

An aerial photograph of a modern, multi-story office building with a dark, grid-like facade. The building is surrounded by lush green trees and a paved area with some parked cars. The sky is clear and blue. Overlaid on the image is the text 'WELCOME TO 555 CAPITOL MALL' in large, white, bold, sans-serif capital letters.

WELCOME TO 555 CAPITOL MALL

We would like to welcome you to 555 Capitol Mall with some information to make you feel more informed and comfortable with your new surroundings. Please take advantage of the occasional lobby events and the conveniently located shopping, restaurants, and entertainment opportunities all within walking distance.

**Sincerely yours,
Rubicon Property Management**



BUILDING HOURS:

Normal Business Hours:

7:00 am – 6:00 pm

Monday through Friday

*Exclusive of holidays

After Hours:

6:00 pm – 7:00 am

Monday through Friday

*Inclusive of the weekends and holidays

BUILDING HOLIDAY SCHEDULE:

New Year's Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

PROPERTY MANAGEMENT OFFICE HOURS:

Normal Business Hours:

8:00 am – 5:00 pm

Monday through Friday

*Exclusive of holidays

SECURITY HOURS:

24 hours, 7 days a week

PROPERTY MANAGEMENT HOLIDAY SCHEDULE:

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

During non-business hours, Tenants will be able to enter the building with the use of their building key cards.



MOVING PROCEDURES:

Any procedure which includes the loading and unloading of furniture or equipment to and from the building must be done before 8am or after 4pm, Monday through Friday. Please be aware of the following:

- Loading zones are located in the alleyway and the 6th st. side of the building.
- Arrangements must be made through the Property Management Office at (916)444-2000 to allow building access to moving vendors, and to assist in procuring a vehicle space in the loading zone if possible.
- Hired moving vendors must provide a Certificate of Liability Insurance. Copies of the certificate requirements can be provided upon request by Property Management.
- Private parties (i.e. craigslist purchases, family, friends) will fall under the liability of your company for damages, injuries, etc...
- The freight elevator is available for use with access from the alleyway. Dimensions are 6' x 5 ½' x 9'. **Doors are not to be held open or propped open. Instead, hold the "Door Open" button while loading the freight elevator.**
- Movers must use masonite runners on all finished floors in the common areas (4' x 8' x 1/4" minimum). The pieces of masonite should be taped to each other, but not to the floor or walls.
- The moving company will be required to remove all boxes, trash, etc. left behind. Once the move is complete, any materials left behind will be disposed of and charges will be billed to the Tenant.

Please contact the Property Management Office regarding questions or concerns.



CONFERENCE ROOMS:

- Capitol Boardroom: Accommodates up to 40 people.
- Large: Accommodates up to 14 people.
- Small: Accommodates 6-8 people.

RESERVATIONS: Please call the Property Management office to reserve the conference room. Reservations are based on a first-come, first-serve basis. We request that tenants cooperate in keeping the facility in good condition. Additionally, we ask that all users assume responsibility for cleaning up after themselves and replacing furniture to its original position. The Building Management reserves the right to control the use of the conference room facility so that it may be fairly utilized by all tenants. Please refer to the 555 Conference Center, Capitol Boardroom and Rooftop Lounge Rules & Regulations document for more information.

CATERING: In-house catering options include Old Soul, House Kitchen & Bar, and Camden Spit & Larder which is scheduled to open in Fall of 2018. If you choose to use an outside catering vendor, please confirm with our office ahead of time that we have their updated insurance on file.

FITNESS CENTER:

The Fitness Center is located on the 2nd Floor in Suite 295. Upon request, your parking or building access keycard may be programmed to allow access to the gym once you have signed and returned the Fitness Center waiver to the Property Management office.



PARKING:

Parking Attendant Hours:
8:00 am - 5:00 pm
Monday - Friday
(916) 444-5606

Parking Office Hours:
10:00 am - 12:00 pm
Monday - Friday

Parking Hours:
24 hour access

Below you will find a description of each of the three (3) types of parking available in the 555 Capitol Mall garage. These descriptions and types of parking may be modified and updated per the terms of your lease as needed.

