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From: CBRE

To: Corporate Ridge I & II Tenants

Re: Emergency Procedures Planning

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CBRE is concerned about the safety and security of all tenants and properties. In this section is the Emergency Procedures for both the Corporate Ridge I & II buildings.

The Emergency Procedures Plan provides basic guidelines for dealing with general emergency situations. These guidelines are designed to give guidance. The procedures outlined, together with common sense, are intended to prevent injury to building occupants and to minimize property damage.

We hope that each tenant contact will review the manual, develop specific procedures for their suite, and provide all their employees with the necessary information and training to deal with situations, which may occur.

In addition, we request your assistance in assigning a [Floor Leader](#) and an Alternate to assist in emergency situations that could impact your premises. All employees should be aware of their designated Floor Leader. Please take the time to familiarize yourselves with the stairwells and fire extinguisher locations on your floor. Responsibilities of the Floor Leader are noted on the following page.

If any questions on these procedures should arise, we are available upon request to review the handbook with tenant contacts by appointment.

Thanks for your cooperation and participation.

CBRE

## FLOOR LEADER RESPONSIBILITIES

To provide for orderly evacuation, each tenant must designate responsible employees to be floor leaders. Floor Leaders' responsibilities include the following:

### 1) **Inspection**

- a) Inspect assigned area to eliminate hazards.
- b) Keep aisles and exits clear.

### 2) **Information**

- a) Familiarize employees with evacuation routes and procedures.
- b) Have a plan for evacuating differently enabled employees. Designate two co-workers to assist.
- c) Maintain a current list of Floor Leaders, Alternates and differently enabled persons (including breathing impaired). Send updates to the Property Manager.

### 3) **Evacuation**

- a) Notify occupants in assigned area to form a line in the corridor leading to a safe exit stairwell.
- b) Direct an orderly evacuation by stairwell to a safe area.
- c) Evacuate differently enabled employees to building stairwell landings.
- d) Check restrooms, conference rooms and remote areas for employees who may not have heard the evacuation announcements.
- e) Keep employees in safe areas until "all clear" is announced.