

# EMERGENCY ADDENDUM

**VLOVIE LLC IS A MOBILE BASED BUSINESS; THIS EMERGENCY ADDENDUM WILL BE UPDATED WITH FULL EVACUATION ROUTES AND SIGNS UPON EXPANSION TO COMMERCIAL PROPERTY.**

**THIS ADDENDUM IS A EMERGENCY PLAN OUTLINE FOR RECOVERY OF VLOVIE LLC IN THE CASE OR EVENT OF ANY AND ALL DISASTERS; INCLUDING BUT NOT LIMITED TO:**

## **NATURAL DISASTERS:**

VLOVIE IS INSURED WITH COVERWALLET FOR ALL NATURAL DISASTERS

## **EARTHQUAKE:**

STAY INSIDE.

**DROP** UNDER HEAVY FURNITURE SUCH AS A TABLE, DESK, OR ANY SOLID FURNITURE.

**COVER** YOUR HEAD AND TORSO TO PREVENT BEING HIT BY FALLING OBJECTS.

**HOLD** ONTO THE OBJECT THAT YOU ARE UNDER SO THAT YOU REMAIN COVERED.

IF YOU CAN'T GET UNDER SOMETHING STRONG, OR IF YOU ARE IN A HALLWAY, FLATTEN YOURSELF OR CROUCH AGAINST AN INTERIOR WALL.

STAY AWAY FROM WINDOWS, AND SHELVES WITH HEAVY OBJECTS.

IF YOU ARE IN A WHEELCHAIR, LOCK THE WHEELS AND PROTECT THE BACK OF YOUR HEAD AND NECK

## **TORNADO:**

TAKE SHELTER IN AN INNER HALLWAY OR ROOM, IDEALLY IN THE BASEMENT OR ON THE GROUND FLOOR.

DO NOT USE THE ELEVATOR.

STAY AWAY FROM WINDOWS.

GET AS CLOSE TO THE GROUND AS POSSIBLE, PROTECT YOUR HEAD AND WATCH FOR FLYING DEBRIS.

DO NOT CHASE TORNADOES - THEY ARE UNPREDICTABLE AND CAN CHANGE COURSE ABRUPTLY.

A TORNADO IS DECEPTIVE. IT MAY APPEAR TO BE STANDING STILL BUT IS, IN FACT, MOVING TOWARD YOU.

**WARNING SIGNS INCLUDE:**

SEVERE THUNDERSTORMS, WITH FREQUENT THUNDER AND LIGHTNING

AN EXTREMELY DARK SKY, SOMETIMES HIGHLIGHTED BY GREEN OR YELLOW CLOUDS

A RUMBLING SOUND OR A WHISTLING SOUND.

A FUNNEL CLOUD AT THE REAR BASE OF A THUNDERCLOUD, OFTEN BEHIND A CURTAIN OF HEAVY RAIN OR HAIL.

## **SEVERE STORMS:**

**WHAT TO DO DURING A SEVERE STORMS**

IF YOU ARE INDOORS, STAY AWAY FROM WINDOWS, DOORS AND FIREPLACES.

YOU MAY WANT TO GO TO THE SHELTERED AREA THAT YOU AND YOUR FAMILY CHOSE FOR YOUR EMERGENCY PLAN.

IF YOU ARE ADVISED BY OFFICIALS TO EVACUATE, DO SO. TAKE YOUR EMERGENCY KIT WITH YOU.

YOU CAN USE A CELLULAR TELEPHONE DURING A SEVERE STORM, BUT IT'S NOT SAFE TO USE A LAND-LINE TELEPHONE.

IF YOU ARE IN A CAR, STOP THE CAR AWAY FROM TREES OR POWER LINES THAT MIGHT FALL ON YOU). STAY THERE.

## **BLIZZARDS**

WHEN A WINTER STORM HITS, STAY INDOORS. IF YOU MUST GO OUTSIDE, DRESS FOR THE WEATHER. OUTER CLOTHING SHOULD BE TIGHTLY WOVEN AND WATER-REPELLENT. THE JACKET SHOULD HAVE A HOOD. WEAR MITTENS - THEY ARE WARMER THAN GLOVES - AND A HAT, AS LARGE PORTION OF BODY HEAT IS LOST THROUGH THE HEAD.

IN WIDE-OPEN AREAS, VISIBILITY CAN BE VIRTUALLY ZERO DURING HEAVY BLOWING SNOW OR A BLIZZARD. YOU CAN EASILY LOSE YOUR WAY. IF A BLIZZARD STRIKES, DO NOT TRY TO WALK TO ANOTHER BUILDING UNLESS THERE IS A ROPE TO GUIDE YOU OR SOMETHING YOU CAN FOLLOW.

IF YOU MUST TRAVEL DURING A WINTER STORM, DO SO DURING THE DAY AND LET SOMEONE KNOW YOUR ROUTE AND ARRIVAL TIME.