- **Rooftop Parking:** Rooftop "Valet" parking is located on the top floors of the garage and requires that tenants access two (2) gates prior to entering the "nest" area. Currently, during Regular Business Hours, the rooftop parking is self-parked based on occupancy. In the event rooftop parking stalls are full, an attendant will be on-site and parkers will be required to have the attendant park their car. Upon leaving the garage, keys should be retrieved from the parking attendant. For those leaving outside of Regular Business Hours, parkers will be required to pick up keys from security located in the lobby.
- **Unreserved Parking:** Unreserved parking stalls are located from floor 1-4 and are unmarked. Unreserved parkers may park in any open unmarked stall.
- **Reserved Parking:** Reserved parking is located on the 3rd and 4th floors of the garage. Reserved parkers have a designated parking stall. During high volume events, Reserved parkers will be directed to convenient spaces located on the 1st floor of the garage.

Please remind your staff that when the parking gate arms are raised on the rooftop area or at the entrances and exits, they still need to scan their keycard to avoid having their keycard shut off.

Parking validation tickets can be purchased from the parking office located on the 1st floor of the garage between the hours of 10 am and 12 pm, Monday through Friday. Additionally, you can call their office at 916-444-5606 between the hours of 8am - 5pm, Monday through Friday, with any questions or concerns.



AVAILABLE SERVICES:

- Capitol Digital (Document Imaging) STE 235 (916) 429-2820
- Downtown Plaza Dental STE 790 (916) 441-1555
- FedEx and UPS drop box Mailroom
- U.S.P.S Mailroom
- Shoe Shine Lobby (916) 416-6210
*Tues & Thurs 10am - 4pm
- Bank of America Lobby (916) 321-4705
- Prestige Cleaners Mobile (916) 567-7842
- Old Soul Co. Lobby (916) 890-1555
- House Kitchen & Bar Lobby (916) 498-9924
- Nu Look Car Detailing Mobile (916) 428-7717
- Studio Laurus Yoga Mobile (916) 206-1206

There is also bountiful Farmer's Market set up on the Capitol Mall right outside our front door on Thursday mornings during the months of May through September.

Additionally, there is a Light Rail station conveniently located at 7th St. & Capitol Mall, and a bus stop located on 5th St. & Capitol.



ON SITE PERSONAL & EMERGENCY PHONE NUMBERS:

Management/Leasing Office: (916) 444-2000

Fax: (916) 444-8016

Leasing: Erin Keema

Property Management: Matt Lowery & Katie Simon

Location/Mailing Address:

555 Capitol Mall, Suite 1195

Sacramento, CA 95814

Payment Address:

Pac West Office Equities LP

c/o Rubicon Property Management

620 Coolidge Drive, Suite 160

Folsom, CA 95630

Security: (916) 416-0569

Fire Department: 911

Police Department: 911

Medical Emergency: 911

Poison Control: (916) 342-9893



BUILDING INFORMATION

SECURITY PROCEDURES:

The building has an on-duty security officer 24 hours a day. If you need assistance after-hours or an employee would like the guard to walk them to their car, the security guard's cell phone number is (916) 416-0569.

HEATING & AIR CONDITIONING:

The 555 Capitol Ownership group provides heating and air conditioning during the hours of 5:00 AM to 5:00 PM, Monday through Friday. The hours may vary dependant on seasonal changes. There will be a direct charge to Tenant for after-hours use at the rate of \$50 per hour with a 2 hour minimum.

ELEVATORS:

Each elevator is equipped with a call button to use in case of emergency. In the event the elevator malfunctions, press the button and stay on the line until you are connected with our elevator maintenance company. The maintenance company will dispatch a technician to assist you and notify a property management representative. As a reminder, please do not use the elevators during the case of an emergency. A freight elevator is available for moving furniture/ equipment. Please contact the Property Management office to make arrangements.



JANITORIAL SERVICES:

Monday - Friday (Except Holidays)

Janitors are responsible for vacuuming carpeted areas, mopping tile floors; dusting desks and tabletops (that are clear of all items), and removing trash. Please do not place any articles in or on the wastebaskets that you do not intend to discard as all wastebaskets are emptied nightly. Special trash removal, emptying of boxes, or special cleaning needs, such as the following: carpet shampooing, washing of interior partition glass, etc. can be arranged through the management office. Additional fees are assessed for additional services.

