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Introduction

Welcome

Brookfield Properties is committed to providing you the highest level of Tenant Services and Support. Please let us know how we can assist you, as we would be happy to provide any information or coordinate any services that you may require.

This Tenant Handbook should answer many of the immediate questions you may have about property regulations, policies, and operating procedures. We have provided important Building personnel names and phone numbers, as well as emergency contact phone numbers.

The information contained within this Handbook is general in nature and may differ from your lease. In all cases, the lease takes precedence over the Tenant Handbook.

Brookfield Properties prides itself on quality service and responsive attention to the needs of our tenants. We encourage you to work with us in upholding our service goals and provide feedback to improve our premises and your surrounding business environment.

We hope you find this Tenant Handbook to be a useful guide.

About Brookfield Properties

Brookfield Properties is a premier real estate operating company, providing integrated services across all property investment strategies of Brookfield Asset Management ("Brookfield") – a global alternative asset manager with over \$265 billion in AUM. The combination of Brookfield's highly regarded network of investment professionals around the globe and vast access to capital, along with Brookfield Properties' well-established position as the commercial property landlord of choice in many of the world's most dynamic markets, provides a competitive advantage in the marketplace. More importantly, it assures premier quality and optimal outcomes for our tenants, business partners and the communities in which we do business.

About Republic Plaza

Republic Plaza is Denver's tallest office building and a prominent local landmark. The building is 714 feet tall and tops out at 56 stories. Republic Plaza encompasses over 1.2 million square feet of office space, including three retail levels devoted to stores, restaurants, and service businesses. This elegant building is renowned for its spacious three-story marble lobby that features quarterly rotating art programs of Colorado and regional artists. Because of the building's strategic location, its attractive plaza serves as a gathering place for downtown workers and tourists.

Republic Plaza was completed in 1984 and is located at the eastern edge of downtown just off the 16th Street Mall between Tremont & Court Place. Strategically situated in the

heart of the Central Business District, Republic Plaza is close to major area amenities, government and legislative offices, court buildings, the State Capitol, and major transportation hubs. The building's major tenants include Ovintiv Services Inc., DCP Midstream, Bank of America, Guild Education, Wheeler Trigg O'Donnell LLP, Ernst & Young U.S., LLP, and J.P. Morgan FSB.

Republic Plaza Retail

The Republic Plaza Retail Building provides retail tenants with instant recognition and an unparalleled customer base. From this prime location just off the Sixteenth Street Mall, retail businesses can take advantage of the over 40,000 pedestrians on the Sixteenth Street Mall daily and the 3,500 workers who office in Republic Plaza.

A wide variety of dining experiences are available in the Retail Building. Professional and service-oriented businesses are also open Monday through Friday. A complete list of restaurants, retail stores, and service businesses can be found in the building's electronic directories.

Management Office and Operations Property Management Office

As property manager of Republic Plaza, we want you to know that every member of our staff is here to assist you. The Property Management Office is located on the 37th floor of the office tower. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding major holidays. Please feel free to call the Property Management Office at 303-595-7000 with any questions during business hours. On nights, weekends and holidays, Central Operations will answer your call.

Property Management Staff

General Manager
Kit McPhail-Bowman
303-595-7034
Kit.mcphail-bowman@brookfieldproperties.com

Property Manager
Alice Pelikant
303-595-7058
Alice.pelikant@brookfieldproperties.com

Property Assistant
Rachael Ballard
303-595-7036
Rachael.ballard@brookfieldproperties.com

Tenant Services Coordinator
Kimberly Udink

303-595-7050
Kimberly.udink@brookfieldproperties.com

Administrative Assistant
Kinsa Tuggle
303-595-7000
Kinsa.tuggle@brookfieldproperties.com

Security Director
Byron McDaniel
303-595-7029
Byron.mcdaniel@brookfieldproperties.com

Director of Construction
Jim Gale
303-595-7069
Jim.gale@brookfieldproperties.com

Chief Engineer
John Mahala
303-595-7061
John.mahala@brookfieldproperties.com

Assistant Chief Engineer
Pete Carter
303-595-5051
Pete.carter@brookfieldproperties.com

Lead Technical Engineer
Mike Johnson
303-595-7051
Michael.johnson@brookfieldproperties.com

Leasing

Leasing is provided through Cushman & Wakefield.
Nicholas Pavlakovich
Nicholas.pavlakovich@cushwake.com
303-550-5504

Accounting

Rental payments are due and payable on the first day of the month without notice in accordance with the Lease. Invoices for miscellaneous charges such as after-hours HVAC, above standard repair services, locks and keys, etc., are sent to tenants on a monthly or quarterly basis, depending on the type of charge.

All payments should be remitted to:

BOP Republic Plaza I LLC
P.O. Box 912518
Denver, Colorado 80291-2518

To ensure proper handling, please include remittance copies of the invoices you are paying. If you have any questions regarding rental payments, please call the Property Management Office at 303-595-7036.

Hours of Operations

Building Services, including HVAC, are provided during the following normal business hours:

Monday - Friday: 7:30 a.m. - 6:00 p.m.
Saturday: 9:00 a.m. - 2:00 p.m. (excluding holidays)

Services outside of these hours including HVAC can be requested by submitting a request through the Angus Service Request System by 3:00 pm Monday through Friday.

Retail Building

Individual retail business hours vary, though the Retail Building will be open during the following normal business hours:

Monday - Friday: 7:30 a.m. - 6:00 p.m.
Saturday: 9:00 a.m. - 2:00 p.m. (excluding holidays)

Building Holidays

Republic Plaza will be closed on the following major holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

However, each Tenant Liaison should consult their specific lease clause. If any conflict arises as to the above Holiday schedule and your lease, your lease terms prevail. Please call the Property Management Office to make sure the appropriate building services are provided.

Tenant and Building Services

Tenant Service Request

Brookfield Properties' goal is always to provide outstanding tenant service. This means:

1. Courteous, timely, efficient, high-quality responses to tenant requests
2. A follow-up review to confirm that the tenant is satisfied with their response
3. When there is a charge for the tenant service, clear and accurate invoicing

Each lease contains specific information about services to be provided, including complimentary and chargeable services. If a tenant is unfamiliar with charges for services being requested, the cost of the service will be explained.

Tenant services may be provided by Brookfield Properties staff or by outside contractors hired by Brookfield Properties. Authorized tenant representatives can submit requests for routine maintenance using the online Angus Service Request System.

With just a few easy steps you can submit a request for building service. Simply click on the link to the Tenant Service Request button on the Tenant Services page, login with your personalized username and password, enter the necessary information, click submit and you are done!

The following information contains detailed instructions for using the Angus Service Request System.

1. Enter your personalized username and password
2. Click "New Service Request"
3. Complete the New Service Request by entering as much information as you can. Fields to be filled out include property, floor, suite, request type, priority, date, details, and attachments
4. Click submit

Viewing Service Requests

1. Click on Menu
2. Select Service Requests

The system will display all your service requests. The most recent request will be on top. Scroll to find the request your company has created. Click on the request date for detailed information about the request.

Request Status	Explanation
Open (New)	The request has been created but the Management Office has not processed it
In Progress	The request has been accepted by the Management Office. The work requested had been completed. The request may be kept in this status due to follow-up activities

Work Completed	The work requested had been completed. The request may be kept in this status due to follow-up activities
Closed	The work requested and follow up activities have been completed
Cancelled	The work order was cancelled by tenant or Management Office

Building Signage and Directory

Each tenant is listed on the electronic building directory(s). On multi-tenant floors, a door plaque and/or elevator directional is usually provided at the building's expense, unless otherwise stipulated in the lease. The door plaque will be placed at the entrance of the suite. All other signage must be approved by the Property Management Office.

Please note the EXACT spelling and punctuation of your company name on the forms provided. Any replacements or changes to the signage will be charge to the tenant. Also, note that it may take up to six (6) weeks to receive the signage so you should email the forms to the Property Management Office without delay. You should fill out the forms in the forms section of Republic Plaza's website for any changes to your directory listing and suite signage.

Lobby directory and multi-tenant elevator lobby directory signage can be ordered through the Property Management Office prior to your initial move-in.

Please refrain from taping temporary or non-building standard signs to the building walls, suite doors, building or elevator lobby doors, or elevator walls.

Updates to the directory listing and tenant signage will be made by the Property Management Office at the tenant's expense.

Cleaning Services

Cleaning service is provided five times per week. During each cleaning, carpets are vacuumed, unobstructed surfaces dusted, and trash is emptied. For trash that is not in a wastebasket, please inform the cleaning personnel by leaving a large note on the items that read BASURA or TRASH.

Please DO NOT leave items that are not trash on top or near wastebaskets because these items might be misconstrued as garbage. If you have special cleaning needs, such as carpet shampooing, then contact the Property Management Office. Special cleaning services can be arranged at a tenant's expense by entering a work order in the Angus Service Request System.

If a small cleaning problem should arise during working hours, please place a service

request through the Angus Service Request System.

For questions or comments regarding the cleaning services or pricing for any extra services, please notify the Property Management Office.

Conference Center

There are three (3) meeting rooms available for tenant use on the concourse level of the building. The West Conference room is the largest room in the facility, the Training Room is the second largest room, and the Board Room is the third largest room. The AV system in each room has the ability for either wired HDMI or VGA connections or wireless presentation via Apple air play mirroring or Crestron air media app including audio capability.

The rooms are available for tenant occupants only and can be reserved for up to two (2) consecutive days for any one usage, up to sixty (60) days in advance, by using the online building service request system, Angus AnyWhere.

Prior to making a reservation, please review the rules and regulations of the conference facilities, that provide additional information on each of the three rooms, in addition to the rules of use by clicking the link below.

Fitness Center

A State-of-the-Art Fitness Center is located on the concourse level of the building and is available for use by all tenant employees. Fully equipped locker rooms, with towel service, are also available for your use.

If you are interested in utilizing the Fitness Center, please review the Rules and Regulations. Once you are fully familiar with the rules of the facility, please read the Fitness Center Waiver and Release of Claim Form and electronically sign and submit this form to the Property Management Office. Once this release has been received, the management staff will program your access card to allow you entry into the Fitness Center. Please allow 48 hours for card to be updated.

Limited group fitness classes will be offered through Elevations Corporate Health. No other fitness trainers can provide services in the Fitness Center. For additional information on Elevations Corporate Health class schedules and prices, please contact the Property Management Office.

There is no charge for tenant employees to use the Fitness Center. Out of consideration of all building employees, we ask that you not permit friends or family members to access the center with your access card. Children are not permitted in the Fitness Center.

Recycling

Brookfield Properties is committed to both preserving our environment and reducing operating costs. Brookfield Properties is proud to be a part of, and manage, an innovative and responsive recycling program. We are proud that our tenants participate in recycling paper, cardboard, and clean plastic. In addition, Brookfield Properties provides e-waste recycling drives bi-annually.