IF YOUR CAR GETS STUCK IN A BLIZZARD OR SNOWSTORM, REMAIN CALM AND STAY IN YOUR CAR. ALLOW FRESH AIR IN YOUR CAR BY OPENING THE WINDOW SLIGHTLY ON THE SHELTERED SIDE - AWAY FROM THE WIND. YOU CAN RUN THE CAR ENGINE ABOUT 10 MINUTES EVERY HALF-HOUR IF THE EXHAUST SYSTEM IS WORKING WELL. BEWARE OF EXHAUST FUMES AND CHECK THE EXHAUST PIPE PERIODICALLY TO MAKE SURE IT IS NOT BLOCKED WITH SNOW. REMEMBER: YOU CAN'T SMELL POTENTIALLY FATAL CARBON MONOXIDE FUMES.

TO KEEP YOUR HANDS AND FEET WARM, EXERCISE THEM PERIODICALLY. IN GENERAL, IT IS A GOOD IDEA TO KEEP MOVING TO AVOID FALLING ASLEEP. IF YOU DO TRY TO SHOVEL THE SNOW FROM AROUND YOUR CAR, AVOID OVEREXERTING YOURSELF.

OVEREXERTION IN THE BITTER COLD CAN CAUSE DEATH AS A RESULT OF SWEATING OR A HEART ATTACK.

KEEP WATCH FOR TRAFFIC OR SEARCHERS.

## **HAIL**

TAKE COVER WHEN HAIL BEGINS TO FALL. DO NOT GO OUT TO COVER PLANTS, CARS OR GARDEN FURNITURE OR TO RESCUE ANIMALS. HAIL COMES DOWN AT GREAT SPEED, ESPECIALLY WHEN ACCOMPANIED BY HIGH WINDS. ALTHOUGH NO ONE IN CANADA HAS EVER BEEN KILLED BY HAIL, PEOPLE HAVE BEEN SERIOUSLY INJURED BY IT.

WHEN A HAILSTORM HITS, STAY INDOORS, AND KEEP YOURSELF AND YOUR PETS AWAY FROM WINDOWS, GLASS DOORS AND SKYLIGHTS WHICH CAN SHATTER IF HIT BY HAILSTONES. AVOID USING THE TELEPHONE DURING A STORM, AND DO NOT TOUCH METAL OBJECTS LIKE STOVES, RADIATORS, METAL PIPES, AND SINKS.

WHEN A HAILSTORM HITS, FIND SHELTER AND AVOID UNDERPASSES OR ANY LOW LYING AREAS THAT MAY FLOOD.

## **ICE STORMS**

ICE FROM FREEZING RAIN ACCUMULATES ON BRANCHES, POWER LINES AND BUILDINGS. IF YOU MUST GO OUTSIDE WHEN A SIGNIFICANT AMOUNT OF ICE HAS ACCUMULATED, PAY ATTENTION TO BRANCHES OR WIRES THAT COULD BREAK DUE TO THE WEIGHT OF THE ICE AND FALL ON YOU. ICE SHEETS COULD ALSO DO THE SAME.

NEVER TOUCH POWER LINES. A HANGING POWER LINE COULD BE CHARGED (LIVE) AND YOU WOULD RUN THE RISK OF ELECTROCUTION. REMEMBER ALSO THAT ICE, BRANCHES OR POWER LINES CAN CONTINUE TO BREAK AND FALL FOR SEVERAL HOURS AFTER THE END OF THE PRECIPITATION.

WHEN FREEZING RAIN IS FORECAST, AVOID DRIVING. EVEN A SMALL AMOUNT OF FREEZING RAIN CAN MAKE ROADS EXTREMELY SLIPPERY. WAIT SEVERAL HOURS AFTER FREEZING RAIN ENDS SO THAT ROAD MAINTENANCE CREWS HAVE ENOUGH TIME TO SPREAD SAND OR SALT ON ICY ROADS.

RAPID ONSETS OF FREEZING RAIN COMBINED WITH THE RISKS OF BLIZZARDS INCREASE THE CHANCES FOR EXTREME HYPOTHERMIA. IF YOU LIVE ON A FARM, MOVE LIVESTOCK PROMPTLY TO SHELTER WHERE FEED IS AVAILABLE. FORAGE IS OFTEN TEMPORARILY INACCESSIBLE DURING AND IMMEDIATELY AFTER ICE STORMS. ANIMAL REACTIONS TO ICE STORMS ARE SIMILAR TO THAT OF BLIZZARDS.

### **LIGHTNING**

ALWAYS TAKE SHELTER DURING A LIGHTNING STORM.

THERE IS NO SAFE PLACE OUTSIDE DURING A THUNDERSTORM. SAFE SHELTER CAN BE FOUND EITHER IN AN ENCLOSED BUILDING OR A HARD-TOPPED VEHICLE.