RECYCLING & E-WASTE:

Recycling boxes can be provided to your office upon request. Pick up for recycling is every Wednesday. For disposal of electronics please notify Property Management and we will assist in making arrangements.

REPAIRS & MAINTENANCE:

On a routine basis, maintenance personnel inspects the building for necessary repairs and maintenance. Other maintenance requests, or requests for service of any kind, should be made through the management office. Our building engineers are prepared to handle minor lighting, plumbing, air conditioning, and door/lock problems. Please email, or call our office at 916-444-2000 with service requests.



RULES & REGULATIONS

1. Driveways, sidewalks, halls, passages, exits, entrances, elevators, escalators, and stairways shall not be obstructed by tenants or used by tenants for any purpose other than for ingress to and egress from their respective premises. The driveways, sidewalks, halls, passages, exits, entrances, elevators, and stairways are not for the use of the general public and Landlord shall in all cases retain the right to control and prevent access thereto by all persons whose presence, in the judgment of Landlord, shall be prejudicial to the safety, character, reputation and interests of the Building, the Project and its tenants, provided that nothing herein contained shall be construed to prevent such access to persons with whom any tenant normally deals in the ordinary course of such tenant's business unless such persons are engaged in illegal activities. No tenant nor any employees or invitees of a tenant shall go upon the roof of any Building or move any common area furniture, except as authorized by Landlord.

2. No sign, placard, banner, picture, name, advertisement or notice, visible from the exterior of the Premises or the Building or the common areas of the Building shall be inscribed, painted, affixed, installed or otherwise displayed by Tenant either on its Premises or any part of the Building or Project without the prior written consent of Landlord in Landlord's sole and absolute discretion. Landlord shall have the right to remove any such sign, placard, banner, picture, name, advertisement, or notice without notice to and at the expense of Tenant, which were installed or displayed in violation of this rule. If Landlord shall have given such consent to Tenant at any time, whether before or after the execution of Tenant's Lease, such consent shall in no way operate as a waiver or release of any of the provisions hereof or of the Lease, and shall be deemed to relate only to the particular sign, placard, banner, picture, name, advertisement or notice so consented to by Landlord and shall not be construed as dispensing with the necessity of obtaining the specific written consent of Landlord with respect to any other such sign, placard, banner, picture, name, advertisement or notice. All approved signs or lettering on doors and walls shall be



printed, painted, affixed or inscribed at the expense of Tenant by a person, or a vendor approved by Landlord and shall be removed by Tenant at the time of vacancy at Tenant's expense.

3. The directory of the Building or Project will be provided exclusively for the display of the name and location of tenants only and Landlord reserves the right to charge for the use thereof and to exclude any other names therefrom.

4. No curtains, draperies, blinds, shutters, shades, screens or other coverings, awnings, hangings or decorations shall be attached to, hung or placed in, or used in connection with, any window or door on the Premises without the prior written consent of Landlord. In any event with the prior written consent of Landlord, all such items shall be installed inboard of Landlord's standard window covering and shall in no way be visible from the exterior of the Building. All electrical ceiling fixtures hung in offices or spaces along the perimeter of the Building must be fluorescent or of a quality, type, design, and bulb color approved by Landlord. No articles shall be placed or kept on the window sills so as to be visible from the exterior of the Building. No articles shall be placed against glass partitions or doors which Landlord considers unsightly from outside Tenant's Premises.

5. Landlord reserves the right to exclude from the Building and the Project, between the hours of 6 p.m. and 8 a.m. and at all hours on Saturdays, Sundays and legal holidays, all persons who are not tenants or their accompanied guests in the Building. Each tenant shall be responsible for all persons for whom it allows to enter the Building or the Project and shall be liable to Landlord for all acts of such persons.

6. Landlord and its agents shall not be liable for damages for any error concerning the admission to, or exclusion from, the Building or the Project of any person.



7. During the continuance of any invasion, mob, riot, public excitement or other circumstance rendering such action advisable in Landlord's opinion, Landlord reserves the right (but shall not be obligated) to prevent access to the Building and the Project during the continuance of that event by any means it considers appropriate for the safety of tenants and protection of the Building, property in the Building and the Project.