The cleaning staff will empty the central recycling bins as required. If you have any questions, please call the Property Management Office.

The following products CANNOT be recycled and should be discarded into the regular trash receptacles: paper towels, carbon paper, waxed paper, blueprints, food plates, and styrofoam.

Deliveries/Loading Dock/Freight Elevator

The Republic Plaza loading dock and freight elevators are available for tenant deliveries during normal business hours. The loading dock is open from 6:00 a.m. to 6:00 p.m., Monday through Friday. The dock entrance is located on Court Place between 16th Street and 17th Street. The height restriction for vehicles entering the loading dock is 13 feet. All vehicles entering the dock must provide the dock master the keys to their vehicle and a bill of lading evidencing what the delivery is and the tenant who placed the order.

Vehicles without advance reservation cannot remain in the loading dock longer than 30 minutes. All large deliveries must be scheduled through the Property Management Office. Large deliveries require three or more trips on the freight elevator to deliver the entire order. Small deliveries that require one or two trips on the freight elevator do not require a freight elevator reservation during normal business hours.

Reservations will not be accepted from the tenant's vendor; the tenant must contact the Property Management Office to make the appropriate arrangements in writing by using the after-hours form or by utilizing the Angus Service Request System.

At no time are freight elevators reserved for the exclusive use of one party, as the movement of Republic Plaza personnel (engineering, custodial and security) must also be accommodated.

After-Hours Loading Dock and Freight Elevator Service

After-hours loading dock and freight elevator service may be required for move-ins, move-outs, construction, demolition, certain deliveries or other activities that would interfere with freight service during normal business hours. In most cases, use of the loading dock is also required.

All requests for after-hours freight elevator and loading dock service must be in writing or by utilizing the Angus Service Request System, and should be made as early as

possible, since after-hour freight elevator service is scheduled on a first come/first served basis. Should an elevator operator be required, the tenant is required to sign a Billable Building Services Work Order form prior to the time of the service.

Deliveries

No deliveries of any kind are allowed through street entrances, the building lobby, or on passenger elevators unless they can be hand carried. Deliveries requiring the use of dollies, hand trucks, and luggage carriers are required to use the loading dock and freight elevators.

Uniformed Delivery Services

Uniformed delivery services, including Federal Express, UPS, and DHL, make deliveries and pickups at tenant offices through the loading dock and freight elevators unless they can be hand carried.

Food and Flower Deliveries

All deliveries of food, flowers and plant should be made through the loading dock unless they can be hand carried.

Truck Deliveries

All truck deliveries are referred to the loading dock, where drivers are required to show a driver's license and a bill of lading. If this documentation is in order, delivery will be allowed provided the driver follows the loading dock procedures, which are posted in the loading dock.

Acceptance of Tenant Deliveries

Property personnel will not accept deliveries on behalf of tenants.

Elevators

Republic Plaza passenger elevators and escalators are restricted to passenger service only. Large packages must enter the building through the loading dock and be delivered to the tenant floor by freight elevator.

The Republic Plaza office tower features double-deck, gearless, solid state elevators manufactured by Otis Elevator Company. The double-deck cabs are designed to simultaneously service contiguous floors. This double-deck system allows for increased car capacity and decreased elevator stops, providing faster service with less waiting time.

This system requires that passengers enter elevators at the street lobby level to reach odd numbered floors and at the concourse level to reach even numbered floors. Upper

deck cars will exit on the street level lobby; lower deck cars will exit on the concourse level lobby. Signage in the street level and concourse level lobbies and elevator lobbies directs passengers to the proper lobby and elevator bank.

The office tower contains 21 (42 cab) passenger elevator cars, 1 parking shuttle car, 2 high-rise shuttle cars, 2 freight elevator cars, and 1 high-rise shuttle freight car.

The retail building contains 2 passenger elevator cars, one of which also serves as a freight elevator car.

Escalators

One set of escalators connects the street and concourse level lobbies in the office tower. Each escalator travels at 120 feet per minute.

Engineering Services

Tenants may need special engineering services, including repairs to private bathrooms, replacement of non-standard ceiling tiles, and installation of additional thermostats. The tenant is billed at established rates for engineering services.

Engineering requests are processed and billed as follows:

- A member of the engineering department staff investigates the situation. If possible, the problem is resolved immediately.
- If materials must be purchased or completing the repair requires further planning or other assistance, the engineer consults the Property Manager.
- They then plan the work and prepare a time-and-materials estimate for tenant approval.

Carpenter Services

The engineering department can provide a variety of minor carpentry services, including installing shelves, hanging pictures, and repairing chairs or cabinets.

Prior to work commencing, the tenant will be required to acknowledge the cost of work for which the tenant is responsible.

HVAC Services

If the temperature in your office needs adjustment, please initiate a request through the Angus Service Request System. Your request will be referred immediately to engineering personnel.

After-Hours HVAC

Most leases provide for HVAC from 8:00 am - 6:00 pm. Certain leases provide that HVAC be routinely provided during non-business hours, but for most tenants, after-

hours HVAC is provided based on a written request from the tenant. In general, tenants are billed for after-hours HVAC on an hourly basis with a minimum number of hours required. The rate at which tenants are charged is sometimes stipulated in the lease; if not, the tenant is charged at the building standard rate. After-hours HVAC is usually billed on a monthly basis.

Keys and Locks

Keys will be provided upon move-in. All additional locks, keys and lock changes must be installed by our preferred locksmith. A fee is charged for this service and is billed as an extra service. No additional locks will be allowed on any door without written permission of landlord. All key and lock requests should be submitted using the Angus work order system. There is a \$12.10 charge for damaged or lost access cards.

Lost and Found

Contact Central Operations at 303-893-9345 to claim items that have been lost or found in the buildings.

Mail Service

The mailing address for the Republic Plaza Office Tower and Retail Building is:

Office Tower:	Retail Building:
Company Name 370 17 th Street, Suite 3700 Denver, CO 80202	Company Name 303 16 th Street, Suite 3700 Denver, CO 80202

The U.S. Postal Service sorts and places mail in central mailroom located in the office tower. The office and retail tenant mailroom are in the concourse level in the service corridor behind the freight elevator vestibule.

Mail Pick-Up

Mail chutes for outgoing mail are located on the street level near the northwest side of the 17th Street entrance to the office tower. These chutes are designed to accept regular size envelopes only. A drop door for parcels and large flats is in the office tower mailroom. At no time may tenant mail be left on the floor outside of the mailroom. For security reasons, if a large mailing cannot fit in the drop door, arrangements must be made directly with the U.S. Postal Service for pickup.

Current mail pickup times (subject to change by the U.S. Postal Service) are: 1:15 p.m., Monday - Friday 5:00 p.m., Monday -Friday

U.S. Post Office Locations

The nearest Post Office location is:
Main Post Office - 20th and Curtis

Repairs

If a need for repairs is noticed throughout the building, please notify the Property Management Office by calling or by submitting a request to the Angus Service Portal. Our staff welcomes your information and assistance in maintaining Republic Plaza as a first-class office environment.

If electrical, plumbing, or other above standard repairs are requested within your premises, please log on to the Angus Service Request System to submit your ticket. The work will be completed by property maintenance personnel or outside contractors who are familiar with the building.

For more information about Service Requests please call the Property Management Office.

Tenant Parties, Receptions and Open Houses

If a tenant has any plans for a party, reception, open house, etc., please contact the Property Management Office with your plans at 303.595.7050 in advance. This will allow us to make appropriate above standard arrangements in advance to assist with your function and help insure a smooth and enjoyable event, including additional security personnel, after-hours HVAC, additional custodial needs or loading dock and freight elevator arrangements for caterers.

Tenant Security Services

Tenants may require security services in addition to those typically provided on a day-to-day basis by Security personnel. If extra security measures are required, the tenant should call the Property Manager to discuss these needs and the best way to fulfill them.

Angus Visitor Management System

The Angus Visitor Management System is a platform found in Angus used to register your visitors into the building. All visitors must be registered through the Angus Visitor Management System, checked in by the lobby desk attendant, and retrieved upon arrival by the tenant. Instructions on how to use this platform are found in Angus below.

- Multi-Tenant Procedures for Visitors
- Secured Floor Tenant Procedures for Visitors
- Unsecured Floor Tenant Procedures for Visitors

Construction / Remodeling

The tenant construction work procedure is designed to provide efficient scheduling of work while protecting other tenants from unnecessary noise and inconvenience.

Please contact the Property Management Office for the Construction Rules and Regulations that includes the approved contractors and subcontractors. This document contains detailed information to assist you in planning construction projects. Please review it carefully before design begins.

Summary

Contact the Director of Construction as the first step. The Property Manager will be happy to assist you in completing your project efficiently.

Incorporate the provisions of the attached document into all your agreements and contracts. You will need written approval from the Director of Construction before contracting any work.

At least four (4) weeks before construction provide two (2) sets of drawings and plans to the Director of Construction for approval. The Director of Construction must also approve your list of contractors and subcontractors.

At least two (2) weeks before construction, schedule a pre-construction meeting with the Property Management Team. Meeting materials should include detailed schedules; addresses and telephone numbers of supervisors, contractors and subcontractors; copies of permits; proof of current insurance (including all subcontractor); payment, performance and lien bonds; and note of any contractor's involvement in a labor dispute.

We will generally require that you conduct noisy, disruptive or odor and dust producing work, as well as the delivery of construction materials, outside of regular business hours.

We expect all contractors to maintain safe and orderly conditions, labor harmony, and proper handling of any hazardous materials. MSDS sheets must be supplied to the Property Management Office.

We may stop any work that does not meet the conditions outlined in the attached document.

Before occupying the completed space, submit the final certificate of occupancy and any other approvals to the Director of Construction. We also require an air balancing report signed by a professional engineer and an "as built" set of drawings in AutoCAD format on disk and one (1) hard copy showing all the work in full detail.

Please note that this summary highlights key aspects of the attached document entitled Rules and Regulations for Design and Construction of Tenant Work for your convenience and does not supersede it in any way.

General Rules and Regulations

Like all communities, Republic Plaza functions according to a set of rules and regulations, and the management is charged with enforcing them. These rules have been adopted for the safety, benefit, and convenience of all tenants and other persons on the property. By Lease, tenants must comply with and cause their employees, agents, licensees, and invitees to comply with the Rules and Regulations in effect. The Property Manager may, from time to time, amend, delete from, or add to the Rules and Regulations if, in its reasonable judgment, it determines that doing so would be necessary for the benefit of the building and its tenants.

Below is a summary of some - but not all - of the building rules and regulations that can be found in tenant leases. Any questions regarding building rules and regulations should be directed to the Property Manager. In addition to the General Rules and Regulations.

Building Access

- Property management controls access to the building during non-business hours.
- Tenant entrance doors should be locked when the tenant is not occupying its premises.
- No bicycles or vehicles may be brought into the building.
- No animals (other than trained and properly designated guide dogs) are permitted in the building.
- For security reasons, property being removed from the building, including furniture and computers, requires a Property Removal Authorization Form signed by the tenant's authorized representative.
- Tenant shall not add to or change existing locking mechanisms on any door in or to the premises without the approval of the Property Manager.