IF YOU CAN SEE LIGHTNING OR HEAR THUNDER, YOU ARE IN DANGER OF BEING HIT. SEEK SHELTER IMMEDIATELY.

WAIT 30 MINUTES AFTER THE LAST LIGHTNING STRIKE IN A SEVERE STORM BEFORE VENTURING OUTSIDE AGAIN.

DO NOT RIDE BICYCLES, MOTORCYCLES, TRACTORS, OR GOLF CARTS. THESE WILL NOT PROTECT YOU FROM A LIGHTNING STRIKE.

### **THUNDERSTORMS**

DURING THUNDERSTORMS, YOU SHOULD ALSO STAY AWAY FROM ITEMS THAT CONDUCT ELECTRICITY, SUCH AS CORDED TELEPHONES, APPLIANCES, SINKS, BATHTUBS, RADIATORS AND METAL PIPES.\

BE CAREFUL WHILE DRIVING ROAD WILL BE SLICK AND LINE OF SIGHT WILL BE LIMITED; WATCH FOR PEDESTRIANS

### **LANDSLIDES**

FIND COVER IN THE SECTION OF THE BUILDING THAT IS FURTHEST AWAY FROM THE APPROACHING LANDSLIDE.

TAKE SHELTER UNDER A STRONG TABLE OR BENCH.

HOLD ON FIRMLY AND STAY PUT UNTIL ALL MOVEMENT HAS CEASED.

### **HURRICANE:**

VLOVIE IS **NOT** IN A HURRICANE ZONE - ADDENDUM WILL BE UPDATED UPON ANY ZONE CHANGES.

### **FLOOD:**

VLOVIE IS **NOT** IN A FLOOD ZONE - ADDENDUM WILL BE UPDATED UPON ANY ZONE CHANGES.

NEVER CROSS A FLOODED AREA

IF YOU ARE ON FOOT, FAST WATER COULD SWEEP YOU AWAY.

IF YOU ARE IN A CAR, DO NOT DRIVE THROUGH FLOOD WATERS OR UNDERPASSES. THE WATER MAY BE DEEPER THAN IT LOOKS AND YOUR CAR COULD GET STUCK OR SWEEP AWAY BY FAST WATER.

AVOID CROSSING BRIDGES IF THE WATER IS HIGH AND FLOWING QUICKLY.