8. All cleaning and janitorial services for the Building and the Premises shall be provided exclusively through Landlord. Except with the written consent of Landlord, no person or persons other than those approved by Landlord shall be permitted to enter the Building for the purpose of cleaning the same. Tenant shall not cause any unnecessary labor by reason of Tenant's carelessness or indifference in the preservation of good order and cleanliness of its Premises. Landlord shall in no way be responsible to Tenant for any loss of property on the Premises, however occurring, or for any damage done to Tenant's property by the janitor or any other employee or any other person.

9. Tenant shall see that all doors of its Premises are closed and securely locked and must observe strict care and caution that all water faucets or water apparatus, coffee pots or other heat-generating devices are entirely shut off before Tenant or its employees leave the Premises, and that all utilities shall likewise be carefully shut off, so as to prevent waste or damage. Tenant shall be responsible for any damage or injuries sustained by other tenants or occupants of the Building or Project or by Landlord for noncompliance with this rule. On multiple-tenancy floors, all tenants shall keep the door or doors to the Building corridors closed at all times except for ingress and egress.



10. Tenant shall not use any method of heating or air-conditioning other than that supplied by Landlord. As more specifically provided in Tenant's lease of the Premises, Tenant shall not waste electricity, water or air-conditioning and agrees to cooperate fully with Landlord to assure the most effective operation of the Building's heating and air-conditioning, and shall refrain from attempting to adjust any controls other than room thermostats installed for Tenant's use.

11. Landlord will furnish Tenant free of charge with two keys to each door in the Premises. The Landlord may make a reasonable charge for any additional keys, and Tenant shall not make or have made additional keys. Tenant shall not alter any lock or access device or install a new or additional lock or access device or bolt on any door of its Premises, without the prior written consent of Landlord. If Landlord shall give its consent, Tenant shall in each case furnish Landlord with a key for any such lock. Tenant, upon the termination of its tenancy, shall deliver to Landlord the keys for all doors which have been furnished to Tenant, and in the event of loss of any keys so furnished, shall pay Landlord therefor.

12. The restrooms, toilets, urinals, wash bowls and other apparatus shall not be used for any purpose other than that for which they were constructed and no foreign substance of any kind whatsoever shall be thrown into them. The expense of any breakage, stoppage, or damage resulting from a violation of this rule shall be borne by the tenant who, or whose employees or invitees, shall have caused the breakage, stoppage, or damage.

13. Tenant shall not use or keep in or on the Premises, the Building or the Project any kerosene, gasoline, or inflammable or combustible fluid or material.

14. Tenant shall not use, keep or permit to be used or kept in its Premises any foul or noxious gas or substance. Tenant shall not allow the Premises to be occupied or used in a manner offensive or objectionable to Landlord or other occupants of the Building by reason of noise, odors and/or vibrations or interfere in any way with other tenants or those having business therein, nor shall any animals or birds be brought or kept in or about the Premises, the Building, or the Project.



15. No cooking shall be done or permitted by any tenant on the Premises, except that use by the tenant of Underwriters' Laboratory (UL) approved equipment, refrigerators, and microwave ovens may be used in the Premises for the preparation of coffee, tea, hot chocolate and similar beverages, storing and heating food for tenants and their employees shall be permitted. All uses must be in accordance with all applicable federal, state and city laws, codes, ordinances, rules and regulations and the Lease.

16. Except with the prior written consent of Landlord, Tenant shall not sell, or permit the sale, at retail, of newspapers, magazines, periodicals, theater tickets or any other goods or merchandise in or on the Premises, nor shall Tenant carry on, or permit or allow any employee or other person to carry on, the business of stenography, typewriting or any similar business in or from the Premises for the service or accommodation of occupants of any other portion of the Building, nor shall the Premises be used for the storage of merchandise or for manufacturing of any kind, or the business of a public barber shop, beauty parlor, nor shall the Premises be used for any illegal, improper, immoral or objectionable purpose, or any business or activity other than that specifically provided for in such Tenant's Lease. Tenant shall not accept hairstyling, barbering, shoeshine, nail, massage or similar services in the Premises or common areas except as authorized by Landlord.