Common/Public Areas

- Tenant may not misuse or obstruct entrances, corridors, or other common areas.
- Tenant may utilize the common phone closet for the necessary connections to the Riser system only. All of tenant's telecommunications equipment shall be in Tenant's premises.
- Consumption of alcoholic beverages is prohibited, except where such beverages are sold for on-site consumption.
- Loitering - remaining in an area for no apparent reason and causing annoyance to the public - is prohibited.
- Hand trucks used in the building must have rubber tires and side guards.
- Canvassing, soliciting, or peddling in the building is prohibited.
- Tenant shall not use water or restroom fixtures for any purpose for which they

are not intended, nor shall water be wasted by tampering with such fixtures.

- Members of the public may take photographs for personal use, but extensive photography or commercial photography is forbidden unless the Property Manager has given prior approval.

Windows

- The Property Manager must approve window treatments that do not conform to the building standard treatment.
- Tenant may not attach awnings or any other object that projects from the surface of the building. No signage may be displayed in windows unless the building manager has given prior approval.

Use of Tenant Premises

- Noise or conduct that might disturb other tenants is not permitted.
- Tenant premises shall not be used for lodging, or for any dangerous, illegal, or immoral purpose. No tenant may produce objectionable odors that could annoy other tenants.
- Tenant, its employees, agents, and invitees shall not bring any weapons and/or explosives on the property for any reason.
- Tenant shall prevent files, paper, books, magazines, and other obstructions from being placed within 18 inches of the ceiling, and shall not interfere with the heat, ventilating, and/or air conditioning system within the premises.
- Tenant shall place all refuse in proper receptacles provided by Tenant at its expense in the premises or in receptacles (if any) provided by the Property Manager and shall keep all areas inside and outside of the building free of all refuse.
- Tenant shall not permit cooking within the premises, except for re-heating in microwave ovens, and the use of coffee makers, etc., for the use of their employees, agents, or invitees.
- Tenant shall make every effort to practice energy conservation in the premises, including turning off lights and equipment at the end of the day.
- Tenant shall not carry out alterations, improvements, or repairs and maintenance to mechanical equipment without coordinating the work in advance with the Property Manager.

Hazardous Materials

- Tenant may not bring or keep hazardous materials in the building.
- Tenant may not dispose of chemicals, acids, or other hazardous materials in the building's waste lines, flues or vents.

Insurance Requirements

Policy

General Liability
General Liability
General Liability

Limit

Per occurrence
Aggregate
Products / completed ops Worker's Compensation

Employers Liability	Bodily Injury / Each Accident
Employers Liability	Bodily Injury by Disease per employee
Employers Liability	Bodily Injury Disease Aggregate
Automobile Liability	Combined Single Limit (CSL) per accident for owned,
Non-owned & hired autos	
Umbrella	Umbrella per occurrence and aggregate
Special Requirement1	
Special Requirement2	
Special Requirement3	

Additional Insureds:

Brookfield Office Properties, Brookfield Commercial Properties Inc., BOP Republic Plaza I LLC, BOP Management Services LLC, Brookfield Properties (USA II) LLC, and their respective affiliates, shareholders, partners (including partners of partners), subsidiaries and related entities, and any successors and assigns of such entities.

Certificate Holder:

BOP Republic Plaza I LLC
 370 17th Street, Suite 3700
 Denver, CO 80202

Moving Procedures

Tenants are requested to contact the Property Management Office as far in advance of the move date as possible, but no less than two (2) weeks prior to any move in to or out of the Building, to coordinate the move. All move-ins/outs must take place after 6:00 pm, Monday through Friday, or on weekends and are scheduled on a first come, first served basis. Additional Charges for loading dock personnel, elevator operators, and security guards to accomplish the move will be charged to you at prevailing rates. As a brief checklist, please provide the following to the Property Management Office prior to your move in date:

- Access control cards
- Evacuation training for Floor Wardens and employees
- Keys for offices and restrooms
- A list of Building approved movers is available in the Management Office

The following rules pertain to moving furniture, equipment and supplies in and out:

- The loading dock is the only building entrance permitted to be used for moves.
- Movers must carry insurance in accordance with the specifications in the Insurance Requirements section and provide a Certificate of Insurance prior to the move.
- Clean masonite sections must be used as runners on all finished floor areas

where furniture or equipment is being moved with wheel or skid-type dollies. The masonite must be at least one-fourth inch thick, 4' x 8' wide sheets in elevator lobbies and corridors, and 32" wide sheets through doors in Tenant Space. All sections of masonite must be taped to prohibit sliding.

- The mover must provide and install protective coverings on all walls, door facings, elevator cabs and other areas along the route to be a protective barrier. These areas are inspected for damage after the move.
- Restoring any damage to the building or fixtures in connection with the move is the financial responsibility of the Tenant.
- The freight elevator is the only elevator used for the movement of furniture, equipment and supplies unless prior written approval to use additional elevators is obtained from the Property Management Office.
- Movers must plan arrangements with the Property Management Office for use of the elevators for each move. A firm arrival time should be established for each day of a move.
- Management Supervision is required during the move. Tenant will only be charged for those hours that extend the normal shift of staff and porter.
- Movers are required to remove all boxes, trash, etc., when leaving the Building. Any materials left behind will be disposed of by building staff and charges for this disposal are billed to you with your next monthly rent.
- Our building has a strict "No Smoking" Policy. Moving crews are not permitted to smoke in any area of the building.
- The Fire Department prohibits the blocking of any fire corridor, exit door, elevator lobby or of hallways.

Smoking Policy

Smoking is prohibited in all Republic Plaza common areas of the building including, but not limited to, entrances and lobbies, elevator lobbies, lavatories (handicap included), loading dock, elevators, freight elevators, stairways and garage. The building is a non-smoking facility.

Security Overview

Security officers are on duty at the Republic Plaza's Security Console and tour throughout the property and garage twenty-four hours a day, seven days a week. Republic Plaza also employs electronic surveillance devices throughout certain common areas. Two-way radio communication between the Property Management Office, Security Console and property staff provide quick response to any issue.

While security officers, closed circuit cameras and the maintenance staff can provide basic protection for Republic Plaza, security is everyone's responsibility and your cooperation and vigilance are essential.

Each tenant can be effective in preventing the loss of valuable personal and company property by careful observance of these common-sense procedures:

- Be particularly observant of strangers in your area and if their identity cannot be readily established, advise the Property Management Office immediately. Our ability to take positive action may be wholly dependent on speedy notification.
- Establish and use, within the occupied premises, a secured area for packages, purses, salable and transportable property, etc., and particularly any form of a negotiable instrument or petty cash. We recommend a GSA approved fire safe.
- At the end of each working day, store small personal and company items of value, such as hand-sized dictating machines, calculators, etc., in a locked desk, credenza, file cabinet or other secured location.
- Personal computers and large calculators should be bolted to the desk. Care should be taken for the security of lap top computers and tablets; they are easily transported and readily marketable.
- File cabinet drawers should be closed at the end of the working day and all file cabinets that are provided with locks should be secured nightly.
- Be certain that all public corridor egress doors are locked at the conclusion of standard business hours on each business day and when your receptionist leaves the premises.
- Enforce strict control of keys and access cards. Please notify the Property Management Office when any employees are terminated.
- Promptly report the loss of property or any suspicious event to Security. Serial numbers of all valuable items should be recorded and retained in a file to aid police in recovering property in the event of a loss or theft.
- Articles of value (handbags and coats) should not be left in open, unattended reception areas or on desks in offices at any time.
- Never leave a vault or safe open while out of the office. Thoroughly spin the combination lock when closing a vault or safe. Do not leave a vault or safe combination in a desk.

Special care should be taken during certain times best suited for pilferage, i.e., the first 30 minutes after opening, lunch hours and just before closing. These are the times of maximum movement of personnel and absence from work areas and offices.

You may request additional checks of your offices by contacting the Property Management Office.

Fire Life Safety

Brookfield Properties prides itself on providing the highest level of prevention measures to ensure the safety and security of our customers, visitors and employees. We recognize the growing importance of safety and security in our buildings, and Brookfield Properties' National Security Program is designed to heighten tenant awareness and increase understanding of our safety and security processes and procedures. Our program recognizes that prevention is the cornerstone of emergency management. Through long-term planning and the use of enhanced technology, Brookfield Properties' National Security Team works to address the ever-changing security needs of our

properties.

To learn more about life safety and security training, please click on the following link:
<https://republicplaza.bssnet.com/>

Please log in to the site. Should you need your company specific password code, please contact the Building Office at 303-595-7050.

Brookfield Properties' National Security Team's key responsibilities include:

- Delivering unparalleled service to our customers
- Maintaining our national programs at the highest state of readiness
- Cultivating professional relationships with local law enforcement agencies

Access Control

We strive to provide a safe environment for tenants and their employees, guests, customers, and visitors. For this reason, access to the building is restricted. Republic Plaza is always open to tenants; however, management may limit public access at certain hours. Building doors are open during the times listed in the Hours of Operation section.

Outside of these times only tenant employees using Republic Plaza security access cards/badges, or visitors, vendors, and customers who are sponsored by tenants, may be admitted to tenant areas. All visitors without proper after-hours authorization are referred to Property Security at all other times.

After-Hours Building Entry

To gain access to the building after-hours and on non-business days, tenants must use the 16th Street entrance. For the safety of all, management requires tenants entering the building after-hours to present their access control magnetic pass card key at Security if requested.

Tenants should send a written request to the Property Management Office for after-hours and non-business day's access for temporary employees, contractors, telephone workers, etc. Access will not be granted without the written request being on file. Security will issue identification badges for vendors and contractors.

Vendor/Contractor Access

There may be special instances when vendors or contractors need to perform work in your suite during non-business hours. In such instances, please provide written notification to the Property Management Office on the After-hours Authorized Signatures including:

- The Company Name Foreman or supervisor.
- Names of all people who will be doing the work Date(s) the work will be

performed.

- Time the contractor will arrive and depart
- Description of the work being done
- Property staff will not admit your contractor into your suite. Please plan to meet the vendor or provide them with keys.

Handicap Accessibility

Handicap accessible entrances provide easy access to and from Republic Plaza. Handicap entrances and egresses are available at the following locations:

- Street level on the 16th Street side of the buildings.

Property Removal / Stolen Property

Property Removal

To prevent unauthorized removal of material or equipment from the building, the "Property Removal Authorization" form, included in the forms section of this manual, must be completed by an authorized tenant representative and be retained by the individual authorized to remove the material. The form should be submitted to the Property Management Office to confirm the authorized tenant representative. Security personnel will request this form when an individual is removing materials or equipment from the building during or after normal business hours.