IF YOU ARE CAUGHT IN FAST-RISING WATERS AND YOUR CAR STALLS, LEAVE IT AND SAVE YOURSELF AND YOUR PASSENGERS

### **FIRE:**

GET TO YOUR NEAREST EXIT AND OUTSIDE AS FAR AWAY FROM THE POINT OF FIRE AS POSSIBLE

CALL 911 IF YOU HAVE A PHONE

### **COVID - 19 & OTHER PATHOGENS:**

**VLOVIE LLC - FULLY VACCINATED AS OF APRIL 10, 2021**

ALL OWNERS, SHAREHOLDERS, INVESTORS, CREDITORS, LAWYERS, AND EMPLOYEES WILL BE NOTIFIED OF ANY OUTBREAKS

#### **ENTERING VLOVIE:**

EACH INDIVIDUAL MUST GO THROUGH A SCREENING BEFORE FULLY ENTERING THE FACILITY

YOU WILL BE ASKED TO LEAVE IF YOU DO NOT COMPLY - NO EXCEPTIONS

ANY PERSON ENTERING VLOVIE FACILITY MUST BE WEARING A MASK - INCLUDING STAFF

YOU MAY REMOVE YOUR MASK IF YOU HAVE PROOF OF YOUR COMPLETED VACCINATION

A MASK WILL BE GIVEN TO YOU IF YOU DO NOT HAVE ONE

YOUR TEMPERATURE WILL BE CHECKED

ANY TEMPERATURE 100\* F / 38\* C OR HIGHER WILL NOT BE ALLOWED ENTRY

YOU WILL BE GIVEN HAND SANITIZER

YOUR PERSONAL ITEMS WILL BE SPRAYED WITH DISINFECTANT

WRITING UTENSILS ARE BE BRAND NEW AND GIFTED TO THE SIGNEES AS THEY LEAVE

ALL SURFACES AND SHARED OBJECTS WILL BE SPRAYED WITH DISINFECTANT AND WIPED WITH DISINFECTANT WIPES

THUMBPRINTS ARE COLLECTED WITH ALCOHOL

GLOVES DO NOT HAVE TO BE WORN BUT ARE AVAILABLE FOR USE

YOU WILL BE ASKED TO SIGN A HEALTH WAIVER

#### **VLOVIE STAFF PROCEDURES:**

VLOVIE WILL ALWAYS WEAR A MASK UPON ENTRY OF ANY ESTABLISHMENT

VLOVIE WILL ALWAYS DO A TEMPERATURE CHECK BEFORE ENTRY

VLOVIE PHYSICAL ITEMS WILL ALWAYS BE SPRAYED OR WIPED WITH DISINFECTANT

VLOVIE WILL ALWAYS USE HAND SANITIZER AND/OR GLOVES BEFORE TOUCHING ANY ITEMS

VLOVIE WILL WEAR FOOT COVERS OR REMOVE SHOES UPON REQUEST WHEN ENTERING AN ESTABLISHMENT

VLOVIE WILL ALWAYS PROVIDE CLEAN AND/OR NEW EQUIPMENT

#### **IN THE CASE OF A OUTBREAK:**

VLOVIE WILL SHUT DOWN FACILITY AND CEASE OPERATIONS UNTIL IT IS SAFE TO REOPEN

VLOVIE WILL SAFELY INFORM AND EVACUATE ANY AND ALL PERSONS THAT ARE IN THE AREA DURING OUTBREAK OF COVID

VLOVIE SAFELY DISPOSE OF ANY POTENTIALLY INFECTED OBJECTS

VLOVIE WILL SEND A NOTICE TO ANY AND ALL INDIVIDUALS THAT HAVE ENTERED THE VLOVIE FACILITY OR CAME IN CONTACT WITH VLOVIE DURING AND/OR AFTER VLOVIE POINT OF CONTACT WITH COVID

VLOVIE AND ALL EMPLOYEES WILL BE TESTED AND TREATED FOR COVID BEFORE REENTRY

VLOVIE FACILITY WILL BE CLEANED ACCORDING TO CDC GUIDELINES BEFORE REENTRY

IF NEEDED FULL QUARANTINE LOCK DOWN

### **SUSPICIOUS PACKAGES**

SUSPICIOUS PACKAGES COULD BE DELIVERED TO YOUR HOME OR WORKPLACE, SO IT IS GOOD PRACTICE TO BE VIGILANT AND AWARE OF WHAT TO DO. YOU KNOW WHAT KIND OF MAIL AND PACKAGES YOU USUALLY RECEIVE. LOOK FOR THINGS THAT ARE OUT OF THE ORDINARY, SUCH AS UNEXPECTED MAIL FROM A FOREIGN COUNTRY. THE FOLLOWING MIGHT HELP IN IDENTIFYING A SUSPICIOUS PACKAGE:

UNFAMILIAR RETURN ADDRESS OR NONE AT ALL

STRANGE ODOR OR NOISE

PROTRUDING WIRES

EXCESSIVE POSTAGE

MISSPELLED WORDS

ADDRESSED TO A BUSINESS TITLE ONLY (E.G. PRESIDENT)

RESTRICTIVE MARKINGS (E.G. DO NOT X-RAY)

BADLY TYPED OR WRITTEN

RIGID OR BULKY LETTERS

LOPSIDED OR UNEVEN

EXCESSIVE WRAPPING, TAPE OR STRING

OILY STAINS, DISCOLORATION OR CRYSTALLIZATION ON WRAPPING

LEAKING

**THE CONTENTS OF A LETTER OR PACKAGE MAY CAUSE CONCERN IF:**

YOU SEE POWDER OR A LIQUID.

IT CONTAINS A THREATENING NOTE.

IT CONTAINS AN OBJECT THAT YOU DID NOT EXPECT TO RECEIVE OR CANNOT IDENTIFY.

**IF YOU ARE WORRIED ABOUT A PACKAGE OR LETTER YOU HAVE RECEIVED:**

DO NOT HANDLE, SHAKE, SMELL OR TASTE IT.

LEAVE THE LETTER OR PACKAGE WHERE IT IS.

GET EVERYONE OUT OF THE ROOM AND CLOSE THE DOOR.

CALL 9-1-1 (OR THE EMERGENCY RESPONSE NUMBER IN YOUR AREA, IF APPLICABLE)

WASH YOUR HANDS WITH SOAP AND WATER.

IF APPLICABLE, ALERT BUILDING SECURITY OR THE SUPERINTENDENT.

WAIT IN A SAFE PLACE UNTIL THE POLICE OR FIRE RESPONSE TEAMS ARRIVE.

**IF YOU HAVE OPENED A SUSPICIOUS PACKAGE:**

LEAVE THE PACKAGE WHERE IT IS.

REMOVE ANY CLOTHING THAT HAS POWDER OR LIQUID ON IT AND SEAL IT IN A PLASTIC BAG.

GET EVERYONE OUT OF THE ROOM AND CLOSE THE DOOR.

WASH YOUR HANDS OR SHOWER WITH SOAP AND WATER.

CALL 9-1-1 (OR THE EMERGENCY RESPONSE NUMBER IN YOUR AREA, IF APPLICABLE)

IF APPLICABLE, ALERT BUILDING SECURITY OR THE SUPERINTENDENT.