17. If Tenant requires telegraphic, telephonic, telecommunications, data processing, burglar alarm or similar services, it shall first obtain and comply with, Landlord's instructions in their installation. The cost of purchasing, installation, and maintenance of such services shall be borne solely by Tenant.

18. Landlord will direct electricians as to where and how telephone, telegraph and electrical wires are to be introduced or installed. No boring or cutting for wires will be allowed without the prior written consent of Landlord. The location of burglar alarms, telephones, call boxes and other office equipment affixed to the Premises shall be subject to the prior written approval of Landlord.



19. Tenant shall not install any radio or television antenna, satellite dish, loudspeaker or any other device on the exterior walls or the roof of the Building, without Landlord's consent. Tenant shall not interfere with radio or television broadcasting or reception from or in the Building, the Project or elsewhere.

20. Tenant shall not mark, or drive nails, screws or drill into the partitions, woodwork or drywall or in any way deface the Premises or any part thereof without Landlord's consent. Tenant may install nails and screws in areas of the Premises that have been identified for those purposes to Landlord by Tenant at the time those walls or partitions were installed in the Premises. Tenant shall not lay linoleum, tile, carpet or any other floor covering so that the same shall be affixed to the floor of its Premises in any manner except as approved in writing by Landlord. The expense of repairing any damage resulting from a violation of this rule or the removal of any floor covering shall be borne by the tenant by whom, or by whose contractors, employees or invitees, the damage shall have been caused.

21. No furniture, freight, equipment, materials, supplies, packages, merchandise or other property will be received in the Building or carried up or down the elevators except between such hours and in such elevators, as shall be designated by Landlord.

22. Tenant shall not place a load upon any floor of its Premises which exceeds the load per square foot which such floor was designed to carry or which is allowed by law. Landlord shall have the right to prescribe the weight, size, and position of all safes, furniture or other heavy equipment brought into the Building. Safes or other heavy objects shall, if considered necessary by Landlord, stand on wood strips of such thickness as determined by Landlord to be necessary to properly distribute the weight thereof. Landlord will not be responsible for the loss of or damage to any such safe, equipment or property from any cause, and all damage done to the Building by moving or maintaining any such safe, equipment or other property shall be repaired at the expense of Tenant.



23. Business machines and mechanical equipment belonging to Tenant which cause noise or vibration that may be transmitted to the structure of the Building or to any space therein to such a degree as to be objectionable to Landlord or to any tenants in the Building shall be placed and maintained by Tenant, at Tenant's expense, on vibration eliminators or other devices sufficient to eliminate noise or vibration. The persons employed to move such equipment in or out of the Building must be acceptable to Landlord.

24. Tenant shall not install, maintain or operate upon its Premises any vending machine without the written consent of Landlord.

25. There shall not be used in any space, or in the public areas of the Project either by Tenant or others, any hand trucks except those equipped with rubber tires and side guards or such other material handling equipment as Landlord may approve. Tenants using hand trucks shall be required to use the freight elevator, or such elevator as Landlord shall designate. No other vehicles of any kind shall be brought by Tenant into or kept in or about its Premises.

26. Each tenant shall store all its trash and garbage within the interior of the Premises. Tenant shall not place in the trash boxes or receptacles any personal trash or any material that may not or cannot be disposed of in the ordinary and customary manner of removing and disposing of trash and garbage in the city, without violation of any law or ordinance governing such disposal. All trash, garbage and refuse disposal shall be made only through entry-ways and elevators provided for such purposes and at such times as Landlord shall designate. If the Building has implemented a building-wide recycling program for tenants, Tenant shall use good faith efforts to participate in said program.