Stolen Property

If property belonging to a tenant, employee, or visitor is stolen, notify the Denver Police Department and the Property Management Office immediately. (After normal business hours, the call will be automatically forwarded to Central Operations.) A security officer will respond as quickly as possible to take an incident report and assist the Denver Police Department.

Solicitation

For the privacy of our tenants, solicitation and hand-billing is not allowed in Republic Plaza. To report solicitation, please call the Property Management Office.

Emergency Procedures Overview

During an emergency, the safety of personnel and the protection of property often depend on the actions taken by those individuals within the emergency's arena. For this reason, Brookfield Properties has developed and implemented the Tenant Emergency Procedure Manual. (TEPM)

The TEPM serves to standardize and clarify emergency information, preparedness, procedures and responsibilities of the building owner and tenants at all US locations. It

is based upon the best suggested guidelines derived from state and local fire prevention codes and other well-established emergency information.

It is imperative that all building occupants become familiar with this plan and its procedures since its effectiveness depends on the active participation of tenants and employees at all levels. Tenants should use it to help prepare their own emergency plans that are individually tailored for maximum employee and asset protection. To this end, each Property Manager will distribute to all Tenant point of contacts a hardcopy of the building's TEPM.

<https://republicplaza.bssnet.com/>

Please login to the site. Should you need your company specific Password Code, please contact the Building Office at 303.595.7050.

However, due to the obvious difficulty associated with predicting the scope and nature of any given emergency, Tenants should not use the TEPM as the ultimate arbiter when determining how to respond to an emergency. The procedures are suggestions which should never be at odds with their primary goal: to protect life, safety and property. Additionally, no Tenant or Brookfield Properties' employee should ever risk life or limb based upon the TEPM's perceived advice. In fact, the TEPM includes clear limitations:

IMPORTANT - never endanger your own life or the lives of others when carrying out duties in the Fire Safety Plan

Use of a fire extinguisher by any tenant employee or tenant Fire Safety Team Member is optional and should only be attempted if safe to do so.

The TEPM can provide significant assistance to all Brookfield Properties' Tenants who are intent on preparing an effective and safe response to a developing emergency. Its procedures strive to make a sometimes- dangerous world safer. As situations and procedures can vary from building to building, please contact the Property Manager's Office if you have any questions.

Active Shooter

The following is the agreed-upon definition of an active shooter by U.S. government agencies including the White House, U.S. Department of Justice/FBI, U.S. Department of Education, and Department of Homeland Security/Federal Emergency Management Agency:

Profile of an Active Shooter

An Active Shooter is "an individual(s) actively engaged in killing or attempting to kill people in a . . . populated area." In most cases of mass casualty attacks, the actors use firearm(s), but it is important to be aware that other weapons are sometimes used such

as explosives and cutting instruments.

Active shooter incidents are usually unpredictable, and the situations evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

- Since most active shooter situations are often over within 5 minutes before local law enforcement arrives, individuals must be prepared both mentally and physically to deal with an active shooter situation. Civilians will often have to make life and death decisions, and, therefore, should be engaged in training and discussion on decisions they may face.

How to Respond When an Active Shooter Is in Your Vicinity

The DHS recommended survival techniques you follow should be fluid based on the threat, your location and your individual circumstances. Therefore, note that the order of the techniques can be modified.

Run/Hide/Fight

Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1. Run Evacuate

- If there is an accessible escape route, attempt to evacuate the premises. Be sure to: Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2. Hide

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed door and locked door)
- Not trap you or restrict your options for movement

To prevent an active shooter from entering your hiding place:

- Lock the door
- Blockade the door with heavy furniture
- Silence your cell phone and/or pager
- Turn off any source of noise (i.e., radios, televisions)

- Hide behind large items (i.e., cabinets, desks)
- Remain quiet If evacuation and hiding out are not possible:
Remain calm
- Dial 911, if possible, to alert police to the active shooter's location
- If you cannot speak, leave the line open and allow the dispatcher to listen

3. Fight Take action against the active shooter

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

General Response Guidelines to a Report of an Active Shooter

During a report of an Active Shooter incident, and when safe to do so, each tenant will be instructed via a PA Announcement or mass notification alert to implement their company's Active Shooter policy.

PA Announcement - Whenever possible and safe to do so, an announcement will be made over the fire alarm PA system. Below is a sample script emergency notification when the active shooter is inside the building:

"An active shooter has entered the building; he was last seen on the 3rd floor of the building. Please implement your company's active shooter response plan based on your location and stand by for further notifications."

Active Shooter Inside the Building

- The building's Fire Safety/Security/EAP Director will inform the occupants of the building to implement and maintain their company's Active Shooter incident policy until the shooter can be isolated or is immediately stopped by responding law enforcement officers.

Active Shooter Outside the Building

- Lobby Area - In order to protect the occupants within the lobby area, the building's Fire Safety/Security/EAP Director will initiate a lock down of the lobby and have lobby occupants relocate to a safe area until the shooter(s) can be isolated or is immediately stopped by responding law enforcement officers.
- Rest of the Building (above and below grade areas) - The building's Fire Safety/Security/EAP Director will initiate a Shelter-in-Place Emergency Action Plan response for the remainder of the building occupants informing them of the situation via a PA announcement.
- Once more information is provided and confirmed i.e., location of shooter(s) direction of flight, the building's Fire Safety/Security/EAP Director will provide the occupants of the building with an update of the situation.

- To the extent that the FS/Security/EAP Director has actionable information, he/she will inform the occupants of the building of what is actually going on, where it is happening, and what part of the EAP Plan the building will be implementing and provide frequent status updates.

Elevator Recall

Unlike fire emergencies, the Fire Safety/Security/EAP Director is NOT required to recall all the passenger elevators. The Fire Safety/Security/EAP Director will act based on available information including the building 's infrastructure and the reported location and movement of the threat before deciding where to position the elevators.

Fire Alarm Pull Stations

As a general guideline, tenants should NOT pull the manual fire alarms because this may automatically unlock the stairway re-entry doors and recall the elevators to the lobby. This could potentially give wider access to an active shooter and in the case of an elevator lobby recall, deliver tenants into a potentially unsafe location.

Bomb Threats

In the event of a bomb threat this policy will provide for an orderly, safe and rapid response plan for conducting searches, providing prompt and necessary communications, rendering assistance, and if necessary, evacuating and returning personnel to work.

Bomb Threat

In the event of a bomb threat either through a telephone call or by other means, the following procedure should be followed:

1. Remain calm.
2. If the threat is via telephone, try to keep the caller talking if possible.
3. Ask the person to repeat the message.
4. Write down the message and obtain as much relevant information as possible. Below are some of the items you want to identify along with other information which will aid in an investigation:
 - a. Time the call was received.
 - b. When is the bomb due to explode?
 - c. Identification of the caller?
 - d. Why was the bomb put there?
5. Try to recall every statement made by the caller and find out as much as possible about the caller. For example:
 - a. Sex
 - b. Age
 - c. Voice characteristics (educated, low, high-pitched, accent)
 - d. Speech (fast, slow, nervous, slurred throat drinks or drugs)
 - e. Manner (calm, angry, hysterical, humorous)
 - f. Background noises (road traffic, music, giggling, aircraft)

After a bomb threat call has been received, immediately notify the Property/Security Office. The Property Manager and Security Manager will coordinate the search activities and make necessary notifications.

Letter Bombs

Letter bombs are designed to travel safely but to explode when opened, triggered by either mechanical (spring loaded) or electrical means. Some signs to look for:

- Size - Is the letter unusually thick?
- Weight - Is it heavy? An effective letter bomb will weigh over two ounces. Few first-class letters weigh that much.
- Balance - Is it heavier on one end?
- Appearance - Are there grease marks on the envelope or wrapping caused by sweating of an explosive? Is the envelope sealed more tightly than usual or taped shut?
- Does it bear an unusual style of writing?
- Odor - Is there a smell of almonds or marzipan?

If you consider a parcel or letter suspicious, **DO NOT OPEN IT!** Immediately call 911 and inform the Property/Security Office.

Chemical, Biological, Radioactive (CBR) Release

If there is a CBR release including an envelope "white powder" and potential exposure call 911 and the Security/Property Management office. Provide the building's address, your floor and phone number, and what type of spill has occurred. Any person(s) exposed should be directed to an area where they and where other people will not become contaminated and are to await medical attention there.

- Take appropriate action to contain the hazard; close doors behind you, and always follow all safety procedures when working with toxic materials.
- Contain the material and isolate the area to minimize the impacted area
- Contain the material to minimize the number of individuals exposed
- If outside, identify wind direction and ASAP direct unaffected persons upwind of release. Contain the potentially impacted individuals to ensure that they receive proper medical attention

Notification

- Notify Security/Property Management Office
- Notify local Emergency Response Authorities (Call 911)
- Notify your supervisor
- Notify persons in the area

Containment

If material is released, potentially impacted individuals should move from immediate area to adjacent control area. Minimize activities until appropriate response staff arrives. If necessary, move impacted individuals into nearest bathroom facility on floor.

Non-impacted individuals on the impacted floor should be evacuated and await further instructions from response team.

The HVAC (heating and ventilation) system for impacted and adjacent areas, as well as for bathrooms/kitchens will be immediately turned off by the property engineers.

Isolate the impacted area(s), e.g. shut door during exit. Do not allow any unprotected personnel into the impacted area.

Retain all impacted material for response team.

Should an evacuation or re-location become necessary, the initial authority and responsibility to implement that response will be the building's Emergency Action Plan Director. Once the agency having jurisdiction (police, fire etc.) arrives on the scene, they will assume control of the situation.

Elevator Entrapment

Occasionally elevator service can be interrupted when the elevator controls detect a potential malfunction. The building elevator equipment is designed to stop at the slightest hint of an unsafe condition occurring, which may impact service to passengers.

If elevator service is interrupted while you are a passenger, remain CALM. Do not attempt to force the elevator doors open or leave the cab.

Press the "EMERGENCY ALARM BUTTON" on the elevator panel which will summon assistance. Two-way voice communication is available in all building elevators and security will remain in constant contact.

Once communication is established with security, the elevator mechanic will be notified to respond. Please stay away from the elevator doors and Do Not try to open the elevator doors.

Inform security of the following:

- Number of people in the elevator?
- Condition of people in the elevator?
- Number of injuries?
- Condition of the elevator?
- Names of people in the elevator?
- Company names?
- Telephone numbers?
- Who you would like notified?

Security personnel will maintain constant communication with the elevator occupants checking on physical condition and inform them that elevator staff is working on the condition.

Emergency Notification System - LiveSafe

LiveSafe is a mobile safety application and emergency communication dashboard platform. The LiveSafe Command Dashboard is a web-based system that any computer connected to the Internet can access. The command dashboard provides security operation centers with an additional line of communication and is aligned with existing Brookfield protocols.

Unlike other mass communication companies our staff and tenants will have the ability to not only receive but to also send critical emergency AND ROUTINE tips to a dashboard that YOUR BUILDINGS can monitor in house.