WAIT IN A SAFE PLACE UNTIL THE POLICE OR FIREFIGHTERS ARRIVE.

THE POLICE, OTHER EMERGENCY WORKERS AND PUBLIC HEALTH AUTHORITIES WILL GIVE ADVICE ABOUT WHAT TO DO NEXT.

## **BOMB THREATS**

IF YOU RECEIVE A BOMB THREAT, STAY CALM AND TRY TO GET AS MUCH INFORMATION AS POSSIBLE. ALTHOUGH THIS MIGHT BE DIFFICULT, TRY TO NOTE ANY UNIQUE FEATURES ABOUT THE VOICE AND ANY BACKGROUND SOUNDS YOU HEAR OVER THE TELEPHONE. KEEP THE CALLER ON THE LINE AS LONG AS POSSIBLE AND TAKE DETAILED NOTES ABOUT WHAT IS SAID.

TRY TO NOTE THE FOLLOWING:

IF THE SPEAKER IS MALE OR FEMALE

IF THE SPEAKER HAS A DISTINCTIVE ACCENT

IF THE VOICE IS DISGUISED, MUFFLED OR STRANGE-SOUNDING

IF THE VOICE IS SHRILL OR DEEP

ANY BACKGROUND NOISES (E.G. TRAFFIC, BUS PASSING, BELL RINGING, FAX OR PRINTER SOUNDS)

ANY INDOOR VS. OUTDOOR SOUNDS

CALL THE POLICE AND BUILDING MANAGEMENT IMMEDIATELY AFTER YOU HANG UP.

IF YOU HAVE BEEN NOTIFIED OF A BOMB THREAT, DO NOT TOUCH ANY SUSPICIOUS PACKAGE. IF A SUSPICIOUS PACKAGE IS FOUND, LEAVE THE AREA AND NOTIFY THE POLICE IMMEDIATELY.

IF YOU HAVE BEEN EVACUATED FROM A BUILDING, AVOID STANDING IN FRONT OF WINDOWS OR OTHER POTENTIALLY HAZARDOUS AREAS. DO NOT BLOCK THE SIDEWALK OR STREET. IT WILL NEED TO BE KEPT CLEAR FOR EMERGENCY OFFICIALS.

IN THE CASE OF AN EXPLOSION, GET OUT OF THE BUILDING AS QUICKLY AND CALMLY AS POSSIBLE. IF ITEMS ARE FALLING OFF BOOKSHELVES OR FROM THE CEILING, GET UNDER A STURDY TABLE OR DESK UNTIL THE SITUATION HAS STABILIZED ENOUGH FOR YOUR SAFE PASSAGE. ENSURE YOUR OWN SAFETY BEFORE TRYING TO HELP OTHERS.

MAKING A BOMB THREAT IS A CRIMINAL OFFENSE. DO NOT TRY TO GUESS WHETHER THE THREAT IS REAL OR A HOAX. CALL THE POLICE.

## **CHEMICAL RELEASES**

HAZARDOUS CHEMICALS ARE SOMETIMES ACCIDENTALLY RELEASED DURING MANUFACTURING, STORAGE OR TRANSPORTATION, SUCH AS DURING A TRAIN DERAILMENT. HERE ARE SOME THINGS TO CONSIDER WHEN THERE IS A CHEMICAL RELEASE.

**LISTEN FOR OFFICIAL ADVICE**

EMERGENCY RESPONDERS ARE TRAINED TO IDENTIFY HAZARDS AND PROVIDE APPROPRIATE GUIDANCE TO THE PUBLIC. IN SOME SITUATIONS, YOU SHOULD SEAL YOURSELF INSIDE THE BUILDING YOU ARE IN OR NEAREST SHELTER IN PLACE. OTHER TIMES, YOU MAY BE INSTRUCTED TO GO TO HIGHER ELEVATIONS OR EVACUATE THE AREA. YOU'LL WANT TO HAVE YOUR EMERGENCY KIT CLOSE AT HAND, IN A PORTABLE CONTAINER SUCH AS A DUFFEL BAG OR SUITCASE WITH WHEELS.

**IN ENCLOSED AREAS**

IF YOU SUSPECT THAT A CHEMICAL SUBSTANCE HAS BEEN RELEASED IN A CLOSED AREA SUCH AS A SUBWAY OR BUILDING, TRY TO AVOID BREATHING ANY OF THE FUMES AND EVACUATE AS QUICKLY AS POSSIBLE. IMMEDIATELY CONTACT THE CLOSEST POLICE, FIRE AND AMBULANCE SERVICES. DECONTAMINATION MIGHT BE REQUIRED BEFORE YOU CAN RECEIVE MEDICAL ATTENTION. HEED ADVICE FROM LOCAL OFFICIALS.