- 27.** Canvassing, soliciting, distribution of handbills or any other written material and peddling in the Building and the Project are prohibited and each tenant shall cooperate to prevent the same. No tenant shall make room-to-room solicitation of business from other tenants in the Building or the Project, without the written consent of Landlord.
- 28.** Landlord shall have the right, exercisable without notice and without liability to any tenant, to change the name and address of the Building and the Project.
- 29.** Landlord reserves the right to exclude or expel from the Project any person who, in Landlord's judgment, is under the influence of alcohol or drugs or who commits any act in violation of any of these Rules and Regulations.
- 30.** Without the prior written consent of Landlord, Tenant shall not use the name of the Building or the Project or any photograph or other likenesses of the Building or the Project in connection with, or in promoting or advertising, Tenant's business except that Tenant may include the Building's or Project's name in Tenant's address.
- 31.** Tenant shall comply with all safety, fire protection and evacuation procedures and regulations established by Landlord or any governmental agency.
- 32.** Tenant assumes any and all responsibility for protecting its Premises from theft, robbery, and pilferage, which includes keeping doors locked and other means of entry to the Premises closed.
- 33.** The requirements of Tenant will be attended to only upon appropriate application at the office of the Building by an authorized individual. Employees of Landlord shall not perform any work or do anything outside of their regular duties unless under special instructions from Landlord, and no employees of Landlord will admit any person (tenant or otherwise) to any office without specific instructions from Landlord.



34. Landlord reserves the right to designate the use of the parking spaces on the Project. Tenant or Tenant's guests shall park between designated parking lines only, and shall not occupy two parking spaces with one car. Parking spaces shall be for passenger vehicles only; no boats, trucks, trailers, recreational vehicles or other types of vehicles may be parked in the parking areas (except that trucks may be loaded and unloaded in designated loading areas). Vehicles in violation of the above shall be subject to tow-away, at vehicle owner's expense. Vehicles parked on the Project overnight without the prior written consent of the Landlord shall be deemed abandoned and shall be subject to tow-away at vehicle owner's expense. No tenant of the Building shall park in visitor or reserved parking areas. Any tenant found parking in such designated visitor or reserved parking areas or unauthorized areas shall be subject to tow-away at vehicle owner's expense. The parking areas shall not be used to provide car wash, oil changes, detailing, automotive repair or other services unless otherwise approved or furnished by Landlord. Tenant will from time to time, upon the request of Landlord, supply Landlord with a list of license plate numbers of vehicles owned or operated by its employees or agents.

35. No smoking of any kind shall be permitted anywhere within the Building, including, without limitation, the Premises and those areas immediately adjacent to the entrances and exits to the Building, or any other area as Landlord elects. Smoking in the Project is only permitted in smoking areas identified by Landlord, which may be relocated from time to time.

36. If the Building furnishes common area conferences rooms for tenant usage, Landlord shall have the right to control each tenant's usage of the conference rooms, including limiting tenant usage so that the rooms are equally available to all tenants in the Building. Any common area amenities or facilities shall be provided from time to time at Landlord's discretion.



- 37.** Tenant shall not swap or exchange building keys or key cards with other employees or tenants in the Building or the Project.
- 38.** Tenant shall be responsible for the observance of all of the foregoing Rules and Regulations by Tenant's employees, agents, clients, customers, invitees, and guests.
- 39.** These Rules and Regulations are in addition to, and shall not be construed to in any way modify, alter or amend, in whole or in part, the terms, covenants, agreements, and conditions of any lease of any premises in the Project.
- 40.** Landlord may waive any one or more of these Rules and Regulations for the benefit of any particular tenant or tenants, but no such waiver by Landlord shall be construed as a waiver of such Rules and Regulations in favor of any other tenant or tenants, nor prevent Landlord from thereafter enforcing any such Rules and Regulations against any or all tenants of the Building.
- 41.** Landlord reserves the right to make such other and reasonable rules and regulations as in its judgment may from time to time be needed for safety and security, for care and cleanliness of the Building and the Project and for the preservation of good order therein. Tenant agrees to abide by all such Rules and Regulations herein stated and any additional rules and regulations which are adopted.



EMERGENCY PROCEDURES

These procedures should serve as a guideline for action in the event of the following emergencies:

- Fire
- Earthquake
- Serious Injury or Illness
- Civil Disorders/House Security
- Bomb Threats

FIRE:

- 1.** If you discover a fire of any size, or smell smoke, close doors to isolate the fire.
- 2.** Immediately call 911, give location and explain the emergency. If phone lines are down, call 911 from a cellular phone.
- 3.** If possible use fire extinguishers to extinguish small controllable fires. Fire extinguishers are located throughout the building in the corridors.
- 4.** DO NOT OPEN HOT DOORS. Before opening any interior door, touch it near the top to see if it is hot. A fire on the other side could blast through if the door is opened.
- 5.** Advise the building manager of the location and severity of the fire so that management can communicate with the Fire Department.