Below is a list of LiveSafe mobile application features that are available to our tenants:

- One button feature to contact security or property management directly. One button feature to contact 911.
- One button feature to have access to critical portions of the Tenant Emergency Procedure Manual (TEPM) and tabs for each emergency scenario.
- The ability to report an emergency or tip and add a photo or video to send to the dashboard. This can also be done anonymously for privacy reasons.
- The ability to use the Safewalk feature which will allow the tenant to have a colleague or co-worker monitor their activity when they are leaving the property, headed to the garage or to the train station OR TRAVELING OUT OF TOWN.
- If their colleague has the LiveSafe app, Safewalk can be used in any capacity that a tenant wants a colleague to follow their path.

Fire Emergencies

In the event of a fire alarm activation:

Typically, the building's fire alarm system will sound on the floor in alarm and the floors immediately above and below the initial floor in alarm. This will set off a "sequence of operations" that will include the activation of the evacuation tone and strobes lights on those floors, the release of the stairway re-entry doors for relocating building occupants, the recalling of the elevators to the lobby, and the shutting down of the heating ventilation and air conditioning (HVAC) on the floors in alarm.

Upon activation of a fire alarm on your floor, you are to listen to the PA announcements from the building's Emergency Action Plan Director and proceed to the nearest safe stairway exit and continue down the stairs to your floor's re-entry floor or evacuate the building to the pre-determined outside assembly area depending on your regions typical response plan.

In either scenario, whether relocating to another floor or evacuating the building to the outside assembly area, you are to report into your floor warden(s) and await further instructions.

If you see or smell smoke, immediately call 911 and the Security/Property

Management Office.

If you see flames, evacuate your area immediately and close all doors behind you. NOTE a fire may spread faster than you think, trapping you and others. A safe and orderly evacuation is the priority. If you have not heard a fire alarm announcement in the building, activate the nearest fire alarm pull-box station located near each stairwell entrance, by pulling the lever, and then call Security.

If you are involved in a fire situation, remain CALM. Listen for information and instructions being announced over the building's public address system.

At the direction of property staff or the Floor Wardens, evacuate the floor via the Emergency Exit Stairwell proceeding as follows:

- Check doors with the back of your hand before opening them. If door or knob is hot, do not open it. If it feels cool, brace the door with your foot and open slightly to look for smoke and feel for heat. If the air appears to be cool, proceed into the stairwell.
- Walk down the stairs and proceed to your re-entry floor or if instructed to do so, exit the building. When you have reached your destination, assemble in groups with your Floor Warden for roll call. Personnel needing assistance should assemble in the designated stairwell with their assigned “buddies” to await evacuation by rescue teams.
- When all personnel have evacuated the floor, close the stairwell door. This prevents the loss of the pressure which is necessary to maintain clean air in the stairwells.
- If the fire is minor, and it is safe to do so (i.e., small wastepaper basket) you may try to extinguish the fire using a portable fire extinguisher - this is optional!
- Evacuate the floor using designated evacuation stairs. **DO NOT USE THE ELEVATORS!**

Relocation and Evacuation in the Case of Fire Emergencies

In order to ensure the safety of building occupants, it may be necessary to relocate or evacuate some, or all, building occupants during emergencies. The schedule of relocation floors is included in the Tenant Emergency Procedure Manual and is reviewed during the semi-annual fire drill.

A relocation, partial evacuation, or full building evacuation is a structured response to an emergency and must be conducted in an orderly manner. Upon a fire alarm evacuation or notice to evacuation your floor, tenants and visitors should take the following steps:

1. Assist the Floor Wardens in directing persons to the exit stairway and relocation floor.
2. If possible, close all doors, which will slow the spread of fire, heat, and smoke.
3. Walk quickly but do not run to the designated stairway. Keep to the right in halls and stairwells and stay in single file.
4. Once you are in the stairway, do not turn back for any reason.

5. Hold onto the handrails, DO NOT TALK on your cell phones and DO NOT TEXT!
6. Merge alternately when two lines meet at various floor landings. Proceed in an orderly manner.
7. Before entering through a closed door, place your hand on the door. If the door is hot, do not open it. You may be entering a fire or endangering the lives of the people in your charge. If there is evidence of fire or smoke on the designated relocation floor (doors warm, alarm is sounding on relocation floor, or smoke is present), continue down the stairs to the next "safe" floor.
8. Do not use elevators when there is a fire alarm on your floor. Elevators can spread smoke from floor to floor and potentially become a trap if impaired by smoke or fire damage. The Fire Department may also require the elevators to move equipment or rescue occupants.
9. Do not return to your floor until the "Back to Normal" announcement has been made.
10. If told to evacuate the building by Fire Department or building personnel, exit via the stairwell to the street or lobby level, out the doors, and away from the building to your pre-arranged assembly point.
11. Do not exit at the concourse or parking areas unless directed to do so.

Fire Life Safety

Introduction

Brookfield Properties prides itself on providing outstanding prevention measures to ensure the safety and security of its tenants, visitors and employees. This is accomplished through fire and life safety education, as well as planning for emergencies. It is important that each tenant and their employees be familiar with emergency exits, equipment, evacuation plans, and well informed on all issues related to fire and life safety.

Tenants are given materials and are educated in response procedures for both fire and non-fire related emergencies. Fire Drills are conducted twice a year and an emergency action plan (EAP) drill is conducted annually.

Each floor's fire safety team personnel receive additional training in the approved FDNY Fire Safety and

Emergency Action Plan written specifically for their building by the Emergency Action Plan Director or his/her designee.

We also hold seminars for building staff and tenant representatives. Seminar topics include fire life safety, bomb threat preparedness, and other personal security related issues.

The entire evacuation of high-rise buildings in an emergency cannot be accomplished in a short period of time and the number of people occupying a high-rise building is too

great to permit everyone to leave at the same time. During a fire condition, this potentially dangerous situation could cause a panic and hamper firefighting and rescue operations. In fact, during most fire situations within a high-rise building, an entire building evacuation will not be necessary or feasible.

The fire and life safety systems installed in high-rise buildings today, including automatic fire sprinkler protection, are designed to control a fire and therefore lessen the need to evacuate all occupants. In a typical scenario, the occupants of the fire floor and the floor immediately above it should use a safe exit stairs to descend to a floor level that is at least two floors below the fire floor, and await further instruction from fire officials.

Fire Safety Plan

The purpose of the Fire Safety Plan is to establish a systematic, safe and orderly method of evacuating an area (or areas) within the building in the least possible time, to an area of safety. The plan also provides instructions for the use of available fire appliances, including fire extinguishers, manual pull station alarms and fire warden telephones for the controlling or extinguishing of fire and the safeguarding of human life.

The Fire Safety Plan relies on technology, including fire alarm and communication systems, smoke detectors, sprinklers, door releases, other safety mechanisms, and on highly trained building staff and tenant employees to assist with evacuation/ relocation of occupants. Documentation relative to the life safety features within the building i.e., copies of the Certificate of Occupancy, floor plans, riser diagrams for standpipe/sprinkler systems, elevator and stair identification charts, are posted in the fire safety plan.

The objective of the Fire Safety Plan is to provide proper education through a continuing employee indoctrination and written program for all occupants, to assure the prompt reporting of fire, the response to fire alarms as designated, and the immediate initiation of fire safety procedures to safeguard life and contain the fire until the arrival of the Fire department.

Each tenant on every floor must appoint a responsible individual to the position of Floor Warden. This appointment will ensure that the floor is under the direction of a designated floor warden, who is familiar with the safety plan.

Fire Preparedness

The Fire Provisions section of this handbook contains very important information. Each tenant should be familiar with the information provided on the following pages. Listed below are several links to help find specific information quickly and easily.

Brookfield Properties is proud of its efforts to provide the highest possible level of fire and life safety protection, which include fire safety education, as well as emergency planning. It is important that each Brookfield tenant is well informed on all issues related

to fire and life safety through the following measures:

- Tenants are given materials describing emergency guidelines and bomb threat checklists for distribution to all employees.
- The Tenant Fire Safety Team personnel receive training from the building's Emergency Action Plan Director and through the Tenant Emergency Procedure Manual written specifically for your building. Brookfield Properties holds semi-annual fire life safety drills to ensure tenants know how to react in an emergency.
- Brookfield Properties provides additional fire life safety training for tenants through an online life safety training website that provides training modules in fire, medical, bomb threats, power failures and access to all the building's safety resources.
- Brookfield Properties, in conjunction with security consultants, holds seminars for tenants as well as building staff. Seminar topics include fire life safety, bomb threat preparedness, and other non-fire emergencies related issues.

Fire Prevention

Elements of Fire

There are three elements of fire:

- Fuel (furniture, plastics, grease, etc.)
- Heat (matches, cigarettes, sparks, electric, etc.)
- Oxygen

Fire needs all three elements. If you remove one, you can eliminate or reduce the fire.

For example:

- Closing doors - reduces the amount of oxygen
- Dousing with water - reduces heat
- Using an ABC Type Fire Extinguisher - smothers the fire, reducing oxygen
- Removing nearby draperies, papers, furniture - removes the source of fuel

Fire Tips and Facts

- In an emergency, use stairwells. Do not use elevators, unless instructed otherwise. Feel the stairwell door with the back of your hand for heat, before opening the door.
- If you encounter smoke, get down on your hands and knees. The air is cleaner and cooler nearer the floor. Crawl to the nearest stairwell exit.
- Most fatalities are a result of smoke inhalation, poisonous gases and panic. Panic, a sudden overpowering terror, is usually the result of not knowing what to do.
- Smoke detectors serve as an early-warning system. Smoke detectors save lives.
- A sprinkler system is designed to suppress a fire. Sprinkler heads are activated one at a time by a rise in the temperature.

Planning and Preparedness

- Have a list of emergency phone numbers. Be familiar with your floor's layout.
- Know primary and secondary exits routes and termination points both up and down. Know location, type and how to use manual fire alarms and fire extinguishers.
- Know primary and secondary methods of communication.

- Know safe refuge areas (re-location floors) during a fire emergency:
- If relocating within the building - usually a minimum of four (4) floors below the fire floor is adequate. When evacuating the building - move away from the building, and out of the way of emergency vehicles, flying glass and other obstacles. Usually a distance that is greater than the height of the building and proceed to your pre-determined outside assembly area.

Safe Stairwell Procedures

- Remain quiet and calm. Do Not Talk and Do Not Text!
- Remove high-heel shoes. Keep a pair of old sneakers next to your workstation.
- Use handrails & move quickly. Walk in a single file.
- Keep to the right so Emergency personnel can ascend the stairs on the left.
- Allow others to enter stairwell flow, but do not unnecessarily hold up traffic.
- Assist those who are slower or physically impaired.
- Walk down the stairs (unless otherwise instructed).
- All injuries should be treated at stairwell landings when required and safe to do so.
- Do not spread false information, rumors, etc.
- Do not bring drinks or food into stairwell.
- Develop awareness of safety conditions, fire violations and potential hazards, for example: fire doors improperly blocked or open, improper lighting, frayed cords, overloaded outlets, obstructed halls and corridors, trash buildups, etc.
- Participate in fire drills and review emergency procedures. Know your area of responsibility and your emergency actions.

