who work will receive regular pay.

*2019 Master Handbook.v2.pdf (pg. 43)

Preparation Checklist for Emergency Closing

1. Make sure you and your teams contact information is up to date in NetSuite
 - a. R:\1 About Benefits, Pay and Human Resources\1.5 Employee Center
2. Bring in all outdoor display items. Please coordinate with the Sales Leadership team and distribution center if you need help.
3. Discuss a plan of action with your Sales Leadership team.
4. Make sure no items that can become projectiles are left outdoors.
5. If a direct hit of a category one or higher, please take down all interior umbrella displays. If the building is compromised, the umbrellas will blow and cause more damage.
6. Make sure storm drains, gutters, and downspouts are clear to minimize flooding.
7. Post a printed document of contact numbers for your store team to reference in the event of a complete loss of digital access due to power loss.
 - a. R:\8 About Store Procedures\8.0.6 In Case of Emergency Door Sign
 - b. Tape to the front door
 - c. Tape to a monitor
 - d. Scan and send updated copy to hr@leadersfurniture.com and salesleadership@leadersfurniture.com
8. Stay abreast of local evacuation mandates. Schedules must be developed and or approved by Sales Leadership.
9. Empty and clean out the refrigerator and freezer.
10. When leaving the store for the last time before the storm, please power down all IT equipment.
 - a. In the event of a direct hit of a category one or stronger, turn off all nonessential power breakers in the breaker panel.
11. Unplug computers and routers so that no power surges can cause damage.
12. cover monitors, printers, routers, and computers with plastic garbage bags once powered down. This will prevent them from getting wet if the roof leaks.
13. Stay in touch with staff during the emergency event(s) as needed.
14. When it is safe to return to the store, do so with caution and safely.
15. Take photos of any damage and share them with your Territory Leader
16. When safe, turn the power back on one breaker at a time, not all at once.



During an Event

1. Contact your territory lead if you have an emergency at work or at home.
2. Protect life before property.
3. Respond periodically to your leadership team so you can be marked as safe.

Post Event

1. Communicate with your leadership team immediately after the event so you can be marked as safe. This is important. Leaders care about all of our team members and will deploy assets to an affected area whenever possible to help team members. Checking in will help us identify where help is needed most.
2. The manager or assigned team member visits the showroom as soon as it is safe.
 - Report and document with photos any damage or concern immediately to the territory lead
3. Do not turn the power back on if the showroom has a compromised roof or has flooding. Consult with your leadership team.
4. If necessary, assign team members to a schedule to keep generators running for fans to dry out flooding.