**MEDICAL TREATMENT**

EXPOSURE TO A CHEMICAL SUBSTANCE MAY REQUIRE QUARANTINE AND THE ATTENTION OF MEDICAL AUTHORITIES. BECAUSE THE TYPE OF CHEMICAL MAY NOT BE KNOWN RIGHT AWAY, TREATMENT IS BASED ON SYMPTOMS. KEEP TRACK OF THINGS LIKE BREATHING AND HEART RATE, PERSPIRATION, DIZZINESS, SKIN TONE, DELIRIOUSNESS. TELL MEDICAL PERSONNEL AND PUBLIC HEALTH AGENCIES ABOUT THESE OR ANY OTHER SYMPTOMS.

## **DURING A POWER OUTAGE**

FIRST, CHECK WHETHER THE POWER OUTAGE IS LIMITED TO YOUR LOCATION. IF YOUR NEIGHBORS' POWER IS STILL ON, CHECK YOUR OWN CIRCUIT BREAKER PANEL OR FUSE BOX. IF THE PROBLEM IS NOT A BREAKER OR A FUSE, CHECK THE SERVICE WIRES LEADING TO THE LOCATION. IF THEY ARE OBVIOUSLY DAMAGED OR ON THE GROUND, STAY AT LEAST 10 METERS BACK AND NOTIFY YOUR ELECTRIC SUPPLY AUTHORITY. KEEP THE NUMBER ALONG WITH OTHER EMERGENCY NUMBERS NEAR YOUR TELEPHONE.

IF YOUR NEIGHBORS' POWER IS ALSO OUT, NOTIFY YOUR ELECTRIC SUPPLY AUTHORITY.

TURN OFF ALL TOOLS, APPLIANCES AND ELECTRONIC EQUIPMENT, AND TURN THE THERMOSTAT(S) FOR THE HOME HEATING SYSTEM DOWN TO MINIMUM TO PREVENT DAMAGE FROM A POWER SURGE WHEN POWER IS RESTORED. ALSO, POWER CAN BE RESTORED MORE EASILY WHEN THERE IS NOT A HEAVY LOAD ON THE ELECTRICAL SYSTEM.

TURN OFF ALL LIGHTS, EXCEPT ONE INSIDE AND ONE OUTSIDE, SO THAT BOTH YOU AND HYDRO CREWS OUTSIDE KNOW THAT POWER HAS BEEN RESTORED.

DON'T OPEN YOUR FREEZER OR FRIDGE UNLESS IT IS ABSOLUTELY NECESSARY. A FULL FREEZER WILL KEEP FOOD FROZEN FOR 24 TO 36 HOURS IF THE DOOR REMAINS CLOSED.

NEVER USE CHARCOAL OR GAS BARBECUES, CAMPING HEATING EQUIPMENT, OR HOME GENERATORS INDOORS OR IN GARAGES. THEY GIVE OFF CARBON MONOXIDE. BECAUSE YOU CAN'T SMELL OR SEE IT, CARBON MONOXIDE CAN CAUSE HEALTH PROBLEMS AND IS LIFE-THREATENING.

USE PROPER CANDLE HOLDERS. NEVER LEAVE LIT CANDLES UNATTENDED AND KEEP OUT OF REACH OF CHILDREN. ALWAYS EXTINGUISH CANDLES BEFORE LEAVING.

LISTEN TO YOUR BATTERY-POWERED OR WIND-UP RADIO FOR INFORMATION ON THE OUTAGE AND ADVICE FROM AUTHORITIES.

### **TIPS:**

MAKE SURE YOUR HOME HAS A WORKING CARBON MONOXIDE DETECTOR. IF IT IS HARD-WIRED TO THE HOUSE'S ELECTRICAL SUPPLY, ENSURE IT HAS A BATTERY-POWERED BACK-UP.

PROTECT SENSITIVE ELECTRICAL APPLIANCES SUCH AS TVS, COMPUTER, AND PRINTERS WITH A SURGE-PROTECTING POWER BAR.

### **USE OF GENERATORS**

GENERATORS ARE HANDY FOR BACKUP ELECTRICITY IN CASE OF AN OUTAGE, BUT MUST ONLY BE USED IN ACCORDANCE WITH THE MANUFACTURER'S GUIDELINES. A BACK-UP GENERATOR MAY ONLY BE CONNECTED TO YOUR HOME'S ELECTRICAL SYSTEM THROUGH AN APPROVED TRANSFER PANEL AND SWITCH THAT HAS BEEN INSTALLED BY A QUALIFIED ELECTRICIAN. NEVER PLUG A GENERATOR INTO A WALL OUTLET AS SERIOUS INJURY CAN RESULT WHEN THE CURRENT PRODUCED BY THE GENERATOR IS FED BACK INTO THE ELECTRICAL LINES, AND TRANSFORMED TO A HIGHER VOLTAGE. THIS CAN ENDANGER THE LIVES OF UTILITY EMPLOYEES WORKING TO RESTORE THE POWER.