Fire Prevention Tips

- Obey "NO SMOKING" law in all areas of the building.
- Do not use portable heaters in the building at any time.
- Check for frayed or damaged electrical cords. Report them to your supervisor. Do not run electrical cords under carpets or chair pads.
- Do not overload electric outlets.
- Turn off or unplug appliances when not in use.
- Do not let trash overflow in wastebaskets or collection areas. Do not block corridors, freight elevator bays and stairwells.
- Do not prop open stairwell, corridor or other fire doors.
- Check lighting in corridors, stairwells and exit signs. Report any malfunctioning lights.
- Do not store any flammable liquids, oily rags or combustible materials in the building at any time. Under NO circumstances should any items be stored in the stairwells. They are your means of exiting in an emergency.

Fire Extinguishers

Always maintain 3 feet of clearance around all fire-protection equipment. Never re-hang a fire extinguisher once it has been used. Have it recharged by a licensed service

provider. Most of all, practice fire prevention and good housekeeping. Do not give fire a place to start.

Class A

Any fire involving ordinary combustible materials such as paper, wood, cloth, rubber and plastics. Extinguish with a penetrating cooling agent. Water is the best material commonly available for this.

Class B

Any fire involving flammable liquids, such as gasoline, naphtha, acetone, greases and oils; or flammable gases like methane or hydrogen. Extinguish with surface-acting agents such as dry chemicals, which break up the chemical reaction of the fire; or use inert, dense, heavier-than-air gases, which smother the fire.

Class C

Any fire involving electrical equipment, appliances and wiring. Extinguish with a nonconductive extinguishing agent to protect against electrical shock. Most extinguishers that have a Class B rating also have a Class C rating but read the label to be sure.

Class D

Any fire involving combustible metals such as magnesium, lithium, potassium, etc. would be considered a Class D Fire

Fire Extinguisher Types

The building is equipped with multipurpose ABC dry chemical extinguishers that are suitable for class A, B and C type fires. All Class A fires must be followed up with water to ensure extinguishment of all deep-seated smoldering fires.

Class A - Air Pressure Water Tank, Hand Pump Water Tank and multipurpose ABC dry chemical.

Class B - Pressurized Dry Chemical, Carbon Dioxide, and multipurpose ABC dry chemical.

Class C - Pressurized Dry Chemical, Carbon Dioxide, and multipurpose ABC dry chemical.

The "PASS" Method for Using ABC Extinguishers

- Pull safety pin while holding upright
- Aim the hose at base of fire and stand back 10 feet and
- Squeeze the lever/trigger.
- Sweep side to side.

Fire Safety Personnel

Fire Safety Director

Trained Fire Safety Directors are always on duty. They are responsible for ensuring that

all tenants are trained and aware of the safety procedures. In an emergency, the Fire Safety Director has the primary responsibility of manning the Fire Command Center and implementing the Fire Safety Plan. From this main location in the lobby, he/she will be able to control all mechanical, alarm, and communication systems within the building. The Fire Safety Director, under normal fire or fire alarm situations will usually only have to be initially concerned with evacuating the fire floor and the floor immediately above. As a standard operating procedure, usually the evacuation of those exposed will be to a location four (4) floors below the floor evacuated. Further evacuation, of additional floors, can be ordered as information is received at the Fire Command Center, or as ordered by the Fire Department Incident Commander.

The Fire Safety Director organizes and trains a Fire Brigade composed of Building staff and is responsible for their equipment and state of readiness. He or she is also responsible for overseeing the designation and training of a Floor Warden for each floor and enough Deputy Floor Wardens for each tenant to meet Fire Department regulations. The Fire Safety Director maintains organizational charts listing members of the current tenant emergency teams.

Fire Brigade

A Fire Brigade, consisting of building personnel, will initially report to the floor below the fire to assist in evacuation and provide information to the Fire Command Center. After the evacuation of occupants from the fire floor they shall attempt to control the spread of fire by closing (but not locking) doors behind them as they move towards their means of egress. If the fire is small and conditions do not pose an immediate personal threat, (i.e., a fire in its incipient or beginning stage) the Fire Brigade will attempt to extinguish the fire using handheld extinguishers. (As directed or instructed during their annual training)

The use of handheld extinguishes for Fire Brigade personnel shall not be attempted for a fire beyond its incipient stage. The following are definitions and examples of the various stages of fire:

Tenant Emergency

Personnel Floor Wardens

A crucial step in the development of an evacuation plan is the appointment of Tenant Floor Wardens, Deputy Floor Wardens and Searchers; these individuals should have strong personalities and the ability to take charge in the event of an emergency. Strong decision action early in an emergency may save lives.

In the case of multiple-tenant floors, a Floor Warden is appointed for each tenant. Each tenant will be required to staff all safety team positions on each floor and should check stairwells and restrooms in an emergency.

Floor Warden's Responsibilities

Know all disabled persons on the floor (including those temporarily disabled, as with a bone fracture, etc.) and assign people who can evacuate disabled employees down the

Emergency Stairwells.

Instruct all employees on the floor as to the following:

- Locations of emergency stairwells Locations of fire extinguishers Locations of fire-pull stations
- Never to use the Elevators during an alarm
- Establish a meeting place outside the building where all employees should assemble for check-in. Ensure that no one re-enters the building.

General Evacuation Procedure

In the event of an emergency or disruption to the Building's normal operation the first reaction should be to REMAIN CALM and call the Security/Property Management Office to report the emergency. This will set in motion several events simultaneously including:

- The immediate dispatch of qualified assistance for fire, medical, and other agencies as dictated by the emergency.

In the event that it is necessary to evacuate part or all the building, remain CALM and LISTEN to the instructions being given over the public address system, and by property staff. Emergency Exit Stairwells are to be used for evacuation. DO NOT USE ELEVATORS unless instructed to do so over the public address system, or by Police or Fire Department representatives. Stairwell entrances are located on the north and south side of the Building's core near the lavatories.

When using the Emergency Exit Stairwell, keep to the right so that incoming emergency personnel can utilize the stairwell.

An up-to-date listing of all personnel who may need assistance should be kept by the Building's Emergency Action Plan Director and be documented in the Building's Emergency Action Plan on file with the Fire Department.

Plans for After an Emergency

Tenants should pre-assign a coordinator who will act as liaison between your company and officials from the Fire Department and building personnel.

The coordinator and property management will work to establish a communications network for all employees in order to pass-on important information.

The following recommendations are made to assist you in disseminating a fire prevention program to your employees:

- Never leave electrical appliances unattended Never use immersion-type heating devices
- Avoid electrical overloading and multiple plugs
- Do not use undersized or lightweight extension cords
- Report failure of any electrical outlets or lights to the Management Office
- Flammable liquids should be stored in a safe area away from heat sources
- Keep paper at least six to eight feet away from operating machinery

- Know the location and type of fire extinguishers in your premises
- Keep fire extinguishers in high hazard areas such as photocopy rooms and employee lounges
- Know the usable time limit of the fire extinguishers available to you
- Know relevant exit locations
- Practice good housekeeping near your desk, in storage areas, in mechanical rooms and in the area of exit doors and hallways

Testing and Fire Drills

Fire and life safety preparedness includes regular testing of the fire alarm, fire suppression, and communications systems and regular fire drills.

Systems' Testing

The fire alarm and communications systems are tested regularly throughout the year. A full-building announcement is made prior to the beginning of the day's testing, and an announcement is made on each floor when testing is about to begin on that floor. Another full-building announcement is made when system testing is finished for the day.

Fire Drills

Fire drills are held twice a year. A notification giving the date and time of the planned fire drill is sent to tenants in advance. Tenants are requested to supply or update an existing list that shows the floor warden, assistant floor wardens, and searchers, and a current list of employees who would require assistance in case of relocation/evacuation.

During a fire drill - and in an actual fire emergency - employees should move calmly and quickly to the nearest fire stair exit and proceed to their relocation floor. Fire drills are conducted as follows:

- Fire Life Safety personnel will be dispatched to the floor(s) where the fire drill is being performed. The drill will commence with the activation of the fire alarm evacuation tone.
- The Tenant Fire Life Safety Members on the affected floors observe the conduct of tenants and guests, ensuring that all areas of the floor are participating.
- Floor wardens and assistant floor wardens are to assist in the evacuation of their assigned areas and close doors behind them. Searchers are checking restrooms, mail rooms, conference rooms, etc., as required.
- After the drill has been successfully completed, an "all clear" announcement is made, and tenants may resume normal duties.

Heightened Alert

Local, national, or international events may dictate that additional measures should be put in place to ensure the safety of the building and its occupants. For example, extra security precautions may be necessary during a trial of defendants accused of serious crimes or following actual incidents or threats of world terrorism. Brookfield Properties' goal is to institute appropriate security measures without undue inconvenience to

building users. Such measures may include the following:

- Extra or more frequent patrols by security officers, including areas outside the building, with special attention paid to apparently suspicious vehicles, suspicious persons loitering in the area, and unattended vehicles or packages
- More frequent inspection of restroom facilities, stairwells, and trash receptacles
Higher security visibility
- Greater attention paid to all persons or vehicles seeking to enter the building at loading docks and freight areas (loading docks and freight elevators may be closed)
- Restrictions on building access

Please feel free to contact the Property Manager at any time about these or other security issues.

Homeland Security

Brookfield Properties recommends that each tenant have an emergency action plan in place to help their employees prepare for, and react quickly to, a regional emergency, including terrorist attacks. See the links below to access a variety of resources that aid in preparing for a regional emergency.

Department of Homeland Security <http://www.dhs.gov/>

Federal Emergency Management Agency <http://fema.gov/>

American Red Cross <http://www.redcross.org/>

Centers for Disease Control and Prevention Emergency Preparedness and Response
<http://www.bt.cdc.gov/>

Local media outlets will provide important information during an emergency.

Major Water Leaks

Persons discovering water leaks should immediately report them to the Property Management Office. Be certain to give your name, firm name, location, and extent of the leak. If water is coming through the ceiling, and if it is feasible, please close all open drawers in the vicinity, move papers, small furniture, or work in progress, and place wastebaskets or buckets under leak(s).

Medical Emergency

In the event of a medical emergency or accident involving personal injury in the workplace immediately call 911 and Security/Property Management. Give security/office management the floor number, location on the floor and the type of accident or medical emergency.

Patient Assessment & Crowd Control

Certified CPR/AED employees, if present, should be notified to respond to the medical

emergency (via email, phone, or runner) and assume control of the situation. The certified employees have been trained to conduct patient assessment and to ensure that the following procedures are followed: Conduct Patient Assessment and ensure:

- That 911 has been notified and the AED and First Responder Kit are on the scene.