WHEN THE FIRE ALARM SOUNDS:

Emergency Units are automatically dispatched.

Put aside paperwork, end phone calls, stop meetings and PREPARE to evacuate.



EMERGENCY EVACUATION:

1. Evacuate in a CALM, ORDERLY manner. DO NOT USE ELEVATORS FOR EVACUATION. USE STAIRWELLS!
2. Once you are outside, DO NOT BLOCK EXITS. Stay out of the way of authorities.
3. If you think someone is missing, immediately notify emergency personnel on the scene. NEVER RE-ENTER THE BUILDING.

EARTHQUAKE:

There will be no warning! Be prepared for a series of shocks. Normally, the intensity will build, followed by a pause and aftershock.

1. STAY CALM and do not leave the building or your floor.
2. Move away from windows and shelves. Take cover under sturdy desks or in doorways.
3. Keep clear of overhead pictures and windows.
4. When tremors cease, quickly check your immediate work area for any injured persons or fire. Unless there is a serious medical emergency or fire, do NOT use the telephone.
5. Disconnect or shut off all electrical machines if possible.
6. Remember, panic is the chief by-product of an earthquake. Don't become impatient or restless. If your area appears stable, the chances are that you are as safe there as anywhere else.
7. Falling objects are a major concern in an earthquake. You can lessen this threat today by checking your work area and relocating heavy objects that are 48 inches or more from the floor to a lower level. Filing cabinets should not be too heavy; this will help prevent the cabinet from falling over.
8. If necessary, and ordered to do so, evacuate your premises. Be very careful of downed electrical lines, falling debris, and broken glass. You will be given instructions for evacuation by building personnel, police and/or firemen.
9. If possible, report any injuries or damages to your Safety Guide or Facilities Manager.



SERIOUS INJURY OR ILLNESS:

1. Dial 911 and explain emergency.
2. Tell personnel you need an ambulance or immediate care. Give the location of the victim. Give your name, phone number, building address, and suite number.
Stay on the phone until instructed to hang up.
3. Send another employee to the entrance of the building to wait for the emergency personnel and direct them to the victim.
4. Notify Building Management at (916) 444-2000.
5. Stay with the victim, cover the victim with a blanket or coat if available.
6. NEVER move the victim unless he or she is in immediate danger.
7. If needed immediately, a qualified employee may administer first aid until emergency personnel arrives on the scene.

CIVIL DISORDERS:

1. Notify management/leasing office at (916) 444-2000.
2. Avoid becoming spectators. Leave or avoid the area of disturbance.
3. Avoid becoming involved in the situation by arguing or attempting to interfere.
4. Occupants of lower floors should close their blinds and avoid window areas.
5. If participants enter your work area, keep calm, do not provoke an incident, and if possible report the incident to building security.



BOMB THREATS & EXPLOSIVE DEVICES:

- 1.** If you personally receive a bomb threat, **STAY CALM** and obtain as much information as possible from the caller.
 - A.** WHERE: Exact location of the device.
 - B.** WHEN: Time set of detonation.
 - C.** WHAT: Description of the device.
 - D.** WHY: Reason for the disturbance.
- 2.** Write down the exact words used by the caller and the exact time of the call.
- 3.** Pay attention to the caller's voice (i.e., gender, accent, age, etc.), and listen for background noises which might give clues to the place where the call is being made.
- 4.** When the caller hangs up, call 911 and explain the emergency.
- 5.** Immediately notify the Management Office at (916) 444-2000
- 6.** AVOID PANIC. Do not discuss with anyone unless instructed to do so.

IF A SUSPICIOUS ITEM IS OBSERVED IN YOUR AREA:

- 1.** DO NOT TOUCH ANY SUSPICIOUS ITEM.
- 2.** Report any strange or suspicious items to the Property Management Office at (916) 444-2000.