TO OPERATE A GENERATOR SAFELY:

FOLLOW THE MANUFACTURER'S INSTRUCTIONS.

ENSURE THAT THE GENERATOR OPERATES OUTDOORS IN WELL-VENTILATED CONDITIONS, WELL AWAY FROM DOORS OR WINDOWS, AND NEVER IN YOUR GARAGE, TO PREVENT EXHAUST GASES FROM ENTERING THE LOCATION.

CONNECT LIGHTS AND APPLIANCES DIRECTLY TO THE GENERATOR. IF EXTENSION CORDS MUST BE USED, ENSURE THEY ARE PROPERLY RATED, CSA-APPROVED CORDS.

### **IF YOU HAVE TO EVACUATE**

EVACUATION IS MORE LIKELY DURING WINTER MONTHS, WHEN PLUMMETING TEMPERATURES CAN MAKE A HOUSE INHABITABLE. ALTHOUGH A LOCATION CAN BE DAMAGED BY LOW TEMPERATURES, THE MAJOR THREAT IS TO THE PLUMBING SYSTEM. IF A STANDBY HEATING SYSTEM IS USED, CHECK TO SEE THAT NO PART OF THE PLUMBING SYSTEM CAN FREEZE.

IF THE LOCATION MUST BE EVACUATED, PROTECT IT BY TAKING THE FOLLOWING PRECAUTIONS:

TURN OFF THE MAIN BREAKER OR SWITCH OF THE CIRCUIT-BREAKER PANEL OR POWER-SUPPLY BOX.

TURN OFF THE WATER MAIN WHERE IT ENTERS THE HOUSE. PROTECT THE VALVE, INLET PIPE, AND METER OR PUMP WITH BLANKETS OR INSULATION MATERIAL.

DRAIN THE WATER FROM YOUR PLUMBING SYSTEM. STARTING AT THE TOP OF THE LOCATION, OPEN ALL TAPS, AND FLUSH TOILETS SEVERAL TIMES. GO TO THE GENERATOR ROOM AND OPEN THE DRAIN VALVE. DRAIN YOUR HOT WATER TANK BY ATTACHING A HOSE TO THE TANK DRAIN VALVE AND RUNNING IT TO THE FLOOR DRAIN.

NOTE: IF YOU DRAIN A GAS-FIRED WATER TANK, THE PILOT LIGHT SHOULD BE TURNED OUT - CALL THE LOCAL GAS SUPPLIER TO RE-LIGHT IT.

UNHOOK WASHING MACHINE HOSES AND DRAIN.

DO NOT WORRY ABOUT SMALL AMOUNTS OF WATER TRAPPED IN HORIZONTAL PIPES. ADD A SMALL AMOUNT OF GLYCOL OR ANTIFREEZE TO WATER LEFT IN THE TOILET BOWL, AND THE SINK AND BATHTUB TRAPS.

IF YOUR LOCATION IS PROTECTED FROM GROUNDWATER BY A SUMP PUMP, CLEAR VALUABLES FROM THE FLOOR IN CASE OF FLOODING.

## **THEFT / UNETHICAL PRACTICES:**

ALL OWNERS, SHAREHOLDERS, INVESTORS, CREDITORS, LAWYERS, AND EMPLOYEES WILL BE NOTIFIED OF ANY THEFT/ UNETHICAL PRACTICES

VLOVIE WILL TERMINATE ANY OWNERS, SHAREHOLDERS, INVESTORS, CREDITORS, LAWYERS, AND EMPLOYEES THAT COMMIT ANY FORMS OF THEFT / UNETHICAL PRACTICES

VLOVIE IS INSURED WITH COVERWALLET FOR THEFT/ UNETHICAL PRACTICES

## **CYBER BREACH:**

ALL OWNERS, SHAREHOLDERS, INVESTORS, CREDITORS, LAWYERS, AND EMPLOYEES WILL BE NOTIFIED OF ANY CYBER BREACHES

VLOVIE WILL TERMINATE ANY OWNERS, SHAREHOLDERS, INVESTORS, CREDITORS, LAWYERS, AND EMPLOYEES THAT ATTEMPT OR ACCOMPLISH HACKING/ CYBER BREACHING