Secure the scene by:

- Confirming the scene is safe for rescuers. Removing all non-essential personnel from the area. Clearing a path for EMS arrival.

Someone should remain with the victim. Do not move the victim unless in immediate danger. Keep comfortable and warm. Security will ensure elevator is available and waiting at the street level and will meet the Emergency Medical Services (EMS) ambulance crew outside the building and direct them to the freight elevator.

Non-Fire Emergency Responses

In the event of an emergency or disruption to the Building's normal operation the first reaction should be to REMAIN CALM and call the Security/Property Management Office to report the emergency. This will set in motion an immediate dispatch of qualified assistance for fire and medical, and other agencies as dictated by the emergency.

Catastrophic events can occur without warning, and they may not necessarily involve a fire. For clarity purposes, these events will be classified as “non-fire” emergencies and will include such events as: explosions, biological, chemical or hazardous material incidents or releases, natural disasters. Should this happen, a complete evacuation to street level may be necessary or you may be directed to remain at your workstation and shelter-in-place. The Fire Safety/EAP Director will give instructions over the Public Address system as to what part of the EAP Plan will be implemented.

Additionally, Brookfield Properties has documented and implemented a building emergency action plan which includes various emergency scenarios Policy and Procedures and protocol for the Building Emergency Action Team (BEAT) to follow during emergencies and incidents such as:

Sheltering-in-Place

Although you may want to get as far away as possible from an emergency situation, evacuation is not always the safest option. One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. Shelter-in place means to make a shelter out of the place you are in. It is a way for you to make the building as safe as possible to protect yourself until an emergency passes, and you receive an all-clear signal. Although sheltering-in-place can apply to many types of emergencies, i.e., blackouts natural disaster, civil disturbance, it is particularly important during hazardous material incidents. Local officials especially the Fire Department, are best qualified to recommend protective actions against hazardous materials exposure and sheltering in-place is most often your safest option.

In Building Relocation

This is the controlled movement of building occupants from an endangered area to an area of safety within the same building in response to an emergency that affords a different level of protection than sheltering in place. These areas are pre-determined and identified in the EAP plan and are usually more remote. This area or space tends to be more isolated, away from exterior walls and any open floor space. This also may involve relocating to another floor or interior stairway.

Partial Evacuation

In some instances, a full building evacuation may not be necessary or feasible. Evacuating only some of the building occupants may be all that is required to provide a level of protection from an exposure. This movement of occupants utilizing the stairs, and possibly some elevators, will be coordinated from the Fire Command Station with instructions from the EAP Director being transmitted over the PA System. Upon exiting the building, occupants will be instructed to report to their assigned assembly area, this area will also act as a point of contact for employee accountability and information sharing.

Full Evacuation

The timing of the evacuation order should relate to the immediacy of the threat. Some emergencies pose a threat so immediate that evacuation must be ordered as soon as the situation is detected. Other situations will warrant monitoring and a heightened level of attention, so that if evacuation becomes necessary, it can be expedited.

Should this become necessary, employees will proceed out of the building to an exterior assembly area.

- Once instructions have been received to evacuate the building, follow directions from the Fire Safety/EAP Director, Floor Wardens and/or Fire Department personnel.
- Exercise caution when going downstairs, hold handrails, and do not run, or push others.
- High heel shoes should be removed and carried.

Office Safety Tips

- Valuables such as women's purses should never be left unattended, even in areas where visitors seldom go and, especially in the reception area. Never leave a purse on the floor or underneath the desk or on top of a file cabinet - put them out of sight.
- If you go shopping on your lunch hour, do not leave the packages exposed. Place the packages in a cabinet or drawer.
- All visitors, including messengers and delivery personnel, should be watched while on your premises. Escort them to inner office or work areas, do not simply direct them.
- Special care should be taken during the times most suited for pilferage - 30 minutes just after opening and before closing - when there is maximum

movement from work areas and offices.

- Investigation of prospective employees' backgrounds may eliminate potential threats.
- Consider changing locks after the discharge of any employees who had keys, access to keys or safe combinations. If business keys are lost, change the lock. All re-keying must be done through the Property Management Office.
- Personnel carrying keys to premises should never have any identifying tags on their key rings, since loss of a key ring would enable a dishonest finder to locate and use business keys to gain illegal entry. If personnel carrying keys park in garages that require leaving keys in the auto ignition, they should leave only the car keys. Duplicates can readily be made from other keys on the ring.
- Never leave the reception area unattended with the door unlocked. Extra care should be taken regarding small items such as radios, pocket calculators, pens and desk ornaments.
- Checkbooks and other valuable corporate property should be locked up.
- Avoid giving keys to outsiders for special deliveries or for early/late arrival for special purposes. Serial numbers of all-important corporate items should be recorded to aid police in recovering property in the event of loss or theft.

Immediately report to Security or the Property Management Office any strangers loitering in the building. If any equipment or valuables are lost, report it to the police, your insurance company and the Property Management Office.

Pandemic Preparedness

What you Need to Know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time).

The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Influenza pandemics are different from many of the other major public health and health care threats facing our country and the world. A pandemic will last much longer than most flu outbreaks and may include "waves" of influenza activity that last 6-8 weeks separated by months. The number of health care workers and first responders able to work may be reduced. Public health officials will not know how severe a pandemic will be until it begins.

Importance and Benefits of Being Prepared

The effects of a pandemic can be lessened if you prepare ahead of time. Preparing for a disaster will help bring peace of mind and confidence to deal with a pandemic.

When a pandemic starts, everyone around the world could be at risk. The United States has been working closely with other countries and the World Health Organization (WHO) to strengthen systems to detect outbreaks of influenza that might cause a pandemic.

A pandemic would touch every aspect of society, so every part of society must begin to prepare. All have roles in the event of a pandemic. Federal, state, tribal, and local governments are developing, improving, and testing their plans for an influenza pandemic. Businesses, schools, universities, and other faith-based and community organizations are also preparing plans.

As you begin your individual or family planning, you may want to review your state's planning efforts and those of your local public health and emergency preparedness officials. State plans and other planning information can be found at <http://www.flu.gov/professional/checklists.html>.

The Department of Health and Human Services (HHS) and other federal agencies are providing funding, advice, and other support to your state. The federal government will provide up-to-date information and guidance to the public if an influenza pandemic unfolds.

Pandemic Flu Resources

There are many publicly available resources in place to help communities, companies, and individuals plan for a possible pandemic flu outbreak. A few of the most useful sites are linked below:

Flu.gov

This is the official U.S. Government site for information on pandemic and avian influenza. The material on this site is organized by topic for easy reference. <http://www.flu.gov/>.

Centers for Disease Control and Prevention (CDC)

The CDC Web site is another primary source of information on pandemic influenza. They also have a hotline 1.800.CDC.INFO (1-800-232-4636) – that is available in English and Spanish, 24 hours a day, 7 days a week (TTY: 1-888-232-6348). Or, if you prefer, questions can be e-mailed to inquiry@cdc.gov.

Department of Homeland Security (DHS)

DHS is working on a "Business Planning Guide," which will be posted on the DHS home page and on Pandemicflu.gov as soon as it is completed. Also, for business-specific questions, the DHS has created an e-mailbox -

DHSPandemic@dhs.gov.

BOMA Resources

The resources above will provide a lot of information, but we also encourage you to:
Listen to local and national radio

- Watch news reports on television
- Read your newspaper and other sources of printed and Web-based information
- Look for information on your local and state government Web sites
- Consider talking to your local health care providers and public health officials.

Personal Safety Plan

As many aspects of our lives were changed by the events of September 11, 2001, we hope that this information is helpful to you and your family in preparing for emergencies.

General Tips:

- During an incident, stay where you are, unless directed by authorities to evacuate. Staying in your location is usually the most prudent course of action unless you are in immediate danger.
- Do not assume that you should evacuate. If evacuation is appropriate, listen for the message indicating directions to proceed and signs to follow. Information will be provided to the public through the media. Your best initial action is to "shelter in place" and stay attentive to media broadcasts.
- Plan to walk or use transit.
- If you leave your vehicle, make sure it is secure and not parked on an Emergency Evacuation Route. If you have a car, it is always best to try to keep at least 1/2 tank of gas in it.
- Create a Family Emergency Plan.
- Discuss with your family how you will respond to an emergency.
- Pick a friend or relative that all family members can call if separated (consider an out-of-state point of contact as it may be easier to call out-of-state after an emergency than in your local area).
- Prepare an emergency "Go-Kit" (the kit should have 3 days' supply of food, water, medical items, first aid supplies, a flashlight, radio batteries, etc.).
- Know the Plans of Your School System.
- If you have a child in school, you need to understand fully the school's plans to protect your child in the event of an emergency.
- If you are told to evacuate, your children may have already been taken to a safe place by the time you reach their school. Find out if this will happen and where they will go.
- Consider partnering with other parents in your children's classes to develop joint emergency plans and share pickups.

Power Outages

In the event of a power outage, remain CALM and call the Property Management Office immediately. Listen for information and instructions from the Building's public address system. An emergency generator will automatically operate selected equipment, such as lights in stairwells and common areas, and the public address system.

During a power outage turn off as much equipment as possible to minimize disruption and damage once power is restored.

Evacuation in the Case of Blackout (Loss of Electricity)

If a partial or complete loss of electrical power occurs, backup generators will power certain systems, including life-safety systems and some elevators for emergency personnel use. Property management will determine the appropriate response to a loss of power. In general, the decision regarding the action to be taken in a blackout situation will depend on the estimated duration of the blackout.

The Building's Emergency Action Plan (EAP) Director will keep building occupants informed of the situation by using the voice communication system. If building management has determined that the blackout will be short-term and no evacuation is necessary, the EAP Director will announce that the blackout is temporary and will ask that building occupants remain calm and await the restoration of power. If the blackout is expected to last for an extended period, or its probable duration cannot be determined, the building manager may order evacuation of the affected areas.

If evacuation is deemed necessary, security officers will assist building occupants in evacuating the building.

To be successful and avoid panic and confusion, an evacuation in the case of blackout must be an orderly and structured process.

1. A PA Announcement will be made, and the evacuation will begin at the top of the building and proceed down to the lowest floor.
2. Security officers will be dispatched to the floor to assist with the floor-by-floor evacuation of the building.
3. The Tenant Fire Safety Team Members will assist in the evacuation of their floor.
4. High-heeled shoes should be removed to make walking easier and less dangerous.
5. Personnel should remain calm and quiet and move to the nearest fire exit. Do not attempt to use elevators.

If an individual on a floor is disabled or cannot walk down the stairs, a security officer will request that a co-worker stay behind with the disabled person until another means of evacuation becomes available. The security officer will inform Security of every person who is stranded on each floor.

When the security officer has determined that the evacuation of a floor is complete, he or she will notify Security and will then proceed to the floor below. The evacuation procedure is repeated for each floor until the affected floors are completely evacuated.

No one (other than emergency or repair personnel) will be permitted to enter the building until an “all clear” is declared and building personnel are permitted to return.

Protests/Demonstrations

Should a riot or civil disturbance start outside the building, the security officers will immediately lock all entrances. The police will be notified, and management will keep you informed.

If a disturbance should occur in the main lobby, all elevators will be turned off at the lobby level and the police will be summoned.

Severe Weather

Severe Weather

When severe weather conditions become apparent, the U.S. Weather Bureau describes conditions by two (2) classifications, a Watch or a Warning. This applies to the reporting of severe thunderstorms, the approach of weather conditions favoring the formation of tornadoes, a hurricane condition, a winter storm condition, etc.

- A Watch becomes effective when atmospheric conditions are right to produce the weather phenomenon.
- A Warning means that the weather condition has been spotted and prompt action must be taken for safety.

In the event these conditions do exist, keep radios or televisions tuned to local news and weather reports. The following guidelines should be kept in mind:

- Move away from building perimeter and exterior glass. If the windows in your offices are supplied with blinds, close the blinds (this will provide protection from broken glass).
- Do not panic. Keep calm. If trapped in an outside office, seek protection under a desk.
- If instructed to evacuate, lock all desk drawers and take all items of value with you. Use a route that is in the building interior and stay away from large expanses of glass and windows.
- Use the stairwells rather than the elevators.
- Do not return to your office until advised to do so.

Tornadoes occur in many parts of the world and in all 50 states. Tornado frequency is at its peak in April, May and June. The potential threat is most dangerous in the continental plains and along the Gulf Coast of the United States.

NOTE: Most tornadoes last only four or five minutes.

Tornado Watches

Are issued by the National Weather Service for areas threatened by tornadoes and

severe thunderstorms. These watches specify a time period and area where tornado probabilities are highest. During a watch, look for threatening weather and stay tuned to radio and television for more information.

Tornado Warnings

Are issued by local National Weather Service offices when a tornado has been sighted or indicated by radar. Warnings describe the area that could be affected. If a WARNING is issued, take cover immediately.

Where to Go

Stay away from windows, glass doorways and outside walls. Close doors to the exterior offices and go to interior small rooms or into inside hallways. Protect your head and crouch down making yourself as small a target as possible.

After the Storm

- Inspect your area for damage.
- Check immediately for electrical problems and gas leaks.
- Report your findings to the Property Management Office.
- Cooperate in the cleanup of debris.
- During repairs and cleanup, wear shoes and gloves.
- Follow directions from Building Emergency Personnel and Public Safety Officials.

Earthquakes

An earthquake is caused by a sudden slip on a fault. Stresses in the earth's outer layer push the sides of a fault together. Eventually enough stress builds up and the rocks slip suddenly, releasing energy waves that cause the shaking we feel during an earthquake.

Earthquakes come in clusters. In any earthquake cluster, the largest one is called the main shock; anything before it is called a foreshock and anything after is called an aftershock. We must be prepared for aftershocks and the damages they can cause.

These procedures are designed to assist in preparing for an earthquake before it occurs and provide guidelines to follow during the disaster. Preparedness is the key to safety and a quick recovery.

Before the Earthquake Mitigation

Non-structural hazards must be identified, and every effort must be made to correct potentially dangerous situations. This includes securing furniture such as bookcases, wall units or other items that could fall and injure someone or block an evacuation route. In some cases, this may not be feasible. For this reason, awareness of these problems is of the utmost importance.

Assess Your Work Area

- **Windows/Glass:** If your workstation is near a window or glass partitions, decide where you will take cover to avoid being injured by flying glass.
- **Heavy Objects:** If your workstation is near a temporary wall or partition, make sure it is securely anchored.
- **Loose Objects:** If you have materials stored on top of cabinets or shelves, determine if these items should be secured or moved.

DURING THE EARTHQUAKE

During an earthquake you will be safer inside the building than you are outside. If you do feel a tremor, you should: Duck, Cover, and Hold.

DUCK - Duck or drop down to the floor.

COVER - Take cover under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

HOLD - If you take cover under a sturdy piece of furniture, hold on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

DO NO ENTER OR EXIT the building during the shaking. There is danger of falling glass and debris.

DO NOT USE THE ELEVATORS. Elevators will automatically move to the next floor in direction of travel and open.

IF YOU ARE OUTDOORS, move away from buildings, falling objects, and power lines.

AFTER THE EARTHQUAKE

BE PREPARED FOR AFTERSHOCKS. If you are outside, do not return to your office until authorized. **CHECK FOR INJURIES** and administer first aid if necessary (and if qualified). Do not move victims unless necessary.

REPLACE TELEPHONE HANDSETS that have been shaken off, but do not use the telephones except to report fires or medical emergencies.

DO NOT USE ELEVATORS. When exiting, make sure that the exit is safe to use.

Earthquake Evacuation

- Determine in advance all stairwells and alternate exits from your work location and the routes you will follow to reach that exit in the event an evacuation is necessary. Also establish your alternate routes to be used in the event your first route is blocked or unsafe to use.
- Do not evacuate unless told to do so or danger is imminent.

- Follow instructions given by emergency personnel. Walk, DO NOT RUN, and keep noise to a minimum.

DO NOT USE ELEVATORS

- DO NOT push or crowd. Use handrails in stairwells and move to the inside (most continuous handrail).
- Move to your designated evacuation area unless otherwise instructed. Check doors for heat before opening.
- Assist non-ambulatory, visually impaired and hearing-impaired persons if they are present.
- If you have relocated away from the building, DO NOT return until you are notified that it is safe to return.

What If You Are in an Elevator?

- Many elevators are designed to go to the nearest floor in the direction of travel and open.
- However, some elevators will stop in any moderate earthquake. Building maintenance personnel will contact each elevator car as quickly as possible and advise you how rescue will occur.
- Upon being rescued, take directions from the Floor Warden of that floor.
- If you have a medical problem or other emergency, call the phone numbers listed in the elevator car. If immediate help is needed, call 911.

When Should You Go Home?

- It is in your best interest in the event of an earthquake or community wide disaster during normal working hours that all employees should remain at work.

Hurricanes

Before a tropical storm or hurricane enters the Gulf of Mexico there are some guidelines on how to protect yourselves, your premises and contents.

Always keep the contact information for your firm's Floor Wardens and emergency contacts up to date with the Property Management Office. This will ensure timely contacts from property management, giving you important emergency information.

Should your firm require on-site personnel during the storm, advise them to maintain an inventory of emergency equipment to be used to include but not be limited to the following:

- Flashlights and fresh batteries
- First-aid kits to treat minor injuries caused by flying glass
- Transistor radios for keeping abreast of weather and highway conditions
- Ice Chests
- Water Cooler
- Thermal Bottles
- Non-perishable Food
- A Can Opener
- At Least One Change of Clothing

Please note that Brookfield Properties reserves the right to close the building for your safety, absent a governmental directive. In either instance, it is very important that all building occupants take the following steps prior to leaving:

- All mini blinds should be opened and raised.
- Desks, tabletops and all windowsills should be cleared of books, loose papers, and other items. These items should be placed in secured locked drawers or file cabinets.
- All artwork and furniture should be moved away from windows. Personal items should be stored in a safe area or removed from the building.
- Waterproof tarpaulin or heavy plastic can be useful for covering desks, computers, and filing cabinets. Bookcases in offices with exterior windows should be turned (if possible) to face the wall.
- Computers and related equipment should be backed up, powered-down and unplugged. All lights should be turned off.
- All electronic equipment should be removed from offices with windows and secured in an area near the core of the building (if possible).
- All office doors should be shut and locked when possible.

Brookfield will maintain limited staffing at the property throughout this event. We are fully prepared to take appropriate actions, which includes but is not limited to the following:

- The building roof and grounds will be cleared of debris.
- Storm drains will be cleaned and locked down.
- Emergency generators serving emergency lighting and fire/life safety systems will be serviced and fuel tanks filled.
- Emergency supplies and equipment to include, plywood (for installation in the event of window or door damage), sandbags, portable radios, two-way radios, tarps, plastic, and miscellaneous tools are stocked in ample quantities.
- We are committed to communicating and working closely with you as we prepare for the possibility that we will be affected by this hurricane. Please free to call the management office at with any questions or suggestions you might have.

Please note we will utilize the LiveSafe emergency alert system to advise tenant contacts and other designated emergency contacts of important developments should the need arise.

Suspicious/Unattended Packages

Identifying a Suspicious/Unattended Package

A suspicious letter or parcel might have some of the following indicators:

- Origin - Postmark or name of sender is unusual, unknown, or no further address is given. Postage - Excessive or inadequate postage.
- Balance - The letter is lopsided or unusually thick. Weight - The letter or package seems heavy for its size.
- Contents - Stiffness or springiness of contents; protruding wires or components;

oily outer wrapping or envelope; feels like it contains powdery substance (When checking, do not bend excessively.)

- Smell - Particularly almond or other suspicious odors.
- Writing - Handwriting of sender is not familiar or indicates a foreign style not normally received by recipient. Common words or names are misspelled.
- Rub-on block lettering.

Handling a Suspicious/Unattended Package

- Notify Security/Property Office.
- Do not excessively handle or open a suspicious package.
- Immediately segregate it in an unused room or space.
- Attempt to verify the sender and/or the legitimacy of the package (i.e. ask the recipient if he/she was expecting a package that matches the suspect package's size and shape.)
- If the letter or parcel remains suspect, call the police.

Unsafe Conditions or Suspicious Activity/Individual

If an unsafe condition - a slippery floor, debris left in a common area, broken glass, etc. - is noticed, please notify a security officer or the Property Management Office immediately. Brookfield staff inspects the property regularly; however, problems you might see sooner are addressed immediately.

If you see suspicious or offensive persons in the building, please call Security/Property Management Office. If possible, make note of appearance, clothing, etc. in order to assist building security in identifying them.

Report any situation involving a threatening person to the Police Department by calling 911 and then notify Security, IMMEDIATELY. Provide as much information as possible including a physical description of the person(s) and their location, whether or not if they are armed, and in a hostage situation, the number of hostages and their location.

Workplace Violence

Violence in the workplace can be caused by a variety of reasons that may not even relate to the work environment. Sometimes it is carried over from domestic problems. Sometimes a terminated employee becomes disgruntled. Usually, there is no advance warning.

What to Do:

Immediately notify Security/Property Management and call 911 and inform us of the type of situation (e.g., provide physical description of persons involved, names, location). The police will take control of the situation upon their arrival.

Property Management and or the Director of Security will meet the police in the lobby of the building.

Remain Calm and remember the Department of Homeland Security Active Shooter survival tactics:

RUN/HIDE/FIGHT

- Run - Evacuate the area.
- Hide - In a safe room that can be locked and barricade the door.
- Fight - As a last resort confront the shooter any way possible, throw objects make noise, move around, create an element of surprise for the attacker.