VLOVIE WILL HIRE TECHNICIANS TO REMOVE ANY VIRUSES AND RESTORE DIGITAL PROTECTION

VLOVIE IS INSURED WITH COVERWALLET FOR CYBER BREACHES AND ETC

## **SEVERE ILLNESS:**

ALL OWNERS, SHAREHOLDERS, INVESTORS, CREDITORS, LAWYERS, AND EMPLOYEES WILL BE NOTIFIED OF ANY SEVERE ILLNESSES THAT WILL CAUSE DISSOLUTION OR ANY SIGNIFICANT MERGER, SALE, OR CHANGE TO THE POLICIES, RULES, OR REGULATIONS OF VLOVIE LLC DUE TO LACK OF HIRED AND TRAINED MANAGEMENT; OTHERWISE VLOVIE WILL PROCEED WITH DAILY ROUTINE UNDER HIRED AND TRAINED MANAGEMENT

## **FATALITY:**

ALL OWNERS, SHAREHOLDERS, INVESTORS, CREDITORS, LAWYERS, AND EMPLOYEES WILL BE NOTIFIED OF ANY FATALITIES THAT WILL CAUSE DISSOLUTION OR ANY SIGNIFICANT MERGER, SALE, OR CHANGE TO THE POLICIES, RULES, OR REGULATIONS OF VLOVIE LLC;

## **SALE / TRANSFER OF LLC:**

ALL OWNERS, SHAREHOLDERS, INVESTORS, CREDITORS, LAWYERS, AND EMPLOYEES WILL BE NOTIFIED OF ANY MERGERS, SALES, OR CHANGES TO POLICIES, RULES, OR REGULATIONS OF VLOVIE LLC

## **DISSOLUTION OF LLC:**

VLOVIE DISSOLUTION PROCESS:

ALL OWNERS, SHAREHOLDERS, INVESTORS, CREDITORS, LAWYERS, EMPLOYEES, AND CONSUMERS WILL BE NOTIFIED OF ANY DISSOLUTION OF VLOVIE LLC

FILE DISSOLUTION WITH THE FEDERAL/ STATE/ IRS AND PAY DISSOLUTION FEE (FORMS & FEES VARY BY STATE)

DISSOLUTION WILL BE REVIEWED TO ENSURE THE ENTITY DOES NOT OWE ANY FEDERAL/ STATE/ IRS FEES BEFORE CLOSURE

INDIANA FEE: \$25 ONLINE, \$30 BY MAIL

ILLINOIS FEE: \$5 ONLINE/BYMAIL, \$50 EXPEDITED

FILE FORM 940/941/943/966; REPORT FEDERAL/ STATE/ LOCAL TAXES; CLOSE ALL TAX ACCOUNTS - PAY ALL TAXES INCLUDING PAYROLL

NOTIFY REGISTERED AGENT/ CONSUMERS/ EMPLOYEES/ CREDITORS/ SUPPLIERS/ VENDORS/ LANDLORDS/ INVESTORS/ INSURANCE OF DISSOLUTION BY MAIL EMAIL/ PHONE/ TEXT/ AND ANY ADDITIONAL METHOD MANDATED BY THE STATE

CEASE ALL MAINTENANCE AND OPERATIONS

STOP MANUFACTURING OF NEW PRODUCT

STOP TAKING SERVICE BASED CLIENTS

STOP ACCEPTING AND SHIPPING PHYSICAL PRODUCTS **UNLESS** YOU ARE LIQUIDATING **REMAINING** PRODUCT TO PAY NECESSARY DISSOLUTION FEES

CLOSE ALL CONTRACTED SERVICE ACCOUNTS AND BENEFIT ACCOUNTS; FILE FORM 5500

CUT OFF UTILITIES

CANCEL ALL LICENSING

ANY LICENSES BELONGING STRICTLY TO THE ENTITY **MUST** BE CANCELED AND DESTROYED

UNLESS EACH INDIVIDUAL CAN AND PLANS TO KEEP UP WITH LICENSING **AS INDIVIDUALS ONLY**

LIQUIDATE AND DIVIDE ALL EQUIPMENT AND PROPERTY ASSETS; FILE FORM 1120/1065 TO REPORT INCOME & LOSSES; FILE FORM 8594 TO REPORT ASSETS

PAY OUT/OFF ANY ALL DEBTS/ CREDITORS/ INVESTORS

FILE FORM W-3/1099; REPORT AND PAY LAST WAGES TO ALL EMPLOYEES

PAY OUT PROPER PERCENTAGE OF DIVIDENDS OF ALL REMAINING INCOME AND ASSETS PER OWNER/ SHAREHOLDER

DISTRIBUTIONS MUST BE REPORTED TO THE IRS

IF YOUR CORPORATION HAS MULTIPLE STOCK CLASSES, CORPORATE BYLAWS TYPICALLY OUTLINE THE PROCEDURE FOR DISTRIBUTING ASSETS TO THESE SHAREHOLDERS

FOR AN LLC, THE PROCEDURE SHOULD BE OUTLINED IN THE OPERATING AGREEMENT

FOR DETAILS ON DISTRIBUTION AND YOUR ONGOING CONTINGENT LIABILITIES, CONTACT AN ACCOUNTANT OR TAX ADVISER.